
Emergency Operations Plan

Functional Annex: Search and Rescue

Search and Rescue Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue• Police Department
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Emergency Management• New Hanover County Sheriff's Office• New Hanover County Fire Rescue• Local and Regional Search and Rescue Teams
Private Resources	<ul style="list-style-type: none">• Private Aircraft• Private Boats

External Plan Alignment to Search and Rescue Annex

- *New Hanover County Search and Rescue Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Search and Rescue* is to provide a method for coordinating the activities of the agencies responding to an emergency involving searches for lost or missing people in the Town of Carolina Beach. This includes structural collapses, missing persons, boaters, or aircraft incidents. This section outlines the coordinated operations necessary for a successful search, include providing medical assistance to victims upon rescue. This annex serves as a support to the Town of Carolina Beach's Emergency Operations Plan (EOP).

Scope

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

This annex applies to incidents beyond those conducted through routine operations and standard cooperating agreements. This annex applies when a search and rescue operation require the activation of the EOP.

Coordination activities may include:

- The rescue of individuals confirmed to be missing through law enforcement investigations.
- Water rescues of missing persons.
- The rescue of persons from structural collapse or other disaster related incidents.
- Coordination of local, state, and federal search teams.

Situation

- SAR incidents may be crime scenes and evidence preservation and collection procedures are in place.
- Clear and consistent communications will be critical between searchers and law enforcement for an effective SAR operation.
- The most common SAR missions involve lost persons, missing aircraft, and missing watercraft.
- Mission scope varies from a small team looking for a lost senior adult to a full-scale operation with multiple entities responding.
- Dive search and recovery efforts may be undertaken due to the area's extensive waterways. Diving operations require extreme caution due to currents, debris, vessel traffic, and water clarity.
- Resources available within New Hanover County (NHC) for SAR are listed in the NIMS Typed Resources Inventory Manual.
- North Carolina Task Force 11 Urban Search & Rescue (USAR) team is located in NHC. Supplies, equipment and personnel can be shared with local response agencies.

Planning Assumptions

- A command post will be established to coordinate the efforts of all agencies involved in a search. Representatives of all agencies should participate in Unified Command from the Command Post.
- Resources requested from outside the county may be delayed in arriving at the scene in a timely manner, due to weather, road conditions, or the availability of personnel with the required expertise.
- SAR personnel may be subjected to primary and secondary hazards while engaged in search activities.

Concept of Operations

General

- Once notification of an emergency involving searches, including structural collapse, missing persons, boaters, or planes, is received, the pre-designated individuals trained in directing and coordinating SAR operations will ensure effective use of local resources.
- Resources needed from outside the county will be identified by the NHC Department of Emergency Management.
- The PIO may release information about the search and handle inquiries from media representatives on a timely basis after coordination with local law enforcement agencies.
- Family members will be kept apprised of the progress of the search.
- Unified Command will be utilized to coordinate activities of all the agencies involved in a search.
- The Cape Fear Chapter American Red Cross and/or the Salvation Army may provide respite support for SAR activities.
- Counseling for SAR Team Members may be available through the Critical Incident Stress Management (CISM) Team for this area. This assistance will be requested through the NHC Department of Emergency Management.

Specific

Missing Persons Response Continuum

Once local law enforcement determines that the person is missing, a search may be necessary. Local law enforcement may coordinate with local fire departments to search for missing persons as directed through the investigation. This may occur as a part of routine operations.

During the investigation and response, responders may determine the need for additional resources exists. Once that occurs, responders will activate the EOP and this annex.

If the SAR mission is a part of an emergency or disaster (tornado, building collapse, hurricane, etc.) this annex will be activated as soon as any missing people are reported.

Urban Search and Rescue

North Carolina Task Force 11 Urban Search & Rescue (USAR) team is located in NHC. Supplies, equipment, and personnel may be shared with local response agencies.

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 of Carolina Beach. 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.
- 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.), 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.			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"/>
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with agencies outside of the disaster area to ensure their resources are available and will be committed.			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"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
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"/>
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"/>
Fill all ICS roles.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Designate command posts and/or staging areas, if needed. Ensure that operations are conducted in alliance with SAR Teams.			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"/>
Respond to requests for assistance from other agencies responding to an event.			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"/>

Response Actions	Notes	Responsible Party	Status
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide information to the PIO for release to media representatives.			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"/>
Prioritize resource requests to ensure that the most critical are met first.			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"/>
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"/>
Identify staging areas for resources that may be sent into the affected area for support.			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

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.

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"/>

Recovery Actions	Notes	Responsible Party	Status
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"/>
Ensure that loaned equipment to SAR teams is returned to proper sources.			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"/>
Develop a plan for the priority replacement of any damaged or destroyed 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

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.

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