

Kanawha Putnam Emergency Management Plan Functional Annex	
<h1 style="margin: 0;">Terrorist Incident Response</h1> <p style="margin: 0;">Revised September 2022; Reviewed Biennially</p>	<h1 style="margin: 0;">A20</h1>
NRP Coordination:	
Primary Agency:	Law-enforcement Agency of Jurisdiction, FBI is the lead agency, for crises management, Fire Department consequence management, DHS/FEMA may elect to take lead
Support Agencies:	<ul style="list-style-type: none"> ▪ West Virginia State Police ▪ All jurisdictional law enforcement agencies ▪ WV Department of Environmental Protection ▪ WV Division of Homeland Security and Emergency Management ▪ WV Bureau of Public Health ▪ Local Health Departments ▪ All-Hazard Plan Agencies

I. Authority

A. Federal

1. Public Law 104-201, Defense Against Weapons of Mass Destruction Act.
2. Terrorism Annex to the National Response Plan.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Homeland Security Presidential Directive 5, Management of Domestic Incidents.
5. Presidential Decision Directive 39, US Policy on Terrorism.
6. Presidential Decision Directive 62, Combating Terrorism.
7. Presidential Decision Directive 63, Critical Infrastructure Protection.

B. State/Local

1. West Virginia State Emergency Act §15-5
2. City and County ordinances/resolutions as applicable

II. Purpose

A. The purpose of this annex is to:

1. Outline operational concepts and tasks and to assign responsibilities for preparing for and responding to terrorist incidents that may occur.
2. Describe state and federal assistance that may be available to assist in the response to a terrorist incident.

III. Definitions

- A. **Anti-terrorism Activities.** Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.
- B. **Consequence Management.** Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
- C. **Counter-terrorism Activities.** Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
- D. **Crisis Management.** Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.
- E. **Hazmat.** Hazardous materials.
- F. **Technical Operations.** Actions to identify, assess, dismantle, transfer, or dispose of Weapons of Mass Destruction (WMD) or decontaminate persons and property exposed to the effects of WMD.
- G. **Terrorist Incident.** A violent act, or an act dangerous to human life, in violation

of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.

H. Weapons of Mass Destruction. WMD include:

1. Explosive, incendiary, or poison gas bombs, grenades, rockets, or mines.
2. Poison gas release.
3. Any weapon involving a disease organism.
4. Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

IV. Situations and Assumptions

A. Situation

1. The Kanawha/Putnam Metro area is vulnerable to terrorist incidents. The risk of a significant terrorist attack is low to moderate. However, the consequences of a major terrorist incident could be catastrophic, therefore, mitigate, preparing for, and responding to such incidents and recovering from them is an important function of government. The Kanawha/Putnam Metro area is within range of several nationally significant high-risk areas.
2. Terrorism is a law enforcement, public safety, public health and emergency management problem. All terrorism is or starts as a local event. By Federal mandate, the FBI is the lead agency for crisis intervention of a terrorist event. DHS/FEMA may elect lead for consequence management.
3. Virtually all terrorist acts involve violation of laws. Therefore, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates on their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.
4. In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of

a terrorist act. Law enforcement agencies want to protect the crime scene to gather evidence, while emergency fire and rescue responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establishes operation areas and formulates a plan of action, based on NIMS principles.

5. Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
6. Local resources for combating terrorist attacks are very limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
7. Local emergency personnel will be overwhelmed, not only by the incident itself, but also by the volume of support agencies and personnel who may become involved. Self-activation of personnel can present command/control issues.
8. The presence of chemical or biological agents may not be recognized until sometime after casualties occur. There may be a delay in identifying the agent present and determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
9. In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area, but still produce victims in the local area.

B. Assumptions

1. Terrorism may take many forms. Terrorism may come from either domestic or international sources. Terrorists may act alone or in varying numbers of groups made up of varying numbers of members. Terrorist attacks may be directed at government facilities, public and private institutions business or industry, transportation, and individuals or groups. Such acts may involve arson; shootings; bombings; including use of weapons of mass destruction (nuclear, chemical, or biological agents; kidnapping or hostage-taking; sabotage and other activities.
2. In the case of a threat, there may be no incident site, and no external consequences, and, therefore, there may be no need for establishment of traditional Incident Command System (ICS) elements such as an Incident Command Post. The FBI may, based on available information, establish a Joint Operation Center (JOC) to monitor and track threats.

3. Terrorist attacks may or may not be preceded by a warning or a threat and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
4. A device may be set off to attract emergency responders, and then a second device set off for the purpose of injuring emergency responders.
5. Effective response to the use of WMD may require:
 - a. Specialized equipment to detect and identify chemical or biological agents.
 - b. A mass decontamination capability.
 - c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
 - d. The capability to deal with mass fatalities.
6. Injuries from a terrorist attack may be both physical and psychological.
7. Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
8. In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take hours or days to activate and deploy such resources on a large scale.

V. Concept of Operations

A. General

The response to terrorism includes two major functions, crisis management and consequence management, which may be carried out consecutively or concurrently in the case of an incident that occurs without warning.

B. Crisis Management & Consequence Management

1. Crisis Management.

- a. Pre-incident crisis management activities include efforts to define the

threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law enforcement agencies have the lead in terrorism crisis management activities.

- (1) Law-enforcement agencies have the lead local role in terrorism crisis management and will coordinate their efforts with state and federal law enforcement agencies as appropriate.
- (2) The West Virginia Division of Homeland Security and Emergency Management is the lead state agency in terrorism incident response. WVDHSEM through the State EOC will coordinate the state law enforcement response to a potential terrorist incident and use of state resources to support crisis management activities.
- (3) By Federal law, the Federal Bureau of Investigation (FBI) is the lead agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities. The FBI, from a command post or a Joint Operations Center (JOC) manages Investigative and intelligence activities. The command post or JOC coordinates law enforcement assets required to respond to and resolve the threat or incident with federal, state, and local law enforcement agencies.

- b. When a credible threat of terrorist attack exists, EOC activation should be ordered by the Emergency Management Director or, if security necessitates, activate a specialized facility to facilitate coordinated terrorism crisis management operations.

Under the direction of the Emergency Management Director notifications should be made to the WV State EOC, the FBI (Charleston, WV) and the WV Joint Terrorism Task Force (WVJTTF).

2. Consequence Management

- a. Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, might continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete.

- (1) Emergency Management shall have the lead local role in terrorism consequence management for most types of terrorist incidents, but

the Chief Health Officer may be assigned the lead local role in terrorism consequence management for incidents involving biological agents.

(2) The West Virginia Division of Homeland Security and Emergency Management is the lead state agency for terrorism consequence management. The State EOC will coordinate state resource support for local terrorism consequence management operations.

(3) The Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) is the lead federal agency for consequence management operations and shall coordinate federal resource support for such operations.

b. The agencies responsible for terrorism consequence management operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations.

C. Implementation of the Incident Command System (ICS)

1. If there is a local incident site, an incident command post (ICP) will be established to manage emergency operations at that incident site. The Incident Commander will direct and control responding resources and designate emergency operating areas. The ICP should operate using a Unified Command System including law enforcement, fire, rescue, and public health officials. Typical operating area boundaries established for a terrorist incident may include:
 - a. The Crime Scene Boundary defines the crime scene. The crime scene may include the area referred to in technical operations as the “red zone”, “working point”, or where “release” of agent occurred. State, federal, or local law enforcement personnel might restrict access to the crime scene. Response activities within the crime scene might require special care in order to protect evidence.
 - b. The Hazmat Boundary defines the hazmat site, which is referred to in hazmat operations as the “hot zone” and may be termed the “isolation area” or “exclusion zone” by other responders and may include the hazmat upwind “warm zone” used for contamination control and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or the entire crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
 - c. The Incident Boundary includes the crime scene, the hazmat area, the “cold zone” or “support zone” used for incident support operations such

a resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, might be recommended or mandatory measures, such as quarantine, imposed. Access to this area is normally controlled; if quarantine is implemented, egress may also be restricted.

2. ICS-EOC Interface.

The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize, and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from the State.

3. Implementation of Unified Command. As state and federal responders arrive, we expect to integrate those resources into a unified command operation at the local level.

4. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander should be designated. When state and federal response forces arrive, the EOC may be used as a unified command operations center.

D. Coordination of Crisis Management and Consequence Management Activities

1. Law enforcement agencies involved in crisis management shall keep those responsible for consequence management informed of decisions made that may have implications for consequence management so that resources may be properly postured for emergency response and recovery should consequence management become necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know.

2. Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command and EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. The FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.

3. A Joint Information Center (JIC), staffed by local, state, and federal public information officers (PIO) will be established as part of the EOC to collect, process, and disseminate information to the public. The JIC will be coordinated / operated at or from the EOC.

E. Protective Actions

1. Responders. Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include secondary explosive device blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances and radioactive materials. Protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.
 - a. Time. Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
 - b. Distance. Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the Emergency Response Guidebook (ERG).
 - c. Shielding. Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personal protective equipment.
2. The Public. Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:
 - a. Evacuation.
 - b. Communications.
 - c. Access control to deny entry into contaminated areas.
 - d. Restrictions on the use of contaminated foodstuffs, normally imposed by the Health Department.
 - e. Restrictions on the use of contaminated public water supplies, normally imposed by the Health Department.

- f. For incidents involving biological agents, protective actions taken to prevent the spread of disease might include:
 - 1) Isolation of diseased victims within medical facilities.
 - 2) Quarantines to restrict movement of people and livestock in specific geographic areas.
 - 3) Closure of schools and businesses.
 - 4) Restrictions on mass gatherings, such as sporting events.

Such measures are normally recommended and imposed by public health authorities.

F. Requesting External Assistance

The Emergency Management Director, when local resources are overwhelmed, will make requests for state assistance. Requests will be forwarded to the State EOC for action. If State resources cannot satisfy the request, the State will request assistance from the federal government or other states.

G. Coordination of Local Medical Response to Biological Weapons Incidents

Because the medical response to an incident involving biological agents must include the local health and medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Therefore, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The Health Department will take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

H. Activities by Phases of Emergency Management

1. Mitigation

Conduct anti-terrorist activities including:

- a. Identify potential terrorist targets and determine their vulnerability. For targets that could produce hazardous effects if attacked, determine the

population and special facilities at risk.

- b. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- c. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- d. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- e. Encourage all local medical facilities to participate in mass casualty exercises, public health surveillance program, and stock some specialized pharmaceuticals.

2. Preparedness

- a. Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, public health, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- b. Develop emergency communication procedures that consider the communication monitoring capabilities of some terrorist groups.
- c. Maintain terrorist profile information on groups suspected of being active in the local area.
- d. Establish appropriate mutual aid agreements where appropriate.
- e. Conduct drills and exercises to test plans, procedures, and training.
- f. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

3. Response

See the Terrorist Incident Response Checklist.

4. Recovery

- a. Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b. Identify and restrict access to all structurally unsafe buildings.
- c. Remediate and cleanup any hazardous materials that has or might enter local water, sewer, or drainage systems.
- d. Provide traffic control for the return of evacuees.
- e. For evacuees who cannot return to their homes, assist in arranging temporary housing.
- f. For contaminated areas that cannot be decontaminated and returned to normal use in the near term, develop and implement appropriate access controls.
- g. Investigate cause of incident and prosecute those believed to be responsible.
- h. Maintain records of use for personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the state or federal government.
- i. Conduct critical incident stress management activities.
- j. Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.
- k. Restore normal services recovery.

VI. Organization & Assignment of Responsibilities

A. Organization

1. The local and county emergency organization will carry out the response to and recovery from terrorist incidents.
2. Because terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may

transition from our normal incident command operation to a unified command organization when the situation warrants.

B. Assignment of Responsibilities

1. The County Commissioners/Mayors will:

- a. Provide policy guidance with response to anti-terrorism and counter-terrorism programs.
- b. Provide general direction for response and recovery operations in the aftermath of a terrorism incident.

2. Emergency Management Directors will:

- a. Coordinate regularly with law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
- b. In conjunction with other local officials, assess the local terrorist threat, identify high-risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.
- c. In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
- d. Coordinate periodic drills and exercises to test plans, procedures, and training.
- e. Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.

3. The Incident Commander will:

- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- b. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
- c. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.

- d. Request that an agency representative from each cooperating and assisting agency be present at the ICP.
 - e. Transition the incident command operation to a unified command operation when significant external resources arrive.
4. Law Enforcement will:
- a. Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff and the FBI of significant terrorist threats.
 - b. Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
 - c. Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
 - d. Provide law enforcement representatives for the Incident Command Post and the EOC.
 - e. Secure the scene, reroute traffic diversion, and implement crowd control measures if necessary.
 - f. Make notifications of terrorist incidents to the Emergency Management Director, the FBI, and other law enforcement agencies.
 - g. Brief emergency response personnel on crime scene protection.
 - h. Coordinate the deployment and operation of counter-terrorist response elements.
 - i. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
 - j. Organize and conduct evacuation of the public and of special facilities if required.
 - k. In coordination with state and federal authorities, investigate the incident; identify and apprehend suspects.
 - l. Provide security at the entrance site of other first responders.
5. Fire Services will:

- a. Coordinate all fire and rescue operations during terrorist incidents.
 - b. Coordinate with all bomb squad operations during terrorist incidents.
 - c. Coordinate the deployment of fire personnel and equipment during an emergency.
 - d. Control fires if necessary.
 - e. Conduct search and rescue operations as needed.
 - f. Provide support for evacuation operations if requested.
 - g. Set up decontamination area for emergency responders and victims, if needed.
 - h. Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
 - i. Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
 - j. Identify requirements for debris clearance to expedite fire response and search and rescue.
 - k. Activate fire and rescue mutual aid as needed.
6. Health and Medical Service and EMS will:
- a. Respond to medical emergency calls.
 - b. If mass casualties have occurred, establish triage.
 - c. Provide emergency medical care to the injured.
 - d. Transport patients in a timely manner to appropriate medical facilities.
 - e. Request medical mutual aid if necessary.
 - f. Assign an agency representative at the ICP and/or EOC, if needed.
7. Public Works will:
- a. Assign personnel to the EOC and Incident Command Post.

- b. Clear and/or remove debris as directed.
 - c. Support search and rescue operations.
 - d. Provide barricades and temporary fencing as requested.
 - e. Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
 - f. Conduct preliminary assessment of damage to structures and streets.
 - g. Provide other public works and engineering support for emergency operations as necessary.
 - h. Request mutual aid assistance, if necessary.
8. All Other Departments and Agencies
- a. Provide personnel, equipment, and supply support for emergency operations upon request.
 - b. Provide trained personnel to staff the EOC
 - c. Provide technical assistance to the Incident Commander and the EOC upon request.
 - d. Participate in terrorism awareness training, drills, and exercises.

VII. Direction & Control

- A. The Mayors/Commissioners will provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat or after an incident has occurred, the local EOC will be activated.
- B. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response near the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command posts may be set up based on ICS ability to be scalable as needed.
- C. If local resources are insufficient or inappropriate to deal with an emergency, assistance may be requested from other jurisdictions or private entities pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate

control of their own supervisors.

- D. All response agencies are expected to conform to the general guidance provided by senior decision-makers and carry out mission assignments as directed by the Incident Commander or coordinated through the EOC.
- E. In a large-scale terrorist incident, significant help will be needed from State agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency.

VIII. Operational Readiness Levels

A. Green (Low) and Blue (Guarded)

See the mitigation and preparedness activities on page 10 above.

B. Yellow - Elevated

1. When local law enforcement personnel determine or are advised by WVJTTF or the FBI that there is a credible threat of near-term local terrorist action, law enforcement personnel shall alert the Emergency Management Director, and other appropriate local officials. Those individuals shall review the potential emergency, plans, and procedures, and determine and implement appropriate readiness actions. These may include:
 - a. Expanding criminal intelligence operations.
 - b. Reviewing personnel and equipment status and taking actions to enhance resource availability.
 - c. Reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed.
 - d. Increasing security at and surveillance of public facilities that are potential targets.
 - e. Recommending to the owners or operators of privately-owned facilities that they take similar steps.
 - f. Briefing local public health and hospital managers on the potential threat.
 - g. Placing selected emergency response elements on higher state of

readiness.

- h. Consistent with the need for security to protect intelligence sources and depending on the situation, disseminate non-sensitive threat awareness information to the public

C. Orange – High

1. Further increase security at and surveillance of potential targets.
2. Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise.
3. Consider partial activation of the EOC to monitor situation and maintain data on resource status.
4. Depending on the specific situation and the need for security to protect intelligence sources, disseminate non-sensitive information and, if needed, instructions to the public.

D. Red – Severe

1. Implement most rigorous security measures.
2. Bring response forces to maximum readiness.
3. Activate the EOC to monitor the situation and maintain data on resource status.
4. Disseminate non-sensitive information and, if needed, instructions to the public.
5. Determine and implement precautionary protective measures for the public in selected areas or for specific facilities where appropriate.

IX. Administration & Support

A. Reports & Records

1. Situation Report. During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed to the West Virginia Division of Homeland Security and Emergency Management, and the local FBI office.
2. Records Relating to Emergency Operations
 - a. Activity Logs

- i. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.
 - b. Cost Records for Terrorist Incident Response
 - i. For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event the President issues a federal emergency or disaster declaration.
- 3. Preservation of Records
 - a. Because terrorists sometimes target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.
- 4. Post-Incident Review
 - a. The lead jurisdiction, in conjunction with the Emergency Manager Director is responsible for organizing and conducting a critique following the conclusion of a terrorist incident response.

X. Plan Development & Maintenance

A. Development

The Emergency Management Director working with the Local Emergency Planning Committee is responsible for developing and maintaining this Plan.

B. Maintenance

This Plan will be reviewed biennially and updated as needed.

XI. References

- A. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).
- B. Jane's Information Group, Jane's Chem-Bio Handbook.
- C. US Department of Transportation Emergency Response Guidebook.
- D. Terrorism Plan to the Federal Response Plan.
- E. Federal Radiological Emergency Response Plan.
- F. State of West Virginia Emergency Management Plan.
- G. Emergency Operations Plans of Jurisdictional Agency.