



# Town of Carrboro

Emergency Operations Plan  
2017



## Promulgation

# Town of Carrboro - Emergency Operations Plan

The signatures below indicate that the appropriate members of the Town of Carrboro Government have reviewed the plan and confirm it is sufficient to act as a framework for the various activities in the management of an emergency.

All of the undersigned recognize that no plan is capable of predicting and planning for all eventualities and affirm the need to be flexible and responsive to all hazards that may affect the Town of Carrboro and South Orange Fire District.

Upon signature, this plan is promulgated throughout the jurisdiction and provides the appropriate members of the Town of Carrboro Government and others the authority and responsibility to take the necessary steps to prepare for emergencies.

Department Directors shall be responsible for creating and maintaining policies and procedures to assure full capabilities to respond as outlined in this plan regardless of hazard. Department Directors shall also plan for and participate in the necessary training, exercises, and plan maintenance as outlined within this document.

This edition supersedes all previous editions of any emergency operations plan for the Town of Carrboro. The approved and signed copy will reside with the Town Manager.

The Town Manager will have the authority to make non-policy changes to the document. These changes include updates and revisions based on changes in employment, changes in Town organizational structure, and others that do not impact the overall policy of response. The Fire Chief, as the Town Emergency Coordinator, will document the changes in the electronic copy and hard copy in the Town Manager's office. The Fire Chief will maintain the original digital version of the plan. Major changes that affect the overall policy of response shall require review by the Board of Aldermen.

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Lydia Lavelle, Mayor

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David Andrews, Town Manager

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Susanna Schmitt Williams, Fire Chief

Approved and activated on \_\_\_\_\_ day of \_\_\_\_\_, 2017



## Record of Changes - 2017 Version

Version Number	Date of Change(s)	Name	Description of change
2017.1			
2017.2			
2017.3			
2017.4			
2017.5			
2017.6			
2017.7			
2017.8			
2017.9			



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	• NC DPS Emergency Operations Plan
	• OWASA DAM Emergency Operations Plan
	• CHCCS Emergency Operations Plan
	• UNC Pipeline Emergency Operations Plan



## Purpose

The purpose of this plan is to outline the Town of Carrboro's coordinated response to a variety of hazards. By utilizing this plan, the Town of Carrboro can potentially minimize the impact of disasters to the community while maximizing the safety and effectiveness of the response.

## Scope

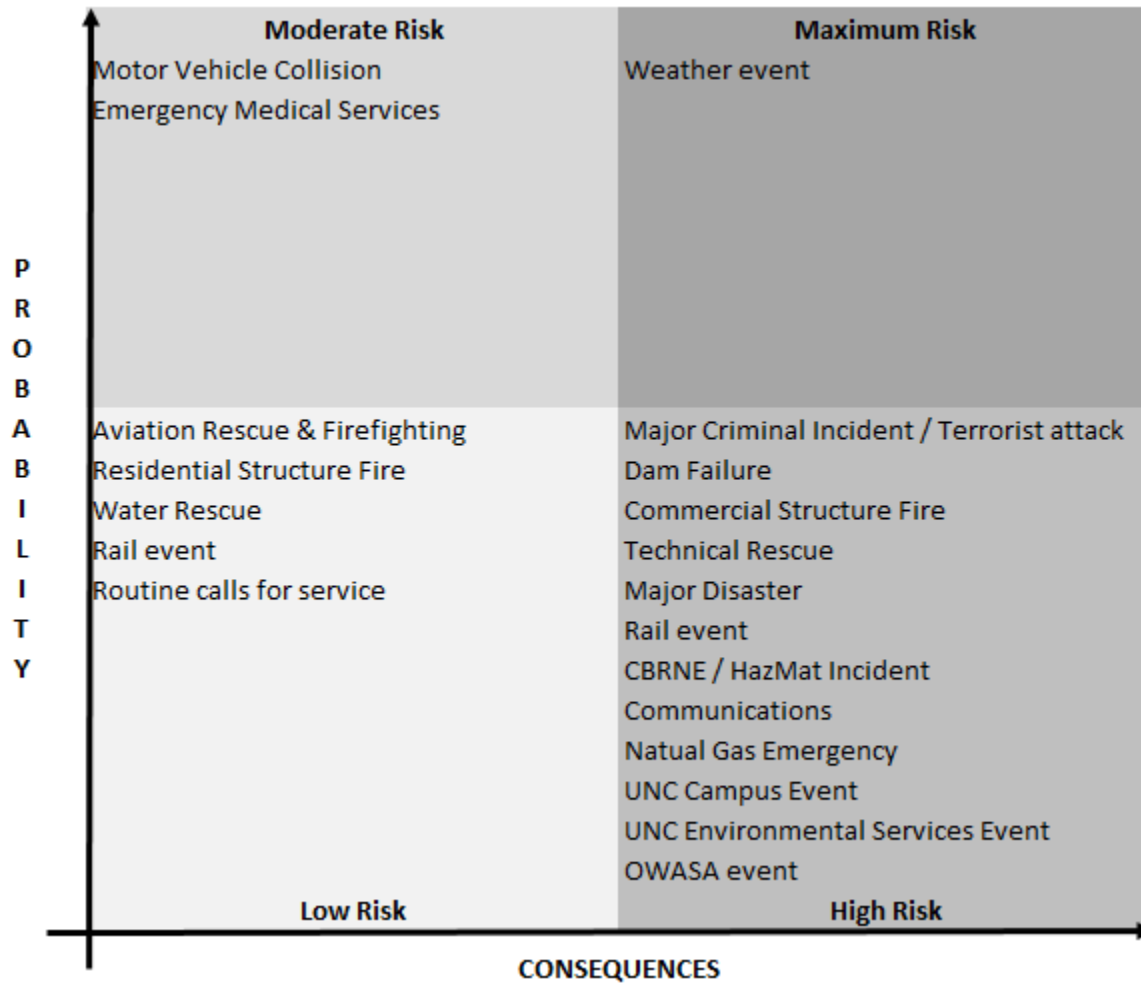
This document applies to the Town of Carrboro and South Orange Fire District. The key assumption of this document is that as an event grows in impact, it is not feasible for the Town of Carrboro to carry out all emergency response. Instead the Town of Carrboro will partner with other agencies (governmental and non-governmental) to respond in a unified manner.

## Situation Overview

There are many potential hazards, natural and technological, that may pose a threat to the Town of Carrboro and significantly threaten lives, property, and cause disruption to normalcy. See Concept of Operations. Hazards have been identified by probability and risk level for response planning.



# Threat Assessment



	<i>Probability</i>	<i>Consequences</i>
<b>Low Risk</b>	Low	Low
<b>Moderate Risk</b>	High	Low
<b>High Risk</b>	Low	High
<b>Maximum Risk</b>	High	High



## Low Risk Event

### Fire-Rescue

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Police

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Public Works

- Operations at normal level of response
- Notify Town Manager when warranted

### Communications

- Handled within department
- Consider social media alert



## Moderate Risk Event

### Fire-Rescue

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Police

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Public Works

- Operations at normal level of response
- Notify Town Manager when warranted

### Communications

- Handled within department
- Consider social media alert





## High Risk Event

### Fire-Rescue

- Town Command Center (CC) opened / Command Post Established
- Notify Town Manager
- Request opening of County EOC / assistance from County
- Unified Command established with Police
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Police

- Provide police command at Town CC / Command Post
- Unified Command established with Fire
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Town Manager / Elected Officials

- Provide Town representation at County EOC
- Provide representation at Town CC / Command Post
- Coordinate media messages with Town PIO
- Plan for Continuity of Town Operations
- Consider issuing State of Emergency

### Public Works

- Provide command level staff at Town CC / Command Post
- Coordinate with Town Unified Command to meet event objectives
- Manage Town resources to meet event objectives

### Communications

- Town PIO coordinate with Town CC / Command post on message to be delivered
- Town PIO coordinate with JIC on message delivered
- Provide representation at Town CC / Command post
- Consider representation at County JIC

### Other Departments

- Assist with special requests of Unified Command
- Consider Recreation & Parks opening limited shelter



## Maximum Risk Event

### Fire-Rescue

- Town Command Center (CC) opened / Command Post Established
- Notify Town Manager
- Request opening of County EOC / assistance from County
- Unified Command established with Police
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Police

- Provide police command at Town CC / Command Post
- Unified Command established with Fire
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Town Manager / Elected Officials

- Provide Town representation at County EOC
- Provide representation at Town CC / Command Post
- Coordinate media messages with Town PIO
- Plan for Continuity of Town Operations
- Consider issuing State of Emergency

### Public Works

- Provide command level staff at Town CC / Command Post
- Coordinate with Town Unified Command to meet event objectives
- Manage Town resources to meet event objectives

### Communications

- Town PIO coordinate with Town CC / Command post on message to be delivered
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- Provide representation at Town CC / Command post
- Provide representation at County JIC

### Other Departments

- Assist with special requests of Unified Command
- Consider Recreation & Parks opening limited shelter



# Plan Development & Maintenance

## Core Planning Team

- Town Manager
- Fire Chief
- Police Chief
- Planning Director
- Public Works Director
- Town PIO

## Triggers for Review / Update of the Plan

- Every two years
- After a major incident or plan activated
- Change in operational resources
- Formal update of planning guidance or standards
- Change in elected officials
- Major exercises
- Change in jurisdiction demographics or hazard/threat profile
- Change in acceptability of risks
- Enactment of new or amended laws/ordinances

## Training

- Each Department Director will be responsible for ensuring personnel obtain NIMS ICS 100, 200, 700, and 800 training/certifications.
- Each Department Director will be responsible for maintaining records of NIMS ISC certificates of personnel.
- The Town of Carrboro will participate in regional emergency training.

## Exercise the plan

- Annually the Town of Carrboro shall conduct a training to exercise the current Emergency Operations Plan.
- After Action Report - after any activation of this Emergency Operations Plan for a high or maximum risk category an After Action Report will be conducted to critique the plan.



## Authorities and References

### Town of Carrboro

- [Chapter 9 - State of Emergency](#)

### North Carolina

- [NC Emergency Management Act](#)



## Hazard or Incident Specific Supplements

Each Department Director will be responsible for developing department specific plans and maintaining them in department files.

Department Directors will also share the department specific policies and procedures documents in the shared folder titled Emergency Operations Plan.

Files residing in the Emergency Operations Plan electronic folder:

- ToC Snow Removal
- ENO Hazard Mitigation Plan
- OC Active Assailant Plan
- OC Emergency Operations Plan
- OC Health Department National Stockpile Plan
- NC DPS Emergency Operations Plan
- OWASA DAM Emergency Operations Plan
- CHCCS Emergency Operations Plan
- UNC Pipeline Emergency Operations Plan