
Emergency Operations Plan Functional Annex: Public Safety and Security

Public Safety and Security Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Police Department
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Sheriff's Office• New Hanover County 911 Communications Center
Private Resources	<ul style="list-style-type: none">•

Internal Plan Alignment to Public Safety and Security Annex:

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

External Plan Alignment to Public Safety and Security Annex:

- *New Hanover County Public Safety and Security Annex*
- *Multi-Agency High Threat Response Plan*
- *New Hanover County Emergency Response Plan for the Brunswick Nuclear Power Plant*

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Introduction

Purpose

The purpose of *Functional Annex: Public Safety and Security* is to provide for facility and resource security; security planning and technical resource assistance; coordination of law enforcement activities; and traffic control and security of vital facilities during emergency and disaster situations impacting the Town of Carolina Beach. This annex also includes the policies and procedures to be used by government agencies to disseminate warnings and to support response efforts following an actual or potential disaster occurrence.

Scope

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

Coordination activities may include:

- Implementation of the Town of Carolina Beach law enforcement mutual aid plans.
- Integration of county/state law enforcement and North Carolina (NC) National Guard resources with local law enforcement resources.
- Collection and dissemination of information and intelligence related to the disaster and potential problem areas in the community.

Situation

- The Carolina Beach Police Department is comprised of 32 full-time officers and 1 part-time officer along with a full-time Administrative Assistant and a full-time Records Specialist.
- The New Hanover County 911 Communications Center (911 Center) is located at 230 Government Center Drive, Wilmington, NC. This facility is operational 24 hours per day and receives initial warnings. Public inquiries are received at this facility and warnings are disseminated to emergency responders.
- Federal law enforcement agencies operating within NHC are the US Federal Bureau of Investigation, US Secret Service, US Federal Marshals Services, US Bureau of Alcohol, Tobacco and Firearms, US Drug Enforcement Administration, US Immigration and Customs Enforcement and the US Coast Guard.
- Telecommunicators in the NHC 911 Center receive and dispatch traffic in accordance with their policies and procedures. The communications network and its associated components are dependent upon services provided by AT&T, Motorola, and various cellular phone providers.
- The 911 Center and County EOC have dedicated connection links to the Brunswick Nuclear Plant (BNP) through Duke Energy's Duke Emergency Management Network (DEMNET) communications system.

Planning Assumptions

- Local law enforcement resources would quickly become overwhelmed by having to provide traffic control services, security operations and continuing routine patrols/responses. When local law enforcement agencies are overwhelmed, other law enforcement resources may be assigned to provide support to local forces. Following a disaster event, there will be an immediate and continuous demand for routine law enforcement patrols.
- Depending upon the threat, the Town of Carolina Beach may be forced to temporarily relocate their base of operations.
- During a period of hurricane evacuation, traffic control problems will intensify. Traffic flow could be hampered by evacuation, mechanical failures, accidents, and unsynchronized traffic control lights along these routes.

- During emergency and disaster situations, the commercial telephone system may become overloaded, thus delaying incoming and outgoing calls or making calls impossible due to increased usage.
- Other assistance may be necessary to procure supplemental communications equipment and/or to locate available repair technicians following a major disaster.
- An emergency at the BNP, which affects a portion of the county, including the Town of Carolina Beach, and may necessitate the need for the manning of pre-identified traffic control points.

Concept of Operations

General

- Law enforcement operations, during times of emergencies and disasters, will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control, security of vital facility and shelter locations, warning of isolated populations and enforcement of Emergency Proclamation/Declaration.
- The NHC 911 Center is operational 24 hours per day and can initiate notification and warning of appropriate personnel by telephone, radio or pager, as required using established notification procedures.
- All law enforcement operations will remain under the jurisdiction of the senior law enforcement officer of the jurisdiction in which the emergency operation is taking place.
- Local government can utilize all communication means possible to disseminate warnings to the public in a timely manner. These methods may include one or more of the following systems:
 - The Town of Carolina Beach and the Carolina Beach Police Department utilize the CodeRED Community Notification System and CodeRED Weather Warning service
 - NOAA Weather Radio
 - Sirens, Horns, and Mobile Public Address Systems
 - Telephones (Land and Mobile)
 - Print and News Media
 - TV and Radio Broadcast
- Notification of governmental officials and/or emergency personnel by 911 Center personnel will follow their established policies and procedures.
- When any outside law enforcement agency is requested to provide support to local law enforcement, a ranking officer from that organization will be present in the Incident Command Post (ICP) and Incident Command Post to coordinate operations of their personnel.
- Law enforcement will provide security in mass shelter locations, as needed.
- Requests submitted to the Incident Command Post (ICP) for law enforcement or security forces will be coordinated through this annex.
- Shifts for law enforcement units may be coordinated through this annex.
- Curfews will be enforced within the disaster area by all law enforcement units.
- Mass arrests and field bookings may be authorized by local law enforcement.

Specific

- C.A.R.E. (Children and Resident Encounters Program) is a registry program established by the Carolina Beach Police Department to assist citizens who have special needs and is designed to promote communication while providing first responders with quick access to critical information about a person with special needs (Autism Spectrum Disorder, Alzheimer's Disease, Dementia, etc.). C.A.R.E. provides first responders with emergency contact information, detailed physical descriptors, known routines, favorite attractions/activities, and/or any other specific characteristics of an individual they may encounter.
- Security for the Incident Command Post (ICP), staging areas, shelters, vital facilities, and essential equipment locations will be coordinated by local law enforcement.

- The local law enforcement will request additional law enforcement personnel through the Incident Command Post (ICP).

Organization and Assignment of Responsibilities

This annex is not a substitute for local/departamental 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.
- Local law enforcement 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.
- 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), 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 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.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Develop plans to overcome gaps in law enforcement response capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communication 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 a staffing plan to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine when conditions are unsafe for law enforcement units to respond. Advise units to seek safe shelter and remain inside when appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO when law enforcement units will not respond due to weather or other hazards.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO and Incident Command Post (ICP) of rumors.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Advise incoming law enforcement units of the potential need to be self-sufficient for a period of time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in law enforcement response capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify secondary hazards that may affect responders.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan with circumstances under which law enforcement units will not respond in particular situations. Notify the Incident Command Post (ICP) of this plan.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what specialized equipment will be required to support coordinated law enforcement operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what assistance will be required, best routes in and out of the disaster area and staging areas for potential law enforcement support personnel arriving from out of the municipality.			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"/>
When requested, respond to the Incident Command Post (ICP) and provide for 24-hour staffing, when opened.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
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"/>
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"/>
Assist with dissemination of evacuation notice.			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"/>
When conditions allow the resumption of safe patrols, deploy law enforcement units on a priority basis to secure damaged buildings, deter looting, direct and control traffic movements, enforce curfews, enforce no liquor sales, maintain general order, respond to calls for assistance, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide for the use of emergency signs and other traffic movement devices.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate actions with other Incident Command Post (ICP) representatives to ensure adequate supplies of food, fuel, medical support, etc.			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"/>
Continue to work with the PIO to issue advisories as to curfews, areas closed to spectators, re-entry times, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide security in shelters, reception areas, disaster recovery centers, disaster application centers, etc. as requested. This will be coordinated with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Enforce security in disaster area. Limit exit and re-entry into disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the Fire to implement the order for evacuation; respond to emergency protection of property and citizens; and assist with re-entry decisions.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for search assistance for missing persons.			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"/>
Develop situation reports to provide status of law enforcement operations at Incident Command Post (ICP) briefings.			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"/>
Fill all ICS roles as assigned by IC or the Incident Command Post (ICP)			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"/>
Release information on re-entry procedures.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Control re-entry into impacted areas.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Continue to respond to normal law enforcement requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Enforce curfews and restrictions on sale of goods.			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"/>
Respond to calls regarding crimes committed in area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Account for all law enforcement resources utilized in the disaster area.			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"/>
Continue coordination of information, guidance and direction regarding areas that are impassable or uninhabitable.			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"/>

Direction, Control, and Coordination

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

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

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

- State of North Carolina Curfews: [Article 1A. North Carolina Emergency Management Act. Part 1. General Provisions. § 166A-19.31.](#) Power of municipalities and counties to enact ordinances to deal with states of emergency.

Acronyms

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