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# Emergency Operations Plan

## Functional Annex: Recovery and Mitigation

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Recovery and Mitigation Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"><li>• Finance</li><li>• Assistant Town Manager/Emergency Management Coordinator (EMC)</li></ul>
Supporting Agencies	<ul style="list-style-type: none"><li>• New Hanover County Emergency Management</li><li>• Community Nonprofit and Faith Based Organizations</li></ul>

### Internal Plan Alignment to Recovery and Mitigation Annex:

- *Damage Assessment Plan Annex*

### External Plan Alignment to Recovery and Mitigation Annex:

- *New Hanover County Recovery and Mitigation Annex*
- *Public Assistance Resources*
- *New Hanover County Disaster Recovery Plan*
- *New Hanover County Damage Assessment Plan*

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## Introduction

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### Purpose

The purpose of *Functional Annex: Recovery and Mitigation* is two-fold. The intent of recovery is to coordinate those measures the Town of Carolina Beach must undertake to return all systems to normal or improved levels following a disaster. Effective recovery consists of a complex array of inter-dependent and coordinated actions. These actions are undertaken at several levels: individually, organizationally, communitywide, statewide, and nationally. Recovery allows for the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of normal operations. Mitigation also plays a key role in recovery operations and should be done simultaneously. Mitigation provides the means for reducing the impacts of disaster events by taking actions to reduce or eliminate the risk to people and property from hazards and their effects.

This annex is a functional component of the Town's Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

### Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Recovery and Mitigation in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Activities may include:

- Short-term and long-term recovery operations.
- Coordination of damage assessments.
- Coordination of mitigation activities.
- Provision of opportunities for public and individual assistance for those impacted by disasters.

### Situation

- Most hazardous events which may affect the Town of Carolina Beach have the potential for causing damage.
- A planned damage assessment program is essential for effective response and recovery operations.
- Video, still, and digital photography both at ground and from the air should be made available as soon as possible after the disaster event.
- The Town of Carolina Beach has trained personnel in damage assessment. The magnitude of the emergency or disaster may necessitate a need for mutual aid or additional personnel to be trained in damage assessment.
- The Federal Disaster Relief Program is designed to supplement the efforts and available resources of state and local governments, voluntary relief organizations and other forms of assistance, such as private insurance.
- The President's Declaration of a major disaster or an emergency authorizes Federal assistance under the Stafford Act and activates other federal disaster relief programs.
- A full Presidential Declaration of Disaster includes:
  - Public Assistance (PA)
  - Individual Assistance (IA)
  - Small Business Administration (SBA) Assistance
  - Hazard Mitigation Grant Programs (HMGP)

- The President may declare an emergency in the absence of a Governor's request, when the emergency involves a subject area for which the federal government exercises exclusive or preeminent responsibility.
- Hazard Mitigation Grants will be available through FEMA to the county after a Presidential Declaration. The grant total will be based on the amount of the Public Assistance funds provided to the applicants.
- Mitigation activities will be conducted in coordination with existing mitigation planning documents.
- As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of the emergency.

## Planning Assumptions

- Incorporating mitigation into response and recovery will result in cost savings and an increase in resiliency to future disasters.
- A catastrophic disaster will exceed the damage assessment resources of the Town of Carolina Beach and will require additional damage assessment personnel.
- State, county, and municipal personnel not impacted by the emergency or disaster may be available to assist with impact assessment.
- A catastrophic disaster may impede the ability of the Town of Carolina Beach to provide immediate situation reports.
- The demand for information by the media may interfere with the Town of Carolina Beach's ability to conduct damage assessment.
- Damage to the utility and communication systems may hamper the impact assessment process.
- The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance.
- Proper guidance will be provided to allow applicants into the PA and IA systems to apply for assistance in a timely manner.
- Individuals with unmet needs will be assisted through existing programs as the information becomes available.

## Concept of Operations

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### General

- Responsibility for preliminary and detailed damage assessment lies with county and municipal governments, and other non-profit entities (if their facilities are affected).
- Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency for possible reimbursement.

### Specific

#### *NC State Disaster Recovery Task Force*

When disasters hit North Carolina, local governments may need state assistance as their communities recover. The State Emergency Response Team offers short-term help immediately after a disaster, while the State Disaster Recovery Task Force supports and advises state agencies, such as the North Carolina Office of Recovery and Resiliency (NCORR) and North Carolina Emergency Management, as they address long-term recovery and build resiliency.

## *Emergency/Disaster Declarations*

- Whenever warranted, the elected officials will declare an emergency for the municipality in accordance North Carolina General Statute 166A-19.22. In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including press release to media, route alerting, or other technologies available.
- Under the authority of North Carolina General Statute 166A-19.22 “Municipal or county declaration of state of emergency, and additionally Pursuant to Chapter 2, Article V, Section 2-351 “Declaration of Emergency” of the Town of Carolina Beach Code of Ordinances governs the procedure for a Proclamation for Declaration of State of Emergency.

The Mayor, after consultation with the EMC and deliberation with the Town Council in emergency session, is empowered to proclaim that a civil emergency exists.

The Proclamation for Declaration of State of Emergency form on the following page is the document signed by the Mayor to initiate the State of Emergency at the local level.

Notification should be made immediately to New Hanover County EOC via phone or WebEOC that a declaration has been made.

Once the emergency situation has subsided, the Mayor coordinates with the Town Incident Commander and convenes the Town Council in emergency session to discuss the issuance of a proclamation rescinding the Declaration of State of Emergency.

### *State Emergency/Disaster Declarations*

- According to NC state law, a “state of emergency may be declared by the Governor or by a resolution of the General Assembly, if either of these finds that an emergency exists.” N.C. Gen. Stat. § 166A-19.20
- State governments may also declare Pre-Disaster Emergency Declarations in order to pre-position resources and obtain federal assistance for an impending threat. This is an emergency declaration in advance or in anticipation of the imminent impact of an incident that threatens such destruction as could result in a major disaster. Such requests must meet all of the statutory and regulatory requirements for an emergency declaration request. Requests must demonstrate the existence of critical emergency protective measure needs prior to impact are beyond the capability of the state and affected local governments and identify specific unmet emergency needs that can be met through Direct Federal Assistance (DFA). Such DFA may include, but is not limited to, personnel, equipment, supplies, and evacuation assistance. Pre-positioning of assets generally does not require a declaration. Assistance made available under a pre-disaster emergency declaration will typically be Category B (emergency protective measures), limited to DFA. FEMA may require damage assessments and/or verified cost estimates if additional types of assistance are requested.

### *Federal Disaster Declarations*

- The Governor may request a Presidential Declaration of a “major disaster,” “major emergency,” or a specific Federal Agency Disaster Declaration (SBA, Department of Agriculture, US Army Corps of Engineers) to augment state, local and private relief efforts.
- When the President issues a “Major Disaster Declaration,” two basic types of disaster relief assistance are authorized:
  - Individual Assistance (IA) includes:
    - Temporary housing (100% Federal Dollars)
    - Individual/family grants (IFG) 25% state and 75% federal dollars
    - Disaster unemployment assistance
    - Disaster loans

- Legal services to low-income families
- Consumer counseling & assistance in obtaining insurance benefits
- Social security benefits assistance
- Veterans' assistance
- Casualty loss tax assistance
- Public Assistance (PA) (75% federal and 25% state funds)
  - Debris removal
  - Emergency protective measures
  - Funds to permanently repair/replace road systems, water control/disposal/treatment facilities, public buildings, public equipment, public recreational facilities, etc.
- When a major Federal Declaration is received, the President appoints a Federal Coordinating Officer (FCO) and the Governor appoints a Governor's Authorized Representative (GAR) to coordinate relief efforts and delivery of disaster assistance.
- A Disaster Field Office (DFO) will be established near the disaster area. If the disaster affects a large region, a satellite DFO may be opened to handle disaster claims.
- Disaster Recovery Centers (DRC's) will be established in the disaster area for individuals to make application for assistance.
- FEMA may establish a toll free 800 number for disaster victims to call. After their call, damage inspectors are dispatched to verify losses, based on FEMA guidance, if needed.
- If the declaration includes Public Assistance, an applicant's briefing will be conducted for those officials in county, state, local and private non-profit entities wishing to apply for reimbursement of disaster related expenses. During this briefing, each eligible entity will submit a Notice of Interest (NOI) and appoint an Applicant's Agent to coordinate the submission of disaster documentation to the DFO.
- In lieu of a full Presidential Declaration, Federal assistance can also be delivered through a partial declaration, Emergency declaration or any combination of the following:
  - Search and rescue assistance
  - Fire suppression assistance
  - Health and welfare assistance
  - Emergency conservation programs
  - Emergency loans for agricultural interest
  - Disaster loans for homeowners/businesses
  - Repairs to the federal aided highway system
  - Tax refund/IRS assistance
  - Voluntary agency assistance through the American Red Cross
  - Emergency assistance program

### *Damage Assessment*

A Preliminary Damage Assessment (PDA) is the mechanism state, local, tribal, and territorial governments and the federal government use to determine the impact and magnitude of damage following a disaster and the resulting unmet needs to individuals, businesses, the public sector, and communities. The primary objective of the PDA is to collect information, conduct analysis, and provide situational awareness to SLTT government leaders to determine whether the impacts of a disaster warrant a disaster declaration request under the Stafford Act (42 U.S.C. §§ 5121 et seq.).

See FEMA guidance on conducting damage assessment operations on the FEMA website here: <https://www.fema.gov/disaster/how-declared/preliminary-damage-assessments/guide>.

Damage assessments are conducted to determine the extent of the damage in the Town to public infrastructure, homes, businesses, and the environment. The damage assessment process begins at the local level by conducting local Initial Damage Assessments (IDAs).

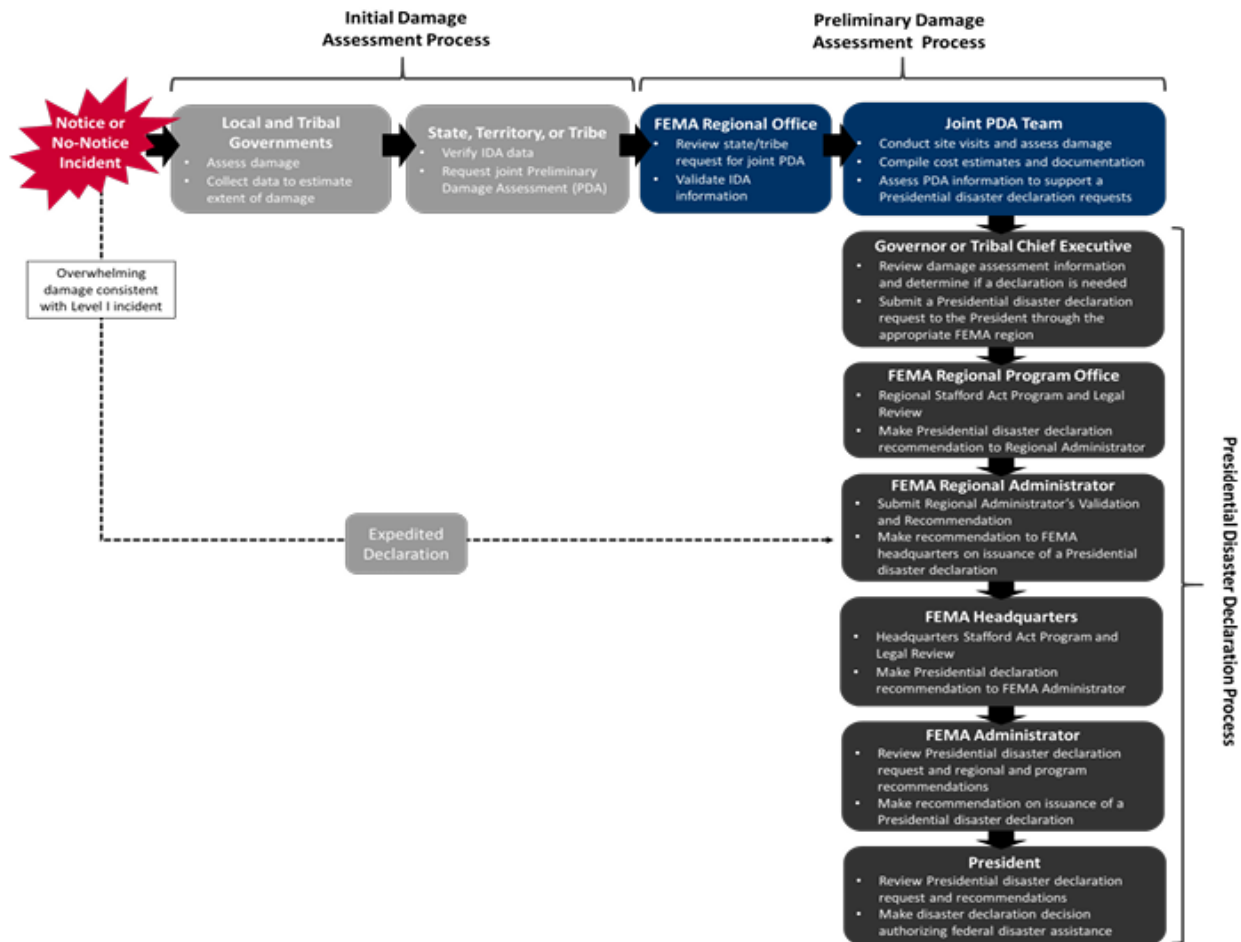
Following a disaster, damage assessment activities will be conducted by a variety of organizations including, but not limited to:

- Local, state and federal damage assessment teams
- American Red Cross
- Insurance companies
- Utility companies

If a significant emergency or disaster occurs, the following damage assessment activities will be conducted by local government:

- Conduct an initial impact assessment
- Preparation of an Immediate Situation Report
- Determination of the need for outside assistance and/or resources.
- Notification and transmittal of an Immediate Situation Report to the Eastern Branch Office NC Division of Emergency Management.
- Initiation of detailed damage assessment activities including dispatch of teams to the field.
- Preparation of a summary of field information gathered by damage assessment teams.
- Submission of detailed damage assessment information to the Eastern Branch Office NC Division of Emergency Management.

The Finance Department and Assistant Town Manager will coordinate the compilation of damage assessment information, the plotting of damaged areas on local maps and the preparation of damage assessment reports for the Incident Command Post (ICP). Damage assessment reports will include, but are not limited to, information on persons affected, victim mass care, infrastructure survival, damage to vital facilities and economic impact. Damage assessment reports will be forwarded to the Eastern Branch Office NC Division of Emergency Management. Damage assessment reports will be reviewed to determine if any outside assistance will be necessary to recover from the event.



*FEMA Preliminary Damage Assessment Guide, August 2021*

### Public Assistance

FEMA’s Public Assistance program is designed to provide supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies. FEMA also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. More detailed information can also be located in the [FEMA Public Assistance Program and Policy Guide](#).

Public Assistance begins with the disaster declaration process when an area has received a Presidential declaration of an emergency or major disaster. Applicants will coordinate with the Recipient and FEMA to complete their award package during the Pre-Award phase of the grant lifecycle.

The four basic components of eligibility are applicant, facility, work, and cost.





An **Applicant** must be a state, territory, tribe, local government, private nonprofit organization.



A **Facility** must be a building, public works, system, equipment, or natural feature.



**Work** is categorized as either Emergency or Permanent. It must be required as a result of the declared incident, located within the designated disaster area, and the legal responsibility of the Applicant.



**Cost** is the funding tied directly to eligible work, and must be adequately documented, authorized, necessary and reasonable. Eligible costs include labor, equipment, materials, contract work, as well as direct and indirect administrative costs.

Source: FEMA Public Assistance Overview: <https://www.fema.gov/assistance/public/program-overview>

Detailed information on each of the above criteria can be found in the FEMA Public Assistance Program Policy Guide.

Eligible types of work are placed into seven categories. The following shows an overview of the categories of work which may be included in the program depending upon the specifics of the disaster declaration.

### Eligible Types of Work

#### EMERGENCY WORK - MUST BE COMPLETED WITHIN SIX MONTHS

- Category A: Debris removal
- Category B: Emergency protective measures

#### PERMANENT WORK - MUST BE COMPLETED WITHIN 18 MONTHS

- Category C: Roads and bridges
- Category D: Water control facilities
- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other facilities

Source: FEMA Public Assistance Overview: <https://www.fema.gov/assistance/public/program-overview>

Storms often erode the coastline and leave improved property vulnerable to damage. Beaches and shorelines may be eligible for emergency sand placement or restoration through the PA program. See the [North Carolina Public Assistance Beaches Quick Guide](#) for additional information.

FEMA has developed thresholds for costs related to the Public Assistance program. The following the damage cost indicators are accurate for disaster events occurring after October 1, 2020.

- Countywide Damage Cost Indicators- The FEMA Countywide Per Capita indicator has increased to \$3.89 (up from \$3.84).
- Statewide Damage Cost Indicators- The FEMA Statewide indicator has increased to \$1.55, which takes the State of North Carolina's PA threshold to \$14.78M in disaster-specific damages to qualify for FEMA Public Assistance (up from \$14.3M).
- Small Project and Large Project Thresholds- The Small Project/Large Project Threshold is now \$132,800 (up from \$131,100). Any project that has costs that total \$132,800 or less is considered a small project. Any project that has costs that total \$132,800.01 or greater is considered a large project.
- Costs to Write a FEMA PA Project FEMA PA requires at least \$3,320 in damages to write a PA project (up from \$3,300).

Additional Information:

Factors Considered for a Federal Declaration: [https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206\\_148](https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206_148)

About Damage Assessments and Federal Disaster Declarations: [https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206\\_133](https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206_133)

Historic FEMA Per Capita Indicators: <https://www.fema.gov/assistance/public/applicants/per-capita-impact-indicator>

The Town of Carolina Beach directly reports and submits damages and costs to NC EM. They do not submit to NHC EM. The jurisdictions are responsible for their PWs and FEMA application process independently. The jurisdictions do report their damage in dollars according to each FEMA category to NHC EM.

### *Individual Assistance*

The FEMA Individual Assistance (IA) programs provide financial and direct assistance to disaster survivors with disaster-caused unmet needs. Support may include assistance for temporary housing and housing repairs, critical disaster-related expenses, the replacement of essential personal property, and funding to the state, tribal, or territorial government for IA program services.

Refer to the IAPPG for more information on IA programs:

<https://www.fema.gov/assistance/individual/policy-guidance-and-fact-sheets>.

For Presidential disaster declaration requests that include IA, state, tribal, and territorial governments must evaluate and document specific information regarding the extent of damage to local jurisdictions.

When evaluating the need for IA, FEMA will consider the following six factors for states and territories:

1. State or territory fiscal capacity and resource availability,
2. Uninsured home and personal property losses,
3. The disaster-impacted population profile,
4. Impact to community infrastructure,

5. Casualties, and
6. Disaster-related unemployment.

In order to consider those factors, FEMA requires an assessment of home and personal property losses and an impact statement that includes an analysis of the other variables. The principal factors FEMA will consider in the evaluation of a major disaster declaration request for IA include the estimated cost of assistance for uninsured homes and personal property losses and resource capability and capacity of the requesting state, tribe, or territory.

The Individual Assistance program provides assistance to homeowners and renters whose primary residences were damaged or destroyed by a natural or manmade disaster.

The program includes:

- Individuals who face displacement from their homes due to disaster-related income loss;
- Homes that are inaccessible due to road, bridge, and culvert or driveway washout;
- High quality inspections of disaster damaged dwellings as the basis for determining the kinds and amounts of assistance to be provided to individuals and families.
- Processing services for disaster applicants to give assistance as quickly as possible while ensuring proper stewardship of federal funds and;
- Providing housing resources through the state of North Carolina or FEMA for disaster victims.

Survivors can register for help by:

- Registering online at [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov)
- Calling toll-free to 800-621-FEMA (3362) between 7 a.m. and 10 p.m.
- Applying for federal assistance directly through their web enabled mobile phone devices or smartphones. Visit [m.fema.gov](http://m.fema.gov) and follow the link to [www.disasterassistance.gov](http://www.disasterassistance.gov) to apply for federal assistance.

### *Small Business Administration*

The Small Business Administration (SBA) provides low-interest loans to help businesses and homeowners recover from declared disasters. SBA loans are available to businesses of all sizes in declared disaster areas, private nonprofit organizations, homeowners, and renters affected by declared disasters.

These loans are for losses not covered by insurance or other sources of FEMA funding. The types of loans available are as follows:



#### Physical damage loans

Loans to cover repairs and replacement of physical assets damaged in a declared disaster.

>



#### Mitigation assistance

Funding to cover small business operating expenses after a declared disaster. >



#### Economic Injury Disaster Loans

This loan provides economic relief to small businesses and nonprofit organizations that have suffered damage to their home or personal property. >



#### Military reservist loan

SBA provides loans to help eligible small businesses with operating expenses to make up for employees on active duty leave. >

## Mitigation

Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with identifying natural disaster risks and vulnerabilities that are common in NHC. After identifying these risks, long-term strategies for protecting people and property from similar events are developed. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.

For details on planning requirements as well as mitigation grants, please see the FEMA website at: <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/regulations-guidance>.

Mitigation in NHC is coordinated through the Southeastern NC Regional Hazard Mitigation Plan. A copy of that plan may be found here: <https://em.nhcgov.com/hazard-mitigation/>.

## Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town for which the Town's EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain a current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- During hurricane threat or evacuation, all agencies that are assigned primary and supporting responsibilities will maintain ongoing communications with the Incident Command Post (ICP).
- Appropriate representation will be sent to the Incident Command Post (ICP) or JIC as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

### Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile lists of resources (personnel and equipment) that can be used to support damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Train personnel in damage assessment, organization, techniques, and reporting guidelines.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain access to and training on the use of WebEOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

### Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a "Monitoring" phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support Incident Command Post (ICP) operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Refer questions concerning the disaster or emergency situation to the PIO for handling.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify builders with construction in progress to secure sites.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare preliminary damage assessment reports for distribution.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When sufficient preliminary data has been gathered, compile it into a report for transmittal to the State.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Begin initial planning to identify potential recovery sites.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide list of available personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

### Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.



Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When appropriate, provide damage assessment teams with expedient training in completion of forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Confirm that resources are available to support damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assign damage assessment teams to specific areas. Maintain a damage assessment team and notification/recall roster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise Incident Command Post (ICP) of any hazards observed by damage assessment teams.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review the list of vital facilities to determine damage, if any.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track damage assessment teams (personnel & equipment) for possible reimbursement.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Obtain information and reports from utility representatives regarding any system damage and expected repair time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Include any damage to utility systems in the reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with federal and/or state teams that may be dispatched to the disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

### Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate information with utility representatives on severely damaged areas, if requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to compile damage assessment reports from teams.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide expedient training of damage assessment teams, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if contract personnel for damage assessment tabulation will be required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
In cooperation with the PIO, educate the public on the damage assessment and recovery process.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Document areas of greatest destruction by using camera, video, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist Town with request for disaster declaration, if appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with the State Strike Team personnel dispatched to the county/Town to do initial assessment of infrastructure.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify areas of the Town isolated by disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify potential applicants of Public Assistance Briefing location, date, and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist in identification of areas in the Town for temporary housing sites, mobile home sites, feeding areas, service centers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate information with adjusters from private insurance firms coming to the disaster area, if appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Work with the PIO to publicize the disaster recovery process.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review the list of vital facilities to determine damage, if any.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Inform emergency operations officials of hazardous facilities, bridges, roads, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide estimate of the number of housing units damaged or destroyed and businesses damaged or destroyed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

## Direction, Control, and Coordination

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### Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

## Annex Development and Maintenance

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This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach's EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

## Authorities and References

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The following are specific references and authorities relative to the operation of this annex:

- FEMA Public Assistance Policy Guide: [https://www.fema.gov/sites/default/files/documents/fema\\_pappg-v4-updated-links\\_policy\\_6-1-2020.pdf](https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf)
- FEMA Preliminary Damage Assessment Guide: <https://www.fema.gov/disasters/how-declared/preliminary-damage-assessments/guide>.
- Small Business Administration Disaster Assistance: <https://www.sba.gov/funding-programs/disaster-assistance>

## Acronyms

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AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management

EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team

SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

## **Appendix A: Public Assistance Resources**

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Resources included in Appendix A may be found in separate file system.

### *FEMA Public Assistance 101 - The Basics*

This document is a presentation by the North Carolina Department of Public Safety detailing the basics of applying for public assistance in the State of North Carolina.

### *FEMA Public Assistance Grants Portal- Grants Manager Channel*

This YouTube channel details the process to apply for a FEMA grant including step-by-step demonstrations on using the PA grants management online portal.

<https://www.youtube.com/channel/UCIjP91Ds2IaVIR1t8uXcEKg>