Kanawha Putnam Emergency Management Plan Functional Annex	
Communications **Revised September 2022: Reviewed Biennially**	**A03**

NRF Coordination:	ESF #2 – Communications
Primary Agencies:	• Emergency Management • 9-1-1 Centers
Support Agencies:	▪ All responding agencies ▪ WV Division of Homeland Security and Emergency Management ▪ Amateur Radio (ARES/RACES)

I. Introduction

A. Purpose

1. Effective disaster communications are mission critical. The Communications Plan establishes guidelines and strategies so that responding agencies will be able to communicate with commanders, emergency management personnel and among themselves.

B. Scope of Work

1. The Communications Plan will address the ability to communicate:

   - Within agencies and disciplines
   - Across agencies, disciplines and jurisdictions
   - Between key industrial facilities, first responders and the Emergency Operations Center.
   - With state and federal emergency management agencies.

- *Communications with the public is covered under separate annexes and is considered out of scope for this annex.*

II. Direction and Control

A. 911 centers utilize skilled, certified personnel and a management structure.

B. Emergency Management Director or designee will coordinate all emergency communication activities.

III.Situation and Assumptions

A. Both counties and the ascribed to this plan utilize a single public safety answering point and single dispatch point for all county public safety agencies within their counties

B. All public safety agencies have voice communication systems that are effective for day-to-day use.

C. An increasing number of law enforcement. EMS and fire agencies have in-vehicle data communications systems dependent upon the cellular telephone network.

D. Any existing public safety radio system can become overloaded in the event of an emergency that rises above the routine level.

E. A large emergency incident can overwhelm 911 center staff, impeding the ability to handle routine emergencies efficiently.

F. Some agencies have the capabilities for Level One Interoperability[1].

G. The cellular telephone network has a demonstrated failure potential due to overloading during large scale emergency events and, therefore, cannot be relied upon for alternate emergency communications circuits.

H. The Public Switched Telephone Network can experience overload as a result of a large-scale incident.

[1] The ability to communicate with others outside one's agency by having their frequency programmed into the radio (i.e., police talking to fire, etc.).

I. Alternate communications circuits, such as National Warning System (NAWAS) and amateur radio, can be used to access state and federal resources.

J. Not all public safety repeater systems have emergency power supplies, leaving them prone to failure when commercial power mains are interrupted.

K. Effective communication is critical to Command and Control in an emergency situation.

L. Agencies tasked under the plan must have a plan to communicate with their personnel and with the Emergency Operations Center even in the event modern communications assets are unavailable.

M. Evolving technology will present opportunities to improve communications and interoperability.

IV. Concept of Operations

A. General

1. The Emergency Management Director is responsible for emergency communications planning and coordination.

2. Every agency involved in response to—and management of—emergencies should, in advance, plan and test for communications contingencies.

3. Proper and disciplined use of the public safety communications system will enhance the safety of all responder personnel and increase the efficient movement of messages.

    a. Communications circuits become very busy during emergencies. Agencies should control unnecessary chatter that ties up channels.

    b. Dispatch channels should be used exclusively for dispatch. Tactical communications should always occur off of dispatch channels.

4. One of the strategies for the Emergency Operations Center should be to alleviate the communications load on the 911 center so that 911 personnel can concentrate on handling calls for service from the public and routine radio communications. Therefore, all communications from the Incident Command Post relevant to the emergency incident will be directed to the Emergency Operations Center.

5. All requests for resources beyond the mutual aid level will be directed from the Incident Command Post to the Emergency Operations Center. The Emergency Management Director may assign an Emergency Support Function representative as a coordinating point between individual command post or affected entities See Functional Annex A15 – Resource Management.

6. Emergency Management Director will maintain trained Communications Officers and staff for the Emergency Operations Center with such personnel as needed to support the incident commander.

7. Every agency should maintain a plan for contacting their personnel during and after working hours.

B. Primary Agency

1. Emergency management personnel and incident commanders should consider these factors in developing a particular communications strategy for an incident:

   a. The ability for effective, on-scene communications without creating a system-wide channel congestion issue (i.e., use of tactical channels).

   b. The potential for communications failures (i.e., inability to talk to other dispatch point or Emergency Operations Center).

   c. The ability to communicate with all agencies involved in the response, at least by proper use of Unified Command and common Command Post.

   d. Consider requesting additional communications resources, even based on anticipated need.

2. The Emergency Management Director will ensure that all emergency operations are in compliance with the Communications Plan when the Emergency Operations Center is active and staffed.

3. The Emergency Management Director will designate a communications channel for each incident scene to allow for coordination with the Incident Command. This may be by telephone, radio, or any other reliable means. A channel will be designated for communication between the Incident Command and the Emergency Operations Center.

   a. Kanawha County – Kanawha Emergency Net

b. Putnam County – Putnam Fire 2, 3, 4 or SIRN (Putnam IRP Fire)

4. Since communications are essential to command and control, the Emergency Management Director will take whatever means are necessary to maintain contact with the Incident Commanders in the event of the failure of communications circuits.

5. The Emergency Management Director will maintain a Memorandum of Understanding with the local Amateur Radio Emergency Service (ARES) and the Radio Amateur Civil Emergency Service (RACES) organization(s) to provide supplemental communications circuits, equipment and personnel on a volunteer basis.

C. Supporting Agencies

1. The Emergency Management Director, or designee, shall coordinate all communication channels and activity during a large-scale emergency.

2. The Emergency Operations Center shall maintain a communications officer during every shift to coordinate and document communications with incident commanders, support personnel and outside agencies.

3. On-scene Command personnel from all supporting responder agencies should, upon arrival, report to the Command Post to participate in Unified Command in order to support communications interoperability. Such personnel should have in their possession communications equipment sufficient to communicate with their own personnel.

4. Incident Commanders will utilize the designated coordination channel to keep the Emergency Operations Center appraised of the status of emergency incidents and to process resource requests.

5. The Incident Command will initiate contact with the Emergency Operations Center as soon as practical from the incident command post and periodically make contact with the Emergency Operations Center throughout the duration of the incident.

6. In the event the Incident Command loses, or cannot establish communications with the Emergency Operations Center, the Incident Command will:

a. Attempt to pass a message to the Emergency Operations Center through the 911 center, or

b. Send a message to the Emergency Operations Center through any and all available means, including the use of a runner, if necessary.

7. The Incident Command will ensure that all tactical communications in the field occur on radio channels designated for that purpose by the 911 center or the Director of Emergency Management.

8. Emergency Management staff will support the Incident Commander by acquiring supplemental communications resources, as needed.

D. Communications Systems

1. Each agency's primary communications system will be kept open for dispatch and command and control functions. Operational communications should occur on tactical channels.

2. The Public Switched Telephone Network and Cellular Network will be the first means of communication between forward command posts and the Emergency Operations Center, and between the Emergency Operations Center and WV Division of Homeland Security and Emergency Management. Web EOC is also used as a communications tool with ordering resources from the WV State EOC. As previously indicated these systems should be exclusively relied upon.

3. The SIRN or digital trunked radio system operation channel can be utilized for coordination between command posts and the Emergency Operations Center when telephone service is unavailable. When used for such purpose, the system is closed to all users except command staff, Emergency Operations Center personnel area hospitals and critical locations such as chemical plants. However, when an incident involves industrial plant facilities, this system can be utilized as described in V. Communications Plan for Hazardous Material Incidents.

4. The Kanawha County Mobile Command Post is available by request through Metro. This vehicle is a self-contained, thirty-five-foot command and communications unit. Radios capable of operating on any system in Kanawha County (including municipalities) as well as amateur radio equipment are maintained on board.

5. Putnam County will utilize a radio system for coordination between the Incident Commander and the Emergency Operations Center.

6. Amateur Radio

a. Two national organizations of amateur radio (“Ham”) operators are represented in the metro area. ARES and RACES are comprised of licensed amateur operators who will use their own equipment to provide supplemental communications on a volunteer basis.

b. Amateur operators are skilled at passing messages on behalf of third parties.

c. The Federal Communications Commission (FCC) regulates amateur radio licenses, which require a test of technical knowledge and operating procedures and regulations.

d. Each operator maintains his/her own equipment and has a high level of operational knowledge.

e. ARES/RACES operators have a wide array of frequencies and modes available to them, including voice, data and video.

f. Ham operators are known around the world for their high emergency operations skill.

g. Amateur operators may be used to provide communications circuits between the Emergency Operations Center and fixed or mobile field locations.

h. Amateur operators may allow an unlicensed person to operate their radio, but, by federal law, must remain in a position to maintain control of the transmitter.

i. FCC rules prohibit the use of amateur radio equipment to transmit on frequencies other than the amateur service.

j. In Putnam County, the Amateur Radio Emergency Coordinator will send a representative to the Emergency Operations Center anytime it is activated.

k. In Kanawha County, the Kanawha Amateur Radio Emergency Service sends a representative to the Emergency Operations Center anytime it is activated.

l. Permanent amateur radio stations capable of local, regional and statewide communications are maintained at the Kanawha County 911 Center, the

National Weather Service-Charleston Forecast Office and at the state Emergency Operations Center at the Capitol.

7. Additional communications resources are available through WV Division of Homeland Security and Emergency Management.

E. Communication with State Emergency Operations Center

1. Disaster-related communications with the State Emergency Operations Center will generally occur through the local Emergency Operations Center and with the knowledge and coordination of the emergency manager.

2. The primary means of communication with the State Emergency Operations Center will be via the WV State Department of Homeland Security and Emergency Management Web EOC system, a web-based communications method utilized by the state for emergency management communications and reporting.

3. The secondary means of communication with the State Emergency Operations Center will be via the public switched telephone network.

4. The third means of communication with the State Emergency Operations Center will be through their talk groups on the WV SIRN (Statewide Interoperable Radio Network, described later in this section.

5. The fourth means of communication with the State Emergency Operations Center will be by amateur radio voice modes.

F. Communication with Federal Response Agencies

1. Initial contact with Federal agencies will likely occur through the State Emergency Operations Center.

2. The Federal Bureau of Investigation (FBI) will be the lead agency for Federal Involvement in response to acts of terrorism or other federal crimes and will coordinate federal activities through a presence in the EOC.

G. Interoperability

1. Definition: Resources that create or enhance the ability of personnel from different agencies, jurisdictions and disciplines to communicate despite disparate radio systems.

2. Local and regional Interoperability will be achieved by one of six methods.

    a. The programming of radios with frequencies of other agencies, allowing the user to switch frequencies to attain interoperability.

    b. Borrowing a radio from another agency to facilitate communications with them.

    c. Passing messages to other agencies through 911 center dispatchers.

    d. Use of telephone systems.

    e. Use of amateur radio emergency communications teams.

    f. Face-to-face conversations.

    g. Use of the WV SIRN system by all responding personnel (see section I, below).

3. Interoperability is enhanced by plain language communications, eliminating proprietary codes and signals.

4. Interoperability for tactical communications can be achieved through the use of a system contained in the Kanawha County Mobile Command Post. This system is capable of linking different radio frequencies together.

5. The City of Charleston has designated Police Channel Two as an interoperability channel for all city agencies during emergency situations.

6. Putnam County will conduct emergency communications coordination on the Emergency Services channel.

H. Communications Systems Failure

1. In the event of a failure of a communications channel, personnel utilizing that channel shall:

    a. Continue to monitor that frequency until receiving further instructions from the Incident Command or Emergency Operations Center.

    b. Attempt to contact the Incident Command or Emergency Operations Center by any possible means to report the failure.

c. In no event should response personnel abandon attempts to establish communications except when taking measures to protect life.

2. Amateur radio ARES/RACES operators can provide communications channels when other means are not possible.

3. The Incident Command can utilize runners and face-to-face meetings for communication when other means are not practical.

I. West Virginia Interoperable Radio Project

1. Definition and Description

a. A statewide network of digital, trunk radio repeaters linked together by a redundant, high speed microwave system.

b. The network is still under construction but already covers most of the central and eastern part of Kanawha County.

c. The network is still under construction but already covers most of the central part of Putnam County.

d. All public safety agencies in Kanawha County are being equipped with radios that will function on the system, thereby assuring that all public safety entities may utilize the same radio system during an emergency incident.

e. The system utilizes the 450 MHz band for communications between users.

f. SIRN system affords a high level of interoperability.

g. The system is being developed with federal homeland security and state funding. It is governed by a committee of stakeholders from various counties and agencies. The Department of Health and Human Resources maintains the system.

h. Originally born to replace the aging Medical Command communications system, the SIRN technology has capabilities that far transcend this single mission.

2. Enhanced Interoperability Strategy for Kanawha County

a. In addition to their own dispatch channels, all radios placed into service in Kanawha County are equipped with a set of tactical channels for local and regional interoperability. These channels operate through the trunk system, in repeater fashion and are monitored by Metro 911 when in use. These channels are intended for interagency coordination and communications between the Incident Command Post and the EOC (or Metro).

b. All radios placed into service in Kanawha County for fire and EMS service use are outfitted with four analog, simplex channels for on-scene operations.

c. All radios placed into service in Kanawha County for Law Enforcement use are outfitted with three digital or analog, simplex operations channels.

d. When dispatched to an incident involving multiple agencies, units will be assigned a common tactical channel so that all units can communicate with each other (i.e., police, fire, EMS on the same communications channel).

e. The state has been divided into eight regions and trunk channels have been established for command, fire, EMS and law enforcement groups in each region. This allows for regional interoperability during an incident. All radios issued in Kanawha County contain these channels for Region 7 and adjacent regions.

3. Enhanced Interoperability for Putnam County

a. In addition to their own dispatch channels, all radios placed into service in Putnam County are equipped with a set of tactical channels for local and regional interoperability. These channels operate through the trunk system, in repeater fashion, and are monitored by Putnam County 911 when in use. These channels are intended for interagency coordination and communication between the Incident Command Post and the EOC (or Putnam 911).

b. All radios placed into service in Putnam County for fire and EMS use are outfitted with three analog simplex channels for on-scene operations.

c. All radios placed into service in Putnam County for Law Enforcement use are outfitted with one digital or analog simplex operation’s channel.

d. When dispatched to an incident involving multiple agencies, units will be assigned a common tactical channel so that all units can communicate

with each other (I.e. – police, fire, and EMS on the same communications channel).

e. The State has been divided into eight regions and trunk channels have been established for command, fire, EMS, and law enforcement groups in each region. This allows for regional interoperability during an incident. All radios used in Putnam County contain these channels for region 7 and adjacent regions.

J. Industrial Facility Response

1. The Kanawha Putnam Emergency Planning Committee established communication interoperability protocols with area chemical facilities. These protocols are included in Section V – Communication Plan for Hazardous Material Incidents.

K. Policy and Planning

1. The Director of Emergency Management shall maintain policies and procedures and conduct planning for communications strategies utilizing guidelines set forth in the National Response Plan and the National Incident Management System.

2. Due to changing federal policies and emerging technology, all responder agencies shall consult with Emergency Management Director of jurisdiction when considering any communications system changes or purchases.

3. The KPEPC shall maintain guidelines pertinent to industrial facility response. Such content shall be updated and included in the Plan.

V.

COMMUNICATIONS

PLAN

FOR

Hazardous Material

Incidents

V. Communications Plan for Hazardous Material Incidents

A. Introduction

Effective emergency preparedness requires effective emergency communications to tie together emergency service initiation, emergency management, emergency response and public notification. The following plan is established to meet such a requirement.

B. Purpose

The purpose of this Plan and the attached Appendices A through C is to outline actions to be taken in response to a variety of emergencies to assure the coordination of efforts of those parties initiating notification of hazardous material incidents with relevant emergency communications, emergency management and emergency response organizations available for emergency action.

Communication activities could warn of hazardous materials incidents impact on communities (incorporated or unincorporated) or industrial facilities.

C. In-Plant Communication

The first line of communications within a plant or public utility is the facility's telephone system, fire alarm system, and/or two-way radio system. Two-way radio equipment should be available for use in facility security and emergency situations.

D. External Plant Communications

The public telephone system, utilizing 911, should be the primary method of contacting the appropriate emergency communication center in your area. When telephones are inoperable, the Kanawha or Putnam County Fire Channels may be used. Some facilities use direct dedicated phone lines to connect to the 9-1-1 centers.

E. Communications To Emergency Communication Centers

The public telephone system is the primary communications link for requesting emergency response by a member of the general public. Contacting a 911 or a municipal emergency communications center in Kanawha County or Putnam County will initiate emergency response services.

F. Communications Among Responders

1. Plant emergency teams can maintain and utilize radios capable of operating on county public safety fire frequencies, including those designed for tactical communications, according to specifications issued by the Emergency Management Director, for the purpose of interoperability with public safety agencies during a plant emergency.

G. Communications Plan Implementations

1. Notification to Emergency Communications Centers

a. If an emergency necessitates a message to the public, the Metro 911 Center, Putnam County 911 Center, or a State approved municipal emergency communications center will be notified in accordance with procedures established in this Plan. The procedures will be used by emergency response personnel to report common carrier emergencies; or by employees of barge lines, railroads, public utilities, tank truck lines, and individual plants to report emergencies. (See Appendix B)

b. Since the municipality and or county in which the emergency occurs is responsible for emergency communications it will be the priority responsibility of the appropriate emergency communications center staff member on duty to inform all affected municipal and/or county emergency response agencies.

c. It will be the responsibility of the Incident Commander to update the appropriate emergency communications center and/or emergency operations center *every 15 minutes or sooner as situation warrants*. During prolonged incidents update times can be extended upon agreement with the facility and 9-1-1 center or EOC

d. Notification to the 911 Centers by a fixed industrial facility will be done in accordance with adopted notification guidelines as outlined in this Plan. The telephone systems public safety radio channels may both serve as ways of notification that an emergency has occurred, to request emergency responder services or to provide updates on emergency situations.

e. Other ways of contacting emergency communications centers are in order of preference:

(1) Kanawha County

(a) Public telephone - call 911

(b) Public telephone 304-357-0191

(c) Direct dedicated phone lines

(d) Kanawha County Fire Radio

(e) Designated SIRN (IRP) Radio Channel

(2) Putnam County

(a) Public telephone - call 911

(b) Public telephone 304-586-0246; 304-586-0247; 304-586-0273

(c) Direct dedicated phone lines

(d) Putnam County Fire Radio – Putnam Fir 1 = 155.115 MHz (if equipped)

(e) Designated SIRN (IRP) radio channel

2. Notification of Emergency Management Directors

a. Kanawha County

b. Putnam County

c. Municipal City of Charleston

3. Public Notification

Notification will be made in a timely manner (see Functional Annex A01 – Public Warning).

a. EAS Radio and TV

(1) When an Incident Commander (or Plant Emergency Coordinator or his/her designee) has an emergency situation which will impact the public or may cause public concern, it is important that the public be

promptly notified via Emergency Alert System (EAS), radio or TV - or other means. (See A02 – Emergency Public Information

(2) When an emergency occurs within a plant that has the potential for public impact or concern, it is the duty of the Incident Commander to see that the public is kept informed of developments related to the emergency. When such an incident includes the involvement of Emergency Management and/or public safety resources, information should be provided to the public through the Joint Information Center concept utilizing plant and emergency management personnel. (See A02 – Emergency Public Information)

b. Public Notification

(1) Tone alert radios

(2) Outdoor warning sirens

(3) Disaster pagers

(4) Reverse 911 systems

(5) EAS to include Broadcast Media

(6) Social Media or Internet

(7) Integrated Public Alert Warning System

(8) Assistive Technologies

(9) WEA

Where and when it is logical and feasible to do so, depending on the emergency, emergency response vehicles may be sent to the area(s) that will be or could be impacted by the emergency Protective Action information. The decision will be made by the Incident Commander at the appropriate time. (See Appendix H)

4. Notification to an Emergency Communications Center by a Plant

a. The Incident Commander (or Plant Emergency Coordinator or his/her designee), upon determination that a possible on-site emergency exists or

is imminent, will immediately report by utilizing the dedicated 911 line or the most effective means available the emergency or potential emergency to appropriate emergency center(s) within 15 minutes of ascertaining the occurrence of an emergency event.

b. The Incident Commander (or Plant Emergency Coordinator or his/her designee) will provide available emergency information to the appropriate emergency communications center. This will assure that the appropriate emergency communication center can provide the community and/or county emergency response agencies and the public with the needed information.

c. Notifications made to appropriate emergency communications center(s) for chemical releases will follow these adopted guidelines:

(1) People in the immediate area could be affected.

(2) A plant-wide or local area alarm is activated.

(3) A CERCLA and/ or SARA reportable quantity of material is released into the environment.

(4) A leak occurs involving a toxic material listed for that specific site as an acutely hazardous material.

(5) The chemical is Immediately Dangerous to Life and Health (IDLH) at concentrations less than 100 ppm (gases or vapors) or 100 milligrams per cubic meter (liquids or solids) or, has a Threshold Limit Value (TLV) or Permissible Exposure Level (PEL) of 1ppm or less.

(6) An event occurs that creates a loud explosion, smoke, pungent odors or other circumstances that are likely to create public alarm.

(7) Nothing in this Plan precludes local Emergency Management officials from exercising their rights to order public protective action (i.e., Shelter-in-Place, evacuation) when they feel that a real danger exists to the public.

d. **EXCEPTIONS TO THIS NOTIFICATION ARE AS FOLLOWS**:

(1) Residue on gaskets and equipment which release minute quantities of an acutely toxic material during disassembly.

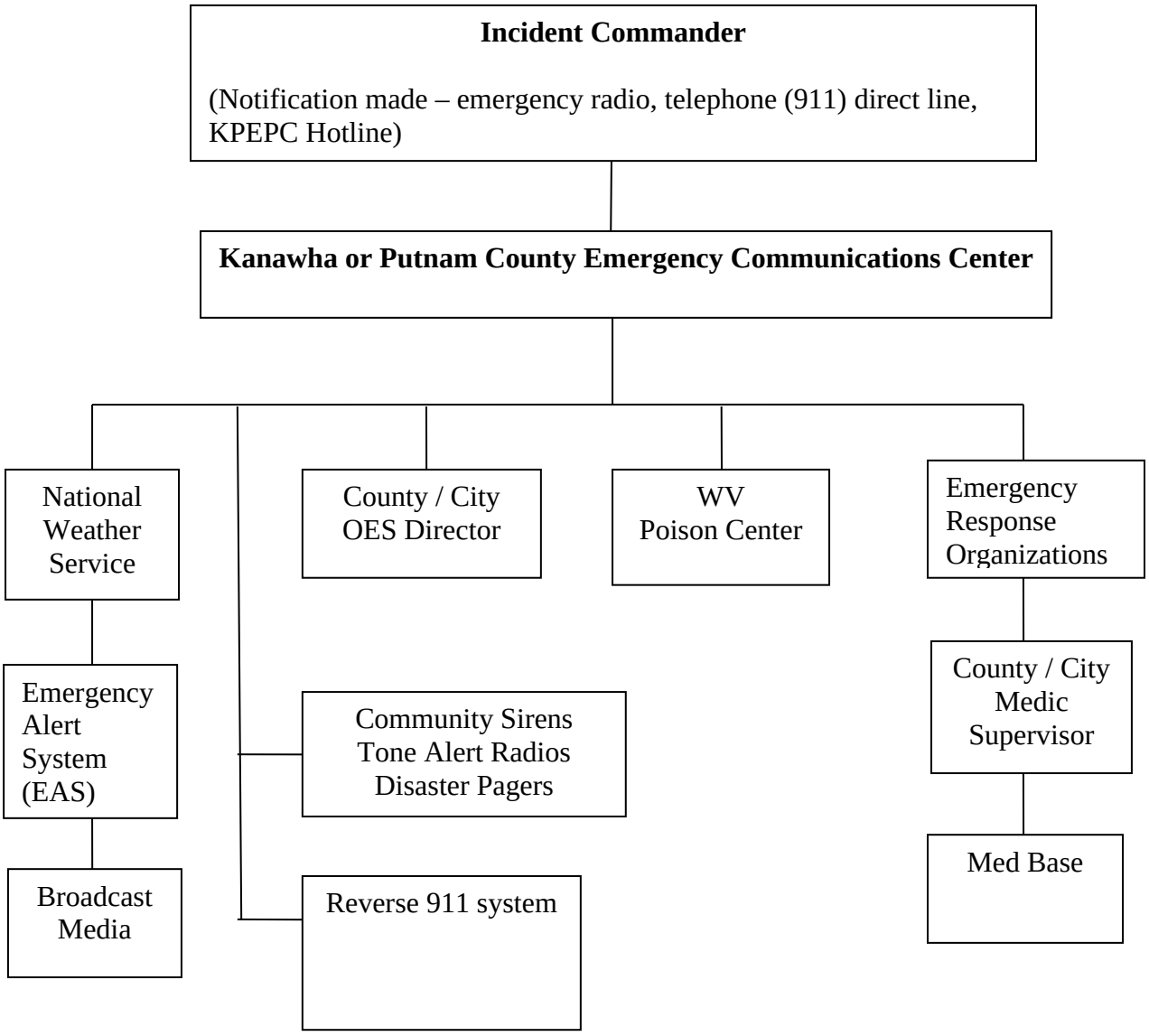
(2) Minor packing, gaskets, seal, and tubing leaks which are quickly contained and release minute quantities of an acutely toxic material.

(3) Laboratories where small amounts of chemicals are used in quantities that would not impact the community if a spill or leak should occur.

e. **Updates of Emergency Situation Status**

It will be the responsibility of the Incident Commander (or Plant Emergency Coordinator or his/her designee) to update the appropriate county Emergency Operations Center (EOC) when activated, every *15 minutes or sooner as situation warrants*. In the event that a EOC is not activated, updates are directed to the appropriate county's Emergency Communications Center.

I. Appendix H


Incident Commander
(Notification made – emergency radio, telephone (911) direct line, KPEPC Hotline)
Kanawha or Putnam County Emergency Communications Center
National Weather Service
County / City OES Director
WV Poison Center
Emergency Response Organizations
Emergency Alert System (EAS)
Community Sirens Tone Alert Radios Disaster Pagers
County / City Medic Supervisor
Broadcast Media
Reverse 911 system
Med Base

I. Emergency Classifications for Public Protective Actions

All emergencies will be classified in one of the following categories for the purpose of classifying public protective actions.

1. No Public Protective Action Notification

   When an event has occurred or is underway such as a small fire, minor release, minor injury, or other minor event not yet defined and public protective actions are not required at the present time.

2. Standby Alert Notification

   Public protective actions are not required at this time but may be required if the incident escalates.

3. Shelter-in-Place Notification

   When an event has occurred, such as a major fire, explosion, or leak, which definitely threatens the general public or appears to have the potential to affect the general public, the Incident Commander (or Plant Emergency Coordinator or his/her designee), or other authorized authority, such as the county Emergency Management Director, shall order this protective action notification. Refer to the Shelter-In-Place section of this manual.

4. Evacuation Notification

   When an event has occurred, such as a major fire, explosion, leak, or emission which requires that the public evacuate the area affected, the Incident Commander (or Plant Emergency Coordinator or his/her designee) or other authorized authority, such as the county emergency services director, shall order this protective action notification. Refer to [Functional Annex A04 – Evacuation]

J. Response Actions for Public Protective Classification

1. No Public Protective Action Notification

   a. Incident Commander

      A call will be made to the appropriate 911 Center (Kanawha and/or Putnam) to report that no public protective action is necessary at this time.

   b. 911 Center Action or Emergency Communications Center Actions

No action necessary unless the incident is one that can be perceived as an emergency by adjacent citizens (explosion heard, fire scene, distinct different odors smelled, alarms sounding). The Incident Commander (or Plant Emergency Coordinator or his/her designee) may, upon determining that such a circumstance exists, request activation of the EAS and have radio stations broadcast Message No.1 (See Section **K**). See A02 – Emergency Public Information.

2. Standby Alert Notification

   a) Incident Commander

      Call 911 and report the incident and issue a Standby Alert Notification. Refer to Emergency Notification Form for information to be given to the Emergency Communications Center (See Appendix B).

   b) 911 Center Action

      Activate emergency warning systems devices in the affected area(s) if requested by the Incident Commander of the affected jurisdiction of authority or by the authority of the appropriate Office of Emergency Services, including sirens, tone alert radios, and pagers. See A01 – Public Warning. See Section **K** for suggested message formats.

      Notify all appropriate fire, police, ambulance, Med Base, and other responders to standby.

3. Shelter-in-Place Alert Notification

   a) Incident Commander

      Notify the appropriate 911 Center (Kanawha and/or Putnam) and report that a Shelter-in-Place is requested. See A01 – Public Warning

      Refer to Emergency Notification form for information to be given to the 911 Center (See Appendix B).

   b) 911 Center Actions

      When and where applicable, activate emergency warning system devices in the affected area (s), including sirens, tone alert radios, and pagers.

Activate Emergency Alert System and request stations to broadcast message #2 or #3 as appropriate, based upon the recommendations from the site.

Notify fire, police, ambulance, and other emergency responders to proceed to the incident site and/or Staging Area (s) and await further instruction.

Notify the public schools by tone alert radios and pagers and/or other appropriate authorities and the American Red Cross to standby for implementation of evacuation procedures for the affected area.

Notify the WV Poison Center.

Contact appropriate law enforcement units to have them implement the **Traffic Diversion Plan** as appropriate.

4. Evacuation Notification

a) Incident Commander

Notify the appropriate 911 Center (Kanawha and/or Putnam) and report that an evacuation is requested. Refer to Emergency Notification Form for information to be given to the 911 Center (See Appendix B). See A01 – Public Warning

b) Kanawha County and/or Putnam County Emergency Operations Center Action

As applicable, implement actions listed under Shelter-In-Place (above) with the addition of using broadcast message #4 if a decision to Evacuate is made.

5. Termination of Event

a) Incident Commander

The Incident Commander, depending on the situation and level of emergency, will contact the 911 Centers as appropriate with the recommended termination of the emergency incident.

b) 911 Centers' Action

The 911 Centers, after confirming recommendation, will advise the affected public through the EAS and/or other appropriate means that the emergency incident has been resolved and that they may return to normal activities. The 911 Centers will notify the participating emergency response units through appropriate command channels that the emergency incident has been resolved and that they return to normal activities, other than those units that may be needed to execute post-emergency incident resolution activities. See A01 – Public Warning.

K. Personal Protective Action Message for Use on The Emergency Alert System

MESSAGE #1: (*No Public Protective Action*)

At _____, emergency officials reported an incident in __location_(city)_____.

No protective action required at this time.

This broadcast is for information only.

Repeating… No protective action required at this time.

MESSAGE #2: ***(Shelter-in-Place)***

At _____, emergency officials reported an incident in _____location (city)____.

All persons in the affected area should remain inside their homes or some other closed building. An official announcement will instruct you when it is safe to leave. Turn on your local radio or TV station for additional emergency details. Use the telephone for emergencies only.

Repeating…All persons in _____location_____ should remain inside their homes or some other closed building.

MESSAGE #3: ***(Prepare to Evacuate)***

At _____, emergency officials reported a potentially serious condition in _____location (city)_____.

All persons in the affected area should remain indoors and prepare to evacuate. You do not need to evacuate at this time. Stay tuned to your local TV or radio station for further instructions. This message will be repeated until conditions have changed.

Repeating…All persons in _____location_____ should remain indoors and prepare to evacuate.

MESSAGE #4: (***Evacuation)***

At _____, emergency officials reported a potentially serious incident in _____location (city)_____.

All persons in the affected area should evacuate in an orderly manner. This message will be repeated until conditions have changed.

Repeating… All persons in _____location_____ should evacuate the area in an orderly manner.

MESSAGE #5: (***Termination of Event)***

The emergency at _____ is now over and you may now return to normal day to day activity. If you were told to shelter in place, you may now air out your home or business by opening all windows and doors and letting the structure air out.

APPENDIX A

KPEPC Emergency Disaster Radio Network Test Report Form

Location Conducting Test: _____ **Date:** _____

Person Conducting Test: _____ **Date:** _____

Message:

"This is the weekly test of the KPEPC Emergency Disaster Radio Network. Standby for roll call. Respond with your company or organization name when the roll is called."

Roll Call	Plant #	Phone #	1	2
Chemours – Belle	51	357-1266	☐	☐
Clearon – South Charleston	602	746-3079	☐	☐
Dow Institute Site	241	767-6279	☐	☐
Dow – WV Operations	601	747-2358	☐	☐
Putnam County E.O.C.	---	586-0246	☐	☐
St. Francis Hospital		347-6178	☐	☐
Thomas Memorial Hospital	---	766-3681	☐	☐
CAMC	---		☐	☐
CAMC Teays Valley				☐
Kanawha County E.O.C.	---	746-7911	☐	☐

"The next test of the Disaster Radio Network will be one week from today. Return your radios to Kanawha Fire Channel 1"

Comments Regarding the Test: _____

_____

Note: Agency conducting this test will forward the results to the KPEPC Office (Fax # - 304-340-3657) immediately at the conclusion of the test.

Kanawha County Channel 01 will be the frequency that the radios and pagers must be able to receive the paging tones on.

A group paging test will be conducted every Tuesday at 11 a.m. by Metro on Kanawha Fire Channel 1. Members of the KPEPC Emergency Disaster Radio Network will then switch to the OES frequency for Roll Call. Once the Roll Call is complete members will switch their radios back to Kanawha County Fire Channel 1 as the Priority Channel.

POINTS TO REMEMBER:

- This is an Emergency Disaster Radio Network Plan
- When you communicate on these channels you are “competing” with emergency dispatches and communications for fire and EMS units throughout the county.
- For communications between plants/hospitals, utilize the OES frequency
- First responders can communicate with you directly on the fire frequencies

APPENDIX B

KPEPC
KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

120 3rd Avenue
South Charleston, WV 25303
T 304.414.3600

EPA Identification Number: (12 digits)	FACILITY NAME:
EMERGENCY CONTACT:	CONTACT PHONE:
INCIDENT ADDRESS:	CITY, STATE, ZIP
INCIDENT DATE: / /	COUNTY: LEPC
TIME OF VERBAL NOTIFICATION To 911 Center:	INCIDENT #: (NRC)
CHEMICAL RELEASED:	CAS NUMBER: __ __ __ __ __ __- __ __ - __
CHECK IF CHEMICAL IS LISTED IN 40 CFR 302 / 355 [ ]	PHYSICAL STATE CONTAINED: [ ] solid [ ] liquid [ ] gas
QUANTITY RELEASED: (In pounds)	PHYSICAL STATE RELEASED: [ ] solid [ ] liquid [ ] gas
TIME OF RELEASE:	DURATION OF RELEASE: _____days _____hours _____minutes
ENVIRONMENTAL CONTAMINATION: [ ] Air [ ] Water [ ] Ground [ ] Other	
DESCRIBE ACTION TAKEN: (Use additional sheets if needed.)	

ANTICIPATED HEALTH EFFECTS OF RELEASE:

[ ] ACUTE / IMMEDIATE (Explain) _____

_____

[ ] CHRONIC / DELAYED _____

_____

_____

_____

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS:
Contact WV Poison Control Center – 1-800-222-1222

COMMENTS:

CERTIFICATION: I certify under penalty of law that I have personally examined and am familiar with the information submitted and this it is true, accurate and complete.

Reporting Facility Representative Title (print/type) _____

Signature Of Facility Representative (print/type) _____

(signature) _____

Date:

CHEMICAL RELEASE FOLLOW-UP NOTIFICATION FORM INSTRUCTIONS

Local emergency planning committee's (LEPC) requires that Emergency Release follow-up notifications be submitted using this reporting form. Releases of reportable quantities of Extremely Hazardous Substances (EHS) (listed in 40 CFR 355, appendix A) or chemicals that require release reporting under section 103 (a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) must be reported on the form within 14 days following a release. The written follow-up report is required in addition to immediate verbal notification.
BASIC INSTRUCTIONS:

- The completed form satisfies the Emergency Planning & Community Right-to-Know Act Section 304 requirement. Ensure that all information is complete.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS: Enter the EPA Identification Number, the facility name, phone number and name of a contact person who can provide detailed information concerning the incident.

Enter the date of the incident, the time that verbal notification was made to the Emergency Management 911 Center, and the National Response Center (NRC) incident number in the space provided.

Provide information about the location where the release occurred. Include the street address, city, state, zip, county, local emergency planning committee, and if appropriate, provide information about bordering LEPCs or states.

Provide information concerning the specific chemical that was released. Include the chemical/trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Indicate all actions taken to respond to and contain the release.

Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use the Comment section to provide additional pertinent information.

Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident.

List any additional pertinent information.

Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

CALL COUNTY 911 CENTER:
911

CALL THE NATIONAL RESPONSE CENTER AT:
1.800.424.8802

FAX COMPLETED REPORTS TO:

KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE
304.340.3657