

Emergency Operations Plan

Functional Annex: Agricultural, Historical, and Natural Resources

Agricultural, Historical, and Natural Resources Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"> • N/A
Supporting Agencies	<ul style="list-style-type: none"> • New Hanover County HHS • New Hanover County Sheriff's Office- Animal Services Unit • New Hanover County Emergency Management • New Hanover County Cooperative Extension • New Hanover County Department of Social Services • New Hanover Humane Society • New Hanover County Soil and Water Conservation District • New Hanover County North Carolina County Extension and Arboretum
Private Resources	<ul style="list-style-type: none"> • Local Veterinarians • Saving Animals During Disasters

External Plan Alignment to Agricultural, Historical, and Natural Resources Annex:

- *New Hanover County Agricultural, Historical, and Natural Resources Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Agricultural, Historical, and Natural Resources* is to coordinate the Town of Carolina Beach's response to incidents involving agricultural resources, historical assets, and natural resources. This annex is intended as a guide to assisting with animal care as well as the care of the environment and historical assets before, during, and after a disaster.

Scope

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

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Response activities may include:

- Response to animal related emergencies including animal disease and food supply related issues.
- Assessment, response, and preservation of historic places and items of historic significance.
- Assessment, response, and preservation of natural resources.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Carolina Beach does not operate any emergency shelters in the town. Residents and pets are sheltered according to the New Hanover County (NHC) Emergency Operations Plan (EOP).
- Carolina Beach has 3 facilities registered with the National Register of Historic Places.
- Carolina Beach relies on NHC Health and Human Services (HHS) for public health and vector control services. These services are not available at the local level.
- Carolina Beach will comply with requirements set forth in the Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) in coordination with NHC.
- The ASU is under the direction of the Sheriff's Office and is relied upon to handle stray, unwanted, sick, and injured pets within NHC, as well as its municipalities.
 - ASU is staffed with Animal Service Officers, operating out of the animal shelter located on Division Drive. The animal shelter is limited in its ability to house cats and dogs. No large animals can be cared for at this facility. This facility is not hardened against high hurricane force winds, but it does have a back-up power supply.
- In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals.
- If NHC opens emergency shelters, provisions have been made for evacuees to be sheltered in the same facility as their companion animals. There will be a Pet Co-Location Shelter at Trask or Noble Middle School. County ASU provides core management staff for the pet side of the Co-Location Shelter and works in cooperation with NHC Emergency Management (EM) and NHC Schools on planning and logistics for the Pet Co-Location Shelter.

Planning Assumptions

- Many people are reluctant to abandon their pets during times of disasters. If unable to take their pets with them, they may elect to remain in unstable structures or vehicles in harm's way.

- Some people will abandon their pets during disasters. Pets that are left at home may not survive the disaster. Some will bring them to the animal services facility and not return to pick them up.
- Many animal shelters, veterinarian offices, and boarding kennels will probably be at capacity and should not be considered as an alternate source of animal evacuation assistance.
- Evacuation of large animals and exotics must be carried out well in advance of any hurricane watch. Owners of these animals must be responsible for moving and providing for these during disasters.
- Pre-disaster education and guidance is extremely important to ensure that the public has time to plan to care for their pets.
- Historical resources and items of historical significance must be cared for in the event of a disaster. Pre-planning for the holders of these items and sites is critical.
- Natural resources are vulnerable during disasters. Pre-planning regarding mitigation measures as well as effective recovery is essential.

Concept of Operations

General

- Animal owners should remain the primary caretaker of their pets. Every effort should be taken by the individual to maintain and care for their pet. The Town of Carolina Beach and County should only be utilized when all viable alternative options have been exhausted.

National Register of Historic Places

The following properties are listed in the National Register of Historical Places as being located in the Town. These facilities will require mitigation and recovery activities be completed in compliance with regulations for these types of facilities. They may also house collections of historic items which will need to be preserved.

Reference Number	Property Name	City	Address	Listed Date
97000165	Homesite (31Nh95**1)	Carolina Beach	Address Restricted	3/13/1997
97000256	Joy Lee Apartment Building and Annex	Carolina Beach	317 Carolina Beach Ave., N.	4/3/1997
97000166	Newton Homesite and Cemetery	Carolina Beach	Address Restricted	3/13/1997

Agriculture and Animals

- Carolina Beach does not operate animal shelters during emergency situations.
- Carolina Beach relies on NHC to shelter animals according to the NHC EOP.
- For issues with animals not considered household pets or livestock, contact the NHC Emergency Operations Center (EOC). The NHC EOC will coordinate with appropriate services for exotics, reptiles, and other animals not considered pets.

Animal Services Unit (ASU)- NHC Sheriff's Office

- Animal care advisories will be issued by the NHC Public Information Officer (PIO) or the Joint Information Center (JIC) in consultation with ASU and other animal experts.
- The ASU Division Commander or designee will coordinate the efforts of paid and volunteer organizations in providing services for animal welfare issues including temporary sheltering of

pets. Surge staffing may come from county personnel, or Volunteer Intervention Prevention Response (VIPR) volunteers.

- The ASU Division Commander or designee will provide advice and information to the NHC Emergency Operations Center (EOC) and county officials regarding animal control issues.
- The ASU Division Commander or designee may be requested to report to the NHC EOC, if necessary.
- Maintain a list of veterinary service providers in and around NHC.
- ASU does not provide care for reptiles.
- ASU also has the ability to respond to alligators when they are found in areas where they pose a threat to the public. ASU would coordinate this with NC Wildlife.
- ASU will consult with local rescues and private resources to transport and house animals outside the scope of care provided at the Pet Co-location shelter. NC Wildlife will help with wildlife complaints on a case-by-case basis.
- ASU will also coordinate with the Charlottesville Society for the Prevention of Cruelty to Animals (SPCA) in Charlottesville Virginia for use of their large trailers to remove animals from the county if needed.

Pet Co-Location Shelter

- In the event shelters are opened for residents evacuating their homes, NHC will also provide a shelter location where pets and pet owners can be sheltered in the same facility.
- Pet owners may keep their pets at the shelter if they have all of the necessary items to contain and care for those animals. They are kept in a separate area from the area where people are housed.
- Owners of pets need to have any special care instructions available, portable pet carriers, leashes, collars, identification, medications and muzzles, if necessary. Carriers can be utilized as safe kennels for evacuated pets.
- Back-up shelter locations are also available if needed depending upon the volume of pets needing shelter.
- The Pet Co-Location Shelter is capable of housing 80 dogs and 36 cats. Additional space is available at back-up locations; however, these animals would be separate from owners.
- The animal services facility will house pets on a first come, first serve basis until space is no longer available.

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/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 Incident Command Post (ICP), as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist citizens with education and awareness regarding animals before, during and after a disaster situation. Educate citizens on the need to develop pet care plans.			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 number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
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"/>
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"/>
Assist the PIO in developing advisories and media releases concerning animals, historic and cultural resources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the status of any natural resources which may be impacted by the incident.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the historical assets which may be impacted by the incident.			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"/>
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"/>
Assess the need to assist large animal owners and exotic animal owners evacuating or in the path of a hazard.			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"/>
Assess the potential or actual impact to historic assets.			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"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, 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"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster-related costs according to guidance from the Town.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Prioritize resource requests to ensure that the most critical are met first.			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"/>
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"/>
Plan for reunification actions following disaster. Coordinate request for animal reunification with citizens, as needed.			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"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			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 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
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.

Authorities and References

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

- PETS Act: <https://www.congress.gov/bill/109th-congress/house-bill/3858>

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