

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

FOREWORD

The development of this plan was undertaken to provide Sussex County with a comprehensive emergency operations plan which will be used to address hazards which may affect the County and its citizens.

This Sussex County Emergency Operations Plan (SEOP) addresses the various Emergency Plans that may be implemented in case of natural, manmade, and terrorist events.

The SEOP consists of a basic plan which details an overview of County emergency preparedness, response, and recovery efforts. The basic plan is followed by seventeen Emergency Support Functions and twenty Hazard Specific Annexes, which serve as operational guides for performing specific functions.

It is recognized that the implementation of this plan be as prompt as possible in order for Sussex County to be most effective in executing its responsibilities in responding to or recovering from a disaster occurrence.

In several of these documents reference will be made to other State and or County Emergency plans. References made to the plans are in lieu of inclusive redundancy.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

PROMULGATION STATEMENT

PROMULGATION STATEMENT

The Sussex County Emergency Operating Plan (SEOP) 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..

SUBMITTED: _____

Director, Sussex County Department of Emergency Preparedness

APPROVED: _____

President, Sussex County Council

Date

County Clerk

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

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SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

BASIC PLAN

I. PURPOSE

- A.** Sussex County Government is responsible for protecting the lives and property of its citizens by preparing for and executing emergency operations to prevent, minimize, prepare for, respond to, and recover from injury or damage which may be caused by natural or technological disasters or enemy attack. County government must also ensure the continuity of government during such disasters.
- B.** This plan predetermines, to the extent possible, actions and interactions to be taken by the government of Sussex County and cooperating agencies to prevent or minimize disasters, reduce the vulnerability of its citizens to disasters, protect the lives and property of citizens residing or traveling within the County, to respond quickly and effectively to disaster occurrences, and provide for recovery from disasters.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Hazards

- a.** Sussex County participates in the Federal Emergency Management Agency (FEMA) program to determine hazard vulnerability within the County and to assess the capability to address the identified hazards. The tool used for identifying potential hazards and assessing capabilities to address them is the Capability and Hazard Identification (CHIP) which was first completed in 1985. Since 1985 it has been reviewed and re-addressed annually. As a result of the Hazard identification process, it was determined that Sussex County is vulnerable to seventeen of the twenty-one hazards defined by the federal government. These hazards include:

- 1.) Civil Disorder
- 2.) Dam Failure

- 3.) Drinking Water Contamination
- 4.) Drought
- 5.) Earthquake
- 6.) Flood
- 7.) Hurricane
- 8.) Tornado
- 9.) Severe Winter Storm
- 10.) Sink Holes
- 11.) Power Failure
- 12.) Fixed Nuclear Facility Accident
- 13.) Hazardous Materials Accident
- 14.) Terrorist Attacks
- 15.) Transportation Accident
- 16.) Urban/Rural Fire
- 17.) War attack

2. Characteristics of Sussex County

a. Location

- 1.) Longitude: between 75 degrees 03minutes and 75 degrees 43 minutes.
- 2.) Latitude: between 38 degrees 17minutes and 38 degrees 58 minutes.
- 3.) Elevation: Sea Level to approx. 60 feet.
- 4.) Size: 946 square miles
- 5.) Population: 163,946 permanent residents

Note: Population along the eastern coastline and the Back Bay areas increases dramatically during the peak summer tourist months (June, July, August). Sussex County population during these months can increase by as much as 100,000 residents.

b. Climate

- 1.) Average annual rainfall: 44 inches
- 2.) Average annual snowfall: 13 inches
- 3.) Temperature
 - a) Average annual temperature 55 degrees F.
 - b) Average monthly temperature:
 - 1) January: 34 degrees F.
 - 2) July: 76 degrees F.
- 4.) Prevailing Winds: Westerly

c. Largest Cities and Towns:

- 1.) Georgetown (County Seat)
- 2.) Laurel
- 3.) Lewes
- 4.) Milford
- 5.) Rehoboth Beach
- 6.) Seaford

d. Major Resort Cities:

- 1.) Rehoboth Beach
- 2.) Dewey Beach

- 3.) Lewes
 - 4.) Bethany Beach
 - 5.) South Bethany
 - 6.) Fenwick Island
- e. Major Highways
- 1.) There are several highways which serve as major routes for the transportation of both people and materials. These include U.S. Routes 13, 113, 9 and State Route 1.
- f. Waterways
- 1.) Delaware Bay and Atlantic Ocean:
 - a) Sussex County is bordered on the East by the Delaware Bay and the Atlantic Ocean which are vulnerable to storm surges and coastal storms.
 - b) These waterways serve as shipping lanes for the transportation of a variety of materials including frequent shipments of unrefined petroleum products.
 - c) Rehoboth Bay, Indian River, Indian River Bay and Little Assawoman Bay:
 - 1) These are large tidal bays located along the eastern coast directly inland from the Atlantic Ocean. Indian River Bay is connected to the Atlantic Ocean by an inlet under State Route 1. These waterways are vulnerable to tidal storm surges directly related to the ocean.
 - d) Other Major Waterways in Sussex County:
 - 1) The Roosevelt Inlet, in Lewes, is connected to Rehoboth Bay by the Lewes Rehoboth Canal.
 - 2) The Nanticoke River (western portion of

County) runs southwest from Seaford and Blades.

3) The Broad Creek (southwest portion of County) runs west from Laurel and empties into the Nanticoke River just before the Maryland State Line.

4) The Broadkill River (northeast portion of County) runs east from Milton and empties into the Delaware Bay at the Roosevelt Inlet, Lewes.

g. Fixed Nuclear Facility:

1. The Artificial Island Generation Station and the Calvert Cliffs Generation Station, located in the States of New Jersey and Maryland respectively, include approximately half of Sussex County in their 50-mile ingestion pathway plans. In reality, the entire County could be vulnerable to ingestion pathway restrictions in the event of a nuclear accident at one of these facilities.

h. Drinking Water Sources/Intakes:

1. Ground Wells

a. Wells

i. Target Points for Nuclear Attack:

1. There are no Nuclear Attack Targets located within Sussex County (as determined by FEMA). However, the County could expect to receive relatively heavy concentrations of radioactive fallout if weapons were detonated around the Washington, Baltimore areas.

j. Non-English speaking population

1. Census data 2001, indicates 7.1% of the residents of Sussex County spoke other than English in the home. This would equate to 11,600 people.

k. Deaf Population

1. Telecommunications Devices for the Deaf
Phone Number: 1-800 843-3323.

B. Assumptions

Assistance would be available from State, Federal, private and/or volunteer agencies should the County deplete its resources or require equipment or expertise which it does not presently have available.

III. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of Sussex County Government to provide for a comprehensive emergency management program that meets the needs of those who either have been or might be affected by an emergency or major disaster. The County Administrator will initiate this Emergency Operations Plan as necessary, and when appropriate may order a State of Emergency for Sussex County and its citizens.
2. To the extent possible, initial emergency management response will be by 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 the operations will be from the Emergency Operations Center (EOC).
3. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize Sussex County resources (County Government & Emergency Volunteer Organizations) to the extent possible before seeking assistance from higher levels of government, private contractors, and other volunteer organizations.

B. Phases of Emergency Management

1. This plan acknowledges that most responsibilities and functions performed during an emergency are not hazard specific and thus is designed to follow an all-hazard approach to emergency management. Actions performed during the emergency management process fall into one of the following

categories.

C. Mitigation

1. Mitigation activities are those which prevent or reduce the probability of a disaster occurring, and which minimize the undesirable effects of unavoidable hazards.

D. Preparedness

1. Preparedness activities develop the response capabilities needed in the event an emergency should arise.

E. Response

1. Response activities occur after the onset of an emergency, or directly preceding the onset given enough lead time. These serve to reduce disaster casualties and damage, and to speed recovery.

F. Recovery

1. Recovery includes both a short-term and a long-term process. Short term operations seek to restore vital services to the community and to provide for the basic needs of the public.
2. Long-term recovery activities focus on restoring the community to its normal or improved status.

IV. DIRECTION AND CONTROL

A. Sussex County Administrators Office

1. The County Administrator has the authority to issue a State of Emergency in Sussex County. The County Administrator also authorizes the implementation of the County Emergency Operations Plan. In the absence of the County Administrator, the President of Sussex County Council is designated as the alternate. In the absence of both the County Administrator and the President of Sussex County Council the Director of Emergency Preparedness is designated as alternate.

B. Emergency Operations Center (EOC)

1. The establishment of the EOC permits command officials from departments and agencies to assemble at a centralized location to facilitate

effective decision making, coordination, and control of operating, response, and recovery efforts. The County Administrator has overall authority for emergency operations of the County. In the absence of the County Administrator, the overall authority rests with the Director of Emergency Preparedness. The Department of Emergency Preparedness has the authority for the overall operation of the EOC. 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.

V. CONTINUITY OF GOVERNMENT

A. It is essential to ensure the continuity of County government authority and the capability of the County government to function during periods of disaster. Measures to ensure the continued functions of County government include:

1. Lines of succession to County Governmental offices, divisions and departments, at least three deep.
2. Pre-delegation of emergency authority.
3. The safekeeping of essential records.
4. Alternate Emergency Operations Center.
5. Other emergency relocation sites supported by communications and required services.
6. Emergency responsibilities detailed for all appropriate personnel.
7. Identification of essential County services which must be maintained and of those activities which may be suspended.

B. Assistance

1. The County Administrator or his designee may request assistance from voluntary and private sector groups by mutual aid agreements, letters of understanding, or contact by telephone to any number of such agencies.
2. The County Administrator or his designee may request assistance from the State of Delaware via telephone or radio, through the Delaware Emergency Management Agency(DEMA), when the required effort for response and/or recovery is beyond the capabilities of Sussex County.

3. Should assistance be required 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.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Direction and Control

1. Direction and control involves the responsibility of Sussex County to coordinate and direct actions required to protect the health, safety, and property of its citizens. The primary responsibility for direction and control rests with the Sussex County Council President or his designee.

MAJOR TASKS	RESPONSIBILITY
Authorize Implementation of the Emergency Operating Plan	County Administrator
Declare a State of Emergency in Sussex County	President of Sussex County Council or Designee
Provide Legal advice to County Officials	County Attorney
Activate the Emergency Operations Center	Director of Emergency Preparedness
Oversee County Emergency Operations	Director of Emergency Preparedness
Oversee operation of the Emergency Operations Center	Director of Emergency Preparedness
Develop Standard Operating Procedures for the Emergency Operations Center	Director of Emergency Preparedness

B. Warning

1. The purpose of warning is to provide efficient alerting and warning to public officials, emergency response personnel, and the general public of an actual or impending emergency. The primary responsibility for warning rests with the Director of Emergency Preparedness.

MAJOR TASKS	RESPONSIBILITY
Alert County Officials	Director of Emergency Preparedness
Alert Command Staff	Director of Emergency Preparedness
Alert the General Public*	Director of Emergency Preparedness
Alert the General Public**	On-Scene Commander
Develop SOP's	Each agency involved will develop it's own respective SOPs

*When an emergency necessitates the activation of the EOC.

** During emergencies which do not necessitate the activation of the EOC

C. Communications

1. This function involves activities necessary to provide for and maintain a communication capability for the effective coordination of emergency operations for Sussex County. The Director of Emergency Operations is responsible for communications.

MAJOR TASKS	RESPONSIBILITY
Ensure equipment of the 911 Emergency Reporting Center is maintained in operational readiness	Director of Emergency Preparedness
Represent the Emergency Communications Center in the EOC	Director of Emergency Preparedness
Maintain the FCC License	Director of Emergency Preparedness
Develop SOP's for the Emergency Communications Center	Director of Emergency Preparedness
Maintain EOC Communications equipment	Communications Support Supervisor
Maintain other County Communications Equipment	Each Department operating Communications equipment

D. Evacuation

1. This function provides for the evacuation of people from areas where hazards from a natural or technological disaster threatens their safety. The Director of Emergency Preparedness has the primary responsibility for evacuation.

MAJOR TASKS	RESPONSIBILITY
Issue recommended evacuation order*	County Administrator or designee
Issue recommended evacuation order**	On-scene Commander
Coordinate with American Red Cross or other assisting agency(s)	Director of Emergency Preparedness
Activate the Emergency Broadcast System	Director of Emergency Preparedness under direction of the Governor
Ensure The Public is kept informed	Director of Emergency Preparedness
Develop SOPs	Each agency involved w/evacuation

* When the disaster necessitates

** When disaster does not necessitate the activation of the EOC

E. Sheltering

1. This function provides for the use of local facilities for the purpose of sheltering people who need to be evacuated due to a natural or technological disaster, and to provide for their congregate care and basic human needs. The primary responsibility for sheltering rests with the County Administrator.

MAJOR TASKS	RESPONSIBILITY
Designate a shelter	Department of Emergency Preparedness
Notify appropriate pre-determined agencies to have shelters opened*	Director of Emergency Preparedness
Coordinate with sheltering agencies & request additional shelters be opened if needed	Director of Emergency Preparedness
Notify appropriate agencies (generally American Red Cross) to have shelters opened **	Department of Emergency Preparedness
Open, Staff & manage shelters	Department of Emergency Preparedness
Develop SOPs	Director of Emergency Preparedness in conjunction with shelter operating agencies

*If disaster necessitates activation of the EOC

** If the disaster does not necessitate the activation of the EOC

F. Law Enforcement

1. The purpose of law enforcement is to maintain law and order, to assist in evacuation, to limit access to a disaster area, and to provide security for affected area. The State Police have the primary responsibility for Law Enforcement.

Major Tasks	Responsibility
Provide representative to the EOC	Delaware State Police, All municipal police chiefs
Maintain Law and order in disaster affected areas	Delaware State Police, All municipal police chiefs
Assist in traffic control during evacuation and reentry	Delaware State Police, All municipal police chiefs
Provide security for the EOC, evacuated areas, in the shelters, and for key facilities in the County.	Local Police & National Guard
Develop SOPs for emergency situations	Sussex County Chiefs Association

G. Public Information and Education

1. The purpose of this function is to maintain a program to disseminate

emergency information and instructions to the public before, during, and following emergency situations. Primary responsibility for Public Information and Education rests with the Director of Emergency Preparedness.

Major Tasks	Responsibility
Designate a Public Information Officer	County Administrator
Develop educational program to increase public awareness of potential hazards and the proper response to them.	Director of Emergency Preparedness
Provide for rumor control	Public Information Officer
Provide emergency information to the media (including the Emergency Broadcast System) for release to the public.	Public Information Officer
Develop SOPs	Director of Emergency Preparedness

H. Public Works/Services

1. This function takes action to mitigate hazardous conditions, provides for the restoration of public works systems, and assists in times of emergencies with appropriate manpower and equipment. Public Works for Sussex County is made up of the Engineering Department, Department of Buildings and Grounds, and Department of Transfer Stations.

Major Tasks	Responsibility
Provide representative to the EOC	Supervisor of Building & Grounds
Operate and maintain the County Sewage transmission system	Engineering Department, Chief of Operations & Maintenance
Operate and maintain the County Wastewater treatment plants	Engineering Department, Chief of Operations & Maintenance
Provide for the maintenance of certain public water courses	Engineering Department, Chief of Operations & Maintenance
Operate and maintain the Sussex County Airport	Supervisor of Building & Grounds
Provide snow removal services for County	Supervisor of Building & Grounds
Develop SOPs	Department Heads

I. Resource Management

1. This function provides for the prompt and efficient acquisition, distribution, and use of personnel, equipment, and material resources during an emergency. The Director of Emergency Preparedness has the primary responsibility for Resource Management.

Major Tasks	Responsibility
Designate a Resource Management Coordinator	Director of Emergency Preparedness
Develop an emergency information system	Director of Emergency Preparedness
Assist with the procurement of resources during a disaster situation	Director of Emergency Preparedness
Develop and maintain a resource inventory	Director of Emergency Preparedness

J. Radiological Protection

1. This function establishes procedures to respond to radiological and war caused incidents. The Director of Emergency Preparedness has the primary responsibility for radiological protection.

Major Tasks	Responsibility
Designate a Radiological Defense Officer, radiological monitors, and fallout plotters.	Director of Emergency Preparedness
Determine risk areas by PSI levels	Director of Emergency Preparedness
Identify shelters and develop in-place sheltering assignments	Director of Emergency Preparedness
Coordinate appropriate radiological training programs.	Radiological Defense Officer
Review, plot and analyze fallout data and prepare fallout forecasts.	Radiological Defense Officer
Coordinate radiological functions between State EOC, County EOC, and shelter monitors.	Radiological Defense Officer
Develop SOPs for radiological protection.	Director of Emergency Preparedness & Radiological Defense Officer

K. Emergency Medical Services

- The purpose of this function is to coordinate the interfacing and mobilization of the health and medical resources within Sussex County during emergency situations. The District Fire Chief or Ambulance Captain shares primary responsibility for emergency medical services with the State Division of Public Health and the Medical Center of Delaware.

Major Tasks	Responsibility
Maintain contact and coordination with the County EOC	District Fire Chief in charge or Ambulance Officer in charge
Ensure ambulance personnel are certified for advanced and basic life services	District Fire Chief or Ambulance Captain
Ensure that medical supplies and materials are stocked and that equipment is in operable condition	District Fire Chief or Ambulance Captain
Provide advance life services and establish triage sites	District Fire Chief or Ambulance Captain
Assign physician to assume responsibility of triage at the disaster site	Chief Emergency Physician of Area Hospitals
Coordinate health and medical operations between the State and the County	Service Chief of the State Division of Public Health
Direct mortuary services	Mortuary Sub-section personnel
Develops SOPs	Respective Chiefs, and/or Ambulance Captains, State Division of Public Health, and Chief Emergency Physician of area hospitals

L. Fire and Rescue

- This function provides for the use of fire fighting and rescue capabilities to address natural and technological disasters. The District Fire Chiefs have primary responsibilities for fire fighting and rescue activities.

Major Tasks	Responsibility
Recruit fire fighting personnel	District Fire Company Presidents
Ensure that fire fighting personnel receive proper training.	District Fire Chiefs
Ensure that equipment is maintained in operational readiness	District Fire Chiefs
Establish field command posts	District Fire Chiefs

Direct task assignments and personnel relief in performing required responsibilities	District Fire Chiefs
Ensure that damaged areas are inspected for safety purposes	District Fire Chiefs
Ensure that decontaminated functions are performed	District Fire Chiefs
Develop SOPs	District Fire Chiefs

M. Damage Assessment

1. The purpose of this function is to assess and report the extent of damage to the County as a result of a disaster. The Director of Emergency Preparedness has the primary responsibility for the coordination of Damage Assessment activities.

Major Tasks	Responsibility
Designate Damage Assessment Teams	Director of Emergency Preparedness
Coordinate Damage Assessment Training	Director of Emergency Preparedness
Identify areas to be assessed and assign teams to specified areas	Damage Assessment Coordinator
Conduct Initial Damage Assessment	Damage Assessment Teams
Compile reports on Damage Assessment for submission to the State	Damage Assessment Coordinator
Determine unsafe buildings/structures/facilities	Damage Assessment Coordinator
Keep the public informed of unsafe area	Public Information Officer
Provide assistance to State and Federal officials conducting Preliminary Damage Assessment	Damage Assessment Coordinator
Review land development plans and building plans, and provide construction inspections.	Director of Planning & Zoning
Approve land development plans and building plans	County Council
Enforce building codes	Building Code Inspectors
Develop SOPs	Director of Emergency Preparedness

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Sussex County is authorized to enter into contracts and incur obligations necessary to combat major emergencies, to protect the health and safety of persons and property of the County, and to provide emergency assistance to

the victims of disaster.

2. Sussex County Administrator (or their designee) is authorized to make emergency purchases to obtain necessary resources, not otherwise available, during times of disaster.
3. Records will be maintained throughout the emergency by the responsible agency for each emergency management function and, following the cessation of the emergency, a final report of the overall emergency operations will be maintained in the Office of Emergency Preparedness. Records retention will conform to the State of Delaware record retention schedule.

B. Logistics

1. 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.
2. 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.
3. The overall coordination of resources will be ensured among County departments, other jurisdictions, and private agencies.
4. Alternate operations sites have been established for the Sussex County Emergency Operations Center and for other functional operating departments and agencies identified in this plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This plan is the primary document for emergency management activities of Sussex County and applies to all elements of County government.
- B. The Sussex County Department of Emergency Preparedness is responsible for the development and maintenance of this plan and the Director of Emergency Preparedness is responsible for the overall coordination of these activities.
- C. This plan becomes effective upon approval of the County Council President or his designee.
- D. All departments, divisions, or agency heads will review this plan and indicate in writing their concurrence with the emergency responsibilities of their respective organization as presented this plan. They will also review this plan with

appropriate personnel within their organizations.

- E.** The Director of Emergency Operations will ensure the plan is reviewed and updated by each involved department, division, and agency, and that the plan is exercised as appropriate.
- F.** Following an exercise or actual implementation of the plan, the County Administrator may schedule a critique of the response and/or recovery from the disaster. Changes agreed upon by the departments and agencies affected by the change, will be incorporated into the plan.
- G.** Plan updates will be documented on a Record of Change page, and be delivered to all plan holders.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal Civil Defense Act of 1950 with amendments.
2. The Disaster Relief Act of 1974 (Public Laws 93-288)
3. Delaware Code
4. The Code of Sussex County Delaware
5. State of Delaware Emergency Operations Plan(DEOP)

B. References

1. Federal Emergency Management Agency (FEMA) Job Aide Manual
2. FEMA Emergency Planning Course Student Manual
3. FEMA Guide for Managing the Emergency Consequences of Terrorist Incidents, July 2002.
4. Nuclear Attack Planning Base - 1990 (FEMA, 4/30/87)
5. State Office of Sanitary Engineering, Division of Public Health
6. National Weather Service, National Oceanic and Atmospheric Administration Statistic Abstract for the USA, 1988; U.S. Department of Commerce, Bureau of the Census

7. Delaware Base Map, 1971; Delaware Department of Transportation, Office of Planning and Programming
8. Delaware Development Office, Office of Economic Development
9. 2001 Census Population and Housing Publication PHG 80-2-374
10. Department of Labor, Division of Vocational Rehabilitation

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

Emergency Support Functions

This section of the Sussex County Emergency Operations Plan contains seventeen separate sections that detail the Emergency Support Functions for specific emergencies.

From this point forward they will be referred to as: ESF's. Refer to Page d. for the Table of Contents of these seventeen ESF's.

This document is in alignment with the Delaware Emergency Operations Plan(DEOP) in design. Some of the specific ESF's refer to the DEOP for this reason. Certain activities are specifically controlled at the State level, and Sussex County performs a supporting role.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 1

TRANSPORTATION

I. PURPOSE

- A.** To define the communication procedures, response procedures, resource procedures, responsibilities, and guidelines of the Transportation Management Team(TMT) for response to any event or incident that impacts the transportation system. The TMT will be composed of the primary and support agencies outlined in the Delaware Emergency Operations Plan(DEOP) in ESF 1-1. The TMT will jointly make decisions on how an incident or an event that impacts the transportation system will be handled. Sussex County will have a TMT charged with developing and maintaining transportation management plans for Sussex County.
- B.** To establish the TMT concept to maximize the safe movement of persons and vehicles from the affected area(s), and give emergency personnel access to the affected area(s).
- C.** To establish the TMT's responsibility for the prompt, safe, and orderly re-entry of evacuees into the evacuated area once the incident or event has ended.

II. SITUATIONS AND ASSUMPTIONS

A. ASSUMPTIONS

- 1. Sussex County has a multiple mode transportation network including road, rail, air and water transportation systems that can be affected by an incident or event. These incidents and events may cause major transportation blockage and consequently, affect the protection of life and property.
- 2. The Department of Transportation (DeIDOT) has implemented an integrated transportation management program, that leverages technologies and procedures to improve the movement of people and goods by:

- a. Reducing congestion.
 - b. Increasing transportation system safety and efficiency.
 - c. Managing incidents, special events and work zones.
 - d. Providing real-time and accurate traveler information.
3. DelDOT has established a Transportation Management Center(TMC) to facilitate the management of the transportation network.
 4. Sussex County has established the Sussex County Emergency Dispatch Center(E911). There are two major components of the Emergency Dispatch Center, the volunteer fire/ambulance, paramedics dispatch section (SUSCOM) and the State Police dispatch section (SUSCOM). State Police SUSCOM handles many of the county requirements because there is not a county police department.
 5. Sussex County is serviced by twenty-one volunteer fire/rescue companies, two volunteer ambulance companies. All of these companies have Fire Police, eighteen have basic life support ambulances, eleven have inland water support (ponds, streams, etc.) rescue capability, and have bay and river rescue capability. In addition, the Delaware State Fire School(DSFS) and the Sate Fire Marshall's office support and coordinate with the local fire service.

B. SITUATIONS

1. Depending on the level of response, the SEOC may be activated and the SEOP activated. The local EOC will be in communication with DEMA.
2. All maintenance and construction activities on designated evacuation routes will be suspended during an incident or event that impacts the transportation system.
3. Some localities in the risk areas will not be able to open shelters because of the projected inundation areas.

III. MITIGATION AND PREPAREDNESS

A. Mitigation

1. Annually, in areas prone to evacuation or in areas hosting major planned events (Beach Communities), a traffic engineering evaluation of the designated and alternate evacuation routes will be conducted by Southern District TMT.
2. Annually, SEOC will make contact with all special facilities to determine their client load and advise them to update their evacuation plans to be ready to evacuate.
3. Annually, evacuation procedures will be exercised and reviewed by the TMT agency to ensure the process is updated and to reduce implementation time.

B. Preparedness

1. South District TMT will Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards.
2. South District TMT will identify facilities that may require special assistance during evacuation to determine potential transportation requirements and to maintain contact information for these facilities.
3. TMT member agencies will participate in periodic emergency drills and exercises that include evacuation scenarios.
4. TMT member agencies will verify their assets and review their pre-positioning strategies.
5. Communication with neighboring states will be established through the TMC.

IV. CONCEPT OF OPERATIONS

A. SEE DEOP ESF 1

V. ASSIGNMENT OF RESPONSIBILITY

A. County and Local Emergency Management Agencies.

1. Maintain a list of transportation resources in the city/county.
2. Access the disaster caused transportation problems of the county and local agencies including transportation needs for the evacuation of the general

public.

3. Determine availability of needed transportation resources and coordinate their mobilization and distribution.
4. Coordinate transportation support from school districts and industry representatives in the city/county and stage at the TMC/State EOC, as requested. Level of support requirements is dependent upon the situation.
5. Work with DHSS representatives to support and coordinate special evacuation needs of the physically impaired and senior citizens in your jurisdiction.
6. Coordinate with DEMA, DelDOT, DSP and local police for information on evacuation routes and road conditions.
7. Assist DelDOT and DSP in identifying major transportation arteries affected by a disaster and develop alternate or by-pass routes.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 2

COMMUNICATIONS

I. PURPOSE

- A.** To plan, establish, and maintain the communications capabilities necessary to meet the operational requirements of Sussex County in preparing for, responding to, and recovering from disasters and emergencies.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

- 1. The Capability and Hazard Identification Program (CHIP) has revealed that within the last fifteen (15) years Sussex County has experienced, to some degree, the disaster agents as listed in the Basic Plan except Dam Failure and War attack. Unlike war attack, it is anticipated that a dam failure would not have a major negative impact upon the emergency service communications capability of Sussex County. If the other disaster agents are more severe than what has been experienced in the past, or war attack is experienced, augmentation of the communications capabilities may be necessary.

B. Assumption

- 1. The communications network should survive the effects of the disaster agents, and twenty-four hour staffing will be provided to facilitate appropriate disaster communication activities.

III. CONCEPT OF OPERATION

A. General

- 1. The Emergency Operations 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 Paramedic Services. The Delaware State Police SusCom (Sussex Communications) section dispatches for Delaware State Police units and all municipal police units in Sussex County except Seaford and Rehoboth Beach. The Fire and Ambulance Call Board section dispatches all Fire Companies and EMS detachments in Sussex County except Seaford and Rehoboth Beach.

2. Paramedic stations are strategically placed at several locations throughout Sussex County; such as:
 1. Stockley Center on Rt. 113
 2. Five Points, Rt. 1
 3. Seaford, Rt. 13 and CR 481
 4. Proposed Station in Lincoln/Ellendale area
3. Notification of all disasters affecting Sussex County will be directed to the on-call staff person (alternately the Chief or Deputy Chief Dispatcher) of the Fire and Ambulance Call Board Section of the Center.
4. Notification of disasters to higher levels of authority will follow the chain of command to County Officials and department directors as appropriate.
5. EOC to field and response forces communications will be accomplished by established message procedures, radio, and/or telephone contact with the appropriate agency. Field forces not dispatched by the Center will maintain their own communication network for receiving instructions from and providing status reports to their EOC representatives.
6. EOC to adjacent jurisdictions communications 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 Chief Dispatcher or his/her designee.
7. EOC to State EOC communications will be accomplished by telephone, cell phone, fax, and email. Alternative means of communications include civil defense, police, fire, and/or National Warning System (NAWAS) radios located at the Emergency Operations Center.

8. EOC to support facilities (such as the Emergency Broadcast System (EBS), hospitals and shelters) communications will be accomplished by utilizing telephones to the degree possible. Alternative means of communications include Red Cross, and Civil Defense radios coordinated through the Chief Dispatcher or his designee. Radio Amateur Emergency Service (RACES) staff members could also be deployed to establish communications between the EOC and support facilities by activating the Emergency Communications Plan for Amateur Radio Facilities.

B. Phases of Emergency Management

1. Mitigation - Prevention
 - a. Develop and maintain address file for identifying property by street/road locations number.
 - b. Develop and maintain emergency contact list for commercial establishments (Mercantile List).
 - c. Develop and maintain emergency resource equipment listing.
 - d. Develop and maintain the 911 telephone tracing capability in coordination with Verizon.
 - e. Maintain current Federal Communications Commission (FCC) licenses and ensure strict adherence to their regulations.
 - f. Provide public educational programs to include tours of the Emergency Reporting Center and public presentations to small groups.
 - g. Maintain all radio and computer systems.
2. Preparedness
 - a. Review and maintain personnel call list to assure full staffing capability and increased staffing in times of emergency or warning of impending emergency.
 - b. Ensure all equipment is maintained on a regular basis.
 - c. Provide training for all new employees and refresher courses for all employees in the Emergency Reporting Center.

- d. Participate in tests, exercises, and drills:
 - 1.) Emergency Medical Services drills.
 - 2.) Salem/Calvert Cliffs Nuclear Plan Drills.
 - 3.) FEMA Exercises/drills.
 - 4.) Exercises with individual volunteer fire companies.
 - 5.) Periodically shut down computers and operate manually the emergency call routing and dispatching systems to maintain proficiency in the event automation is lost.
 - 6.) Develop and maintain personnel, equipment, and supply deployment plans.
 - 7.) Train and assure at least one staff member is capable of bringing the Generator on line manually.
- 3. Response
 - a. The Chief Dispatcher or his designee reports to the EOC. Maintain contact with this representative.
 - b. Coordinate task assignment and personnel relief.
 - c. Call in additional personnel as needed.
 - d. Call in contracted vendors including Verizon, to maintain equipment as needed. Call in personnel from the EOC's Communications Support Section.
 - e. Suspend all non-essential Emergency Reporting Center activities, such as tours and administrative activities.
 - f. Refer callers who have questions concerning the disaster to the rumor control number, when established.
- 4. Recovery
 - a. Perform maintenance checks on all systems, especially the outside towers.
 - b. Repair as necessary.

- c. Notify appropriate vendors to repair equipment as necessary.
- d. Undertake a damage assessment of the Emergency Reporting Center's property, equipment, and systems, to include providing a dollar estimate of the damage and filing appropriate reports, as soon as possible.
- e. Undertake personnel performance reviews.
- f. Make recommendations to improve service and performance through training and/or educational procedures.
- g. Participate in post-disaster critiques.
- h. Make appropriate recommendations for changes to ESF 2 Sussex County Emergency Operations Plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Dispatcher:

- 1. Through the Director of Emergency Preparedness section, works with legislative bodies to upgrade the County's emergency communications system.
- 2. Maintains personnel, equipment, and supply deployment plans.
- 3. Together with a Deputy Chief Dispatcher develops and maintains the Emergency Communications Annex to the Sussex County Emergency Operating Plan.
- 4. Responds to place of duty at the Sussex County Emergency Operations Center.
- 5. Coordinates task assignments.
- 6. Suspends non-essential division activities.
- 7. Supervises and evaluates performance of the Deputy Chief Dispatcher.
- 8. Ensures that a damage assessment is undertaken of the division's property, equipment and systems.
- 9. Participates in all post-disaster critiques.

10. Makes recommendations for changes to ESF 2 of the Sussex County Emergency Operating Plan.
11. Provides for support services, such as on-site communications, during State Emergency Response Team activation and during various drills.

B. Deputy Chief Dispatcher:

1. Together with the Chief Dispatcher develops and maintains the Emergency Communications Annex to the Sussex County Emergency Operating Plan.
2. Maintains Federal Communications Commission licenses.
3. Brings computers back on-line when necessary.
4. Ensures that computer system is maintained on a routine basis.
5. Maintains contact with private contractors to repair equipment as needed.
6. Calls in private contractors to repair equipment during emergencies.
7. Ensures that outside tower equipment is operating properly.
8. Trains new employees.
9. Provides talks and tours of the Emergency Reporting Center to groups and individuals.
10. Coordinates all personnel relief.
11. Participates in all post-disaster critiques.
12. Supervises and evaluates the performance of all the Dispatchers.

C. Entire Emergency Reporting Center:

1. Participates in the annual exercise of the Radiological Emergency Plan and other drills as appropriate.

V. DIRECTION AND CONTROL

- A.** The County Administrator has the responsibility of determining essential County services to be maintained during a County-wide State of Emergency.

- B.** The Director of Emergency Preparedness has overall responsibility for coordinating emergency activities and for representing the County at the EOC.
- C.** Department Directors are responsible for coordinating emergency activities within their respective departments and for representing their departments at the EOC (if requested to report).
- D.** The County Administrator has the responsibility for setting departmental priorities when resources are limited and for authorizing departmental emergency purchases (according to authorized procedures.)
- E.** In concurrence with the Director of Emergency Preparedness, the Chief Dispatcher is responsible within the center for suspending services and redirecting resources to support essential services and emergency activities.
- F.** Through the chain of command, the Chief Dispatcher is responsible for exercising operational control of the staff of the center.

VI. CONTINUITY OF GOVERNMENT

- A.** The line of succession for the Emergency Reporting Center is as follows:
 - 1. Chief Dispatcher
 - 2. Deputy Chief Dispatcher and County Administrator
- B.** The EOC which houses the 911 Emergency Reporting Center is located at 100 Airport Road, Sussex County, Delaware.
 - 1. The essential services that must be maintained by the Emergency Reporting Center include, but are not limited to, receiving emergency calls for service, dispatching appropriate emergency response resources, and providing support staff to the EOC.
 - 2. Administrative activities such as training, tours, and committee meetings could be suspended.

VII. ADMINISTRATION AND LOGISTICS

- A.** The chain of command of the Emergency Reporting Center assures that the activities and responsibilities of the Center are executed according to prepared Standard Operational Procedures in an orderly and efficient manner.

- B.** The Deputy Chief Dispatcher maintains current personnel call-in rosters. During emergency conditions, and work without adequate warning lead time, the procedures for equally distributing overtime for those qualified to perform the function may be suspended and replaced with calling in qualified personnel on the basis of first available and residing closest to the 911 Emergency Reporting Center.
- C.** To assure that essential communications equipment is maintained properly, the Center's Communication's Support Section personnel are responsible for maintaining communications capabilities.
- D.** The access to the 911 Emergency Reporting Center is restricted by means of an electrical lock.
- E.** Communications capabilities are guarded against lightning by using standard grounding techniques.
- F.** Antennas damaged by wind and blast can be repaired and the capability exists to transmit from various sites.
- G.** The 911 telephone network is backed up by having the means of redirecting the termination point to the Seaford Police Headquarters. In addition, five incoming lines, independent of the 911 lines, are available for public use in the event the 911 lines become inoperable or overloaded. The telephone numbers for the five lines will be announced to the public through the media when conditions so warrant. The responsibility to assure the availability of these lines for public use when needed rests with the chain of command of the Emergency Reporting Center.
- H.** Essential communications equipment in the 911 Emergency Reporting Center has an emergency generator back up power on-site.
- I.** The Deputy Chief Dispatcher develops and maintains the resource inventory within the center.
- J.** The maintenance of equipment on the resource inventory is done on an as-needed basis or in accordance with preventive maintenance procedures.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Chief Dispatcher and the Deputy Chief Dispatcher are responsible for developing and maintaining ESF 2, of the Sussex County Emergency Operations Plan.
- B.** To ensure that the ESF is maintained, various positions are responsible for specific requirements, as follows:
 - 1. The Chief Dispatcher and the Deputy Chief Dispatcher review the annex at least annually, and update as appropriate.
 - 2. The Deputy Chief Dispatcher conducts training sessions concerning the annex for center employees.
 - 3. The entire staff of the Emergency Reporting Center participates in exercises and drills.
 - 4. The Chief Dispatcher, the Deputy Chief Dispatcher and the Dispatchers participate in post-disaster critiques.

IX. AUTHORITIES AND REFERENCES

A. Authorities

- 1. Delaware Code, Title 9, Chapter 11, Sub-Chapter VII
- 2. The Code of Sussex County, Delaware

B. References

- 1. Emergency Reporting Center Fire and Ambulance Call Board S.O.P.
- 2. Delaware Emergency Response Plan
- 3. Radiological Emergency Response Plan
- 4. American Red Cross, Delaware Chapter Disaster Plan
- 5. Chemical Industry Contingency Plan
- 6. State of Delaware Oil and Hazardous Substance Incident Contingency Plan

X. APPENDICES

A. MESSAGE FORM

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

APPENDIX A

MESSAGE FORM

MESSAGE FORM

DATE : _____

TIME : _____

REPORTING PERSON'S

NAME: _____

CALL BACK TELEPHONE

NUMBER: _____

TYPE OF INCIDENT: _____

LOCATION WITH GOOD DIRECTIONS: _____

MESSAGE CONTROLLER:

INCIDENT NUMBER: _____ **TIME:** _____

	EMERGENCY (CHECK ONE BOX)	NON-EMERGENCY
FORWARD TO		
FIRE	VERIZON	
AMBULANCE		DELAWARE ELECTRIC COOPERATIVE
RESCUE		LOCAL COMMUNITY
POLICE		TRANSPORTATION
HIGHWAY		SEWER
HEALTH		DELMARVA POULTRY INDUSTRY
SHELTER		SOCIAL SERVICES
CONECTIV		AMERICAN RED CROSS
OTHER		

OPERATIONS:

TIME: _____

ACTIONS TAKEN: _____

BY: _____

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 3

PUBLIC WORKS AND ENGINEERING

I. PURPOSE

- A.** The County Engineering Department's mission during emergencies is to provide engineering support to all County emergency services and assist with County emergency capabilities as needed and as appropriate. The Department is also responsible to maintain water and sewer service capabilities for the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Sussex County is vulnerable to seventeen (17) of the twenty-one (21) hazards as listed in the Basic Plan under Situation and Assumptions.
2. The Engineering Department's headquarters, with approximately 17 employees, is located in Georgetown. The Department contains the following Divisions:
 - a. Planning and Permits – Primary responsibility includes the design of County sewer and water systems.
 - b. Operations and Maintenance - Oversees the operation of all sewer and water systems owned and operated by the County.
 - c. Public Works - Responsible for private roads, management of County land fills, and provides technical assistance for operation of Sussex County Airport and other County government agencies.

B. Assumptions

1. Engineering could provide scheduling of its employees in order to maintain staffing for 24 hour operations of the Department, if necessary.
2. The Department will be able to maintain adequate equipment and supplies to perform its duties during extended hours of operation.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. During emergencies affecting the County, the Engineering Department will provide engineering support to all County services and agencies, as needed and as appropriate.
2. As directed, a representative from Engineering will report to the EOC.
3. Communications with the Department will be:
 - a. Radio and telephone communications between EOC and the South Coastal Regional Waste Water Facility (SCRWF), the headquarters for the Operations and Maintenance Division.
 - b. Telephone communications with Department headquarters in Georgetown, where the Planning and Permits Division and Public Works Division are located.
 - c. Key personnel may be contacted via Department personal beepers.

B. Mitigation

1. Work with County legislative bodies to improve/enforce sewer and water codes.
2. Ensure compliance with codes and regulations.
3. The County subscribes to the "Ten State Standards" for sewer and water code.

4. Sussex County Standard Specifications for Design and Construction of Ordinance N. 38 Projects.
5. County sewer and water codes, July 1985, March 1987. Ensure strict adherence to regulation for issuing licenses and permits.
6. Establish public education programs to assist citizens in applying individual mitigation measures.
7. Identify private contractors that could be hired to assist the Department in executing its responsibilities.
8. Work with and provide technical engineering consulting for all County departments and agencies as it relates to design and operation within their agencies.

C. Preparedness

1. Develop and maintain personnel, equipment, and supply deployment plans.
2. Maintain systems, supplies, and equipment in operational readiness.
3. Train personnel in emergency procedures.
4. Establish arrangements for hiring private contractors.
5. Participate in emergency training drills.
6. Maintain updated emergency personnel call-in lists.

D. Response

1. Department representatives will report to the EOC.
2. Maintain communications capability with Department's EOC representative. Engineering has 25 County vehicles, all with radios.
3. Coordinate task assignments and personnel relief.
4. Call in additional personnel.
5. Employ private contractors, as necessary.

6. Cancel non-essential Department events, activities, and projects (ongoing construction, public hearings, design projects, etc.) in order to concentrate efforts toward the emergency.
7. Other possible response capabilities/duties:
 - a. Inform the public or inform the Public Information Officer concerning emergency situation/precautions the public needs to know related to sewer and water utilities.
 - b. The Department's radio equipped vehicles could possibly be used to provide communications between shelters and the EOC, if telephone communications were interrupted.

E. Recovery

1. Remove debris related to sewer and water systems. Assist with debris removal as appropriate, i.e. roads privately owned by developments.
2. Assess damages to County sewer and water systems. Assist, as appropriate, other County agencies assess damages to property and equipment.
3. Engineering Department personnel may be utilized as members on joint federal/state/local Preliminary Damage Assessment (PDA) teams.
4. Repair equipment, County property and operational systems.
5. Participate, as appropriate, in post-disaster critiques.
6. Make appropriate recommendations for changes to the ESF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** All tasks identified in the Concept of Operations will be the responsibility of the County Engineer (Director of the Engineering Department), except as listed in the remainder of section IV., below.
1. The County Engineer or his designee will report to the EOC as the Department representative.
 2. The Chief of Operations and Maintenance Division will assist the County Engineer with developing and maintaining personnel,

equipment and supply deployment plans related to sewer and water systems.

3. All Engineering Department Divisions will be responsible for training their personnel in emergency procedures.
4. The Department's administrative section will maintain updated emergency personnel call-in lists.
5. All Engineering staff, as necessary/appropriate, will be responsible for the following:
 - a. Maintain communications with the Department representative at the EOC.
 - b. Participate in emergency drills and post-disaster critiques.

V. DIRECTION AND CONTROL

- A.** The County Engineer will be responsible for:
 1. Coordinating the emergency activities for the Department.
 2. Setting resource priorities.
 3. Suspending services and redirecting resources.
 4. Authorizing emergency purchases.
 5. Exercising operational control of the Department's work force.

VI. CONTINUITY OF GOVERNMENT

- A.** The line of succession for the County Engineer is as follows:
 1. County Engineer
 2. Assistant Engineer
 3. Chief of Planning and Permits
- B.** The primary facility for conducting emergency related engineering operations is Department headquarters, N. Race Street, Georgetown, De. The secondary facility will be the County EOC.

- C. All engineering plans and records are maintained on hard copy at the County Engineering Office, N. Race Street, and Georgetown. There is no back-up for records, no computerized or microfilmed copies.
- D. Operation of all utility systems and waste water treatment plants must be maintained during emergencies.

VII. ADMINISTRATION AND LOGISTICS

- A. The County Engineer will be responsible for:
 - 1. Assuring that the Department's administrative activities are executed in an orderly and efficient manner.
 - 2. Developing and maintaining agreements with private contractors as well as with other non-department resource providers.
 - 3. The Administrative Assistant will be responsible for the following:
 - a. Maintaining call-in rosters.
 - b. Calling in employees from rosters.
 - c. Maintaining Department records relating to the emergency.
 - 4. The Chief of Operations and Maintenance and/or the Communications Officer for the Department of Emergency Preparedness will be responsible for maintaining communications capabilities for the Engineering Department.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A. The County Engineer will be responsible for developing and maintaining this ESF.
- B. This ESF will be reviewed and updated annually or as necessary.
- C. The following will be conducted or performed as necessary:
 - 1. Training sessions to assure the annex is understood by Department employees.
 - 2. Participation in exercises and post-disaster critiques.

3. The County Engineer will be responsible for developing and maintaining the Department's resource inventory.

IX. AUTHORITIES AND REFERENCES

- A. Sussex County Codes.
- B. Ten State Standards for Sewer and Water Codes.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 4

FIREFIGHTING

I. PURPOSE

- A.** To provide an organizational framework for effectively utilizing fire fighting and rescue capabilities within Sussex County to address natural and technological disasters.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The hazard Identification Capability Assessment has revealed that within the past ten years Sussex County has experienced to some degree, the disaster agents as listed in the Basic Plan except Dam Failure and War Attack. If other disaster agents are more severe than what has been experienced, augmentation of fire and rescue capabilities may be necessary.
2. The State Fire Prevention Commission, consisting of seven persons appointed by the Governor of Delaware, has the power to promulgate, amend, and repeal regulations for the safeguarding of life and property in connection with the hazards of fire and explosion within the State of Delaware.
3. Sussex County is serviced by twenty-one (21) volunteer fire companies. Many have water rescue capability and provide basic life emergency medical service. Two fire companies are provided basic life support services by independent ambulance companies. They are: Mid-Sussex and Georgetown.
4. Each fire company operates independently but has mutual aid arrangements with neighboring fire companies, including arrangements with fire companies outside of Sussex County.
5. The Delaware Fire Marshal enforces laws and ordinances pertaining to fire prevention, arson, investigation, suppression,

installation, detection, and maintenance of fire control and extinguishing equipment.

6. The Delaware State Fire School develops and conducts fire-training programs to fulfill the training standards established by the State Fire Prevention Commission.

B. Assumptions

1. Fire Companies will be able to recruit members in sufficient numbers to sustain necessary services.
2. A sufficient number of emergency personnel will respond to the alarm to handle the situation.
3. Emergency equipment will be in proper operating condition.

III. CONCEPT OF OPERATIONS

A. General

1. Upon notification of a disaster situation involving an actual or potential need of the fire service, the 911 Emergency Communications Center (SUSCOM), Fire Board Section, will dispatch the appropriate fire district's preplanned equipment response hierarchy, including equipment and personnel of mutual aid fire companies.
2. The Delaware Code, Title 16, Chapter 67, provides the District Chief, and any other elected or appointed fire line officer, or any member serving the capacity of fire-officer-in-charge while responding to, operating at, or returning from a fire, service call or other emergency shall have the authority of controlling and directing activities at the scene. Mutual aid fire companies and support agencies report to the district fire-officer-in-charge and work under his authority. However, the resources of the mutual aid fire companies and support agencies remain under the control of their respective commanders.
3. The advanced life support personnel function under the authority of the fire-officer-in-charge in establishing emergency medical services and triage operations. The Triage Officer/medical Control is responsible for administering medical care to the injured and tending to the deceased.

4. Under unusual situations, the district fire-officer-in-charge may request a mutual aid fire company to assume direction and control of the activities at the scene. In addition, if the disaster involves hazardous materials, the district fire-officer-in-charge may request the State Emergency Response Team (SERT) to assume direction and control of the scene operations.
5. Provided that the effects of a disaster warrants the activation of the County Emergency Operations (SEOC), the Fire Chiefs from each fire district impacted by the disaster will report to the EOC, if requested, to coordinate their operations among the districts. Until the disaster conditions warrant and time permits the activation of the EOC, emergency fire and rescue functions will be performed from the 911 Emergency Communications Center, (SUSCOM).
6. For emergency operations involving radioactive release from nuclear power plants (Calvert Cliffs, etc.), the response of the fire service will conform with the Radiological Emergency Response Plan.

B. Phases of Emergency Management

1. Mitigation - Prevention
 - a. Review and comment on Fire Code and Safety Legislation in cooperation with the State Fire Marshal.
 - b. Develop and conduct Fire Safety Training and Prevention Programs.
 - c. Conduct pre-response and pre-planning inspections of buildings, structures, and other places as defined in Chapter 67, Title 16 of the Delaware Code.
2. Preparedness
 - a. Develop pre-response plans to include a design of the buildings, structures, and other places as previously defined; the location of stored chemicals and flammables, the identification of building construction materials and a tour of same.
 - b. Establish response hierarchies for equipment and mutual aid assistance.
 - c. Establish minimum response requirements for various fire and rescue classifications, box alarms, and special districts.

- d. Establish mutual aid agreements.
 - e. Recruit members and maintain membership list.
 - f. Train Personnel.
 - g. Test, inspect, and maintain equipment to ensure operational readiness.
 - h. Participate in emergency training drills.
3. Response
- a. Establish a field command post (CP) and staging area(s).
 - b. Send a fire district representative to the EOC, if requested.
 - c. Maintain contact between field command and EOC representative.
 - d. Direct task assignments and personnel relief in performing fire, rescue, fire police, and emergency medical efforts; alerting, warning, evacuating, and, if necessary, radiological monitoring activities.
 - e. Coordinate task assignments given to support agencies.
 - f. Request additional personnel and resources, as appropriate.
 - g. Assess safety of damaged area(s)/structure(s) for public/private use.
 - h. Notify proper authorities to inspect damaged area(s)/structure(s) for public/private use, as appropriate.
 - i. Prepare and forward fire reports to the State Fire Marshal's office.
4. Recovery
- a. Perform decontamination functions.
 - b. Inspect and repair equipment.
 - c. Participate in post-disaster critiques.

- d. Make appropriate recommendations for changes to the Fire and Rescue ESF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. District Fire Chief

1. In conjunction with appropriate staff, reviews Fire Code and Fire Safety Legislation, develops and conducts Fire Safety/Prevention Programs, undertakes on-site Fire Inspections, develops Pre-response Plans, establishes Mutual Aid Agreements, and participates in Post Disaster Critiques.
2. Establishes minimum response requirements and response hierarchies for equipment and mutual aid assistance.
3. Ensures that equipment is tested, inspected, and maintained in operational readiness.
4. Ensures that personnel receive appropriate training.
5. Establishes a field command post (CP) and staging area(s), as necessary.
6. Ensures that the District has competent representation at the EOC, if requested.
7. Maintains communication with Field Commanders and EOC representative.
8. Directs and controls the activities at the scene and ensure that personnel are relieved as necessary.
9. Informs the 911 Emergency Communications Center (SUSCOM), Fire Board, to secure additional personnel and resources, as necessary.
10. Ensures that the proper authorities are notified to inspect damaged areas/structures/facilities that he has assessed to be unsafe for public/private use.
11. Forwards fire reports to the State Fire Marshal's Office.
12. Recommends changes to the Fire and Ambulance Annex to the President of the Sussex County Volunteer Fire Chiefs Association.

B. District Fire Company President

1. In conjunction with appropriate staff, undertakes recruitment activities and maintains membership records.
2. Ensures financial stability of the Fire Company.
3. Entire Volunteer Fire Service of Sussex County participates in a variety of training Drills and Exercises.

V. DIRECTION AND CONTROL

- A. The Director of Sussex County Emergency Preparedness has overall responsibility for coordinating emergency activities at the EOC.
- B. The Director of Emergency Preparedness has the responsibility for setting priorities when resources are limited and for authorizing emergency purchases after consultation with the County Administrator or his/her designee.
- C. In concurrence with the Director of Emergency Preparedness, District Fire Chiefs are responsible for suspending services and redirecting resources within their respective districts.
- D. Within their respective Fire Districts, Fire Chiefs are responsible for controlling and directing the activities at the scene.
- E. Fire Chiefs from the Districts impacted by a disaster will be responsible for coordinating their Fire and Rescue Operations among the other districts.
- F. The Chain of Command of each Fire District is responsible for exercising control of its own work force.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession of the Sussex County Volunteer Fire Service is incorporated into the structure of each Fire Company and generally is as follows:

Chief

Deputy Chief

First Assistant Chief

- B.** There is a primary Fire Station for each Fire District . Secondary facilities for companies would be their substation and/or neighboring District Fire Stations.
- C.** The computer dispatch records are stored on tape and retained on-site at the 911 Emergency Communications Center (SUSCOM). Copies of the Fire Reports and any supporting documents are maintained by the District Fire Marshal's Office. The storage of all records is to comply with the State of Delaware's Record Retention Schedule.

VII. ADMINISTRATION AND LOGISTICS

- A.** The Chain of Command of each Fire Company ensures that the administrative activities and responsibilities of the Fire Company are executed in an orderly efficient manner.
- B.** The Fire Chief of each District is responsible for requesting additional response personnel and Mutual Aid Assistance.
- C.** The Fire Chief of each District has the responsibility to develop Mutual Aid Agreements and authorize the use of Private Contractors.
- D.** The Fire Chief of each District will ensure that the Company's communications capabilities are maintained.
- E.** The Fire Chief of each District ensures that a resource inventory for the Company is developed and maintained through scheduled inspections and testing.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The President of the Sussex County Volunteer Fire Chiefs Association, in conjunction with Association Officials and the Fire Chiefs of the twenty-one (21) Companies, is responsible for developing and maintaining the Firefighting ESF of the Sussex County Emergency Operations Plan.
- B.** To ensure that the ESF is maintained, the President of the Sussex County Volunteer Fire Chiefs Association will:
 - 1. Review the Firefighting ESF at least annually with appropriate Association Officers and Fire Chiefs.
 - 2. Ensure the Firefighting ESF is updated, as appropriate.

3. Notify the Sussex County Director of Emergency Preparedness and the 911 Emergency Communications Center (SUSCOM) of any changes.
4. Ensure that training sessions concerning the Firefighting ESF are conducted with Association Officers and Fire Chiefs, as appropriate.
5. Maintain close support and communication with members of the Delaware State Fire School.
6. Participate in exercises and drills.
7. Participate in post-disaster critiques.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Delaware Code, Title 16, Chapter 67, Authority of the Fire Departments and Fire Police within the State.
2. Delaware Code, Title 16, Chapter 66, Fire Prevention.

B. References

1. State of Delaware Oil and Hazardous Substance Incident Contingency Plan, June 1, 1984
2. State of Delaware Radiological Emergency Plan
3. Medical Center of Delaware, Master Disaster Plan, Revised January 1985
4. Sussex 2000 - Master Plan for Sussex County
5. Sussex County Fire Departments' Standard Operation Procedures.
6. Sussex County Volunteer Ambulance Standard Operation Procedures.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 5

INFORMATION AND PLANNING

I. PURPOSE

- A.** To provide for and maintain an educational, information and instructional program for public use before, during and after major emergency or disaster situations within or surrounding the County.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. The Hazard Identification/Capability Assessment (HICA) has revealed that Sussex County is vulnerable, to some degree, to the seventeen disaster agents as listed in the Basic Plan. It may be necessary to disseminate information concerning specific agents as well as general emergency prevention and preparedness information.
2. Provided that the anticipated effects of a disaster agent warrants and/or the elapse time between becoming aware of and experiencing the impact of a disaster agent permits activation of the Emergency Operations Center (EOC), the dissemination of information to the public will be coordinated from the EOC. If the aforementioned conditions are not present, the on-scene authority will disseminate information to the public.
3. For emergency operations involving radioactive releases from nuclear power plants or hazardous substances with the State or Federal Emergency Response Team in command of the incident, public information and protective action releases will conform with the Radiological Emergency Response Plan or the State of Delaware oil and Hazardous Substance Incident Contingency Plan respectively. Therefore, during such emergencies, the County functions in a support role to the State and does not originate public information releases. In its support role, the County does participate in the public educational efforts.

B. Assumptions

1. Radio and television stations, especially those associated with the Emergency Alert System (EAS) and the local newspaper companies which cover the County will be relied upon as the major means of disseminating accurate, current emergency information to the public. Therefore, the effectiveness of informing the public of emergency situations and protective actions will depend upon the cooperation of the commercial media and the elapse time between becoming aware of and experiencing the effects of a disaster agent.
2. Existing general information distribution points that can be accessed through the County and State mail systems will be utilized to disseminate bulk printed public emergency information materials. Such points include libraries, senior centers, County Buildings, Engineering Building, public schools, motor vehicle inspection lanes, and designated State Buildings. Information materials will be selectively delivered to Municipality Headquarters and Fire Stations.

III. CONCEPT OF OPERATIONS

A. General

1. 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.
2. During EOC operations, the designated PIO will provide emergency information to the media, including the Emergency Alert System, through periodic contacts and/or scheduled briefing. All public information releases will be prepared by the PIO, verified by the EOC command staff and approved by the Director of Emergency Operations before being released to the media.
3. The request to activate EAS shall be in accordance with the Emergency Alert System for Delaware Plan by providing radio stations WJWL/WSEA with proper identification of the caller, his/her agency and authentication number. An approved prepared statement shall then be relayed to the station for release to the public. The releases are to be identified by number, time and date.

4. When appropriate, the public information releases will include protective measures for the specific disaster agent as indicated in FEMA publications for the particular disaster agent.
5. If the disaster conditions warrant mass distribution of printed information to the public, the Director of Emergency Operations will authorize the use of the distribution chain described in Section II, B, 2 above.
6. As the disaster conditions warrant, a rumor control number(s) and media contact number(s) will be designated specifically for that disaster. Inquiries from the public and media which cannot be satisfied by rumor control personnel will be directed to the PIO in charge of the rumor control/media contact operations.
7. The issuance of emergency-related public information statements when the EOC is not activated will be handled as follows:
 - a. For disaster agents which impact relatively small areas of the County, the on-scene authority (Fire Office-In-Charge or police commander) will issue these statements.
 - b. For emergencies involving radioactive releases from nuclear power plants or hazardous substances with the State or Federal Emergency Response Team in command of the incident, the County functions in a support role to the State. Public information announcement responsibilities rest with the State.

B. Phases of Emergency Management

1. Mitigation - Prevention
 - a. Prepare public awareness programs on disaster agents and appropriate protective actions.
 - b. Maintain a supply of printed emergency information to distribute to individuals and small groups upon request.
 - c. Develop and maintain working relationships with the media and participants of the bulk printed material distribution chain.
2. Preparedness
 - a. Provide the Department of Emergency Preparedness chain of command with training on activating the EAS, distribution chain for printed materials, rumor control operations and media contact functions.

- b. Conduct public awareness disaster programs.
 - c. Exercise the activation of EAS.
 - d. Identify the rumor control and media contact telephone numbers.
 - e. Prepare printed information for dissemination to the public through the bulk printed material distribution.
3. Response
- a. Assure 24-hour PIO coverage capabilities.
 - b. Designate PIO and staff to support rumor control and media contact functions.
 - c. Activate EAS and initiate the bulk printed material distribution chain, rumor control operations, media contact functions.
 - d. Publicize rumor control and media contact telephone numbers.
 - e. Prepare news releases, schedule news conferences and make periodic news release updates.
 - f. Maintain records of news releases, inquires, and media contacts.
4. Recovery
- a. Man rumor control and media contact telephones as necessary.
 - b. Participate in post-disaster critiques.
 - c. Make appropriate recommendations for changes to the Information and Planning ESF of the Sussex County Emergency Operations Plan and to bulk printed materials.
 - d. Conduct post-disaster public awareness presentations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Director of Emergency Operations

- 1. Ensures 24 hour coverage PIO capabilities.

2. Identifies existing telephones to be exclusively used for rumor control and media contact when appropriate.
3. Designates a PIO and staff to support rumor control and media contact functions as needed.
4. Authorizes the activation of EAS and the initiation of the bulk printed material distribution chain, rumor control operations and media contact functions as necessary.
5. Approves news releases and bulk printed materials.

B. Coordinator of Emergency Planning:

1. Prepares and conducts public awareness programs on disaster agents and appropriate protective actions.
2. Maintains a supply of emergency information booklets and reference documents to fulfilling requests from the public.
3. Develops and maintains working relationship with the media and participants of the bulk printed material distribution chain.
4. Provides the Emergency Preparedness chain of command with training on activating EAS and initiating the bulk printed material distribution chain, rumor control operations, and media contact functions.
5. Conducts exercises with the EAS radio stations.
6. Prepares bulk printed information when appropriate for mass distribution.

C. Public Information Officer:

1. Publicizes rumor control and media contact telephone numbers and supervises staff of same to provide accurate information to inquires.
2. Prepares news releases and prescriptive messages for verification, approval, and coordination with other agencies and departments involved in the situation, before releasing same through scheduled news conferences and periodic public announcements.
3. Maintains records of news releases, inquiries, and media contacts by number, time and date.

D. Chain of Command and Appropriate Staff:

1. Participates in post-disaster critiques and makes recommendations to the Information and Planning ESF of the Sussex County Emergency Operations Plan.

V. DIRECTION AND CONTROL

- A.** The County Administrator has the responsibility of determining essential County services to be maintained during a County State of Emergency.
- B.** The President of Sussex County Council has overall responsibility for coordinating emergency activities and for representing the County at the EOC.
- C.** The President of Sussex County Council has the responsibility for setting emergency operational priorities when resources are limited and for authorizing emergency purchases (according to authorized procedures) to address the priorities.
- D.** In concurrence with the Director of Emergency Operations, the other County Department Directors are responsible, within their departments/divisions/office, for suspending services and redirecting resources to support essential services and emergency activities.
- E.** The chain of command of the Department of Emergency Preparedness is responsible for exercising operational control of public informational and educational functions.

VI. CONTINUITY OF GOVERNMENT

- A.** The line of succession of the Department of Emergency Preparedness is as follows:
 1. Director
 - a. County Administrator
 - b. County Council President
 - c. County Council vice-president

VII. ADMINISTRATION AND LOGISTICS

- A.** The chain of command of the Department of Emergency Preparedness ensures that the informational and educational activity responsibilities are executed in an orderly and efficient manner.

- B.** Each Department Director is responsible for ensuring that current personnel call-in procedures are in place for their respective divisions and office.
- C.** Computer dispatch records relating to disasters are transferred to paper and maintained, along with EOC paper records, by the Office of Emergency Preparedness. The computer tape is maintained by the Deputy Chief Dispatcher, Fire and Ambulance Call Board. The storage of the records are to comply with the State of Delaware retention schedule.
- D.** Developing and maintaining working relationships with neighboring jurisdictions for public informational and educational responsibilities rests with the Director of Emergency Operations.
- E.** The Director of Emergency Operations is responsible for developing and maintaining an inventory of printed disaster materials.
- F.** The printed disaster materials are to be inventoried periodically and reordered as necessary.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Director of Emergency Operations is responsible for developing and maintaining the Information and Planning ESF to the Sussex County Emergency Operations Plan.
- B.** To ensure that this ESF is maintained, it is:
 - 1. Reviewed at least annually with the personnel holding positions identified in the ESF as having public informational and educational responsibilities.
 - 2. Updated as appropriate.

IX. REFERENCES

- A.** Emergency Alert System for Delaware Plan.
- B.** 2000 Census.
- C.** Population and Housing Publication PHC 80-2-374.
- D.** State of Delaware Oil and Hazardous Substance Incident Contingency Plan, June 1, 1984.
- E.** Delaware Radiological Emergency Plan.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

ESF 5A

PUBLIC INFORMATION

I. PURPOSE

To provide timely, accurate, and easily understood information and instructions to the public before, during, and after an emergency. This plan also identifies lines of communication between Sussex County Emergency Operations Center and into and out of Delaware Emergency Management Agency (DEMA) to the many agencies responsible for disseminating information before, during and after an emergency.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. A significant natural or manmade disaster, emergency condition, or other incident may occur, within the State of Delaware, with little or no warning. An event could be of such magnitude that the means of dispersing public information in the disaster area could be severely affected or cease to function. Outside of the disaster area, the demand for information will be overwhelming.

B. ASSUMPTIONS

1. Emergencies occur with little or no warning. Therefore, the public should be made aware of potential hazards and protective actions before an emergency occurs.
2. The demand for public information inside a disaster area may exceed the capabilities of local and/or county jurisdictions. Additional assistance may be needed from the State Emergency Operations Center (EOC).
3. The demand for public information outside a disaster area may exceed the capabilities of the Governor's Office of the Press Secretary and the DEMA Public Information Officer (PIO) staff.

4. Extensive destruction of media communication facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area. It is possible that local and regional radio and television stations may not have the capability to broadcast.
5. In the aftermath of a disaster, information can often be erroneous, vague, difficult to confirm, and contradictory, causing confusion.
6. Public information staff deployed to a disaster area needs to be virtually self-sufficient. It is imperative that the DEMA PIO and staff maintain constant communications with the State EOC at all times.

III. CONCEPT OF OPERATIONS

- A. See DEOP

IV. ASSIGNMENT OF RESPONSIBILITY

A. Jurisdictions (Counties, Cities, Towns)

1. Upon notification of disaster duty, the jurisdiction PIO will:
 - a. Have a credible, knowledgeable spokesperson report to the DEMA and/or JIC, if necessary.
 - b. Coordinate with the DEMA PIO, as necessary.
 - c. Issue local statements, as required.
 - d. Assist rumor control, if possible.

V. ADMINISTRATION AND LOGISTICS

- A. Verify information before release, when the source is not a readily recognized authority.
- B. News/information releases will be coordinated to avoid contradictory statements, and must be approved by the DEMA PIO before release.
- C. Reasonable efforts will be made to assist news media in their assignments.

- D.** The Emergency Alerting System (EAS) will be used to disseminate emergency public information in accordance with State and local plans.
- E.** Volunteer and private organizations will be given due recognition in releases and briefings.
- F.** This annex will be reviewed and updated annually by DEMA PIO and other support agency PIOs. Additionally, this annex may be reviewed and updated after emergencies and exercises.

VI. AUTHORITIES AND REFERENCES

- A. SEE BASIC PLAN**

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

ESF 5B

COMMUNITY RELATIONS

I. PURPOSE

Create an atmosphere wherein federal, state, and local officials, and other community leaders, are encouraged to form a partnership and act as a team, united to deliver assistance services.

Provide a community based presence to ensure that individuals, families, businesses, community organizations, and local governments in disaster-affected communities are aware of the full range of disaster assistance programs available. This includes services provided by federal, state, volunteer, and other disaster-specific providers.

Provide a physical presence in communities, of stable personnel, to support community leaders who have the responsibility of directing the return of their community to normal and ensure that all stakeholders work in partnership to accomplish the goals of disaster management.

Foster positive relationships with government, community, and organization-based leaders, assess critical and other emergency needs, explore solutions, set realistic expectations, work cooperatively to resolve problems, establish confidence in emergency management and disaster relief processes, and build a positive image of people helping people.

Work closely with DEMA and State Disaster Field Office officials and program leaders to address community and individual concerns, as well as coordinate community meetings, casework referrals, and to bring field issues to satisfactory closure.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. A significant natural or manmade disaster, emergency condition, or other incident may occur, within the State of Delaware, with little

or no warning. An event could be of such magnitude that the means of dispersing public information in the disaster area could be severely affected or cease to function. Outside of the disaster area, the demand for information will be overwhelming.

B. Assumptions

1. Emergencies occur with little or no warning. Therefore, the public should be made aware of potential hazards and protective actions before an emergency occurs.
2. The demand for public information during a disaster may exceed the capabilities of State, local and/or county jurisdictions. A strong community relations program will be needed to facilitate the flow of information and provide a method to disseminate community response and recovery actions. Additional assistance may be needed from DEMA.
3. Extensive destruction of media communication facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area. It is possible that local and regional radio and television stations may not have the capability to broadcast. Community relations personnel will be needed to disseminate vital information.
4. In the aftermath of a disaster, information can often be erroneous, vague, difficult to confirm, and contradictory, causing confusion.
5. Community Relations staff deployed to a disaster area may need to be self sufficient. It is imperative that the staff maintain constant communications with SEOC at all times.

III. CONCEPT OF OPERATIONS

- A. See SEOP**

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Jurisdictions (Counties, Cities, Towns)

1. Upon notification of disaster duty, the jurisdiction PIO will:
 - a. Have a credible, knowledgeable spokesperson report to the County EOC and/or JIC, if necessary.

- b. Coordinate with DPS CRO, as necessary.
- c. Coordinate local statements with the DEMA PIO, DPS PIO and/or the DPS CRO, as required.
- d. Assist rumor control, if possible.

V. AUTHORITIES AND REFERENCES.

- A. See Basic Plan**

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 5C

DAMAGE ASSESSMENT

I. PURPOSE

- A.** This ESF is intended to outline procedures to assess and report the extent of damage to Sussex County. It describes procedures and steps to assist the Sussex County Emergency Operations Center, and Assessment Division with Damage Assessment and, if needed, Shelter Management. The ESF also describes methods for requesting assistance from State and Federal Governments and outlines the types of assistance available.

II. SITUATION AND ASSUMPTIONS

A. Situations

1. The County is vulnerable to approximately seventeen (17) different types of disasters as described in the Basic Plan.
2. A disaster of significant proportions could occur at any time causing damage beyond the capabilities of Sussex County Government (by itself) to respond and to recover from. Outside assistance would need to be requested from State and Federal Governments. The degree to which State and Federal Assistance could actually be available is directly dependent upon the speed and accuracy with which necessary initial damage assessment (IDA) report(s) could be completed.
3. Initial Damage Assessment should include casualty as well as property damage estimates. Note: These casualty estimates are necessary to coordinate overall health and medical response. Therefore, it is extremely important that they (the IDA report(s)) be completed in an accurate and timely manner.
4. The Planning and Zoning Division has access to maps identifying all properties in Sussex County. Blue prints are on file showing all Multi-family units going back 20 years.

5. The Department of Planning and Zoning has nine staff members that could be available for emergency service; such as. Shelter Management and/or Damage Assessment Duties.

B. Assumptions

1. The Division of Planning and Zoning can:
 - a. Supply 24 hour coverage for assigned Tasks.
 - b. Contact and call-in Division Employees, as necessary.
 - c. Report to assigned duty locations, if necessary, with the assistance of the Sussex Four Wheel Drive (4WD) Club.
2. The Division of Planning and Zoning will:
 - a. Use the Southern States Standard Building Code for all Multi-Family Structures.
 - b. Use Property Assessment Values, as necessary.
3. It is further assumed that:
 - a. County assesses County Property wherever it is located.
 - b. State assesses State Property. This includes State Roads and bridges in Sussex County.
 - c. Assistance is available from the State and Federal Governments in assessing damage, reporting, and requesting a Presidential Disaster Declarations to aid County Recovery Operations.
 - d. During large scale man-made and /or natural National Disasters, Sussex County will have to conduct immediate Relief Operations (alone) without outside assistance, until it later becomes available.
 - e. As the area and extent of damage increases, Damage Assessment Survey accuracy will necessarily decrease, if the Initial Damage Assessment (IDA) is to be completed within the first 24 hour period following the disaster.
 - f. If Division personnel are assigned Shelter Management Duties, they will follow necessary and accepted American Red Cross Sheltering Procedure(s) and Protocol.

C. CONCEPT OF OPERATIONS

A. General

1. The initial emergency responsibility of the Division of Planning and Zoning is to support Damage Assessment and Sheltering Operations and perform other duties as assigned by the Sussex County Administrator and/or Director of Emergency Operations.
2. Damage Assessment could be necessary for the following reasons:
 - a. The County intends to request financial and other assistance from State and Federal Governments.
 - b. The County Administrator requests a Damage Assessment to determine the financial and operational impact of a disaster upon the County. This could be done in preparation to restore the affected area(s) to pre-disaster conditions.
 - c. The State requests the County to conduct a Damage Assessment in order to obtain a total Statewide Damage Estimate in preparation to applying for Federal Assistance (requesting a Presidential Declaration).
 - d. The Federal Government requests Initial Damage Assessment (IDA) Estimates in preparation for a Joint Preliminary Damage Assessment (PDA) to determine the extent of Federal Aid required to put the County back to normal operations.
3. Damage Assessment Operations will be initiated by the Sussex County Department of Emergency Preparedness as soon as possible following the occurrence of a disaster, and it is determined that a Damage Assessment should be conducted.
4. The general outline of the Damage Assessment process involving County, State, and Federal activities will be in the Sussex County EOC. Prior to the Governor's letter requesting a Declaration of Emergency by the President, the Initial Damage Assessment (IDA) must be conducted by Sussex County. It is important to remember that the IDA must be done prior to the joint FEMA Preliminary Damage Assessment (PDA).
5. The PDA Team(s) will consist of representatives from County, State, and Federal Governments. Team(s) may also include representatives from the Army Corps of Engineers, Federal Highway Administration, Department of Agriculture, others as necessary.

6. When conducting a PDA, all Damage Assessment Data will be reviewed and a report sent through the Delaware Emergency Management Agency (DEMA) to the Governor in order to prepare a letter to the President requesting Federal Assistance.
7. Accurate Damage Assessment is a trade off with time. In a clear-cut catastrophe, an automatic request to the President for Federal Assistance would be transmitted directly from the Governor through DEMA. In cases where the magnitude of damage is questionable, extensive damage assessment documentation is required to pinpoint areas of greatest need to determine overall disaster size. Management of Recovery Operations may require on-going collection of great amounts of damage assessment data concerning the impact of a disaster upon individuals and their communities.
8. Upon Declaration of Emergency by the President, the Federal Emergency Management Agency, directing many other Federal Organizations, will open Disaster Assistance Center(s) (DACs). These one stop disaster service centers will open within five (5) days after Declaration by the President. Assistance from the Federal Government can be as follows:
 - a. Individual Assistance - for individual disaster victim(s) or family.
 - b. It may consist of:
 - 1) Loans: home, business, farm, and personal.
 - 2) Housing Assistance: temporary, etc..
 - 3) Individual & Family Grants (IFG).
 - c. Other assistance & service:
 - 1) Public Assistance - helps local government to continue to provide services such as:
 - a) Debris Removal (large scale).
 - b) Road, Bridge Repair/Replacement.
 - 2) Repair/Replacement of:
 - a) Major Systems (water, sewer, etc.).
 - b) Public Buildings.
 - c) Recreational Facilities (Parks, etc.).

d) Some Medical/Educational Institutions.

9. The Director of Planning and Zoning will report as requested by the Personnel Director to the Sussex County EOC. Communication will be accomplished by telephone and/or radio, if necessary, through the Sussex 911 Center.
10. The Division of Planning & Zoning will work with the Assessment Division, County Engineer, School Personnel, American Red Cross, and other State and Federal Personnel, when necessary, as assigned by the County Administrator or the County Director of Emergency Operations to staff telephones at the County EOC, perform Damage Assessment and/or Shelter Management Operations, as necessary.
11. The Director of the Planning & Zoning Division is responsible for Division personnel during the performance of their assigned emergency task(s).
12. The Director of Planning & Zoning will coordinate all operations with the Director of the Sussex County Emergency Operations Center.
13. Planning & Zoning will, when necessary, assist in the identification and location of destroyed property and personnel through cross-referencing property ownership and location.
14. Nuclear attack disasters present a series of unique situations when compared with natural disasters. The length of warning, extent of damage, impact on the entire population, and effects of fallout make clear lines of demarcation. The State and entire Nation would be in an immediate State of Emergency, and initially every jurisdiction would follow basic emergency procedures to save lives and minimize danger and damage from fire, blast, and radiation. The Delaware Emergency Operations Plan (DEOP) would immediately be in effect to assist in Emergency Relief and Recovery Operations.

B. Phases of Emergency Management

1. Mitigation
 - a. Work with legislative bodies to improve/enforce codes.
 - b. Ensure compliance with codes and regulations, authorized.
 - c. Review and approve Zoning and Planning for development in Sussex County.

- d. Conduct and participate in Site Planning public hearings at least two times a month.
 - e. Coordinate and work with Sussex County Assessment Division, as necessary.
2. Preparedness
- a. Develop and maintain emergency personnel lists, such as surveyors to certify property lines.
 - b. Work with Assessment Division and Sussex County Emergency Preparedness Division and other State and Federal Organizations to conduct in-house Damage Assessment Training on a regular basis.
 - c. Train personnel in other emergency procedures i.e. staffing the County EOC, as needed.
 - d. Participate in emergency drills.
3. Response
- a. The Director of Planning & Zoning reports to Sussex County EOC upon notification.
 - b. Receives briefing from Sussex County Director of Emergency Operations.
 - c. Maintains record of all incoming and outgoing telephone calls.
 - d. Cancel non-essential department events, activities, and projects. (see EOC standard form).
 - e. Call in additional personnel, if necessary.
 - f. Coordinates task assignments and personnel relief for Division.
4. Recovery
- a. Work with Assessment Division to assess County property damage and file necessary reports.
 - b. Assist American Red Cross with Shelter Management, as needed.
 - c. Leave assigned emergency task/position when properly notified.

- d. Compile all necessary paperwork and telephone logs, copy and give to the Sussex County Director of Emergency Operations.
- e. Participate in post-disaster critiques.
- f. Make appropriate recommendations to change this ESF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** The Director of the Division of Planning and Zoning when working under emergency conditions will in concert with other supporting agencies:
 - 1. Maintain a roster of essential employees.
 - 2. Report to the EOC, as requested.
 - 3. Coordinate activities with EOC and other Divisions.
 - 4. Cancel non-essential activities and projects.
 - 5. Ensure deployed Division Personnel have adequate supplies and equipment to do the job.
 - 6. Perform "Rumor Control" at the EOC, if necessary.
 - 7. Compile telephone message logs and give to the Sussex County Director of Emergency Operations.
 - 8. Ensure adequate staffing of assigned emergency positions, such as Damage Assessment and Shelter Management.
 - 9. Assess operations and make recommendations to County Administrator and Director of Emergency Operations.
 - 10. Participate in Post Disaster Critique.
 - 11. Participate in emergency drills and exercises as appropriate.
 - 12. Maintain maps, and other forms necessary to assist in performance of a County Initial Damage Assessment (IDA). Planning and Zoning will work closely with Sussex County Assessment to help perform this important task.

V. DIRECTION AND CONTROL

- A.** The Director of Planning and Zoning or his/her designee will be responsible for:
 - 1. Setting Division priorities.
 - 2. Coordinating emergency activities with other Divisions and Departments at the County EOC to perform emergency operations.
 - 3. Suspending services and redirecting resources.
 - 4. Exercising operational control of the Division's work force.

VI. CONTINUITY OF GOVERNMENT

- A.** The line of succession within the Division of Planning and Zoning is as follows:
 - 1. Director of Zoning and Planning.
 - 2. Zoning and Planning Planner.
 - 3. Senior Inspector, Zoning and Planning.
- B.** The main base of operations for Sussex County Division of Zoning and Planning is the Sussex County Court House, Georgetown. Emergency Operations will be run primarily out of the County EOC, 100 Sussex County Airport Road, Georgetown with an alternate site being the Sussex County Family Court Building The Circle, Georgetown.
- C.** Records and blueprints of residential (Multi-family) buildings are kept as backup with the Recorder of Deeds and the Assessment Division who have all parcels of land in Sussex County mapped.
- D.** During emergency conditions, all normal business will be suspended until after the disaster.

VII. ADMINISTRATION AND LOGISTICS

- A.** The Director of Planning and Zoning will during emergency conditions:
 - 1. Ensure that the division's administrative activities are executed in an orderly efficient manner.
 - 2. Maintain call-in rosters.

3. Call in employees from rosters.
4. Maintain division records relating to the emergency.
5. Develop and maintain agreements with non-division resource providers.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Director of the Division of Planning and Zoning is responsible for:
 1. Review of this ESF at least once annually.
 2. Making and notifying the Director of Sussex County Emergency Operations of any changes.
 3. Conducting training sessions in-house to ensure this annex is understood by Division employees.
 4. Participating in Exercises.
 5. Participating in Post-Disaster Critiques.
 6. Maintaining a resource inventory for the Division, so that it may carry out its assigned function(s) during an emergency.
 7. Identifying requirements/procedures for assuring that the resource inventory is maintained, i.e. maps, charts, clipboards, measures, etc.
- B.** The Director of Sussex County Division of Emergency Operations is responsible for overall development and maintenance of this ESF.
- C.** This ESF will be reviewed and updated as necessary by all involved parties.

IX. AUTHORITIES AND REFERENCES

- A.** Southern States Building Code.
- B.** Sussex County Code.
- C.** Emergency Operations Manuals & Forms.
- D.** Emergency Planning Texts.
- E.** Delaware Emergency Operations Plan.
- F.** U.S. Public Law 93-288, 93rd Congress, Disaster Relief Act Amended, 1974.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

ESF 6

MASS CARE

I. PURPOSE

- A.** To establish procedures and define responsibilities for activities involved with the emergency provision of temporary shelters to include special needs sheltering, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disasters, and disaster welfare information. In some instances, services also may be provided to disaster workers.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The American Red Cross is an instrument of the United States Government, with a Congressional Charter, under which it is charged to carry on a system of relief in time of peace and apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities. Regardless of the extent of the disaster, it is the responsibility of the American Red Cross to help meet the human needs that the disaster has caused. These needs include food, clothing, shelter, emergency first aid, counseling, disaster welfare inquiry, and a range of other basic elements for comfort and survival of other great national calamities.
2. The American Red Cross (ARC) will assume responsibility to see that basic human needs outlined in the purpose statement are provided for in any type of natural or non-war technological disaster that causes the evacuation of people from their normal residence.
3. War-Caused Disasters
 - a. In war-caused disaster, the ARC will use its facilities and personnel to support and assist mass care and emergency operation activities of the state and local governments to the extent the ARC considers possible, while carrying out its other essential responsibilities and assignments. The ARC is a worldwide neutral agency and cannot

assume the responsibility to provide mass care operations for either side in an international conflict. Depending upon the nature and extent of the war-caused situation, the ARC may assist in providing the following:

- (1) Assist with mass care and emergency operation activities.
- (2) Provide blood and blood products when needed.

B. Assumptions

1. There will be enough facilities identified as shelters to accommodate all the evacuees needing public shelter, for a particular emergency.
2. Additional shelters can be opened and staffed as needed.
3. There will be enough ARC and other volunteers to staff and operate all needed shelters for a particular emergency not exceeding 72 hours. The ARC will recruit, train, and place available volunteers from a variety of sources.
4. Should the need for shelters exist for an extended period of time (greater than 72 hours), additional staff personnel can be obtained through requests of our operations and national headquarters.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for sheltering citizens as a result of a disaster causing evacuation in Sussex County, rests with the government of Sussex County.
2. Sussex County seldom operates shelter facilities directly.
 - a. The County generally relies upon the Delaware Chapter of the ARC to operate necessary shelters during natural or non-war caused technological disasters.
 - b. If the need arises, other public or non-profit organizations in the County can be called upon to assist in shelter operations. These may include the Salvation Army, churches, schools, and local service organizations.
 - c. There is a 24-hour statewide telephone number 302-656-6620 to

contact the ARC disaster leader in Sussex County.

- d. Coordination between ARC headquarters, 10 N. Bedford St., Georgetown, De 19947 and an ARC representative at the Sussex County Emergency Operations Center (EOC) will be by telephone.

B. Mitigation

1. Conduct Community Education Programs to inform the public about possible disasters and their potential effects.
2. Conduct classes for business/private groups and the general public.(Cardiopulmonary Resuscitation, Swimming and Life Saving, etc.).
3. Distribute disaster preparedness literature published by the Federal Emergency Management Agency (FEMA).

C. Preparedness

1. Recruit and train ARC volunteers to staff the various positions within the shelters. Courses include:
 - a. Introduction and orientation seminars.
 - b. Damage Assessment.
 - c. Mass Feeding.
 - d. Shelter Management.
 - e. Emergency Assistance to Families.
 - f. First Aid and CPR.
2. Survey, compile and update list of facilities (and necessary information about these facilities) to be used as mass care shelters. These are primarily schools (public and private) and churches.
 - a. Primary and alternate contact to get building opened.
 - b. Survey information including:
 - 1) Construction.
 - 2) Inside/Outside space.

- 3) Food preparation/serving facilities.
 - 4) Sanitation facilities.
 - 5) Utilities.
 - 6) Communications.
 - 7) Availability and Accessibility.
3. Maintain supplies in Shelter Manager Kits stored at shelters and ARC headquarters. These kits include registration and medical forms, office supplies, and other items needed for shelter management.
 4. Maintain first aid kits for shelters.
 5. Train agencies who will provide services at the shelters.
 - a. State Public Health Nurses.
 - b. State Economic Services.
 - c. State Dept. for Services to Children, Youth and Their Families.
 - d. Other agencies and organizations.
 6. Prepare detailed plans and SOPs for shelter operations.
 7. Participate in disaster drills and exercises.
 8. Maintain updated emergency personnel call-in lists.
 9. Negotiate agreements with local suppliers for the provision of food and other supplies needed for shelter operations.
 10. On the National level, negotiate and develop memorandums of understanding with various organizations to provide coordination and support services in times of disaster.

D. Response

1. The ARC Director of Emergency Services or Executive Director will receive notification from either Sussex County or DEMA that there is a disaster or potential disaster that warrants or may warrant an evacuation or displacement.

- a. Dispatch ARC representative to Sussex County EOC as requested or needed.
- b. Activate ARC EOC at ARC headquarters.
- c. Alert volunteers and appropriate paid staff.
- d. Consult with Sussex County Director of Emergency Operations to determine which shelters in what areas should be opened, for the particular emergency situation.
- e. Notify the appropriate people to open those buildings to be used as shelters.
- f. Assign shelter manager and mobilize and assign ARC volunteers to specific shelters and specific duties. Shelter Manager Kits are picked up at ARC headquarters.
- g. Place ARC shelter signs identifying the shelters.
- h. Notify Sussex County EOC as to which shelters are open so the County can advise media to inform the public through EAS etc. ARC could also issue their own media releases.
- i. Set up and test communications between shelters and ARC EOC, and between ARC EOC and Sussex County EOC. Communications will consist of both telephone and radio.
- j. Open additional shelters as necessary.
- k. Make arrangements for food and supplies for the shelters.
 - 1) Shelter staff volunteers are dispatched to purchase food and supplies, as needed, according to prior agreements with the providers (see III.C.9).
 - 2) Food and supplies are purchased using ARC funds. Under prior arrangements the food stocked in school cafeterias may also be used.
 - 3) The Delaware ARC has a Statement of Understanding with the Delaware State Department of Administrative Services, Division of Purchasing, for the use of USDA donated food during disasters. In the event of an emergency resulting in a Declaration of Disaster by the Governor, USDA food will be available for mass emergency feeding through ARC. This

food is stored at the Governor Bacon Health Center, Delaware City; Diamond Cold Storage, Wilmington; Airport Industrial Park, New Castle; and Quality Kitchens, Wyoming. In addition, government food is located at 137 schools and 44 institutions throughout the State. Transportation of food from these warehouses will be provided by the Division of Purchasing, State Department of Transportation, or Delaware National Guard.

- 4) First Aid and medical supplies are provided in all Shelter Manager Kits. Additional supplies may be purchased from First State Ambulance, Rt 13 at Tybouts Corner and transported to Sussex County.
- 5) Advise ARC Eastern Operations Headquarters in Alexandria, VA of the situation. Keep them updated and alerted to any possible need for assistance from other chapters.
- 6) Register evacuees into shelters.
- 7) Contact the Society for the Prevention of Cruelty to Animals (SPCA) to make arrangements for the care of evacuees' pets and other animals. The SPCA will come to the shelters and provide needed care.
- 8) Contact and advise the State Department of Health and Social Services and area churches concerning any difficulties in communicating with non-English speaking evacuees.
- 9) Gather information on disaster victims for the Disaster Welfare Inquiry (DWI) service to families and relatives. Information gathered at the shelter is wired or phoned to the ARC office in the relative's family member's town.
- 10) Provide crisis counseling through agreements with the State Department of Health and Social Services and Department for Services to Children Youth and Their Families. These agencies include the Sussex County Mobile Crisis Unit.

E. Recovery

1. Close shelters in coordination with the Sussex County Director of Emergency Operations. Evacuees are told to contact the ARC office for additional needs that arise as a result of the disaster.
2. If a large number of evacuees' residences are not habitable, shelters can be

reopened. When there are only a small number of residences not habitable, the ARC casework staff will work with these individuals on their best course of action. When no other options are available, placing individuals in motels may be advised. The ARC team at the scene will determine if the number of evacuees not able to return to their residences is sufficiently large to keep open or reopen mass care shelters.

3. Vouchers may be provided for one complete change of clothing for evacuees whose clothing was destroyed.
4. Residences Not Habitable
 - a. Where there has been no Presidential Declaration of Emergency and the victim has no insurance, the ARC can arrange for repairs and household accessories necessary to bring the home to a habitable condition.
 - b. When a Presidential Declaration has been made, victims can go to Federal Disaster Assistance Centers (DAC) and apply for Individual Family Grants (IFG). The U. S. Department of Housing and Urban Development (HUD) will be responsible for long term temporary housing, usually renting motels and houses with government vouchers.
5. Damage Assessment
 - a. ARC is required to do a preliminary telephone and windshield survey of the disaster immediately after the onset of the disaster.
 - b. ARC volunteers will complete a detailed assessment within 72 hours of completing the preliminary assessment, for all dwelling within the affected areas. These assessments are to determine habitability only, no dollar estimate of damages is made. These survey reports proceed through the following channels:
 - 1) ARC Service Centers
 - 2) District Headquarters.
 - 3) Governor - requests through ARC representative.
 - 4) Job Headquarters.
 - c. Referral will be made to other agencies for assistance not available through ARC.

- d. Clean and return shelters to pre-disaster condition.
- e. Restock supplies in Shelter Manager Kits.
- f. Participate in Post-disaster critiques.
- g. Make appropriate recommendations for changes to this ESF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** This section identifies specific responsibility for the operational considerations discussed in section III., Concept of Operations. Responsibility for several of the tasks may rest with more than one position.
- B.** The ultimate responsibility for sheltering citizens as a result of a disaster causing evacuation in Sussex County rests with the government of Sussex County. However, the County seldom operates shelter facilities directly. Therefore, the County relies upon the Delaware Chapter of the ARC to operate necessary shelters during natural or non-war caused technological disaster.
- C.** ARC Executive Director
 - 1. Receive notification from government of a disaster or potential disaster.
 - 2. Activates ARC EOC.
 - 3. Suspends non-essential services and redirects resources.
 - 4. Assures ARC administrative activities are executed orderly and efficiently.
 - 5. May oversee maintenance of call-in rosters.
 - 6. Assigns staff person to Sussex County EOC to represent ARC.
- D.** ARC Director of Emergency Services
 - 1. Coordinates overall emergency operations and activities.
 - 2. Receives notification from government of a disaster or potential disaster.
 - 3. Activates ARC EOC, (in absence of the Executive Director).
 - 4. Assigns staff persons to Sussex County EOC to represent ARC, (in absence of Executive Director).

5. Consult and coordinate with Sussex County Director of Emergency Operations concerning shelter openings and closings.
6. Set up and test communications at ARC EOC.
7. Coordinate with State Division of Purchasing for the provision of USDA donated food for mass feeding.
8. Advise ARC Eastern Operations Headquarters as to emergency situation and possible need for assistance from other ARC chapters.
9. Advise State that crisis counseling may be needed.
10. In consultation with management, may determine priorities of limited resources.
11. Assures ARC administrative activities are executed orderly and efficiently.
12. Determine the need to continue mass care or provide temporary housing, as a result of the number of evacuees unable to return to their residences due to non-habitability of dwelling.
13. Maintain records.
14. Maintain communications capabilities.
15. Recommend changes to this ESF.
16. Develop and maintain this ESF.
17. Prepare plans and SOPs.
18. Conduct community education programs and classes for business, private groups and the general public.
19. Train agency personnel, who will provide shelter services.
20. Work with ARC National Headquarters in negotiation and development of agreements with various support service organizations.
21. Maintain call-in lists.
22. Distribute FEMA Publications.

E. ARC Chairman of Emergency Services

1. May coordinate overall emergency operations and activities.
2. See that ARC representative is assigned to Sussex County EOC when appropriate.
3. Exercises operational control of ARC work force.
4. May determine resource priorities.
5. Recommend changes to this ESF.

F. ARC Volunteer Coordinator of Disaster Services

1. Recruit and train ARC volunteers to staff various shelter positions.
2. Maintain emergency personnel call-in lists.
3. Alert all volunteers and help determine their assignments.
4. Mobilize and assign ARC volunteers to specific shelters and duties.

G. ARC Administrator of Social Services

1. Gather information on disaster victims for DWI service to families and relatives.
2. In conjunction with Director of Emergency Services, determine need for ARC service centers and assigns caseworkers.
3. Arrange for home repairs and household accessories necessary to bring residences to habitable condition.
4. Sees that Crisis Counseling is available as needed.
5. Arranges for interpreters when necessary for non-English speaking evacuees.
6. Controls issuance of ARC vouchers for casework assistance.

H. ARC Mass Care Officer

1. Survey and maintain lists of buildings to be used as shelters.
2. Coordinate with Director of Emergency Operations, negotiation of agreements with local suppliers for food and other supplies and see they are made available when necessary.

3. In coordination with Director of Emergency Services, Prepare plans and SOPs.
4. Develop and maintain ARC resource inventory.
5. Coordinate with Director of Emergency Services and State Division of Purchasing for the provision of USDA donated food for mass feeding.
6. May determine resource priorities, in coordination with Director of Emergency Services.
7. Authorized to make emergency purchases.
8. See that shelters are returned to pre-disaster condition.

I. ARC Damage Assessment Supervisor

1. Coordinate Damage Assessment surveys to determine habitability of residential units.
2. Assigns volunteers to complete surveys.
3. Reports findings to job director for distribution as stated in section E.5.b of this ESF.

J. ARC Supply Officer

1. Maintain supplies in ARC Shelter Manager Kits.
2. Maintain first aid kits for shelters.
3. Negotiate agreements with local suppliers for food and other supplies and see they are made available when necessary.
4. May determine resource priorities.
5. Develop and maintain ARC resource inventory.
6. Authorized to make emergency purchases.

K. ARC Shelter Managers

1. Arranges for the placement of ARC shelter signs to identify shelters.
2. Set up and test communications between ARC EOC and shelters.

3. Responsible that all necessary supplies (cots, blankets, etc.) are provided in shelter.
4. Oversees registration of evacuees into shelters.
5. Oversees the feeding of evacuees.
6. Arrange for SPCA personnel to care for animals, beyond the shelter areas.
7. Closes shelters upon consultation with Director of Emergency Services.
8. May determine resource priorities.
9. Authorized to make emergency purchases.

L. ARC Disaster Instructor

1. Conduct community education programs and classes for business, private groups and the general public.
2. Distribute FEMA publications.
3. Train agency personnel, who will provide shelter services.

M. Emergency Assistance Interviewer/Casework Supervisor

1. Interviews clients and issues vouchers to evacuees for emergency purchases of clothing etc..
2. With supervisory approval, arranges for home repairs and household accessories necessary to bring residence to habitable condition.

N. Other ARC Staff and Volunteers as appropriate

1. Participate in disaster drills and exercises.
2. Register evacuees into shelters.
3. Issue vouchers to evacuees for emergency purchases.
4. Participate in post-disaster critiques.

V. DIRECTION AND CONTROL

- A. The following is a list of ARC positions with certain amounts of authority and responsibility during an emergency shelter operation.
1. Executive Director
 - a. Chapter Chair-person.
 - b. Director of Emergency Services.
 - c. Chair-person of Emergency Services.
 - d. Coordinator of Disaster Services.
 - e. Mass Care Officer.
 - f. Supply Officer.
 - g. Shelter Manager.
 - h. Responsible for suspending services and redirecting chapter resources, and for the overall functioning of the disaster operation. (The Chapter Chair-person may also suspend services and redirect chapter resources).
 2. Director of Emergency Services
 - a. Responsible for suspending services and redirecting operational resources, and for the overall functioning on the disaster operation.
 - b. Chair-person of Emergency Services.
 - c. Responsible for overall coordination of ARC emergency activities and seeing that an ARC representative is present in the County EOC, if necessary.
 3. Chair-person of Emergency Services
 - a. Coordinator of Disaster Services.
 - b. Responsible for exercising operational control of the ARC's work force.
 4. Mass Care Officer
 - a. Supply Officer.

- b. Shelter Manager.
- c. Responsible for and authorized to make emergency purchases.

VI. CONTINUITY OF GOVERNMENT

A. The succession of authority to oversee ARC disaster operations is as follows:

- 1. Executive Director of ARC.
- 2. Chair-person.
- 3. Director of Emergency Services.
- 4. Chairman of Emergency Services.
- 5. County Disaster Chairman.

B. EOC and Administrative Facilities

- 1. The primary base of operations for all ARC disaster activities is ARC administrative and EOC headquarters; 10 N. Bedford St., Georgetown, De 19947.
- 2. The alternate facility for ARC EOC operations is the County EOC.
- 3. There is also a mobile command post in New Castle County equipped with all necessary radio communication. This may be taken to Sussex Co. when necessary.
- 4. All records will be stored on computer and manually at ARC headquarters.
- 5. ARC services which must be maintained during disaster operations include; Disaster Services and Services to Military Families and Veterans.
- 6. During Disaster operations, ARC may suspend non-essential services.

VII. ADMINISTRATION AND LOGISTICS

A. The Executive Director and Director of Emergency Services are responsible for assuring that ARC administrative activities are executed in an orderly and efficient manner.

B. The Executive Director, Director of Emergency Services, Coordinator of Disaster

Services, ARC Staff and Volunteers may all be responsible for the maintenance of call-in rosters and the calling in of employees from the rosters.

- C.** The Director of Emergency Services is responsible for maintaining ARC records relating to an emergency.
- D.** The Mass Care Officer and Supply Officer are responsible for developing and maintaining agreements with private contractors and non-ARC resource providers.
- E.** The Director of Emergency Services is responsible for the maintenance of communications capabilities.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Director of Emergency Operations is responsible for developing and maintaining this ESF.
- B.** This ESF will be maintained as follows:
 - 1. Reviewed and updated annually.
 - 2. Annual training sessions to assure that those involved in this ESF understand its contents.
 - 3. The Director of Emergency Services and Chairman of Emergency Services will see that the ARC participates in a major exercise at least twice a year.
 - 4. All involved volunteer and paid staff will participate in post-disaster critiques.
 - 5. The Mass Care Officer and/or Supply Officer are responsible for developing and maintaining the ARC resource inventory. This inventory will be reviewed and updated at least annually.

IX. AUTHORITIES AND REFERENCES

- A.** Federal
 - 1. U.S. Public Law 93-288, "Disaster Relief Act Amendment of 1974".
 - 2. U.S. Public Law 4, January 5, 1905; with Congressional Charter, codified at 36 U.S.C., Section 1 et seq.
 - 3. Statement of Understanding between ARC and FEMA, National Agreement.

B. State

1. Statement of Understanding between ARC and:
 - a. State of Delaware, November 1982
 - b. State Division of Public Health, March 4, 1983
 - c. State Division of Purchasing, April 2, 1987

C. ARC

1. ARC Disaster Services Regulations and Procedures
2. ARC 3030, Emergency Services – Mass Feeding, Rev. July 1982
3. ARC 3031, Mass Care – Preparedness and Operations, April 1987

D. Other References

1. ARC Delaware Chapter Disaster Plan, March 1983, (revised 1987)
2. Delaware Emergency Operations Plan (DEOP) January 1986
3. Delaware Radiological Emergency Preparedness Plan.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 7

RESOURCE MANAGEMENT

I. PURPOSE

The purpose of the Resource Inventory and Management ESF is to provide for timely and effective use of essential information and resources, from a variety of sources, in order to manage a disaster situation in Sussex County. This ESF also provides for development and maintenance of a comprehensive resources inventory.

II. SITUATION AND ASSUMPTIONS

Sussex County is subject to the hazards found in the Hazard Specific Annexes found in this document. Each one of these situations, pose a unique set of circumstances for engineering and County personnel and require a unique set of resources. During these emergencies, a combination of public and private resources may be needed to respond to and support the requirements of the emergency.

A. Situation

1. The two hazards that pose the most significant threat to Sussex County, according to FEMA's computerized Hazard Inventory Program(CHIP), are Hurricane, Coastal Flooding and severe Winter Storm. We are also ever aware of the threat of Terrorism and Weapons of Mass Destruction, in addition to the other specific hazards.
2. Sussex County Government consists of five elected Councilmen with an appointed County Administrator. Every two years the President and Vice President of council are elected by council.
3. Sussex County relies primarily on outside resources.

B. Assumptions

1. Emergencies can occur at any time or in any situation to result in a "worst case" scenario. Resource inventory information must consider all facets of an emergency.
2. This resource inventory is designed to be a compilation of necessary resources that Sussex County may need to manage all emergencies.
3. Resources can be considered in three classifications:
 - a. Those available from a neighboring political jurisdiction.
 - b. Those that can be obtained from the private sector, including volunteers.
 - c. Those which can be requested from higher levels of government.
4. It is the responsibility of Sussex County to be the "first line of response", to emergencies affecting the county.
5. In large scale disasters, the County Government will have to request assistance from outside sources.
6. Private sector and volunteer agencies may be willing to assist the County during times of emergency.
7. The County will reimburse private sector assistance for all expenses, equipment damage and personal injury sustained during emergencies while providing requested assistance to the county.
8. The County will assume liability for volunteer work under emergency conditions.
9. Utility providers within the County will maintain emergency plans which include comprehensive inventories of their resources and alternate means of providing their services.

III. CONCEPT OF OPERATIONS

A. General

1. During normal operations it is the responsibility of each County department to develop and maintain a comprehensive resource inventory system to manage resource commitment, mobilization and deployment. When the SEOC is activated all resources from various County departments will be coordinated through the SEOC, in order to manage the situation effectively and efficiently.
2. When the SEOC is activated personnel from County departments will report as needed.
3. In the event of catastrophic emergency, exceeding County abilities, Sussex County will immediately seek outside assistance from higher levels of government and neighboring jurisdictions.
4. When the SEOC is activated a resource list can be accessed through the computer data base or from a file in the SEOC administrative office.
5. DEMA may be contacted to facilitate the procurement of state-provided resources.

B. Phases of Emergency Management

1. Normal Conditions and Mitigation

In order to make use of emergency resources, you must know what and where they are and how to obtain them. Pre-emergency planning will include identification of personnel, equipment, materials, and other resources available in time of emergency.

- a. Resource availability will be reviewed annually.
- b. Comprehensive resource lists and inventory will be available in the SEOC.
- c. Agencies in County Government will be identified, in advance, designating responsibility for advance resources and resource management support.

2. Increased Readiness/Preparedness

The Director of Emergency Operations and Department Directors will:

- a. Review their resource inventory for completeness and update when necessary.

- b. Notify County agencies with responsibility to provide resources to review their contact list and procedures for notification and deployment.
 - c. Review mutual aid agreements and understandings with various possible resource providers.
 - d. Notify the various resource providers of the possible need for assistance.
3. Response
- a. Activate personnel responsible for resource management.
 - b. Establish with the Director of Emergency Operations and County Administrator priority needs for resources.
 - c. SEOC personnel will coordinate deployment and availability of resources with County agencies and other agencies to assure maximum use of resources.
 - d. Track and record deployment of all resources.
4. Recovery
- a. Assess impact of emergency response upon inventory of available resources, and establish procedures to replenish supplies of expended resource.
 - b. Prepare cost estimates of providing resource, considering public, private, and volunteer sources.
 - c. Assist with overall recovery efforts by continued tracking and deployment of needed resources.
 - d. Reassess priorities for limited resources.
 - e. Repair/replace County resources as necessary.
 - f. Update County resource inventory to reflect current status.
 - g. Make recommendation for change to ESF 7, Resource Management.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. During normal operations, it is the responsibility of each agency and department to develop and maintain a comprehensive resource inventory system to manage resource commitment, mobilization, and deployment. When the EOC is activated, all resources of various participating agencies and County departments should be coordinated through the EOC to ensure maximum effectiveness and efficiency during times of disaster.
2. Each agency or department that responds to the EOC should bring a resource inventory that includes:
 - a. Available personnel.
 - b. Available equipment.
 - c. Automobiles with public address systems.
 - d. Available vans, buses, trucks, ambulances, and other transportation equipment.
 - e. Any other supplies or equipment that may be useful.
3. In the event a disaster exceeds the resource capability of the jurisdiction affected, assistance will be sought from the emergency management agency of the next highest level of government (municipal, county, state, and federal) and neighboring jurisdictions.

A. Assignment of Responsibilities

1. Sussex County Emergency Operations Center Director
 - a. Maintain and update the resources and contacts.
 - b. Identify organizations that may be able to supply needed resources; determine how to get these resources.
 - c. In conjunction with County Department Directors and other participating organizations, develop mutual aid agreements and memoranda of understanding with local jurisdictions, neighboring counties and the State concerning the use of their resources.

- d. Acquire knowledge of emergency purchasing procedures. Ensure that these procedures are established before the disaster.
 - e. Assist county departments and other participating organizations with procuring additional resources.
 - f. Coordinate resource management; help to establish priorities for resource distribution.
 - g. Appoint a resource management coordinator, when necessary, to further coordinate resource tracking, acquisition, and distribution.
 - h. Request documented expenses, written reports, etc. from participating organizations, as required.
 - i. Conduct tests, drills, and critiques; make appropriate changes to the SEOP following recommendations from appropriate organizations.
2. Other County Department Directors.
- a. Ensure their respective departments develop, maintain, and update a resource inventory.
 - b. Develop contracts with private contractors.
 - c. Acquire knowledge of the County's emergency purchasing procedures.
 - d. Ensure all departmental resources are maintained and in operable condition.
 - e. Determine the cost of utilized resources for appropriate reimbursement.
 - f. Participate in a critique of the emergency and identify shortfalls of resources that were ineffective or not available.
 - g. Update resource inventories to reflect current status.

3. State Government
 - a. DEMA will provide assistance from available State and private resources. DEMA must be contacted FIRST to secure any assistance from the Federal Government such as the Federal Emergency Management Agency (FEMA) or any other State resource, such as the National Guard.
 - b. The State Departments, Divisions, Agencies, etc. may be made available to assist the County emergency response efforts, as requested and appropriate. State assistance will be especially required in those areas where the County is not equipped with specific agencies and personnel, such as DelDOT, State Police, Department of Health and Social Services, DNREC, etc. DEMA is tasked with providing a coordinated State response, therefore all requests for State assistance should be funneled through them.
 - c. State agencies should maintain current inventories of State resources, which could be made available upon request through DEMA.
4. Private Sector/Volunteer/Other Organizations
 - a. Provide an inventory of available resources to the County EOC, if requested.
 - b. Send a representative to the EOC, if requested.
 - c. Negotiate agreements with County officials, specifying conditions of their resource use, compensation for their resources, etc.
 - d. Participate in tests and drills, which ensure that the organization is prepared to respond to disaster.

V. DIRECTION AND CONTROL

- A. Resource Management during all phases of emergency management is the overall responsibility of the Director of Sussex County Emergency Operations Center, who with the input from appropriate county officials, will delegate primary responsibility for all resources needed in a disaster.

- B** The Director of the Sussex Emergency Operations Center is responsible to track and record the deployment of all Sussex County resources.

VI. CONTINUITY OF GOVERNMENT

- A.** In the event that any department director is unable to perform their prescribed duties, line of succession will be in accordance with each departments line of succession. For additional information see SEOP Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A.** When the SEOC is activated the distribution, reporting, and retention of all data will be through the SEOC. It will be the primary point from which and through which all data to, from, and through Sussex County responding departments will be made.
- B.** An event log will be kept by those assigned to the SEOC, recording the date, time, and status of all messages. Messages from the SEOC 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.
- C.** The message log will become a primary legal document and will be used for accounting and disbursement, and for future training. The Log will also be used to substantiate:
 - 1. Record, report preparation and retention.
 - 2. Communications needs and systems.
 - 3. Accounting and reimbursement procedures.
 - 4. Training requirements.
 - 5. Agreements of understanding with private organizations.
 - 6. Mutual aid agreements with neighboring jurisdictions.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The director of Sussex County Emergency Operations is responsible for development, review, update, and maintenance of the Sussex County Resource Management ESF and Inventory.
- B.** The entire Resource Inventory should be reviewed annually by the Director of Sussex County Emergency Operations.
- C.** The contact person and telephone numbers in the Resource Inventory should be reviewed and printed out, and updated quarterly.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 8

EMERGENCY MEDICAL SERVICES

I. PURPOSE

- A.** Emergency Medical service in Sussex County will respond to medical emergencies through the Sussex County 911 Center. The purpose of this ESF is to provide guidance for Sussex County life support services, to aid the medically needy, stabilize the patient and transport to the nearest medical facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Sussex County is vulnerable to natural and man made hazards as listed in the Basic Plan under Situation and Assumptions.
2. The day-to-day emergency medical services for the county are provided by:
 - a. First responders, usually fire and police personnel.
 - b. Volunteer Basic Life Support (BLS) Ambulances from 18 of the 21 volunteer fire companies in Sussex County and from the American Legion Volunteer Ambulance Company in Georgetown.
 - c. Sussex County Emergency Medical Services(EMS) paramedics provide (Advanced Life Support/ALS). They are part of Sussex County government and are dispatched to the scene when required by protocol. The paramedic personnel practice medicine and also function under medical control. Paramedics are available to respond 24/7.
 - d. The State Police Aviation Section Trooper Medic Program, which has three helicopters and utilizes two at any given

time for EMS purposes in the state. The helicopters are stationed at Summit Aviation and Georgetown Airport. It takes approximately 15 to 20 minutes to get to Dover. State Police have paramedics available on staff from 0700 to 2400; from 2400 to 0700, crews are on call.

The helicopters can carry 2 patients, 1 medic and 1 pilot in one trip, depending on the weight of the patient.

- e. The three fire companies that do not provide their own ambulance service are covered as follows:
 - 1.) Bethany Beach (station 70) is serviced by the Millville Volunteer Fire Company ambulance (#84).
 - 2.) Georgetown (station 77) is serviced by the American Legion (#93), a volunteer ambulance service.
 - 3.) Indian River (station 80) is serviced by Mid Sussex (#91), an independent ambulance service.

3. Medical facilities:

- a. Beebe Hospital, Lewes.
- b. Millville Emergency Room, Millville, branch of Beebe Hospital, operated only during summer months.
- c. Milford Memorial Hospital, Milford.
- d. Nanticoke Memorial Hospital, Seaford.
- e. Peninsula General Medical Center, Salisbury, Maryland.

4. Hospital Triage Response Teams are available by request of the EMS Officer through Medical Control at the Hospital. Transportation of the Triage team can be coordinated with EM, fire and law enforcement resources.

5. Sussex County morgue operations are coordinated by the Medical Examiner's Office. It is the responsibility of the Incident Commander to notify the County Medical Examiner at Nanticoke Memorial Hospital in Seaford Delaware.

6. Emergency Medical Service providers in Delaware utilize the 800 MHz Radio System for all communication between the BLS, ALS and hospital emergency rooms. The Sussex County Emergency Dispatch Center is an integral part of the EMS System.
7. This ESF serves as a guide for the provision of Advanced Life Support (ALS) and Basic Life Support (BLS) emergency medical services in Sussex County in times of disaster.
8. A Mass Casualty EMS Operations Plan has been developed for Sussex County and is available in the Sussex County EOC.
9. The Delaware Emergency Operations Plan groups medical/health services provided by the State into two general areas:
 - a. Emergency medical care expansion of existing facilities such as: general and specialty hospitals; sanatoria; nursing and convalescent homes and non-hospital clinic; clinical laboratories; and County Health Units, as well as emergency first-aid stations to supplement triage sites.
 - b. State Division of Public Health Care services areas such as disease control; radiological, chemical and biological contamination; sanitation of water, waste disposal, shelters, eating places, and food and drug supplies; mortuary, counseling and psychological needs; and maintenance of vital statistics.

B. Assumptions

1. There will be trained ambulance staff available for 24 hour response capability for the duration of the emergency.
2. Adequate emergency medical equipment will be available and in proper working condition.
3. Initial response will occur within 8 minutes or the 911 center will alert the next closest ambulance company.

III. CONCEPT OF OPERATIONS

A. General

1. During localized emergencies:
 - a. The home fire company(Fire-Officer-in-Charge) will coordinate response with SUSCOM.
2. During large scale emergencies:
 - a. The Fire-Officer-in-Charge will coordinate all ambulance service with SUSCOM until it is handed off to the Sussex County EOC.
 - b. In addition to providing basic life support, stabilizing and transport to the nearest medical facility, the ambulance service could provide straight transport of patients from one medical facility to another.

B. Phases of Emergency Management

1. Mitigation -- Everyday Operations
 - a. Mutual aid agreements exist between the agencies in Sussex County responsible for providing EMS in day-to-day operations.
 - b. Mutual aid agreements exist with the EMS providers in Kent, New Castle and Sussex Counties, Delaware (i.e. hospitals, BLS ambulance, paramedics, etc.).
 - c. Rosters of trained EMS personnel and inventories of available equipment are maintained by the various agencies responsible for EMS.
 - d. Protocols of EMS response procedures exist and are applied by the Emergency Dispatch Center when dispatching the appropriate EMS providers to a call.
2. Preparedness
 - a. Review and update mutual aid agreements.
 - b. Review, verify, and update personnel and equipment rosters; report concerns either to the Emergency Dispatch

center (who should forward appropriate information to the EOC if it is activated) or directly to the SUSSEX.

- c. Review and update plans and SOPs; maintain, as much as possible, an inventory of medical equipment and supplies necessary for a disaster response.
- d. Participate in tests, drills, and exercises which test EMS response and back-up capabilities.
- e. Train EMS providers in modern techniques to assure a state of readiness.

3. Response

- a. Local EMS responding first to the incident will determine the number of casualties, request additional assistance, establish triage stations and transportation procedures and administer necessary medical care; working through the Fire Officer-in-Charge when applicable. Transport the injured and deceased to the appropriate medical/health facilities.
- b. All other emergency response personnel on the scene, as appropriate, will assist the local EMS providers in the care of the injured until additional EMS personnel arrive at the scene.
- c. Suspend all non-essential EMS activities, when appropriate.
- d. Send an EMS representative to the EOC, if necessary.
- e. Request that a representative of the State Division of Public Health reports to the EOC, if necessary.
- f. Call in additional EMS personnel, as needed.
- g. Coordinate task assignments and relief personnel . Ensure 24-hour response capability when required.
- h. Determine requirements for additional resources.
- i. Assist with coordinating a system of victim tracking and release of information with the Red Cross, Division of

Public Health and Medical Examiner's office. In most cases, the State Police will notify the next of kin.

- j. Evacuate hospitals, nursing homes, and other medical care centers which may be impacted by the disaster.
- k. In mass fatality situations, the State Office of the Medical Examiner will:
 - 1) Activate and supervise temporary or permanent morgues.
 - 2) Take charge of all bodies or parts of bodies and provide for disposition of the deceased.
 - 3) Ensure that the dead are identified.
- l. Specific tasks for Department of Health and Human Service (and, when appropriate, Department of Natural Resources and Environmental Control) responses, when necessary, include:
 - 1) Initiate epidemic control measures, i.e., quarantine and mass immunizations.
 - 2) Provide guidance and treatment for personnel exposed to hazardous chemical or radioactive contamination.
 - 3) Sample, test, and control food, water, milk and livestock feed, waste and refuse disposal, and provide vermin and vector control.
 - 4) Identify disaster areas to which access should be restricted.
- m. Keep accurate accounting records of the resources used for EMS response.

4. Recovery

- a. Continue response and treatment activities.
- b. Implement crisis counseling for disaster workers or victims as needed.

- c. Red Cross, Public Health and the State Police will work in gathering/disseminating information with regard to the disaster inquiry system. Continue with list of displaced, injured or dead and arrange for notification of the next-of-kin.
- d. Announce emergency standards and instructions pertaining to the safety of food, water, milk, drugs, etc.
- e. Inventory EMS equipment, materials and supplies. Determine and coordinate the most effective utilization and redistribution of medical supplies. Prepare a listing of DOCUMENTED expenses including:
 - 1) Equipment used and duration of use.
 - 2) Expenses incurred during use of personnel or equipment.
 - 3) Injuries to personnel and/or damages to equipment.
 - 4) Other documented expenses, per discussion with EOC.
- f. Undertake a damage assessment of EMS property, equipment and systems to include providing a dollar estimate of the damage and filing appropriate reports when requested.
- g. Arrange to restore EMS staff and system to pre-disaster capabilities.
- h. All key players should participate in post-disaster critiques. Sussex County Department of Emergency Preparedness should make the appropriate changes to the SEOP Emergency Medical Services ESF following this critique.
- i. Repair equipment, assess and replenish supplies.
 - 1) Participate in post-disaster critiques.
 - 2) Make appropriate recommendations for changes to this ESF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Sussex County Volunteer Ambulance Association:

1. Make recommendations to SCVFA.
2. Work with SCVFA to secure funds to improve ambulance service.

B. Sussex County Emergency Medical Services(EMS):

The full documentation of the Mass Casualty EMS Operations Plan is available at the SEOC. The EMS will:

1. Work with the SCVFA, SCVAA, County Council, and Fire Chiefs.
2. Inventory and maintain medical supplies and equipment.
3. Maintain and update personnel call-in lists.
4. Respond to the scene, can act as a liaison in the EOC if needed.
5. Ensure that triage stations are established, triage tags are used as appropriate and medical care is administered as necessary.
6. Communicate with hospitals via EMS Communications Officer/Medical Communications Base.
7. Coordinate field task assignments and personnel relief. Calls in additional personnel as needed.
8. Coordinate task assignments between EOC and field operations as well as with the Disaster Coordinator and EMS Coordinator of the Division of Public Health.
9. Suspend non-essential department services.
10. Arrange for repairs to department vehicles.
11. Ensure that a damage assessment is undertaken of the Division's property, equipment and systems following the event.
12. Participate in drills, tests, and critiques. Recommends changes to the Director of Sussex County Emergency Operations, when necessary.

13. Work with legislative and regulatory bodies to upgrade the delivery of advanced life support services.
14. Arrange for the certification and annual re-certification of paramedics.

C. Ambulance Captain (in each Fire Company)

1. Work with County Council to secure funds to improve services.
2. Develop and maintain personnel, equipment and deployment plans.
3. Maintain systems, supplies, and equipment in operational readiness.
4. Conduct and/or arrange training for personnel in emergency procedures.
5. Establish arrangements for hiring private contractors.
6. Maintain emergency personnel call-in lists.
7. Cancel non-essential activities.
8. Prepare reports and records.
9. Repair equipment, assess/replenish supplies.

D. Fire-Officer-in-Charge (FOIC)

1. Maintain contact with 911 center.
2. Call in additional personnel.

E. Fire Chief (in each individual company)

1. Cancel non-essential activities.

F. Individual Ambulance Personnel

1. Respond to emergency calls. Provide basic life support, stabilize and transport to nearest medical facility.
2. Perform triage.
3. Provide in-house training in emergency procedures.

4. Participate in emergency training drills.
5. Maintains paper logs at scene and distributes as outlined.
6. Assist fire chief.
7. Transport lower priority patients.
8. Participate in post-disaster critiques.
9. Make recommendations for changes to the ESF.

V. DIRECTION AND CONTROL

- A.** The ambulance captain of each fire company will set priorities when resources are limited. During large disasters (EOC ACTIVATED), the SCVFA representative at the EOC will set resource priorities for both fire and ambulance.
- B.** Each ambulance captain and SCVFA EOC rep., as in A. above, will suspend services and redirect resources.
- C.** The Director of Sussex County Department of Emergency Preparedness will be authorized to make emergency purchases.
- D.** The ambulance captain will exercise operational control over the work force personnel.

VI. CONTINUITY OF GOVERNMENT

- A.** The line of succession in each fire company may vary, but generally is as follows:
 1. Fire Chief (may be more than one chief)
 2. Assistant Chiefs
 3. Deputy Chiefs

- B.** The line of succession in each fire company ambulance service is as follows:
 - 1. Ambulance Captain
 - 2. First Lieutenant
 - 3. Second Lieutenant
- C.** The line of succession with the EMS is available in TAB E of the EMS MCI Plan, located at the SEOC.

VII. ADMINISTRATION AND LOGISTICS

- A.** The President of individual fire companies and independent ambulance service companies and Emergency Medical Services will:
 - 1. Ensure administrative activities are executed in an orderly and efficient manner.
 - 2. Maintain call-in rosters.
- B.** The President or Fire Chief will call in employees from rosters.
- C.** Fire Company records relating to the emergency are recorded by a fire recorder and maintained at the fire house. These records are also on file at the Fire Marshall's office.
- D.** Fire chiefs and chief engineers will:
 - 1. Develop and maintain agreements with private contractors for services to fire company equipment.
 - 2. Maintain communications capabilities.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Director of Emergency Operations, EMS, SCVFA, SCVAA and County Council will be responsible for developing and maintaining this ESF.
- B.** This ESF will be reviewed at least annually and updated as appropriate.
- C.** Training sessions will be conducted to ensure the ESF is understood by all ambulance personnel.
- D.** Individual companies will be responsible for developing and maintaining resource inventories for their companies.
- E.** The 911 center will maintain a gross resource inventory for the County (trucks and major equipment).

IX. AUTHORITIES AND REFERENCES

- A.** Delaware Code.
- B.** Sussex County Code.
- C.** Sussex County Dispatch Center SOPs.
- D.** Mass Casualty EMS Operations Plan.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 9

SEARCH AND RESCUE

I PURPOSE

To provide an organizational framework for effectively utilizing fire fighting and rescue capabilities within Sussex County in both urban and non-urban Search and Rescue (SAR) in response to an actual or potential disaster condition.

To coordinate urban SAR by the local Delaware Fire Service with assistance from the Delaware State Fire School (DSFS), if requested. Activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

To coordinate non-urban SAR by DSFS, the Delaware Fire Service with, if possible, assistance from the Delaware State Police (DSP), as requested. Activities include, but are not limited to, emergency incidents that involve locating missing persons, locating lost boats, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A major or catastrophic disaster may result in a substantial number of persons being in life threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR must begin immediately.
2. Depending upon the type and magnitude of the disaster, non-urban and/or urban SAR might be required. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities.
3. Secondary to the event that caused the disaster, effects such as fires, explosions, flooding, and hazardous material releases may compound problems and may threaten both survivors and rescue personnel.

4. Sussex County is serviced by twenty-one (21) volunteer fire companies. Many have water rescue capability and provide basic life emergency medical service. Two fire companies are provided basic life support services by independent ambulance companies. They are: Mid-Sussex and Georgetown.
5. Each fire company operates independently but has mutual aid arrangements with neighboring fire companies, including arrangements with fire companies outside of Sussex County.
6. The Delaware Fire Marshal enforces laws and ordinances pertaining to fire prevention, arson, investigation, suppression, installation, detection, and maintenance of fire control and extinguishing equipment.
 - a. The Delaware State Fire School develops and conducts fire-training programs to fulfill the training standards established by the State Fire Prevention Commission.

B. Assumptions

1. Fire Companies will be able to recruit members in sufficient numbers to sustain necessary services.
2. A sufficient number of emergency personnel will respond to the alarm to handle the situation.
3. Emergency equipment will be in proper operating condition.
4. All available local SAR resources will be committed, including State resources, if needed.
5. Coordination and direction of the local efforts, including volunteers, will be required.
6. Damaged areas may have access restrictions and may not be readily accessible except by air.
7. Secondary events or disasters will threaten survivors as well as SAR personnel.
8. The Delaware Fire Service (Urban SAR) and the Delaware State Fire School with possible assistance from the Delaware State Police (Non-urban SAR) may be the primary agencies assisting local fire departments.

III. CONCEPT OF OPERATIONS

A. General

1. Upon notification of a disaster situation involving an actual or potential need of the fire service, the 911 Emergency Communications Center (SUSCOM), Fire Board Section, will dispatch the appropriate fire district's preplanned equipment response hierarchy, including equipment and personnel of mutual aid fire companies.
2. The Delaware Code, Title 16, Chapter 67, provides the District Chief, and any other elected or appointed fire line officer, or any member serving the capacity of fire-officer-in-charge while responding to, operating at, or returning from a fire, service call or other emergency shall have the authority of controlling and directing activities at the scene. Mutual aid fire companies and support agencies report to the district fire-officer-in-charge and work under his authority. However, the resources of the mutual aid fire companies and support agencies remain under the control of their respective commanders.
3. The advanced life support personnel function under the authority of the fire-officer-in-charge in establishing emergency medical services and triage operations. The Triage Officer/medical Control is responsible for administering medical care to the injured and tending to the deceased.
4. Under unusual situations, the district fire-officer-in-charge may request a mutual aid fire company to assume direction and control of the activities at the scene. In addition, if the disaster involves hazardous materials, the district fire-officer-in-charge may request the State Emergency Response Team (SERT) to assume direction and control of the scene operations.
5. Provided that the effects of a disaster warrants the activation of the County Emergency Operations (EOC), the Fire Chiefs from each fire district impacted by the disaster will report to the EOC, if requested, to coordinate their operations among the districts. Until the disaster conditions warrant and time permits the activation of the EOC, emergency fire and rescue functions will be performed from the 911 Emergency Communications Center, (SUSCOM).
6. For emergency operations involving radioactive release from nuclear power plants (Calvert Cliffs, etc.), the response of the fire service will conform with the Radiological Emergency Response Plan.

B. Phases of Emergency Management

1. Mitigation - Prevention
 - a. Review and comment on Fire Code and Safety Legislation in cooperation with the State Fire Marshal.
 - b. Develop and conduct Fire Safety Training and Prevention Programs.
 - c. Conduct pre-response and pre-planning inspections of buildings, structures, and other places as defined in Chapter 67, Title 16 of the Delaware Code.

2. Preparedness
 - a. Develop pre-response plans to include a design of the buildings, structures, and other places as previously defined; the location of stored chemicals and flammables, the identification of building construction materials and a tour of same.
 - b. Establish response hierarchies for equipment and mutual aid assistance.
 - c. Establish minimum response requirements for various fire and rescue classifications, box alarms, and special districts.
 - d. Establish mutual aid agreements.
 - e. Recruit members and maintain membership list.
 - f. Train Personnel.
 - g. Test, inspect, and maintain equipment to ensure operational readiness.
 - h. Participate in emergency training drills.

3. Response

Establish a field command post (CP) and staging area(s).

 - a. Send a fire district representative to the EOC, if requested.

- b. Maintain contact between field command and EOC representative.
 - c. Direct task assignments and personnel relief in performing fire, rescue, fire police, and emergency medical efforts; alerting, warning, evacuating, and, if necessary, radiological monitoring activities.
 - d. Coordinate task assignments given to support agencies.
 - e. Request additional personnel and resources, as appropriate.
 - f. Assess safety of damaged area(s)/structure(s) for public/private use.
 - g. Notify proper authorities to inspect damaged area(s)/structure(s) for public/private use, as appropriate.
 - h. Prepare and forward fire reports to the State Fire Marshal's office.
4. Recovery
- a. Perform decontamination functions.
 - b. Inspect and repair equipment.
 - c. Participate in post-disaster critiques.
 - d. Make appropriate recommendations for changes ESF 9, Search and Rescue.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. County and Local Emergency Management Agencies will:

- 1. Coordinate county and local emergency response operations within their jurisdictions.
- 2. Develop and maintain local resource lists of industrial equipment that may be needed during search and rescue operations of collapsed buildings, etc.

3. Coordinate security requirements with local police, fire police, and National Guard security forces.
4. Coordinate requests and requirements with the appropriate Fire Company(s).
5. Coordinate with DEMA for State Assistance, if needed.

V. AUTHORITIES AND REFERENCES

A. Authorities

1. Delaware Code, Title 16, Chapter 67, Authority of the Fire Departments and Fire Police within the State.
2. Delaware Code, Title 16, Chapter 66, Fire Prevention.

B. References

1. State of Delaware Oil and Hazardous Substance Incident Contingency Plan, June 1, 1984
2. State of Delaware Radiological Emergency Plan
3. Medical Center of Delaware, Master Disaster Plan, Revised January 1985
4. Sussex 2000 - Master Plan for Sussex County
Sussex County Fire Departments' Standard

C. Operation Procedures.

1. Sussex County Volunteer Ambulance Standard Operation Procedures.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 10

HAZARDOUS MATERIAL RESPONSE

I. PURPOSE

- A.** To respond to an actual or potential release of hazardous materials from any incident caused by human error, or by a natural, technological, or terrorist event. ESF 10 may be activated under one of the following conditions:
1. In response to natural or other catastrophic disasters that will impact the residents of Sussex County.
 2. In anticipation of a natural or other disaster that is expected to result in a declaration of the Governor and subsequent Federal declaration under the Robert T. Stafford Act.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A natural, terrorist related, or other catastrophic disaster could result in a release of hazardous materials into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective.
2. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps.
3. Abandoned hazardous waste sites could be damaged, causing further degradation of the holding ponds, tanks, and drums.

4. The damage to, or rupture of, pipelines transporting materials that are hazardous, if improperly released, will present serious problems.

B. Assumption

1. Local response agencies will be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup, and dispose of hazardous materials released into the environment.
2. There may be incidents occurring simultaneously in separate locations statewide.
3. Standard communications equipment and practices may be disrupted or destroyed.
4. Response personnel, cleanup crews, and response equipment will have difficulty reaching the site of hazardous materials because of damage to the transportation infrastructure.
5. Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
6. Department of Natural Resources and Environmental Control (DNREC) maintains a database of chemicals used or stored at 1400 facilities statewide. These facilities will need to be monitored by DNREC and ESF 10 to ensure that there is no release of hazardous material when these facilities are not directly involved in the emergency or disaster, but they are located in or near the affected area.
7. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed.
8. Air transportation may be needed for damage assessment and to transport specialist personnel and equipment to the site of a release.
9. Emergency exemptions could be needed for disposal of contaminated material during large-scale disasters when dumpsites are full.

III. CONCEPT OF OPERATIONS

A. General

1. ESF 10 will direct the efforts of local and municipal emergency response actions immediately following a disaster involving hazardous materials. This means working closely with existing Local Emergency Planning Committees (LEPC). Close coordination must be maintained by State and Local officials following existing procedures. ESF 10 operations will secure, remove, and dispose of hazardous materials from the disaster area, and will initiate other early tasks demanded until such time as further activation is deemed necessary.
2. Response to oil discharges and hazardous substances will be accomplished by the State Emergency Response Team (SERT) in accordance with the *State of Delaware Oil and Hazardous Substance Incident Contingency Plan*, commonly referred to as the “SERT Plan”.
3. The Federal *National Contingency Plan (NCP)*, may be implemented if required.
4. Sussex County Hazardous Materials Operations Plan will be implemented.

B. Organization

The Delaware Emergency Management Agency (DEMA), the Department of Natural Resources and Environmental Control (DNREC), the Delaware State Fire School(DSFS), the Division of Public Health (DPH), the Delaware State Police (DSP), and the local Delaware Fire Services are the primary agencies for ESF 10. These agencies following SERT protocols, will provide on scene representatives, as needed. This may include 24-hour presence at the scene or at the EOC, to ensure full deployment and utilization of all available resources.

C. Response Actions

1. In the event of a spill or release involving hazardous materials, notification will follow procedures outlined in the SERT Plan, i.e. Sussex(911) Center will notify the ESF 10 members. This notification will be accomplished by telephone, email, fax, or digital pager and may request that the ESF 10 representatives report directly to the site or the State EOC following existing SERT protocols and procedures.

2. In accordance with the Incident Command System (ICS), a Fire Officer-in-Charge (OIC) from the Delaware Fire Service and/or the Department of Natural Resources and Environmental Control will assess and prioritize response actions necessary to mitigate hazardous material releases, which include the following two phases:
 - a. Stabilize and Stage
 - b. Categorize and Dispose
3. ESF 10 agencies and support personnel will be responsible to commit resources to the disaster area.
4. When multiple response actions are required, more than one On Scene Coordinator may be involved in implementing response actions. The ESF will be the mechanism through which close coordination will be maintained among all agencies and On-Scene Coordinators (OSCs). SEOC and DEMA will assure that response actions are properly coordinated and carried out.
5. During a Level III SERT response to an incident, DEMA will assist in coordinating required State resources. DEMA will assume the role as On-Scene Coordinator.
6. In accordance with the SERT Plan, emergency cleanup contractors should be placed in standby mode by DEMA personnel to be able to respond in short notice.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The National Contingency Plan (NCP) serves as the basis for planning and utilization of Federal resources for responding to releases or threats of releases of oil and hazardous substances. Response actions under this ESF will follow policies, procedures, directives, and guidance developed in the NCP.
- B. County and Local Emergency Management Agencies will:
 1. County EOCs will assist in coordinating response actions for local hazardous material incidents.
 2. Local Police, Fire Police, and DelDOT will provide traffic management support to ensure safe traffic flow around situations.

3. Follow SERT Plan guidance.

V. AUTHORITY AND REFERENCES

- A. *Delaware Oil and Hazardous Substance Incident Contingency Plan (SERT Plan).*
- B. *National Contingency Plan (NCP).*
- C. Sussex County Hazardous Materials Operations Plan.
- D. See Basic Plan.
- E. Delaware Code

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 11

FOOD

I. PURPOSE

- A.** To identify food, water, and ice resources for use during the aftermath of a disaster or emergency.
- B.** To identify resources and provide provisions for securing and delivering food and water supplies suitable for household distribution or congregate meal service, as appropriate.
- C.** To arrange for the transportation and distribution of food and water supplies within the affected area. Food supplies obtained and distributed by ESF 11 (Food) will be dispensed to the disaster victims by ESF 6 (Mass Care).

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. A catastrophic hurricane or other major disaster or emergency may deprive substantial numbers of people clean drinking water and access to and/or the means to prepare food.
- 2. Food and water products stored in the affected disaster area may be partially or totally destroyed.

B. Assumptions

- 1. Following a major or catastrophic disaster, there may be widespread damage and destruction to the infrastructure and homes/buildings resulting in transportation routes being impassable, widespread and prolonged power outages, and contaminated drinking water.

2. Thousands of evacuees may be sheltered both within the disaster area and other shelters around the State requiring food and water supplies for 72 hours after the disaster.
3. Normal food and bottled water processing and distribution capabilities will be disrupted.
4. Many commercial cold storage and freezer facilities within the impacted area will be inoperable as a result of power outages.
5. Damage projection models will be used to forecast damage and disaster consequences. Included in this information will be calculations to identify the number of people that may be impacted. ESF 11 will use these calculations and projections to estimate food and water needs, quantities, and to project the duration of mass feeding activities.
6. An immediate human needs assessment (food, water, health/medical, and housing) and the condition of the infrastructure (transportation, communications, and utility systems) will be reported by State Damage Assessment Teams (DATs).
7. Large bulk shipments of food and water supplies purchased, solicited, or donated will be coordinated with this ESF. Donations of non-perishable food items will be sorted and palletized for coordination and distribution with this ESF.
8. Assistance from the Delaware National Guard (ESF 14, Military Support) will be requested after all other resources have been used to assist with the distribution of food and water supplies and/or warehouse operation.

III. CONCEPT OF OPERATIONS

- A. See DEOP

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. **County and local Emergency Management Agencies will:**

1. Provide assistance and augmentation to ESF 11 to obtain and distribute food resources.
2. Develop and maintain a list of volunteer agencies within the jurisdiction that are willing to provide food, water, and ice resources during emergency or disaster situations.

3. Select mass feeding sites and locations with the American Red Cross of the Delmarva Peninsula, Delaware National Guard, Public Health, and other agencies.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 12

ENERGY

I. PURPOSE

- A.** To establish the policies and procedures to be used by the Department of Natural Resources and Environmental Control/Energy Office(DNREC/EO) and the Public Service Commission (PSC) responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact significant numbers of citizens.
- B.** To coordinate the provision of emergency supply and transportation of fuel in and through the county and state.
- C.** To coordinate the provision of emergency power, to support immediate response and recovery operations as well as restoring the normal supply of electric power.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Fuel shortages may be caused by the disruption of normal supply distribution during severe weather conditions.
- 2. Power outages and capacity shortages may be caused by unusually hot or cold weather, transmission limitations, distribution disruptions, severe weather conditions, and/or power plant outages.
- 3. Energy shortage conditions could jeopardize customers during periods when generating units breakdown and/or undergo scheduled maintenance.
- 4. Other energy shortages, such as interruption in the supply of natural gas or other petroleum fuels for automotive transportation

and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

5. There may be widespread and prolonged electrical power failure degrading communications, disrupting traffic signals causing traffic gridlock and impacting public health and safety services.
6. There may be hoarding of fuel and price gouging.

B. Assumptions

1. During periods of abnormal weather or multiple generating unit outages, generator capacity may be limited or may fall below customer demand.
2. In the wake of a disaster, many of the local resources may be unavailable due to damage, inaccessibility and/or insufficient supply.
3. Water pressure systems may be low affecting public health and safety. Fire fighting capabilities may be severely curtailed or reduced and sewer systems may be completely destroyed and inoperative.
4. Coordination and direction of local efforts including volunteers may be required.
5. Damaged areas may restrict access except by air.
6. The Sussex County EOC may be operational or an alternative EOC may be established.
7. The Department of Natural Resources and Environmental Control/Energy Office(DNREC/EO) may be available to respond, with assistance from ESF 12 support agencies, to energy related requests submitted by SEOC through the Delaware Emergency Management Agency (DEMA).

III. CONCEPT OF OPERATIONS

A. See DEOP

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. County and Local Emergency Management Agencies will:

1. Provide assistance to ESF 12 on energy requirements, as necessary.
2. Provide local coordination and assist utility companies during disaster response and recovery operations.
3. Coordinate with DEMA Operations, when activated.
4. Support ESF 12 operations to the extent possible.

V. AUTHORITIES & REFERENCES

A. See Basic Plan

B. Delaware Energy Emergency Contingency Plan

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 13

LAW ENFORCEMENT

I. PURPOSE

The purpose of this ESF is to outline provisions by the 19 Sussex County Municipal Police Departments and the three Delaware State Police Troops to protect the lives and property of the citizens of Sussex County and to enforce the laws of the County and the State of Delaware.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Sussex County is vulnerable all twenty of the specific hazards defined in the Delaware Emergency Operations Plan. These hazards include:
 - a. Mass Casualty Accidents
 - b. Biological Contamination
 - c. Civil Disorder
 - d. Dam Failure
 - e. Drinking Water Contamination
 - f. Drought
 - g. Earthquake
 - h. Flood
 - i. Hazardous Material
 - j. Hurricane

- k. Northeaster/Extratropical Storm
 - l. Nuclear Facility
 - m. Power Failure
 - n. Sinkhole
 - o. Terrorism
 - p. Tornado
 - q. Urban Fire
 - r. War Attack
 - s. Winter Storm
 - t. Extreme Heat
2. Sussex County has 19 independent municipal police departments. These departments range in size from one officer to a force of 22 officers. The Departments are as follows:
- a. Bethany Beach
 - b. Blades
 - c. Bridgeville
 - d. Greenwood
 - e. Lewes
 - f. Milford
 - g. Millsboro
 - h. Dagsboro
 - i. Delmar
 - j. Dewey Beach
 - k. Fenwick

- l. Georgetown
 - m. Laurel
 - n. Milton
 - o. Ocean View
 - p. Rehoboth
 - q. Seaford
 - r. Selbyville
 - s. South Bethany
3. There are three Delaware State Police (DSP) troops in Sussex County. Those troops are:
 - a. Troop 4, Georgetown
 - b. Troop 7, Lewes
 - c. Troop 5, Bridgeville
4. All 19 municipal police departments have verbal mutual aid agreements. The only written agreement is between the Bridgeville and Greenwood Departments.
5. The Sussex County Police Chiefs Association meets quarterly to discuss topics of mutual interest.

B. Assumptions

1. Manpower and equipment will be sufficient to perform the mission as described in the purpose statement.
2. It is currently assumed that adequate radio communication will be available to summon additional manpower via the following:
 - a. The 800 MHz. System
 - b. 2 Channels to SUSCOM
 - c. SWEN Channel Statewide (DSP)

- d. Own Department Channel

III. CONCEPT OF OPERATIONS

A. General

- 1. Law Enforcement in Sussex County during disasters will be administered through the 19 municipal police departments and the 3 Delaware State Police Troops mentioned above. Disasters may mandate additional assistance be provided by the Delaware National Guard and Federal Military Units. This outside large-scale police and military assistance can be achieved by contacting the County Emergency Operations Director, who will contact the Director of DEMA.

B. Phases of Emergency Management

1. Mitigation

- a. Work with legislative bodies to improve/enforce codes.
- b. Ensure compliance with codes and regulations as authorized.
- c. Ensure strict adherence to regulations for issuing licenses and permits.

2. Preparedness

- a. Develop and maintain personnel, equipment, and supply deployment plans.
- b. Maintain systems, supplies, and equipment in operational readiness.
- c. Train police personnel in emergency procedures.
- d. Regular police training is provided at five certified police department academies in the State. They are:
 - 1) DSP Academy
 - 2) New Castle County

- 3) Wilmington
 - 4) Newark
 - 5) Dover
- e. Participate in emergency training drills.
 - f. Maintain updated emergency personnel call-in list.
 - g. Individual departments may develop internal EOPs for their jurisdictions and agreements with neighboring police departments.
3. Response
- a. DSP representative reports to the Sussex EOC.
 - b. All Sussex County Police Departments will coordinate their emergency activities with SUSCOM. During emergencies, departments with their own 911 centers will switch and communicate directly with SUSCOM, when necessary.
 - c. Perform law enforcement activities to protect lives and property in disaster and other affected areas.
 - d. Coordinate task assignments and personnel relief.
 - e. Call in additional personnel.
 - f. Cancel non-essential department events, activities, and projects.
 - g. May provide patrols with public address systems to perform a warning function.
 - h. Provide traffic control and set up/man road blocks and access control points, as necessary.
 - i. Patrol and secure evacuated areas.
 - j. Periodic checks of public shelters to maintain law and order.
 - k. Maintain logs of all activities and communications during the emergency.

- 1) Communications with the 911 centers are recorded on tape.
 - 2) Individual departments will maintain logs of their activities and communications.
- l. Protect, relocate, and house prisoners in custody, if necessary, during emergency situations.
 - m. Provide protection and security for critical facilities and resources.
 - n. Assist in the evacuation of disaster areas during emergency operations.
 - o. Limit access to the incident scene and evacuated area(s) during response and recovery operations.
4. Recovery
 - a. Provide ongoing law enforcement activities to protect lives and property.
 - b. Repair equipment and operational systems.
 - c. Participate in Federal, State and County post-disaster critiques, as necessary.
 - d. Make recommendations for changes to the Sussex County Law Enforcement ESF.
 - e. Submit, as requested, necessary additional reports.
 - f. Escort Damage Assessment Teams into Disaster Areas.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Delaware State Police

1. During state of emergency, will coordinate DSP law enforcement activities with the County.
2. Staff and operate the 911 center at the County EOC, SUSCOM.

3. Provide a DSP representative to the Sussex EOC to coordinate all law enforcement activities in Sussex County.
4. Perform law enforcement activities in conjunction and coordination with eighteen municipal police departments.

B. Sussex County municipal Police Departments

1. Perform all activities, relative to their departments, as outlined mitigation, preparedness, response, and recovery.

C. Delaware State Fire Police

1. See Appendix A, of this ESF13.

V. DIRECTION AND CONTROL

A. County Municipal Chiefs and DSP (statewide) will be responsible to:

1. Coordinate the emergency activities of their department with the Sussex County EOC by way of SUSCOM. The DSP will send a representative to the SEOC to coordinate all Sussex County Emergency Law Enforcement activities in conjunction with Federal, State and County Disaster Recovery Priorities. All Sussex County disaster activities will be coordinated through the Sussex County Director of Emergency Operations, in the SEOC, 21303 Airport Road, Georgetown, DE.
2. Setting priorities in their departments when resources are limited.
3. Suspending services and redirecting resources in their Departments.
4. Authorizing emergency purchases.
5. Exercising operational control of the department's workforce.
6. Rendering mutual aid and assistance to other forces and disaster relief and recovery personnel.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession of police authority in Sussex County is as follows:

1. Ranking DSP officer in charge of operations in Sussex County or their replacement.
 - a. Chief of Police (for individual department)
 - b. Next highest ranking officer
 - c. Next highest ranking officer

B. Primary and Secondary facilities of operations.

1. When activated, the SEOC will serve to coordinate all law enforcement activities in the County.
2. Individual police departments will operate from their stations.
3. Secondary facilities will be the alternate EOC location and, for individual police departments, the next closest jurisdiction's police station.

C. All communications records are maintained on tape at SUSCOM. Police departments maintain their own records on hard copy in their stations.

D. All vital law enforcement activities will be maintained during emergencies.

VII. ADMINISTRATION AND LOGISTICS

A. The chief or officer-in-charge will:

1. Ensure the department's administrative activities are executed in an orderly, effective, and efficient manner.
2. Call in department employees from rosters.
3. Maintain department records relating to the emergency.
4. Maintain communications capabilities.

B. The Department Chief will:

1. Maintain department call-in rosters.
2. Develop and maintain agreements with private contractors as well as with other non-department resource providers.

VIII. ESF DEVELOPMENT AND MAINTENANCE

- A.** The Sussex County Police Chiefs association is responsible for maintaining this ESF to the SEOP.
- B.** This ESF will be reviewed and updated as appropriate by the County Emergency Operations Director and the Sussex County Police Chiefs or their representative.
- C.** The following will be conducted as necessary:
1. Training sessions to ensure all officers understand their role in ESF 13 during emergencies.
 2. Participation in exercises and post-disaster critiques.
- D.** Individual police chiefs will be responsible for developing and maintaining their own department resource inventory.

IX. APPENDICES

- A. Sussex County Fire Police**

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

ESF 13

LAW ENFORCEMENT

APPENDIX A

APPENDIX A -FIRE POLICE APPENDIX

I. PURPOSE

- A.** To provide traffic and crowd control during volunteer fire company responses. Can also assist the Delaware State Police and Sussex County municipal police departments as requested. Fire Police have authority to arrest, hold and detain.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Fire Police are statewide service, with approximately 62 members in Sussex County.
2. Fire Police are assigned to a particular volunteer fire company, usually 3 to 4 officers to each of the 21 fire companies in Sussex County.
3. Fire Police are usually the first on the Scene of an emergency and take their orders from the Fire-Officer-In-Charge.
4. Fire Police can assist the Delaware State Police and/or municipal police departments if requested, even though it may not be in conjunction with a fire company response.

B. Assumptions

1. There will be enough fire police to handle the emergency scene.
2. Employers will release fire police to enable them to respond to the emergency.

3. The fire police will be able to cover the scene on a 24 hour basis if needed.

III. CONCEPT OF OPERATIONS

A. General

1. The fire police respond to the emergency scene to provide traffic and crowd control for the fire scene or at the request of the Delaware State Police or other police departments.
2. Fire Police take direction from the Fire-Officer-In Charge.
3. Fire Police are authorized to arrest, hold and detain.
4. A representative from the Delaware State Fire School will respond to the County EOC and will coordinate the fire service and the fire police.

B. Mitigation

1. Work with the Delaware State Fire Commission to improve regulations etc.
2. Develop and provide education programs for the general public concerning the fire police service, through lectures.
3. Develop and negotiate memorandums of understanding with fire police in neighboring companies and Maryland.

C. Preparedness

1. Maintain equipment and ensure it is operational. Fire police officers are issued:
 - a. Blue emergency lights for vehicle.
 - b. White hat.
 - c. Badge.
 - d. Two-way radio for vehicle.
 - e. Radios may communicate with:

- 1.) Any firetruck.
 - 2.) Any fire police vehicle.
 - 3.) Sussex 911.
 - 4.) Delaware State Police or municipal police (through Sussex 911).
- f. Fire police receive training at the Delaware State Fire School and through their own Fire Police Association.
 - g. Participate in emergency training drills.
 - h. Maintain updated emergency personnel call-in lists.

D. Response

1. Respond to the scene and perform traffic and crowd control, or duties as directed by the Fire-Officer-in-Charge.
2. Arrest, hold and detain at the scene as necessary and appropriate using ties and handcuffs.
3. Appoint additional fire police at the scene as necessary.
4. May assist with operations in Maryland as directed and appropriate.
5. Coordinate task assignments and personnel relief.
6. Call in additional personnel.
7. Cancel non-essential fire police activities, events, etc.

E. Recovery

1. Provide security for disaster scene.
2. Inspect and repair equipment as necessary.
2. Participate in post-disaster critiques, as appropriate.
3. Make appropriate recommendations for changes to this appendix.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Fire-Officer-in-Charge

1. May appoint additional fire police at the scene as necessary.
2. See that security is provided at the scene.

B. Delaware State Fire School

1. Provide a representative to respond to the EOC and coordinate with the fire service and fire police.
2. Train fire police.

C. President, Sussex County Fire Police Association

1. Through lectures, provides fire police public education programs to inform the general public.
2. Works with legislative bodies, through the Delaware State Fire Commission, to improve/enforce codes as they relate to the fire police service.
3. Develops mutual aide understandings with Maryland.
4. Provides training to fire police.
5. Maintain updated emergency personnel call-in list.
6. Note: The Fire Chief of each company also maintains call-in lists.

D. Fire Police Commander (of each fire company)

1. Coordinate task assignments and personnel relief.
2. Call in additional personnel.
3. Make appropriate recommendations for changes to this appendix.

E. Each Fire Police Member

1. Respond to scene, perform traffic and crowd control.
2. May arrest, hold and detain.

3. Maintain equipment in operational readiness.
4. Provide security at scene.
5. Participate in post-disaster critiques, as appropriate.

V. DIRECTION AND CONTROL

- A. Coordinating emergency activities at the scene.
- B. Setting priorities when resources are limited.
- C. Suspending services and redirecting resources.
- D. Making emergency purchases.
- E. Exercising operational control of work force at the scene.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession in the Sussex County Fire Police Association is:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Chaplain
 6. Training Officer
- B. The line of succession of authority at the scene:
 1. Fire Chief
 2. Deputy Chief
 3. First Assistant Chief
- C. The primary facility housing necessary operations is the firehouse for each fire company. The alternate facility will be the substation, if available.

- D. All fire police records are maintained at the individual fire stations on computer. Back-up is maintained at the 911 fire board on computer.
- E. All necessary fire police activities must be maintained during emergencies. Public education programs and other events can be suspended.

VII. ADMINISTRATION AND LOGISTICS

- A. The President of each fire company will ensure that company administrative activities are executed in an orderly and efficient manner.
- B. The Fire Chief of each company and the President of the Sussex County Fire Police Association will maintain call-in rosters and call in personnel.
- C. The Fire Chief will maintain company records relating to the emergency.
- D. Communications capability in fire police vehicles will be maintained by each fire company.

VIII. APPENDIX A DEVELOPMENT AND MAINTENANCE

- A. The President, Sussex County Fire Police Association will be responsible for developing and maintaining this Appendix A of ESF 13.
- B. This appendix will be reviewed at least annually and updated as appropriate.
- C. Training sessions will be conducted through the Fire Police Association to ensure the appendix is understood by all fire police.

IX. AUTHORITIES AND REFERENCE

- A. Delaware Code, Title 21, Motor Vehicle Laws, through June 30, 1986
- B. Sussex County Code.
- C. Delaware State Fire Police Association Constitution and by-laws, October 15, 1961

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 14

MILITARY SUPPORT

I. PURPOSE

- A.** To provide military support through the Delaware National Guard (DNG) in times of an emergency, disaster, and/or civil unrest.
- B.** To prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the Delaware Emergency Management Agency(DEMA).

II. SITUATION & ASSUMPTIONS

A. Situation

- 1. Catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities.
- 2. There will be a significant loss of dwellings, structures, and widespread displacement of people.
- 3. Local and State authorities will require additional assistance and may include a request for Federal assistance.
- 4. In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, a human needs and property damage assessment will be conducted as soon as possible following a major or catastrophic disaster.

B. Assumption

- 1. All Delaware National Guard (DNG) assets are available for a State mission. It is understood that Federal wartime missions of the U.S. Department of Defense (DOD) takes priority over State missions.

2. Post-disaster human needs and property damage assessment are an ongoing process as needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
3. When possible, the Governor issues an Executive Order (EO) prior to a catastrophic disaster authorizing the Adjutant General to call to active duty those personnel necessary to support the State's response and recovery efforts. Some forces may be staged in and around the anticipated disaster area prior to occurrence.
4. Damage Assessment Teams (DATs) will be deployed from the State Emergency Operations Center (EOC) to the disaster area(s) by land or air, as appropriate. The DATs will perform human needs and property damage assessment.
5. Restoration and/or preservation of law and order (ESF 13, Security and Law Enforcement) will be a priority mission of the DNG immediately following a major or catastrophic disaster.

III. CONCEPT OF OPERATIONS

- A. See DEOP

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. **County and Local Emergency Management Agencies.**

1. County and local EOCs will assist coordinating military support requests during response and recovery operations.
2. Military support requests that exceed local resources should be forwarded to DEMA.
3. Support ESF 14 to the extent possible.

V. AUTHORITIES AND REFERENCES

- A. DOD Directive 3025.1, Use of Military resources During Peacetime Civil emergencies within the U.S., Its Territories and Possessions.
- B. National Guard Regulation 500.1, Military Support to Civil Authorities.
- C. Delaware National Guard Operation Plan.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 15

DONATIONS AND VOLUNTEERS

I. PURPOSE

- A.** The purpose of this Emergency Support Function (ESF) is to expedite the delivery of unsolicited and solicited donated goods, services, and qualified volunteers to support Delaware disaster recovery efforts.
- B.** Scope: The scope is two fold:
 - 1. First, to coordinate volunteer response/recovery efforts; and second, to assure the expeditious response/recovery and delivery of donated goods to an impacted disaster area.
 - 2. ESF 15 - Volunteers and Donations will be composed of entities with major roles in coordination of volunteer personnel and supply efforts. The scope of activities of ESF 15 include, but are not limited to:
 - a. Maintaining a toll free donations and volunteers telephone number and representative (when activated) at the Disaster Recovery Center (DRC).
 - b. Maintaining contact with volunteer non-governmental agency liaison(s).
 - c. Assessing and prioritizing overlooked affected area needs with ESF 7, Resource Support.
 - d. Deploying additional donated resources and volunteer personnel to meet identified unmet specific needs.
 - e. Coordinating and communicating all requests with DEMA Operations at the State EOC.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A significant natural or man made event may occur which is completely beyond the capability of local jurisdictions. This event/situation may cause many unmet immediate human needs. Government (Federal, State, and Local) does not have all the immediate necessary resources on hand to meet all future unmet disaster caused needs. The impact on local manpower and resources, as well as a public response caused by continuous massive media coverage of the event, may be overwhelming. This may necessitate the immediate/speedy activation and implementation of an outside organized charitable group.

B. Assumptions

1. Once immediate emergency conditions (search & rescue, etc.) subside, individuals and relief organizations (profit & private non-profit organizations) from outside the Delaware disaster area may begin to collect materials and supplies to assist an impacted area. These organizations may send large quantities of unsolicited donated goods, personnel, and services to Delaware.
2. Individuals and organizations may feel compelled to go to the disaster area to offer personal assistance.
3. When 1 & 2 above occur, the need for an organized response to meet, store, sort, secure, and move unsolicited donated goods and services will become imperative. In addition, those who are physically and mentally fit, and not affiliated with any organization, may wish to volunteer to perform basic necessary and manual emergency recovery tasks, such as serving, typing, unloading, sandbagging, etc., and again overwhelm local relief agencies.

NOTE: Selected qualified volunteers may need to sign a waiver, be quickly briefed, trained by government personnel, and put to work.

4. Due to disaster conditions, local volunteer groups may experience a deficit in some, if not all, service areas. This sudden lack of local manpower may necessitate the need for outside State and specific Federal response and recovery assistance.

III. CONCEPT OF OPERATIONS

- A. See DEOP**

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Local (City, Town, County)**

- 1.** Municipal government affiliated relief organizations will render aid and assistance to all disaster victims in their jurisdiction. They will coordinate and communicate all their disaster response and recovery actions to the next highest level of government by situation reports (SITREPS). Their list of specific unmet needs will be sent to the Sussex County Division of Emergency Preparedness which will forward their specific request to DEMA Operations at the State EOC. DEMA Operations will forward these requests to the ESF 15 Coordinator. DEMA Operations may also forward this request to the FEMA Regional Operations Center (ROC) for additional immediate action. When necessary, DEMA Operations will continually follow up the request until it is fulfilled and coordinate and communicate with ESF 15 all their actions and orders.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 16

ANIMAL CARE

I. PURPOSE

- A.** To provide rapid response guidelines and support for large and small animal care following a major or catastrophic disaster affecting the health, safety, and welfare of human beings and animals.
- B.** Support includes outside assistance, technical medical advice, treatments, assistance and evaluations, veterinary services, emergency contracting, and emergency repair of animal care facilities within Sussex County, Delaware.

II. SITUATION & ASSUMPTIONS

A. SITUATION

1. A major or catastrophic disaster or emergency may cause unprecedented damage, injury and death to humans and small and large animals. A major or catastrophic disaster or emergency is defined as any occurrence, natural or man made, that causes substantial suffering to human beings and animals, and catastrophic damage to property. Examples include, hurricanes, northeasters, nuclear power plant accidents, hazardous materials spills, tornadoes, floods, fires, winter storms, earthquakes, drought, transportation accidents, outbreaks of contagious disease, terrorism, etc..
2. In any catastrophic event, humans and domestic and wild animals may be severely injured and dazed. They may wander freely in an extremely agitated, stressed state of being. At first, Emergency Management, State and local veterinary and medical personnel may also be dazed and injured and unable to immediately perform all their prescribed emergency duties. Necessary food, water, and equipment in the immediate disaster area may be damaged, tainted and inaccessible. Outside help and animal response personnel may be needed to ensure timely, efficient, effective disaster relief and

response. Pre-planning is essential to survive initial catastrophic conditions.

B. ASSUMPTIONS

1. Local governments in the immediate disaster area will need assistance in providing care for dead and severely injured animals.
2. Emergency road and airstrip debris clearance and repairs will first have top priority to support immediate lifesaving emergency response activities.
3. Severely injured and damaged animals in obvious pain may need to be quickly euthanized in a humane efficient manner.
4. The Delaware Veterinary Medical Association (DVMA) will represent veterinarians of the State of Delaware and maintain liaison with The Sussex County Division of Emergency Management.

III. CONCEPT OF OPERATIONS

A. SEE DEOP

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. County and Local Emergency Management Agencies

1. County Emergency Management will assist in the selection of temporary animal shelter locations, as necessary. Provide updated status reports of temporary animal shelter care locations as necessary. Support animal emergency care operations, as county resources permit.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

ESF 17

INSURANCE

I. PURPOSE

- A.** To establish a cooperative effort with the primary agencies to assess the extent, type, and degree of damage due to a major catastrophic event in order to assist the citizens of Delaware.

II. SITUATION & ASSUMPTIONS

A. SITUATION

1. A natural disaster or other significant event will cause property damage and may be of such severity and magnitude as to require state response assistance to save lives and protect property.
2. Many citizens may have uninsured event related damage to their homes, business, etc. and need additional help.
3. The magnitude of an event may require the County and State EOC to be activated to help coordinate insurance response and recovery operations.
4. The Office of the Insurance Commissioner will work with the Office of the Governor and the Delaware Emergency Management Agency to help coordinate insurance response & recovery operations, as necessary.

B. ASSUMPTIONS

1. Damaged areas may have restricted access and may not be readily and immediately accessible.
2. An Insurance Assessment Team (s) may be formed, trained, and deployed to examine known damaged areas. These Teams can, if necessary, be escorted by Police/Military/National Guard

personnel. Additional components may be assigned, such as emergency management and environmental personnel, etc..

3. ESF 17 assessment teams may have difficulty initially relaying information to the EOC's. With large scale situations, an event insurance website linked to the DEMA website (www.state.de.us/dema) will be set up to relay the most currently available information to involved organizations.
4. In the wake of a disaster, many of the local resources may be unavailable due to damage, inaccessibility or insufficient supply.
5. The County Emergency and the State Emergency Operation Centers (EOC's) will be operational and/or alternate EOC's will be established.

III. CONCEPT OF OPERATIONS

- A. **SEE DEOP ESF 17**

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COUNTY AND LOCAL EMERGENCY MANAGEMENT AGENCIES

1. Provide assistance to ESF 17 on damage assessment and insurance requirements as necessary.
2. Provide local coordination and assist insurance companies during disaster response and recovery operations.
3. Communicate with The State Emergency Operations Center.
4. Share information on impacted sites, i.e. location, maps, etc.

IV. AUTHORITIES & REFERENCES

- A. See DEOP Basic Plan.
- B. Delaware Code, Title 18, Title 20; Chapter 31.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

Hazard Specific Annexes

This section of the Sussex County Emergency Operations Plan contains twenty separate sections detailing specific hazards, both natural and man made. Each section is a detailed guideline for action.

From this point forward they will be referred to as: HSA's. Refer to Page e. in the Table of Contents for a complete list of these twenty HSA's.

Sussex County is in alignment with the Delaware Emergency Operations Plan in how it is designed. Reference will be made to this DEOP in the Annex contents, for this reason.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 1
(HSA 1)**

MASS CASUALTY ACCIDENTS

I. PURPOSE

To protect and serve the public during mass casualty accidents. To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to mass casualty accidents, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Multiple casualty accidents can occur at any time, anywhere in Delaware. This could take place as an aircraft, train, and/or vehicle incident or anywhere people come together, such as, a theater, stadium, or building.
2. The levels of response is based on the number of patients involved in the Mass Casualty Incident.

LEVEL I - 5 to 10 patients.

LEVEL II - 11 to 20 patients.

LEVEL III - greater than 20 patients.

3. Should a situation develop requiring massive medical assistance, additional medical help will be added to the incident according to the jurisdiction, as required.

B. ASSUMPTIONS

1. When a situation develops resulting in multiple casualties, existing hospitals, and medical centers may implement their unit emergency plans.

2. Paramedic Advanced Life Support (ALS) Units will respond.
3. Basic Life Support (BLS) Units will respond.
4. ALS Supervisors and county command staff will respond, as required.
5. Disaster situations overloading Statewide medical resources may lead to a National Defense Medical System (NDMS) request for help by the Director of the Division of Public Health (DPH).
6. The Office of the Chief Medical Examiner (OCME) in coordination with the Delaware Funeral Directors Association will be notified and asked to respond. Temporary morgue(s) may be set up, as required.

III. CONCEPT OF OPERATIONS

- A.** When medical facilities are unable to control and treat a mass casualty situation, the Chief Medical Officer of the facility will contact the Director of the Division of Public Health. If necessary, a request for assistance is to be made to the Chief Medical Officer or designee (the Director of Public Health) of the State of Delaware.
- B.** In consultation with Chief Medical Officer of the affected hospital or medical center, the Chief State Medical Officer at DPH will attempt to determine the approximate magnitude of the request for outside medical assistance.
- C.** The Chief Medical Officer from DPH will contact the Director of DEMA regarding the request for outside medical assistance.
- D.** The DEMA Director will contact the Federal Emergency Management Agency (FEMA).
- E.** FEMA may immediately contact the Federal Regional Department of Health and Human Services director/designee, who will, if necessary, dispatch regional and national resources to resolve the situation. Triage at the scene is to be performed to the maximum extent possible.
- F.** A Family Assistance Center may be established, if necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. THE GOVERNOR MAY:

1. Activate the Delaware Emergency Operations Plan (DEOP).
2. Make mass casualty recommendations to the public.
3. Declare a State of Emergency if the situation dictates.
4. Issue supplementary declarations and orders.
5. Request Federal assistance, if necessary.

B. THE DEPARTMENT OF SAFETY AND HOMELAND SECURITY MAY:

:

1. Make public safety recommendations to the Governor.
2. Evaluate recommendations by DEMA/State EOC.
3. Direct activation of the State EOC.

C. THE DELAWARE EMERGENCY MANAGEMENT AGENCY MAY:

1. Coordinate all emergency support agency resources.
2. Make protective action and safety recommendations to the Department of Safety and Homeland Security Cabinet Secretary.
3. Send emergency management liaisons to local EOCs to assist with response and recovery operations.
4. Activate the State EOC. Partial activation may be necessary during early phases of mass casualty operations. Full Emergency Support Function (ESF) activation may be required for catastrophic incidents.
5. Contact and work with the Federal Emergency Management Agency (FEMA).
6. Work with other outside Federal and Private Agencies, such as the National Transportation and Safety Board (NTSB), Alcohol

Tobacco and Firearms (ATF), the Federal Bureau of Investigation (FBI) and others.

7. Communicate and coordinate with the Director of the Division of Public Health and/or his/her designee, as necessary.
8. Provide Mass Casualty public information services, as required.

D. LOCAL (CITY/COUNTY) EMERGENCY MANAGEMENT MAY:

1. Provide on-scene assessment after life saving operations by first responders.
2. To the extent possible, establish a local emergency management presence at the scene.
3. Establish a temporary command post/coordination office with the on-scene authority, if necessary.
4. Coordinate with the on-scene authority and assist the OCME with the proper location of a temporary morgue, if necessary.
5. Coordinate and communicate with local police and fire and DEMA, as necessary.
6. Forward priority requests to the DEMA liaison and/or the State EOC, as necessary.
7. Coordinate with the DEMA Public Information Officer (PIO) and staff, as necessary.
8. Coordinate with local police to ensure an exclusion zone/perimeter is established for local crowd control and crime scene security, as necessary.
9. Maintain communications with the State EOC/DEMA liaison, as necessary.
10. Coordinate with the OCME and local police to ensure a secure area for victims belongings and possessions, as necessary.
11. Fax a rough sketch of the accident area to the State EOC, if requested. The sketch should show the locations of the temporary command post, temporary morgue, security checkpoints, triage area(s), helicopter landing zones (LZs), and any other significant landmarks.

E. LOCAL POLICE, FIRE, PARAMEDICS, AND AMBULANCE

1. Local Basic Life Support (BLS) and Advance Life Support (ALS) will treat and triage victims at the scene of disaster.
2. Local hospitals may provide additional emergency medical services via local emergency rooms/wards, etc.
3. Hospitals should implement their mass casualty emergency plan, as required. They may treat and discharge victims, as possible. When necessary, they should request assistance from the State Chief Medical Officer/the State Health Commissioner, the Director of the Division of Public Health for the reallocation of additional beds and resources.
4. Notification of next of kin will be as follows:
 - a. Local incidents - The OCME and Forensic Sciences will notify next of kin.
 - b. Catastrophic transportation accidents - the National Transportation Safety Board (NTSB) will notify next of kin.
 - c. Mass casualty crime scenes - the Federal Bureau of Investigation (FBI) and/or state or local police services will notify next of kin.
5. Remember: Confidential information, such as, name, address, age, religious preference, marital status, sex, etc. of the victims is not to be released to the public except by written permission of the Medical Examiner or designee.

V. CONTINUITY OF GOVERNMENT

- A.** Emergency medical operations and the support will continue until all casualties are processed. County, municipal, and state government will continue to provide all available support, as needed.
- B.** The Governor is in control throughout and has delegated authority to coordinate state resources to the Director of DEMA through the Department of Safety and Homeland Security.

- C. Once activated, the State EOC will coordinate County resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.
- D. Support agencies will ensure 24-hour staffing availability, as required. ESF representatives responding to the SEOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A. Support will be conducted as necessary following existing procedures. Organizations are responsible for their own administration and logistics. Detailed records and logs of all operations are to be kept for possible future reimbursement.
- B. Each local, municipal, and private agency involved with Mass Casualty operations is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C. Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- D. All agencies, local, municipal, and private involved in mass casualty events shall maintain detailed resource and financial records directly related to the event.
- E. An action report describing the situation and response actions of local, municipal, and private organizations will be prepared.
- F. Based on after action reports and critiques, each agency shall update their annexes, plans, SOPs, etc. to facilitate preparedness for subsequent mass casualty operations.

VII. AUTHORITY AND REFERENCES

- A. **See the Sussex County Basic Plan.**
- B. **DEOP.**
- C. **Sussex County Mass Casualty Incident Plan.**

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 2 (HSA 2)

BIOLOGICAL CONTAMINATION

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to biological contamination, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATION

1. Viruses, parasites, bacteria and many other agents are a natural threat to human and animal organisms. This natural process keeps the earth in "homeostasis" or balance. This process of decay and disease keep the earth from being overpopulated. At times, the numbers of births are roughly equivalent to the number of natural deaths, thereby, keeping the biological environment "normal" or balanced.
2. Biological contamination occurs when man interrupts, speeds up, or artificially changes by extraordinary means, this natural life "cycle" or sequence of events. Contamination can take place by many means and elements. It can happen intentionally or accidentally. However it occurs, the results are almost always the same, i.e. environmental change and hastened disease and/or death. This unusual process usually has a corresponding "hidden" price tag, with increased medical costs, sick time, lost production and life style, down time, and subtle, hidden long-term environmental and social changes.

B. ASSUMPTIONS

1. It is assumed that biological contamination can take many different forms from deliberate acts of biological terrorism to the accidental spread of minor infections, viruses, bacteria, etc..

2. Agencies exist to identify and control biological contamination, to include the Federal Centers for Disease Control (CDC); the National Center for Infectious Diseases; the Delaware Division of Public Health (DPH), and other U.S. medical military and civilian "watchdog" organizations.
3. Medical resources, personnel, and expertise can be mobilized to deal with identifiable problems.
4. Biological contamination can be identified and limited. Lives and property can therefore be protected and saved.
5. Every effort will be made to protect the health and welfare of the public from biological terrorism and other threatening agents.

III. CONCEPT OF OPERATIONS

- A.** When an event takes place, or has been identified as having taken place, and a problem is identified, teams from the Division of Public Health (DPH), Department of Natural Resources and Environmental Control (DNREC), Delaware Health and Social Services (DHSS), the Delaware Department of Agriculture (DDAG), etc. will be dispatched to inspect the suspected area.
- B.** If possible, infected/contaminated areas will be decontaminated according to existing medical protocols dictated by the contaminant/bacteria or agent.
- C.** Personnel and livestock may be quarantined (isolated) until deemed safe by the Director DPH, the State Veterinarian, and/or other competent public medical authorities.
- D.** As necessary, DHSS Disaster Plan will be implemented.
- E.** "Quarantine Zones" may be established with the corresponding isolation of patients and the necessary destruction of animals and/or bacteria, etc..
- F.** When an event has been identified, or suspected, a preliminary consultation may be held with DDAG, DNREC, the State Epidemiologist, State Veterinarian, DEMA Director, and the DPH Director.
- G.** Isolation zones may be established after consultation with the State Veterinarian, the Director of the DPH and the DEMA Director, and/or responding SERT personnel (DNREC, Police, and Fire). These isolation zones will minimize the spread of any dangerous agent or contaminant covered or not covered by the State of Delaware Oil and Hazardous

Substance Incident Contingency Plan, commonly referred to as the SERT Plan.

- H. The Federal Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) may be requested to assist the local investigation and prosecution of any identifiable biological crimes.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. THE GOVERNOR MAY:

1. Activate the Delaware Emergency Operations Plan (DEOP).
2. Make recommendations to the public.
3. Declare a State of Emergency, if situation dictates.
4. Issue supplementary declarations and orders.
5. Request Federal Assistance, if necessary.

B. THE DEPARTMENT OF SAFETY AND HOMELAND SECURITY MAY:

1. Make public safety recommendations to the Governor.
2. Evaluate protective actions as recommended by DEMA/State EOC.

C. THE DELAWARE EMERGENCY MANAGEMENT AGENCY MAY:

1. Monitor the overall situation.
2. Coordinate all emergency support agency resources.
3. Make protective action and safety recommendations to the Department of Safety and Homeland Security Cabinet Secretary.
4. Activate the State EOC. Partial activation may be necessary during the early phases of the incident. Full Emergency Support Function (ESF) activation may be required as the situation worsens.
5. Send emergency management liaisons to local EOCs to assist local biomedical operations.

V. CONTINUITY OF GOVERNMENT

- A.** The Governor is in control throughout the event and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- B.** Government will function as normal during a biological contamination incident.
- C.** If activated, the State EOC will coordinate State resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.
- D.** Support agencies will ensure 24-hour staffing availability as required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A.** All local, municipal and private personnel are responsible for their own administration and logistics. A detailed log of all related events and costs (personnel and equipment) should be kept for possible future reimbursement.
- B.** Each local, municipal and private agency involved with this biological contamination event is responsible for maintaining lists of emergency resources to include personnel, supplies and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- D.** There shall be an after action report prepared describing the situation and response actions of local, municipal, state, federal agencies, and private organizations.
- E.** Based on after action reports and critiques, each agency shall update their ESFs, plans, SOPs, etc. to facilitate preparedness for subsequent incidents/events.

VII. AUTHORITY AND REFERENCES

- A.** State of Delaware Terrorism/Biological Incident Response Guide
- B.** Public Health and Medical Plan
- C.** Delaware Emergency Health Powers Act
- D.** State of Delaware Oil and Hazardous Substance Incident Contingency Plan.
- E.** All other local, state, and federal health laws, procedures, rules, regulations and protocols pertaining to biological contamination.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 3
(HSA 3)**

CIVIL DISORDER

I. PURPOSE

To protect and serve the public during civil disorder. To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to civil disorder, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTION

A. SITUATION

1. Public disorders may take many forms. One form is a riot, also known formally as a Civil Disorder.
2. These public disturbances, which generally originate from real or imaginary grievances, may with little warning erupt into violent disorder.
3. Violent disorders could result in the destruction of property; personnel injured and/or killed, prohibition of movement, and the destruction or impedance of commerce. When violent situations erupt and the destruction of life and property takes place, it may become necessary for State and Local government to quickly respond with force to restore domestic peace and tranquillity.
4. Peaceful non-violent disorders may require minimal response.

B. ASSUMPTIONS

1. When a situation develops, the Governor may use all the resources under her/his command and control to restore domestic tranquillity and ensure peace to troubled areas of the State.
2. The Delaware State Police (DSP) will respond, as requested.

3. The Delaware National Guard (DNG) will respond, as requested.
4. Necessary resources, i.e. personnel, equipment, etc. will be available to stop any civil disorder.
5. Federal assistance will be available, as required.

III. CONCEPT OF OPERATIONS

- A.** Per State Law, State forces such as DSP and DNG may become fully involved in civil disorder operations upon request from the Governor. The Delaware Emergency Management Agency (DEMA), operating with the direction of the Governor, will coordinate and control resources to control civil disorder operations. DSP and DNG actions and activity will supplement and assist local police forces to stop and put to rest any civil disturbance in affected area(s) of the State.
- B.** County Emergency Operations will monitor the situation.
- C.** DSP will generate an intelligence report (INTELREP) and DEMA, a situation report (SITREP). These reports will be issued periodically to the Governor, the Secretary of Safety and Homeland Security, and FEMA throughout the duration of the incident, when significant changes occur.
- D.** The situation will be evaluated by the Governor, the Secretary of Safety and Homeland Security, and the DEMA Director. A plan of action may be developed to quickly and successfully end the civil disorder. FEMA, Region III will be advised of the situation via SITREPS.
- E.** Necessary material, equipment, and personnel will be quickly dispatched to restore order and peace, to the affected, troubled area(s) of the State.
- F.** Prolonged “outside force” presence may be needed before transferring complete control of an area back to local police forces. This will only be done to insure the long term restoration of law and order in a troubled area(s).
- G.** See the Delaware State Police Critical Incident Procedures Manual for more specific details.
- H.** Should the situation exceed local and State capabilities, Federal forces may be requested by the Governor through the Director of DEMA. The Director of DEMA after consultation and in conjunction with the Governor and the State Attorney General will contact the Federal Coordinating Officer (FCO) to request Federal assistance to assist State

and Local law enforcement personnel. Ideally, military security forces will arrive as soon as possible to engage in local operations on-scene.

- I. A Department of Defense (DOD) Liaison Officer/Emergency Planning Liaison Officer (EPLO) may be assigned to DEMA and the State EOC for the entire duration of the situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. THE GOVERNOR MAY:

1. Take the necessary steps to restore and ensure domestic tranquillity within the State of Delaware.
2. Activate the Delaware Emergency Operations Plan (DEOP), if necessary.
3. Make civil disorder recommendations to the public.
4. Declare a State of Emergency if the situation dictates.
5. Issue supplementary declarations and orders.
6. Request Federal assistance, if necessary.

B. THE DEPARTMENT OF SAFETY AND HOMELAND SECURITY MAY:

1. Work with the DEMA Director to insure prompt Civil Disorder response.
2. Make civil disorder recommendations to the Governor.
3. Evaluate protective actions recommended by DEMA/State EOC.
4. Direct activation of the State EOC.
5. Coordinate requirements with the Attorney Generals Office.

C. THE DELAWARE EMERGENCY MANAGEMENT AGENCY (DEMA) MAY:

1. Function as the primary agent to coordinate and command all civil disorder response.

2. Make protective action and safety recommendations to the Cabinet Secretary of the Department of Safety and Homeland Security.
3. Activate the State EOC. Partial activation may be necessary during the early phases of a civil disorder. Full Emergency Support Function (ESF) activation may be required depending upon the size of the incident.
4. Send emergency management liaisons to local EOCs to assist response and recovery operations.
5. Monitor civil disorder operations and submit SITREPS as required..

V. CONTINUITY OF GOVERNMENT

- A. Government operations will continue with caution during civil disorders.
- B. The Governor is in control throughout and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- C. Once activated, the State EOC will coordinate resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.

VI. ADMINISTRATION AND LOGISTICS

- A. Agencies and organizations involved in civil disorder/riot operations are responsible for their own administration and logistics according to individual agency plan.
- B. Supply and logistics above and beyond normal operations will follow existing disaster reimbursement procedures.
- C. It is extremely important that each involved agency log and fully document all expenditures of equipment, personnel and other related costs for possible future reimbursement. These records shall be submitted to DEMA upon request.
- D. Each agency that has a civil disorder response requirement is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.

- E.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- F.** DEMA shall prepare an after action report describing the situation and response actions of local, State, Federal agencies and private organizations and individuals.
- G.** Based on after action reports and critiques, each agency shall update their plans, SOPs, etc. to facilitate preparedness for subsequent incidents/events.

VII. AUTHORITY AND REFERENCES

- A.** See Basic Plan.
- B.** See Delaware State Police Critical Incident Procedures Manual.
- C.** Delaware National Guard Civil Disorder Plan.
U. S. Code

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 4
(HSA 4)**

DAM FAILURE

I. PURPOSE

To protect and serve the public during dam failure. To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to dam failure, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATION

1. Being a small coastal State with a minimum elevation above sea level, numerous dams and reservoirs exist Statewide to hold back stream and water runoff.
2. Emergency action plans exist for many dams throughout the State. These emergency plans are kept on file with the Division of Soil and Water Conservation, Department of Natural Resources and Environmental Control (DNREC) in Georgetown, DE.
3. Dams that are not privately owned should be monitored by local jurisdictions.

B. ASSUMPTIONS

1. All dams in Delaware are subject to earthquakes, tremors and other threats (sabotage, hurricanes, ice flows, winter storms, severe runoff, etc.).
2. Should these dams fail, numerous down stream houses, roads, bridges, fields, driveways, back yards, basements, and drainage ditches could quickly become saturated and flooded. Flooding would cause debris of all kinds, destroying personal and private

property, releasing into the environment stored fuels, fertilizers and contaminants, and generally impeding movement and commerce.

III. CONCEPT OF OPERATIONS

- A.** Should a problem be noted with any dam in the State of Delaware, the following individuals and agencies should be notified:
 - 1. The dam owner;
 - 2. The local police and emergency management personnel;
 - 3. The Delaware Geological Survey (DGS);
 - 4. The Division of Soil and Water Conservation/DNREC;
 - 5. The Delaware Emergency Management Agency (DEMA).
- B.** The closest available Fire Company may be dispatched and immediately engage in life saving emergency response operations, i.e. search and rescue, and the protection of down stream life and property. The local Public Works Department may be called to reinforce the dam site with heavy equipment/machinery.
- C.** If notified, the local on-scene commander will assess the problem and notify the individuals and agencies listed in paragraph A. above.
- D.** Based on the results of this joint assessment, the Director of DEMA may:
 - . Activate the State Emergency Operations Center (EOC) and implement the Delaware Emergency Operations Plan (DEOP) with the appropriate Emergency Support Function(s) (ESF's) for immediate on-scene assistance.
 - . Request immediate additional large scale assistance from DELDOT, local contractors, and/or the Federal agencies.
 - . Notify the Director of Safety and Homeland Security Cabinet Secretary and the Governor.
- E.** Local resources are to be used first, if possible, to mitigate and respond to any dam problems. This includes use of city public works personnel, material and equipment and local contractors.
- F.** Supplemental/additional assistance may be requested from the county through the County EOC. State assistance will be requested through DEMA.

- G.** DEMA may request additional assistance from designated State ESFs, before requesting Federal assistance, to include ESF 3, Public Works and Engineering (DELDOT) and ESF 14, Military Support (DNG). Other ESF's will be tasked, if necessary.
- H.** State and Local emergency support operations (personnel, materials and equipment) will continue to operate on-scene until the situation is under control or terminated. Detailed summaries and logs of all expenses and operations will be documented and given to DEMA, if requested, for possible future reimbursement.
- I.** If required, DEMA will contact the U. S. Army Corps of Engineers (USACE) for additional statutory assistance.
- J.** If additional Federal assistance is required, DEMA will request it from the Federal Emergency Management Agency (FEMA) through the State Coordinating Officer (SCO) to the Federal Coordinating Officer (FCO).
- K.** Those nearby the incident should be cautioned to avoid flooded roads and other related areas as determined by ESF 5 (Information and Planning), and ESF 5A (Public Information) through news releases and public announcements.
- L.** The public should be asked to follow the requests and directions of (City, County, and State) emergency management personnel, police, and fire authorities in the affected area(s) until otherwise notified.
- M.** The DGS and the Division of Soil and Water/DNREC should review all long term mitigation and treatment measures and suggest appropriate options. (See State of Delaware Hazard Mitigation Plan). A final report may be generated by DEMA in consultation with DGS and DNREC for distribution to the Secretary of Safety and Homeland Security, the Governor, and FEMA Region III.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** Refer to the ESF section of this SEOP for specific assignments.

V. CONTINUITY OF GOVERNMENT

- A.** Government operations will continue as usual during any dam failure operations.

- B.** The Governor is in control throughout and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- C.** Once activated, the State EOC will coordinate State resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible agencies.
- D.** Support agencies will ensure twenty-four hour staffing availability as required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A.** Any agency, organization or office responding to, or taking part in, any dam failure operation is responsible for its own administration and logistics. A detailed record and daily log of all dam failure operations must be maintained.
- B.** Each State, local and private agency involved with dam failure and flooding emergency response is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- D.** State, local and private organizations shall maintain detailed financial records as they pertain to response and recovery actions. These financial records shall be submitted to DEMA, if requested, for possible reimbursement actions.
- E.** DEMA shall prepare an after action report describing the situation and response actions of local, State, Federal agencies and private organizations.
- F.** Based on after action reports and critiques, each agency shall update their ESF, plans, SOPs, etc. to facilitate preparedness for subsequent problems.
- G.** DEMA will coordinate all Federal assistance.

VII. AUTHORITY AND REFERENCES

- A.** Title 23, Chapter 19 Dams, Delaware Code Annotated, 1974, § 1901, 1902, 1903, 1904.

NOTE: Individual Emergency Action Plans are kept on file at Division of Soil and Water Conservation, Department of Natural Resources and Environmental Control in Georgetown, Delaware.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 5 (HSA 5)

DRINKING WATER CONTAMINATION

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to drinking water contamination, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Waterborne diseases affect millions of people in the United States every year. Not all of the population has access to clean, safe drinking water sources year round. We use it not only for drinking, but, also for, preparing and cooking our food; personal hygiene and bathing. Without clean and safe drinking water we may develop serious health problems.
2. Some of the major waterborne diseases that can plague us today are:
 - Taneaia solium taeniasis Amoebiasis
 - Campylobacter inteitis E. coli diarrhea
 - Rotavirus diarrhea Salmonellosis
 - Dracunculiasis Typhoid
 - Poliomyetelitis Ascariasis
 - Strongyloidiasis Clonorchiasis
 - Louse-borne relapsing fever Ttypanosomiasis
 - Louse-borne typhus Yellow fever
 - Onchocerciasis Malaria
 - Infectious skin diseases Infectious eye diseases
 - Chlorea Giardiasis
 - Shigellosis Paratyphoid
 - Tricchuuryasis Schistomiasis
 - Filariasis Dengue

3. Accidents, fertilizer run off (nitrates), coliform, and some industrial contamination are other sources of area/point source pollution that may affect our water sources.
4. Widespread failure to comply with the Safe Drinking Water Act is a symptom of increasing problems with drinking water quality throughout the United States. Currently, most drinking water plants are old and out of date, and water supplies are increasingly at risk from chemical and biological contamination. Delaware is not immune from these problems.
5. The most commonly identified contaminants of State of Delaware water supplies are nitrates and coliform.

B. ASSUMPTIONS

1. During disaster situations, if water mains are broken, clean potable water may be in short supply.
2. Cities, towns, and counties may be asked to boil, filter and ration available water supplies.
3. Citizens may be asked to perform water conservation measures.
4. National Guard water "buffaloes" or mobile potable water tanks may be dispatched.
5. The source of water problems or contamination will be identified.
6. Delaware Emergency Management Agency (DEMA) will coordinate with other State agencies to make "clean" water available to the public.
7. Pure clean bottled water will be available.

III. CONCEPT OF OPERATIONS

- A.** During drinking water emergencies coordination will be accomplished by responsible appropriate agencies to discuss and, if possible, remedy or rectify the situation.
- B.** The primary responsible agencies will include as a minimum, the Delaware Emergency Management Agency (DEMA), the Division of Public Health (DPH), the Delaware Health and Social Services (DHSS), the Department of Natural Resources and Environmental Control

(DNREC), Fire Service, Police, and the local emergency management agency. The result of this coordination will be to provide citizens with safe, clean drinkable water. This coordination may be made in a face-to-face meeting and/or by a telephone bridge-call.

- C. Technical analysis of water will be provided in-state by DHSS, DPH and/or DNREC laboratories.
- D. Long term environmental ramifications will be the responsibility of DNREC.
- E. Long term health considerations are the responsibility of DPH.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. REFER TO THE ESF SECTION OF THIS SEOP FOR SPECIFIC ASSIGNMENTS.

V. CONTINUITY OF GOVERNMENT

- A. The Governor is in control throughout the event and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- B. Government will function as normal during a drinking water contamination event. If necessary, bottled water will be distributed to affected offices, when appropriate.
- C. If activated, the SEOC will coordinate county and municipal resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.
- D. Support agencies will ensure twenty-four hour staffing availability as required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A. Each agency involved in the event is responsible for its own administration and logistics. A detailed log of all related events and costs

(personnel and equipment) should be kept for possible future reimbursement.

- B.** Each State, local, and private agency involved with this drinking water contamination plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- D.** State departments, local and private organizations shall submit to DEMA, if requested, records of resources and costs used in response to the emergency.
- E.** SEOC will prepare an after action report describing the situation and response actions of local, municipal, state and Federal agencies and private organizations.
- F.** Based on after action reports and critiques, each agency shall update their annex, plans, SOPs, etc. to facilitate preparedness for subsequent incidents/events.
- G.** Sussex County Department of Emergency Preparedness, will coordinate with DEMA for all Federal assistance.

VII. AUTHORITY AND REFERENCES

- A.** Delaware Code Annotated, Title 16 , § 135; Title 20, Chapter 31, § 3133

VIII. APPENDICES

- A. APPENDIX A.**

**Sussex County Emergency Operations Plan
(SEOP)**

**HAZARD SPECIFIC ANNEX 5
(HSA 5)**

DRINKING WATER

APPENDIX A

A. DRINKING WATER CONTAMINATION RECOMMENDATIONS:

Several simple choices can help alleviate major long term drinking water problems during contamination:

1. During a drinking water contamination situation that results in a water shortage, store available clean water in gallon jugs, bath tubs, covered buckets, bottled water, etc..
2. Use waste water to flush operable toilets, i.e. not clean drinking water.
3. When notified of a contamination, turn off the main water intake valve to keep your clean water supply in hot water tanks from becoming contaminated.
4. Conserve water, especially during emergency situations.
5. Boil water for appropriate duration when ordered by Public Health officials.
6. Buy and store bottled water for drinking and cooking. Rotate the supply by using the oldest bottles first.
7. Some contaminated waters may be used for bathing and washing. For approval check with Public Health officials.
8. Always check with Public Health officials for safe drinking water sources.
9. Follow the directions of the local water company and emergency managers.
10. Help Your Neighbors.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 6 (HSA 6)

DROUGHT

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to drought, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Drought, as defined here, is a prolonged period of dry weather during which there is not an adequate supply of water, especially surface water, to meet water supply demands. This prolonged lack of water can have severe effects on people, animals, and plants. It will ultimately result in massive impact to life and property. Commerce may be severely affected.
2. There may be several types of drought, such as an “agricultural drought” or a “water supply drought”, etc. A prolonged “agricultural drought” will have a severe effect upon commercial plants and animals. The immediate results will be price increases in basic food staples, the loss of “breeder” and “parent” stock, and the massive and costly destruction of agricultural businesses. Long term results are currently incalculable.
3. A general “water supply drought” will impact population centers. Fountains, displays, car washing, lawn watering and other activities using water may need to be curtailed, delayed, or postponed until excess water supplies are available. Regulations and water restrictions may force residents to stop the waste of any potable water or water supply.
4. A percentage of the population of Delaware is served by surface water supply. This group may be more affected by drought than

well water consumers. Those with deep wells may be impacted less.

B. ASSUMPTIONS

1. Drought may occur anytime (winter, spring, summer, or fall).
2. Delaware has experienced droughts during winter and summer months.
3. Lack of precipitation and adequate water supply will result in health problems for humans, animals, and vegetation.
4. In an emergency, the U.S. Army Corps of Engineers may be authorized to provide clean water to communities with contaminated water supplies that represent a substantial threat to the public health and welfare.
5. Clean bottled water will be available for use during drought conditions.

III. CONCEPT OF OPERATIONS

- A.** During prolonged periods of drought, regular meetings/ telephone conferences may be held, at the State Level., to discuss the current situation/status. These meetings will be chaired by the DEMA Director/designee and may be accomplished using the DEMA bridge call capability. The following agencies may take part in the calls:

- . The Office of the Governor (Chief of Staff)
- . Department of Safety and Homeland Security
- . Delaware Department of Agriculture (DDAG)
- . Delaware Health and Social Services (DHSS)
- . The Delaware Geological Survey (DGS)
- . The Office of the State Fire Marshall (OSFM)
- . Department of Natural Resources & Environmental Control (DNREC)
- . The Division of Public Health (DPH)
- . The Delaware Emergency Management Agency (DEMA)
- . Contiguous States Emergency Management Agencies - (Pennsylvania, New Jersey and Maryland)
- . Water resource agencies and organizations in the area
- . New Castle, Kent, Sussex, Wilmington, Newark and Dover Emergency Management Agencies
- . Water Companies, i.e. Tidewater, Artesian, etc.
- . Hospitals

Industry

Municipalities with water supply and distribution systems

The National Weather Service (NWS)

U. S. Army Corps of Engineers (USACE)

- B.** Based on the outcome of these calls, very specific restrictions may be taken to preserve and curtail the use of existing water supplies.
- C.** The greater the duration of drought, the more intense and severe must be the measures used to control the use of water in cities, towns, and county jurisdictions. This may include, but is not limited to, the curtailment of water to:
1. Wash and clean automobiles.
 2. Water lawns, plants, trees and shrubs.
 3. Maintain swimming pools.
 4. Operate fountains and water displays.
 5. Operate and maintain industrial processes and manufacturing.
- D.** Prolonged drought may lead to water rationing. The Delaware National Guard and possibly the U. S. Army Corps of Engineers may issue potable water to communities via portable water tankers, known as "water buffaloes" and/or containers of bottled water.
- E.** Only key buildings and installations may be exempt from restrictions. Examples are:
- Medical offices, clinics, hospitals, nursing homes, schools and kindergartens, emergency centers, senior centers, police stations, fire companies, hot weather shelters for the elderly, etc.
- F.** Drought information and restrictions will be disseminated when necessary by the media to the citizens of Sussex County. All unnecessary water usage should stop during severe drought conditions
- G.** People, organizations, and agencies should make provision to maintain a stockpile or reservoir of bottled water and other liquids prior to drought conditions becoming severe. It is recommended that a minimum of a three day supply should be kept on hand at all times. Ideally, a two week to one month supply would be best.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Refer to the ESF section of the SEOP for specific assignments.**

V. CONTINUITY OF GOVERNMENT

- A.** The Governor is in control throughout any drought situation and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- B.** Once activated, the State EOC will coordinate State resources for drought preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.
- C.** Support agencies will ensure twenty-four hour staffing availability, as required. ESF representatives responding to the State EOC shall be knowledgeable of their resource and shall have authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A.** Involved organizations are responsible for their own administration and logistics during drought emergency operations.
- B.** Each county, local, state, and private agency involved with this drought response plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implement checklists to ensure actions in this plan are performed in a timely, efficient manner.
- D.** All departments, agencies and local jurisdictions involved in drought emergencies shall maintain detailed financial records as they pertain to drought response and recovery and submit records to DEMA, if requested, for possible future reimbursement.
- E.** All departments, local and private organizations involved in drought emergency response shall submit to DEMA a record of resources and costs used to respond to the emergency.

- F.** DEMA shall prepare an after action report describing the situation and response actions of county, State, Federal agencies, and private organizations.
- G.** Based on after action reports and critiques, each agency shall update their annex, plans, SOPs, etc. to facilitate preparedness for subsequent droughts.
- H.** DEMA will coordinate all Federal assistance for eligible recovery for citizens and State and local governments.
- I.** Sussex County Emergency Management will work with the DEMA and the U. S. Army Corps of Engineers, per PL 84-99.

VII. AUTHORITY AND REFERENCES

- A.** The Delaware Code Annotated, Title 20, Chapter 31, § 3116.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 7 (HSA 7)

EARTHQUAKE

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to earthquakes, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. An earthquake is a sudden motion or trembling in the earth caused by the abrupt release of slowly accumulated strain along subterranean ground faults. These zones of seismic probability are where major earthquakes occur most frequently.

Earth tremors or earthquakes occur everywhere on the surface of the earth. Earthquakes are an unfamiliar phenomenon in Delaware. The Sussex County is located in a low risk region for a major magnitude earthquake. Often times it is shocking to realize that the earth, which we regard as stable, is an active fluid dynamic body. Between February 1977 and 1992 seven earth tremors large enough to have been felt occurred in Sussex County. The State of Delaware has experienced numerous earthquakes, most were below the Richter magnitude of 4.5. Delaware has had a relatively long history of seismic activity. The results of a moderate earthquake in northern Delaware could result in significant damage because of the geologic characteristics of the area. There are numerous, relatively old, un-reinforced infrastructure. There exists a number of a dense network of lifelines including, but not limited to, major railroads, interstate highways, buried pipelines, refineries, chemical plants, power plants, power production facilities, and nuclear power plants.

3. The two most common methods used to measure the size of earthquakes are magnitude and intensity. The magnitude method is an objective measurement of the total amount of energy released during an earthquake. It can be determined from seismogram recorded by a seismograph. Intensity is a measure of the effects on people or the physical damage that an earthquake causes. It is usually measured on the Modified Mercalli Intensity (MMI) Scale. Although several slightly different scales have been developed, the best known is the Richter scale. The magnitude scales are logarithmic, which means that each unit increase represents a tenfold increase in shaking amplitude, or a 31.4 increase in energy released. Richter magnitude can also be directly related to the damage expected from an earthquake. For example:
 - a. 4.0 can cause some local damage near earthquake source.
 - b. 5.0 can cause moderate damage.
 - c. 6.0 can cause considerable damage.
 - d. Greater than 6.0 is considered a major earthquake causing wide spread damage.
 - e. 8.0 or above considered a great earthquake causing catastrophic damage.

B. ASSUMPTIONS

1. Earthquakes can cause damage to highways, homes, sewage facilities, utility lines and other structures.
2. Emergency response to any earthquake situation would follow the usual protocols/procedures of search and rescue.
3. Earth moving equipment may be needed to deal with an earthquake.
4. Delaware infrastructure could be severely impacted by a low range earthquake.
5. Delaware Emergency Management Agency (DEMA) will support the Local Emergency Management Coordinator/Director and coordinate agency response and recovery during an earthquake event.

6. The Delaware National Guard (DNG) and United States Army Corps of Engineers (USACE) may be requested to support Delaware Department of Transportation (DELDOT) operations during the response and recovery efforts.
7. Delaware Geological Survey (DGS) possesses vital information, knowledge, experience, and personnel to accomplish vulnerability assessments.

III. CONCEPT OF OPERATIONS

- A.** A seismic monitoring network currently exists in the State of Delaware. The Delaware Geological Survey (DGS) at the University of Delaware currently operates and maintains a three-station seismic network in northern Delaware, where a very large percentage of Delaware earthquakes have occurred. The U.S. Geological Survey, in cooperation with the DGS, operates a seismic station near Greenwood, Delaware, that became operational in 1995. The seismic network provides the citizens of Delaware with timely information on noticeable local earthquakes as well as regional events. Due to the geomorphology (ground composition) of the State, i.e. generally, rock in the northern portion of the State, and sand in the southern portion, Delaware's position is unique.
- B.** Depending upon conditions, the earth may signal an eruption or tremor. The Delaware Seismic Monitoring Network may or may not be able to give advanced warning of an impending ground shift or earthquake. DEMA will stay in contact with the Delaware Geological Survey via telephone bridge calls, radio communication, or other means during and immediately following an earthquake(s).
- C.** Should an earthquake develop, the closest available Fire Company will be dispatched and immediately engage in life saving emergency response operations, i.e. search and rescue and the protection of life and property.
- D.** Local (City or County) Emergency Management Director/Coordinator may be called to respond to the scene.
- E.** Conectiv and/or the Delaware Electric Cooperative will be contacted to address power outages.
- F.** Local resources are to be used first, if possible, to mitigate and respond to any earthquake problems. This includes use of public utility personnel, material and equipment and local contractors.

- G.** Supplemental/additional assistance may be requested from the County or State. County Parks and/or Street & Sewer personnel, material and equipment assistance must be used next by requesting assistance through the County channels and/or the Local Emergency Management Director/Coordinator.
- H.** Local (Town, City, and County) Initial Damage Assessment (IDA) will be done, and the information will be forwarded to the State Emergency Operations Center (EOC) through the county EOC.
- I.** Based on results of the IDA, the DEMA Director may activate the EOC and request additional assistance from designated State Emergency Support Functions (ESFs).
- J.** If local and State resources are exhausted, DEMA will contact the Federal Emergency Management Agency (FEMA) for additional assistance.
- K.** If deemed necessary, a Preliminary Damage Assessment (PDA) will be done with local, State, and FEMA emergency management personnel.
- L.** State and Local emergency support operations (personnel, materials and equipment) will continue until the situation is under control or terminated. Detailed summaries and logs of all expenses and operations will be kept for after action documentation. Upon request, all reportable expenses will be given to DEMA for possible future reimbursement.
- M.** Meetings will be held early-on in the emergency by DEMA with affected infrastructure, including hospitals, medical centers, utilities (water, gas, electric, petroleum and telephone companies) and DELDOT to determine the extent of their damages and appropriate disaster assistance.
- N.** For special facilities and key structures, it may become necessary for DEMA to bring in additional resources to successfully conclude and stabilize the entire situation.
- O.** Those near the earthquake area may be required to evacuate the area by directives and procedures defined in ESF 5 (Information & Planning).
- P.** In accordance with procedures established in ESF 5A (Public Information), the public will be asked to follow the requests and directions of emergency management personnel, police, and fire

authorities in the affected area(s) until otherwise notified.

- Q.** Medical aid will be given by available medical services (ALS & BLS) with surviving patients/victims being taken to unaffected hospitals or medical centers.
- R.** The Department of Education (DOED) may suspend school in facilities designated as shelters for the public; the American Red Cross in Delaware will provide shelter management at designated facilities.
- S.** DelDOT will be fully mobilized to assist in the opening and maintenance of surviving roadways and emergency rescue measures requiring heavy equipment.
- T.** DNG will mobilize and assist, as needed. Mission assignments and tasking will be provided by DEMA at the State EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** Refer to the ESF section of the DEOP for specific ESF responsibilities.

V. CONTINUITY OF GOVERNMENT

- A.** It is the responsibility of Kent County Government to ensure the continuance of all essential services in the county, during emergency operations.

VI. ADMINISTRATION AND LOGISTICS

- A.** Local and municipal personnel will be responsible for maintaining lists of emergency resources to include available personnel, supplies, and equipment.
- B.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure response and recovery actions in this plan are performed in a timely manner. A generic checklist is included.
- C.** All organizations involved in earthquake emergencies shall maintain detailed records which later may be used for reimbursement.

- D. SEOC shall prepare an after action report describing the situation and response & recovery actions of local, municipal and private organizations, in the county.
- E. Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent earthquakes.

VII. AUTHORITY AND REFERENCES

- A. Delaware Code Annotated, Title 20, Chapter 31.
- B. National Earthquake Technical Assistance Contract 1996.
- C. Technical Rescue Program, Development Manual, FA-159, 2/96, August 1995, Federal Emergency Management Agency.
- D. Wood, H.O. and Neumann, Frank, 1931, Modified Mercalli Scale of 1931: Seismological Society of America Bulletin, v.21, and no.4, pp.227-283.

VIII. APPENDICES

- A. Appendix A - Modified Mercalli/Richter Intensity Scales
- B. Appendix B - Earthquake Safety Tips

Sussex County Emergency Operations Plan (SEOP)

HAZARD SPECIFIC ANNEX 7 (HSA 7)

EARTHQUAKE

APPENDIX A

A. APPENDIX A

1. MODIFIED MERCALLI/RICHTER INTENSITY SCALES
Mercalli Richter Intensity Magnitude* Effects
 - a. Disastrous 7.3
Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundation; ground badly cracked. Rails bent. Landslides considerable from riverbanks and steep slopes. Shifted sand and mud, water splashed (slopped) over banks.
 - b. Ruinous 7.9
Few, if any (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.
 - c. Catastrophic 8.5
Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into air. Wording is that of Wood and Neumann. (1931) Effects on cars, trucks, and buildings built according to modern standards may be different. Although earthquakes of the same maximum (epicentral) intensity do not always have the same magnitudes, it is possible to estimate the magnitude with the formula; $\text{magnitude} = 1.3 + (0.6 \times \text{maximum intensity})$. Values in the table were obtained using this formula. Reference: Wood, H.O., and Neumann, Frank, 1931, Modified Mercalli Scale of 1931: Seismological Society of America Bulletin, v.21, no.4, pp.277-283.

SUSSEX County Emergency Operations Plan (SEOP)

HAZARD SPECIFIC ANNEX 7 (HSA 7)

EARTHQUAKE

APPENDIX B

B. APPENDIX B

1. EARTHQUAKE SAFETY TIPS

a. BEFORE:

- 1) Secure and brace heavy objects and/or move them closer to the floor.
- 2) Store flammable liquids outside the home.
- 3) Equip gas devices with flexible connectors.
- 4) Strap and tie down heavy appliances and devices so they won't fall, shift, or slide.

b. DURING:

1) At Home:

- a) Stay indoors.
- b) Turn off flammable devices.
- c) Douse fires.
- d) Crouch under a heavy table or desk and hang onto it.
- e) If no protective furniture is available, brace against an inside doorway or corner.

2) At Work:

- a) Move away from windows.
- b) Don't run for the exit.
- c) Stay put until the initial tremors are over.

- d) Crouch under a desk, bench, or table.
 - e) Do not use an elevator.
 - f) Expect fire alarm and sprinkler systems to activate.
- 3) Outside On Foot:
- a) Stay outside.
 - b) Get away from trees, buildings, utility poles and lines, or signs.
 - c) If near a building, duck into a doorway to avoid falling debris.
- 4) In A Vehicle:
- a) Pull to the side of the road as quickly as possible.
 - b) Keep away from trees, buildings, utility poles and lines, signs, bridges, and viaducts.
 - c) Stay in the vehicle until the shaking stops.
- c. AFTER:
- 1) First, treat the injured with first aid. Stop bleeding. Open the airways. Keep the victim warm. Call for medical assistance.
 - 2) Don't attempt to move the severely injured unless they are in immediate danger of further injury.
 - 3) Use the telephone or messenger only to report emergencies.
 - 4) Put out small fires.
 - 5) Clean up dangerous spills, i.e. gasoline, bleach, lye, etc. immediately.
 - 6) Rely on flashlights for illumination. Don't use matches, candles, electrical switches, or appliances. Turn off utilities (water, gas, electric) only if necessary.
 - 7) Use battery powered radio or vehicle radio for emergency information and instructions.
 - 8) Wear shoes with thick/heavy soles and gloves to protect yourself.

- 9) Watch for falling objects when entering or leaving buildings. Stay away from downed lines.
- 10) Do not go sightseeing in a vehicle. Your presence may block or hamper emergency efforts.
- 11) Be prepared for additional aftershocks.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 8 (HSA 8)

FLOOD

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the ESFs specific to floods, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

In any disaster there is preparation, whether at work or at home. Knowing what to do before, during, and after a disaster occurs can make all the difference.

Flood warnings are forecasts of impending floods, and are given by radio, television, and through the Sussex County local government emergency forces. The warning message tells the expected severity of flooding, the affected body of water, and when and where the flooding will begin. Careful preparations and prompt response will reduce personal injury and property loss.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Being the second flattest State in the Union, Delaware is susceptible to both coastal flooding, tidal flooding, and stream flooding in interior areas. Stream flooding is usually concentrated in the northern portion of Delaware in the Piedmont and nearby Coastal Plain areas. However, serious stream flooding also occurs in the Coastal Plain in southern New Castle, Kent, and Sussex counties. Coastal flooding is usually associated with storm events, such as Hurricanes (HSA-10) or Northeasters (HSA-11). Stream flooding is generally associated with all high rainfall events, such as from hurricanes or severe thunderstorms.
2. Quickly rising water in a very short period of time is known as a “**flash flood.**” Slowly rising water that spills over roadways, farm land, and the banks of small streams is called “**general flooding**” and is usually a longer term event that may last a week or more. Water that does not run off or quickly evaporates in low lying

areas is known as "**pooling**". All are and can be threats to life, property and commerce.

3. Due to the general increase of construction and paving in highly populated areas, flash flood now ranks as the number one weather related killer in the United States. Reported property damage due to flash floods has grown to millions of dollars a year nationally. The toll will continue to rise, partly due to the growth of new urban areas in Delaware and the mobility of our population. Delaware has and will continue to experience damaging floods that will probably result in moderate to large damage, and possible loss of life, even though mitigation measures and ordinances have been enacted and are continuing to be developed to reduce the potential for damage.

B. ASSUMPTIONS

1. Without natural wetlands to absorb runoff from new development, agriculture, roadways and parking lots, rapidly rising water may reach new heights within a few minutes or hours following a heavy downpour/rainfall.
2. Flash flooding can quickly become the most dangerous water event in the State.
3. Flood channels are developed and maintained statewide to control and protect citizens from rapidly rising waters.
4. The Department of Natural Resources and Environmental Control, Division of Soil and Water Conservation is the lead agency for State Hazard Mitigation efforts for a flood disaster.
5. The Delaware Geological Survey (DGS), the United States Geological Survey (USGS), the U.S. Army Corps of Engineers (USACE), and the Department of Natural Resources and Environmental Control (DNREC)/ Division of Soil and Water Conservation; and the National Weather Service (NWS) will work with the Delaware Emergency Management Agency (DEMA) to predict, assess, and evaluate flood situations in the State of Delaware.
6. If necessary, the DEMA Director will request assistance from the Federal Emergency Management Agency (FEMA). DEMA may request an "Emergency" or "Major Disaster" declaration, whichever is most appropriate.

III. CONCEPT OF OPERATIONS

- A.** Should a major flood develop, DEMA may activate all or portions of the Delaware Emergency Operations Plan (DEOP), including all or specific portions of the Emergency Support Functions (ESFs) depending upon the extent of the situation.
- B.** The Governor may be asked to declare a "State of Emergency" by issuing an Executive Order (EO) to deal with the situation.
- C.** DEMA will operate the State EOC, as a flood command, communications, and coordination point. Bridge call procedures to decide important issues should be initiated by DEMA.
- D.** ESF Points of Contact may be asked to report to the State EOC and provide continuous 24-hour flood emergency staffing until released.
- E.** When massive flooding occurs and the State EOC is activated, flood response operations will commence as ordered. Coordination and communication between Federal, State, and local organizations will be paramount.
- F.** Search and Rescue will be conducted primarily by local Fire Companies with assistance from the Delaware State Police, Delaware National Guard (DNG), and the appropriate local communication centers, i.e. 911's.
- G.** Sandbagging, diking, and the protection of key facilities and installations may be done with assistance from the Delaware National Guard (DNG), other Department of Defense (DOD) units, and other volunteer groups, as required.
- H.** The American Red Cross in Delaware (ARC) may open selected public shelters as temporary housing for flood victims.
- I.** The U.S. Army Corps of Engineers (USACE) (which has statutory flood fighting authority under Public Law 99) may engage in flood fighting operations as defined by Federal operational mandates.
- J.** Local Emergency Directors/Coordinators will coordinate their efforts with DEMA and all responding agencies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. THE NATIONAL WEATHER SERVICE OFFICE (NWS) MAY ISSUE:

1. **Flash Flood or Flood Watch:** This means that heavy rains occurring or expected to occur may soon cause flash flooding in certain areas, and citizens should be alert to the possibility of a flood emergency, which will require immediate action.
2. **Flash Flood or Flood Warning:** This means that flash flooding is occurring or imminent on certain streams or designated areas, and immediate action should be taken by those threatened.
3. **Urban and Small Stream Advisory:** Flooding of small streams, streets, and low lying areas, such as railroad underpasses and urban storm drains, is occurring.
4. **Flash Flood or Flood Statement:** Follow-up information regarding a flash flood/flood event. NOTE: The NWS definition of a flash flood implies the swiftness with which it can occur. Flash floods can occur in any season of the year, but most take place in the spring and summer months in connection with sudden intense thunderstorms. Due to the short notification, any warnings issued during these events must be acted upon quickly.

B. Refer to the ESF section of the SEOP for specific ESF responsibilities.

V. CONTINUITY OF GOVERNMENT

- ##### A.
- It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

VI. ADMINISTRATION AND LOGISTICS

- ##### A.
- All local, municipal, and private personnel will be responsible for maintaining lists of emergency resources to include available personnel, supplies, and equipment.
- ##### B.
- Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure response and recovery actions in this plan are performed in a timely manner. A generic checklist is included.

- C.** All organizations involved in flood emergencies shall maintain detailed records which later may be used for reimbursement.
- D.** SEOC shall prepare an after action report describing the situation and response & recovery actions of local, municipal and private organizations, in the county.
- E.** Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent floods.

VII. AUTHORITY AND REFERENCES

- A.** See Sussex County Basic Plan.

VII. APPENDICES

- A.** Appendix A - Recommended Flooding Survival Tips

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 8
(HSA 8)**

FLOOD

APPENDIX A

A. APPENDIX A

1. RECOMMENDED FLOODING SURVIVAL TIPS:
These flooding survival tips can be broken down into four phases:
Before, During, Evacuation, and After.
 - a. BEFORE:
 - 1) Flood losses are not covered under normal homeowners' insurance policies, but flood insurance is available in participating communities through the Federally Sponsored National Flood Insurance Program. Contact DNREC or your local licensed insurance broker or agency for information.
 - 2) Determine the level of your property in comparison to flood levels. This will assist you determine appropriate action.
 - 3) Keep a supply of food which requires no cooking or refrigeration. Regular electric and gas service may be disrupted.
 - 4) Keep a portable radio, emergency cooking equipment, and flashlights in working order; stock extra batteries.
 - 5) Keep first aid supplies and any medicines needed by members of you family.
 - 6) Store drinking water in closed, clean containers. Water service may be interrupted.

- 7) Install check valves to prevent backups.
- 8) Buy stoppers to plug showers, tubs, sinks, etc.
- 9) Buy plastic sheeting, sandbags, lumber and towels.
- 10) Fuel vehicles in case rapid evacuation becomes necessary.
- 11) Monitor radio and television for local weather conditions.
- 12) Know a safe evacuation route wherever you are.
- 13) Make it your business to figure a safe way out of any location you are in that is susceptible to flooding.
- 14) Be prepared to move at a moments notice.
- 15) Seek higher ground, if flooding is possible.
- 16) Children should never be allowed to play around high water, storm drains, viaducts, and bridges.
- 17) Watch for signs of distant heavy rainfall, gusty winds, static on your AM radio and lightning.
- 18) Assist and check elderly neighbors.

b. DURING:

- 1) Disconnect electrical and gas appliances.
- 2) Shut off building water main.
- 3) Bring outdoor possessions inside.
- 4) Move valuables and essential items to upper floors.
- 5) Stack sandbags away from the building.
- 6) Place pets on upper floors.

- 7) As a last resort, flood the basement with clean water to equalize water pressure on the outside basement walls and floors.
- 8) Help move disabled and elderly to high ground/ upper floors.

c. EVACUATION: (When Necessary):

- 1) Use recommended flood evacuation routes. Keep vehicle radio on for news updates.
- 2) Don't drive over flooded roads.
- 3) Watch for flooded bridges, viaducts, and low areas.
- 4) Abandon stalled vehicles immediately and move to higher ground.
- 5) If on foot and water rises above your ankles, STOP! Quickly, turn around and go another way.
- 6) Do not attempt to drive through rapidly rising waters. Two feet of water will carry away most automobiles. If caught on a flooded roadway, immediately abandon the vehicle and quickly climb to higher ground. Never drive through flooded roadways. The depth of water is not always obvious. The road bed may be washed out under the water.
- 7) Assist the disabled and elderly.

d. AFTER:

- 1) Return home only when authorities say it is safe.
- 2) If major structural damage, have qualified inspectors check building before entering.
- 3) Use a flashlight to enter.
- 4) Sniff for gas.
- 5) Have an electrician check circuits.

- 6) Don't use flooded electrical appliances.
- 7) Don't drink water until it has been declared safe.
- 8) Pump out basement water slowly. Pump out about a third of the water daily.
- 9) Eat only food in sealed containers.
- 10) Discard all food items that have come in contact with flood waters.
- 11) Remind children to never play around high water, storm drains, viaducts, and bridges.
- 12) Check on and help elderly neighbors.
- 13) Assist the disabled.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 9 (HSA 9)

HAZARDOUS MATERIAL

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to hazardous substance/material exposure, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Hazardous materials/substance exist throughout all industrial societies.
2. The average home/apartment/townhouse has toxic cleaners, solvents, sprays, plastics, foams, paints, fuels, etc. that can emit toxic fumes, fluids, particles, and dust.
3. Single dwellings normally have less than reportable quantities of toxic material; however, collectively an apartment, house, building or neighborhood can easily become a toxic waste site with reportable quantities. This may become especially important during the clean up after a large-scale emergency disaster, storm, or accident event.
4. Industrial plant sites are generally aware of their reportable quantities of toxic materials/substance used in their manufacturing processes. Many businesses take necessary precautions to protect workers and the environment from these dangerous materials, substances, and chemicals. However, toxic releases, spills, and accidents can and do occur in plants or during shipment and transport. It is for incidents such as these the *State of Delaware Oil and Hazardous Substance Incident Contingency Plan* was developed (known as the SERT Plan, for the State Emergency Response Team that would respond).

5. Companies generating toxic materials/substances are ultimately responsible for their clean-up and disposal, that is, they have "cradle to grave" responsibility for their processes and products.

B. ASSUMPTIONS

1. Companies that manufacture hazardous substances/materials are responsible for the safe handling, distribution, and ultimate disposal of their products and substances.
2. The State Emergency Response Team (SERT) will respond as prescribed in the *State of Delaware Oil and Hazardous Substance Incident Contingency Plan* to a Level I, II, III or IV hazardous material/substance event.
3. Companies involved in a hazardous material incident are financially responsible for the costs incurred regarding the cleanup, safe handling, and transport of their products and materials.
4. Government (Federal, State and Local) will support, when necessary, all SERT planning and operations in their jurisdiction with their Local Emergency Planning Committee (LEPC), whenever possible.
5. Protection of life, property and the environment (in that order) will be first priority during all SERT operations.

III. CONCEPT OF OPERATIONS

- A. In the event of a Hazardous Material problem, the State Emergency Response Team (SERT TEAM), in full or part, may be dispatched. There are four (4) levels of SERT response activity. They are:
 1. **LEVEL I** - Consists of the local Fire Department, the Department of Natural Resources and Environmental Control (DNREC). DNREC is the Site Manager for the Fire Officer-In-Charge. The Fire Officer-In-Charge is in charge of the scene.
 2. **LEVEL II** – Responders are the local Fire Department, DNREC and the DSFS. The Fire Officer-In-Charge is in charge of the scene.
 3. **LEVEL III** - This is a full SERT Incident. The Delaware Emergency Management Agency (DEMA) assumes the role of On-Scene-Coordinator in accordance with the provision of the SERT

plan. DNREC acts as the Site Manager. SERT will stay with the problem until it is resolved. Responders are the Delaware State Fire School, DNREC, DEMA, State Police, Division of Public Health, and County/Local Emergency Management Agencies.

4. **FEDERAL RESPONSE FOR HAZARDOUS MATERIALS INCIDENT** – This response would include Federal or out of state resources as requested by DNREC or DEMA. Such resources may include Federal Agencies and Federal Response Teams.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. See the State of Delaware Oil and Hazardous Substance Incident Contingency Plan for specific detail and assignments.

B. Refer to the Sussex County Hazardous Material Operations Plan.

V. CONTINUITY OF GOVERNMENT

- A. The Governor is in control throughout and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- B. Once activated, the State EOC will coordinate State resources for preparedness, response, and recovery operations. Recommended actions will be directed through the Emergency Support Functions (ESFs) to the responsible responding agencies.
- C. Support agencies will ensure twenty-four hour staffing availability as required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.
- D. Government agencies and organizations will continue, as possible, to perform their normal functions. Groups impaired by a chemical release will resume their normal actions as quickly as possible.

VI. ADMINISTRATION AND LOGISTICS

- A. Each State, local and private agency involved with this plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.

- B.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- C.** Agencies and local jurisdictions involved in a hazardous material emergency shall maintain detailed response and recovery records.
- D.** Agencies and all local and private organizations involved in the hazardous materials response and recovery shall submit to DEMA records of resources and costs used in response to the emergency.
- E.** DEMA shall prepare an after action report describing the situation and outlining actions of local, state, Federal agencies and private organizations.
- F.** Based on after action reports and critiques, each agency shall update their plans, SOPs, etc. to facilitate preparedness for future events.
- G.** This annex and the SERT Plan will be maintained, reviewed, and updated at regular intervals and/or when necessary. All involved agencies and organizations are responsible for their own administration and logistics. Detailed records and logs are to be kept for possible future reimbursement.
- H.** DEMA is responsible for coordination of all Federal assistance.

VII. AUTHORITY AND REFERENCES

- A.** See the State of Delaware Oil and Hazardous Substance Incident Contingency Plan, also known as the SERT plan.
- B.** Sussex County Hazardous Material Operations Plan.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 10
(HSA 10)**

HURRICANE

I. PURPOSE

To establish an effective hurricane disaster preparedness and response outline for Sussex County, that will supplement the capabilities and responsibilities incorporated in the Emergency Support Functions (ESF) of the SEOP. It establishes guidelines and procedures for the direction, control and coordination for the protective actions, evacuation and sheltering during a hurricane emergency with special emphasis on defined phased decision points.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATION

1. Sussex County borders the Delaware Atlantic Coastline for the full length of the county. This makes Sussex County vulnerable to the effects of a hurricane in the Atlantic Ocean as identified in the U.S. Army Corps of Engineers Hurricane Evacuation Study and Storm Surge Atlas. A map indicating the area vulnerable to storm surge is available in the Sussex County Emergency Operations Center.
2. Many portions of Sussex County are in 100 year and 500 year flood plains as identified in the National Flood Insurance Program Flood Insurance Rate Maps. These maps are too numerous to be included in this plan, but are available in the SEOC at all times.
3. Sussex County is situated in the southern most portion of Delaware, below the two other counties that make up the state. At this time, there is one major highway which cuts through each of these counties, therefore the emergency activities of one county will usually affect and/or influence the other counties.
4. Sussex County is bordered on the west by the State of Maryland, specifically Caroline, Dorchester, and Wicomico Counties. In addition, it is expected that some of the Delaware and Maryland beach evacuation traffic will be diverted north through Delaware to

avoid tremendous backups at the Route 50 Chesapeake Bridge. Emergency planning and operations activities are to take the proximity of these areas into consideration.

5. Sussex County is bordered on the east by the Delaware Bay and the Atlantic Coastline, therefore, special consideration should be given to the commercial and recreational ocean and bay traffic which may be impacted by an emergency or disaster. Damage potential includes flooding, erosion, interruption of public services and communications, damage or destruction of public and/or private property and, most seriously, loss of life.
6. Hurricane season runs from June 1 to November 20 each year, but possibility of a storm hitting Delaware increases by late August through the end of November.

B. ASSUMPTIONS

1. With access to state-of-the-art meteorology and use of warning systems, adequate hurricane warning will be provided to citizens.
2. Due to the small size of Delaware and the limited resources available, Federal assistance may be required. Necessary resources may be critical and distribution will be prioritized.
3. Electric power may be most susceptible to damage and, at the same time, be most essential for recovery from the effects of a hurricane emergency.
4. Modes of communications may be impacted. Even cellular communications may be limited because of “frequency” overload and damaged or destroyed towers.
5. A significant number of hurricane injuries may result from the post emergency period from fires, electrocution, debris-clearing accidents or stress-related illness, etc.
6. Both response and recovery operations may be hampered by debris blocked roads, damaged bridges, downed trees and utility poles, and non-critical communication.
7. The need for increased security may exist.
8. The impact on individuals left homeless may increase.

9. There may be a need to assess advanced evacuation of coastal areas, public parks, and recreational areas, areas susceptible to frequent flooding, and low lying areas.
10. As a last resort, refuge may be required for those individuals who do not evacuate the risk areas.
11. Vulnerable school districts will dismiss classes prior to the implementation of planned evacuation; hence, school children will evacuate with their families.
12. Normal two-way traffic roads may be converted to one-way traffic evacuation routes as determined by the Delaware Department of Transportation (DELDOT). Evacuation routes in the coastal areas are identified by “Evacuation Route” signs.
13. Street lights, street signs and directional signals will not be available and may produce confusion for all types of emergency workers.

III. CONCEPT OF OPERATIONS

A. GENERAL

Sussex County Department of Public Safety, references the results of the US Army Corps of Engineers Hurricane Evacuation Study, completed and published in 1990, and the Delaware Emergency Operations Plan, 2002. The study focused on a “worst case scenario” to ensure the protection of the population. The “worst case” approach was used in presenting possible hurricane effects because of the inaccuracies in forecasting the precise track and other parameters of approaching hurricanes. To assist emergency managers in making critical protective and evacuation decisions, a hazard analysis, vulnerability analysis, behavioral analysis, shelter analysis, and a transportation analysis was performed. Results of the each analysis are included in the study. The National Hurricane Center applied the SLOSH (Sea, Lake and Overland Surge from Hurricanes) Model to the Delaware study area and calculated the flooding effects that could be expected. This information was used to provide the State and local emergency management agencies with data necessary to plan for the evacuation of areas vulnerable to hurricane hazards. The data identifies the:

1. Extent and severity of potential flooding.
2. Vulnerable population.

3. Public shelter locations and capacities.
4. Evacuation clearance times.

The results of this study will only be one factor that management personnel can use to make evacuation decisions. HURREVAC is a software decision modeling program to assist emergency management personnel to make critical decisions.

- B. ASSUMPTIONS:** The County shall use the concept of phased decision points based primarily on the National Weather Service (NWS) storm classifications (advisory, watch, warning, etc.). These decision points will be used as an overall philosophy in hurricane planning, response, and recovery, facilitating the actions of emergency management personnel. Hurricanes are classified using the Saffir/Simpson scale, which categorizes hurricanes based upon their intensity, and relates this intensity to damage potential.
- C. PREPAREDNESS:** This phase should be implemented a minimum of 30 days prior to hurricane season (June 1 to November 30). These preparatory activities should include but not be limited to:
1. Work with the State of Delaware and the DELMARVA Task Force to enhance public education on relevant topics such as understanding of hurricane warning systems, home safety, personal preparedness checklists, evacuation routes, pre- and post-storm safety procedures, etc. Consider having the Governor recognize “Hurricane Awareness Week” during the first month of hurricane season to assist public awareness. The National Weather Service may be willing to include Public Information Statements (hurricane awareness, preparatory, and safety tips) on their daily forecasts. Additionally, Delaware Emergency Management Agency’s (DEMA) Public Information Officer (PIO), in conjunction with other state agency PIOs, may coordinate with local radio and TV stations to issue press releases and public service announcements to promote the arrival of the hurricane season.
 2. Review and update computer and manual modeling techniques, such as: HURREVAC, HURRTRAK, HURRWIN, TIDES, SLOSH or similar computer programs. Training classes may be scheduled to ensure all delegated personnel are familiar and proficient with the operation of these programs.

3. Review, update, and exercise hurricane emergency plans, policies and procedures.
4. Review resource lists (including private contractors) and availability of debris clearing equipment, four-wheel drive vehicles, emergency generators, fuel, chain saws, etc.
5. Review and update shelter availability. Ensure shelter management plans are up to date. Contact the shelter point of contacts (POCs) to update notification procedures, memorandum of understandings, and alert rosters for 24-hour notification.
6. Ensure that basic procedures are in place for rapid procurement of services, equipment, and supplies. Review Memorandum of Understandings (MOUs) and Memorandum of Agreements (MOAs) as required.
7. Test emergency communications systems and generators.
8. Update notification alert lists to include primary and alternate POCs to ensure 24-hour coverage. Include addresses, telephone numbers, FAX lists, e-mail lists, etc.

D. RESPONSE:

This phase should be implemented when a tropical storm or a hurricane has formed and has the potential to threaten Delaware within 48 hours. It would coincide with Special Weather Statements or Advisories issued by the National Weather Service (NWS) and will precede associated rains and winds. Consider implementing this phase when the hurricane is located approximately 400 miles from Delaware to preclude a sudden “direct hit” change of direction. These actions include but are not limited to: public service announcements to promote the arrival of the hurricane season.

1. Review and update shelter availability. Ensure shelter management plans are up to date. Contact the shelter point of contacts (POCs) to update notification procedures, memorandum of understandings, and alert rosters for 24-hour notification.
2. Ensure that basic procedures are in place for rapid procurement of services, equipment and supplies. Review Memorandum of Understandings (MOUs) and Memorandum of Agreements (MOAs) as required.

3. Test emergency communications systems and generators under full load for a minimum of six hours. Review procedures for procurement of additional emergency communications systems in the event of large scale failures. Ensure preparatory equipment is installed (lines, connection boxes, compatible connection plugs, etc.) to facilitate and reduce turnaround time.
4. Update notification alert lists to include primary and alternate POCs to ensure 24-hour coverage. Include addresses, telephone numbers, FAX lists, e-mail lists, etc.
5. DEMA, DELDOT, and State Police update status of evacuation routes. Ensure road closures are coordinated with local and county emergency officials and are considered in evacuation time-estimates when making evacuation decisions. DeIDOT ensure that hurricane evacuation signs reflect road closures or route changes along the evacuation routes.
6. Coordinate lines of communications with adjoining states (Maryland, Pennsylvania, and Virginia) and local jurisdictions (Ocean City) emergency management personnel, with DEMA and the Delmarva Task Force.
7. DEMA update status of inland flooding potential with Delaware Geological Survey (DGS), NWS, and the coastal conditions with the Department of Natural Resources and Environmental Control (DNREC).
8. DEMA Planners review debris management plans and verify disposal sites with DELDOT, DNREC, and DSWA. DEMA may consider bridge conference call with the Debris Management Task Force to update/review information.

E. WATCH PHASE:

This phase should be implemented when a hurricane threatens Delaware with the effects of gale force winds within 36 hours. This phase may coincide with the issue of a Hurricane Watch issued by the National Hurricane Center or the National Weather Service. Consider implementing this phase when the Hurricane is located approximately 300 miles from Delaware to preclude a sudden “direct hit” change of direction. These actions include but are not limited to:

1. Sussex County will monitor the status of the storm and consider opening the SEOC, when conditions merit, if not previously activated and implement appropriate plans and annexes.

2. DEMA will establish SITREP schedule to FEMA Region III Operation Center (ROC). Coordinate with the ROC for an Emergency Response Team - Advanced Element (ERT-A) and a Field Assessment Team (FAST) to deploy to the EOC
3. DEMA will coordinate actions with county, state, and municipal management personnel and establish bridge call conference schedule.
4. The SEOC will assess data from: the National Hurricane Center, the National Weather Service, coastal seasonal population information, and computer models, such as HURREVAC, to assist in making appropriate protective action recommendations and emergency decisions (e.g., when to start initial evacuation of coastal and low-lying areas, mobile home parks, and waterfront properties, campgrounds, opening shelters, securing of marinas, small craft, and aircraft, etc.)
5. The SEOC will coordinate evacuation decisions with adjoining counties and local jurisdiction emergency management personnel.
6. The SEOC will ensure pertinent information (existing weather conditions, traffic conditions, road closures, etc.) is properly distributed.
7. DelDOT will ensure evacuation traffic control measures are in place to include pre-positioning of equipment to tow stalled vehicles. Data from the Transportation Management Center (TMC) now co-located with the DEMA will be used to make evacuation decisions and recommendations. Decisions made will be passed to the media and radio station WTMC (1380 AM), also co-located at the DEMA.
8. The SEOC will ensure communication network is established to give/receive regular situation reports (SITREPS) on local conditions, shelter status, and evacuation status. Consider testing a backup plan in the event the primary method fails. Backup systems include systems operated by the Radio Amateurs Civil Emergency System (RACES), the Civil Air Patrol (CAP), the DNG, etc.
9. SEOC will ensure that employees and critical emergency response personnel are allowed and have time to take care of their families.

F. WARNING PHASE:

This phase should be implemented when a hurricane threatens Delaware with the effects of gale force winds within 24 hours. This phase should coincide with the issue of a Hurricane Warning issued by the National Hurricane Center or the National Weather Service. Consider implementing this phase when the hurricane is located approximately 200 miles from Delaware to preclude a sudden “direct hit” change of direction. These actions include but are not limited to:

1. The SEOC will ensure notification is made to all county and municipal personnel concerning the upgraded status. Ensure evacuation decisions are based upon completion of evacuation prior to arrival of gale force winds (34 knots/39 mph) and if possible should be accomplished during daylight hours. Initiate widest dissemination of all protective actions and evacuation decisions to include the use of the Emergency Alert System (EAS) messages. Emphasize the importance of the evacuation of all campers and mobile homes. Consider staffing requirements for last minute door-to-door evacuation recommendations for residents who refuse to leave coastal beach areas. Notify adjacent states of protective actions and evacuation decisions.
2. SEOC will ensure Red Cross shelter availability and requirements should be finalized. Shelters scheduled to be opened must be coordinated with state and municipal emergency management agencies. Provide shelter availability information to DELDOT and DSP to assist public inquires.
3. If not previously accomplished, consider partial or full activation of the SEOC.
4. The SEOC should consider and make arrangements for EOC relocation of the center if storm conditions force the move. If the relocation is necessary, make arrangements to maintain operational continuity during the move.
5. The SEOC will provide periodic SITREPS to the State EOC. The State EOC should provide periodic SITREPS to FEMA Region III ROC. Based on these reports, attempt to keep the public informed of the current conditions and recommended actions.

G. STORM EVENT:

(Landfall): In this phase the following actions should be considered after the arrival of gale force winds and all pre-event actions are terminated.

1. The SEOC will ensure evacuation procedures are terminated. Residents who did not evacuate and are requesting assistance, will be encouraged to seek a last minute place of refuge.
2. PIOs, using all and any means available, notify the public concerning the calm conditions as the eye passes overhead. Be aware that the improved weather conditions are temporary and that the storm conditions will return with winds coming from the opposite direction sometimes in a period of just a few minutes.
3. SEOC, DEMA and ESF members establish a plan of action concerning re-entry and recovery procedures. Finalize procedures for human needs assessment and damage assessment. If possible, continue to maintain communications with municipal emergency management personnel to receive SITREPS. Consider alternate communication methods operated by the RACES, DNG, CAP, etc. Monitor local weather conditions to determine when it is safe to proceed outside.

H. RE-ENTRY/RECOVERY PHASE:

Consider implementing this phase when the winds have subsided to gale force winds or less after storm passage.

1. SEOC assess and/or re-establish communications with all areas and emergency management or emergency response agencies.
2. SEOC will communicate with municipal and local officials, including local fire service organizations to assess their conditions and potential hazards of reentry. Human needs requirements and initial damage information shall be passed to the county EOC to be forwarded to the State EOC. The State EOC shall be responsible to coordinate the Initial Damage Assessment (IDA) as specified in the Damage Assessment Annex of the Delaware Emergency Operations Plan (DEOP). This assessment may include but not be limited to CAP, DNG and DSP aerial fly-over, windshield assessment, etc.
3. First responders shall accomplish initial assessments to determine hazardous and non-hazardous areas. If conditions allow for debris clearance and power restoration, then workers may re-enter the area. Areas that the SEOC or first responders consider unsafe shall be restricted areas until they are made safe. Emergency Roadway Clearance procedures and guidelines shall be followed as specified in the Debris Management Annex of the DEOP (Being Developed).

4. The SEOC initiates immediate search and rescue (SAR) procedures if there are missing individuals. Responsibility and protocol for coordinating SAR efforts are outlined in ESF-9 of the DEOP and may include urban SAR by the fire service organizations, aerial SAR by DSP and the CAP, and marine SAR by the Delaware Marine Patrol. Requests for status of missing persons should be coordinated with the American Red Cross in Delaware.
5. SEOC should coordinate with DSP to establish security to those areas that have been severely impacted. Security and law enforcement resources and procedures are specified in ESF 14 of the DEOP.

IV. CONTINUITY OF GOVERNMENT

- A. It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

V. ADMINISTRATION AND LOGISTICS

- A. All local and municipal personnel involved in public response will be responsible for maintaining lists of emergency resources to include available personnel, supplies, and equipment.
- B. Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure response and recovery actions in this plan are performed in a timely manner. A generic checklist is included.
- C. All organizations involved in hurricane emergencies shall maintain detailed records which later may be used for reimbursement.
- D. SEOC shall prepare an after action report describing the situation and response & recovery actions of local, municipal and private organizations, in the county.
- E. Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent hurricanes.

VI. AUTHORITIES AND REFERENCES

A. Authority. See Basic Plan.

B. References.

1. Delaware Hurricane Evacuation Study, Technical Data Report, Army Corps of Engineers, Philadelphia District; Federal Emergency Management Agency, Region III; the National Weather Service, July 1990.
2. "HURRICANE!" A Familiarization Booklet, NOAA/NWS, April 1993
3. Hurricane Emergency Planning Handbook, Emergency Management Institute, 1994.
4. Planning Objectives and Elements for the Preparation of Hurricane Emergency Response Plans, FEMA Region III, April 1990.

VII. APPENDICES:

A. Saffir/Simpson Scale

B. Damage Potential

C. Terms

D. Public Shelter Facilities

E. Generic Hurricane Checklist

**Sussex County Emergency Operations Plan
(SEOP)**

**HAZARD SPECIFIC ANNEX 10
(HSA 10)**

HURRICANE

APPENDIX A

A. APPENDIX A. SAFFIR/SIMPSON SCALE

Hurricanes are a classification of tropical cyclones which are defined by the National Weather Service as non-frontal, low pressure large scale systems that develop over tropical or subtropical waters and have a definite organized circulation. Hurricanes are classified using the Saffir/Simpson scale, which categorizes hurricanes based upon their intensity, and relates this intensity to damage potential.

<u>Speed Storm Surge Central Pressure</u>			
<u>Category (mph)</u>	<u>(feet)</u>	<u>(Mb / inches)</u>	<u>Damage (1)</u>
1. (74 to 95)	(4 to 5)	>= 980...	Minimal
2. (96 to 110)	(6 to 8)	965 to 979	Moderate
3. (111 to 130)	(9 to 12)	945 to 964...	Extensive
4. (131 to 155)	(13 to 18)	920 to 944	Extreme
5. (> 155)	(18)	< 920 ...	Catastrophic

Sussex County Emergency Operations Plan (SEOP)

HAZARD SPECIFIC ANNEX 10 (HSA 10)

HURRICANE

APPENDIX B

B. APENDIX B - DAMAGE POTENTIAL

Minimal (Category 1. Winds 74 to 95 mph):

Damage primarily to shrubbery, trees, foliage, and unanchored mobile homes. No real wind damage to other structures. Some damage to poorly constructed signs. Storm surge possibly 4 to 5 feet above normal. Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

Moderate (Category 2. Winds 96 to 110 mph):

Considerable damage to shrubbery and tree foliage; some trees blown down. Storm surge possibly 6 to 8 feet above normal. Coastal roads and low-lying escape routes inland cut by rising water 2 to 4 hours before arrival of hurricane center. Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings. Evacuation of some shoreline residences and low-lying island areas required.

Extensive (Category 3. Winds 111 to 130 mph):

Foliage torn from trees; large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing materials of buildings; some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Storm surge possibly 9 to 12 feet above normal. Serious flooding at coast and many smaller structures near coast destroyed; larger structures near coast damaged by battering waves and floating debris. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.

Extreme (Category 4. Winds 131 to 155 mph):

Shrubs and trees blown down; all signs down. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. Storm surge possibly 13 to 18 feet above normal. Major damage to lower floors of

structures near shore due to flooding and battering by waves and floating debris. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives. Major erosion of beaches.

Catastrophic (Category 5. Winds greater than 155 mph):

Shrubs and trees blown down; considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Storm surge possible greater than 18 feet above sea level. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.

Sussex County Emergency Operations Plan (SEOP)

HAZARD SPECIFIC ANNEX 10 (HSA 10)

HURRICANE

APPENCIX C

C. APPENDIX C - TERMS

FLOOD WATCH: A flood watch means flash flooding is possible in the area. Stay alert.

FLASH FLOOD WARNING: A flash flood warning means flash flooding is imminent. Take immediate action.

GALE FORCE WINDS: Winds that are 34 knots / 39 mph or greater.

GALE WARNINGS: Issued in advance of a storm when gale force winds are expected.

STORM SURGE: An abnormal rise of the sea along a shore as the result, primarily, of the winds and low pressure of a storm.

STORM TIDE: The combination of the storm surge and the normal astronomical tide.

TROPICAL DEPRESSION: A tropical depression is a counter-clockwise circulation with sustained winds 38 mph (33 knots) or less.

TROPICAL STORM: A tropical storm is a distinct counter-clockwise circulation with sustained winds between 39 mph and 73 mph (34 - 63 knots).

TROPICAL STORM WATCH: A tropical storm watch is issued when tropical storm conditions (winds from 39 mph to 73 mph) pose a threat to a specified coastal area generally within 36 hours.

TROPICAL STORM WARNING: A tropical storm warning is issued when tropical storm conditions (winds from 39 mph to 73 mph) pose a threat to a specified coastal area generally within 24 hours or less.

HURRICANE: A hurricane is a pronounced counter-clockwise circulation with sustained winds of 74 mph (64 knots) or greater. See Appendix HS 10-1 for hurricane categorization.

HURRICANE WATCH: A hurricane watch is issued for a specified coastal area when there is a threat of hurricane conditions (winds of 74 mph or greater) generally within 36 hours.

HURRICANE WARNING: A hurricane warning is issued for a specified coastal area when there is a threat of hurricane conditions (winds of 74 mph or greater and/or dangerous high tides and waves) generally within 24 hours or less.

**Sussex County Emergency Operations Plan
(SEOP)**

**HAZARD SPECIFIC ANNEX 10
(HSA 10)**

HURRICANE

APPENDIX D

D. APPENDIX D -PUBLIC SHELTER FACILITIES

**Sussex County Table:PUBLIC SHELTER FACILITIES
SUSSEX COUNTY SHELTERS**

FACILITY	CAPACITY	ARC SHELTER
Delaware Tech. & Comm.	500	Yes
Delmar Jr.-Sr. HS	800	Yes
Douglass Intermediate	450	Yes
East Millsboro Elem.	400	Yes
Georgetown Elem.	1000	Yes
H.O. Brittingham EL	400	Yes
Howard T. Ennis	400	Yes
Indian River HS	800	Yes
Laurel Central Middle	500	Yes
Milford HS(Kent CO)	1000	Yes
Milton JR	600	Yes
North Laurel Elem.	100	Yes
Phillip C. Showell	300	Yes
Rehoboth JR.	730	Yes
Seaford Central Elem.	500	Yes
Seaford HS	1000	Yes
Selbyville Middle	250	Yes
Sussex Central HS	800	Yes
West Laurel Elem.	200	Yes
West Seaford Elem.	500	Yes
Woodbridge Elem.	400	Yes
Woodbridge Jr-Sr HS	600	Yes

Note: 1.: Facilities have been designated by the American Red Cross as possible hurricane shelters.

Note 2.: Facilities are not in a riverine or tidal flood hazard area.

**Sussex County Emergency Operations Plan
(SEOP)**

**HAZARD SPECIFIC ANNEX 10
(HSA 10)**

HURRICANE

APPENDIX E

E. APPENDIX E - GENERIC HURRICANE CHECKLIST:

STORM EVENT:

- ____ 1. Monitor storm characteristics.
- ____ 2. Continue emergency public shelter communications.
- ____ 3. Continue post-storm response/recovery planning activities.
- ____ 4. Review human needs and damage assessment requirements/procedures.

POST-STORM EVALUATION:

- ____ 1. Confirm or re-establish communications with critical agencies such as shelters, EOCs, etc.
- ____ 2. Conduct and coordinate initial emergency assessment of situation:
 - a. Hazard assessment
 - b. Human needs assessment
 - c. Damage assessment
- ____ 3. Enact emergency resolutions, suspensions of administrative rules and/or procedures. Initiate local declaration of emergency if conditions warrant.

- ____4. Issue the “ALL CLEAR” announcement for designated areas.
- ____5. Request and coordinate relief assistance:
 - a. Food
 - b. Water/Ice
 - c. Clothing
 - d. Shelter
 - e. Crisis Counseling
- ____6. Coordinate restoration of Critical Lifelines:
 - a. Gas/Electricity
 - b. Water
 - c. Communication
 - d. Transportation (Air, Land and Water)
- ____7. Complete and transmit SITREPs to State/County EOCs. Update SITREP as required.
- ____8. Issue public information announcements using all available means to include radio and TV news media, newspapers, etc.
- ____9. Determine if a curfew or limited access will be necessary for damaged areas.
- ____10. Coordinate security requirements with law enforcement agencies.
- ____11. Coordinate debris clearance. Coordinate and acquire appropriate permits or permission for debris removal and disposal.
- ____12. Coordinate for funds to purchase needed emergency resources.
- ____13. Monitor public health conditions and coordinate deficiencies.

THE RECOVERY

Insurance

Insurance representatives will be on the scene immediately after a disaster to speed up the handling of claims. Notify your insurance agent or broker of any losses - and leave word where you can be contacted.

Take steps to protect property. Make temporary repairs to protect property from further damage or looting. Use only reputable contractors (sometimes in the chaotic days following a disaster, unscrupulous operators will prey on the unsuspecting) – check the Better Business Bureau. Keep all receipts for materials used.

RECOVERY:

- _____1. Update human needs assessment and up channel SITREPs to State/County EOCs.
- _____2. Coordinate damage assessment personnel requirements. Update damage assessment information and up channel to State/County EOCs.
- _____3. Issue public announcements, as necessary.
- _____4. Coordinate local volunteer agencies.
- _____5. Pursue Federal assistance as necessary through DEMA:
 - a. Identify possible locations or Disaster Field Offices (DFOs).
 - b. Identify possible locations for Disaster Recovery Centers (DRCs).
 - c. Coordinate collection of data on damage eligible for Federal reimbursement.
 - d. Coordinate follow up actions for disaster declaration and Federal assistance.
- _____6. Provide assistance in the establishment of DFOs.
- _____7. Provide assistance in the establishment of DACs.
- _____8. Provide assistance in the establishment of temporary housing sites.

- _____9. Provide assistance in the establishment of hazard mitigation efforts.
- _____10. Establish emergency worker stations and coordinate support activities.
- _____11. Establish emergency distribution centers and coordinate support activities.
- _____12. Critique the management of the storm emergency.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 11
(HSA-11)**

NORTHEASTER/EXTRATROPICAL STORM

I. PURPOSE

- A.** To establish interagency procedures that will be used for northeaster/extratropical storms, (storms that form outside of the tropics) and will include pre-storm alerting phases, storm assessment, vulnerability assessment, response agency warning and post storm effect analysis.
- B.** Provide for a procedure to assess the potential pre-storm strength and coastal community vulnerability.
- C.** Provide response agencies with pre-storm warning to enable agencies to mobilize resources, which will most effectively mitigate the predicted effects.
- D.** Plan effective mitigation projects for sites with highest vulnerabilities.

II. SITUATION AND ASSUMPTIONS

A. SITUATIONS

- 1. The majority of the extratropical storms that affect the Delmarva Peninsula are termed "Northeasters" based on the direction of the wind during the storm. They generally begin as a low-pressure area coming down from Northwest Canada following the Front Range of the Rockies and into the Central Plains where they pick up moisture from the Gulf of Mexico. From the Central Plains, the track is due east until it reaches the Atlantic seaboard usually off the Carolina coasts. The steering winds aloft then force the storm to the North where it encounters very cold air from Canada. The low pressure area then builds explosively into an Atlantic Storm resulting in either snow or rain, gusty winds and very heavy seas.
- 2. Based on the strength and locations of the high and low pressure areas, Northeasters may last several days and may produce waves

that match those of tropical storms with very destructive coastal erosion. These storms may also be associated with heavy snowfall.

3. Extratropical storms typically originate from October through April.
4. Extratropical storms are different than tropical storms and hurricanes and require unique analysis.
5. Tourist populations are generally low when extratropical storms threaten Delaware.
6. The Northeast Task Force Group will analyze and classify Northeasters. The Task Force Group consists of members from:
 - a. Division of Soil and Water Conservation, Department of Natural Resources & Environmental Control (DNREC)
 - b. Delaware Geological Survey (DGS)
 - c. Delaware Emergency Management Agency (DEMA), National Weather Service (NWS)
 - d. University of Delaware/R&D Coastal Engineering

B. ASSUMPTIONS

1. DEMA monitors weather forecasts on a daily basis and has limited resources to identify extratropical storms. Therefore, the State of Delaware must depend on the National Weather Service (NWS) for storm assessments or forecasts.
2. DNREC possesses the experience and personnel that can establish local vulnerability assessment of coastal communities.
3. DEMA will coordinate interagency resources and information to warn and assist county and local government.
4. DGS possesses the information, knowledge, experience and personnel to accomplish coastal flooding and erosion vulnerability assessment. They are very familiar with coastal processes and storms, and have prepared numerous evaluations and reports on the effects of coastal storms.

5. Delaware State Police (DSP), DNREC, Delaware State Fire School (DSFS), and the DNG have resources that can be used to mitigate the effects of an extratropical storm on vulnerable populations and property.
6. DNREC will make assessments to upgrade the status after the initial warning.

III. CONCEPT OF OPERATION

A. GENERAL

1. When conditions warrant, the DEMA Director or designated representative will advise the Governor on the requirements to activate the State Emergency Operations Center (EOC) and the DEMA Technical Assistance Center (DEMA TAC), to advise other State agencies of the situation and requirements to declare a state of emergency. The DEMA Director will tailor response and recommendations to the situation. The DEMA TAC, when activated, is composed of DEMA Natural Hazards planners, DNREC, Soil & Water Conservation scientists, Delaware Geologic Survey (DGS) and University of Delaware (UD) personnel. Together they will jointly assess, analyze, and evaluate the situation. Then, the TAC will make specific protective action recommendations (PARs) to the DEMA Director. They will continue to monitor the storm and make recommendations to the DEMA Director or designee until it moves away from Delaware's coastline.
2. The Governor's Office will, according to Delaware Law, designate DEMA to provide, through the Secretary of Safety and Homeland Security as defined in the Delaware Emergency Operations Plan (DEOP), explicit guidance and instructions regarding an extratropical storm emergency. This information will be disseminated to the public and other operating units of State Government, as necessary.
3. During an extratropical storm emergency, all requests for assistance that can not be solved at the local or county level will be routed through the State EOC to DEMA Operations, when activated. These requests will then be routed to the appropriate State EOC Emergency Support Function (ESF) representative for immediate action. Actions requiring Delaware National Guard (DNG) military resources or Federal emergency management

resources must be coordinated through DEMA Operations in accordance with the Delaware Emergency Operations Plan (DEOP) and Federal Response (FRP) Plans.

4. The DEMA TAC will continually monitor the situation, storm and its coastal effects until it leaves the area. The DEMA TAC will continually coordinate and share information with Delaware jurisdictions, state agencies, and the Delmarva Emergency Task Force (DETF) via telephone bridge calls and facsimile transmissions, as necessary.
5. Information will be passed to the public by news releases and interviews.

B. AWARENESS PHASES - The extratropical storm plan involves five (5) phases.

1. **Alert Phase:** DEMA Natural Hazard planners will identify a developing storm and the DEMA TAC will be initially activated. Conditions will be discussed with NOAA, National Weather Service personnel to consider full activation of the DEMA TAC Northeaster Assessment Group.
2. **Watch Phase:** The DEMA TAC Northeaster Assessment Group will determine a storm classification and estimate specific vulnerability for coastal communities and inland flooding. Key response agencies and county governments will be notified. The State EOC may be partially or fully activated if the situation or conditions warrant. Storm classifications will be re-evaluated continuously as conditions are updated.
3. **Warning Phase:** The DEMA TAC Northeaster Assessment Group in the State EOC will fully monitor and evaluate updated weather conditions and make immediate recommendations to the DEMA Director and the Secretary of Safety and Homeland Security regarding potential protective actions for vulnerable areas. The DEMA Director may fully activate the DEMA Operations Group and ESF response agency personnel may be called to the State EOC.
4. **Storm Phase:** The EOC will take shelter, continue to monitor the storm and evaluate weather conditions, coastal erosion and inland flooding. All agencies and organizations to save lives, protect property, and minimize damage will accomplish emergency protective actions.

5. Post Storm Phase: DEMA Operations will activate damage assessment. Debris removal and reporting will be accomplished using guidance outlined in the Delaware Debris Removal Plan and Damage Assessment SOP's, attached to the DEOP.

C. ALERT PHASE

1. Alert defined: The formation of an extratropical storm is possible. A look at the long-range models indicates that a coastal storm may form and it may have an effect on Delaware.
2. Coastal storm formation is well west of the area. Alert is primarily for informational purposes for the assessment group.
3. Alert Actions:
 - a. NWS notifies DEMA. DEMA notifies DGS, and DNREC assessment group members by telephone or pager within 48 hours.
 - b. DEMA conducts a DETF telephone bridge call.
 - c. DNREC, DGS, and NWS will update storm development.
 - d. Group members will utilize their own resources and may request additional information from NWS to track weather systems.
 - e. Initial ESF response agencies should not be alerted because of the lack of key data and the low probability of the storm formation.
 - f. DNREC will mobilize personnel to evaluate the beach areas, to assess site-specific dune conditions, and continue to monitor the storm formation. Adjustments to the beach profile data used in erosion modeling will be accomplished at this time.

D. WATCH PHASE

1. Watch defined: A coastal storm has formed or is in the process of forming and meteorological effects are being experienced on the coast.
2. Depending on where the storm forms, there is a possibility that a warning may need to be issued shortly after the Watch is issued.

Since storm development may be rapid, information will be quickly shared with response agencies by regular teleconferences. With long lead times, conferences may be initiated once every six to twelve hours.

3. Watch actions:
 - a. Establish a telephone conference call with the DEMA TAC Northeast Assessment Group and DEMA Director to discuss the storm variables in order to calculate or establish a Risk Index Number and assign a Storm Intensity Level. The Assessment Worksheet, Risk Index Form, and the Storm Intensity Level definitions shown in Appendix HS 11-1, HS 11-2 and HS 11-3 will be used to estimate the risk index and storm intensity level. DEMA and/or the NWS may use 72-hour projection forecasts when briefing members of the group. Additional members, such as local emergency management directors, the DETF, the Delaware Department of Transportation (DELDOT), Delaware State Police (DSP) and Public Information Officers (PIO), may be included in these conference calls to assist in coordinating early on protective action recommendations and directives.
 - b. DNREC and DGS will assess the coastal and inland flooding site specific vulnerability and risk assessment. Conference calls will be coordinated with DEMA TAC, as necessary.
 - c. DEMA PIO will publish a coordinated press news release. The press release should include inputs from DGS, DNREC, and NWS as a minimum.
 - d. The American Red Cross of the Delmarva Peninsula may open shelters/mass care facilities after consultation with the DEMA Director and DEMA Operations.
 - e. Delaware National Guard (DNG) personnel and resources may be activated early on by DEMA Operations to speed response and recovery efforts.
 - f. Based on the risk and vulnerability assessment, DEMA will:
 - 1) Notify the Secretary of Safety and Homeland Security, key state response agencies and

county/local emergency coordinators with specific information. A communications link may be established.

- 2) Make a decision on the level of EOC activation and/or off-hour notification of required personnel. Standard EOC activation procedures will be used. Coordination will take place with DELDOT to utilize the same time-accounting storm reference number.
- 3) Pre-position personnel and resources statewide to expedite and speed response and recovery efforts.
- 4) Consider sending DEMA liaison representatives to the local jurisdictions to assist in pre-storm actions.
- 5) Establish a conference call using the DEMA Conference Bridge, as required.
- 6) Notify FEMA Region III of the impending storm and request a liaison, if necessary.

E. WARNING PHASE

1. Warning defined: The coastal storm has formed and meteorological conditions affecting Delaware are intensifying.
2. Warning Phases:
 - a. The Group will start the categorization and vulnerability analysis, if not already accomplished.
 - b. Complete all of the Watch actions if a Watch has not been issued.
 - c. Continue teleconference process that was started during the Watch Phase at a stepped up interval, as needed.
 - d. DEMA Operations will contact key response agencies for mobilization status.
 - e. DEMA Operations will, through the local jurisdictions, alert communities identified at risk by DNREC and DGS. Consider reviewing the Damage Assessment SOP attached

to the DEOP and establish an "action plan" to ensure timely damage assessment and reporting.

- f. Consider notifying Department of Education (DOE) if low level flooding and road closures may require school closures and school bus rerouting
- g. See School Closing website @ <http://aosta.state.de.us/schoolclosing>.
- h. DEMA will continue to keep FEMA Region III informed using Situation Reports (SITREPS). Submit SITREPS, as necessary.
- i. Local public utilities will assess their vulnerability and disconnect utilities to reduce damage to systems and eliminate potential hazardous conditions.

F. STORM PHASE

- 1. Storm Phase defined: The coastal storm is affecting Delaware and is causing damage to property.
- 2. The Task Force Group will continue to monitor the storm, assess conditions and make recommendations, and take appropriate actions as necessary.
- 3. ESF agencies will take appropriate emergency action to save lives and protect property.
- 4. The public and response agencies should take immediate shelter.
- 5. Maintain contact with the State EOC and/or local jurisdictions via 800- megahertz radio and/or the statewide Emergency Alerting System (EAS).

G. POST STORM PHASE

- 1. Post Storm defined: The coastal storm has affected Delaware and damage to property has occurred.
- 2. Post Storm actions:
 - a. DEMA/EOC along with the ESFs and the locals will be responsible for coordinating and activating an Initial Damage Assessment (IDA) of the affected areas. This may

include immediate telephone reports, windshield assessment, and/or aerial fly over.

- b. DEMA/EOC will be responsible for collecting and analyzing initial damage reports.
- c. NWS and DGS will be responsible for assembling an initial report of the events leading to the storm and the physical effects of the immediate storm (depending upon the magnitude and severity of the storm).
- d. DNREC will be responsible for coordinating and assessing damage to beaches, parks, and fish and wildlife areas.
- e. DELDOT will be responsible for assessing debris and road damage.
- f. Based on the extent of damage, the DEOP, Damage Assessment, and Debris Management Plan may be implemented.
- g. DEMA/EOC will be responsible for notifying FEMA Region III (SITREP) of damage assessment and potential for disaster assistance as required.
- h. If there is significant damage to where Federal assistance may be required, the Relief and Recovery Plan may be implemented. Established procedures will be followed to request the Federal Emergency Response Team (ERT) and steps to declare a Presidential disaster.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFER TO THE ESF SECTION OF THE SEOP FOR SPECIFIC ESF RESPONSIBILITIES.

B. THE GOVERNOR MAY:

- 1. Activate the Delaware Emergency Operations Plan (DEOP).
- 2. Make evacuation recommendations to the public.
- 3. Declare a State of Emergency.
- 4. Issue supplementary declarations and orders.

5. Request Federal assistance, if necessary.

V. CONTINUITY OF GOVERNMENT

- A.** It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

VI. ADMINISTRATION AND LOGISTICS

- A.** All local and municipal personnel involved in public response will be responsible for maintaining lists of emergency resources to include available personnel, supplies, and equipment.
- B.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure response and recovery actions in this plan are performed in a timely manner. A generic checklist is included.
- C.** All organizations involved in northeaster/extratropical storm emergencies shall maintain detailed records which later may be used for reimbursement.
- D.** SEOC shall prepare an after action report describing the situation and response & recovery actions of local, municipal and private organizations, in the county.
- E.** Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent northeaster/extratropical storms.

VII. AUTHORITIES AND REFERENCES

- A.** See the Basic Plan.

VIII. APPENDICES:

- A.** APPENDIX A -NORTHEASTER STORM INTENSITY LEVELS

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZZARD SPECIFIC ANNEX 11
(HSA 11)**

NORTHEASTER

APPENDIX A

A. APPENDIX A - NORTHEASTER STORM INTENSITY LEVELS

LEVEL 1 Berm erosion of less than 30 to 50 feet without erosion of the dunes.

LEVEL 2 Serious Berm erosion (the entire Berm in most areas) without significant dune loss, but probably with wave run up impacting the toe of the dune.

LEVEL 3 Total Berm erosion accompanied by up to 20 feet of dune retreat. This would erode into but not through the dune crest in most areas and would allow wave runup to impact the face of the dune.

LEVEL 4 Total Berm erosion with 10 to 40 feet of dune retreat. This would erode through the dune crest in most areas and would produce dune breaching and "blowouts" with moderate over wash. Wave run up would likely impact oceanfront structures and infrastructure.

LEVEL 5 Total Berm erosion with severe dune retreat of 20 to 60 feet. This would cause complete flattening of most primary dunes with extensive over wash and wave run up landward of the dune line. Most ocean front roads would be impacted and property damage would likely extend through the first one or more rows of oceanfront structures. Such a storm would also be accompanied by severe flooding from the bay side of most barrier islands.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 12
(HSA 12)**

NUCLEAR FACILITY

- Refer to the State of Delaware Radiological Emergency Plan Standard Operating Procedures.

(UNDER SEPARATE COVER)

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 13 (HSA 13)

POWER FAILURE/FUEL SHORTAGES

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to power failures/fuel shortages, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Disasters can be anticipated and unanticipated.
2. As the population increases, the need for electric power and other fuels increases. When disasters (storms, explosions, terrorism, etc.) impact the environment, electrical and other fuel connections are often broken. Breaks in power and fuel can occur at any time. Power failure seems to be most critical during periods of extreme temperatures, such as winter and summer. The general public and all organizations including government needs to be prepared to survive for short periods of time without electricity and other standard fuels and power sources.
3. Alternative sources of fuel for communications, lighting, heating, cooling, refrigeration, and cooking need to be anticipated. Backup fuels and power supplies need to be stored and stockpiled for timely emergency use. These fuels and supplies need to be safely stored in appropriate containers.
4. Past experience has shown that generators using liquid fuels and charged batteries provide safe, available, sources of temporary backup electrical power.

B. ASSUMPTIONS

1. Conectiv will be a dependable primary source of electric power for the Delmarva Peninsula.
2. Delaware Electric Cooperative will continue to be a dependable supplier of electric power to customers in Sussex County.
3. Events can occur causing electrical power failures, outages, and system shutdowns.
4. Natural gas and petroleum supplies may be disrupted and/or delayed due to weather and supply conditions.
5. The Department of Natural Resources and Environmental Control, Energy Office (DNREC, EO) will work with the Delaware Emergency Management Agency (DEMA) to manage any energy shortfall.
6. Water utility companies that are impacted will repair any disruption of service caused by power outages.
7. Verizon and other major telecommunication companies will dispatch repair crews as necessary for any problem caused by outages.
8. If possible, petroleum plants (refineries) will increase fuel output during energy emergencies.
9. The Governor of the State of Delaware may order rationing of fuels during any emergency.
10. The general public may be asked to comply with energy conservation measures when necessary.

III. CONCEPT OF OPERATIONS

- A. Planned or unplanned power failures may occur at any time. Under "minor emergency" conditions, utilities (gas, water, telephone, and electric) will quickly dispatch troubleshooters to rectify or repair the problem. However, should a major problem (hurricane, tornado, ice storm, etc.) impact the State, the Governor, Secretary of Safety and Homeland Security, and the Delaware Emergency Management Agency (DEMA) will activate the State Emergency Operations Center (EOC). A special **Emergency Energy Group (EEG)** may be established to handle

the situation. Members of the EEG, as necessary, should be made up of experienced senior staff from the following:

1. Department of Natural Resources and Environmental Control, Energy Office.
 2. Delaware Emergency Management Agency (DEMA).
 3. Department of Safety and Homeland Security, Office of the Governor.
 4. Utility Representatives from gas, water and the telephone industry, as necessary.
- B.** Following Delaware Emergency Operations Plan (DEOP) guidelines, the EEG will address the problems and stay with the situation until it is resolved and terminated.
- C.** Transportation groups (Rail, Water, and Truck Interstate/InterModal Carriers) may be asked to expedite fuel shipments.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** The Governor May:
1. Activate the Delaware Emergency Operations Plan (DEOP) and /or the Delaware Energy Emergency Contingency Plan (DEECP).
 2. Make recommendations to the public.
 3. Declare a State of Emergency.
 4. Issue supplementary declarations and orders.
 5. Request Federal assistance, if necessary.

V. ADMINISTRATION AND LOGISTICS

- A.** Each local, municipal, private and state agency involved with this emergency response plan is responsible for maintaining detailed records and logs to include personnel, supplies, and equipment.
- B.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely, efficient and effective manner.
- C.** Local, municipal and state agencies involved in emergencies shall maintain detailed financial records as they pertain to response and recovery from the event.
- D.** Based on after action reports and critiques, each agency shall update their plans, SOP's, etc. to facilitate preparedness for subsequent events.

VI. AUTHORITY AND REFERENCES

- A.** Title 20, Chapter 31, Delaware Code Annotated, § 3131. Emergency powers of Governor during energy crisis.
- B.** Delaware Energy Emergency Contingency Plan

VII. APPENDICES

- A.** Appendix A - Power Failure/Energy Recommendations

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 13
(HSA 13)**

POWER FAILURE/FUEL SHORTAGES

APPENDIX A

A. APPENDIX A

1. POWER FAILURE/ENERGY RECOMMENDATIONS:
 - a. Notify the appropriate power company. (Conectiv, Delaware Electric Cooperative, etc.)
 - b. Buy backup power sources (batteries, generators, solar equipment, etc.). Always secure an alternate power/lighting source.
 - c. If a backup power source is used such as a portable generator, it is imperative that the main breaker or switch be in the open position so as not to backfeed into the Power Company.
 - d. Watch for fires.
 - e. Turn off heat pumps/air conditioning till after the electricity comes back on. Unnecessary equipment like this will avoid start up drain and corresponding power spikes. During summer keep curtains drawn, shades down, blinds closed and food storage areas closed to maintain cool temperatures. Conversely, during winter keep windows and doors shut, shades down, and blinds or curtains closed to keep heat in.
 - f. Help your neighbors and elderly. Avoid spreading rumors. During a disaster, storm or emergency, fear is contagious and can be very dangerous.

- g. Keep a battery powered portable radio and listen to the Emergency Alerting System (EAS) for recommendations/directives, as required.
- h. Stay off roads with downed power lines and out of public areas without power. Remember: ALL wires are to be considered HOT! Electric wires can fall into telephone or TV cable wires and energize them.
- i. Assist the injured; however, inspect the area first to ensure injury was not caused by electrocution.
- j. Secure alternate energy sources.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 14 (HSA-14)

SINKHOLE

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to sinkholes, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Sinkholes are depressions in the land surface or holes in the ground caused by subsidence or collapse of surface material into openings in soluble rock. The subsidence or collapse results from a lack of support of overlying rock or soil material. Sinkholes usually develop in areas underlain by carbonate rock. This subsidence is caused by the removal of subterranean earth materials by natural or artificial processes.
2. Natural or artificial fluctuations in the water table can favor sinkhole development.
3. According to the geomorphology (soil composition) of the State of Delaware, upstate is generally considered to be rocky, and downstate is sandy loam, that is, earth with sand in it. *Most classic sinkholes in Delaware are restricted to two relatively small areas in northern Delaware (Hockessin and Pleasant Hill Valley Areas). The areas in northern Delaware that are underlain by the Cocksylville Formation are most susceptible to the formation of sinkholes.*
4. To date, the largest sinkhole recorded in Delaware was about 18 feet in diameter and 9 feet deep.

B. ASSUMPTIONS

1. Sinkholes can cause damage to highways, homes, sewage facilities, utility lines and other structures.
2. Emergency response to any sinkhole situation would follow the usual protocols/procedures of search and rescue.
3. Earth moving equipment may be needed to deal with a sinkhole.
4. Most sinkholes in Delaware are located in the flood plains of small streams flowing across the Cockeysville Formation and have developed following periods of well-above-average rainfall.
5. Delaware Geological Survey (DGS) staff are very familiar with sinkhole development and response procedures. The Delaware Geological Survey and the Department of Natural Resources and Environmental Control (DNREC) are available to respond to all reports of sinkhole development or sinkhole events.
6. Delaware Emergency Management Agency (DEMA) may support the local emergency management coordinator/director to respond and recover from a sinkhole event, when requested.
7. The Delaware National Guard (DNG) and the U.S. Army Corps of Engineers (USACE) may be requested to support Delaware Department of Transportation (DELDOT) during a sinkhole response.

III. CONCEPT OF OPERATIONS

- A. Should a sinkhole develop, the closest available Fire Company may be dispatched and immediately engage in life saving emergency response operations, i.e. search and rescue and the protection of life and property, if they are needed.
- B. Local resources are to respond first, if possible, during life saving events, to mitigate and respond to any sinkhole problems. This includes use of city or county public works personnel, material and equipment and the use of local contractors if necessary.
- C. Conectiv and/or the Delaware Electric Cooperative will be contacted to address power outages.
- D. Local emergency management personnel may respond to the scene.

- E. The On-scene Fire Officer-in-Charge (OIC), the local Emergency Director/Coordinator, DGS, DNREC, and DEMA personnel may initially assess the problem.
- F. Based on results of this joint assessment, the Director of DEMA may request additional assistance from designated State Emergency Support Functions (ESF's).
- G. DEMA may supplement additional emergency personnel and equipment in direct support of the initial local emergency response efforts based on need and availability.
- H. If required, DEMA may request Federal assistance from the Federal Emergency Management Agency (FEMA).
- I. All response and recovery agencies will maintain detailed summaries and logs of all expenses and operations for documentation purposes. Upon request, all reportable expenses will be given to DEMA for possible future reimbursement.
- J. For special facilities and key structures that are damaged by a sinkhole situation, it may become necessary for DEMA to bring in specialized resources to successfully conclude and stabilize the entire situation.
- K. Those nearby the sinkhole will be cautioned to avoid the problem area by directives and procedures defined in Emergency Support Function 5 (Information & Planning), Annex 5A (Public Information section).
- L. The public may be asked to follow the requests and directions of emergency management personnel, police, and fire authorities in the affected area(s) until otherwise notified.
- M. The DGS, DNREC, Division of Soil and Water may review all long term mitigation and treatment measures and suggest appropriate options from the DEMA TAC.
- N. DEMA along with other involved response agencies will monitor the situation from the Technical Assistance Center (TAC) until the mission is completed.
- O. DNREC and DGS for DEMA, the Secretary of Safety and Homeland Security, and the Governor may generate a final report.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Governor May::
 1. Activate the Delaware Emergency Operations Plan (DEOP).
 - ~ Make evacuation recommendations to the public.
 3. Declare a State of Emergency if the situation dictates.
 4. Issue supplementary declarations and orders.
 5. Request Federal assistance, if necessary.

V. CONTINUITY OF GOVERNMENT

- A. During sinkhole operations, government will function as normal. Efforts will be made to protect personnel, vital records and equipment.
- B. The Governor is in control throughout and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- C. Once activated, the State EOC will coordinate State resources for preparedness, response, and recovery operations via the DEMA Technical Assistance Center (DEMA TAC). Recommended actions will be directed through DEMA Operations to the Emergency Support Functions (ESFs) and onto the responsible responding agencies.
- D. Support agencies should ensure twenty-four hour staffing availability as required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A. Each State, local and private agency involved with this emergency response plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- B. Each response agency should develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.

- C.** State agencies and local jurisdictions involved in emergencies shall maintain detailed logs and financial records as they pertain to response and recovery from the event.
- D.** Upon request, State agencies, local and private organizations involved in emergency response should submit to DEMA, records of resources and costs used in response to the emergency for reimbursement purposes.
- E.** DEMA working with DNREC, DGS, and others may prepare an after-action report describing the situation and response actions by local, State, Federal agencies and private organizations.
- F.** Based on after action reports and critiques, each agency shall update their plans, SOPs, etc. to facilitate preparedness for subsequent events.
- G.** DEMA will coordinate all Federal assistance.

VII. AUTHORITY AND REFERENCES

- A.** See Basic Plan

VIII. APPENDICES

- A.** Appendix A - Recommended Sinkhole Precautions

Sussex County Emergency Operations Plan (SEOP)

HAZARD SPECIFIC ANNEX 14 (HSA 14)

SINKHOLES

APPENDIX A

A. APPENDIX A

RECOMMENDED SINKHOLE PRECAUTIONS

1. Cordon off danger area(s) to include any suspected/potential areas.
2. Evacuate those in immediate danger.
3. Coordinate actions with Delaware Geologic Survey (DGS), the Department of Natural Resources and Environmental Control (DNREC), Division of Soil and Water prior to entry.
4. Limit heavy equipment and large-scale construction near identified sites. Take an additional construction precaution, that is, reinforcing, cribbing, etc.
5. Post signs and notices.
6. Tie off personnel and equipment with safety lines working around known or suspected areas.
7. Consider opening shelters for those evacuated.
8. If possible, perform an aerial reconnaissance of the known or suspected site.
9. Take photos and video of site(s).
10. Save event related expenses for possible future reimbursement (related costs, bills, etc.)

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZZARD SPECIFIC ANNEX 15
(HSA 15)**

TERRORISM

I. PURPOSE

Develop a management plan for responding to and recovering from terrorist-initiated threats and incidents. This Annex will summarize the response of the Sussex County Department of Emergency Preparedness. The State Biological Incident Response Guide and the Delaware Emergency Operations Plan, along with the Federal Response Plan, can provide further information.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

Terrorism is the act of promoting fear in a population, usually to gain political or social objectives. The attacks are intended to influence a population and/or its government to make appropriate decisions. These terrorist events could be classified as a biological, nuclear, incendiary, chemical or explosive device or a combination thereof.

1. Biological

A biological hazard is an organism which causes diseases such as Anthrax, Plague, Smallpox, Cholera, Botulism and the Ebola virus that are toxic to living organisms. The recognition of a biological hazard can occur through the notification of a credible threat, recovery of biohazard evidence, and/or diagnosis of symptoms by the public health community. Biological hazards can affect humans as well as livestock or crops and there may be a delay between the exposure to the agent and the onset of illness. In this case, the public health community will make the initial response by direct patient care. Responders should be familiar with the characteristics of a biological attack such as unusual illness for a

region or area, pattern of illness inconsistent with natural diseases, unusual liquid, spray or vapor.

2. Nuclear

Nuclear radiation can take the form of Alpha (Plutonium and Uranium), Beta (fission products and Tritium), and Gamma (Cobalt, Iridium and X-ray machines) particles. The difficulty in responding to a radiological incident lies in the properties of radiation itself. Unless confirmed, it may not be obvious that radiological contaminants are involved. Without the use of radiological detection equipment it should be noted that responders may be unaware that they are involved in a radiological incident and could become contaminated. Radiological contaminants can be dispersed through explosive devices or another radiological dispersal device such as medical waste.

3. Incendiary

Incendiary devices are capable of causing property damage, loss of life, and public panic through the use of fire. These fires will burn until all available fuel is consumed, the oxygen supply runs out or the fire is extinguished. Incendiary devices can be stationary (truck, car, pipe or mail bombs), hand thrown (Molotov Cocktail) or self-propelled (rocket).

4. Chemical

Chemical agents are intended to seriously injure or incapacitate people through physiological effects. These chemical agents (nerve, blood, blister, choking or irritating agent or an industrial chemical) can be introduced through dissemination processes such as aerosol devices or broken containers. Incidents involving chemical agents will be localized. The effects of nerve, blister, choking or irritating agents will be evident immediately, while the effects of an industrial agent may not be visible for hours.

5. Explosive

Explosives are materials capable of violent decomposition, in the form of instant oxidation. Explosions are characterized by blast pressure, the propulsion of debris, and thermal effects (heat). TNT, dynamite and cast boosters are examples of explosives. These can be used to make vehicles bombs, pipe bombs and canvas packs containing explosives.

6. Combined Hazards

It cannot be overlooked that two or more hazard agents may be used in conjunction with one another to achieve a greater effect. Casualties due to multiple agents may exist, so it is important for responders to be prepared for all types of situations, such as secondary devices purposely placed for responders.

B. ASSUMPTIONS

1. Possible targets do exist in Sussex County, such as:
 - a. Military installations
 - b. Government installations
 - c. Infrastructure components
 - d. Industry
 - e. Financial Institutions
 - f. Sports arenas and other venues for special events
 - g. Schools, hospitals and shopping centers
2. Law enforcement agencies, the fire service, and Emergency Medical Services (EMS) will be the first responders on scene. They will usually be the officials detecting and evaluating the incident. In the case of a biological or radiological hazard, the officials detecting the hazard could be hospital or other health personnel.
3. Most incidents will not give the first responders indications of terrorist involvement. However, once it has been determined that the incident is a terrorism event, the lead law enforcement agency will be determined through pre-existing jurisdictional agreements among the Municipal, County and State agencies.

III. CONCEPT OF OPERATIONS

A. General

1. Those first aware of any terrorist situation in any jurisdiction should immediately call 911. The Sussex County Emergency

Dispatch Center will notify the appropriate police agency and/or the Delaware State Police (DSP), immediately.

2. Once it has been determined that the incident is a terrorist event, the Emergency Dispatch Center should also contact the Sussex County Department of Emergency Preparedness, as soon as possible.

B. Phases of Emergency Management

1. Mitigation – Prevention
 - a. Conduct a risk assessment for Sussex County.
 - b. Develop and maintain a coordinated response protocol between the local police, fire service and EMS.
 - c. Consult local, state and federal intelligence agencies for information on credible threats.
 - d. Develop mutual aid agreements between local, state and federal law enforcement agencies.
2. Preparedness
 - a. Keep all County emergency plans updated.
 - b. Consult the State and Federal response agencies frequently for changes in state and federal emergency plans.
 - c. Determine response protocol.
 - d. Participate in drills and exercises as necessary.
 - e. Assign a Public Information Officer (PIO) as directed by the County Administrator.
 - f. Attend training in response to terrorist and Weapons of Mass Destruction (WMD) incidents.
 - g. Purchase personal protective equipment for emergency responders.
 - h. Establish response modes.

3. Response

Consider the following response actions:

- a. Activate the Sussex County Emergency Operations Plan.
- b. Set up on-scene command post.
- c. Establish “exclusion zone” around suspected area and secure the scene.
- d. Isolate contaminated victims.
 - 1) Request special teams to respond to the scene.
- e. Re-route traffic around the incident scene.
- f. Perform search and rescue efforts.
- g. Establish a Joint Information Center (JIC) with the State of Delaware and the FBI for the coordination of all public information.
- h. Establish a public inquiry hotline for the County.
- i. Activate the Sussex County EOC and send a representative to the State EOC.
- j. Request representatives from County departments to the County EOC.
- k. Activate mutual aid agreements.
- l. Call in additional personnel.
- m. Provide mass care to the injured at the scene and transport them to local hospitals.
- n. Implement the Sussex County Mass Casualty Plan, if necessary.
- o. Implement Emergency Operations Plan emergency management annexes such as shelter, warning and resource management.

- p. Declare a County State of Emergency.
 - q. Make protective action recommendations to the public from the JIC.
 - r. Establish a Family Assistance Center (FAC) to assist victims and their families.
 - s. Check public water supply for contamination.
 - t. Coordinate volunteer services and the distribution of donated goods.
 - u. Request State and Federal response assistance.
 - v. Activate the State Emergency Response Team (SERT) plan.
 - w. Activate other emergency plans as necessary, including the Hazardous Substance Response Plan, State of Delaware Radiological Emergency Plan, and the State of Delaware Biological Incident Response Guide.
4. Recovery
- a. Terminate a County State of Emergency, when appropriate.
 - b. Undertake a damage assessment of the affected area and equipment used, provide a dollar estimate of the damage, and report such information to the State of Delaware.
 - c. Maintain logs and situation reports (SITREPS) of the incident and FAX same to DEMA.
 - d. Apply, through DEMA, for Federal Assistance, if applicable.
 - e. Conduct post-event critiques.
 - f. Remove debris at the scene.

IV. ORGANIZATION AND ASSIGNMENT OF COUNTY RESPONSIBILITIES

A. Fire Officer-in-Charge:

1. In conjunction with the appropriate police Department and the Department of Natural Resources and Environmental Control (DNREC) representative, determines response protocol.
2. Sets up on-scene command post.
3. Establishes “exclusion zone” around suspected area.
4. Requests the dispatch of special teams, if necessary.
5. Coordinates with Law Enforcement agencies to re-route traffic around suspected area.
6. Direct task assignments and personnel relief in performing search and rescue functions.

B. Director of Sussex County Emergency Operations:

1. Implements the Sussex County Emergency Operations Plan.
2. Activates the EOC.
3. Coordinates the operations of the Department of Emergency Preparedness and the Sussex County Communication Center.
4. Sends emergency management liaison to the incident and to DEMA, if necessary.
5. Maintains logs and situation reports of the incident and FAX same to DEMA.
6. Contacts the American Red Cross and activate shelter annex if necessary.
7. Assists in developing and implementing public protective action recommendations for release by the PIO.
8. Ensures additional communications personnel are called in.
9. Provide liaison to the County Administrator and the Sussex County Council.

C. Sussex County Public Information Officer:

1. Reports to the County EOC, if appropriate.
2. Ensures that public and media inquiries are referred to the hotline.

D. Director of Emergency Medical Services of Sussex County:

1. Reports to the EOC.
2. Ensures that casualty collection sites are established and medical care is administered as necessary.
3. Ensures that coordinated assistance is provided to emergency medical transportation providers in the transportation of injured to local hospitals.
4. Ensures that additional EMS personnel are called in as necessary.
5. Maintains liaison with the administration of area hospitals and the State Medical Officer of the Division of Public Health.

E. All agencies:

1. Participate in drills and exercises as necessary.
2. Attend training in response to terrorist and WMD incidents.
3. Participate in post-disaster critiques, if necessary.

V. DIRECTION AND CONTROL

A. SEE BASIC PLAN

VI. CONTINUITY OF GOVERNMENT

A. SEE BASIC PLAN

VII. ADMINISTRATION AND LOGISTICS

A. Records

1. The Department of Emergency Preparedness will prepare and maintain a record of activities during the disaster. These records may be in written or electronic form. The Division of Emergency Communications will maintain a taped record of all communication going through the Emergency Dispatch Center. Records will be retained in accordance with State of Delaware Records Retention Schedule.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Sussex County Department of Emergency Preparedness is responsible for developing and maintaining the Hazard Specific Annex (HSA 15) Terrorism to the Sussex County EOP.

B. To ensure that this annex is maintained, it is:

1. Reviewed at least annually with personnel holding positions identified in the annex.
2. Updated as appropriate.
3. Exercised as appropriate.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. "Memorandum from FEMA Headquarters to FEMA Regional Directors regarding In-Place Shelters," September, 1987
2. Delaware Code, Title 9, Chapter 7, Sections 1401 and 1402
3. Delaware Code, Title 9, Chapter 19, Section 1902
4. Delaware Code, Title 9, Chapter 5, Sections 1181 and 1183

B. References

1. American Red Cross, Delmarva Peninsula, Disaster Plan, May 1995.

2. Guide for All-Hazard Emergency Operations Planning, SLG 101, September 1996.
3. Statement of Understanding between the State of Delaware and the American National Red Cross, March 2001.
4. Delaware Hurricane Evacuation Study 1990, Technical Data Report, U. S. Army Corps of Engineers, et al, December 1990.
5. Federal Response Plan, 1999.
6. Delaware Emergency Operations Plan, 1998.
7. State of Delaware Radiological Emergency Plan, 1997.
8. State of Delaware Oil and Hazardous Substance Incident Contingency Plan, 1999.
9. State of Delaware Biological Incident Response Guide, 1999.
10. Sussex County Hazardous Materials Emergency Medical Services Medical Response Team Operations Plan.
11. Sussex County Multi-Casualty EMS Operations Plan.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 16 (HSA 16)

TORNADO

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to tornadoes, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. A tornado is defined as a violently rotating column of air extending from a thunderstorm to the ground. Although tornadoes occur in many parts of the world, they are most frequently found in the United States, east of the Rocky Mountains during the spring and summer months leaving those effected with little time to prepare. Based on past statistics, June through August are the months of peak tornado occurrence in Delaware.
2. The most violent tornadoes are capable of tremendous destruction with wind speeds of 300 miles per hour or more. They are rated according to the Fujita Scale, commonly referred to as the F Scale. Damage paths can be in excess of one mile wide and 50 miles long.
3. In the winter and early spring, tornadoes are often associated with strong, frontal systems that form in the central states and move east. Numerous severe thunderstorms and tornadoes may affect several states.
4. Occasionally, tornadoes accompany tropical storms and hurricanes; tornadoes are most common to the right and ahead of the path of the storm center as it comes onshore.
5. Waterspouts are tornadoes that form over warm water.

6. Tornadoes occur anywhere and take many shapes and sizes. Generally, they are categorized into three groups.
 - a. **Weak** Tornadoes: last 1 to 10 minutes; winds less than 110 mph; 69% of all tornadoes; less than 5% of tornado deaths.
 - b. **Strong** Tornadoes: may last 20 minutes or longer; winds 110 - 205 mph; 29% of all tornadoes; nearly 25% of all tornado deaths.
 - c. **Violent** Tornadoes: lifetime can exceed 1 hour; winds greater than 205 mph; only 2% of all tornadoes; approximately 70% of all tornado deaths.

B. ASSUMPTIONS

1. Doppler weather radar has the capability to identify tornado action.
2. Warning will be available to alert the public of an approaching tornado. The National Weather Service (NWS) will issue a:
 - a. **Tornado Watch** - when weather conditions are favorable and tornadoes are possible in Delaware.
 - b. **Tornado Warning** - when a tornado has been sighted or is indicated by Doppler weather radar.
3. Agencies and organizations (government and private) are available to respond to and recover from tornadoes.
4. Public education brochures, programs, and classes may help to prepare and protect the public.
5. Government (Federal, State, and local) weather information will help citizens to protect themselves.
6. Tornado warnings may not reach everyone. However, staying alert is the best protection.
7. Having a tone alert weather radio is the best source of information.
8. Developing a business or family emergency plan may save lives.

9. Delaware will secure *Storm Ready* status from the National Oceanographic and Atmospheric Administration (NOAA), National Weather Service.
10. The State Emergency Operations Center (State EOC) will have a continuous 2-way computerized weather link with NOAA, National Weather Service Office in Mt. Holly, New Jersey.

III. CONCEPT OF OPERATIONS

- A.** When the effects of a tornado happen, local and State emergency management personnel may request activation of the DEMA Technical Assistance Center (TAC) to evaluate the situation; and help perform initial damage assessment, and secure additional assistance for disaster victims. Large tornadoes will require large-scale response. Smaller tornadoes may only require a smaller response involving the property owner's insurance company.
- B.** A large event could necessitate by the Governor implementation of the Delaware Emergency Operations Plan (DEOP) and activation of the DEMA Operations and TAC Groups at the State Emergency Operations Center (EOC). Outside help may be requested from surrounding States through the Emergency Management Assistance Compact (EMAC), and/or the Federal Emergency Management Agency (FEMA).
- C.** If the State EOC is fully activated, State agencies may be used to support local emergency operations. Full or partial Emergency Support Function (ESF) activation may be required depending upon severity of the impact. If the State EOC is fully activated, DEMA Operations will go into action and the primary ESF agencies may be asked to send their representatives to the EOC in Smyrna.
- D.** When activated, ESFs should take immediate action to restore/repair inoperative systems destroyed or damaged due to a tornado, while protecting life and property.
- E.** Primary and support agencies are, at a minimum, to maintain a detailed log and record of all tornado response and recovery operations. NOTE: This function may be performed automatically by the Delaware Emergency Management Information System (DEMIS) for agencies represented in the State EOC.
- F.** Communications with DEMA and other important agencies and organizations must be maintained.

- G.** ESFs will interface with outside agencies and organizations to include Federal counterparts, if Federal assistance is required.
- H.** Local first-responders in the Cities and Counties supplemented with DEMA staff, to secure an accurate estimation of total damages, may perform an Initial Damage Assessment (IDA). This information may be used to secure Federal assistance from the Federal government through the Federal Emergency Management Agency (FEMA). FEMA may verify damages by a Preliminary Damage Assessment or PDA. This could result in a Presidential Disaster declaration for Delaware. When this happens, the Federal government can authorize Individual or Public Assistance.
- I.** The National Weather Service (NWS) and the DEMA Public Information Officer (PIO) will issue appropriate public safety information by way of news releases, as required. If additional tornadoes are spotted, updated information will be given by local radio and television weather people. It is imperative the public stay tuned for timely updates.
- J.** Emergency response operations (search & rescue, fire fighting, etc.) will continue until recovery operations and finally mitigation efforts, are authorized.
- K.** All response and recovery agencies and personnel are to attend after-action debriefings, critiques, and meetings.
- L.** A final report will be generated by DEMA with consultation from responding agencies (NOAA, NWS, DNREC, DGS, etc.), as required.

IV. CONTINUITY OF GOVERNMENT

- A.** It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A.** All local and municipal personnel involved in public response will be responsible for maintaining lists of emergency resources to include available personnel, supplies, and equipment.
- B.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure response and recovery actions in this plan are performed in a timely manner.

- C. All organizations involved in tornado emergencies shall maintain detailed records which later may be used for reimbursement.
- D. SEOC shall prepare an after action report describing the situation and response and recovery actions of local, municipal and private organizations in the county.
- E. Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent tornadoes.

VI. ADMINISTRATION AND LOGISTICS

- A. Agencies and organizations responding to tornadoes are responsible for their own administration and logistics. Detailed records and logs are to be kept for possible future reimbursement.
- B. Each State, local and private agency involved with this tornado emergency response plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C. Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely and efficient manner.
- D. State departments and agencies and local jurisdictions involved in tornado emergency response shall submit to DEMA Financial Section records of resources and costs used in response to the emergency.
- E. Based on after-action reports and critiques, each agency shall update and maintain their plans, SOPs, etc. to facilitate preparedness for subsequent tornadoes.

VII. AUTHORITY AND REFERENCES

- A. **See Basic Plan.**

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 17 (HSA 17)

URBAN FIRE

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to urban fires, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Sussex County has areas of urban concentration in such as, the city of Dover.
2. Seasonal effects can increase or decrease this risk. Winter with heaters; summer with drought and dry conditions. Many different disaster agents can start an extremely dangerous sequence of events resulting in a strong fire threat.
3. Fire fighting forces in Sussex County, is strong, well equipped, well managed, and well supported. The support system includes, located in Dover, the State Fire School and the State Fire Marshal's office, and volunteer fire companies county wide.
4. Building codes and sprinkler systems aid prevention and suppression in all new structures. In older structures, smoke alarms, carbon dioxide detectors and a strong communications presence in the County Emergency Dispatch Center (911) helps improve the early fire detection and suppression systems.

B. ASSUMPTIONS

1. Adequate personnel will always be available for fire fighting.
2. The most advanced fire fighting training and techniques will be available.

2. Funding will be available to provide training, and to purchase fire fighting, communications, and dispatching equipment.
4. Legislative support will always be available.
5. Water supplies and suppression foam and other firefighting chemicals will be available.
6. Necessary backup resources will be available.
7. Mutual aid agreements will be honored.

III. CONCEPT OF OPERATIONS

- A.** When a massive fire situation occurs in a built-up urban area within the County, the closest local Fire Company will be dispatched through the closest computer aided emergency 911 center to immediately control, suppress and extinguish the blaze.
- B.** The arriving fire crew and Officer-In-Charge (OIC) will immediately attempt to save lives and property. Should outside help be needed, an additional request will be made to the 911 Emergency Dispatch Center. Radio/telephone communications capabilities currently allow continuous monitoring of the entire situation by radio.
- C.** Outside assistance can be dispatched from another county or another state. Arriving Fire Officers and their units will receive their orders from the local On-scene Fire Officer/Commander.
- D.** Incident Command Strategic and Tactical Fire Fighting Principles as taught at the Delaware State Fire School should be followed.
- E.** In the event the situation requires additional support from the other Emergency Support Functions (ESFs) request will come through the local County Emergency Coordinator/Director to DEMA.
- F.** Once a request is made, DEMA will coordinate requirements with the County and the State Fire School.

IV. CONTINUITY OF GOVERNMENT

- A.** It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

V. ADMINISTRATION AND LOGISTICS

- A.** Each agency, office, and/or organization involved in urban fire operations is responsible for its own administration and logistics. Detailed records and receipts are to be kept for possible future reimbursement, if authorized.
- B.** Each State, local and private agency involved with this emergency response plan is responsible for maintaining lists of current emergency resources to include personnel, supplies, and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely, effective, and efficient manner.
- D.** State departments and agencies and local jurisdictions involved in urban fire emergencies shall maintain detailed financial records as they pertain to response and recovery from the event.
- E.** SEOC shall prepare an after action report describing the situation and response and recovery actions of local, municipal, and private organizations, in the county.
- F.** Based on after action reports and critiques, each agency shall update and maintain their plans, SOP's, etc. to facilitate preparedness for subsequent urban fires.

VI. AUTHORITY AND REFERENCES

- A.** Delaware Code Annotated, Title 16, Chapter 65 & 66
- B.** See Basic Plan.

VII. APPENDICES

- A.** Appendix A - Urban Fire Safety Tips

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 17

(HSA 17)

URBAN FIRE

APPENDIX A

A. APPENDIX A - URBAN FIRE SAFETY TIPS

1. Have your local Fire Company check all industrial and residential electrical systems for safety hazards. (Pre-planning for the Fire Company) Limit overloading on individual electrical outlets at home and at work. Ensure electrical service is in compliance with local electrical codes. Have a professional licensed electrician inspect electrical repairs.
2. Comply with current Building and Fire codes. Limit all sources of open flame in industrial and residential settings. Remove all sources of ignition. Install sprinklers, they save lives.
3. Keep proper fire extinguishers handy. Know how and when to use them. Don't pour water on grease fires. Check with the local Fire Company to get an extinguisher with the proper rating. Keep blankets, water, and buckets of sand or dirt around to aid in quick fire suppression.
4. Learn and teach children and seniors "How to STOP! DROP! and ROLL!" Get them out first. Pre-identify a safe meeting place away from the home or office to find out who is missing. Review and practice evacuation procedures in your home and office.
5. Install and regularly check your fire, smoke, and carbon dioxide detectors. Insure your alarm systems work and have fresh batteries. Also, know how and when to turn on a manual fire alarm!
6. Keep access ways clear, so fire, paramedic and police vehicles can easily and quickly reach your area. If possible, send someone out

to meet them when they arrive. Quickly guide them to the fire location. **Immediately** alert the Incident Commander of missing persons.

7. Be knowledgeable of the closest water source (hydrant, pond, etc.).
8. During engagement, stay clear of all fire fighting operations. Obey the commands of all on scene Fire Police and other Fire Officers. If able and necessary, assist in crowd control, traffic control and render assistance as directed.
9. Stay clear of all fire scenes after the fire has been extinguished. Arson or other agents may be suspected. Walking through a fire scene, unless absolutely necessary, may destroy valuable evidence. Help the Arson Investigator, Medical Examiner and Fire Marshall's Office by staying clear of area.
10. Teach children not to play with matches.

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 18 (HSA 18)

WAR, ATTACK

I. PURPOSE

To define the concept of operations and the duties and responsibilities of the Emergency Support Function annexes specific to war, attack, to more efficiently and effectively reduce damage and address public health and safety issues affecting the residents of, and visitors to, Sussex County.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. WAR, ATTACK is considered the most destructive of all disaster events in this plan. A man-made source of death and destruction, it will subject Sussex County and the State of Delaware to many unusual events outside its normal scope of operations. It will necessitate many unusual and extraordinary deeds and actions to ensure the survival of the State and Nation.
2. Various levels of attack by external and internal enemies are possible before an all out total nuclear war. They are:
 - a. Civil disturbances, armed insurrection by revolutionary groups, and riots against existing law and order. (see Hazard Specific 3, Civil Disorder);
 - b. Terrorist attacks against U.S. military facilities; economic facilities, and population centers (see Hazard Specific 15, Terrorism);
 - c. Sabotage and subversive attacks against key assets, personnel, and equipment. Overt (open) and covert (hidden) attacks may take place by infiltrators/spies/plants and/or misguided, disgruntled, frustrated individuals. Infiltrators, plants, and spies may be guided and directed by foreign states and powers. Jealousy, envy, greed, or anger may drive frustrated, disgruntled, misguided individuals.

This frustration can be easily used by a foreign state. Either way, damage is done and the State is weakened and under attack.

- d. During civil disturbances and riots, martial law may be established/declared in specific areas to suppress, diminish, and control the re-supply, communications, movement, and spread of conflict.
- e. Forces currently exist statewide and nationwide to resist and deter internal and external conflict and aggression. Citizens may rely on State, local, city, town, and county police, and National Guard troops.
- f. During a declared war, industrial production and the manufacturing of war goods (arms, ammunition, food, fuels, lubricants and medical supplies, etc.) would increase.
- g. Production facility, office, hospital, or other key installations would need to be immediately safeguarded, hidden, camouflaged, and/or moved to shield and protect personnel, material, and equipment and other vital war related services.
- h. Nuclear, biological and chemical (NBC) warfare agents may be used in an attack. Protective masks, suits, and other gear, such as, body armor (vests, helmets, etc.) would be required to protect personnel against NBC and conventional attacks.
- i. Targets, such as, the State Emergency Operations Center Complex in Smyrna, Dover Air Force Base, and the Capitol District in Dover, could be attacked first in an effort to deny any coordinated leadership or command and control in the State.
- j. Targets, such as, the general population will need to increase their vigilance and security.
- k. Key economic facilities statewide and in Wilmington, banks, production facilities, etc. bridges, roadways and airports could be targeted.

B. ASSUMPTIONS

1. Nuclear detonations on or near the earth surface would produce radioactive debris. Much of this debris would be carried high into the atmosphere by the rising fireball and after cooling, fall back to earth as "radioactive fallout". The radiation emitted by most "fallout" is called gamma radiation. The health consequences of exposure to gamma radiation is located in HSA 18 Appendix A.
2. Under the current international political climate, it is currently unlikely that a massive overt organized attack with large groups of foreign uniformed military forces would occur on the United States. However, if such an attack would take place, areas potentially at risk in Delaware would include:
 - a. Military installations that directly support our nation's nuclear retaliatory capabilities. Such installations would include intercontinental ballistic missile launch facilities, fixed wing strategic bomber installations, strategic airlift installations, and command, control, and communication facilities.
 - b. Other military facilities (such as, Delaware National Guard Headquarters and Armories, Dover Air Force Base, Reserve Component Facilities, Storage Depots).
 - c. Metropolitan areas that play a significant role in support of the nation's governmental or financial management activities.
 - d. Industrial areas of research, development and production.
 - e. Food and agricultural areas.
 - f. Population centers.
 - g. Recreational areas.
 - h. Communication and transportation centers.
 - i. Banks.
3. Foreign leadership and hidden terrorist groups (cells) may determine to destroy the United States and try to avoid harm from a direct confrontation with trained, active U.S. Forces. They could direct overwhelming suicide attacks such as what occurred on

9/11/01 at the New York World Trade Center or initiate more discrete actions such as sabotage and subversion.

III. CONCEPT OF OPERATIONS

- A.** In the event of a war attack against the United States and the State of Delaware, State employees will be called upon to cooperate with others to defend and protect themselves, their families, homes, towns, and cities. Each office and organization will continue to fight, survive, and function. This may include organizing for immediate defensive operations, developing local plans and performing only essential war related duties.
- B.** When conditions warrant, the DEMA Director or designated representative will advise the Governor to declare a state of emergency, activate the State Emergency Operations Center (EOC), and to advise other State agencies of the situation and requirements. The DEMA Director using his/her staff will tailor response and recommendations to the situation, as necessary.
- C.** The Governor's Office will, according to Delaware Law, designate DEMA to provide, through the Secretary of Safety and Homeland Security, explicit guidance and instructions regarding a war emergency. This information will be disseminated to other operating units of State Government and the public, as necessary.
- D.** During a war emergency, all requests for assistance that can not be solved at the local or county level will be routed through to the State EOC. Requests to the State EOC will then be tasked to the appropriate Emergency Support Function (ESF) representative for immediate action. All action items and mission assignments and taskings requiring DNG resources or Federal emergency resources must be coordinated through DEMA.
- E.** Additional teams of radiological, chemical and biological monitors would need to be quickly trained, organized and equipped. Training and equipment currently used for commercial nuclear power plant radiological protection program could be quickly used for wartime radiological protection. See State of Delaware's Radiological Emergency Plan (REP) for guidance.

IV. CONTINUITY OF GOVERNMENT

- A.** It is the responsibility of Sussex County Government to ensure the continuance of all essential services in the county, during emergency operations.

V. ADMINISTRATION AND LOGISTICS

- A.** Each agency, office, and/or organization involved in wartime operations is responsible for its own administration and logistics.
- B.** The rationing and the distribution of vital war materials, personnel and equipment will be instituted. Detailed records and receipts are to be kept and secured for possible future reimbursement.
- C.** Each State, local and private agency involved with this emergency response plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment. These lists are to be secured and kept from the enemy.
- D.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely, efficient and effective manner.
- E.** All agencies and local jurisdictions involved in emergency response situations should maintain detailed resource and financial records as they pertain to response and recovery from the event. These resource and financial records shall be secured and submitted to DEMA upon request.
- F.** SEOC shall prepare an after-action report describing the situation and actions of local, municipal, and private organizations, in the county.
- G.** Based on after-action reports and critiques, each agency shall update their plans and SOPs, provide appropriate training, and acquire necessary equipment, etc. to facilitate future incidents.
- H.** DEMA will coordinate all Federal Emergency Management Agency assistance.

VI. AUTHORITY AND REFERENCES

- A.** See Basic Plan

VII. APPENDIX

- A.** APPENDIX A - Health Risks of Exposure to Nuclear Detonation

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 18 (HSA 18)

WAR ATTACK

APPENDIX A

A. APPENDIX A

HEALTH RISK OF EXPOSURE TO NUCLEAR DETONATION

Radiation Effects

The immediate effect of human exposure to gamma radiation is called radiation sickness. The effects may occur within hours or days following exposure. Depending on the amount and duration of exposure, health problems range from nausea, fatigue, vomiting, diarrhea, loss of hair, hemorrhages, infections, to death.

Somatic Effects

Radiation injuries that may occur months to years after exposure are categorized as somatic effects. They include sterility or reduced fertility, leukemia, and other forms of cancer.

Blast Wave

The force of wind caused by the blast wave destroys or damages structures and other objects. It propels and spreads the debris that is created by the explosion. Deaths and injuries result from people being thrown about or struck by the things that were turned into projectiles or missiles by the force of the wind associated with the explosion.

Thermal Pulse

The thermal pulse (heat flash) ignites exposed combustible materials, causing many fires. People in the open may be severely burned by the heat from the detonation.

Electromagnetic Pulse (EMP)

When the radiation energy generated by a high altitude (60 miles and above) nuclear detonation interacts with the earth's atmosphere it produces low frequency electromagnetic waves. These waves are referred to as EMP. When EMP interacts with the electric and electronic equipment components of radio and television systems, the resulting "energy surge"

can cause severe damage. EMP is not a threat to most people. Only those who rely on an electrically driven life support system (e.g., pacemaker) are at risk.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 19
(HSA 19)**

WINTER STORM

I. PURPOSE

- A.** To supplement the actions listed in the Sussex County Emergency Operations Plan (SEOP) to be taken in the event of adverse winter weather in the State of Delaware.
- B.** To define the roles and responsibilities and coordinate the resources of County agencies and other public and private agencies during adverse winter weather.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

- 1. Delaware can expect to receive adverse weather conditions during the winter months of October to April. Based on the severity of each storm, portions of this annex may be implemented to mitigate the effects on transportation, commerce and the general welfare. Specific action will be based on the conditions declared by the National Weather Service.
- 2. Without protection, extreme cold with storm driven winds can lower body temperatures and quickly cause frost bite, hypothermia or death.
- 3. Winter storms can be accompanied by strong winds creating blizzard conditions with blinding wind-driven snow, severe drifting, and dangerous wind chill.
- 4. Heavy snow can immobilize Delaware and paralyze the cities, towns and municipalities in Sussex County. Commuters can be stranded, commerce stopped, and police, fire, and ambulance services disrupted by severe snowstorms.

5. Storms in Delaware's coastal areas can cause flooding and beach erosion.(See Northeaster HSA-11)
6. Heavy accumulation of ice can bring down trees, electrical wires, utility poles and lines, and communication towers.
7. Communication and electric power can be disrupted for days while utility companies' work to repair extensive damage.
8. Based on the strength of the winds and the type of precipitation (snow, ice, freezing rain, sleet, etc.) winter storms may last several days shutting down highways, businesses, governments and schools.

B. ASSUMPTIONS

1. Delaware Emergency Management Agency (DEMA) monitors weather forecasts on a daily basis. Therefore, DEMA and the State of Delaware must depend on the National Weather Service (NWS) for storm assessments or forecasts. Using the media, NWS, Mt. Holly will warn the Delaware public.
2. Department of Natural Resources and Environmental Control (DNREC), Division of Soil and Water possesses the experience and personnel that can establish, identify, and quantify the local vulnerability of Delaware coastal communities.
3. DEMA will coordinate interagency resources and information to warn and assist county and local government.
4. Temporary shelters will be opened, if necessary. Overflow homeless people may be sheltered in selected government buildings when shelters are full.
5. Delaware State Police (DSP), DNREC, Delaware State Fire School (DSFS),and the Delaware Department of Transportation (DELDOT) have resources that can be used to mitigate the effects of a winter storm on vulnerable populations and property. Animals may also require shelter, food, and water (see ESF 16, Animal Care).
6. Sussex County Department of Emergency Preparedness will coordinate the approved course of action with all appropriate local and State, and if necessary, private organizations and agencies.

7. Sussex County Department of Emergency Preparedness, DEMA and the State of Delaware will receive NOAA, NWS *Storm Ready* status.
8. Trained experienced DEMA natural hazards personnel will be available to interpret weather data.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. During normal duty hours, DEMA is responsible for receiving, evaluating, and re-transmitting weather reports from the National Weather Service to the Governor's Office, county EOC's, and Delaware response agencies.
2. In-coming weather information, will be processed by on-duty DEMA Natural Hazards planners. Normal duty hours at DEMA are Monday through Friday, 8 a.m. to 5 p.m.
3. After normal duty hours at DEMA, 5 p.m. to 8 a.m. and weekends, State Police Communications will inform the DEMA Duty Officer of impending severe winter weather situations. It is the responsibility of the DEMA Duty Officer to stay aware of current weather situations that may impact the State during his/her tour of duty. The DEMA Duty Officer will advise the DEMA Director/designee of severe weather situations for appropriate response.
4. When conditions warrant, DEMA Natural Hazard planners may advise the DEMA Director/designee, who will advise the Governor on the requirement to declare a "Winter Storm Emergency," to activate the DEMA Natural Hazards TAC in the State EOC. The activated DEMA TAC (following Winter Storm Protocols/SOPs) will advise and inform other State and private Agencies of a "Winter Storm Emergency" condition via MCI FAX Broadcast capabilities. The DEMA Director/designee (Command & Control) will tailor TAC response and recommendations to the situation. He/she will make a winter storm protective action decision (PAD) and activate ESFs. If conditions warrant, Delaware National Guard (DNG) personnel may be pre-positioned.
5. The Governor's Office will, according to Delaware Law, designate DEMA and the DEMA Natural Hazards TAC, through the Department of Safety and Homeland Security, to provide explicit information and instructions regarding a "Winter Storm

Emergency”. This declaration will be disseminated to other operating units of State Government, when necessary. After a recommended course of action has been established, DEMA Operations (when activated) may, but not be limited to:

- a. Establish priorities statewide during winter storm conditions when resources are limited.
- b. Recommend suspending services statewide and redirect resources.
- c. Establish and conduct Bridge Calls (conference calls) to collectively determine the best course of action for the State.
- d. Authorize emergency purchases.
- e. Coordinate school closings with the Department of Education via the school closing website:
<http://aosta.state.de.us/schoolclosing>.
- f. Coordinate shelter openings with American Red Cross of the Delmarva Peninsula.
- g. Open and staff shelters, as necessary.
- h. Have State Division of Public Health monitor, support, and expedite statewide dialysis patient transport.
- i. Provide winter storm aid and assistance to the public.
- j. Continuously monitor energy and power conditions.
- k. Expedite fuel deliveries with DelDOT, DSP and first responders.
- l. Communicate and coordinate road openings and closings with the Transportation Management Center (TMC).
- m. Monitor openings and closings (food stores, gas stations, etc.).
- n. Issue appropriate winter storm directives and recommended courses of action to the public.

- o. Exercise operational control of State and private response agencies.
 - p. Expedite winter storm response and recovery operations.
6. During a "Winter Storm Emergency" all requests for assistance will be routed through DEMA Operations, when activated, in the State EOC. The requests will then be sent to the appropriate Emergency Support Function (ESF) representative for immediate action. All actions requiring Delaware National Guard (DNG) resources or Federal emergency resources must be coordinated through DEMA.

B. DECLARATIONS

1. There will be four (4) winter storm classifications that will follow National Weather Service lead. They are:
 - a. *Winter Storm Outlook*: Issued when winter storm conditions are forecast for the State within the next 12 hours.
 - b. *Winter Storm Watch*: Issued when the possibility of a hazardous winter weather event has increased significantly, but its occurrence, location, and/or timing is uncertain. It is intended to provide lead-time to set emergency plans into motion.
 - c. *Winter Storm Advisory/Warning*: Issued when a hazardous winter weather condition is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property. Advisories are for less serious conditions that could cause significant inconvenience and, if caution is not exercised, could lead to situations that may threaten life and/or property.
 - d. *Winter Storm Emergency Statements*: Issued at frequent intervals to amplify watches, warnings, and advisories by reinforcing the message, indicating what is expected, and outlining appropriate suggested response actions.
 - e. For additional weather definitions see Appendix HS 19-1.

C. PREPAREDNESS

1. Agencies are to list activities that can be taken to develop individual plans to save lives and minimize winter storm damage while enhancing speedy storm response operations:
2. Identify essential personnel, equipment, and materials to be maintained during winter storm emergency conditions. “Essential Personnel” needed to sustain daily operations, as part of Continuity of Government (COG) are to be identified in their individual County agency prior to the arrival of Winter Storm season (October to April).
3. Maintain systems, supplies, and equipment in winter storm operational readiness.
4. Train all County agency personnel in winter storm emergency procedures. Functional checklists should be developed to assist personnel on proper response to changing conditions.
5. If necessary, establish and maintain procedures for hiring private contractors.
6. Maintain updated emergency personnel call-in list.
7. Pre-position personnel and equipment, if warranted.

D. RESPONSE

1. Upon guidance from the Governor's Office and DEMA, each County agency is responsible to fulfill its designated operational role and responsibility as defined in the Sussex County Emergency Operations Plan (SEOP). This may include the following:
2. Sending a qualified designated, knowledgeable representative to the County EOC, if necessary. Key Personnel will be notified, if necessary, prior to the arrival of a severe winter storm.
3. Designated responders are to maintain contact with their agencies while at the County EOC.
4. If situation dictates, contact will be established with the State EOC to ensure timely, current local SITREP's are forwarded. Local SITREP's are necessary to ensure accurate condition descriptions are up channeled for evaluation and response, if necessary. The State EOC, in turn, will forward a consolidated SITREP's to the Governor's office and FEMA, as required.

5. Coordinate all County EOC task assignments and personnel relief with EOC staff.
6. Request additional personnel, if necessary.
7. Cancel all non-essential events, activities and projects, as necessary.
8. Employ private contractors, if necessary.
9. Deploy personnel, equipment, and materials, as necessary.
10. Maintain storm records, SITREP's, and logs.

E. RECOVERY

1. Each County agency, following the direction and lead of the Sussex County Division of Emergency Management and DEMA, will perform necessary actions to return existing operating systems to a normal and/or improved condition/level in accordance with existing pre-established (snow) emergency procedures/SOP's. This may include:
 - a. Assessment of damage. Review winter storm SITREP's and logs and have a copy available for DEMA, if requested.
 - b. Removal of additional/excess snow and/or debris. (Normally performed by Department of Transportation (DELDOT), Department of Natural Resources and Environmental Control (DNREC) and/or local town, city, public works (PW).
 - c. Repair of property, equipment, and operational systems.
 - d. Submitting a post-winter storm critique to appropriate supervisors, and DEMA.
 - e. Make appropriate recommendations for changes to this annex.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. See Basic Plan**

V. CONTINUITY OF GOVERNMENT

- A.** Sussex County Government will continue to function during a winter storm. Some offices may be temporarily closed due to road conditions. However, critical roles and needs are to be met and fulfilled during any weather conditions.
 1. The Governor is in control throughout any winter weather incident/storm and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Secretary of Safety and Homeland Security.
 2. Once activated, the KEOC will coordinate and command all local and municipal resources for preparedness, response, and recovery operations. Recommended actions will be directed through DEMA Operations to the Emergency Support Functions (ESF's), to the responsible responding agencies.
 3. Support winter storm response agencies will ensure 24-hour staffing availability, as necessary. ESF representatives responding to the EOC shall be knowledgeable of their own agency resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A.** Responding agencies are responsible for their own administration and logistics. Detailed winter storm records and logs are to be kept for possible future reimbursement.
- B.** All agencies involved in winter storm response are responsible for maintaining lists of available winter storm emergency resources to include available personnel, supplies, and equipment.
- C.** Each winter storm response agency shall develop their own standard operating procedures (SOP's) to ensure future response actions are performed in a timely, effective, and efficient manner.

- D.** All agencies and local jurisdictions involved in winter storm emergency response shall maintain detailed financial records as they pertain to response and recovery from the event.
- E.** If requested, local, municipal and private organizations involved in winter storm emergency response shall submit to DEMA, financial records of resources and costs used in response to the emergency.
- F.** DEMA shall prepare an after-action report describing the situation and response and recovery actions of local, State, federal agencies and private organizations.
- G.** Based on after-action reports and critiques, each agency shall update their plans, SOP's, and other procedures to facilitate preparedness for subsequent winter storm events.
- H.** DEMA will coordinate all Federal assistance.

VII. AUTHORITY AND REFERENCES

- A. See Basic Plan**

VIII. APPENDICES

- A. Appendix A - Hazardous Winter Weather Definitions/Advisories**
- B. Appendix B - Winter Storm Tips**

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZZARD SPECIFIC ANNEX 19
(HSA 19)**

WINTER STORM

APPENDIX A

A. APPENDIX A

HAZARDOUS WINTER WEATHER DEFINITIONS/ADVISORIES

1. Snow - A steady fall of snow for several hours or more. Qualifiers, such as occasional or intermittent, are used when a steady, prolonged (for several hours or more) fall is not expected.
2. Heavy Snow - This generally means: (a.) A snowfall accumulating to 4 inches or more in depth in 12 hours or less; or (b.) Snowfall accumulating to 6 inches or more in depth in 24 hours or less.
3. Heavy Snow Warning - This generally indicates snow falls of at least four inches in twelve hour or six inches in twenty-four hours are expected.
4. Snow Squalls - Snow squalls are intense, but limited duration, periods of moderate to heavy snowfall, accompanied by strong, gusty surface winds and possibly lightning (generally moderate to heavy snow showers). Snow accumulation may be significant. Regional variation to this definition is expected. For example, close to the Great Lakes, snow squalls are usually locally intense, narrow bands of heavy snow that can extend over long distances, persist for many hours, and produce 6 inches or more of snow in 12 hours or less.
5. Snow Showers - A snow shower is a short duration of moderate snowfall. Some accumulation is possible.
6. Snow Flurries - Snow flurries are an intermittent light snowfall of short duration (generally light snow showers) with no measurable accumulation (trace category).

7. Blowing Snow - Blowing snow is wind-driven snow that reduces surface visibility. Blowing snow can be falling snow or snow that has already accumulated but is picked up and blown by strong winds. Blowing snow is usually accompanied by drifting snow.
8. Drifting Snow - Drifting snow is an uneven distribution of snowfall/snow depth caused by strong surface winds. Drifting snow may occur during or after a snowfall. Drifting snow is usually associated with blowing snow.
9. Blizzard - A blizzard means that the following conditions are expected to prevail for a period of 3 hours or longer. Sustained wind or frequent gusts to 35 miles an hour or greater and considerable falling and/or blowing snow (i.e., reducing visibility frequently to less than 1/4 mile).
10. Blizzard Warning - These warnings are issued when sustained wind speed of at least 35 miles per hour are accompanied by considerable falling and/or blowing snow. Visibility is dangerously restricted.
11. Freezing Rain or Drizzle - This occurs when rain or drizzle freezes on surfaces, such as the ground, trees, power lines, motor vehicles, streets, highways, etc. Small accumulations of ice can cause driving and walking difficulties, while heavy accumulations produce extremely dangerous and damaging situations primarily by pulling down trees and utility lines.
12. Ice Storm - An ice storm is used to describe occasions when damaging accumulations of ice are expected during freezing rain situations.
13. Sleet - Sleet is defined as pellets of ice composed of frozen or mostly frozen raindrops or refrozen partially melted snowflakes. These pellets of ice usually bounce after hitting the ground or other hard surfaces. Heavy sleet is a relatively rare event defined as an accumulation of ice pellets covering the ground to a depth of 1/2 inch or more. Travel may be extremely hazardous.
14. Freeze - A freeze is when the surface air temperature is expected to be 32 degrees Fahrenheit or below over a widespread area for a climatologically significant period of time. Use of the term is usually restricted to adverse situations or to occasions when wind or other conditions prevent frost. Adjectives, such as "killing," "severe," or "hard," should be used when appropriate. "Killing"

may be used during the growing season when the temperature is expected to be low enough for a sufficient duration to kill all but the hardiest herbaceous crops.

15. Frost - Frost describes the formation of thin ice crystals on the ground or other surfaces in the form of scales, needles, feathers, or fans. Frost develops under conditions similar to dew, except the temperatures of the Earth's surface and earthbound objects fall below 32 degrees Fahrenheit. As with the term "freeze," this condition is primarily significant during the growing season. If a frost period is sufficiently severe to end the growing season or delay its beginning, it is commonly referred to as a "killing frost." Because frost is primarily an event that occurs as the result of radiational cooling, it frequently occurs with a thermometer level temperature in the mid-30s.
16. Winter Storm Watch - This indicates severe winter weather conditions which affect your area (freezing rain, sleet, or heavy snow may occur either separately or in a combination).
17. Winter Storm Warning - This indicates that severe winter weather conditions are imminent.
18. Wind Chill - Increased wind speeds accelerate heat loss from exposed skin. No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20 degrees Fahrenheit. However, mitigating circumstances, such as strong sunshine, may require colder threshold temperatures. Regional variations exist and different wind chill thresholds may be established at the option of the regional directors and formalized through the issuance of ROMLS. Different thresholds may exist within the same region. The following formula was used to determine the wind chill index. At wind speeds of 4 mph or less, the wind chill temperature is the same as the actual air temperature.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZZARD SPECIFIC ANNEX 19
(HSA 19)**

WINTER STORM

APPENDIX B

B. APPENDIX B - WINTER STORM TIPS:

1. Monitor upcoming weather conditions.
2. Prepare personal survival kits to include extra clothes, canned food and drinks, fruit, chocolate and other high-energy foods, flash light, small portable radio with extra batteries, and necessary medications.
3. Stay indoors as the storm hits, if possible.
4. Always dress in layers, before you go out.
5. If possible, avoid overexertion - cold weather normally stresses your body systems. Always try to stay dry. Keep your feet dry. Beware of frostbite. Cover all extremities. Wear a hat and gloves.
6. During a storm, travel only as necessary. If you must travel, try not to travel alone, and then only during daylight on major roads.
7. Always let someone know your schedule and destination.
8. If your vehicle gets stuck, don't leave the vehicle unless you are sure you can make it and/or help is in sight. Otherwise, stay in the vehicle and ensure proper ventilation. Periodically run the engine to keep warm. Remember; vehicle exhaust is dangerous!
9. Signal a "request for help" by raising the hood and tying a cloth on the antenna, or turning on the flashers.
10. Check on neighbors, frail elderly and single parent families with young children.

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 20
(HSA 20)**

EXTREME HEAT

I. PURPOSE

- A.** To supplement the actions listed in the Sussex County Emergency Operations Plan (SEOP) to be taken in the event of excess heat in the State of Delaware.
- B.** To define the roles and responsibilities and coordinate the resources of the county, municipalities and city personnel, as well as other public and private agencies during a heat emergency.

II. SITUATION & ASSUMPTIONS

A. SITUATION

1. Delaware can expect to receive hot weather during the summer months of June, July and August. Based on the intensity of heat, portions of this annex may be implemented to protect people, plants, animals and livestock from extreme heat.
2. Tropical air masses can raise summer temperatures, for extended periods, high above the average for Delaware.
3. People, plants, and animals die from extreme heat. Heat will kill!
4. Extreme heat occurs from a combination of high temperatures (significantly above normal) and high humidity.
5. At certain temperature levels, the human body cannot maintain proper internal temperatures and may experience heat stroke or heat exhaustion. Plants and animals can suffer a similar fate.

B. ASSUMPTIONS

1. Sudden rises in temperature (when people, plants, and animals do not have a chance to acclimatize) stresses systems and increases death rates.
2. Extreme heat can buckle roadways and impair transportation.
3. Extreme heat can increase power demands and consumption to operate fans, air conditioners, and other cooling devices. This increase in demand can ultimately lead to power failures.
4. A daytime high temperature reaching 105 degree's Fahrenheit or above with nighttime lows at or above 80 degree's Fahrenheit for two consecutive days will significantly impact public security and safety. A heat event requires the issuance of an excessive heat advisory or warning by the local National Weather Service offices.
5. Heat related ailments could range from annoying conditions to life threatening situations, such as, heat cramps, fainting, heat exhaustion, and heatstroke (see Appendix A for definitions).
6. Government and Private agencies will respond to an excessive heat emergency, as requested

III. CONCEPT OF OPERATIONS

A. GENERAL

1. At the State Emergency Operations Center, using current weather systems and technology, the Natural Hazards Section of the Delaware Emergency Management Agency will daily assess and monitor the weather, including an excessive heat situation and recommend an appropriate daily response to the DEMA Director. In addition, (normally under extreme conditions), a Heat Task Force may be formed by the Governor's Office, DEMA, and/or Public Health to assist statewide operations. When necessary, the State Health Emergency Operations Center(SHOC) may be activated. See ESF 8, Health and Medical for details. The DEMA Director or his designee will in turn decide when Emergency Management Warnings will be issued to protect the public. These (extreme heat) warnings will be issued as appropriate by the DEMA Public Information Officer to the media to supplement other advisories by other agencies, only upon approval from the DEMA Director.

2. Initially the excess Heat Task Force may be composed of the DEMA Director, the Secretary of Safety and Homeland Security, and the Governor's Office and grow as needed, i.e. enforcement, supply, etc.
3. Should the situation worsen and a prolonged unremitting heat wave persist, the DEMA/Director will advise the Governor on the requirement to declare an "Excess Heat Emergency", activate the State EOC, and advise other state and private agencies of an "Extreme Heat Emergency" mode. The DEMA Director/designee will tailor response and recommendations to the situation, as necessary. This could result in a full Excess Heat Emergency Operation or a smaller Task Force formed at the State Emergency Operations Center. This Extreme Heat Emergency Operation or Task Force will also be chaired, for the Governor, by the DEMA Director or his designee. Appropriate agencies will be requested to join, such as, the Division of Public Health, the National Weather Service, Water and Electric Companies, the Department of Agriculture, the American Red Cross in Delaware, the Department of Natural Resources and Environmental Control, the Humane Society, the Society for the Prevention of Cruelty to Animals, etc. and others, as appropriate and necessary.
4. Extreme Heat Emergency Protective Action Recommendation(s) may be issued by the DEMA Director/designee through the DEMA Natural Hazards Section based upon the Heat/Humidity Index. When the air is humid, often the "apparent temperature" is even higher. Weather forecasters use the Humidity Index to show apparent temperature. (See Appendix B for the Humidity Index).
5. The Governor's Office will, according to Delaware Law, designate DEMA through the Department of Safety and Homeland Security, to provide explicit information and instructions regarding an "Extreme Heat Emergency". This declaration will be disseminated to other operating units of State Government, when necessary. After a recommended course of protective action has been established, DEMA may, but not be limited to:
 - a. Set priorities statewide during excess heat conditions when resources are limited.
 - b. Suspend services statewide and redirect essential resources.
 - c. Set up Extreme Heat Bridge Calls (Conference Calls) to determine the best course of action for the State of Delaware.

- d. Authorize emergency purchases.
 - e. Exercise operational control of State departments, Divisions, and office work force.
 - f. Make Extreme Heat Action Recommendations to the public via the media. They are:
 - 1) PHASE ONE: extreme heat situation likely, be prepared to act (store and buy and distribute water, install fans and air conditioners, check all cooling units for proper function, reschedule unnecessary activities, check vehicle engines, warn and shelter children and the elderly, etc.)
 - 2) WATCH PHASE (increase monitoring & public information).
 - 3) PHASE TWO: 1 to 3 days of above 105 degree Fahrenheit temperatures with nighttime lows at or above 80 degrees Fahrenheit temperatures.
 - 4) ACTIVATION PHASE (mobilize response organizations, public information push, distribute water)
 - 5) PHASE THREE: 3 to 5 days of above 105 degree Fahrenheit temperatures with nighttime lows at or above 80 degree Fahrenheit temperatures.
 - 6) IMPLEMENTATION PHASE (open cooling shelters, distribute water, etc.)
 - 7) PHASE FOUR: 5 to 15 days or more of above 105 degree Fahrenheit temperatures with nighttime lows at or above 80 degree Fahrenheit temperatures.
 - 8) EMERGENCY PHASE (implement emergency measures, continue to distribute water)
6. During an “Extreme Heat Emergency” all requests for assistance will be routed through the State Health Emergency Operations Center (SHOC) and the State EOC. The requests will then be routed to the appropriate EOC Staff or Emergency Support Function (ESF) representative for immediate action. Actions

requiring Delaware National Guard or Federal emergency resources must be coordinated through DEMA first.

B. DECLARATIONS

1. There will be four (4) excess heat classifications that will follow National Weather Service guidelines. They are:
 - a. Extreme Heat Outlook: Issued when excessive heat conditions are forecast for the State within the next 12 hours.
 - b. Extreme Heat Watch: Issued when the possibility of an excessive heat event has increased significantly. It is intended to provide lead-time to set emergency plans and activities into motion.
 - c. Extreme Heat Advisory: Issued when excessive heat conditions have a very high probability of occurring. It is issued as a precaution and call to action. It is used for excessive heat conditions that could pose a threat to life and property. Conditions produce a non-dangerous situation that is a major inconvenience.
 - d. Extreme Heat Warning: Issued when excessive heat conditions are occurring that does pose a severe threat to life and property. Issued when conditions are considered dangerous.

C. PREPAREDNESS

1. Agencies are to list activities that can be taken to develop individual plans to save lives and minimize excessive heat damage while enhancing response operations:
 - a. Identify essential personnel, equipment, and materials to be maintained during excessive heat emergency conditions.

NOTE: Key Staff (those needed to sustain daily operations, part of Continuity of Government [COG]) are to be identified in their individual County agency prior to the arrival of the summer season. Vacation schedules are to be taken into account.

- b. Maintain and secure systems, supplies, and equipment in excessive heat emergency operational readiness condition.

- c. Train all agency personnel in excessive heat emergency procedures and routines. This may include reducing excess electrical loads during periods of peak usage. To assist personnel in proper response to changing conditions, specific functional checklists may be developed.
- d. If necessary, establish or maintain procedures for hiring private contractors, personnel, and equipment.
- e. Maintain updated emergency personnel call-in list.
- f. Coordinate and communicate, as necessary.

D. RESPONSE

- 1. Upon guidance from the Governor's office and DEMA, each County agency is responsible to fulfill its designated operational responsibility as defined by the Delaware Code Annotated and/or the Sussex County Emergency Operations Plan (SEOP). This may include the following:
 - a. Sending a representative to the EOC.

NOTE: Key personnel should be notified/alerted prior to the arrival of the summer excessive heat season.

Responders are to maintain contact with their individual County agency representatives at the State EOC.

- b. Establishing contact with the local EOCs to ensure local SITREPS are forwarded to the State EOC. Agency and local SITREP networking is essential to ensure accurate reporting of current conditions statewide. This is essential to ensure current conditions are up channeled for evaluation and response, if necessary. The State EOC, in turn, will forward consolidated SITREPS to the Governor's office and FEMA, as required.
- c. Coordinating all EOC task assignments and personnel relief with EOC staff.
- d. Calling in additional personnel, if necessary.
- e. Canceling all non-essential events, activities and projects, if necessary.

- f. Employing outside contractors, if necessary.
- g. Deploying personnel, equipment, and materials. Respond, as necessary.
- h. Maintaining excessive heat emergency records, SITREPS, bills, and logs.
- i. Setting up and maintaining “cooling chambers” countywide.
- j. Distributing cold water, as necessary.

NOTE: “Cooling Chambers” are National Guard tents or facilities set up with intense air conditioning, fans, cold water supplies to chill and hydrate the general populace, to include the very young, elderly, and those unable to stand the heat due to current and/or existing health conditions. During periods of intense heat, they are to be maintained around the clock in tree or building shaded areas, if possible. In crowded areas with large numbers, individuals are to take turns “cooling off”, when necessary. Emergency information (tapes, brochures, etc.) should be viewed while waiting in these state run “cooling off” facilities.

E. RECOVERY

- 1. Each County agency, following the direction and lead of DEMA and the Governor’s Office, will perform necessary actions to protect life and property during excessive heat conditions. This may include:
 - a. Curtailing certain outside operations that significantly contribute to increased ozone levels.
 - b. Suspending outside operations due to excessive heat and humidity conditions.
 - c. Assisting with the movement of children, adults, and elderly to cool areas.
 - d. Distributing bottled water, fans, and air conditioners.
 - e. Assisting with the emergency installation and distribution of bottled water, fans, and air conditioners, as necessary.

- f. Identifying and searching for those most at risk, the infirm, children, and the elderly.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. THE GOVERNOR MAY:

1. Activate the Delaware Emergency Operations Plan (DEOP) or parts thereof.
2. The Governor may designate his/her Chief of staff or alternate to take part in the DEMA conference (bridge) calls during the excessive heat event.
3. Make recommendations to the public.
4. Declare an Excessive Heat Emergency.
5. Issue supplementary declarations and orders.
6. Request federal assistance.

B. The Department of Safety and Homeland Security may:

1. Make excessive heat and other public safety recommendations to the Governor.
2. May take part regularly in DEMA conference (bridge) calls.
3. Evaluate excessive heat protective action recommendations (PARs) by DEMA/State EOC.
4. Direct activation of the State EOC.

C. The Delaware Emergency Management Agency may:

1. Make excess heat protective action recommendations to the Department of Safety and Homeland Security Cabinet Secretary.
2. Monitor weather conditions and make distribution of National Weather Service Forecasts to local agencies and EOCs. Coordinate animal and plant conditions with DNREC and Department of Agriculture.
3. Coordinate the opening and position of excessive heat shelters with the American Red Cross in Delaware.

4. Activate the State Emergency Operations Center. Partial activation may be necessary during the early stages of an excessive heat event.
5. Communicate and coordinate with all emergency support function agencies.

V. CONTINUITY OF GOVERNMENT

- A.** Government will continue to function during an EXCESSIVE HEAT EMERGENCY. Some offices may be temporarily closed due to excessive heat conditions. However, critical roles and needs are to be fulfilled during any weather conditions. The Governor is in control throughout any extreme heat incident/event/storm and may elect to delegate authority to coordinate State resources to the Director of DEMA through the Department of Safety and Homeland Security Cabinet Secretary.
- B.** Once activated, the Sussex County EOC will coordinate County resources for preparedness, response, and recovery and for Emergency Support Functions (ESFs) to the responsible responding agencies.
- C.** Support agencies will ensure twenty-four hour staffing availability if required. ESF representatives responding to the EOC shall be knowledgeable of their resources and shall have the authority to coordinate the release of these resources.

VI. ADMINISTRATION AND LOGISTICS

- A.** Responding agencies are responsible for their own administration and logistics. Detailed records and logs are to be kept for possible future reimbursement.
- B.** Each County, local, and private agency involved with this extreme heat response plan is responsible for maintaining lists of emergency resources to include personnel, supplies, and equipment.
- C.** Each response agency shall develop standard operating procedures (SOPs) and implementation checklists to ensure actions in this plan are performed in a timely, effective, and efficient manner.

- D.** County departments and agencies and local jurisdictions involved in extreme heat emergencies shall maintain detailed financial records as they pertain to response and recovery of the event.
- E.** County departments, local, and private organizations involved in extreme heat emergencies shall submit to DEMA records of resources and costs used in response to the emergency.
- F.** DEMA shall prepare an after action report describing the situation and outlining actions of local, State, federal agencies and private organizations.
- G.** Based on after action reports and critiques, each agency shall amend, implement and exercise plans, SOPs, and other procedures to facilitate preparedness for subsequent excessive heat events.
- H.** DEMA will coordinate all Federal assistance for eligible recovery for citizens and State and local governments.

VII. APPENDICES

- A.** APPENDIX A - DEFINITIONS
- B.** APPENDIX B - EXCESS HEAT TIPS

SUSSEX COUNTY EMERGENCY OPERATIONS PLAN (SEOP)

HAZARD SPECIFIC ANNEX 20 (HSA 20)

EXTREME HEAT

APPENDIX A

A. APPENDIX A - DEFINITIONS

There are some practical problems that can result from high temperatures, such as overheated car engines, ozone, “brown outs” from overuse of electricity for air conditioning, and changes in airplane and helicopter performance. As with extreme cold, however, the major danger of extreme heat is to humans, plants, and animals. Heat related ailments for humans and animals can range from annoying conditions to life threatening situations, such as:

SUNBURN: Symptoms are: Skin redness and pain, possible sweating, blisters, fever, headaches.

First Aid: Take a shower, using soap, to remove oils that may block pores preventing the body from cooling naturally. If blisters occur, apply dry, sterile dressings and get medical attention.

HEAT CRAMPS: Muscle cramps, especially in the legs after exercising, are caused by imbalances in body salt. Symptoms are painful spasms usually in leg and abdominal muscles. Heavy sweating.

First Aid: Firm pressure on cramping muscles or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue.

FAINTING: Exercising in the heat can cause a rapid drop in blood pressure, resulting in fainting.

First Aid: Lower Head, Raise Feet. Loosen Tight Clothing.

HEAT EXHAUSTION: Loss of fluid and salt through excessive sweating can lead to dizziness, overall weakness, and a rise in body temperature. This can result from normal activity during several days of heat wave or strenuous activity in extreme temperatures. Symptoms are heavy sweating, weakness, cold, pale or clammy skin, weak pulse, normal temperature possible, fainting, vomiting.

First Aid: Lie victim down in a cool place and loosen clothing. Apply cool, wet cloths. Fan or move victim to air -conditioned place. Give sips of water. If nausea occurs, discontinue. If vomiting occurs, seek immediate medical attention.

HEATSTROKE: If heat exhaustion is not treated, the body temperature may rise to 106+ degrees Fahrenheit or more and heatstroke may occur.

Symptoms are: Hot dry skin, rapid strong pulse, possible unconsciousness, victim will likely not sweat. A heatstroke victim may exhibit lethargy, confusion, or unconsciousness and is at risk of dying.

First Aid: Heat stroke is a severe medical emergency. Use extreme caution. Call 911 or get the victim to a hospital immediately. Delay can be fatal. Remove clothing and move victim to a cooler environment. Use fans and/or air conditioners. Try a cool bath or sponging to reduce body temperature. **DO NOT GIVE FLUIDS.**

**SUSSEX COUNTY EMERGENCY OPERATIONS PLAN
(SEOP)**

**HAZARD SPECIFIC ANNEX 20
(HSA 20)**

EXTREME HEAT

APPENDIX B

B. APPENDIX B - EXCESS HEAT TIPS

To help reduce extreme (excess) heat risks, FEMA offers the following safety tips:

Hang shades, draperies, awnings, or louvers on windows that receive morning or afternoon sun. Outdoor awnings or louvers on windows or porches can reduce the heat entering a house by as much as 80 percent.

Conserve electricity. During periods of extreme (excess) heat, people tend to use a lot more power for air-conditioning which can lead to a power shortage, rolling black outs or outage. Stay indoors as much as possible during extreme heat. If air conditioning is not available, stay on the lowest floor out of the sunshine.

Eat well balanced, light meals and drink plenty of water regularly. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restrictive diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.

Limit intake of alcoholic beverages. Although beer and alcohol beverages appear to satisfy thirst, they actually cause further body dehydration.

Dress in loose fitting clothes that covers as much skin as possible. Wear lightweight, light-colored clothing that reflects heat and sunlight and helps maintain normal body temperature.

Protect face and head by wearing a wide-brimmed hat.

Allow your body to get acclimated to hot temperatures for the first 2 or 3 days of a heat wave.

Avoid too much sunshine. Sunburn slows the skin's ability to cool itself. Use sunscreen lotion with a high SPF (sun protection factor) rating.

Avoid extreme temperature changes. A cool shower immediately after coming in from hot temperatures can result in hypothermia, particularly for elderly and very young people.

Slow down. Reduce, eliminate, or reschedule strenuous activities. High-risk individuals should stay in cool places. Get plenty of rest to allow your natural "cooling system" to work. Take salt tablets only if specified by your physician.

Vacuum or replace (as appropriate) air conditioner filters weekly during periods of high use.