

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMISTRATIVE ORDER 1.7
Subj: HURRICANE PLAN
To: All City Employees
From: Mark Stephens, City Manager
Maintained By: Administration and Emergency Management
Date: October 2017
Replaces previous version signed April 2017

Purpose

This Plan is intended to establish procedural guidelines for Hurricane preparations and operational activities prior to, during and after a storm; establish procedures to minimize storm-related damage to City of New Bern property, protect the lives of personnel and to facilitate recovery and adequate documentation for reimbursement; identify individuals responsible for fulfilling actions listed in the plan.

The plan gives primary consideration to those actions necessary to protect the staff, departmental property and prepare City's departments to respond to the needs of the citizens in the City of New Bern.

Responsibilities

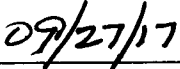
All departments have responsibilities under this Policy

Effective Date

This policy is effective upon the signature date below and is to remain in effect until changed or canceled



Mark A. Stephens
City Manager



Date

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BASIC PLAN

Policies

- A. All City of New Bern Departments and affiliated agencies will complete their pre-hurricane preparedness tasks identified in this plan prior to June 1st each year.
- B. During emergencies, departments will receive direction from the City of New Bern's Emergency Operations Center (EOC).
- C. Incident Command Systems (ICS) forms will be utilized whenever possible. If there is any conflict between this document and the City's Emergency Operations Plan (EOP), the EOP has priority.
- D. The decision of any City resident to remain at home or go to a shelter is their own responsibility. The City and its departments will not make a recommendation or decide for the individual(s).
- E. City of New Bern residents seeking shelter from a storm at City facilities will be directed to the nearest designated Red Cross shelter. City of New Bern facilities are not designated shelters.
- F. The City and its departments will not assist residents/homeowners in boarding up their homes, moving outside items, etc.
- G. Prior to and no later than the notice of a hurricane watch, City personnel are advised to protect their family and personal property as soon as possible.
- H. City personnel may be subject to immediate recall during an emergency if necessary.
- I. City personnel will obtain and wear proper safety clothing and equipment as appropriate for their job assignment.
- J. Each employee is personally responsible for returning all equipment issued to them prior to, during and after a storm to the issuing authority.
- K. The City's Public Information Officer (PIO) will coordinate press statements/releases with the City Manager and the Emergency Operation Center (EOC) and will be responsible for disseminating information to the public and media.
- L. Federal disaster relief funding and reimbursement depends solely on detailed record keeping.
 - 1. All departments of the City will comply with all purchasing procedures as delineated in the City of New Bern Purchasing Manual.
 - 2. All departments shall maintain records of hurricane related expenses for labor and equipment using the templates and spreadsheets as directed by the Finance Department.

Situation

- A. Hurricane season extends from JUNE 1 through NOVEMBER 30th. High winds, storm surge, flooding, torrential rains, and storm-spawned tornadoes pose a very real threat to the area. The greatest risk is towards mobile home communities in the City however, the winds of a major hurricane may affect more substantial structures.
- B. The potential for storm related injuries, structural damage, loss of power and water, flooding, and debris-laden streets will burden the resources of the City. These factors dictate the importance of effective Pre-Storm planning and efficient Post-Storm response.

Responsibilities

- A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.

All City Departments will:

- 1. Participate in the City's Emergency Management Program.
- 2. Maintain the Emergency Operating Procedures (EOP).
- 3. Assign designated personnel with decision-making authority for their department to staff EOC positions during an emergency.
- 4. Ensure personnel identified to staff EOC positions are properly trained in their assigned position.
- 5. Develop and maintain a department hurricane plan as approved by the City Manager.
- 6. Complete Hurricane Procedures according to the timeline and plan presented in Appendix A.

City Operations

- A. PREPAREDNESS (PRE-SEASON ACTIVITIES).
 - 1. Planning and preparation are essential parts in the formulation of operating procedures designed to respond in a hurricane emergency. City departments must continually update their hurricane plan accounting for changes in organization, budget and personnel assignments. Preparedness activities must be completed in a timely and efficient manner in order to maximize the state of readiness.
 - 2. Prior to June 1st and the beginning of the hurricane season all departments should have completed all pre- season hurricane preparedness activities.
- B. HURRICANE SEASON ACTIVITIES: WATCH AND WARNING.
 - 1. Hurricane Watch.

- a) A “hurricane watch” means hurricane conditions may threaten the area within 48 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.
- b) When a “watch” has been issued, all City departments will initiate and complete their watch tasks by the end of the business day. Preparation should be taken in advance if the watch is expected towards the end of the day or overnight hours.
- c) Each department will provide the City Emergency Manager/EOC with a status report indicating the completion or status of their watch tasks by the end of the business day.

2. Hurricane Warning.

- a) A “hurricane warning” means hurricane conditions are expected to strike the area in 36 hours or less.
- b) When a “warning” has been issued, all City departments will initiate and complete their warning tasks by the end of the business day.
- c) Each department will provide the City Emergency Manager/EOC with a status report indicating the completion or status of their warning tasks by the end of the business day.
- d) When this condition is declared for the New Bern area, the City Manager or his designee shall make a declaration regarding the closure of City of New Bern Administrative offices. When announced, all city employees within their respective departments will be instructed to leave their workstations except those with assigned duties in this plan. Following completion of assigned duties to protect city property, all personnel except those pre-identified as essential personnel should leave city property and seek protective shelter.

C. EOC ACTIVATION.

- 1. The City Emergency Manager in coordination with the City Manager will determine whether and when to activate the EOC.
- 2. When the EOC is activated, designated department personnel will be notified by the EM or their Department Director. All departments will staff their designated EOC positions.
- 3. The EM will initiate and follow the City’s EOC activation checklist.

D. HURRICANE CRISIS ACTION TEAM.

- 1. The City Manager may establish a “Crisis Action Team” (CAT) to oversee the City’s preparedness, watch, warning, and response tasks. The CAT is chaired by the City EM and serves as an advisory committee to the City Manager.

2. The EM will establish a meeting schedule.
3. See Attachment B for a checklist of CAT Agenda items.
4. The CAT is comprised of key City Department Directors and other essential employees

E. LANDFALL.

1. During the storm only essential personnel with specific duties under this plan may be on City property.

F. RESPONSE AND RECOVERY WITH LIFE SAFETY ASSESSMENT.

1. The performance of a citywide Life Safety assessment within the first few hours after a significant event is critical to the recovery efforts of the City.
 - a) The City EM must be able to identify life-threatening situations and imminent hazards in order to prioritize responses, allocate resources and request assistance from mutual aid partners as well as seek aid from state and federal sources.
2. The Fire-Rescue Department is the lead agency in the performance of the initial citywide damage assessment. Fire Battalion Chiefs will organize Life Safety Assessment Teams (LSAT) and the City's Fire stations will serve as bases of operations for the LSATs.
3. Code Enforcement and the Public Works Departments will assist as needed in the initial citywide damage assessment and will provide staff to each LSAT as requested.
4. The Fire Operations lead will collect and summarize damage assessment reports.
5. The LSAT will follow the procedures maintained by the Office of Emergency Management and will report damages and situations on a periodic basis to the EOC Operations team. Immediate and accurate damage assessment is vital after a serious event or hurricane. The information allows the EOC to make quick decisions and if needed request additional resources from the County, State and/or FEMA.

G. RESPONSE AND RECOVERY WITH DAMAGE ASSESSMENT.

1. As soon as practical and/or after the storm has passed and travel on the public roadways is safe, the City will begin its recovery operations. This will include building and grounds damage assessments, clean-up and repair where necessary and the activation of the City Continuity of Operations Plans (COOP) if required.
2. Response and Recovery Responsibilities for all City Departments are as follows:
 - a) Compile and consolidate damage reports and other data following the event.

- b) Initiate recommendations for enactment or repeal of procedures or extension of emergency resolutions, ordinances and orders.
 - c) Evaluate damaged public and private facilities and take appropriate and necessary actions to mitigate, secure or demolish.
 - d) Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - e) Recommend procedural changes for non-vital regulations and policies to reduce reconstruction time.
 - f) Initiate a property owner notification program to inform non-resident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
 - g) Participate in the preparation of a community redevelopment plan.
 - h) Make recommendations for new ordinances, plans, codes and/or standards to assist in recovery from future disasters.
3. EOC Command, planning, and operations teams will draft an initial "Recovery Incident Action Plan (RIAP)." The RIAP is based on situation, damage and impacts assessments collected by the EOC Planning Section.
 4. City Departments will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each lead agency will be responsible for coordinating the implementation of their recovery function (RF). They will be responsible for identifying the resources (support departments and organizations) that are needed to accomplish the post disaster activities.
 5. As the emergency response phase stabilizes, the EM will recommend to the City Manager the activation of the Recovery Action Team (RAT) as necessary.
 6. The RAT is established by the City Manager.
 7. The responsibilities of the RAT are:
 - a) Oversee the recovery and reconstruction process and to serve as an advisory body to the City Manager.
 - b) Identify mitigation opportunities and identify recovery resources.
 - c) Ensure coordination of the recovery process.
- H. PURCHASE REQUESTS, TRACKING OF RESOURCES, AND ACCOUNTING
1. The Finance Department will indicate what forms and reports are required to track equipment, supplies, labor, and other costs and when they are to be turned in.
 2. As directed by the Finance Department, departments will use a disaster account identified by the Finance Section to account for all necessary purchases directly related to the storm.
 3. All recovery purchases are to be charged to a disaster account as directed by the Finance Section.

APPENDIX A: HURRICANE PROCEDURES TIMELINE

Note: This list serves as a compendium of “likely tasks” based on previous real world experiences by local governments. Any disaster will always be “situational”. This list is not intended to be the complete list or the final authority of tasks and actions. This list is intended to be used as a “memory jogger” guide. It is anticipated that additional issues and tasks will emerge and will be added to this list.

Hurricane Facts and Rule of Thumb

- A. Evacuation and sheltering should be complete before the arrival of the leading edge of sustained 39 mph winds (ck 39 mph radius on advisory)
- B. Average evacuation time for Craven County in CAT 1 = 10.9 hours
- C. The average error for the National Hurricane Center is approximately 50 miles/12 hour (use this as a guide during analysis projection)
- D. Mandatory evacuations will not be effected around peak traffic hours or night hours.
- E. Expect area bridges to go to lockdown 8 hours prior to arrival of 39 mph winds
- F. Blockage of water flow in the Neuse and Trent Rivers and tributaries due to debris or sunken boats may lead to serious flooding throughout the City.
- G. Declaration of an emergency by the City of New Bern is one key to state mutual aid, disaster funding, and support. A Craven County declaration will include the City of New Bern.
- H. Average rainfall estimate = speed of storm divided by 100.

5 days to 72 Hours Prior

All Departments

- 1. Prepare and secure City offices and facilities. Identify areas for FEMA operations, PODs, or LZs
- 2. Back up City computers. (IT Department to issue instructions)
- 3. Review the EOP.
- 4. Review City and Departmental Hurricane Plans and Procedures a minimum of 72 hours prior to landfall.
 - a) Review essential and non-essential personnel assignments.

- b) Notify employees.
 - c) Ensure the readiness of department resources, equipment, supplies and personnel as per the EOP.
 - d) Plan for pre-positioning of department resources to safe staging areas.
 - e) Secure equipment and facilities.
 - f) Procure and safely store post-storm supplies.
 - g) Obtain maps, drawings and other emergency work job aids.
 - h) Test and fuel backup generators.
 - i) Check communications equipment including all radios, cell phones, satellite phones, chargers, batteries, etc.
 - j) Schedule home-time for employees to prepare for hurricane.
5. Essential employees: pack a "Hurricane Kit" including but not limited to a sleeping bag, shaving kit, food/snacks, drinks, medications, change of clothes, etc.
 6. Cancel any leave of absences.
 7. Consider canceling upcoming meetings: clear your schedule.
 8. Begin Resource Tracking. Utilize templates in Emergency Operations Plan (EOP).

City Manager or Designee

1. Consider and/or cancel any special events within City occurring in the next 7-10 days

City Emergency Manager/City Manager/Incident Commander

1. Activate storm tracking and assessment systems (Hurevac/Web EOC)
2. Coordinate food plan for all departments.
3. Monitor weather
4. Perform a hurricane vulnerability analysis of the threatening storm emergency and revise as situation warrants.
5. Establish schedule and disseminate situation reports.
6. Brief the staff as required
 - a) Issues: Potential Threats, Evacuation Potentials, Evacuation Decision and Timing: Special Events in area.
 - b) Set time for next call at each briefing
7. Ensure EOC readiness:

- a) Test EOC equipment
 - b) Assign EOC duties.
 - c) Supplies to EOC.
 - d) EOC food orders.
 - e) Run the generator and the check fuel. At the EOC, check and order supplies, the set-up of equipment, coordination of food and verify operational readiness. Review SOPs with the staff.
 - f) Cancel any scheduled uses of EOC and conference rooms.
 - g) Test communications equipment.
- 8. Draft preliminary Emergency Declaration, Curfew, Evacuation and Price Gouging Order(s). Prepare preliminary draft of "State of Local Emergency" Declaration (made in conjunction with state)
 - 9. Compile and/or distribute Situation Report and Incident Action Plan
 - 10. Establish liaison with appropriate governmental and nongovernmental emergency related officials, agencies and organizations.
 - 11. Re-evaluate threat and situation.

Public Information Officer

- 1. Disseminate hurricane preparedness information via broadcast and print media.
- 2. Issue public information statements as applicable.
- 3. Set-up PIO core group: Fire and Police message out information to employees.
- 4. Media Press Release / Media Briefings.
 - a) Issues: Preparedness, safe harbor, family emergency plan.
- 5. Update Internet Website: Activation Page.

Public Utilities

- 1. Activate hurricane phone bank for outage calls
- 2. Notify vendors: food, water, ice, equipment and other supplies.
- 3. Preposition heavy equipment and operators with radios.

Public Works

1. Create debris management plan. Contact 72 hour “push and shove” contractor(s), 72+ hour “hangars/limbs/stumps” contractor(s).
2. Identify debris dumping sites; coordinate with Craven County
3. Arrange to top off fuel stores
4. Clean up city property.
5. Photo and/or video City properties.
6. Essential City vehicles and other equipment are serviced and ready.
7. Correct any deficiencies found in City facilities, vehicles, equipment utilized for emergency activities.
8. Prepare for utilization of primary evacuation routes. Make temporary repairs to existing road construction. Delay of the start of any new projects.
9. Solid Waste: street clean-up.
10. Notify contract debris monitoring firm and contracted debris haulers.
11. Preposition heavy equipment and operators with radios.
12. Notify debris management contractor.
13. Check status of tire inventory with local vendor(s). Coordinate with PD and FD for tire needs

Finance

1. Locate area proximate to EOC Command Room for procurement operations.
2. Identify and publish expense accounts to be used for emergency operations
3. Set-up storm related Fire and EMS reporting codes specific to storm for possible FEMA reimbursement

72 to 48 Hours Prior

All Departments

1. Continue or complete any of the above tasks and activities as needed.
2. Activate Department Storm plans, SOPs.
3. Initiate and maintain storm emergency logs.
4. Provide for the security and protection of records and equipment.
5. Unplug all electric equipment not being used for storm response.
6. Secure all non-essential City vehicles
7. Secure facilities and non-emergency equipment. Loose items should be brought inside or secured.
8. Move equipment, files and any valuable materials from ground floor and flood prone areas. Cover and/or secure with visqueen or plastic bags.
9. If possible, rotate staffing to permit employees time to secure their homes and make arrangements for the safety of their families.
10. Complete required routine assignments as quickly as possible and prepare for post storm assignments as per EOP and this plan.
11. Prepare a plan for stand-by of personnel.
12. As appropriate, cancel all days off and pending leaves: prepare duty rosters.
13. Conduct employee identification card check: renew as needed.
14. Top off fuel tanks and service all essential vehicles, portable and emergency generators, pumps, compressors and ventilators. Store and/or secure an extra supply of fuel. Test backup generators.
15. Acquire additional phones and radios as necessary.
16. Check all communication systems: bring to maximum effectiveness and ensure employee familiarization.
17. Issue protective gear to emergency personnel.
18. Complete other "watch" tasks as per your Department Storm Plan.

19. Begin recording personnel time and equipment costs. Use FEMA forms.
20. Inventory all available resources.
21. Ensure generators, fuel, and spare parts at critical facilities.
22. Designate areas for essential personnel, equipment and response units.

City Manager or Designee

1. Schedule daily briefings

City Emergency Manager/City Manager/Incident Commander

2. Develop Incident Action Plan and Timing Schedule.
3. Arrange for any parking, feeding, sleeping and transportation for EOC workers.
4. Begin and maintain a log of events and actions.
5. Establish liaison with appropriate governmental and nongovernmental emergency related officials, agencies and organizations. Assign person to County EOC as liaison.
6. Make copies of contact numbers in Annex "J" of the EOP and distribute as appropriate
7. Establish and stage "Life Safety Assessment Team(s)" for initial damage assessment [with Fire/PW/Development]. Use zone maps and report to situation unit leader.
8. Setup radio pools or lease.
9. Regional Evacuation Coordination conference calls.
10. Conduct local conference call with all evacuation support agencies.
11. Restrict entrance to EOC to essential personnel only.
12. Assess status of shelters with Craven County Emergency Management
13. Assess status of animal resources with Craven County Emergency Management
14. Briefings for Department/Division heads who will brief their employees.

Public Information Officer

1. Issue public information “watch” statements.
 - a) Advise citizens to secure their property for severe weather.
 - b) Encourage citizens to acquire: food, water, ice, and fuel.
 - c) Advise businesses to secure their property for severe weather.
 - d) Advise local grocers of potential threat(s).
 - e) Advise construction companies to secure all construction sites of materials or equipment against displacement by wind forces and to remove or secure portable toilets at job sites.
 - f) Advise motel/hotel business of potential threat(s) and encourage them to notify their residents.
 - g) Advise nursing homes and ALFs to initiate emergency plans.
2. Inform citizens of what will be required to re-enter City after hurricane (identification, proof of residence, etc)

Public Works

1. Inspect roof drains to ensure they are clear of debris.
2. Inspect major drainage outlets and clear as necessary
3. Board up windows in City buildings as required.
4. Clean up outside areas. Secure or store outside furniture and objects.
5. Work with City Emergency Manager/Incident Commander to establish and stage “Life Safety Assessment Team(s)” for initial damage assessment [with Fire and Development Services]
6. Fire Department
7. Work with City Emergency Manager/Incident Commander to establish and stage “Life Safety Assessment Team(s)” for initial damage assessment [with Public Works and Development Services]
8. Develop Incident Action Plan (Required by FEMA)

Police Department

1. Monitor traffic conditions.
2. Implement emergency traffic control plan.
3. Develop Task Orders.

Parks and Recreation

1. Ensure temporary city worker shelters (WNR and SWR) are ready
2. Pre-check of all parks and recreation facilities to stow loose items and identify/remediate hazards
3. Shut down city parks
4. Advise critical facility operators to initiate preparedness activities according to their respective response plans.

Development Services (with Fire Marshal)

1. Work with City Emergency Manager/Incident Commander to establish and stage "Life Safety Assessment Team(s)" for initial damage assessment [with Public Works and Fire Department]

48 to 24 Hours Prior

All Departments

1. Continue or complete any of the above tasks and activities as needed.
2. Alert employees assigned to emergency duties.
3. Verify operational readiness.
4. Touch base with all mutual support aid participants.
5. Consider the cancellation of vacations and etc. as required.
6. Recall off-duty personnel.
7. Track resources.
8. Document storm related costs: overtime, purchases and supplies expended.
9. Top off fuel for essential vehicles
10. Food coordination.
11. Test all communications equipment.
12. Identify potential additional resource needs.
13. Provide status of critical facilities regularly to EOC
14. Release city employees to complete personal preparations.

City Manager or Designee

1. Activate EOC as per Emergency Operations Plan
2. Designate Incident Commander (typically Fire Chief supported by Assistant City Manager)

City Emergency Manager/City Manager/Incident Commander

1. Issue evacuation and shelter orders.
2. Conference calls with Craven County Emergency Management and other satellite cities/ EOCs.
3. Activate emergency transportation plan. (Coordinate with Craven County).

4. Prepare preliminary draft of "State of Local Emergency" Declaration.
5. Plan EOC for 24 hour departmental staffing.
6. Issue an evacuation order for areas vulnerable to life threatening conditions.
7. Activate special needs shelters. (Coordinate with Craven County)
8. Transport to shelters.
9. Monitor public shelter conditions. (Coordinate with Craven County)
10. Close or limit general government services.
11. Close or limit businesses.
12. When/if required, help communicate closures of the below as directed by Craven County Emergency Management.
 - a) Public Schools
 - b) Private Schools
 - c) County Offices
 - d) State and Federal Offices
 - e) Private businesses
13. Determine time to announce closure of City Offices.
14. Advise cancellation of public social events within the City.
15. Coordinate state of local emergency with Craven County and Regional Emergency Management.
16. Activate emergency worker family shelter(s).
17. Activate the following if not already operational:
 - a) Phone Bank
 - b) Emergency Alert System
 - c) Weather Channel
18. Confirm the following response activities are ready:
 - a) General Shelters
 - b) Special Needs Shelters
 - c) Emergency Transportation resources
 - d) Traffic control

- e) Emergency Worker Family Shelters
- f) Contracted debris monitoring firm and haulers

Public Information Officer

1. Issue any public information statements as necessary.
2. Monitor media statements and correct any incorrect or misleading information.

Public Utilities

1. Advise and coordinate shut down of public and private utility systems.
2. Advise utilities and other critical facilities to initiate response plans for protecting equipment and facilities.

Fire Department

1. Relocate essential emergency equipment and vehicles to predetermined locations.
2. With Police Department, advise recommended evacuation of the following residents:
 - a) People with Special Needs
 - b) People without transportation
 - c) Low lying areas
 - d) Tourists
 - e) Mobile homes
 - f) Manufactured housing
 - g) Recreational vehicles
 - h) Campers
 - i) Live aboard boaters.
3. Coordinate emergency transportation requirements: vehicles, drivers and verification of people with special needs.
4. Request resources from Emergency Management as required

Police Department

1. Observe traffic situations and any correct deficiencies.
2. Relocate essential emergency equipment and vehicles to predetermined locations.
3. With Fire-Rescue Department, advise recommended evacuation of the following residents:

- a) People with Special Needs
- b) People without transportation
- c) Low lying areas
- d) Tourists
- e) Mobile homes
- f) Manufactured housing
- g) Recreational vehicles
- h) Campers
- i) Live aboard boaters.

4. Activate traffic control plan: coordinate with Craven County

- a) Staff traffic control points.
- b) Notify tow truck businesses of potential emergency and pre-determined wrecker locations.

24 hours until landfall

All Departments

1. Continue or complete any of the above previous tasks and activities as needed.
2. Inform EOC of any additional resource needs
3. For employees departing for the duration of the storm, office should be readied. Close and lock all windows. Turn off and unplug all electrical equipment. Move computers and other electrical equipment from windows. Disconnect computers from data lines.

City Emergency Manager/City Manager/Incident Commander

1. Monitor storm and coordinate with Craven County to assess threats.
2. Full activation of EOC and begin 24 hour coverage where required.
3. Ensure food arrival at the EOC.
4. Cease response activities. (Judgment call – typically over 30-35 mph sustained winds activities should be ceased)
5. Brief Executive Policy Group: Issues: Shelters status; Refuge of Last Resort Implementation; Evacuation Status; Time to cancel evacuation; Resource needed; Municipal status; Healthcare facility status; Potential Curfews
6. EOC Briefing - full activation: Issues: Mutual Aid needs, preparation for arrival; Resource Tracking; Evacuation Status; Shelter status; Refuge of last resort status; 24 hour staffing; Cease response activities.
7. Prepare EOC for storm. (Exterior doors, vehicles and the generator)
8. Conference call with Craven County Emergency Management and other municipalities as required. Issues: Status of Evacuation; Resource Needs; Shelter Status; Traffic Status.
9. Close city buildings.
10. Stage city vehicles. For those vehicles not expected to be utilized during the event, park them in a secure location. Lots away from trees, inside the city garage, or other safe locations are appropriate.
11. Regional Evacuation Coordination
12. Continue displays, Sit-Reps, press release(s) and the website.

13. Be aware always of what Craven County Emergency Management is doing and be prepared to support like activities. (Evacuations, bridge lock downs, airports, Public Safety facilities)
14. Begin planning for post-storm planning activities. Conduct initial planning meeting. Develop incident action plan.
 - a) Search and Rescue
 - b) Emergency Medical Care
 - c) Care of dead
 - d) Security check points
 - e) Return of evacuees
 - f) Emergency Ordinances
 - g) Preliminary damage assessment
 - h) Recovery center(s)
 - i) Points of distribution and locations
 - j) Staging areas and locations
 - k) Procurement of supplies
 - l) Public Health monitoring
 - m) Crisis Counseling
 - n) Assessment of community needs
 - o) Emergency Relief Assistance
 - p) Restoration of critical lifelines
 - q) Volunteers
 - r) Donated goods
 - s) Removal of debris (Communicate with contracted debris monitoring firm and haulers)
 - t) Emergency Worker Stations
 - u) Building moratoria
 - v) Recovery Task Force
 - w) Joint Field Office (federal/state/county)
 - x) Federal Public Assistance
 - y) Federal Individual Assistance and Disaster Assistance Centers
15. Re-evaluate threat.
16. At the onset of sustained winds of 39 mph or greater
 - a) Issue any public information statements announcing cessation of evacuations.
 - b) Open "Refuges of Last Resort" issue public information statements.
 - c) Cease traffic control and emergency transportation.
 - d) Relocate all emergency personnel to shelter.

17. Evaluate calls for service and determine if the City can respond

Public Information Officer

1. Media Press Release / Media Briefings.
2. Notify Homeless Population Service Providers of an evacuation order.
3. Issue any public information statements announcing cessation of evacuations.
4. Update webpage.

Landfall +24 Hours

All Departments

1. Continue or complete any of the above tasks and activities as needed.
2. Determine and prioritize emergency requirements and establish an Action Plan for next 24 hour period.
3. Request relief assistance: Determine the need for food, water and ice.
4. Provide Sit-Reps
5. Brief EOC on Response and Recovery Action Planning.
6. Determine and report amount of damage to Situation Unit Leader as soon as possible so the City can determine whether it meets the threshold for FEMA assistance.
7. Plan for Post-storm Recovery Issues:
 - a) Damage Assessment Team
 - b) Infrastructure Assessment
 - c) Distribution Sites
 - d) Comfort Stations
 - e) Debris Removal
 - f) Mutual Aid workers/housing
 - g) Mass Care: medical, food, water, ice, shelter, hygiene products, crisis counseling
 - h) Pets and animals
 - i) Temporary Housing
 - j) Donations - designated only
 - k) Building Moratoriums
 - l) Building Permits
8. Determine needs for mutual aid: search/rescue, law enforcement, fire-rescue, public works, public health, EMS, emergency management, volunteers and donations. (County /State)
9. Ensure continued resource tracking.

City Emergency Manager/City Manager/Incident Commander

1. Establish and maintain communications with:
 - a) Emergency Public Shelters
 - b) Special Needs Shelters
 - c) Emergency Worker Family Shelters

- d) Emergency transportation providers
 - e) Hospitals
 - f) Nursing Homes, ALFs
 - g) Utilities
 - h) Fire—Rescue
 - i) Police
 - j) Public Works
 - k) EMS
 - l) Animal Emergency Care
2. Enact emergency resolutions, ordinances and suspensions of administrative rules/procedures.
 3. Brief Executive Policy Group: Damage assessment, Re-entry, Re-building Permits, Post Disaster Redevelopment and curfews.
 4. Determine and prioritize emergency requirements and establish an Action Plan for next 24 hour period.
 5. Prepare for post-storm Response Issues:
 - a) Mutual Aid Request for Search and Rescue
 - b) Reentry
 - c) Refuel vehicles
 - d) Vehicle maintenance
 - e) Generators, fuel, spare parts
 - f) Security Issues
 - g) Communications
 6. Maintain Status Updates.
 7. Update Status Boards.
 8. Brief Executive Policy Group:
 - a) Response Issues: Mutual Aid Assistance and Emergency Service capabilities, Search and Rescue and Emergency Debris Removal
 - b) Recovery Issues: Impact Assessment of Infrastructure, Critical Facilities and Damage Assessment: RIAT, Distribution Sites, Comfort Stations and Health Issues
 9. Update Incident Action Plan for the next operational period
 10. Conduct municipal conference call on response and recovery status, resource needs, etc.
 11. Assess mass care needs for; medical, food (fixed and mobile), water, ice, shelter, hygiene products, crises counseling, etc.

12. Assess public information and media capabilities. Consider request for mobile radio transmitter, flyer distribution through mobile feeding stations, information bulletins and staging area, distribution sites, recovery center, comfort stations and community relations teams.
13. Emergency Curfew Declaration.
14. Assess need for staging area, distribution sites, recovery centers, comfort stations. Coordinate the location, staffing, resources, security, public information, volunteers, etc.
15. Evaluate 24 hour staffing of EOC and Life Safety Assessment Team (LSAT) for assistance.
16. Shelter status update and long term housing needs

Public Information Officer

1. Assess public information and media capabilities.
2. Provide press releases and interviews.
3. Provide press releases and interviews pertaining to open shelters, comfort stations locations and available medical assistance. (911 calls for emergencies only)

Public Utilities

1. Identify/track major vendors and restaurants as they come back online
2. Evaluate time to restore essential services including power, water and sewer.

Public Works

1. Pre-identify potential staging areas for incoming mutual aid resources and position signs to direct delivery vehicles.
2. Emergency debris removal: mutual aid assistance needs and emergency contracts
3. Coordinate debris removal requirements and contracts, collection sites, transfer stations, method of disposal, hazmat, waterways, etc.

Finance

1. Review Resource and Financial Tracking requirements.

Fire and Police Departments

1. Assess status of infrastructure and need for assistance including communications, transportation, healthcare, power and water/sewer.
2. Assess status of high-life-safety locations and determine need for assistance.
3. Traffic control and security checkpoints: mutual aid assistance needs
4. Coordinate Re-entry: access to business owners, ongoing security, press releases and transportation options.
5. Work with Craven County Emergency Management and Health Department as required to monitor Health Issues: vaccinations, disposal of large animals, test restaurant food, disposal of spoiled food; portable water testing.

1-4 Days After Landfall

All Departments

1. Continue or complete any of the above tasks and activities as needed.
2. Relief of Field and EOC workers.
3. Identify recovery resource(s) needs: refrigeration trucks, vehicle maintenance (tires, etc.), generators, etc.
4. Assess mass care needs and ensure needs are met: medical, food, water, ice, shelter, hygiene products, crises counseling, etc.
5. Assess status of state and federal disaster assistance: Individual assistance, SBA assistance, public assistance, emergency payments, etc.
6. As soon as it is safe to do so, facility coordinators should return. A damage survey using the forms found in this document should be conducted. Report conditions of the buildings to the Emergency Operations Center or the appropriate Department Head. It is important to document damage and include photographs to ensure ability to recover FEMA reimbursement.

City Emergency Manager/City Manager/Incident Commander

1. Brief Executive Policy Group:
 - a) Response Issues: Mutual Aid Assistance; Emergency Service capabilities, Search and Rescue and Emergency Debris Removal; Mass Care Needs
 - b) Recovery Issues: Impact Assessment of Infrastructure; Assessment of Critical Facilities; Damage Assessment; Distribution Sites; Comfort Stations; Emergency Building Permits;
2. Update Incident Action Plan for the next Operational Period
3. Identify location and resource needs for the recovery center, comfort stations, distribution sites and staging areas.
4. Identify location(s) for resource and staffing needs for volunteer and donation collection site(s).
5. Coordinate with the State the location of the Disaster Recovery Center and the Disaster Field Office
6. Activate Recovery Task Force, coordinated with Craven County Emergency Management.
 - a) Appoint City Disaster Recovery Coordinator
 - b) Appoint City Economic Recovery Coordinator

- c) Hazard Mitigation Coordinator
- d) Review damage reports and identify mitigation opportunities
- e) Determine recovery functions needed
- f) Recommend Emergency Resolutions and Ordinances
- g) Recommend changes to Land Development Regulations
- h) Determine policies to guide community recovery
- i) Determine any unmet needs
- j) Formulate committees to complete specific tasks

7. Begin FEMA Public Assistance Program with Craven County Emergency Management

Public Information Officer

- 1. Issue public information announcements.
- 2. Distribute FEMA assistance information to employees and citizens.

Public Utilities

- 1. Evaluate time to restore essential services including power, water and sewer.

Development Services (with Fire Marshal)

- 1. Building Inspections: mutual aid need
- 2. Continue damage assessment(s). Coordinate with Public Utilities for electrical or other evaluation

APPENDIX B: DEPARTMENT MEETING AGENDA FOR PREPARATION, WARNING, WATCH

Date: _____

Members
See Current Roster

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Meteorological Forecast	EM	
3. Status of City EOP and Emergency Roles	EM	
4. Status of Departments Hurricane Plans	EM	
5. Status of Departments Preparedness tasks (reference Appendix A)	All Departments	
6. Status of Continuity of Government Plans (COOP) Emergency Chain of Authority City Managerial Succession Line of Succession Department Heads	City Manager	
7. Financial Issues	Finance	
8. Procurement Issues	Purchasing	
9. Finance Record Keeping Rules	Finance	
10. City Employee Issues	All Departments	
11. City Facility Preparedness/Issues	All Departments	
12. City Equipment Readiness/Issues	All Departments	
15. EOC Readiness	EM	
16. Public Preparedness Outreach	PIO	
17. Any unmet needs?	All Departments	
18. Activation of EOC/Status	City Manager	
19. Questions/Discussion	City Manager	

APPENDIX C: DAMAGE ASSESSMENT PICTURE CHART FOR LSAT “SNAPSHOT” REPORT

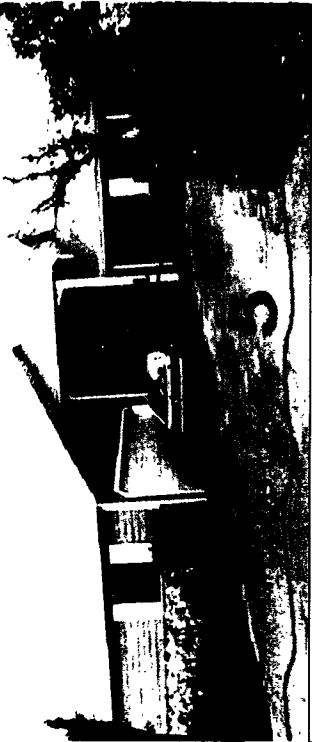
The LSAT Team shall report back to the LSAT EOC Coordinator, the location address and the photo color that most resembles the building:

1. GREEN: Minor damage or completely undamaged windows, doors, wall siding, roof covering and building is habitable.
2. YELLOW: Moderate damage and/or missing windows, doors, wall siding, roof tile, shingles and covering. The building is habitable.
3. RED: Major damage, Exterior walls are cracked, wall siding missing, excessive roof tile, shingle and covering is missing (however plywood is still mostly intact). The building is uninhabitable.
4. BLACK: Destroyed, collapsed and unsafe walls, roof and/or foundation. The building is uninhabitable.

Flood Assessment:

If the area was impacted by flooding, the LSAT Team will review the Minor/No Damage photo that has the two flood levels. They will choose the level that best depicts the highest point of flooding for that location.

1



MINOR/NO DAMAGE HABITABLE

2

YELLOW



MODERATE DAMAGE HABITABLE

3



MAJOR DAMAGE UNINHABITABLE

4

BLACK



DESTROYED

APPENDIX D: RECOVERY ACTION TEAM (RAT) SOP

Purpose

1. Provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to City officials responsible for recovery activities.
2. Establish policies for effective coordination to accomplish City recovery tasks resulting from a natural or technological emergency or disaster.
3. Recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
4. Help identify mitigation opportunities and resources.

Scope

Recovery actions following any emergency or disaster will be determined by the specific event. Federal, State, and County agencies may be involved depending on the hazard and scope of the situation. The City of New Bern will lead recovery activities within its jurisdiction.

Policies

1. City Departments will support and act upon the recommendations of the Recovery Action Team (RAT).
2. All individuals, department and agency representatives involved in recovery activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the RAT.
3. City recovery activities will be coordinated with Craven County and the State/Federal Disaster Field Office (DFO) if activated and as appropriate.

Organization

1. The RAT should be established by City Manager with the goals and scope of authority clearly stated.
2. The composition of the RAT will vary depending upon the nature of the disaster, size of the staff and available resources. The RAT will be comprised of three (3) or more of the following officials (Post Disaster):
 - a) City Manager
 - b) Assistant City Manager
 - c) City Attorney
 - d) Director of Development Services

- e) Lead Inspector
- f) Director of Finance
- g) Director of Public Works
- h) Fire Chief
- i) Police Chief

Responsibilities

1. Provide a vision of recovery for the City and to provide the staff encouragement and support to ensure that the community recovers as quickly and completely as possible.
2. Receive input from citizens and client groups on their recovery needs and issues.
3. Identify recovery priorities and goals.
4. Advise the Board of Aldermen on a wide range of post-disaster recovery, reconstruction and mitigation issues.
5. Provide a framework of legal, financial and human resources for disaster recovery.

Concept of Operations

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the City EOC as staff work to assemble data on the extent of damages.
2. A Recovery Planning Unit is established in the City EOC to begin the first draft of a "Recovery Incident Action Plan (RIAP)" for use by the RAT. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
3. As the emergency response phase stabilizes, the Emergency Management /EOC will begin the coordination of disaster recovery activities and recommends the activation of the RAT as appropriate.
4. Activation of Recovery Action Team (RAT).
 - a) For post-disaster responsibilities, the RAT will be activated and mobilized by the City Manager.
 - b) Duration of RAT: In the event of a disaster declaration, the RAT will activate and mobilize for a typical period of sixty (60) days.
 - c) Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint State/Federal Disaster Field Office (DFO) if and when it is established.
 - d) The activities of the RAT shall be coordinated with the DFO.

Recovery Action Team Initial Tasks

1. Receive and review damage reports and other analyses of post-disaster circumstances and to compare these circumstances with mitigation opportunities identified prior to the disaster in order to identify areas for post-disaster change and innovation. Where needed, the RAT may review alternative mechanisms for achieving these changes and recommend the coordination of internal and external resources for achieving these ends.
2. Initiate recommendations for the enactment, repeal or extension of emergency ordinances and resolutions.
3. Review damage reports and other analyses of post disaster circumstances and to compare these circumstances with mitigation opportunities and identify areas for post disaster development changes.
4. Review the nature of damages and to identify and evaluate alternate program objectives for repairs and reconstruction and to formulate recommendations to guide community recovery.
5. Describe the organizational structure for recovery operations.
6. Formulate special committees and subcommittees as conditions may warrant.
7. Develop an organizational chart designating who is in charge of what, who reports to whom and designate the internal control structure.
8. Display the organizational chart in an obvious place for the team's reference as well as other people coming into the recovery office.
9. List recovery activities assigned to each unit or section of the organizational structure.
10. Liaison with county, state and federal governments.
 - a) Individual Assistance
 - b) Public Assistance
 - c) Hazard Mitigation
11. Liaison with voluntary agencies. (VOLAGs)
12. Liaison with private sector. (Business and Industry)
13. Meet with other recovery agencies to determine strategies.
14. As conditions may warrant, appoint an Historic Rehabilitation Coordinator responsible for evaluating the extent and type of historic rehabilitation activities needed based upon assessments of damage and assisting the Chief Building Official and staff in related historic resource rehabilitation activities by providing information on historic resource rehabilitation and redevelopment in historic districts to interested parties to coordinate and maximize such efforts and to fulfill other duties assigned by the Board of Aldermen.

15. Review relevant recovery plans and documents:

- a) Review the City Comprehensive Plan: Associated maps or reports, zoning, subdivision building codes and other land development regulations or ordinances.
- b) Review the City Recovery Plan and schedule of Recovery Functions.
- c) Review the City's Post Disaster Recovery Ordinance.

16. Consider establishing a relationship with a "mentoring community" that has experienced a similar hazard and completed a successful recovery effort.

- a) Obtain copies of their recovery plans, after-action reports, etc.
- b) Consider engaging a representative from that community in an advisory capacity.

Develop Ongoing "Recovery Incident Action Plan"

1. The initial RIAP is done by the Planning Section of the EOC and should:

- a) Outline the City recovery management structure and management process.
- b) Describe the organizational networks and structures appropriate to recovery.
- c) Formalize arrangements for the effective management of the recovery process.
- d) Facilitate the recovery of affected individuals, businesses, infrastructure and City government as quickly and practicably as possible.
- e) Involve all agencies with a role to play in the recovery process.
- f) Ensure community participation in the recovery process.
- g) Identify responsibilities and tasks of key agencies.
- h) Describe appropriate resource arrangements.
- i) Be as simple as possible.

2. Elements of the plan include:

- a) Recovery Action Team Composition.
- b) Priority of efforts.
 - i. Activities that re-establish services that meet the physical and safety needs of the community. These are to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, secure from harm, protection of possessions, health and temporary housing.
 - ii. Reestablishing infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities and housing facilities.
 - iii. Restoring the City's economic base.

- iv. Improving the City's ability to withstand the effects of future major or catastrophic hurricane disasters.
- v. Phasing/milestones for recovery tasks.
- vi. Support requirements.
- vii. Coordination requirements.
- viii. Methodologies.
- ix. Reporting requirements.

Recovery Action Team Continuing Long-Term Actions

1. Liaison with relevant county, state, federal and private recovery agencies.
2. Identify funding sources for mitigation and recovery projects including state and federal assistance programs, private-sector funding and public donations.
3. Keep media informed on recovery program and status.
4. Monitor staffing arrangements.
5. Review resources and services on an ongoing basis.
6. Determine longer-term recovery measures.
7. Continue to monitor agency activities and reduce and/or withdraw services when appropriate.
8. Develop a community recovery planning process.
 - a) Ensure active participation of members of the affected community.
 - b) Assess reports gathered through outreach program to assess community needs.
9. Recommend and implement an economic recovery program focusing on local community needs.
10. Recommend zoning changes in damaged areas.
11. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
12. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
13. Recommend strategies to keep unethical contractors out of the area.
14. Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
15. Participate in the preparation of a community redevelopment plan.

16. Help develop replacement-housing strategies.
17. Recommend restoration priorities.
18. Review emergency actions and recommend amendments to the City's:
 - a) Post-Disaster Ordinance
 - b) Comprehensive Plan
 - c) Comprehensive Emergency Management Plan
 - d) Emergency Operations Center Standard Operating Procedures and relevant Administrative Policies.
19. Make recommendations for new ordinances, plans, codes and /or standards to assist in recovery from future disasters.
20. Recommend any changes in the Comprehensive Plan, Land Use and Development Regulations or/ any other ordinances which it deems necessary or advisable to prevent recurring damage or mitigate hazards.

Schedule of Recovery Functions (RFs) and Purpose Statements

RF # 1 Recovery and Redevelopment (The Vision)	To articulate the vision of redevelopment in both the anticipation and in the wake of a catastrophic natural disaster and to use opportunities presented by disaster and lessons learned to improve the community.
RF # 2 Economic Restoration & Development (Restoration of Business Community)	To establish a partnership between the City and the City's business Community to restore the City's economy following disaster.
RF # 3 Continuation of Government (COOP)	To ensure the continuing critical functions and services of the City government while responding to and recovering from disaster.
RF # 4 Reentry, Security	To promote and facilitate the timely re-entry of essential response and recovery, government officials, property owners, business owners, media, etc.
RF # 5 Public Information; Community Relations	The Public Information function will provide recovery information to citizens, City employees, businesses and organizations concerning disaster recovery operations and progress in reaching recovery milestones.

RF # 6 Volunteers & Donations	To continue to coordinate during recovery offers of assistance by volunteer organizations and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
RF # 7 Unmet Needs	To provide an Ombudsman to provide information, investigate complaints and to assist with disputes by directing citizens to the appropriate agency (ies) for resolution and to provide a means of identifying and resolving disaster recovery needs.
RF # 8 Debris Management	To effectively manage debris generated by natural and man-caused disasters.
RF # 9 Damage Assessment / Impact Analysis	To determine the disaster's impact on the City and to determine recovery priorities and identify resource needs for City disaster recovery.
RF # 10 Health (Long Term)	To identify threats to public health during the recovery period and to provide remedies.
RF # 11 Safety	To ensure that a safe and healthful working and living environment is maintained for City recovery personnel and others.
RF # 12 Repair & Restoration of Public Infrastructure, Services &	To return the public infrastructure and the City's services to pre-event levels or better.
RF # 13 Emergency Permits & Inspections	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster.
RF # 14 Rebuilding, Reconstruction, Repairs, Restoration	To provide for the physical rebuilding of the community which may necessarily include the viability of commercial operations to support the residents.
RF #15 Temporary Housing	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing. To allow and/or coordinate the placement of temporary housing (housing that people
RF # 16 Human Services	To identify individuals who are in need of various human services following a disaster and to meet those needs through the coordination with public and private organizations.

RF # 17 Individual Assistance	To inform disaster victims about the federal individual assistance programs that are available and how to make application.
RF # 18 Environmental Concerns	To identify and implement projects or programs that restore, enhance or protect natural resources and open space (flood plains, wetlands, and wildlife) <u>from degradation to reduce impacts from natural disasters.</u>
RF # 19 Mitigation	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and <u>reduce the City's vulnerability to natural hazards.</u>
RF # 20 Recovery Administration & Finance	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
RF # 21 Mutual Aid	To establish a Recovery Function (RF) to manage requests for mutual aid assistance for the City or to assist other local government.
RF # 22 Community Association Coordination	To provide a means to coordinate Disaster Recovery Programs between the City, Planned Unit Developments and Community Associations.

APPENDIX E: CONTACT INFORMATION FOR CRITICAL/ESSENTIAL OPERATIONS

Building # / Name	Contact Name	Phone Number(s) During Event	Required Activity

APPENDIX F: INITIAL BUILDING DAMAGE ASSESSMENT FORMS

EXTERIOR ASSESSMENTS

BUILDING NAME: _____ BUILDING # _____

STORM/EVENT: _____ ASSESSMENT DATE: _____

ASSESSMENT BY: _____

BUILDING AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscaping				
Walls				
Fences				
Gates				
Power				
Other:				
Other Action Required/Comments:				

*Cause Code

I = Impact F = Flood W = Wind L = Lightning DR = Wind Driven Rain/Leaks

WD = Water through Storm Related Bldg Damage/Failure

INTERIOR ASSESSMENTS

BUILDING NAME: _____ BUILDING # _____

STORM/EVENT: _____ ASSESSMENT DATE: _____

ASSESSMENT BY: _____

BUILDING AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Carpet				
Floor				
Walls				
Ceiling Tile				
Ceiling Other				
Windows				
Built "Ins"				
Furnishings				
Light Fixtures				
HVAC				
Other:				
Other Action Required/Comments:				

*Cause Code

I = Impact F = Flood W = Wind L = Lightning DR = Wind Driven Rain/Leaks

WD = Water through Storm Related Bldg Damage/Failure

APPENDIX G: EMPLOYEE HURRICANE PREPAREDNESS GUIDE

MONITORING RADIO & TELEVISION STATIONS

In the event a hurricane strikes Eastern North Carolina, City employees should monitor radio and television stations broadcasting hurricane information. When the City Manager determines that it is safe for employees to return to work a notice will be released by a press release through various radio and television stations.

Employee Reporting.

The Department Heads will establish communication plans to ensure that notification of closures, alternate work assignments, emergency crews reporting times/locations, etc, is passed to employees.

Should employees need assistance after a hurricane has passed, they should contact their supervisor, Department Head, or they can call the non-emergency police line at (252) 633-2020. Should they find themselves in an actual emergency situation, they should call 911 as usual.

Employee Assistance.

The City has the ability to assist employees with special needs such as temporary housing and domestic needs. Should you need special assistance, please call your supervisor or Department Head.

Housing.

The City will work to identify temporary housing facilities for City employees should the need arise. Since there may be limited availability of gasoline for commuting to and from work, the City will work with local hotels in an effort to place City employees in temporary housing. The City will also work with various Board of Realtors to assist employees in relocating to interim housing, including specific housing needs (number of adults and/or children, house/apartment, pets, etc.).

Furniture.

The City will assist in identifying sources of inexpensive furniture for furnishing interim housing with basic needs such as mattresses, box springs, chairs, tables, and chest of drawers.

Drying In.

To the extent resources are available the City will establish teams to assist employees in “drying in” their home. These teams will aid employees by providing labor and materials to cover roofs, walls and windows that are exposed to the elements after a hurricane has struck.

Counseling.

Depending on the circumstances stress seminars may be offered to employees prior to or after a hurricane.

WORKPLACE PREPARATION

Should a Hurricane threaten Eastern North Carolina, the City of New Bern must do everything possible to minimize its losses. Proper preparation of our worksites is an essential component of reducing the City's liability. Your assistance in completing the following procedures will greatly assist the City in reducing its liability in the event a Hurricane strikes our area.

Hurricane Watch.

If a Hurricane Watch is issued prior to leaving work for the day employees are required to perform the following:

1. Backup of computer files should be in accordance with the Computer Hurricane Emergency Procedures issued by the Information Technology Department (IT).
2. Place all cardboard boxes in your work area above floor level.
3. Provide keys to your desk and file cabinets to assigned office staff.

Hurricane Warning.

A. Weekday Preparation:

1. If a Hurricane Warning is issued or is likely to be issued prior to leaving work for the day, employees are to prepare their work area for the probability of a hurricane. This would involve the following:
 2. Placing all exposed papers and files in a desk drawer or file cabinet.
 3. Placing all desk top items, i.e., staplers, paper clip holders, in-baskets, pen and pencil holders, trinkets, etc., in a desk drawer or file cabinet.
 4. Covering computers, computer components, typewriters and books with plastic.
 5. Backup of computer files should be in accordance with the Computer Hurricane Emergency Procedures issued by the Information Technology Department.
 6. Remove all wall hangings in your work area and store above floor level.
 7. Offices with windows will require the removal of chairs, small furniture, wall hangings and plants to be placed in a secure area, preferably in a windowless office or storage area.

8. Unplug all electronic equipment in your work area from electrical outlets. If you elect to disconnect computer components make sure all cables are marked.
9. Close all doors in your work area.

B. Non-Workday Preparation.

If a Hurricane Warning is issued during the weekend, a day off or a holiday, your work area may be prepared by office staff assigned to this task. It is important that the keys to your desk and file cabinets are left with assigned office staff.

HOME PREPARATION

While it is important for the City to reduce its liability as much as possible, the City of New Bern also expects its employees to take all necessary steps to safeguard their homes during a hurricane. Several grocery stores, newspapers and television stations distribute, free of charge, personal home preparation guidelines to assist you in being fully prepared to withstand a hurricane. Employees are encouraged to pick up one of these home preparation guidelines and to prepare well in advance of hurricane season.

Your hurricane plan should include the following:

1. Protection for all windows, doors, and garage doors. Locate a safe room or the safest area in your home for each hurricane hazard. In certain circumstances the safest areas may not be in your home but within your community.
2. A determination of your evacuation status. Determine escape routes from your home and places to meet. These should be measured in tens of miles rather than hundreds of miles.
3. A decision on where you are going to park your car.
4. A decision on where you are going to leave your pet.
5. A decision on what you are going to do with your boat.
6. A list of key phone numbers that family members will carry with them including relatives, family doctors, insurance agents, employers, etc.
7. A system for communicating if you get separated. Have an out-of-state friend as a family contact, so all your family members have a single point of contact.
8. A secure place to store valuables including insurance papers preferably outside of your home or business.
9. Check your insurance coverage – flood damage is not usually covered by homeowners insurance.
10. Use a NOAA weather radio. Remember to replace the battery every 6 months as you do with your smoke detectors.

11. A review of the integrity of your roof.
12. If you are going to stay at home, choose and prepare a SAFE ROOM where you will ride out the hurricane.
13. Take First Aid, CPR and disaster preparedness classes.
14. Enough water jugs to store seven gallons of water for each person.
15. Hurricane supplies for TWO WEEKS. Stock non-perishable emergency supplies and a Disaster Supply Kit. This kit should include:
 - Water – at least 1 gallon daily per person for 3 to 7 days
 - Food – at least enough for 3 to 7 days (non-perishable packaged/canned foods and juices, foods for infants or the elderly, snack foods, non-electric can opener, cooking tools/fuel, paper plates/plastic utensils)
 - Blankets/Pillows, etc.
 - Clothing – seasonal/rain gear/sturdy shoes
 - First Aid Kit/Medicines/prescription drugs
 - Special Items – babies and the elderly
 - Toiletries/Hygiene items/Moisture wipes
 - Flashlight/Batteries
 - Radio – battery operated and NOAA weather radio
 - Cash (with some small bills) – banks and ATMs may not be open or available for extended periods.
 - Keys
 - Toys, Books and Games
 - Tools
 - Vehicle fuel tanks filled
 - Pet care items (proper identification/immunization records/medications, ample supply of food and water, carrier/cage, muzzle and leash)

Caring for those with special needs.

When making your hurricane preparations, please take time to think of relatives or friends that may call upon you for assistance. This may include provision of shelter, care, or transportation in the event of a storm impacting our area. Please take into consideration the additional food and water supplies you may need, in addition to your own family provisions, for relatives or friends who may seek shelter with you. In addition if you or your relative or friend has a special need due to age, disability, or other special needs such as a medical condition, you may need to make additional preparations. You can print a manual provided by FEMA and the American Red Cross on Preparing for Disasters for People with Disabilities and Other Special Needs via the internet to review and have as a planning reference at http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240199_A4497.pdf. Additional information provided by the American Red Cross to assist you with caring for those who are elderly can also be found via the internet at: <http://www.redcross.org/prepare/location/home-family/seniors>.

Caring for pets.

It is important in any hurricane season to prepare every aspect of your home and family, including preparing for the care of your pets in the event of a major storm impacting our area. This includes food, water, and medications for your pets, as well as providing a safe environment for them if you are at home during a storm or knowing where you can evacuate to with your pet.

Craven County Emergency Management will put out information on pet-friendly shelters ahead of the storm.

Information on the Craven-Pamlico Animal Services Center can be found here
<http://awos.petfinder.com/shelters/cpasc.html>.

REPORTING PROCEDURES

Once the threat of a hurricane has passed employees are required to listen to the identified radio and/or television broadcasting station for information on when to report to work. Additionally, Department Heads will ensure there is a communication plan in place to contact employees or relay messages. Once it is clear for employees to report to work proceed as follows:

1. Report to your normal worksite for duty, unless you have been otherwise assigned.
2. If upon arrival you find that your worksite is damaged such that you are unable to perform your normal work function or that your worksite is inaccessible you are to report to City Hall, unless an alternate location is posted at your workplace, you are otherwise advised by a supervisor from your department or the Department Head otherwise advises you.
3. For the first few days following the passing of a hurricane casual wear will be acceptable office attire.
4. Upon clearance to report to work, employees should expect to report for their normal work shift unless otherwise directed or pre-assigned.
5. Reassigned duties and work hours will be scheduled as needed for emergency response functions.

PAYROLL REPORTING

Special payroll systems have been arranged in case of computer equipment failure. The emergency payroll system will have paychecks issued as usual unless otherwise notified due to unanticipated damage. If needed, special forms will be used to document work hours and assignments. Please work closely with your supervisor to make sure each day's activities are listed and hours worked are accurate.

The City will follow the Adverse Weather and Emergency Closing Policies for payroll management.