

Departmental Roles/Responsibilities in Emergency Situations

Mayor/Elected Officials

- A. Serve as senior officials for the Town.
- B. Make emergency policy decisions.
- C. Declare State of Emergency status.
- D. Establish curfews.

Town Managers Office

- A. Establish and maintain contact with the Mayor and Elected Officials, who would declare disaster, curfews, etc., as per Chapter 9 of the Town Code and G.S. 14-288.12.20.
- B. Coordinate volunteers and service agencies.
- C. Coordinate response and information with other Town Managers and the County Manager.
- D. Handle rumor control as needed.
- E. Disseminate information to the public.
- F. Perform other duties as needed.

Civil Preparedness Coordinator - Fire Chief

- A. Provide notification of pending disasters to the Town Manager and other departments.
- B. Direct the Towns disaster response.
- C. Coordinate all disaster activities with the County Emergency Management Office and other agencies.
- D. Assume command of disaster related emergencies.
- E. Maintain up-to-date mutual aid agreements.
- F. Maintain a list of state agencies that provide assistance in the event of an emergency.
- G. Perform other duties as related.

Fire-Rescue Department

- A. Perform fire suppression, fire control, and rescue operations.
- B. Coordinate with OWASA, other utilities , and state environmental agencies to deal with accidents involving hazardous materials and chemicals.
- C. Assume field command in fire-related disasters.
- D. Assist the Civil Preparedness Coordinator in the performance of his/her duties.
- E. Maintain the Fire Department Headquarters in a readiness stage for the designation of the command center and/or operations center.
- F. Perform other duties as assigned.

Police Department

- A. Provide general police services, including law enforcement, traffic control, and protection of life and property.
- B. Provide transportation to key Town Officials as directed in the event of disrupted communications.
- C. Record a photographic and video history of the disaster.
- D. Assist with search and rescue operations as needed.
- E. Perform other duties as assigned.

Public Works

- A. Maintain and restore bridges and major roads.
- B. Perform cleanup and debris removal.
- C. Assist in decontamination of streets, bridges, and adjacent areas.
- D. Coordinate with utilities in dealing with problems arriving from an emergency.
- E. Barricade areas as necessary.
- F. Maintain refueling stations.
- G. Perform other duties as assigned.

Management Services (Finance/Purchasing/Personnel)

- A. Maintain overtime records.
- B. Maintain records of expenditures.
- C. Purchase/obtain emergency equipment as requested.
- D. Execute essential repair orders.
- E. Execute contractual services.
- F. Serve as employee family liaison.
- G. Perform other duties as assigned.

Planning/Zoning/Inspections/GIS

- A. Posting unsafe buildings and designating for condemnation and/or demolition.
- B. Assesses financial losses due to disaster using the assistance and expertise of local Realtors.
- C. Maintain a list of local Realtors to contact for assistance in above.
- D. Provide necessary maps of affected areas.
- D. Perform other duties as assigned.

Recreation and Parks

- A. Provide transportation to shelters.
- B. Assist with equipping shelters.
- C. Provide leisure activities at shelters.
- D. Provide staffing to assist with running Century Center with Red Cross as a shelter.

Town Clerk

- A. Prepare emergency decision documents for the Elected Officials.
- B. Prepare State of Emergency and curfew documents for the Elected Officials.
- C. Keep records of all actions.

Economic Development

- A. Prepare Business Continuity Plans for damaged businesses in town.

Information Technology

- A.

Each Town Department is required to develop a plan of action and responsibilities to facilitate a rapid response to an emergency disaster.