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# Emergency Operations Plan

## Functional Annex: Firefighting

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Firefighting Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"><li>• Fire &amp; Ocean Rescue</li></ul>
Supporting Agencies	<ul style="list-style-type: none"><li>• New Hanover County Fire Rescue</li></ul>
Private Resources	<ul style="list-style-type: none"><li>• Industrial Emergency Response Teams</li></ul>

### Internal Plan Alignment to Firefighting Annex:

- *Bridge Closure Plan*
- *Re-Entry Plan Annex*
- *Emergency Evacuation Plan Annex*

### External Plan Alignment to Firefighting Annex:

- *New Hanover County Firefighting Annex*
- *Fire Department Standards of Cover*

## Table of Contents

Internal Plan Alignment to Firefighting Annex .....	1
External Plan Alignment to Firefighting Annex .....	1
Introduction.....	3
Purpose .....	3
Scope.....	3
Situation.....	3
Planning Assumptions .....	3
Concept of Operations .....	3
General .....	3
Specific .....	4
Town of Carolina Beach Fire & Ocean Rescue.....	4
Organization and Assignment of Responsibilities.....	4
Preparedness Actions Checklist .....	6
Monitoring/ Initial Incident Actions Checklist .....	7
Response Actions Checklist .....	8
Recovery Actions Checklist .....	11
Direction, Control, and Coordination.....	12
Annex Activation.....	12
Annex Development and Maintenance .....	12
Acronyms .....	12

## Introduction

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### Purpose

The purpose of *Functional Annex: Firefighting* is to provide for the proper coordination of fire and rescue resources to provide safety of life and property within the Town of Carolina Beach during emergency situations. This annex will coordinate the use of all firefighting resources to meet the needs of the citizens as well as the other support functions to accomplish response, recovery, and assistance missions.

### Scope

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

### Situation

- Town of Carolina Beach has one fire station.
- Fire & Ocean Rescue relies on the NHC 911 Communications Center for primary dispatching and communications.
- All firefighters are trained at the Operations levels for responding to hazardous materials spills.
- Mutual aid agreements exist among all fire departments within the county.
- The City of Wilmington Fire Department has a regional hazardous materials team under the guidance of the NC Division of Emergency Management.

### Planning Assumptions

- Agencies charged under this annex will conduct planning and training prior to an incident to decrease the risk to personnel.
- Fire personnel and equipment will be available to adequately respond to most emergency situations through the use of existing mutual aid agreements.
- When additional or specialized support is required, assistance can be obtained via New Hanover County Emergency Management (NHC EM).
- Incidents may require response by multiple local, state and federal agencies.
- Fire departments may be requested to perform tasks not associated with routine duties, such as search, traffic control, emergency debris removal, alert and notification, and evacuation during disaster situations.
- Fire station will be staffed 24/7 during periods of emergency or disaster.
- Communications will be maintained with the 911 Center and the Incident Command Post (ICP).

## Concept of Operations

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### General

- The Incident Command System (ICS) will be implemented on an appropriate scale at the scene of every fire. If fire or threat of fire is involved, the Fire Chief or designated representative will be the Incident Commander.
- Resources required by Fire & Ocean Rescue beyond those available through mutual aid will be requested through NHC EM and routed to the Eastern Branch Office NC Division of Emergency Management.
- During periods of emergency, fire and rescue units must be prepared to support each other using available expertise, equipment, and manpower.

## Specific

- Utilize Incident Command System (ICS) structure for fire operations.
- Assist with dissemination of disaster warning information.
- Assist with traffic and crowd control when staff permits.
- Provide fire protection for shelters, mass care facilities, and vital facilities.
- Assist with search and rescue operations.
- Report the presence of hazardous material locations and identify potential future issues due to emergency conditions.
- Assist with emergency tree cutting for emergency vehicle access.
- Support 4-wheel drive operations during severe weather situations.
- Coordinate and support firefighting and suppression activities.
- Assist with dissemination of warning, evacuations, and advisories when requested by the Incident Command Post (ICP).
- Coordinate the relocation of firefighting resources to safe locations, when required.
- Staff the Incident Command Post (ICP) or command post as required.
- Ensure that lines of communication are open with field units.
- Track expenses for response and recovery reports.
- Provide back-up equipment and portable pumps.
- Conduct windshield/ initial rapid damage assessments and report to the Incident Command Post (ICP).

### *Town of Carolina Beach Fire & Ocean Rescue*

- Town of Carolina Beach has one station.
- Plans are in place to move fire department assets inland during events where fire department assets are potentially at risk.
- The department has an Ocean Rescue Team.
- The department has a Marine Unit responsible for suppression and water rescue.

## Organization and Assignment of Responsibilities

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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 of Carolina Beach. 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 of Carolina Beach for which the 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 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.
- Appropriate representation will be sent to the Incident Command Post (ICP) 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"/>
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"/>
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager numbers, cell phones 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.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
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"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support 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"/>
Assess impacted lifelines and determine their status.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in firefighting capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP) to coordinate firefighting resources, when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Develop inventory of available vehicle and personnel resources from supporting agencies.			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 a list of available firefighting 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"/>
Identify potential sites that may experience increased hazard of fires.			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, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>



Response Actions	Notes	Responsible Party	Status
Determine alternate staging areas and emergency operations center based on the emergency situation.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assume primary responsibility for route alerting of the public			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"/>
Fill all ICS roles as assigned by the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-assign personnel and equipment to support fire/rescue activities as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide support for rescue activities, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Restrict access into fire damaged areas.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if residents need to be evacuated from immediate peril.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Establish back-up fuel supply location(s).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to request for fire suppression activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist law enforcement with evacuation and warning, when needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-deploy resources out of harm's way.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide back-up equipment for pumping, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If hazardous materials are involved, provide guidance for decision making as to their effects.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with the NC Forest Service when activities involve suppression of wild land fires.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to hazardous material events at the appropriate level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-assign fire/rescue personnel and equipment to areas that may not be impacted by disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for firefighting resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Compile report of any damaged firefighting assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

*Recovery Actions Checklist*

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

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"/>
Assist with damage assessment activities, if requested.			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"/>
Participate in after action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to request for fire inspections of temporary living or shelter locations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed firefighting assets.			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.

## 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