

# Sussex County Delaware



# Emergency Operations Plan

February 2026



## PROMULGATION STATEMENT

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency operations is to ensure that prevention, preparedness, mitigation, response, and recovery actions exist so that public welfare and safety are preserved.

Sussex County has updated its Emergency Operations Plan (herein referred to as SCEOP) to ensure effective allocation of resources during an emergency to protect life, property and the environment. This plan supersedes any previous plans promulgated for this purpose.

The SCEOP establishes the concepts and procedures, which represent a coordinated effort to manage potential disasters that could affect Sussex County. This plan is applicable to County Government and to other agencies engaged in, or in support of, emergency operations prior to, during, and after a naturally or technologically caused disaster, or war attack.

# APPROVAL AND IMPLEMENTATION

This plan supersedes all previous Sussex County Emergency Operation Plans.

The SCEOP is effective upon approval by the Sussex County Council and signing by the President of the Sussex County Council.

Submitted By:



2/10/2026

Director, Sussex County Public Safety

Date

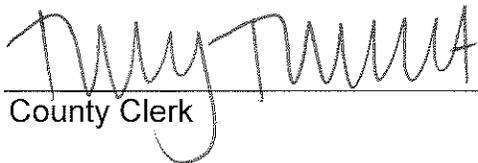
Approved By:



3/3/26

President, Sussex County Council

Date



3/3/26

County Clerk

Date

All participating County departments are directed to cooperate with the implementation of the SCEOP as a guide for disaster response activities and the assignment of responsibilities for various departments, agencies and personnel to ensure the most effective and timely response to any emergency that will occur within the County.



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# INTRODUCTION

## PLAN DEVELOPMENT

This document is the *Sussex County Emergency Operations Plan (SCEOP)*. The EOP is an all-hazards plan that provides an overview of the County's guiding principles and methods for prevention, preparedness, mitigation, response and recovery of hazards and threats.

Sussex County is committed to the protection of life, the environment, and property. This Plan provides the basis for response and recovery operations in Sussex County, Delaware. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all hazards. Sussex County is vulnerable to a variety of natural hazards including hurricanes, flooding, winter storms; technological hazards including power failures, hazardous materials incidents; and human-caused events such as disease pandemics and civil unrest. The threat of major disasters and events necessitates this Plan's all-hazards approach.

To respond effectively to any emergency of a size or complexity beyond the routine response system, it is critical that all Sussex County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized, and response ensues. As an incident develops, and command organizes beyond the initial reactive phase of first responders, the roles and responsibilities highlighted in this Plan become more critical.

State and local governments are charged with developing and maintaining current Emergency Operations Plans to be prepared for such events.

This SCEOP includes 11 hazard specific annexes and 4 response phase-based annexes, each of which has a specific purpose and scope. The SCEOP provides an overview of Sussex County's guiding principles and emergency management methods. The Annexes provide greater detail and actionable guidance for personnel with responsibilities in each of the hazard areas, or during a specific phase of response, respectively.

## PURPOSE

The SCEOP is the centerpiece of a comprehensive emergency management program. The purpose of the Base Plan is to establish the legal and organizational basis for operations in Sussex County to effectively respond to and recover from all-hazards disasters and/or emergency situations. This SCEOP contains basic information that provides a framework for response to any disaster regardless of

its size, scope, or causes. The SCEOP serves as the primary tool for the emergency management community to prepare for, respond to, and recover from disasters by coordinating existing Standard Operating Procedures/Guidance (SOPs/SOGs), defining disaster-specific procedures, and outlining roles and limitations.

Each SCEOP component serves a specific purpose supporting the emergency management program.

This SCEOP has been developed to provide guidance for Sussex County based on the following objectives:

- Establish the County's policy and procedures to respond to emergencies
- Describe the County's emergency management organization
- Identify the roles and responsibilities of County staff during an emergency
- Identify lines of authorities and relationships
- Describe the County's Sussex County Emergency Operations Center (SCEOC)

## **SCOPE**

The Sussex County EOP is an all-hazards plan that includes all personnel and equipment, which may be called upon to help facilitate a response to specific disasters and emergency events. The EOP establishes an emergency organization and defines responsibilities for all personnel having roles in the phases of emergency management to include prevention, protection, mitigation, response, and recovery in the county.

The Sussex County "Whole Community" consists of the County's staff, residents, business owners, vendors, visitors, and other individuals and entities operating or transiting through, travelling for leisure, as well as the family of staff, which may require assistance.

This SCEOP is designed to be compliant with the National Incident Management System (NIMS). It employs a multi-agency operational structure based on the principles of the Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. Sussex County is a practitioner of NIMS and is committed to ensuring that the required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby Sussex County can effectively apply available resources to ensure that casualties and property damage will be minimized, and those essential services will be restored as soon as possible following an emergency or disaster situation.

## SITUATION OVERVIEW

### COMMUNITY PROFILE

Sussex County is full of history and tradition. Among its distinctions, Sussex County is the birthplace of the broiler chicken industry, and is Delaware's largest county in terms of geography, spanning 938 square miles of land<sup>1</sup>.

Delaware history begins with Sussex County, as the town of Lewes was founded as a Dutch whaling colony in 1631. That first European settlement gives Lewes its claim to fame of being the 'First Town in the First State' and makes Sussex County the birthplace of what would become present-day Delaware.

Sussex County is named for the County of Sussex in England, which was the home of colonial proprietor William Penn<sup>2</sup>.

Today, Sussex County, Delaware, is diverse in both its riches and its lifestyles. It is home to numerous seaside resorts, small towns, industry, and agriculture. Along the coast, tourism is strong in the resort beach towns. Western Sussex County, meantime, is the backbone of Delaware's agriculture industry with more acres of rich farmland under cultivation than anywhere else in the state.

### GOVERNMENT

The County Council is the governing body of a county. The county government shall meet regularly. The place and dates of such meetings shall be established by the county government as a part of the rules of procedure adopted for the conduct of its meetings. Special meetings may be held on the call of the President of the county government or of a majority of the members of the county government in accordance with rules adopted as a part of the rules of procedure of the county government. Notice of all meetings must be given and meetings are public. Executive sessions may be held as authorized by law. Three members in attendance at a meeting establish a quorum. At the first session of each year, the members choose who will serve as president.<sup>3</sup>

### CLIMATE

Sussex County, Delaware has a continental climate with cold winters, hot summers, and ample precipitation throughout the year. Summers are usually hot and humid, with average temperatures ranging from lows of around 73°F to highs of around 85°F. Winters are generally mild with temperatures that usually range

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<sup>1</sup> Sussex County Delaware. *About Government*. (2025). <https://sussexcountyde.gov/about-government>

<sup>2</sup> Sussex County Delaware. *History of Sussex County*. (2025). <https://sussexcountyde.gov/history>

<sup>3</sup> Sussex County Delaware. *Government Structure*. (2025). <https://sussexcountyde.gov/government>

from 29°F to 57°F. Snowfall is fairly typical during December through February when winter is at its peak<sup>4</sup>.

Table below provides climate data for an average year in Sussex County.

Climate Factor	Sussex Annual Average
Rainfall	45 Inches
Snowfall	6 Inches
Days with Precipitation	121
Average High (July)	87 Degrees
Average Low (January)	27 Degrees

## POPULATION AND DEMOGRAPHICS

Many aspects of a jurisdiction's population and demographics can impact disaster planning, response, and recovery. **Error! Reference source not found.**

Sussex County Demographic Data	
Demographic	Percentage/Number
<b>Population &amp; Age</b>	
Population	271,130
Median Age	51.4
Median Income	\$78,162
Under 5yrs Old	4.8%
Under 18yrs Old	18.6%
65yrs and Older	28.28%
<b>Race</b>	
White (Non-Hispanic)	77.9%
African American	9.5%
Latino/Hispanic	11.2%
Multiracial	2.1%
Native American	0.41%
Asian	1.3%
<b>Families</b>	
Number of Households	96,375
Persons Per Household	2.37

<sup>4</sup> Delaware Climate Office. *Delaware Normals*. (2025). <https://climate.udel.edu/data/normals/>  
Introduction Sussex County, Delaware For Official Use Only

## ECONOMIC DATA

A breakdown of Sussex County's economic and business elements and supporting statistical data are reflected in the table below.<sup>5</sup>

Sussex County Economic Element	Statistical Data
Number of Businesses	9119
Number of people employed in county	106,000
Percent of population age 16 years+ In civilian labor force	54.1

## HAZARD AND THREAT ANALYSIS SUMMARY

In considering the Threats and Hazards facing Sussex County, it has been determined the County is vulnerable to the effects of hazards including natural, human-caused and technological. These hazards can occur independently, simultaneously, or in conjunction with or as a result of a particular hazard.

**Natural hazards** are hazards related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations. They include extreme heat, hail, flooding, hurricane, lightning, severe wind, and winter storms.

**Human-caused hazards** are hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage, and/or violence at business/social gatherings at community venues/centers.

**Technological hazards** refer to hazards originating from technological or industrial accidents, infrastructure failures, or certain human activities such as dam/levy failures, utility outages, gas leaks, and hazardous materials (HazMat) spills.

**Public Health Emergency** is defined in Delaware code (Title 20, Chapter 31, Subchapter V. Public Health Emergencies<sup>6</sup>) as an occurrence or imminent threat of an illness or health condition that:

- a. Is believed to be caused by any of the following:
  1. Bioterrorism;
  2. The appearance of a novel or previously controlled or eradicated infectious agent or biological toxin; or
  3. A chemical attack or accidental release; and,
- b. Poses a high probability of any of the following harms:
  1. A large number of deaths in the affected population;
  2. A large number of serious or long-term disabilities in the affected population;
 or

<sup>5</sup> Sussex County Office of Economic Development: <https://excitesussex.com/research-data/sussex-county-profile/>

<sup>6</sup> Title 20 Military and Civil Defense, Civil Defense, Chapter 31, Emergency Management, Subchapter V. Public Health Emergencies § 3132.

3. Widespread exposure to an infectious or toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.

A public health emergency is a condition that requires the Governor to declare a State of Public Health Emergency. The declaration of a State of Public Health Emergency permits the Governor to suspend state regulations and/or change the functions of state agencies.

**Terrorism** refers to terrorist organizations or affiliates or “lone actors” that may seek to acquire, build, and use weapons of mass destruction (WMD), employ physical threats such as explosives and armed attacks, or seek to disable or interrupt critical infrastructure systems with cyber-attacks.

**Active Assailant** refers to attacks that could involve, but are not limited to, the following weapons: firearms, edged weapons, vehicles, incendiary devices, explosives, and/or chemicals. Though active assailant techniques may be used in an act of terrorism, active assailant actions are not always categorized as terrorism.

**HAZARD AND RISK ANALYSIS** This table provides an overview of the hazards faced in Sussex County and how they are ranked in likelihood and estimated impact severity. This information should be used when determining where mitigation, planning, and preparedness efforts should be focused.

Hazard Type	Hazard Likelihood of Occurrence	Estimated Impact Severity
	High/Moderate/Low	Negligible/Limited/Critical/ Catastrophic
Flood	High	Catastrophic
Hurricane, Tropical Storm Winds	High	Catastrophic
Severe Thunderstorms	High	Critical
Extreme Heat/Cold	Moderate	Limited
Hazmat	Moderate	Limited
Nor'easter Storm	Moderate	Critical
Winter Storms	Low	Critical
Tornado	Low	Critical

Hazard Type	Hazard Likelihood of Occurrence	Estimated Impact Severity
	High/Moderate/Low	Negligible/Limited/Critical/ Catastrophic
<b>Terrorism</b>	Low	Critical
<b>Active Assailant</b>	Low	Limited
<b>Cyber Attack<sup>7</sup></b>	Low	Limited

## PLANNING ASSUMPTIONS

The Sussex County EOP is based on the Situational Analysis and the Hazard and Risk overview which drives the following planning assumptions. Incidents require local government to coordinate operations and/or resources and may:

- Require multiple agency response that may also exhaust local jurisdiction resources.
- Agencies/organizations participating will be responsible for initial response within their jurisdictional boundaries.
- Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
- Disaster assistance will be available from State, Federal, private and/or volunteer organizations should the County deplete its resources or require expertise which it does not presently have available.
- The respective participating entity(ies) is/are responsible for allocating equipment for emergency response within their boundaries.
  - Individuals designated to be responsible for emergency response coordination or who may be assigned to the Sussex County EOC will be familiar with the SCEOP.
- The participating entities and jurisdiction officials as well as the response agencies" personnel will be trained in ICS, NIMS, and in EOC management based on Homeland Security Presidential Directive-5 (HSPD-5) and according to the requirements of the U.S. Department of Homeland Security (OHS).
- The Sussex County EOC is sufficiently organized and equipped to coordinate emergency resources (which include telecommunications equipment and computer-based management information systems).

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<sup>7</sup> Note that the risk for a cyber-attack may be variable, depending on the target sector. For example, healthcare facilities and systems may have a somewhat elevated risk compared to other business entities.

- The SCEOP was prepared in accordance with, and meets the guidelines set forth by the HSPD-5: Management of Domestic Incidents - NIMS, the National Response Framework (NRF), HSPD-8: National Preparedness, CPG 101, and the State of Delaware Emergency Operations Plan (DEOP).

# CONCEPT OF OPERATIONS

## GENERAL

Sussex County's Department of Public Safety has the primary responsibility for emergency management activities within Sussex County. The initial emergency response will be handled by the Sussex County government. It is recognized that the nature of certain disaster agents does not allow for any warning or lead time prior to occurrence. When this happens, or when the duration of an incident is expected to be relatively short, the management of the emergency operations will be directed at or near the site. For emergencies for which there is lead-time or for disasters, which are expected to be lengthy in duration, management of operations will be from the Sussex County Emergency Operations Center (SCEOC).

When an emergency exceeds the local government's capability to respond, assistance will be requested from surrounding jurisdictions, and state and federal government. In any case, incident command and response operations remain with the local jurisdiction.

The Sussex County Emergency Operations Plan (SCEOP) is activated for major county disasters, not for minor local emergencies. If a minor local emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan will be activated.

## PROGRAMMATIC GOALS

The ultimate goals of the Sussex County emergency management program are to:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide inclusion of emergency policies that ensure persons with disabilities and people with access and functional needs can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster related programs together with service animals.
- Provide accurate documentation and records required for cost recovery efforts.

## SUSSEX COUNTY EMERGENCY MANAGEMENT APPROACH

Sussex County Department of Public Safety is responsible for all phases of emergency management: prevention, preparedness, mitigation, response, and recovery (including continuity of operations (COOP)). This effort includes coordinating the mitigation of the effects of disasters, developing and maintaining

the County's emergency management plans, conducting training and exercises, providing guidance to Sussex County leadership and other departments, and managing the Sussex County Emergency Operations Center (SCEOC) for special events and in response to an emergency or disaster.

## **ICS AND NIMS**

Sussex County has adopted the NIMS as its operating structure. The basic framework of NIMS incorporates the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This SCEOP is based on NIMS. Sussex County will implement the Incident Command System (ICS) for all Incidents and Events within the County. ICS will be used as a standardized systematic approach for the development of the Sussex County Emergency Operations Plan (SCEOP). ICS is required for all on-scene and Sussex County Emergency Operations Center (SCEOC) activations under the all-hazards incident management approach.

Utilization of the ICS:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All of the functional areas may or may not be used based on the incident needs. Intelligence and Investigations are an optional functional area that is activated on a case--by-case basis.

ICS will be implemented during all SCEOC activations.

## **INCIDENT RESPONSE LEVELS**

There are five types of Incident Response Levels. Each level consists of a number of procedures to be followed by responsible parties.

## **SCEOC ACTIVATION LEVELS**

The Sussex County SCEOC has five (5) activation levels. Staffing and operational duration will vary depending on the SCEOC activation level required by the incident. SCEOC activation levels are scalable and may change across the duration of a single incident. The Director of Public Safety or the Deputy Director

of Public Safety Emergency Management is responsible for selecting the SCEOC activation level for initial response. The Deputy Director of Public Safety will coordinate with County Leadership to set activation levels and subsequent operational periods if/as needed.

<b>SCEOC Activation Level</b>	<b>Description</b>
<b>Daily Operations</b>	Normal business hours, emergency communications division operating, key staff available
<b>Enhanced Monitoring</b>	Key staff in the SCEOC* monitoring the situation
<b>Partial Activation</b>	Section Chiefs and initial partners in the SCEOC*
<b>Limited Activation</b>	More partners added, but response is potentially time-limited to not more than 1-2 operational periods
<b>Full Activation</b>	All ICS Section Chiefs, support positions, Executive Policy Group, and external liaisons involved

\*based on situation and needs staff and/or partners may be virtual

### INCIDENT LEVELS

The Incident Command System categorizes incidents based on complexity into five types, from 1 to 5, with **Type 1** being the most complex and **Type 5** being the least. The incident type is determined by the number of resources needed, the anticipated incident duration, and the scope of the incident.

This table following aligns incident types with examples of incidents and situational descriptions, descriptions of incident scope, and provides activation level/staffing considerations. The descriptions are provided to help assess an incident against the examples to determine the incident level and appropriate SCEOC activation level and staffing. Decisions for physical and/or virtual SCEOC attendance is a by-incident decision and is the responsibility of the Director of Public Safety and Deputy Director of Public Safety-Emergency Management to provide recommendations to provide to county leadership. For each incident, the professional assessment and expertise of Sussex County emergency management personnel is the primary basis for decision-making.

<b>Incident Types</b>	<b>Incident/Situation</b>	<b>Incident Scope Description</b>	<b>Activation Level and Staffing Considerations</b>
Type 5 (Least Complex)	<ul style="list-style-type: none"> <li>Vehicle fires, motor vehicle accidents, house fires, plumbing failure,</li> </ul>	<ul style="list-style-type: none"> <li>Local resources at the scene are sufficient to coordinate and address all incident issues.</li> </ul>	<b>Daily Operations</b>

Incident Types	Incident/Situation	Incident Scope Description	Activation Level and Staffing Considerations
	individual medical issues.	The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.	
Type 4	<ul style="list-style-type: none"> <li>• Small (1-100 acre wildfire)</li> <li>• Extreme Weather/ Storms</li> <li>• Hazardous Materials</li> <li>• Petroleum Releases</li> <li>• Notification of Potential Flooding</li> <li>• Rail and Highway Transportation Emergencies</li> <li>• Water/Well Shutdown</li> <li>• Individual Human or Animal Biological Incident</li> <li>• Emergency Communication Outage w/o backup</li> <li>• Mass Household Utilities Outage</li> </ul>	<ul style="list-style-type: none"> <li>• The incident is limited to one operational period, or information is limited or does not require SCEOC activation to provide coordination of resources.</li> </ul>	<p><b>Enhanced Monitoring to Partial Activation:</b></p> <ul style="list-style-type: none"> <li>• Key staffs given incident information and put on standby.</li> <li>• Key staff may include:</li> <li>• Director of Public Safety</li> <li>• Deputy Director of Public Safety-Emergency Management</li> <li>• Emergency Management Coordinator</li> <li>• County Administrator</li> <li>• Director of Finance/COO</li> <li>• Communications/ Public Information Officer</li> <li>• PH Duty Officer</li> </ul>
Type 3	<ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Mass Fatality</li> </ul>	<ul style="list-style-type: none"> <li>• The incident may extend into multiple</li> </ul>	<p><b>Partial Activation to Limited Activation:</b></p>

Incident Types	Incident/Situation	Incident Scope Description	Activation Level and Staffing Considerations
	<ul style="list-style-type: none"> <li>• Localized Flooding</li> <li>• Wildland Fire local resources</li> <li>• Extreme weather/storms</li> <li>• Hazardous materials</li> <li>• Petroleum releases</li> <li>• Rail and highway transportation emergencies</li> <li>• Expanded human or animal biological incident</li> <li>• Emergency Communication Outage without backup</li> <li>• Mass Household Utilities Outage</li> <li>• Local Municipality EOC Activation</li> </ul>	<p>operational periods but only require a limited and targeted SCEOC staffing response due to the scope and nature of the incident.</p> <ul style="list-style-type: none"> <li>• Local, County, State Declaration</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of key staff from Level I.</li> <li>• Some or all Command and General staff positions</li> <li>• Division/Group Supervisor optional</li> <li>• Unit Leader level positions optional</li> </ul>
Type 2	<ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Mass Fatality</li> <li>• Regional Flooding</li> <li>• Extreme Weather/Storms</li> <li>• Hazardous Materials with Evacuations</li> <li>• Wildland Fire Type I Urban</li> </ul>	<ul style="list-style-type: none"> <li>• The incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. The incident may require the response of resources out of the area,</li> </ul>	<p><b>Limited Activation to Full Activation:</b></p> <ul style="list-style-type: none"> <li>• Notification of key staff from Level I</li> <li>• All Command and General Staff positions are activated.</li> </ul>

Incident Types	Incident/Situation	Incident Scope Description	Activation Level and Staffing Considerations
	<ul style="list-style-type: none"> <li>Interface FMAG</li> <li>• Rail and Highway Transportation Emergency with evacuation</li> <li>• Terrorism</li> <li>• Mass Biological Incident</li> <li>• Radiological Dispersion Device (ROD) Detonation</li> <li>• Emergency Communication Outage without backup</li> <li>• Mass Household Utilities Outage</li> <li>• Local Municipality EOC Activation</li> </ul>	<p>including state resources.</p> <ul style="list-style-type: none"> <li>• County/State declarations are in place.</li> <li>• Possible FEMA declaration.</li> <li>• National Media Event.</li> </ul>	
Type 1 (Most Complex)	<ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Mass Fatality</li> <li>• Dam/Flood Retarding Structure Failure</li> <li>• Mass Flooding</li> <li>• Extreme Weather/ Storms</li> <li>• Hazardous Materials</li> <li>• Wildland Fires</li> <li>• Rail and Highway Transportation Emergencies</li> <li>• Terrorism</li> </ul>	<ul style="list-style-type: none"> <li>• This type of incident is most complex, requiring both state and national resources to safely and effectively manage and operate.</li> <li>• Presidential Declaration.</li> <li>• Large Media Event.</li> </ul>	<p><b>Full Activation:</b></p> <ul style="list-style-type: none"> <li>• Notification of key staff from Level I.</li> <li>• All Command and General Staff positions are activated and President of County Council, County Administrator, Director of Public Safety and the Deputy Director of Public Safety-Emergency Management.</li> </ul>

Incident Types	Incident/Situation	Incident Scope Description	Activation Level and Staffing Considerations
	<ul style="list-style-type: none"> <li>• Regional Mass Biological Incident</li> <li>• Radiological Dispersion Device (ROD) Detonation</li> <li>• Local Municipality EOC Activation</li> </ul>		

## WHOLE COMMUNITY APPROACH

This plan, and Sussex County's emergency management and response operations, aligns with FEMA standards for a "Whole Community Approach" to emergency preparedness, response, recovery and resilience. Key elements of the whole community approach include:

- **Understanding community complexity:** Acknowledging and planning for the population's diverse needs, capabilities, and vulnerabilities.
- **Engaging and empowering local leaders and organizations:** Ensuring those closest to the impacted population are included in planning, response, and recovery decisions.
- **Strengthening social infrastructure:** Building relationships and networks that support community resilience.
- **Fostering inclusive planning:** Integrating universal accessibility and cultural competence into all phases of emergency management.

FEMA's *Comprehensive Preparedness Guide (CPG) 101* emphasizes that planning must reflect the perspectives, resources, and capabilities of the whole community to be truly effective.

## COMMUNITY ENGAGEMENT

Sussex County Emergency Management engages its community in a number of ways to strengthen emergency management capabilities and capacities in all phases, providing awareness, education, volunteer opportunities and public messaging.

## **Public Education**

Sussex County Emergency Management has a robust community outreach program that involves many facets including public outreach and media campaigns. Sussex County Emergency Management participates in an active community outreach program which includes participation in festivals, fairs, open houses, and community events. When speaking to the public, Sussex County Emergency Management talks about the top hazards that may impact Sussex County and how they can help reduce any threat by increasing their personal preparedness. We encourage all residents and visitors to Sussex County to make a family preparedness plan, create a disaster kit, stay informed, and get engaged.

## **Community Events**

Sussex County Emergency Management participates with several community organizations and community events including participation with fire departments, non-profits, and faith-based organizations.

## **Social Media**

Sussex County Emergency Management maintains a social media presence that frequently post preparedness and safety messages to both Facebook and X. In addition, as part of our public message we encourage everyone to like or follow Facebook and X because weather watches and warnings automatically post to these sites. (See *Information Dissemination* on page 32 for additional information).

## **Website**

The Sussex County Public Safety Department, Division of Emergency Management maintains a public facing website that contains useful information for citizens to provide better prepare their family prior to a disaster. It also contains preparedness and response resources including “Know Your Zone” to help residents understand their evacuation zones in addition to other hurricane evacuation information.

## **Other**

Delaware’s most vulnerable populations do not necessarily access websites for information/updates. Additional means of community outreach and communication will be planned to address these needs, for example provision of an accessible fact sheet with language to support communications

## **UNDERSERVED POPULATIONS**

The Sussex County Emergency Management serves on several state and local committees where the interests of people who are underserved are represented and discussed. Those meetings include The Delaware Access and Functional

Needs Committee and the Children and Disaster Committee. These groups meet quarterly and have partners that regularly attend and represent the interest of the underserved population, including the homeless. Sussex County Emergency Management participates in community outreach programs that include community partnership with Sussex County towns, libraries, faith-based organizations community organizations, municipalities, chambers of commerce, professional associations, first responders, Delaware Sea Grant, and the University of Delaware Center for Disability Studies.

## NEEDS OF CHILDREN

The Sussex County Emergency Management serves as members of the Children and Disaster Committee. Sussex County Division of Emergency Management conducts outreach in the community. The outreach materials include items for children. During response, the SCEOC would activate the Access and Function Needs representative who would have access to state and community partners.

## ACCESS AND FUNCTIONAL NEEDS

Sussex County will incorporate planning and operational supports for people with access and functional needs who are at-risk due to temporary or permanent issues that may interfere with their ability to access or receive risk messaging, medical care, or human services during or following a disaster.<sup>8</sup> People who identify as having a disability, and the larger number of people who do not identify as having a disability, *but* who do have a functional limitation in hearing, seeing, walking, learning and/or understanding, are included in the framework of people with access and functional needs. The vulnerabilities present as barriers to getting and receiving critical information before, during, and following disasters and are at additional risk in communication support networks and systems. Needs that may be present include, but are not limited to:

- **Access-based needs** require that resources are accessible to all individuals, such as social services, accommodations, information, transportation, medications to maintain health, and so on.
- **Function-based needs** refer to restrictions or limitations an individual may have that requires assistance before, during, and/or after a disaster or public health emergency.

Sussex County will use the **CMIST framework** to assess the access and functional needs response requirements for disaster response operations. CMIST stands for **C**ommunication, **M**aintaining health, **I**ndependence, **S**upport and **S**afety, and **T**ransportation. The CMIST Framework provides a flexible, crosscutting approach for planning to address a broad set of common AFN without having to define a

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<sup>8</sup> ASPR. At-risk individuals with access and functional needs. (2025).

specific diagnosis, status, or label.<sup>9</sup> Some specific considerations for addressing access and functional needs include the following:

- Individuals with Access or Functional Needs
  - Residents or visitors with access or functional needs may require additional support before, during, and after an emergency. This includes assistance with maintaining independence, communication, transportation, evacuation, communications, shelter support, supervision, and medical care.
- Individuals with Medical Needs
  - People with medical conditions may require specialized assistance due to limitations in managing daily activities during an emergency. This may include navigating shelters, accessing utilities, managing medications, and receiving necessary medical care. Individuals who rely on electricity-powered medical equipment are also considered to have medical needs, even if they typically manage daily activities independently.
- Individuals with Functional Needs
  - Residents with functional needs, while typically independent in daily activities, may experience vulnerabilities or difficulties during an emergency. They may require assistance with transportation, communication, and shelter registration. The SCEOC has a representative that assists people with Access and Functional Needs during a disaster activation. Those that need assistance should contact the SCEOC prior to an evacuation and during any emergency.
- Communication and Accessibility
  - PSAP (Public Safety Answering Points), which is the Division of Emergency Communications 911 Center, is accessible via text-to-911 and language line to accommodate callers who have difficulty with spoken language for any reason.
  - Sussex County will utilize a variety of accessible communication methods to disseminate critical emergency information to all residents and visitors.
  - The County maintains a system that allows residents to share information about their homes and businesses, including specific needs of individuals with disabilities or access and functional needs. This

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<sup>9</sup> ASPR. The CMIST framework. (2025).

information is used to enhance emergency response efforts, including targeted alerts and notifications. Residents are also encouraged to sign up for **Smart911**, a system that allows each resident to fill out any specialized information with the 911 center about their condition so that it can be relayed to first responders during an activation of their device during an emergency.

- The County has a text-to-911 system that allows residents to text to 911.
- Residents are encouraged to sign up to receive notifications to the Delaware Emergency Notification System (DENS) which let them when DEMA or the County EMA is sending out notifications or adverse weather conditions. DENS is a statewide system to notify residents, in the event of an emergency, to receive emergency alerts and notifications via phone calls, text, email and social media, by providing mobile phone numbers in DENS.
- The Sussex County Emergency Management conducts public outreach and education campaigns focused on preparing individuals with functional needs for emergencies. Those with access and functional needs should complete preparedness buddy, emergency and kits plans prior to event.

## HOUSEHOLD PETS AND SERVICE ANIMALS

- Service Animal Support
  - Sussex County will ensure that individuals with service animals can remain with their animals during county-supplied transportation and sheltering activities, as required by ADA regulations.
- Household Pets
  - Household pets are welcomed at State Supported Shelters. Shelters are supported by Disaster Animal Response volunteers.
  - Local shelters are on a case-by-case basis. Household pets may be sheltered at a different location depending on the situation.

## **AUTHORITIES**

### **AUTHORITY TO ACTIVATE THE SCEOP**

The President of the Sussex County Council is the constituted legal authority for activating this SCEOP. The activation process is described in the plan, below.

### **DECLARATION OF A STATE OF EMERGENCY**

The President of the Sussex County Council has the authority to request a State of Emergency be declared by the Governor for Sussex County.

A template of the request for Declaration of an Emergency can be found in **Attachment 2**.

### **REQUEST FOR STATE ASSISTANCE/STATE DECLARATION OF A STATE OF EMERGENCY**

The President of the Sussex County Council may order a State of Emergency for Sussex County if the situation is beyond the capability and resources of the County to control. The President of the Sussex County Council, or designee, is responsible for notifying the DEMA Director and the Delaware State Emergency Operations Center that a situation exists which may require the proclamation of a State of Emergency.

### **SCEOC ACTIVATION**

The Sussex County Emergency Operations Center (SCEOC) is an essential facility to sustain successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.

The President of the Sussex County Council and/or their designee may activate the SCEOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale.
- A multidepartment or agency/County response is required to resolve or recover from the emergency or disaster event.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

The Public Safety Department has the authority for the overall operation of the SCEOC. Departments, divisions, and other agencies will perform emergency activities as closely related as possible to those they perform routinely and are responsible for fulfilling their obligations as presented in the annexes to this basic plan.

**SCEOC LOCATION**

The SCEOC has primary and secondary locations:

<b>SCEOC Locations</b>		
<b>Primary</b>	<b>Alternate</b>	<b>Contingency</b>
Public Safety Complex 21911 Rudder Lane, Georgetown, Delaware 19947	Sussex County Admin West Complex 22215 DuPont Blvd Georgetown, DE 19947	Sussex County Mobile Command Post

The SCEOC can be activated both virtually and physically on-site.

*Detailed procedures that should be taken during an SCEOC activation can be found in the Response Annex to this plan.*

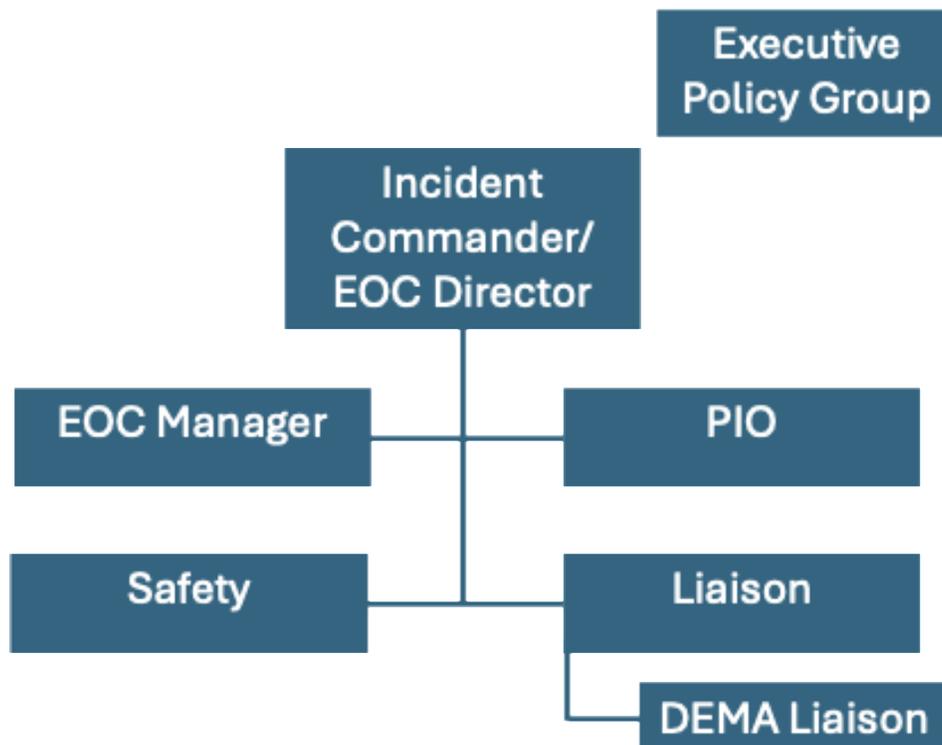
## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Sussex County has the overall responsibility to provide an effective emergency response in the County. The County uses NIMS for incident management. This emergency management system provides for on-scene management of an incident and also provides the coordination of response activities between the County and other jurisdictions.

Sussex County's emergency management structure and organization covers all emergency management phases - preparedness, response, mitigation, and recovery.

### ORGANIZATIONAL STRUCTURE

Sussex County's emergency management operation is grounded in ICS principles. It includes Command and General Staff positions.



### COMMAND STAFF

**Executive Policy Group (President of the Sussex County Council, Council Vice President, County Administrator, Director of Finance/COO, etc.):** The Executive Policy Group consists of County department heads and County

leadership. They oversee and participate in emergency decision making and issue appropriate emergency proclamations, resolutions, and executive orders.

**Director and Deputy Director of Public Safety:** The Director of Public Safety and the Deputy Director of Public Safety, Emergency Management, work together to plan and direct the disaster response, provide disaster preparedness training, and prepare emergency plans and procedures for emergencies.

**Public Information Officer:** Provides routine and emergency public information to the citizens of Sussex County via the local media or social media

**Legal Officer:** Provides legal advice on all aspects of County involvement during an emergency.

**Liaison Officer:** Serves as the point of contact for assisting and coordinating activities between the IC/UC and various agencies and groups. The DEMA Liaison Officer will work with Sussex County to support requests for Delaware State assets and/or assets from other states and federal entities

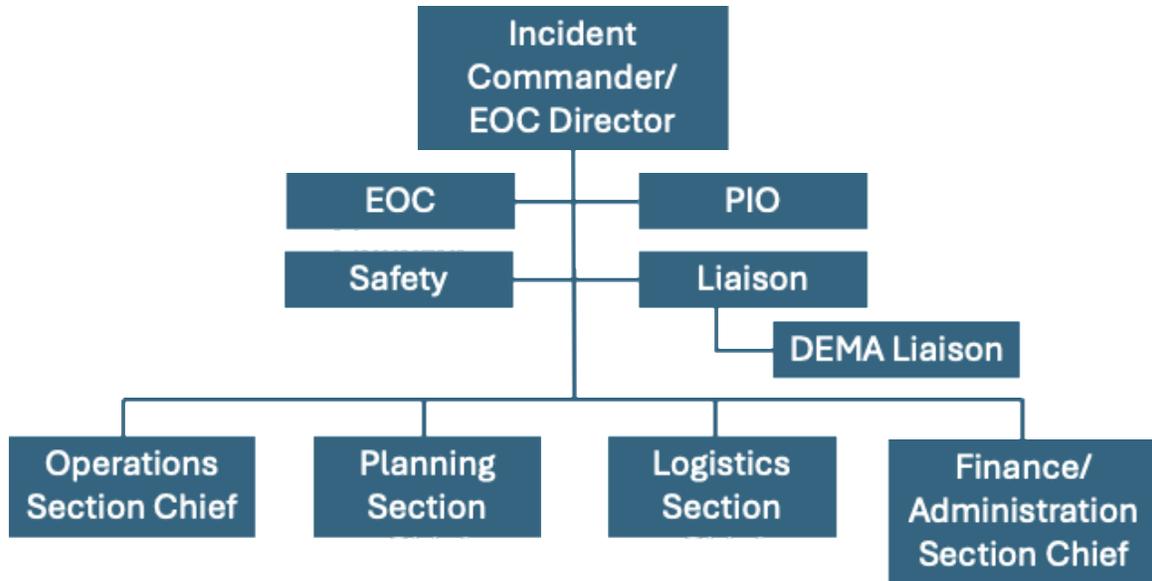
**Safety Officer:** Develops and recommends measures to the SCEOC Manager for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations.

## GENERAL STAFF

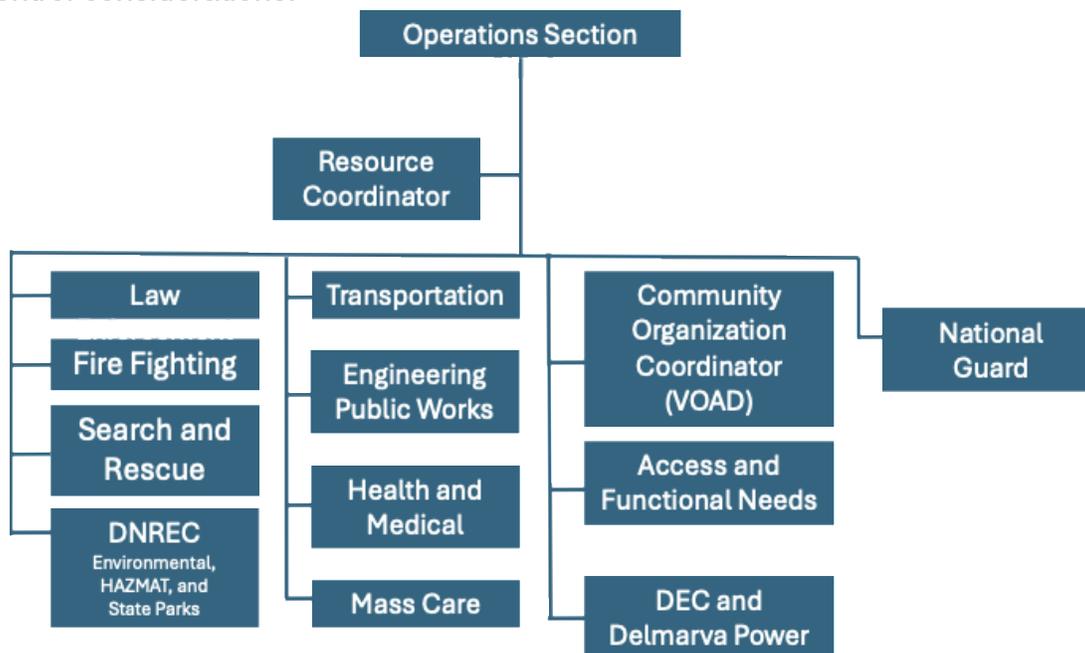
The Sussex County General Staff includes four traditional ICS sections: Operations, Planning, Logistics, and Finance/Administration. Under each ICS section, operational responsibilities are divided into functional areas. Each functional area represents a group of missions with related capabilities and capacities directly related to emergency response operations.

Detailed descriptions of these functional areas, including the roles and responsibilities of the agencies assigned to execute these mission areas can be found in *Annex C - Response*.

Through a coordinated effort led by the Incident Commander, the General Staff is comprised of Operations, Planning, Logistics and Finance. Each section is led by a designated Section Chief. The subordinate units of each section are laid out in greater detail below.



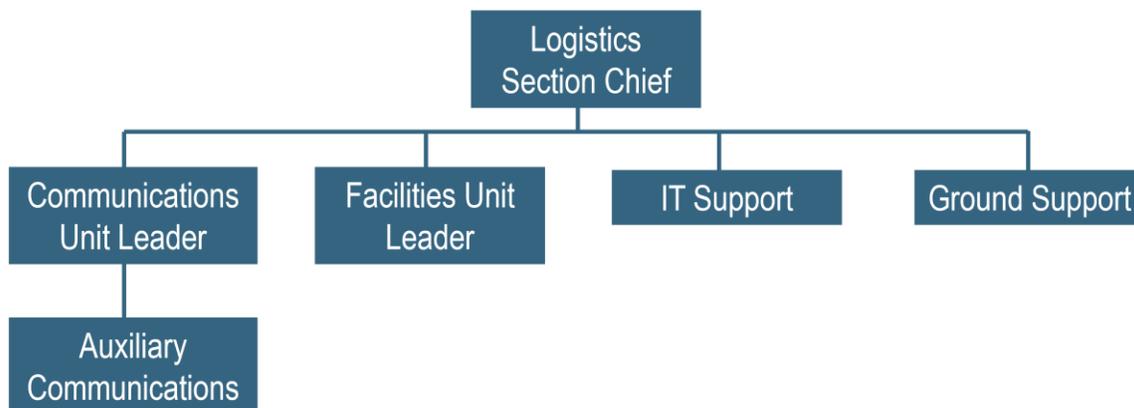
**Operations Section:** The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.



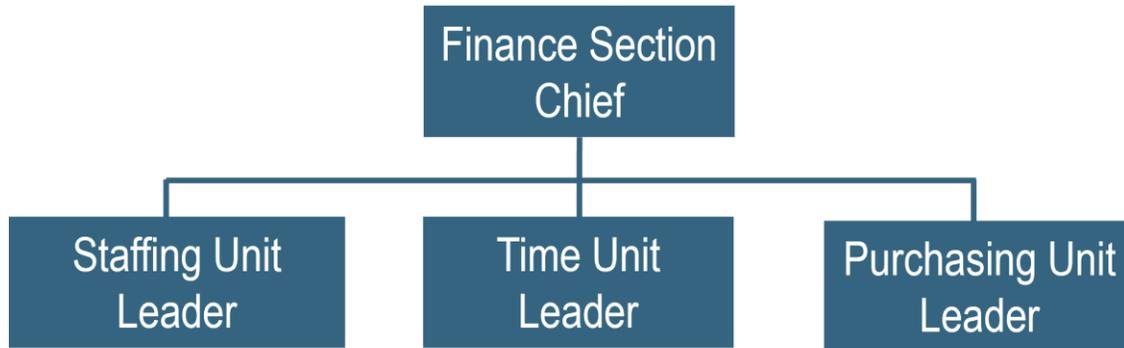
**Planning Section:** The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.



**Logistics Section:** The Logistics Section Chief provides all incident support needs except for logistics support to air operations. The logistics section provides all facilities, transportation, communications, supplies and equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.



**Finance/Admin Section:** The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated.



For this EOP, most of those agencies are Sussex County Departments. There will be some functions, however, that are the responsibility of the State of Delaware, or other agencies. It is possible that not all of these agencies will be represented in the Sussex County SCEOC during disaster response.

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of each section of the Command and General Staff can be found in the functional and hazard specific annexes respective to their functional or hazard.

A more detailed listing of roles and tasks for unit leaders can be found in their respective job action sheets.

## **DIRECTION, CONTROL AND COORDINATION**

Emergency response to an incident takes place under the direction and control of the local government having jurisdiction. If an incident occurs within municipal boundaries, the affected municipality has direction and control. Incidents occurring in the unincorporated portions of the county are under the direction and control of the County Council.

The County's SCEOP provides the structure, based upon NIMS, for implementing county-level policy and operational coordination for domestic incident response. The response structure can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

### **ON-SCENE INCIDENT COMMAND AND MANAGEMENT**

The on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The on-scene Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post (ICP), which is typically comprised of local and mutual aid responders.

### **SUSSEX COUNTY EMERGENCY OPERATIONS CENTER (SCEOC)**

The Sussex County Emergency Operations Center serves as the central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level during an emergency.

### **SCEOC SUPPORT OF FIELD OPERATIONS**

The SCEOC is the coordination point between on-scene incident command and the County during an emergency. If the incident response in the field exceeds the capabilities of the first responders, the SCEOC can be used as a means of acquiring resources to support incident response. Additionally, those in the field will continue to update the SCEOC throughout the incident to keep them aware of the situation on the ground.

## CONTROL OF RESPONSE ASSETS

Prior to the activation of an Incident Management Team (IMT) or the SCEOC, all resources will remain under the control of their initial dispatching agency. Upon the activation of the IMT or the SCEOC, the resources will fall under the control of the Incident Commander.

## CONTINUITY OF GOVERNMENT

### GENERAL

- Each element of Sussex County's government is responsible to:
  - Pre-designate lines of succession.
  - Pre-delegate authorities for the successors to key personnel.
  - Make provisions for the preservation of records.
  - Develop plans and procedures for the relocation of essential departments.
  - Develop specific procedures to deploy essential personnel, equipment, and supplies to maximize their survival.
  - Maintain a Continuity of Operations Plan (COOP).
- Each jurisdiction should include continuity of government in its emergency operations planning as well.

### LINES OF SUCCESSION

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. Sussex County has provided for a line of succession to the County Administrator position in the event of a major emergency. Should the President of the Sussex County Council be unavailable or unable to serve, the positions identified below, in order, shall act as in that role, with all the powers and authorities of the President of the Sussex County Council. With the exception of Council Vice President, alternates shall only be empowered to exercise the powers and authorities of the County Administrator if the County Administrator and the alternates identified previously in the successive order are absent or otherwise unable to serve. The individual who serves as acting County Administrator will serve until the County Administrator is again able to serve.

Order of Succession	TITLE
1	President of the County Council
2	Vice President of the County Council
3	County Administrator
4	Director of Finance/COO
5	Director of Public Safety

## INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

Sussex County and non-governmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The Director of Public Safety will inform the local government through the County Administrator upon recognition of an incident or threat. The Director of Public Safety, the County Administrator, and the President of the County Council will make an initial determination to initiate the coordination of information sharing and incident management activities.

If the incident necessitates the opening of the SCEOC, the SCEOC will serve as the hub of information collection, analysis and dissemination of information relating to an incident or event.

Each incident has critical or essential information that should be shared during operations called Essential Elements of Information (EEIs). EEIs include:

- Lifesaving needs including evacuation and search and rescue
- Information on critical infrastructure including determining the status of transportation, utilities, communication systems, and fuel and water supplies
- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities, and media outlets
- Information on the risk of damage to the community from imminent hazards
- Information on the number of individuals who have been displaced because of the incident.

EEIs should be developed for each incident response and data collection assigned to the relevant ICS position. EEIs should be posted in the SCEOC, with the data collected routinely provided in Situation Reports for dissemination after analysis.

*An EEI Worksheet is provided as **Attachment 1** in the **SCEOP Response Annex***

*AN EEI Matrix to capture EEIs developed for specific incident response or over time is provided as **Attachment 2** in the **SCEOP Response Annex***

### INFORMATION COLLECTION

During an event or incident, information will be collected using a variety of methods. A detailed description of how communications will be handled in the SCEOC can be found in the Response Annex.

## **INFORMATION ANALYSIS**

Based on the required EEs, each member of the SCEOC staff will need to analyze and validate data to determine if it is accurate and is information that will assist in operational decision making. Data that is not useful may be logged but should not be introduced into products that are required for decision making.

## **INFORMATION DISSEMINATION**

Timely communication amongst first responders and County officials working within the SCEOC is critical during an event. The County has a wide variety of emergency communications equipment available to communicate internally and externally including, radio, pagers, telephones, cellphones, fax machines, emails, etc.

During emergencies and disasters, the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites (e.g. Facebook and X) and the County's website, as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

## **SITUATION REPORTS**

Throughout the incident, Sussex County will keep the State informed of the ongoing situation through a variety of methods. Sussex County will provide a situation report (SITREP) during conference calls and meetings, via email, and Video Tele-Conference (VTC). During an incident a written SITREP will be produced every 12 hours (or before if requested) and distributed to the Executive Policy Group, all SEOC members, Department Directors, and the State EOC.

## COMMUNICATION AND COORDINATION

Communications and information management systems are an integral part of emergency management. The Emergency Communications Center maintains and provides an efficient 24-hour, 7-day-a-week computer-aided 911 Emergency Reporting Center for receiving requests from the public for Emergency Response Services and for the Dispatching of Police, Fire and/or Emergency Medical Services. The Delaware State Police SusCom (Sussex Communications) section dispatches Delaware State Police and all municipal police in Sussex County except Rehoboth Beach. The Emergency Communications Division dispatches all Fire Companies and EMS in Sussex County except Rehoboth Beach.

As the scope or impact of a potential or actual disaster/emergency change, these communication resources shall be integrated into the total emergency management communications system. The focus for such integration and coordination shall be the State EOC.

### NOTIFICATION AND WARNING

Timely, detailed, and accurate information is critical for an effective response to an emergency. Any news of an actual or potential disaster - even an anonymous call - is normally sufficient to initiate response. Notification of all disasters affecting Sussex County will be directed to the on-call staff person (alternately the Deputy Director of Emergency Communications or Operations Manager of Emergency Communications) and the Public Safety Leadership Team, including the Director of Public Safety, Deputy Director of Public Safety - Emergency Management, Deputy Director for Public Safety - EMS, and the Emergency Management Coordinator. Once notified, the group will coordinate the initial response strategy and make appropriate advisement to County leadership.

County response agencies must receive immediate notification whenever an emergency poses a significant threat to public health, safety, and welfare or to the environment. The more severe the incident, the more intensely higher levels of government will be involved. The office receiving notification of a disaster or emergency shall immediately notify the Division of Emergency Management and the County Administrator. The emergency shall then be conveyed to all departmental and agency heads. This information is maintained by the Dispatch Center in the CAD system.

If the threat is credible or an incident has occurred, the County Administrator, in coordination with the President of the County Council, will call together such County department heads and other County officials and external agency representatives as deemed necessary to handle the incident and will brief them on the situation. The County Administrator, in consultation with the President of the County Council, will activate this plan and/or order such steps to be taken as may

be appropriate for the situation. Following the briefing, all department heads and other people involved will review their responsibilities outlined in this Emergency Operations Plan and their respective annexes and/or emergency operations procedures (departmental, technical and emergency plans). Department heads will brief their personnel on their responsibilities and then prepare for the mobilization.

### **INTERNAL NOTIFICATIONS**

Many County divisions and agencies monitor potential threats which provides the basis for issuing warnings and notifications of SCEOP/SCEOC activation. The County monitors conditions through a variety of sources and in close cooperation with State and Federal stakeholders. The responsibility of monitoring events, incidents, circumstances, and threats that may impact the County is shared among several county divisions and agencies.

1. All divisions and agencies will develop, train, exercise, and maintain internal notification procedures and associated contact rosters as part of their COOP planning process.
2. The county PSAP is staffed 24/7 and is responsible for sending internal and external notifications to identified stakeholders.
3. The SCEOC will send internal and external notifications to identified stakeholders when it is activated.

### **EXTERNAL NOTIFICATIONS AND WARNINGS**

Timely communication amongst first responders and County officials working within the SCEOC is critical during an event. The County has a wide variety of emergency communications equipment available to communicate internally and externally including, radio, pagers, telephones, cellphones, fax machines, emails, etc.

During emergencies and disasters, the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media platforms of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

Division of Emergency Management maintains the ability to provide warnings and emergency information through multiple routes. These include but are not limited to:

1. The Integrated Public Alert and Warning System (IPAWS) is a national system managed by FEMA. It uses the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), NOAA Weather Radio, and other systems to alert the public about serious emergencies.

2. The County Website and associated social media platforms serve as valuable resources for residents, offering critical information in an emergency.
3. A mass notification software platform (Reverse 911) that enables rapid distribution of emergency and non-emergency notifications across multiple channels. It allows for targeted delivery of emergency messages to residents within specific geographic areas.

### **NON-EMERGENCY EXTERNAL COMMUNICATIONS**

The ongoing day-to-day educational program to increase public awareness concerning possible hazards and proper response to same is accomplished by fulfilling requests from the public for prepared printed booklets and pamphlets, referring inquiries to the appropriate agency and/or conducting presentations.

### **SCEOC COMMUNICATIONS**

Communications from the Sussex County Emergency Operations Center (SCEOC) to field and response forces will be accomplished by established message procedures, radio, and/or telephone contact with the appropriate agency. Field resources not dispatched by the Center will maintain their own communication network for receiving instructions from and providing status reports to their SCEOC representatives.

Communications from the SCEOC to adjacent jurisdictions will be accomplished by telephone. An alternative method of communications is the radio monitors connecting fire dispatch centers of the various jurisdictions. The latter means of communications will be coordinated through the Emergency Communications Center Operations Manager or their designee.

SCEOC to State EOC communications will be accomplished by telephone, cell phone, fax, and email. Alternative means of communications include AUXCOMM (HAM radio) police, fire, and/or National Warning System (NAWAS) radios located at the SCEOC.

SCEOC to support facilities, such as the Emergency Alert System (EAS), hospitals and shelters, will be accomplished by utilizing telephones to the degree possible. Alternative means of communications include Red Cross and Civil Defense radios coordinated through the Emergency Communications Center Operations Manager or their designee. Sussex County AUXCOMM (inclusive of Radio Amateur Emergency Services – RACES) may also be deployed by an Activation Order to establish communications between the SCEOC and critical response and infrastructure facilities, as outlined in the Sussex County AUXCOMM Plan and supporting documents. RACES is typically only used for hospitals and/or special events venues. The purpose and mission of Sussex County DE AUXCOMM is to provide reliable alternate communications support for Sussex County

Telecommunications. Members volunteer their services and their equipment for the purpose of providing auxiliary communications for Emergency Management. Sussex County AUXCOMM uses Federal Communication Commission (FCC) licensed amateur radio operators and other non-licensed individuals with a demonstrated commitment to supporting the mission of the SCEOC. The Office of the Sussex County AUXCOMM Officer shall be the point of contact (POC) for the utilization of the Amateur Radio Resource in Sussex County. During an activation order amateur radio operators, registered by the Sussex County AUXCOMM, may provide as needed alternative communication services in support of the SCEOC response.

An event log will be kept by those assigned to the SCEOC, recording the date, time, and status of all messages. Messages from the SCEOC will be action documents (orders) to operating departments for coordinated Sussex County Emergency Response. All incoming messages are to be treated with the utmost urgency and are to be followed to their conclusion. The messages are to be posted with date and time.

### **PUBLIC INFORMATION OFFICER**

The Public Information Officer ensures that information coming from Sussex County during an emergency is timely and reliable. PIOs get their message out by communicating directly with the public, working through the traditional news media and through social media. PIOs serve an important role in communicating routine emergency information during non-emergency times and emergency public information during an incident.

### **JOINT INFORMATION CENTER**

The JIC is a physical location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC is co-located with the SCEOC.

### **PUBLIC AWARENESS AND EDUCATION**

Sussex County will continue engaging the community in preparedness by conducting preparedness outreach programming. The Department of Public Safety will work with community groups and civic groups to provide training on how to develop/improve their individual and organizational plans.

Public education materials are available upon request, as time and resources permit, to all segments of the community. Sussex County is committed to continuing to raise awareness of local hazards and providing the community with information on how to safely respond to those hazards.

Sussex County values local businesses and will engage the private sector in developing business continuity plans. The County will also work with the private sector to develop a private sector working group to support disaster response through pre-established partnerships.

## ADMINISTRATION, FINANCE AND LOGISTICS

### ADMINISTRATION

Administration of emergency management activities in Sussex County is conducted on a daily, non-emergency basis by the Deputy Director of Public Safety, Emergency Management.

During the response and recovery phases, the emergency management program is coordinated by the Director of Public Safety with responders at the scene and the activated SCEOC in accordance with the written procedures set forth in this plan.

In an incident, Sussex County staff will fulfill roles within the Finance and Administration and Logistics Section of the SCEOC. The Deputy Director of Finance or a representative from the Finance Department if/as assigned will serve as the Finance and Administration Section Chief.

The Logistics Section Chief Position will be staffed from the EMS Division. Depending on the nature of the emergency, Sussex County EMS will be the lead department for the Logistics Section and County Facilities will serve as a supporting department, with additional supports from situation-appropriate County agencies if/as needed:

1. The Logistics Section will be responsible for EOC-specific logistics.
2. Staffing configuration and agencies that staff the Logistics positions may be altered at the discretion of EOC Manager or EOC Director.
3. A transportation officer may be assigned to manage transportation resources and placed in the Operations Section or the Logistics section at the discretion of EOC Director or EOC Manager.

### DOCUMENTATION

Documentation is a key administrative process that must be used by Sussex County to document the response to and recovery from a disaster. During an incident, Sussex County personnel working the incident will document the actions taken during and after the emergency by recording their actions into WebEOC. Documenting actions taken during response and recovery is essential for creating historical records of incident, applying for recovery costs, addressing any insurance needs, and developing future mitigation strategies. A final report of the overall emergency operations will be maintained in the Public Safety Department. Records retention will conform to Delaware's record retention schedule.

At a minimum, the SCEOC will maintain the following types of reports:

- Damage Assessment sheets
- Incident Action Plans

- Situation Reports
- After Action Reports

### **AFTER ACTION REPORT**

After Action Reports (AARs) are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented.

The Sussex County Director of Public Safety or their designee will coordinate AARs, and provide documentation, dissemination, and tracking of findings and corrective actions. Through a collaborative and objective process with other supporting agencies and departments, Director of Public Safety will develop a corrective action plan that supports further incident/event response, mitigation, strategies/actions. Corrective actions will be taken directly from the AAR process and associated documents.

Following a major emergency response, the Director of Public Safety will schedule an after-action critique of the emergency response actions. The Director of Public Safety is also responsible for ensuring that the initiatives discussed during a critique session are implemented.

After each activation of the SCEOC and any major disaster response, an AAR should be developed. An After-Action Report results from an administrative process used by Sussex County to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program. The AAR should:

- Review actions taken
- Identify equipment shortcomings
- Improve operational readiness
- Highlight strengths/initiatives
- Identify areas for improvement

### **FINANCE**

The SCEOC Finance & Administration Section manages all financial, administrative, and cost analysis aspects of an emergency. Initially, this work may be done in the SCEOC, but in later stages of the emergency this function may be accomplished at alternate locations and/or concurrently within the bounds of normal operating procedures.

Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs (i.e. Small Business Administration (SBA), worker's compensation, etc.). The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

All County departments, agencies, jurisdictions, etc. participating in emergency operations must maintain detailed records of their time, materials, equipment, and contractual costs throughout the response and recovery period to be eligible for reimbursement of those expenses. Financial reports and records relating to claims made by applicants for assistance shall be retained for no less than five years and shall be made available for Inspection and audit by DEMA and Auditor General. Records of expenditures shall be maintained on all purchases to serve as documentation for reimbursement purposes.

## **LOGISTICS AND RESOURCE MANAGEMENT**

Risk analysis and capabilities assessments help Sussex County Identify what resources are needed for a response to a defined hazard. Based on past Incident critiques, Sussex County has worked to Identify and procure additional resources to Improve capability for future events.

During an Incident and throughout recovery, the Logistics Section will provide guidance for coordinating resources needed to support the Incident. Each Department or agency will be responsible for the mobilization of appropriate personnel to perform the necessary functions prior to, during, and following a disaster. With sufficient lead-time, resources will be obtained and ensured to be in a state of readiness prior to the arrival of the disaster agent. The overall coordination of resources will be ensured among County departments, other jurisdictions, and private agencies.

When local resources are not sufficient, the County Administrator or their designee may request assistance from voluntary and private sector groups via mutual aid agreements, MOUs, and through working directly with the private resources. The County Administrator or their designee may request assistance from the State of Delaware via telephone or radio, through DEMA. Should the assistance needed be beyond the capabilities of Sussex County and the State of Delaware, the Director of DEMA will request such assistance from the Federal Emergency Management Agency.

During an incident, response assets are requested via WebEOC. Sussex County departments are responsible for maintaining a current inventory and current information on their shareable resources. A paper list of local resources is maintained in the SCEOC. Initial requests will be handled by the local department through dispatch, but specialized equipment should be requested through the SCEOC.

Following the request of a resource, if the resource is available, it should be tracked throughout its deployment. The Logistics Section is responsible for tracking deployed response assets throughout response and recovery.

Resources, such as the American Red Cross (ARC), Salvation Army, hospitals, Non-Governmental Organizations (NGOs), Voluntary Organizations Active in Disaster (VOADs), and other private enterprises may be called upon to supplement local government resources. When appropriate, services for special needs

populations (e.g., people with disabilities, including individuals with access and functional needs, elderly, non-English speaking, children, incarcerated, etc.) should be considered and implemented.

Purchasing resources for an Incident response is done by the Finance Director as needed throughout the Incident response. Procedures have been identified to ensure that authorized personnel are always in-place to approve emergency resource procurement and expenses.

## STATE AND FEDERAL INVOLVEMENT

All disasters begin and end locally. To the extent possible, Sussex County will respond to all incidents utilizing its own personnel and resources. When an emergency exceeds local capabilities, assistance may be requested from state and federal government agencies.

While assistance can be requested from the state and federal government, emergency response is primarily a local endeavor. The National Response Plan (NRP), from which the Delaware Emergency Operations Plan (DEOP) and this plan are derived, is based on the concept that incident management activities will take place with the “lowest” jurisdictional level possible. Requests from higher levels of government should conform to the National Incident Management System (NIMS) criteria.

When the emergency/disaster exceeds the county’s capability to respond, assistance will be requested from the Delaware Emergency Management Agency (DEMA). Federal assistance may be requested and coordinated by DEMA. (See the **Authorities Section** for the list of applicable laws and statutes related to emergency response).

### State

For emergency or disaster situations that exceed the combined capabilities of all local emergency response organizations (and dubbed an “incident of state significance”), the State of Delaware, through DEMA, can provide direct services and assistance to the affected county and can act as a channel of obtaining and providing additional resources from outside the state and from the federal government.

When DEMA provides emergency assistance, which may include on-site representation, the overall command and control authority remains with the local jurisdiction, unless local control is otherwise relinquished or if state or federal law requires the transfer of authority to a specified state or federal agency.

The DEOP calls for all state departments and agencies with emergency responsibilities to provide direct assistance to local jurisdictions where possible and to participate in local EOP activities.

The DEOP expects local jurisdictions to have fully committed and depleted all locally available resources before requesting assistance from a higher level of government.

Delaware's Emergency Management Assistance Compact (EMAC) statute outlines the state's agreement to provide and receive mutual aid with other states during emergencies. This compact enables states to share resources and expertise to better manage disasters, natural or man-made. The statute allows Delaware to seek assistance from other states when facing an emergency declared by the governor.<sup>10</sup>

## **Federal**

Requests for federal assistance MUST come from the State EOC.

Federal to local coordination is most likely to be through state representatives.

In an “incident of national significance”, the Secretary of Homeland Security, in coordination with other federal departments and agencies, initiates actions to prevent, prepare for, respond to, and recover from the incident. These actions are taken in conjunction with state and local authorities and may occur regardless of whether federal assistance is requested.

Federal representatives will coordinate with state and local jurisdictions to establish the Joint Field Office (JFO) if federal assistance has been requested or deployed.

Local and state representatives may be invited to participate in the JFO to manage the integration of on-going local and state incident management objectives/operations into the federal response.

Overall federal support to the incident command structure on-scene is coordinated through the JFO.

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<sup>10</sup> Emergency Management Assistance Compact. (2025) EMAC Legislation.

# PLAN DEVELOPMENT AND MAINTENANCE

## PLAN MAINTENANCE AND UPDATES

The Sussex County Division of Emergency Management is responsible for the overall development and maintenance of the SCEOP. The SCEOP should be reviewed and tested annually for the purpose of including lessons-learned identified through actual emergency response operations, drills, exercises, and through changes in local government structure, technological changes, etc. Plan updates will be documented on the Record of Changes at the beginning of the plan. The Deputy Director of Public Safety - Emergency Management will ensure the SCEOP is reviewed and updated by each involved department, division, and agency. It should be updated based on lessons learned and republished following an actual or threatened emergency situation.

A strict schedule for EOP revision is not explicitly mandated by Delaware Code or federal standards (such as the Comprehensive Preparedness Guide – 101). Sussex County Department of Public Safety, Division of Emergency Management, as a matter of adherence to best-practice standards, will consider comprehensive review and revision of the EOP every 5 years, with formal re-adoption by the County Council.

## TRAINING

It is vital to the success of future response and recovery operations that all County personnel with response and recovery roles are familiar with the SCEOP and its Annexes.

Upon finalization of these documents (and as new personnel are assigned response and recovery responsibilities), personnel should be provided with an orientation to the Plan and Annexes to ensure that, at a minimum, they understand the types of information found within and are explained how to navigate to various information they may need.

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Sussex County Emergency Operations Plan. The Director of Public Safety will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the SCEOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

Training will be based on federal and state guidance. Instructors may be selected from Sussex County government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted in Sussex County will be

documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

Sussex County Emergency Management recommends the training requirements for EOC Positions. Employees should complete training requirements for specific positions as time permits for on-line courses or as courses are available.

Each EOC position receives a training plan for position specific recommended courses. In-person classes are provided by the Delaware Emergency Management Agency and Sussex County Emergency Management. In person classes require supervisor approval and require registration by the Delaware Learning Center platform or other methods as specified in any training announcement.

Training is advertised in the DEMA training calendar, which also includes training opportunities at the National Emergency Training Center, and other states. All public training opportunities such as Community Emergency Response Teams (CERT) training are available on the County website.

Training requirements for the County, City, and NGO/Private Sector personnel are identified below.

<b>NIMS Training Guidelines</b>	
<b>County, City, and Non-governmental personnel to include:</b>	<b>Required Training</b>
<ul style="list-style-type: none"> <li>• Entry-level first responders and disaster workers</li> <li>• Emergency Medical Service personnel</li> <li>• Firefighters</li> <li>• Hospital incident management teams</li> <li>• Law enforcement personnel</li> <li>• Public health personnel</li> <li>• Public works/utility personnel</li> <li>• Skilled support personnel</li> <li>• Other emergency management response, support, volunteer personnel at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• First line supervisors</li> <li>• Single resource leaders</li> <li>• Field supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> </ul>

<ul style="list-style-type: none"> <li>• Emergency management and response personnel that require a higher level of JCS/NIMS Training</li> </ul>	<ul style="list-style-type: none"> <li>• ICS-200: Basic ICS or equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Middle Management</li> <li>• Strike and task force or unit team leaders</li> <li>• Division/group supervisors</li> <li>• Branch directors</li> <li>• Multi-agency coordination system/emergency operations center staff</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• FEMA IS-800: National Response Framework</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• ICS-300: Intermediate ICS or equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Command and General Staff</li> <li>• Select Dept. Heads with multi-agency coordination system responsibilities</li> <li>• Area commanders</li> <li>• Emergency Managers</li> <li>• Multi-agency coordination system/emergency operations center managers</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• FEMA IS-800: National Response Framework</li> <li>• ICS-100: Introduction to JCS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• ICS-300: Intermediate ICS or equivalent</li> <li>• ICS-400: Advanced JCS or equivalent</li> </ul>

## EXERCISES

The *DEMA Statewide Integrated Preparedness Plan* identifies the preparedness priorities for Delaware Counties. These priorities are routinely updated through a systematic planning process that includes Sussex County representation and input.

An integrated Preparedness Plan Workshop (IPPW) is conducted annually to review and update the DEMA's Integrated Preparedness Plan (IPP). The IPPW creates a collaborative forum for Delaware's jurisdictional, non-profit, and private sector partners to work together on training and exercise plans.

The *DEMA Statewide Integrated Preparedness Plan* provides a multi-year schedule of preparedness activities. This plan should be reviewed periodically, as it may change throughout its lifespan if/as priorities shift. Sussex County will conduct an annual review of training and the exercise plan to ensure compliance with HSEEP and that it is relevant to all County needs.

The Sussex County Department of Public Safety, Division of Emergency Management is responsible for responding to the *DEMA Statewide Integrated Preparedness Plan* schedule to conduct planned exercises of the SCEOP. The Emergency Management Coordinator works with the Local Emergency Planning Committee (LEPC) and other stakeholders to develop and coordinate exercises. Sussex County will conduct exercises in accordance with the DEMA Exercise Plan and will submit the exercise materials as required to the Director of DEMA. All exercises must be HSEEP compliant in order to receive Federal grant money.

The Deputy Director of Public Safety, Emergency Management will develop, plan and conduct exercises in accordance with the *DEMA Statewide Integrated Preparedness Plan*. These exercises, whether confined to Sussex County or as a component of a broader regional or State-wide exercise, will be designed to not only test the Sussex County SCEOP, but to train all appropriate officials and personnel. Participation will improve the overall emergency response organization and capability of Sussex County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Sussex County may also participate in regional HSEEP exercises, as appropriate.

Sussex County Emergency Management decides with partners what exercises will be conducted based on AAR, partner feedback, emerging threats, neighboring jurisdictional threats. Sussex County Public Safety Division of Emergency Management will follow HSEEP Guidelines when practical. Sussex County EMA participates in the Integrated Preparedness Planning Workshop which details exercise for the following calendar year and the tentative plan for exercises for the next two years.

The Deputy Director of Public Safety, Emergency Management, will maintain the training and exercise schedule and ensure that the appropriate resources are available to complete these activities. Following each exercise, a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated SCEOP.

## AUTHORITIES AND REFERENCES

### AUTHORITIES

The following policies, statutes, bylaws, regulations, executive orders, or directives pertain to powers, authorities, or requirements that affect or relate to emergency planning and response in Sussex County.

#### FEDERAL

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Centers for Medicare & Medicaid Services (CMS) Preparedness Rule
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR, Title 20, Chapter 34 for the Delaware Code
- Emergency Operations Center How-to Quick Reference Guide October 2022
- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 3.0 (September 2021)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act of 2002
- Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents (February 2003)
- Homeland Security Presidential Directive 8, National Preparedness (December 2003)
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, October 2007
- Nuclear/Radiological Incident Annex of the National Response Framework
- Presidential Decision Directive (PDD) 39 (U.S. Policy on Counterterrorism) and 62 (Combating Terrorism): terrorism investigations delegated to U.S. Dept. of Justice/FBI
- Rehabilitation Act of 1973 and Pets Evacuation and Transportation Standards Act of 2006 (PETS Act)

#### STATE

- Delaware Code Title 20, Chapter 31-Emergency Management

- Delaware Code Title 20, Chapter 34 – Emergency management Assistance Compact
- The Code of Sussex County Delaware
- State of Delaware Emergency Operations Plan (DEOP)
- Delaware Emergency Management Agency Strategic Plan

## LOCAL

- Sussex County Emergency Operations Plan and supporting annexes
- Sussex County Continuity of Operations Plan
- Sussex County Hazard Mitigation Plan

## REFERENCES

- National Incident Management System, USDHS, as amended
- National Response Plan, USDHS, as amended.
- Local and Tribal NIMS Integration: Integrating the NIMS Into Local and Tribal Emergency Plans and Standard Operating Procedures, Version 1.0, USDHS.
- National Oil and Hazardous Substances Pollution Contingency Plan, USEPA.
- Guide for All-Hazards Emergency Operations Planning, SLG-101, FEMA.
- Emergency Response Guidebook, USDOT, 2020.
- Hazardous Materials Emergency Planning Guide, NRT-1, National Response Team.
- Developing a Hazardous Materials Exercise Program, NRT-2, National Response Team.
- Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (November 2021)

## APPENDIX A: ACRONYMS

AAR	After-Action Report
ADA	Americans with Disabilities Act
ARC	American Red Cross
CC	County Council
CERT	Community Emergency Response Team
CMS	Centers for Medicare and Medicaid Services
CONOPS	Concept of Operations
COOP	Continuity of Government
DAT	Disaster Assistance Team
DEM	Division of Emergency Management
DENREC	Department of Natural Resources and Environmental Control
DEOP	Delaware Emergency Operations Plan
DPW	Division of Public Works
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HAZMAT	Hazardous Material
HMGP	Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
IA	Individual Assistance
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
MACS	Multiagency Coordination Systems
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
NRF	National Response Framework
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SCEOC	Sussex County Emergency Operations Center
SCEOP	Sussex County Emergency Operations Plan
SOG	Standard Operating Guide
SOPs	Standard Operating Procedures
UC	Unified Command

## APPENDIX B: DEFINITIONS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

**AMERICAN RED CROSS:** The American Red Cross is a humanitarian organization, led by Volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

**AUXCOMM:** Is an auxiliary communication solution that involves trained volunteers who provide emergency communications support to various government and public safety agencies. Auxcomm is intended to be flexible, inclusive program for the management of auxiliary communication assets. It is a structured program requiring a minimum level of mandatory training, and additional training as required to meet local needs. Individuals within the organization are assigned to tasks and operations based on their training and abilities.

**BIOLOGICAL AGENT:** (A) Living organisms, or the materials derived from them, which cause disease in, or harm, humans, animals, or plants, or cause deterioration of material. Biological agents may be found as liquid droplets, aerosols, or dry powders. A biological agent can be adapted and used as a terrorist weapon, such as anthrax, tularemia, cholera, encephalitis, plague, and botulism. There are three different types of biological agents: bacteria, viruses, and toxins; (B) Microorganisms or toxins from living organisms that have infectious or non-infectious properties which produce lethal or serious effects in plants and animals (FBI).

**CERT:** Community Emergency Response Team (CERT) is a group of trained volunteers who assist their communities during emergencies when professional responders are delayed or overwhelmed. These teams receive training in disaster preparedness, basic first aid, light search and rescue, and other essential skills. Their goal is to help themselves, their families, and their neighbors during and after a crisis.

**CHEMICAL AGENT:** Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals (FBI). There are five classes of chemical agents, all of which produce incapacitation, serious injury, or death: (1) nerve agents, (2) blister agents, (3) blood agents, (4) choking agents, and (5) irritating agents. A chemical substance used in military operations is intended to kill, seriously injure, or incapacitate people through its physiological effects.

**CHIEF ELECTED OFFICIAL (CEO):** The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

**COMMUNITY EMERGENCY RESPONSE TEAM (CERT):** A program that helps train people to be better prepared to respond to emergency situations in their communities. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, organize spontaneous volunteers at a disaster site, and collect disaster intelligence to support first responder efforts.

**CONSEQUENCE MANAGEMENT:** As described in PDD-39, consequence management is the response to the disaster, and focuses on alleviating damage, loss, hardship, or suffering. The Federal Emergency Management Agency (FEMA) has the lead in consequence management.

**CONTAMINATION:** The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

**COORDINATING AGENCY / DEPARTMENT:** The County or State department or agency assigned primary responsibility to facilitate and coordinate a specific function.

**CRISIS MANAGEMENT:** As described in PDD-39, crisis management is the law enforcement response and focuses on the criminal aspects of the incident. The Federal Bureau of Investigation (FBI) has the lead in crisis management.

**DAMAGE ASSESSMENT:** The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

**DECONTAMINATION:** The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

**DIRECTED EVACUATION:** This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

**DISASTER:** A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster may require resources beyond those available locally.

**DISASTER FIELD OFFICE (DFO):** The office established in or near the designated area of a Presidential-declared major disaster to support federal and

state response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

**DISASTER - MAN-MADE:** A disaster caused by acts of man including, but not limited to, an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the local political subdivision.

**DISASTER – NATURAL:** Any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and magnitude to warrant hazard mitigation or the use of resources of the federal government, or the state and political subdivisions thereof to alleviate the damage, loss, hardship or suffering caused thereby.

**DISASTER RECOVERY CENTER (DRC):** Places established in the area of a Presidential declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, state and federal agency representatives, as well as staff from volunteer organizations (e.g., the American Red Cross.)

**DOSIMETER:** An instrument for measuring and registering total accumulated exposure to ionizing radiation.

**ELECTROMAGNETIC PULSE:** A sharp pulse of energy radiated instantaneously by a nuclear detonation that may affect or damage electronic components and equipment.

**EMERGENCY:** While an emergency may have been devastating, it is a dangerous event that may result in a request for State or Federal assistance.

**"EMERGENCY" as proclaimed by a city or county official:** Whenever, in the opinion of the President of the Sussex County Council or a City Mayor, the safety of Sussex County and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he/she may declare an emergency to exist in the county, or any part of the county, in order to aid individuals and local government.

**EMERGENCY ALERT SYSTEM (EAS):** A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**EMERGENCY ENVIRONMENTAL HEALTH SERVICES:** Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; cleanup and

disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.

**EMERGENCY HEALTH SERVICES:** Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from state and federal governments.

**EMERGENCY MEDICAL SERVICES (EMS):** Services, including personnel, facilities and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

**EMERGENCY MORTUARY SERVICES:** Services required to assure adequate death investigation, identification, and disposition of bodies, removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

**EMERGENCY OPERATIONS CENTER (EOC):** A centralized facility to be utilized by the County for direction, control and coordination in an emergency or disaster.

**EMERGENCY OPERATIONS PLAN (EOP):** An EOP is a document that: (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities.

**EMERGENCY PERIOD:** The period of time immediately before, and/or immediately after the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

**EMERGENCY PLANNING ZONES (EPZ):** Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs. The REP Program and CSEPP use the EPZ concept.

**EMERGENCY RESPONSE TEAM (ERT):** An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed. The ERT usually consists of regional-level staff.

**EMERGENCY RESPONSE TEAM ADVANCE ELEMENT (ERT- A):** For federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.

**EMERGENCY RESPONSE TEAM NATIONAL (ERT- N):** An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three ERT-Ns have been established.

**EMERGENCY SUPPORT FUNCTION (ESF):** A functional area of response activity established to facilitate the delivery of Federal and State assistance required to the County during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

**EXPLOSIVES:** As defined by the U.S. Department of Transportation, "a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion.

**EXPOSURE (RADIOLOGICAL):** A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in the air.

**EXPOSURE RATE (RADIOLOGICAL):** The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time.

**FEDERAL COORDINATING OFFICER (FCO):** The person appointed by the President of the United States to operate under the Federal Emergency Management Agency Regional Administrator to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

**FIELD ASSESSMENT TEAM (FAST):** A small team of pre-identified technical experts that assess response needs (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations—such as the U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the American Red Cross— and the affected States(s). All FAST operations are joint federal/state efforts.

**FLASH FLOOD:** Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to a stream stages and other information in time to forecast a flood condition.

**GAMMA RADIATION:** Gamma rays are high-energy, ionizing radiation that travels at the speed of light and have great penetrating power. They can cause skin burns, severely injure internal organs, and have long-term physiological effects.

**GEDAPER:** An acronym used to describe an incident analysis process. The steps of the process include: (1) gathering information; (2) estimating course and harm; (3) determining strategic goals; (4) assessing tactical options and resources; (5) planning and implementing actions; (6) evaluating; and (7) reviewing.

**GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR):** The person appointed by the Governor of Delaware in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

**HAZARDOUS MATERIAL:** Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**HAZARD MITIGATION:** Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**HIGH-HAZARD AREAS:** Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

**IMMEDIATE RESPONSE ZONE (IRZ):** A circular zone ranging from 10 to 15 km (6 to 9 miles) from the potential chemical event source, depending on the stockpile location on-post. Emergency response plans developed for the IRZ must provide for the most rapid and effective protective actions possible, since the IRZ will have the highest concentration of agent and the least amount of warning time.

**INCENDIARY DEVICE:** Any mechanical, electrical, or chemical device used intentionally to initiate combustion and start a fire.

**INCIDENT COMMAND SYSTEM (ICS):** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated

communication, unified command structure, consolidated action plan manageable span of control, designated incident facilities, and comprehensive resource management.

**INDIVIDUAL ASSISTANCE:** Disaster assistance available for affected individuals, families and businesses following a Presidential disaster declaration. Assistance may be provided in the form of low-interest loans, cash grants, housing assistance, unemployment benefits, and other forms.

**INGESTION PATHWAY (50-MILE EPZ) REP PROGRAM:** A circular geographic zone (with a 50-mile radius centered at the nuclear power plant) for which plans are developed to protect the public from the ingestion of water or foods contaminated as the result of a nuclear power plant accident.

**IRRITATING AGENT:** A chemical agent, also known as riot control agents or tear gas, which causes respiratory distress and tearing, designed to incapacitate. Common examples include chloropicrin, MACE, tear gas, pepper spray, and dibenzoazepine.

**JOINT FIELD OFFICE (JFO):** The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

**JOINT INFORMATION CENTER (JIC):** The primary field location for the coordination of Federal, State and local media relations, located in or near the JFO.

**JOINT INFORMATION SYSTEM (JIS):** Under the Federal Response Framework, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single federal-state-local JIC is not a viable option.

**MASS CARE:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**MASS CARE CENTER:** A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

**MAJOR DISASTER:** Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States that, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available

resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

**NATIONAL WARNING SYSTEM (NAWAS):** A protected full-time voice communications system that provides warning information throughout the nation.

**NERVE AGENT:** A substance that interferes with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor.

**NUCLEAR INCIDENT:** An event in which a nuclear agent is used as a terrorist weapon. There are two fundamentally

**PLAN OF ACTION:** A written document that consolidates all of the operational actions to be taken by various personnel in order to stabilize the incident.

**PLUME EXPOSURE PATHWAY (10-MILE EPZ) REP PROGRAM:** A circular geographic zone (with a 10-mile radius centered at the nuclear power plant) for which plans are developed to protect the public against exposure to radiation emanating from a radioactive plume caused as a result of an accident at the nuclear power plant.

**PRECAUTIONARY ZONE (PZ):** The outermost portion of the EPZ for Chemical Stockpile Emergency Preparedness Program (CSEPP), extending from the PAZ outer boundary to a distance where the risk of adverse impacts to humans is negligible. Because of the increased warning and response time available for implementation of response actions in the PZ, detailed local emergency planning is not required, although consequences management planning may be appropriate.

**PRELIMINARY DAMAGE ASSESSMENT (PDA):** A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the state as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDA's are made by at least one state and one federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other state and federal agencies and volunteer relief organizations also may be asked to participate, as needed.

**PRESIDENTIAL DECISION DIRECTIVE 39 (PDD-39, JUNE 1995):** U.S. Policy on Counterterrorism, directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical weapons.

**PROTECTIVE ACTION ZONE (PAZ):** An area that extends beyond the area to approximately 16 to 50 km (10 to 30 miles) from the stockpile location. The PAZ is that area where public protective actions may still be necessary in case of an accidental release of chemical agent, but where the available warning and response time is such that most people could evacuate. However, other responses (e.g., sheltering) may be appropriate for institutions and special populations that could not evacuate within the available time

**PUBLIC ASSISTANCE:** Disaster relief from a Presidential Declare Disaster through which the federal government supplements the efforts of state and local governments to return the disaster area to pre-disaster conditions. These efforts primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed.

**PUBLIC FACILITY:** Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

**PUBLIC INFORMATION OFFICER (PIO):** A federal, state, or local government official responsible for preparing and coordinating the dissemination of emergency public information. **RADIATION (NUCLEAR):** There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma.

**RADIATION SICKNESS:** The process characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation.

**RADIOLOGICAL MONITORING:** The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.

**RADIOLOGICAL DISPERSAL DEVICE (RDD):** A conventional explosive which incorporates nuclear materials.

**RECOVERY PERIOD:** That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available county, state, federal government, and private resources.

**REGIONAL OPERATING CENTER (ROC):** The temporary operations facility for the coordination of federal response and recovery activities, located at the FENU Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the ROC performs a support role for federal staff at the disaster scene.

**RESOURCE MANAGEMENT:** Those actions taken by a government to identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that

they arrive where and when most needed; and maintain accountability for the resources used.

**RESPONSE:** Activities to address the immediate and short-term effects of an emergency or disaster.

**ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT:** Authorizes the federal government to respond to disasters and emergencies in order to help state and local governments save lives, and to protect public health, safety, and property.

**SECONDARY HAZARD:** A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

**SHELTER IN PLACE:** Remaining inside a protected area and out of danger during an emergency or disaster.

**SHIELDING:** One of the three components of Time, Distance, Shielding (TDS); refers to maintaining significant physical barriers between you and the hazard. Examples include vehicles, buildings, walls, and PPE.

**SIGNIFICANT EVENTS:** All hazardous material releases of any size and type, earthquakes, fires involving large buildings or facilities and large grass or wild fires, explosions, bomb threats, terrorist/civil disturbance, aircraft crash, natural disaster, utility disruption, dam breach, technological/man-made incident, search and rescue, structural collapse, and any other incident that poses significant consequences to the jurisdiction.

**SIGNIFICANT THREAT:** The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss (FBI).

**SPONTANEOUS EVACUATION:** Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

**STANDARD OPERATING GUIDELINE (SOG):** A set of instructions developed for individual organizations which constitute a directive for implementation of operational objectives in a step by- step manner. SOGs supplement the SCEOP by providing guidance on how tasks and objectives may be carried out.

**STANDARD OPERATING PROCEDURE (SOP):** A set of specific instructions developed for individual organizations which constitute a directive for implementation of specific operational objectives in a defined step-by-step process of implementation. SOPs supplement all hazard emergency operations plans by

detailing and specifying how responsibilities assigned by the SCEOP are to be carried out.

**STATE COORDINATING OFFICER (SCO):** The person appointed by the Governor to coordinate state, commonwealth, or territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the Federal Coordinating Officer.

**STATE EOP:** The state EOP is the framework within which local EOP's are created and through which the federal government becomes involved. The states play three roles: (1) they assist local jurisdictions whose capabilities are overwhelmed by and emergency; (2) they themselves respond first to certain emergencies; and (3) they work with the federal government when federal assistance is necessary.

**STATE LIAISON:** A FEMA official assigned to a particular state, who handles initial coordination with the state in the early stages of an emergency.

**SUPPORT AGENCY:** A state or volunteer agency designated to assist a specific state coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

**TECHNICAL OPERATIONS:** Includes operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to explosive ordnance or NBC/WMD material.

**TERRORISM:** Defined by the Federal Bureau of Investigation (FBI) as "the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." This definition includes three elements: (1) terrorist activities are illegal and involve the use of force; (2) the actions are intended to intimidate or coerce; and (3) the actions are committed in support of political or social objectives. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

**TERRORISM INCIDENT:** Defined as the act associated with Terrorism. Categories include Chemical (including explosive devices), Biological (including infectious and noninfectious organisms), Nuclear (including contamination and weapons) and Electronic (including interference with telephone systems, computers, etc.).

**TIME:** One of the three components of TDS; refers to the amount of time a responder should be exposed to an incident. It is recommended that one spend the shortest amount of time possible in the hazard area.

**TIME, DISTANCE, AND SHIELDING (TDS):** Three types of protective measures commonly associated with hazardous materials training.

**TOXIC MATERIALS:** A type of chemical that can cause chemical harm at an incident scene. They produce harmful effects depending on the concentration of the materials and the length of exposure to them. An individual can have chronic or acute exposures to toxic materials.

**TRACEM:** The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical.

**VIRUS:** The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host. Types of viruses are smallpox, Ebola, Marburg, and Lassa fever.

**VOLUNTEER EVACUATION:** The warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future

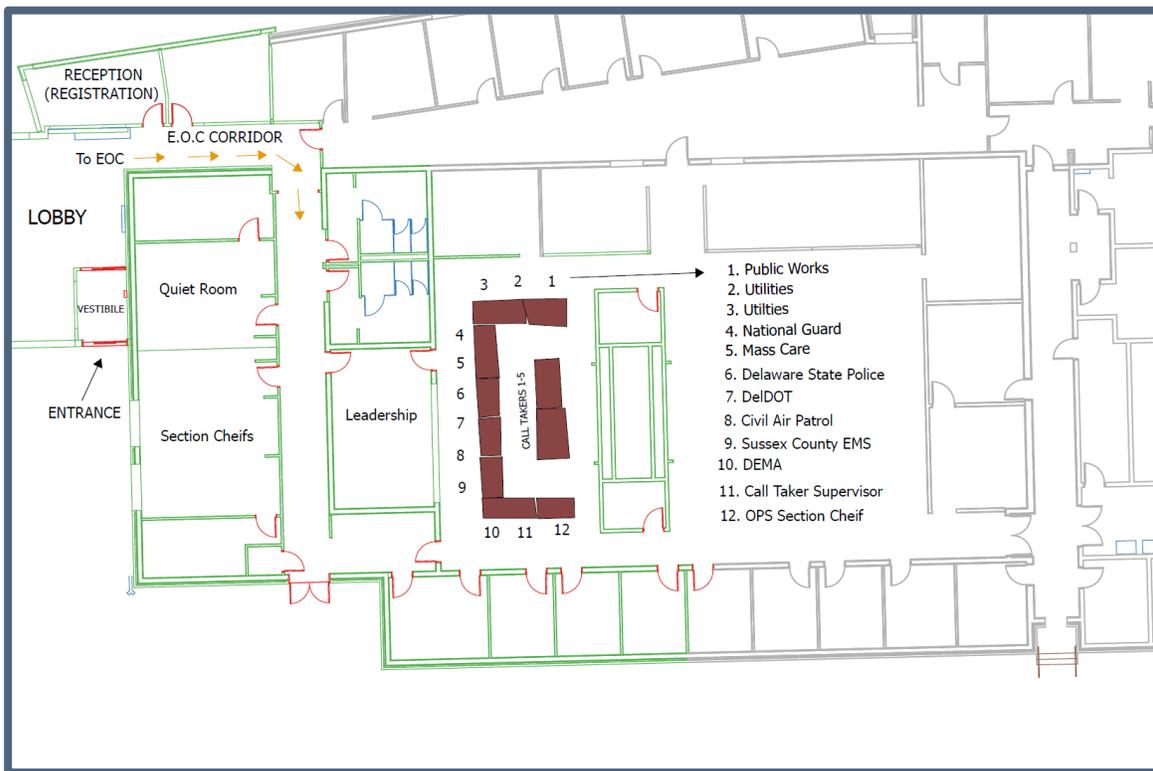
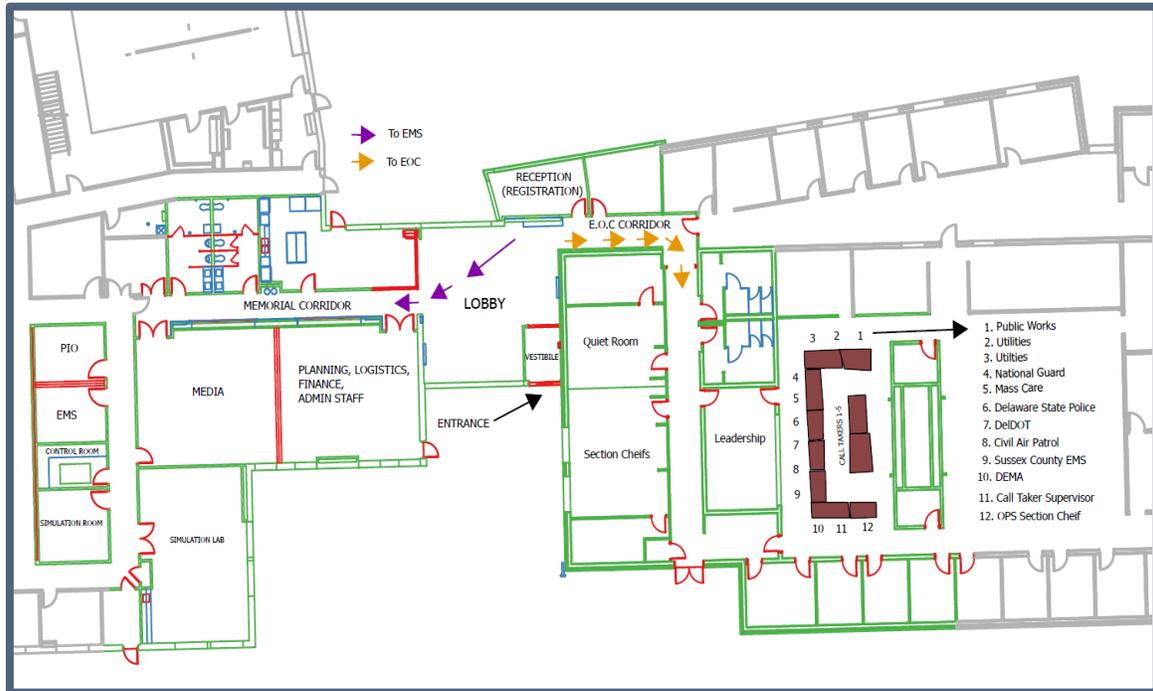
**VOLUNTEER SERVICE ORGANIZATION:** Any organization which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e.: American Red Cross, The Salvation Army, etc.

**WARNING:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

**WATCH:** Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).

**WEAPONS OF MASS DESTRUCTION (WMD):** A) Any destructive device as defined in section 921 of this title, (which reads) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; B) poison gas; C) any weapon involving a disease organism; or D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human live (18 U.S.C., Section 2332a).

# ATTACHMENT 1- SCEOC MAPS AND ROOM DESIGNATIONS



## **SCEOC ROOMS AND FUNCTIONS**

### **SCEOC Room**

- Power companies, Sussex County Public Works (inclusive all departments involved with public infrastructure maintenance), National Guard, American Red Cross, Delaware State Police, Sussex County Emergency Medical Services, Fire Service Rep, Call Takers, Civil Air Patrol, Delaware Department of Transportation

### **SCEOC Training room 136 B**

- Command Section Officers (Operations, Logistics, and Planning), Resource Coordinator, Situation Unit Leader

### **SCEOC Conference Room 0148**

- Leadership meetings and conference calls

### **Simulation Room 1016**

PIO Media

### **EMS Classroom A 1009**

- Media

### **EMS Classroom B 1010**

- Comm. Org. Coordinator, Planning and Logistics Staff

## ATTACHMENT 2 – DECLARATION OF STATE OF EMERGENCY TEMPLATE

[County Letterhead]

[Date]

**The Honorable [Governor's Full Name]**

Governor of [State Name]

[Governor's Office Address]

**Subject:** Request for State Emergency Declaration for [County Name] Due to [Disaster Type] on [Date(s)]

Dear Governor [Last Name]:

Pursuant to [applicable state statute], I respectfully request that you declare a State of Emergency for [County Name] as a result of [brief description of the disaster, e.g., severe flooding, tornado outbreak] that occurred on [date(s)].

### **Incident Overview:**

On [date], [County Name] experienced [describe the nature of the disaster, e.g., unprecedented rainfall leading to widespread flooding]. This event has resulted in [number] fatalities, [number] injuries, and significant damage to public and private property.

### **Impact Assessment:**

- **Infrastructure Damage:** [e.g., Number of roads/bridges damaged or destroyed]
- **Public Facilities Affected:** [e.g., Damage to schools, hospitals, emergency services]
- **Utilities Disruption:** [e.g., Widespread power outages affecting X% of residents]
- **Evacuations/Sheltering:** [e.g., Number of individuals evacuated and currently in shelters]

### **Local Response Efforts:**

[County Name] has activated its Emergency Operations Center and implemented its Emergency Operations Plan. Local resources, including [list resources], have been fully deployed. Despite these efforts, the magnitude of the disaster exceeds our local response capabilities.

### **Request for State Assistance:**

Given the severity of the situation, we request the following state assistance:

- Deployment of additional emergency personnel and equipment
- Access to state emergency funds

- Technical assistance for damage assessment and recovery planning
- Any other resources deemed necessary to assist in response and recovery efforts

**Attachments:**

Enclosed are the following documents to support this request:

1. Official Declaration of Local Emergency by [County Name]
2. Preliminary Damage Assessment reports
3. Maps and photographs of affected areas
4. Resource request forms

We appreciate your prompt attention to this matter and stand ready to provide any additional information required.

Sincerely,

**[Full Name]**

**[Title, e.g., President of the County Council]**

**[County Name]**

**[Contact Information]**

## ATTACHMENT 3 – SCEOP CHANGE FORM

**Instructions:** This form is used to submit a change to the Sussex County Emergency Operations Plan. Please email the completed form with the top portion completed to the Deputy Director, Emergency Management, Department of Public Safety, Division of Emergency Management.

EMERGENCY OPERATIONS PLAN CHANGE FORM		Date:
Name:	Department:	
Phone:	Email:	
CHANGE REQUESTED		
Plan	Page(s)	Reason for Change:
		Proposed Change Language:
COUNTY EMERGENCY MANAGEMENT USE		
Reviewed by:		Change Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved Change Language:		
<input type="checkbox"/> Recorded in Record of Changes Plan Holders		Date: <input type="checkbox"/> Updated Plan Sent to