

# **GASTON COUNTY, NC**

## **ACTIVATING AND STAFFING THE EMERGENCY OPERATIONS CENTER GUIDANCE**

**This guidance can be altered and modified when  
needed for specific conditions and situation**

**In support of North Carolina Emergency Response Plans  
for Catawba and McGuire Nuclear Sites**

**On line edition of guidance is current  
for the nuclear plan**

**Prepared by:**

**Gaston County Office of Emergency Management**

**THIS PAGE LEFT BLANK**

## **I. GENERAL**

### **PURPOSE**

The purpose of this Guidance is to establish considerations for activation and operation of Gaston County's Emergency Operation Center.

### **SCOPE**

This Guidance includes organizational and functional guides necessary to activate and operate the EOC quickly and efficiently. The Guidance can be altered and modified by the EOC manager when needed for specific conditions and situations.

### **FACILITY**

Gaston County's Primary EOC is located at 615 North Highland Street, Gastonia, NC. The telephone number is (704) 866-3350 for voice and (704) 868-4150 for fax.

Back-up EOC locations can be activation depending on the area of the threat. Possible planned locations are:

County Administration Building, Main Street, Gastonia  
Health Department Conference Room, Hudson Blvd., Gastonia  
Citizen Resource Center, Dallas Cherryville Hwy., Dallas

### **FUNCTION**

The primary Emergency Operations Center (EOC) provides necessary space and facilities for the centralized direction and control of the following functions:

1. Direction and control of emergency operations
2. Communications and Warning
3. Damage assessment and reporting
4. Radiological monitoring and analysis
5. Containment and/or control of Fixed Nuclear Facility or Hazardous Materials incidents and emergencies.
6. Dissemination of severe weather information such as Watches and Warnings to emergency service and law enforcement agencies.
7. Actions to protect the health and safety of the general public including:
  - a) Public information, instructions and directions
  - b) Evacuation
  - c) Sheltering

### **STAFFING**

The Gaston County EOC will be staffed by representatives of each county and /or municipal government agency involved in emergency operations; volunteers from civic organizations involved in the emergency response and elected officials from affected government jurisdictions.

## **II. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER**

### **WARNING AND ALERTS**

#### **Source and Means of Receipt**

Warning and alerts may be received from any source and by any means. The most likely sources and means of receipt are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to prank notifications.

- a) On-scene personnel.
- b) National Weather Service - Gaffney Office
- c) North Carolina State Highway Patrol
- d) North Carolina Division of Criminal Information
- e) North Carolina Emergency Management Agency - through the Area E coordinator
- f) News Media
- g) Duke Power Company

### **MESSAGE RECEIPT**

Messages from McGuire or Catawba Nuclear Sites will be received by:

A telecommunicator working in the Gaston County Communications Center

**OR**

The Emergency Operations Center Coordinator (Emergency Management Director).

**Messages regarding disasters of other than FNFs may come from any agency within the EOC. Each warning should be verified to the fullest extent possible and acted upon in as conditions warrant.**

### **ALERTING PROCEDURES**

Upon receipt of a bonafide warning message, The Emergency Operations Center Coordinator will:

- 1) Consult with the appropriate county and/or city officials and make recommendations for the activation of the EOC.
- 2) Request alerting and notification procedures thru the 911 Center by use of pagers and phone calls to the extent necessary to accomplish the prescribed warning and notification requirements in Appendix A.
- 3) Officials alerted by the action prescribed above will alert those individuals and/or departments for which they are responsible.

The EOC is considered activated when sufficient personnel are physically present to carry out all functional activities needed for the situation.

Depending on the situation, the EOC may, or may not reach the state of fully staffed. Fully staffed is when all agencies specified in the plan are present, regardless of need.

**REPORTING REQUIREMENTS:** Upon arrival at the EOC for duty, personnel will present a photo identification card; then sign in at the registration station. Personnel will then report to the EOC Coordinator for information and assignments.

Once the EOC is activated, the EOC Manager will provide a situation briefing. Additional briefings will be held as needed or at least each hour during the activation period.

## **ORGANIZATION**

### **STAFFING**

Full activation will be achieved when representatives from each agency listed in Appendix A are present.

Many situations do not dictate full activation; therefore Limited Activation is completed when all necessary agencies are represented in the EOC.

### **EOC GROUPS**

The following will comprise functional groups for EOC operations:

#### Administration

- County Commissioners
- County Manager
- Municipal Elected Officials and Managers
- Public Information Officer
- Emergency Management Coordinator

#### Operations

- Operations Section Chief / Deputy Ops Chief
- Law Coordinator
- Fire Coordinator
- EMS Coordinator
- Health Coordinator
- Transportation Coordinator
- Public Works Coordinator
- Mass Care Coordinator
- Human Services Coordinator

#### Logistics

- Logistic Section Chief
- EOC Security

EOC Services  
EOC Communications / 911  
WebEOC Data Person  
Phone Bank Operators  
ArcGIS Mapping

Finance Section Chief  
Liaison Chief  
Planning Section Chief

## **OPERATIONAL PROCEDURES**

### General Duties and Responsibilities

#### Administration Group

- Formulation of policy and operational guidelines for the conduct of emergency operations.
- Responsible for the overall management of survival and recovery operations.
- Planning and organizing of emergency operations conducted within the county.
- Supervise and coordinate the functioning of EOC Groups during operations.
- Provide briefings as needed.
- Support EOC Operations by:
  - a) Maintaining a complete record of activities in chronological order.
  - b) Providing personnel for posting operational status and activities of EOC display boards.
  - c) Providing personnel for secretarial and clerical activities as needed within the EOC.
  - d) Such other tasks as may be required to safeguard property and protect the people of Gaston County during emergencies.
- The Public Information Officer is responsible for the overall coordination of public information activities. They will:
  - a) Establish procedures for dissemination of information.
  - b) Provide the public with educational type information for their safety and protection.
  - c) Disseminate public instructions and directions.
  - d) Act as the government's point of contact with the news media.
  - e) Serve under the direction of the Chairman of the County Board of Commissioners.

#### Operations Group

The Operations Group controls the activity of those agencies making direct response in the containment of and reduction in affects from the emergency. To do so they will:

- a) Be the evaluator of all incoming messages concerning the emergency situation.
- b) Have available the most current status of resources inside and outside of government.
- c) Prioritize dissemination of resources.

### Logistics Group

The Logistic Group provides support and fill functional roles as needed in the EOC assisting with staff personnel at key positions.

## **DAMAGE ASSESSMENT**

Employees of the Gaston County Tax Department and the Gaston County Code Enforcement Department staff the Damage Assessment Teams. Gaston County's Tax Director will serve as Chief of the teams. This section is responsible for gathering, evaluating, and reporting damage information. Rapid and accurate means of developing this information is essential as it forms the basis for requesting assistance from State and National Levels.

## **MESSAGE CONTROL**

Radio communications received in the EOC will be via the Gaston County Communications Center and recorded on the EOC message format to be passed to the EOC staff during emergencies. Information received via the DCI computer is produced in two copies, one of which is passed to the EOC.

Incoming information will be passed to the Operations Section Chief for his information and disposition, as he deems appropriate.

Incoming information received via telephone or messenger will be written using the EOC message form.

Actions taken as a result of incoming information will be recorded as an entry in the EOC journal.

Outgoing Messages directing the commitment of resources or personnel will have copies directed to the Operations Section Chief and to the Operations Group by the agency directing the action.

A standard message and journal form is available in the EOC for use by all agencies. This form is simple, self-explanatory and provides an appropriate attachment to the Journal Entries.

## **ADMINISTRATON**

The Emergency Management Department will maintain a register of all personnel engaged in operational activities in the EOC. Name, title, agency, time of arrival and time of departure are required for recording purposes or inform collected in electronic check in system being used at that time.

## **STAFFING**

EOC Section Chiefs and Coordinators or their designated representatives are responsible for notifying members of their staff and providing alternatives as required.

## **SUPPORT STAFF**

The Administration Section will provide administrative and logistical support of staff members within the EOC.

## **HOUSEKEEPING**

Individuals needing rest should request bedding through the Operations Section Chief. No bedding is available in the EOC area but cots can be obtained and used in offices as needed for sleeping quarters. Shower facilities and kitchen facilities are also available.

Meals will be provided within by the EOC by the EOC Services. Persons with special dietary needs must inform the EOC Coordinator of these needs.

Each person reporting to the EOC for duty should make provision for personal hygiene requirements, clothing needs and prescription drugs required. Make any other needs known to the EOC Coordinator.

## **OFFICE SUPPLIES**

An initial supply of essential items is available at the EOC. Additional supplies will be made available from Gaston County's stock.

## **TRANSPORTATION**

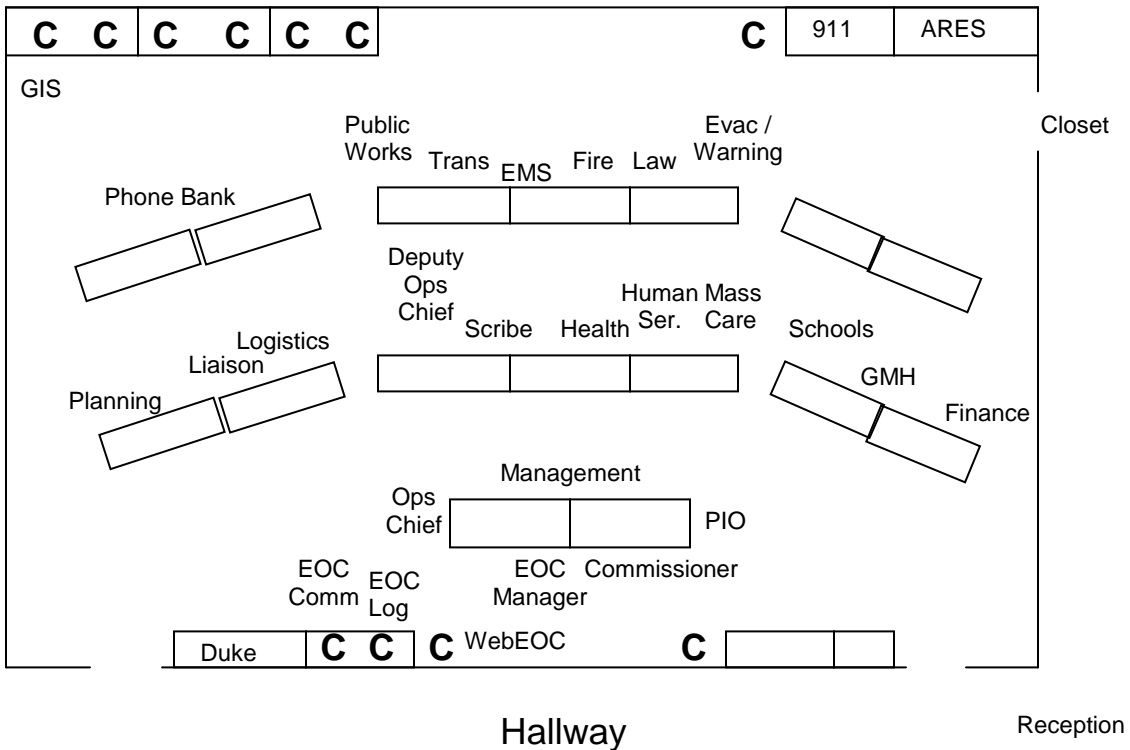
Transportation to and from the EOC is the responsibility of the individual. Should inclement weather or other conditions preclude vehicle movement, notify the Emergency Management Coordinator for assistance in getting travel assistance.



## STAFF ORGANIZATION AND ASSIGNMENTS APPENDIX A

The Gaston County EOC Staff is organized as shown below for a two shift, 24-hour operation. Individual assignments will be reviewed by the Emergency Management Coordinator with department heads and other key officials at least annually for possible revision to the roster.

### Gaston County primary EOC Layout



Not to scale      C = computers