MORRISTOWN-HAMBLEN

EMERGENCY MANAGEMENT PLAN

HAMBLEN COUNTY GOVERNMENT

Bill Brittan

County Mayor

"The People's House"

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

August 19, 2019

TO: Local Agencies and the Citizens of Hamblen County:

Hamblen County has been and will continue to be subjected to a wide variety of hazards that have the potential to cause significant damage and/or loss of life. It is imperative that county government agencies, municipal departments, as well as private citizens, be prepared to deal effectively with dangerous and damaging events. Additionally, it is wise to take appropriate steps to lessen the potential effects of such events or to prevent their occurrence altogether. This Emergency Management Plan is one of many mechanisms through which this can be accomplished.

By virtue of the powers and authority vested in us by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated and the federal Civil Defense Act of 1950, as amended, as the County Mayor of Hamblen County, I hereby promulgate and issue, effective this date, the Hamblen County Emergency Management Plan. Further, I declare this plan to be the official emergency management plan for Hamblen County and be mandatory upon all agencies and political subdivisions within.

This plan is effective upon receipt and for execution when directed. The Director of the Emergency Management Agency is responsible for maintaining and updating this plan, as required, in coordination with the appropriate agencies.

Sincerely,

Bill Brittain
Hamblen County Mayor

BB:tb

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

ABSTRACT

The Morristown-Hamblen Emergency Management Plan (hereafter referred to as “the plan” is organized into three (3) parts: Introduction, Basic Plan, and 16 Emergency Support Function (ESF) annexes (plus supporting documentation).

The Introduction contains the following: table of contents, a preface (which describes the process used to develop this plan and its related documents), a form for recording changes, a list of offices and personnel who receive a copy of the plan, a list of definitions and acronyms used throughout the plan, the authorities and references used as bases for the development of the document, and a comprehensive hazard analysis for the state of Tennessee. Included are maps delineating areas subject to seismic risk, and other maps showing the various portions of the state subject to particular hazards.

The Basic Plan describes, in general, the concept of operations for emergency management activities within the County given the hazards presented in the Introduction. The purpose and scope of the plan are provided, as are the situations and assumptions upon which the plan is based. A description of the emergency management organization and assigned responsibilities follows, as does a section on the direction and control mechanisms utilized in the emergency management process, a description of continuity of government principles, and sections dedicated to describing the upkeep and promulgation of the plan itself. Finally, a series of appendices are provided that describe the Emergency Operations Center, the Emergency Services Coordinator (ESC) program, and a wide variety of other support documentation.

The third part of the plan consists of 16 Emergency Support Function (ESF) annexes. These are: Transportation, Communications, Infrastructure, Firefighting, Information and Planning, Human Services, Resource Support, Health and Medical, Urban Search and Rescue, Environmental Response, Food, Energy, Law Enforcement, Donations/Volunteers, Recovery, and Animal Care and Disease Management. These correspond with the ESFs of the *Tennessee Emergency Management Plan*. Each ESF may be broken down into smaller components. For each annex, supporting documentation in the form of maps, organizational charts, checklists, etc., are provided as necessary.

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RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	ENTERED BY
1. Addition to List of County Resolutions • Appendix 7 to the Basic Plan	22 April 2005	S. Eric Carpenter
2. Revision to Signatory Page • Addition of Page xii-a updating recipient signatures	20 November 2006	S. Eric Carpenter
3. Addition of Prevention and Protection Measures • Tab A to Appendix 9 of the Basic Plan	19 October 2006	S. Eric Carpenter
4. Placement of American Red Cross (Lakeway Chapter) from Lead Agency to Support Agency • ESF-6, Sub-Function 1: Shelter & Mass Care Operations	19 October 2006	S. Eric Carpenter
5. Addition of Pandemic Influenza Sub-Function • ESF-8, Sub-Function 4: Pandemic Influenza	19 October 2006	S. Eric Carpenter
6. Placement of American Red Cross (Lakeway Chapter) from Support Agency to lead agency on ESF-6 Sub-function 1	17 February 2014	Chris Bell
7. Add sentence, "Request for Assistance for Hamblen County health Dept. will be made by EMA through SEOC." • ESF6-5 Section VII A. 10 • ESF6-6 Section VIII B. 9	5 January 2015	Chris Bell
8. Add sentence, "Assistance from the TDH will be made by local EMA through the SEOC. • ESF8-23 Section III	5 January 2014	Chris Bell
9. Change date of Pandemic Plan to 2014. • ESF8-25	5 January 2014	Chris Bell
10. Revise all Hamblen County Health Department references to Tennessee Department of Agriculture. • ESF16	5 January 2014	Chris Bell
11. See checklist on following page for updates on 2019 submission	14 August 2019	Chris Bell
All revisions from 5 January 2015 were recommendations from LEPC Health/Medical Review Team.		

Record of Changes for 2017 Five Year Update

- Update letter from Mayor Brittain
- Deleted Copy # from Distribution List
- Hazard ID – Add "active threat" term and definition
- Change title of "Technological" to "Technological / Manmade"
- Add WSCC to list of agencies and include the following: 1) Agreement for location for points of distribution (POD) and 2) Expo center to be used as shelter and evacuation site.
- Change 2012 mitigation to 2017
- Change number of fire districts from 5 to 6
- Change to State EOC to state watch point and add "who then sends to district coordinator""
- Pg.5 #7 – add Red Cross after MPD
- Pg 23 – Change original tab A to tab B and rename it "alt" EOC
- Add map of station 1, EOC layout, and EOC Flowchart and name it Appendix A
- Change tab B to C and C to D
- Change all instances of EOC location from station 5 to admin building of fire dept
- Pg. 25 – 1-5 = 1-6
- ESF – 2 (2-9) – EMA to 911 on receiving warnings – "E911 is the central point in county government to receive emergency information. Hamblen County 911 and EMA work in conjunction in issuing emergency information to the public through our various methods of communication."
- ESF 8 – appendix 3 update
- ESF 8 – add appendix – reference outside docs (located at EOC)
- ESF-8 remove Lakeway Regional Hospital where mentioned
- Change Petroleum to TDEC ESF-12
- Remove Forestry from ESF-13 (13-8) and in all subsequent areas were mentioned
- Add TN Baptist Disaster Relief to support agencies (ESF 14)
- ESF-14 (14-9) Change tourist department to "coordinate with local entities including Chamber of Commerce, Nolachucky Baptist Disaster Relief, God's Warehouse, and local churches
- 14-12 – add box for Nolachucky off EMA box and remove Employment Security box
- Put reviews (at end of book) in the intro section
- Update ESF lists in basic plan
- Record Changes in record of changes table
- Remove Red Cross from Lead Agency – ESF 6-3
- ESF 3-29 – update EMA director name
- Update table of contents

DISTRIBUTION LIST

Copies	Office/Department
1	County Mayor
1	Mayor, City of Morristown
1	EMA Director
1	EMA Deputy Director
2	County/City Attorney's Offices
1	Morristown Fire Department Chief
4	County Volunteer Fire Department Chiefs
1	Hamblen County Sheriff
1	Morristown Police Department Chief
1	Morristown-Hamblen Emergency Medical Service
1	Morristown Emergency Rescue Squad
1	Hamblen County Commission
6	Electric & Water Utilities (Morristown Utility Systems, Alpha-Talbott Utility Systems, Russellville-Whitesburg Utility Systems, Witt Utility Systems, Appalachian Electric Cooperative, Holston Electric Cooperative)
1	Morristown-Hamblen Public Library
2	Natural Gas Utility Systems (Ameri-Gas & Atmos Energy)
1	Director, Hamblen County Health Department
1	Director of Schools, Hamblen County School System
1	Superintendent, Hamblen County Highway Department
1	Director, Morristown Public Works Department
1	Hamblen County Local Emergency Planning Committee
1	Hamblen County Emergency Communications District (911)
2	TEMA, Emergency Management Planning Branch
1	TEMA East Regional Office

Copies	Office/Department
1	Tennessee Highway Patrol - Fall Branch District
1	Tennessee Department of Agriculture/Division of Forestry
1	Tennessee Department of Human Services (County Office)
1	National Weather Service - Morristown
1	American Red Cross (Hamblen County Chapter)
1	Morristown-Hamblen Healthcare System
1	Lakeway Regional Hospital
1	Morristown-Hamblen Humane Society
1	Hamblen County Extension Agent, UT Agriculture Extension Service
1	Tennessee Department of Homeland Security – East Region Office
6	Reserved

]

Add medical examiner?

FOREWORD

Historically, both before and after the enactment of the Federal Civil Defense Act of 1950, attack preparedness (both conventional and later nuclear), natural disaster preparedness, disaster relief, and resource management, were handled by separate entities within the federal government. Even when attempts at consolidation were made, the resulting single agency had different divisions concentrating on their own specific concerns. With the creation of the Federal Emergency Management Agency (FEMA) in 1979, most of these programs were again consolidated into one agency. However, legislative authorities were not changed and FEMA still reported to more than 100 subcommittees in the U. S. Senate and House of Representatives. Within FEMA, each specific area was still handled by a separate division.

In 1983, FEMA developed a concept called the *Integrated Emergency Management System (IEMS*). IEMS recognized that the majority of problems that would be evident in a nuclear attack were identical or similar in nature to those brought about as a result of a natural disaster (or vice versa). IEMS recognized that these common elements could be planned for in general terms and satisfy, to a large extent, the logistical problems associated with having multiple groups plan for similar results of different origins. Therefore, one could prepare evacuation plans (for instance) that could be used in both natural disasters and nuclear attack. The same would be true for such concepts as communications, warning, fire protection, emergency medical services, etc. This concept still forms the basis for emergency management planning today.

In 1986, the State of Tennessee promulgated a new *Tennessee Emergency Management Plan (TEMP*). This plan was based on the 1981 TEMP, the 1978 Tennessee Disaster Assistance Plan, the 1983 State Emergency Evacuation Plan, and the 1986 Greeneville-Greene County Emergency Operations Plan (which was the first to be built under the IEMS concept). The result was a new TEMP that formed the basis for the state emergency management program until 1993. In 1993, the emergency planning staff, using concepts contained in the 1986 TEMP, as well as the new ESF format utilized in the Federal Response Plan, developed the TEMP that reflects the current planning philosophies used at both the state and federal level.

All of the agencies tasked in the County EMP have provided input into its development. FEMA's State and Local Guide (SLG-101), *Guide for All-Hazard Emergency Operations Planning*, has been used to develop this plan. Additionally, a revised Hazard Analysis was accomplished in 2017 that provided the framework for the development of concepts used within the plan.

The planning process used in the county is as follows: the Emergency Management Director reviewed the previous plant making all necessary changes. The plan was then distributed to the County Mayor, Mayor, and all city and county chiefs and department heads for their review and to make any additional changes or recommendations. Once completed, the plan was then sent to TEMA Emergency Management Planners for approval. Final changes were made, maps were prepared, and the plan was finalized for publication.

Emergency planning is a very dynamic field. Natural and human-caused disasters continue to occur, and the local, state, and federal response structure will continue to adapt to the pressures brought about as a result of those events. Continuing evaluation of the response to these situations will inevitably lead to new and more efficient emergency planning concepts. Additionally, drills, tests, and exercises are used to identify weaknesses in the coordination of response activities. Lessons learned from both the exercises and actual events will be used to formulate changes in procedures that will be incorporated into future versions of the county Emergency Management Plan.

Update?

LETTER OF AGREEMENT

The Hamblen County Emergency Management Plan, hereinafter referred to as the Plan, establishes the basis for all emergency management activities within the county and its political subdivisions. The plan is required by section 58-2-101, et. seq., of the Tennessee Code Annotated, and by the Tennessee Emergency Management Plan.

The following department and agency heads, by affixing their signatures hereto, signify their approval of this document and the policies, procedures, and responsibilities contained herein.

Bill Brittain, County Mayor

Danny Thomas, Mayor – City of Morristown

Sheriff Esco Jarnigan

Roger D. Overholt, Chief of Police

Bill Honeycutt, Fire Chief

Tony Trent, Chief – North Hamblen Co. VFD

Kevin Jarnigan, Chief – South Hamblen Co. VFD

Bill Jordan, Chief – East Hamblen Co. VFD

Mark Hickman, Chief – West Hamblen Co. VFD

Danny Houseright, Director – M-H EMS

Brian Robinson, Captain – Rescue Squad

Sherrie Montgomery, Director – Hamblen County Health Dept.

Barry Poole, Hamblen Co. Highway Dept.

Anthony Cox, City Administrator

Dr. Dale Lynch, Director – Hamblen Co. Schools

S. Eric Carpenter, Director – Hamblen County 911

Chris Bell, Director – EMA

L. Dale Griffie, Deputy Director – EMA

Mannie E. Bedwell, County Ag Extension Agent

Stacy Jordan, Director – Humane Society

HAZARD IDENTIFICATION

The State of Tennessee is faced with a wide variety of both natural and technological hazards. A brief summary of these hazards follows. More detailed information concerning the nature of these hazards, and the extent to which they might affect state residents can be found in other materials produced by the Tennessee Emergency Management Agency.

Natural Hazards

Earthquake

An earthquake is the sudden motion or trembling in the earth caused by an abrupt release of slowly accumulating strain. This sudden release results in ground shaking, surface faulting, and/or ground failures. Most earthquakes result in little or no damage, but they are potentially the most dangerous of all natural hazards affecting this state. Each year 300 to 400 earthquakes occur in the Central United States, but most are unfelt by the populace and are detectable only with sensitive instrumentation. Several earthquakes have been large enough to be felt in the western portion of the state in what is known as the New Madrid Seismic Zone (NMSZ). The NMSZ is the most seismically active area east of the Rocky Mountains. The area for the greatest potential for earthquakes in Tennessee, therefore, is the western third of the state. A series of large earthquakes happened in this zone during the winter of 1811-1812. The earthquakes formed Reelfoot Lake in northwestern Tennessee. An equivalent event today would wreak havoc on a wide area of the mid-south, including the Memphis area. The state could experience a relatively significant earthquake every 50 years. There is also concern that a large magnitude event grows more probable with each passing year. Such an event could directly affect more than 75% of the state's population.

The attached maps show that the County is at moderate risk of being affected by a large New Madrid earthquake. Such an event could be expected to affect 50% of the county's population, primarily through a disruption of pipelines, services or commerce, as well as damage to older masonry structures. Such earthquakes typically occur once every 300-500 years.

In 1993, an additional seismic zone was identified in East Tennessee running roughly parallel to Interstate 75 between Chattanooga and Knoxville. The risk associated with this seismic area has not been rigorously quantified. Although the maximum potential earthquake in East Tennessee is unknown, there are no recorded earthquakes in the Southern Appalachian Mountains stronger than a 5.8, which occurred in Blacksburg, Virginia in 1895. The strongest earthquake recorded in East Tennessee was a 4.6 event in Blount County in 1973. This earthquake, like many in East Tennessee, was widely felt. Only minor damage occurred, limited to items falling from shelves and a few cracked windows.

Perhaps of more concern than damage to structures, is damage caused by earthquake induced rockslides. Although not caused by an earthquake, a rockslide along I-40 at the NC-TN state line in 1997 caused injuries, property damage, and economic disruption to the area for months until the slide was cleared and normal traffic could resume.

Winter Storm

Winter storms in Tennessee often include extreme cold and ice. These storms are especially hazardous by closing emergency routes, creating power and utility system failures, and immobilizing economic activity. When major storms occur, they typically affect as much as one half of the state's population. The potential, however, exists that a major storm could affect the entire state. In March of 1993 the "Storm of the Century" struck the eastern half of the state killing 18 people and causing $22 million in damage. In 1994, a major ice storm created massive utility outages and road damage over two-thirds of the state. The net result was over $100 million in damages, by far the largest disaster in the state's history. The Christmas Ice Storm of 1998, by comparison, caused nearly $20 Million in damage. On the average winter storms occur three times a year, affecting the entire county.

Tornado

A tornado is a violently whirling column of air extending downward to the ground with winds as high as 300 miles per hour. In a typical year in Tennessee, 11 tornadoes occur, killing five and injuring about a dozen of the state's citizens. Since tornado statistics began in 1916 more than 525 tornadoes have impacted the state, 126 of which killed almost 450 people. Tornadoes occur more frequently in the western portion of the state than in the middle or eastern portions. Tornadoes in East Tennessee are usually EF_0 – EF_2 in strength and seldom stay on the ground for more than five miles.

Mid-March through early June, are the peak months for tornado activity; however, tornadoes have occurred in every month of the year. The afternoon and early evening hours from 3:00 P.M. to 9:00 P.M. are the best time for tornado development. In Hamblen County tornadoes may occur in any given year and could affect up to 5% of the county's population.

Flood

Flash, urban, and river flooding occur yearly throughout the state due to excessive rainfall in the flood area or upstream. Most precipitation in the state occurs between December and late March; thus, this is the period during which the majority of the flooding can be expected to occur.

Each year, in Tennessee, flooding causes more deaths and damage than any other natural hazard. Most lives are lost when people in cars or on foot are washed away by flood waters. Floods occur several times a year in Hamblen County. Most floods in the county are minor flash floods. Floods typically affect 5% of the county's population.

Agricultural Drought

A drought is a prolonged period with little or no rain. Significant droughts occur about once every 15 years or so in Tennessee. The potential is there for such events to affect the entire state. Although slow in developing, such events can seriously affect the economy of Hamblen and surrounding counties with significant agricultural interests.

Wildfire

A wildfire is any incident of uncontrolled burning in grasslands, brush, or woodlands. In 1992, there were almost 3,000 such occurrences in Tennessee, burning nearly 26,000 acres. Significant wildland fires occur about once every two years. However, several hundred lesser events occur annually across the state. The eastern and middle portions of the state are most affected. Wildfires rarely occur in Hamblen County. If and when they do occur they are likely to affect agricultural and other uninhabited land particularly along highways.

Subsidence

Subsidence is the formation of depressions, cracks, and sinkholes in the earth's surface, which normally occurs over many days to a few years. Incidents of subsidence are always a danger to property, dams, factories, and utility lines, but when they occur quickly they can also threaten lives. Incidents of subsidence affect the population of this state about once every 11 years, and then only in very specific locations. Portions of Hamblen County are subject to subsidence.

Landslide

A landslide is the downward movement of slope-forming materials reacting to the force of gravity. Landslides are the least significant hazard (with respect to its effects upon the citizenry), and most often occur in the mountainous regions of the eastern part of the state. Portions of Hamblen County are subject to landslide, particularly along ridges and road cut areas.

Technological/Manmade Hazards

Power Failure

A power failure is any interruption or loss of electrical service due to disruption of power generation or transmission caused by an accident, sabotage, natural hazards, equipment failure, or fuel shortage. These interruptions can last from a few seconds to several days. Power failures are considered problems only if the local emergency management organization is required to coordinate the provision of food, water, heating, sheltering, etc., as a result. Power failures are common with severe weather and winter storm activity. Significant power outages occur every year affecting up to 30% of the population.

Hazardous Materials Transportation Incident

This is any occurrence resulting in uncontrolled release of materials, during transport, that pose a risk to health, safety, and property. Each year, about 250,000 shipments of hazardous materials traverse the state. Incidents such as the propane explosion in Waverly in 1978 and the bromine spill in Rockwood occur several times a year. Also, thousands of shipments of radiological materials, mostly medical materials and low-level radioactive waste, take place. Many incidents occur in sparsely populated areas and affect very few people. There are occasions, however, where materials are involved in accidents in highly populated areas, such as a propane tanker explosion in Memphis on December 23, 1989, that killed eight people. Fortunately, such events are rare. Most of these accidents occur on major highways or on major rail lines. There are several major highways passing through Hamblen County. A significant incident occurs on these routes approximately three times per year affecting less than 5% of the population. There are also two major railways passing through Hamblen County, each line carries approximately 70-100 railcars transporting hazardous materials daily.

Urban Fire

An urban fire is an uncontrolled burning which results in structural damage to multiple structures commercial, industrial, institutional, or residences in developed areas. Every county has at least one city that has significant development in either a downtown area or an industrial park. Each of these locations is a prime target for this type of fire. Major urban-type fires occur once every ten years on average. The City of Morristown contains areas that could be affected by a large urban fire.

Dam Failure

A dam failure is when downstream flooding occurs due to the partial or complete collapse of an impoundment. Dam failures are often the result of prolonged rainfall and flooding or, during very dry conditions, erosion. The primary danger associated wit a dam failure is the swift, unpredictable flooding of those immediately downstream of the dam. There are two major dams (TVA Ft. Patrick Henry/Boone and TVA Nolichucky) that could affect downstream areas in Hamblen County. There are also several farm ponds that are of concern.

Stationary Hazardous Materials Incident

This is any occurrence of uncontrolled release of materials, from a fixed site, capable of posing a risk to health, safety, and property. These materials are classed identically to those specified in the section on transportation accidents. Hazardous materials incidents of this type occur several times a month in many of the counties in Tennessee. Major events (i.e., those requiring significant evacuations) occur approximately six times per year across the state. There are approximately 50-75 facilities within Hamblen County that manufacture, store, or utilize hazardous materials in some capacity. An incident at one of these facilities could be expected to affect as much as 10% of the county's population.

Fixed Nuclear Facilities

The three major Department of Energy facilities at Oak Ridge are managed by a civilian contractor. Each of these facilities stores, transports, or processes nuclear material and other hazardous materials in some form. Procedures to warn counties that DOE hazardous materials pass through, should a spill occur are in place. Information about the risk that these facilities pose to the county is detailed in TEMA's *Multi-Jurisdictional Emergency Response Plan (MJEREP)*.

In addition to the DOE facilities the TVA nuclear power plant at Watts Bar poses a small risk a radioactive release, including the possible contamination of agricultural products and livestock, and/or an influx of persons from that area that may not have been properly de-contaminated.

Civil Disturbance

A civil disorder is defined as any incident intended to disrupt community affairs and threaten public safety. Civil disorders include terrorist attacks, riots, mob violence, and any demonstration resulting in police intervention and arrests. Civil disturbances seldom occur in Hamblen County.

Attack

A large-scale attack upon the United States (either conventional or unconventional) is unlikely. However, the potential for such an attack does still exist. Several countries have developed, or are seeking to develop, the capability of deploying weapons of mass destruction, either on a tactical basis or a strategic one. The possibility also exists that a terrorist organization may employ unconventional weapons with the country.

Urban Drought

Urban droughts generally affect areas dependent on reservoirs for water. Such droughts usually lead to restrictions on water use to what is essential for living. Urban droughts occur less frequently than agricultural droughts, occurring once every 15 years and affecting about 10-15% of the state's population.

Air and Rail Transportation Accidents

These are incidents involving air or rail passenger travel resulting in death or serious injury. Highway incidents are excluded because they are generally handled without emergency management organization involvement. In Tennessee, significant air incidents occur less than once every seven years, while rail incidents involving passengers are less frequent. Hamblen County has one (1) municipal airport, Moore-Murrell Field, and lies near approach and departure paths to McGhee Tyson Airport. The potential for a major crash is minimal. More risk may rise from light airplane and powered glider operations in and over the county. There is currently no passenger rail traffic within Hamblen County.

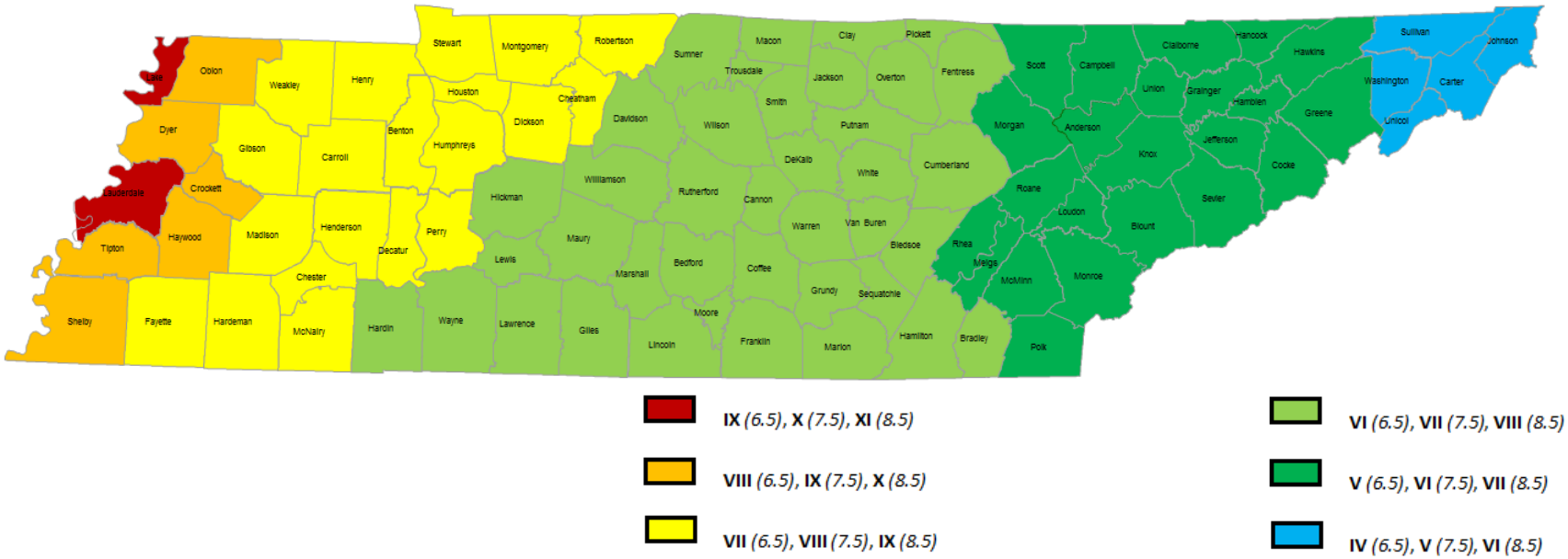
Active Threat

An Active Threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active threats use firearms(s) and there is no pattern or method to their selection of victims.

ATTACHMENT 1A - HAZARD IDENTIFICATION

EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES



IX *(6.5)*, **X** *(7.5)*, **XI** *(8.5)*

VIII *(6.5)*, **IX** *(7.5)*, **X** *(8.5)*

VII *(6.5)*, **VIII** *(7.5)*, **IX** *(8.5)*

VI *(6.5)*, **VII** *(7.5)*, **VIII** *(8.5)*

V *(6.5)*, **VI** *(7.5)*, **VII** *(8.5)*

IV *(6.5)*, **V** *(7.5)*, **VI** *(8.5)*

Note: Modified Mercalli Scale (Ms) Intensity indicated by Roman Numerals (**IX**) for hypothetical quake events of a given magnitude (6.5, 7.5, or 8.5)

This map shows hypothetical maximum intensities, by county, that would result from a magnitude; Ms = 6.5, 7.5, or 8.5 maximum intensity IQ=X, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of a given magnitude because the distributions of effects were plotted for such earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1B for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

ATTACHMENT 1B - MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Tress, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also unbraced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.
X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, brick, and otherwise, is specified by the following lettering.

Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.
Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.
Masonry C: Ordinary workmanship and mortar, no extreme weaknesses like failing to tie at corners, but neither reinforced nor designed against horizontal forces.
Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.

ATTACHMENT 2 - HAZARD IDENTIFICATION

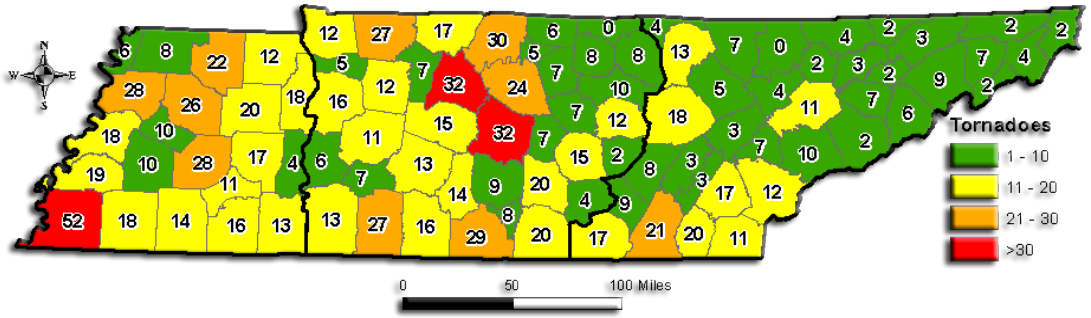
COMMERCIAL NUCLEAR POWER PLANT REACTOR SITES, U. S. DEPARTMENT OF ENERGY RESEARCH FACILITIES

1. Sequoyah Nuclear Power Plant (TVA)
2. Watts Bar Nuclear Power Plant (TVA)
3. U. S. Department of Energy Research Facilities
4. Spent Nuclear Fuel Services

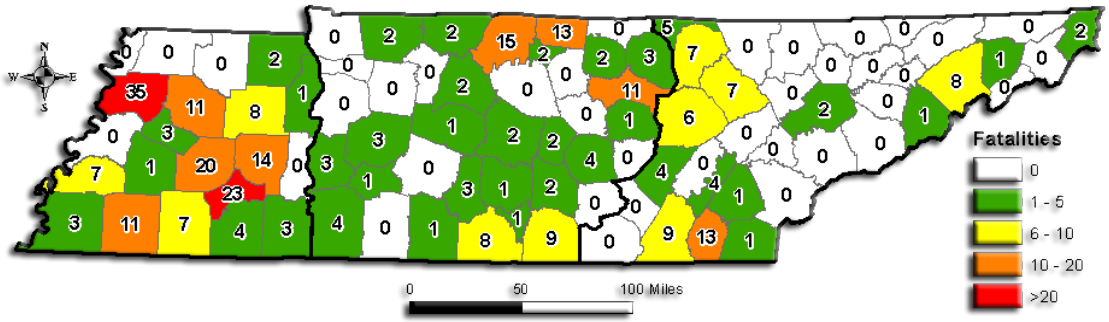
ATTACHMENT 3 - HAZARD IDENTIFICATION

TORNADO INCIDENCE/FATALITIES IN TENNESSEE

Number of Tornadoes (1950 – 2011)



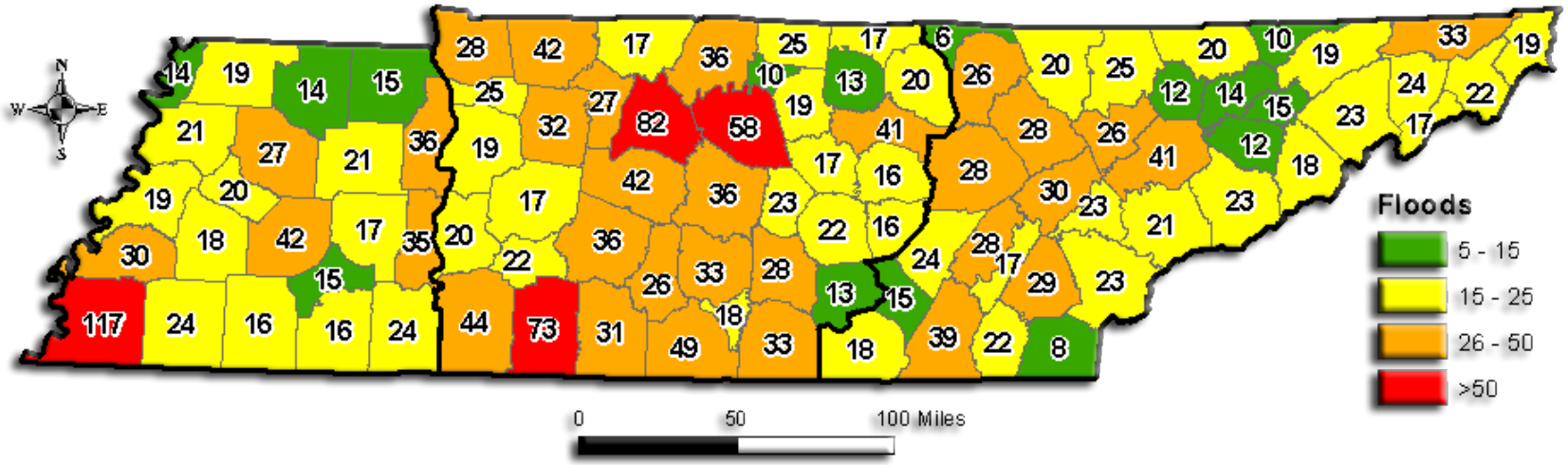
Tornado Fatalities (1916-2011)



National Climatic Data Center http://www.ncdc.noaa.gov/oa/about/systemsinfo.html

ATTACHMENT 4 - HAZARD IDENTIFICATION

MAJOR FLOODS

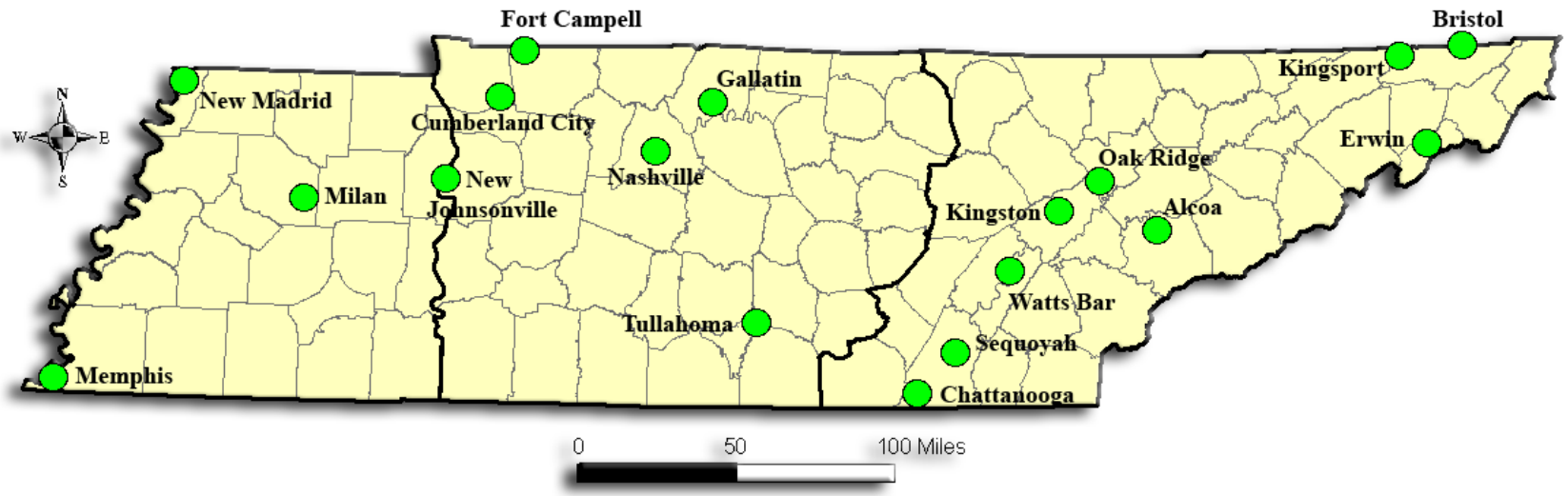


Note: The flood event totals are from the NCDC Storm events database, which ranges from 1993 to September 2011

National Climatic Data Center http://www.ncdc.noaa.gov/oa/about/systemsinfo.html

ATTACHMENT 5 - HAZARD IDENTIFICATION

TENNESSEE KEY INFRASTRUCTURE, ATTACK RISK CONGLOMERATES



DEFINITIONS / ACRONYMS

ARC

American Red Cross

ARES

Amateur Radio Emergency Services

AT&T

American Telephone & Telegraph

CCP

Casualty Collection Point

Civil Protection Guide (CPG)

Series of FEMA publications providing guidance to state and local emergency management organizations in preparing for emergencies/disasters

CUSEC

Central United States Earthquake Consortium

DAT

Damage Assessment Team

DFO

Disaster Field Office

DRC

Disaster Recovery Center

Direction and Control

The control and coordination group in an EOC.

Disaster

A disaster is an event, the effects of which cause loss of life, human suffering, property-damage, both public and private, and severe economic and social disruption. Disasters can be natural or manmade events, major accidents, or enemy attack. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstance as to require response by all levels of government - local, state, and federal.

Disaster Application Center (DAC)

A pre-selected area designed to provide information on a variety of disaster assistance programs as quickly and conveniently as possible to those adversely affected by a disaster.

Emergency

According to the Disaster Relief Act of 1974 (PL 93-288), the term *emergency* means, "any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and property, carry out public health and safety activities, or to avert or lessen the threat of a major disaster"

Emergency Alert System (EAS)

A network of broadcast stations and interconnecting facilities which have voluntarily agreed to operate in a controlled manner during war, state of peril or disaster, or other national emergency.

Emergency Management Plan

A document that provides instructions as to what steps should be taken to prepare for and respond to emergencies or the threat of emergencies. The plan describes these instructions based on a given set of circumstances and assumptions as to what the plan will accomplish.

Emergency Medical Services (EMS)

Ambulances and rescue units staffed by paramedics and emergency medical technicians who provide emergency medical treatment to victims in a pre-hospital environment (i.e., in the field).

Emergency Operations Center (EOC)

This is a facility from which key officials can direct and coordinate emergency response personnel.

Emergency Public Information (EPI)

Information that is disseminated before, during, and/or after an emergency; it instructs and transmits orders to the public via the news media.

Emergency Services Coordinator (ESC)

Person designated by each agency, tasked with the responsibility of providing expertise to the emergency management director, and empowered to act on the behalf of the agency in terms of allocating personnel, resources, etc., to emergencies.

EMP

Emergency Management Plan

EO

Executive Order

ESF

Emergency Support Function

EPA

U. S. Environmental Protection Agency

Evacuees, Spontaneous

Persons who leave an area in periods of emergency whether or not they are advised to do so.

Executive Group

The governing body of the local jurisdiction during an emergency.

FD

Fire Department

FEMA

Federal Emergency Management Agency

FNF

Fixed Nuclear Facility (Nuclear Power Plant)

Forward Command Post (FCP)

An assigned area which is set up to supervise on-site response as well as coordinating communications with the EOC

Hazard

A potential threat or circumstance which presents a threat to life and/or property

HAZMAT

Hazardous Materials

HMTUSA

Hazardous Materials Transportation Uniform Safety Act

High Hazard Areas

Areas designated by the federal government, or through a hazard analysis as relatively more likely to experience the direct effects of any given hazard.

I&FG

Individual and Family Grant Program

In-Place Shelter

The use of a person's house or building to shield him from the negative effects of the environment.

Integrated Emergency Management System (IEMS)

A concept that applies mitigation, preparedness, response, and recovery activities to all-hazards in a local/state/federal partnership

Local Planning Zone

Usually a fire district or other suitable planning district used to simplify planning efforts directed at preparing for local emergencies.

Major Disaster

According to the Disaster Relief Act of 1974 (PL 93-288), the term means, "any occurrence listed under "Emergency" which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act, above and beyond the emergency services by the federal government to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

MC

Mobilization Center

MHz

Megahertz

Mobile Reserve Unit (MRU)

An organization created for emergency management to provide support to local organizations when dispatched by the Governor to a stricken area.

NAWAS

National Warning System

NDMS

National Disaster Medical System

NOAA-NWS

National Oceanic and Atmospheric Administration, National Weather Service

OSC

On-Scene Commander

PD

Police Department

POA

Point of Arrival

Public Information Officer (PIO)

Person responsible for providing disaster information to the media and others in a disaster area

RACES

Radio Amateur Civil Emergency Services (Ham radio operators)

Radiological Officer (RO)

A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a state, county, or facility

Monitor

A person trained to detect, record, and report radiation exposures and exposure rates

Analyst

A person who has been trained to prepare monitored radiological data in analyzed form for use in the area served as well as by other levels of government to which reports of such data are sent. The analyst also evaluates the radiation decay patterns as a basis for estimates of future exposure rates and exposures associated with emergency operations.

Reception Area

A specified area which is relatively unlikely to experience the direct effects of a disaster and which is designated for the reception, care, and logistical support of the hazard evacuees.

REOC

Regional Emergency Operations Center

Resources

Manpower, raw or basic materials, finished goods and products, services and facilities

Primary Resources

Those which by their nature have a national or interstate use. These generally include interstate wholesale goods or manufacturers' inventories

Secondary Resources

Retail goods and intrastate wholesale goods necessary to meet essential needs within a single state

Resource List

A list maintained by the emergency management agency, of the resources (personnel, equipment, and supplies) in the county/state which can be used by the emergency services in response to local disasters/emergencies.

SARA

Superfund Amendments and Reauthorization Act

SBA

Small Business Administration

SCB

South Central Bell

SCO

State Coordinating Officer

Situation Report (SITREP)

Reports of damage assessment in a disaster area

SO

Sheriff's Office

SEOC

State Emergency Operations Center

Staging Area

Area specifically set aside for the marshaling and coordination of incoming resources.

Standard Operating Procedures (SOPs)

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

TARS

Tennessee Association of Rescue Squads

TCA

Tennessee Code Annotated (Tennessee state law)

TEMA

Tennessee Emergency Management Agency

TEMP

The Tennessee *Emergency Management Plan*, designed specifically for state-level response to emergencies or disasters and which sets forth actions to be taken by state and local governments, including those for implementing federal disaster assistance programs.

US&R

Urban Search and Rescue

VOAD

Volunteer Organizations Active in Disasters

Vulnerability (or Risk)

The degree to which people, property, the environment, or social and economic activities are susceptible to injury, damage, disruption, or loss of life.

AUTHORITIES AND REFERENCES

I. Authorities

A. Federal

1. *Public Law 93-288* as amended by PL 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, November 23, 1988.
2. Public Law 81-920 Federal Civil Defense Act of 1950, as amended.
3. CFR, Emergency Management and Assistance.
4. Public Law 92-367 National Dam Inspection Act of 1972.
5. USC, American Red Cross, January 5, 1905, as amended.
6. Public Law 81-774 Defense Production Act of 1950, as amended.
7. Public Law 95-124, Earthquake Hazards Reduction Act of 1977.
8. Public Law 95-313, Cooperative Forestry Assistance Act of 1978.
9. Public Law 96-510, Section 104(i), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund).
10. Presidential Executive Order 12148, "Federal Emergency Management," July 20, 1979.
11. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988.
12. Presidential Executive Order 12777, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants," October 18, 1991.

B. State

1. TCA 58-2-101 through 58-2-518, Civil Defense Act of 1951, as amended.
2. TCA 68-212-201 through 68-212-207, Hazardous Waste Management.
3. TCA 69-12-102, Safe Dams Act of 1973.

C. Local

1. Hamblen County Court unanimously approved the appointment of a Civil Defense Officer, January 8, 1962.
2. Resolution changes Civil Defense to Emergency Management Agency.

II. References

A. General

1. Federal
   a. Federal Response Plan for Public Law 93-288, as amended, April 1992.
   b. FEMA CPG 1-6, Disaster Operations, 1981.
   c. FEMA SLG-101, Guide for All Hazard Emergency Operations Planning, September 1996
   d. FEMA CPG 1-3, CCA General Program Guidance, August, 1992.
   e. Second U. S. Army, Military Support to Civil Authority Plan, 1985.
   f. Air Force, State and Regional Disaster Airlift (SARDA) Planning, August 31, 1987.

2. State

   a. Tennessee Hazardous Materials Program, 1992.

   b. Military Assistance to Civil Authorities (OPLAN TWO), Tennessee National Guard, October 1, 1990.

   c. Tennessee Emergency Management Plan, 2011

   d. Tennessee Hazard Mitigation Plan, 2010.

   e. Hazard Management in Tennessee, A Community Handbook, May 1991.

   f. Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Watts Bar Nuclear Plant, as amended

   g. Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Sequoyah Nuclear Plant, as amended

   h. Tennessee Multi-Jurisdictional Emergency Response Plan for the Department of Energy Oak Ridge Reservation, as amended.

3. Local

   a. City and County Standard Operating Procedures/Guidelines maintained by each department.

BASIC PLAN

I. Introduction

A. Purpose

This document establishes a comprehensive emergency plan for Hamblen County and its political subdivisions. This emergency management plan directs actions aimed at accomplishing four general goals: (1) to mitigate potential effects of various hazards that might impact the county, (2) to prepare to take actions which will save lives and minimize damage, (3) to respond rapidly to the needs of the citizens and local jurisdictions during emergencies, and (4) to provide for organized recovery to return the county and its communities to normal as soon as possible after disaster. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, terrorist attacks, and other major events that may impact Hamblen County.

B. Scope

This plan deals with emergency functions in Hamblen County, except those for which the state or federal government has primary responsibility (such as Hazardous Material Release from a Dept. of Energy Plant or TVA Nuclear Power Plant). County and local jurisdiction emergency functions include: fire and police services; emergency medical services; rescue; warning; communications; engineering; hazardous materials abatement; evacuation; emergency welfare services; emergency transportation services; and all other functions related to the protection of the civil population as defined by Tennessee Code Annotated (TCA 58-2-102). Additionally, responsibilities associated with the preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, energy emergencies and/or their threatened occurrence are addressed as required by TCA 58-2-101.

This plan also discusses potential problems resulting from natural disasters, enemy attack, and all technological incidents exclusive of those associated with nuclear power plants. Detailed plans for each of the nuclear facilities are maintained separately by the Tennessee Emergency Management Agency as required by the Nuclear Regulatory Commission and FEMA.

Specifically, this plan addresses two key areas:

1. The relationship between the emergency response organizations and related agencies in Hamblen County. These organizations include various departments and divisions of county government, local governments, the state and federal governments, and the private sector that provide services before or during disasters and/or that assist with recovery efforts.
2. Procedures to ensure that ongoing review and update of this plan and supporting procedures plans is performed and exercises that test this plan are carried out.

II. Situation and Assumptions

A. Situation

Hamblen County is in East Tennessee. There is one city in the county. The 2010 census indicated the county's population was 62,544. In the plan introduction, *hazard identification* describes the various hazards that may affect the county. Events that occur in Hamblen County may affect an adjoining county and vice versa.

B. Threat

Hamblen County's potential for disasters, whether natural, technological, or nuclear is increasing. Although the occurrence of natural disasters is fairly consistent, there are more people in the county to be affected by disasters. Other events, such as unlawful or careless actions of people, are a source of man-made disasters. International terrorism, racial or ethnic strife, and economic struggles cause conflict. Several countries have, or may have, the capability of waging a limited

nuclear war and, therefore, the possibility of a chemical, biological or nuclear attack on the United States is still present. Current knowledge and technology cannot eliminate these threats. However, the steps prescribed by this plan should reduce the dangers faced by the citizens of Hamblen County.

C. Planning Assumptions

1. Emergencies and disasters will occur in Hamblen County. Citizens of this county and its political subdivisions will be affected. In addition to hazards identified in the Hazard Analysis other hazards may occur in the future.
2. The full authority and resources of Hamblen County will be used to cope with the situation.
3. State and/or federal assistance will be available, when requested, for those situations which exceed the capabilities of county and municipal government.
4. The Hamblen County Emergency Management Plan (EMP) is the basis for emergency management actions in the county. It is invoked by the County Mayor when a county wide or other disaster occurs that requires employing nearly all of the county's resources and may require a presidential declaration of disaster.

III. Concept of Operations

A. General

1. Local government has the primary responsibility to prepare for emergencies and to take actions that protect life and property. If local government cannot adequately respond, the state is asked to assist. It is Tennessee's responsibility to deal with emergencies that exceed the capabilities of its political subdivisions. Similarly, the state requests help from the federal government to meet the needs imposed by emergencies beyond the state's capabilities to respond.
2. Emergency functions of the response organizations generally parallel daily functions. To the best extent possible, the same people and resources will be used in emergencies.
3. Daily functions which do not directly contribute to emergency operations may be suspended for the duration of the emergency. Personnel normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
4. An integrated emergency management plan is concerned with all hazardous situations which may develop within the state or county. This EMP is more than an operations plan in that it includes activities that occur before and after a disaster.
5. This plan does not contain a complete listing of all department or agency resources. Each organization will maintain an updated resource list and provide it to the county EMA and other agencies as needed. Local resource lists are maintained by EMA.

B. Phases of Management

1. <u>Mitigation</u>

   Mitigation activities are those which eliminate or reduce the probability of a disaster occurring, or lessen the damaging effects of those that do. Examples of mitigation activities include; adoption of stronger building codes, tax incentives, zoning and land use management, safety codes, conducting public education or hazard analysis. A Hazard Mitigation Plan for Hamblen County was created and approved by FEMA in 2017.

2. <u>Preparedness</u>

   Preparedness activities develop and improve response capabilities that are needed in an emergency. Planning and training are among the activities done in preparation for emergencies. Other examples include installation of warning and communications systems, development of evacuation plans and mutual aid agreements and conducting exercises.

3. Response

   Response provides emergency services during a crisis. These services speed recovery and reduce casualties and damage. Response activities include activation of warning systems, implementing plans, firefighting, rescue and law enforcement.

4. Recovery

   The process of recovery is both a short-term and long-term. Short-term recovery seeks to restore essential services to the county and provide for the individual needs of the public. Long-term recovery focuses on restoring the county as a whole to a near-normal state. Recovery is an opportunity to institute mitigation measures to alleviate the effects of future disasters. Examples of recovery activities include providing food and shelter, restoring utilities and government services, counseling, and providing damage/disaster insurance, loans, or grants. Mitigation during recovery includes better codes enforcement, better flood plain management, and improved infrastructure to better withstand the next natural disaster.

C. Execution

1. The central point of coordination for overall emergency operations is the Morristown-Hamblen Emergency Operations Center (EOC).
2. In an emergency there are two levels of control. The first level of control is at the scene of the incident, under the direction of the incident commander (IC). The second level is in the EOC, where overall coordination will be exercised.
3. The agency with jurisdiction responds to the scene. On-scene management falls under the local department best qualified to accomplish rescue, recovery, and control operations. The department's most qualified representative at the scene is the IC, who is responsible for the overall emergency operation. In the EOC, the specific department that assumes a lead coordination role is specified in annexes to this plan. If state assistance is requested, the TEMA provides an on-scene district coordinator whose job it is to coordinate the activities of state personnel with those of the local responders. State personnel do not assume control of a scene unless otherwise specified by current state or federal law, administrative practice, or policy.
4. The Hamblen County EMP shows the agencies, departments, and organizations which provide resources to support emergency response. This plan reflects all agencies which may be tasked to respond to such events.
5. All personnel involved in emergency response must know when and how the County EMP or various emergency support functions in the plan will be carried out. Guidance concerning the implementation of the plan is in the Direction and Control section of the Basic Plan.

IV. Organization and Responsibilities

A. General

Most local government departments have emergency functions. Each department will create and maintain operating procedures. Specific responsibilities are outlined below as well as in the ESF annexes that follow. Some organizations not part of local government are also included.

B. Organization

1. Geographically

   a. The Morristown-Hamblen Emergency Management Agency (MHEMA) is charged with the overall responsibility of coordinating the county's preparedness for and response to disasters. Its authority extends to the entire county. Except for those functions for which the state or federal governments are responsible, the Morristown-Hamblen EMA is responsible for the coordination of all other emergency functions as defined by state law.

b. For purposes of direction, administration, and response coordination the county is divided into ten regions generally corresponding to fire districts of the City of Morristown and the Hamblen County Volunteer Fire Departments.

c. The EMA Director is notified by 911 and responds to all major incidents occurring in the county. He provides coordination and other assistance and has the authority to request assistance from any agency within the county. This arrangement allows jurisdictional response agencies to perform emergency functions and still enables the EMA Director to more quickly identify needs and call for additional resources.

d. When the EMA Director finds that state assistance is needed, he contacts the State Watch Point (SEOC). The SEOC notifies the TEMA regional director, who then sends a district coordinator to the scene to coordinate state assistance to the county. All requests for state assistance are sent through the SEOC.

e. The County EMA is assisted during emergencies by Emergency Services Coordinators (ESCs). The ESCs represent key local departments, agencies, volunteer and private sector organizations, as well as some state agencies. Each ESC (or alternate) is available by phone or pager 24 hours/day, seven days per week to assist in emergencies involving his/her agency. The ESC is empowered to act for and on behalf of his agency or department, including the commitment of personnel and or resources. The ESCs are responsible for developing and implementing procedures associated with this plan.

C. Responsibilities

1. Common Responsibilities

All county departments and city governments have the following common responsibilities:

a. Disaster preparedness training.

b. Preparation of internal emergency plans, standard operating procedures/guidelines (SOPs/SOGs), and implementing instructions, with provisions for:

(1) Protection of departmental personnel.

(2) Alerting and warning personnel, determining and reporting readiness.

(3) Transmission of emergency information to Emergency Operations Centers.

(4) Establishment of lines of succession for key personnel.

(5) Maintaining a list of available resources within the agency as well as those of the private sector with which they customarily conduct business.

(6) Activating emergency direction and control within the specific agencies to carry out the agencies' emergency responsibilities to the citizens of the county.

c. If not assigned a specific task in this plan, provide support, within their respective capabilities, for emergency operations.

2. Specific agency responsibilities

a. Morristown-Hamblen Emergency Management Agency

(1) Coordinate all phases of emergency management and EOC operations.

(2) Emergency management planning

(3) Provide timely warning to appropriate officials of information predicting natural or man-made phenomena and attack that could threaten life and/or property.

(4) Radiological protection monitoring support.

(5) Compile and transmit damage reports to the SEOC to determine eligibility for state and federal disaster assistance and to support applications for public assistance under PL 93-288, as amended.

(6) Manage ESF 5 (sub function 1 and 3), ESF 6 (sub function 1), and ESF 14 (sub function 2).

(7) Coordinate shelter/evacuation/movement operations with Sheriff's Department / Morristown Police Department, Red Cross and Hamblen County Health Department

(8) Coordinate general supply and resource management with the County & City Finance Directors.

(9) Develop emergency preparedness training objectives to meet national standards. Provide guidance/assistance to all local agencies, city governments, and citizens

(10) Provide guidance & assistance to affected local governments in disaster response.

(11) Coordinate/Review disaster response and recovery actions by local agencies as required by this plan.

(12) Provide overall coordination of quasi-public and private agency disaster assistance.

(13) Maintain liaison with state and federal agencies.

(14) Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance.

b. Morristown-Hamblen Emergency Medical Service (EMS)

(1) Provide Emergency Medical Services to the community.

c. Hamblen County Board of Education

(1) Provide school buses for use in evacuations

(2) Provide school facilities for use as shelters.

(3) Conduct damage assessment of school facilities following a disaster.

d. Hamblen County Finance Director / City Finance Director

(1) Maintain financial records associated with disaster response.

(2) Manage cash donations received during disasters.

(3) Assist in Managing logistics operations during disasters

(4) Arrange for payment of vendors.

(5) Procure items/resources needed for emergency operations.

(6) Provide unassigned, non-emergency personnel to support emergency operations.

e. County / City Attorney's Offices

(1) Provide legal/technical advice to County / City Mayor.

f. County / City Building Inspectors

(1) Conduct building inspections following a disaster.

(2) Assist with Damage Assessment.

g. County Coroner / Medical Examiner

(1) Arrange for identification/removal of deceased victims following a disaster.

h. County Executive / Mayor / City Administrator

(1) Assist with direction and control in the EOC during emergency operations.

i. Hamblen County Sheriff's Department (HCSD)

(1) Conduct law enforcement operations in the county.

(2) Operate the county jail.

(3) Coordinate law enforcement activities with Morristown Police Department and THP.

(4) Coordinate search operations in the county.

(5) Coordinate evacuations in the county.

j. Electric Utility Systems

(1) Conduct damage assessment of utility systems following a disaster.

(2) Restore utility services to critical facilities and customers following a disaster.

k. Hamblen County Emergency Communications District (911)

(1) Coordinate the development of emergency communications systems in the county.

(2) Maintain a county 911 capability and alternate facility

(3) Help staff the EOC during periods of communications outage at 911.

(4) Provide overall direction and control of emergency communications systems

(5) Provide timely and accurate warning to city and county officials of natural or man-made hazards.

l. Morristown Fire Department (MFD) / Hamblen County Volunteer Fire Departments

(1) Perform fire service operations in jurisdiction.

(2) Provide first responder, hazardous materials response, and other operations.

(3) Manage ESF 4 (Morristown Fire Department)

m. Hazardous Materials Team (MFD)

(1) Perform hazardous materials response, containment, and mitigation activities.

n. Hamblen County Health Department

(1) Perform public health functions following a disaster.

(2) Provide assistance on health hazards associated with emergencies/disasters.

o. Hamblen County Local Emergency Planning Committee (LEPC)

(1) Maintain Records as Required by Federal and State Laws (e.g. SARA Title III)

(2) Assist EMA and County Mayor with planning for hazardous material incidents.

p. Morristown Police Department

(1) Provide law enforcement operations in the city.

(2) Coordinate law enforcement activities with Hamblen County Sheriff's Department and THP.

(3) Coordinate search operations in the city.

(4) Coordinate evacuations in the city.

q. Hamblen County Highway Department / Morristown Public Works Department

(1) Conduct damage assessment, and repair county roads and bridges after a disaster.

(2) Remove debris following a disaster.

(3) Provide assistance with building demolition activities.

(4) Provide containment support to hazardous materials response, **in the cold zone.**

(5) Provide logistical assistance to emergency operations.

(6) Provide technical support for debris removal operations following a disaster.

(7) Provide assistance with recovery and development issues following disasters.

r. Morristown Emergency Rescue Squad

(1) Provide specialized rescue services.

s. Water Works and Sewer Departments

(1) Conduct damage assessment and restoration of potable water system.

(2) Conduct damage assessment and restoration of sanitary wastewater system.

t. County Property Assessor

(1) Provide records for use in damage assessment activities following a disaster.

(2) With the County / City Building Inspectors, conduct post disaster damage assessment of county/city-owned buildings and property.

(3) Provide any available administrative personnel to assist in the EOC.

(4) Provide assistance with recovery and development issues following disasters.

u. Damage Assessment Team (DAT)

(1) Work with all county/city departments and officials to quickly identify scope of damage following a disaster using FEMA approved forms.

v. Morristown-Hamblen Solid Waste Authority

(1) Assist with management of debris removal after disasters.

w. Hamblen Co. Planning & Zoning Office / Morristown Planning Department

(1) Provide assistance to local communities with redevelopment issues.

(2) Recommend that floodplain management policies associated with the National Flood Insurance Program be implemented at the local level, and assist the County / City with implementation of said Program.

x. Hamblen Co./ Morristown GIS

(1) Provide mapping and GIS assistance in large events and emergencies.

y. Walters State Community College Main Campus

(1) Agreement for location for Points of Distribution (POD)

(2) Walters State Expo Center to be used as shelter and evacuation site

z. State Agencies

(1) Tennessee Department of Human Services

(a) Assist with operation of temporary emergency shelters.

(b) Perform damage assessment activities for individual families.

(2) Tennessee Department of Transportation

(a) Make passable and maintain state and U.S. highways and bridges after a disaster.

(b) Assist local road departments with damage assessment, traffic control, and other activities as required.

(3) Tennessee Division of Forestry

(a) Control wildland/brush fires with local fire departments (mutual aid).

(4) Tennessee Highway Patrol

(a) Perform law enforcement functions on state highways/property.

(b) Provide assistance to local law enforcement agencies when required.

(5) Tennessee Emergency Management Agency (TEMA)

(a) Provide assistance in resource requests from state and federal agencies.

(b) Provide assistance in damage assessment and recovery.

(6) Tennessee Division of Parks

(a) Provide assistance to local law enforcement agencies when required.

(7) Tennessee Department of Agriculture

(a) Provide assistance in resource requests related to food, animal care and housing, and infectious animal disease.

aa. Federal Agencies

(1) National Weather Service (NWS)

(a) Provide weather-warning support to the county.

(b) Make NOAA Weather Radio System available to EMA for use in warning residents of impending dangers (according to prearranged agreements).

(2) Department of Energy (DOE)

(a) Provide warning of any hazardous material release from any DOE facility on the Oak Ridge Reservation (ORR) and recommend protective actions.

(b) Provide warning of hazardous or radioactive material releases from DOE-managed shipments of nuclear materials to/from the ORR.

(3) Tennessee Valley Authority (TVA)

(a) Provide warning in the event of dam failure/ flooding.

(b) Provide warning in the event of failure / possible contamination from nuclear power plants.

bb. Private and Quasi-Governmental Agencies

(1) American Red Cross

(a) Manage and operate temporary emergency shelters during disasters.

(b) Perform damage assessment of shelters and homes following a disaster.

(c) Provide assistance to disaster victims.

(2) Amateur Radio Emergency Services (ARES)

(a) Provide communications support to local emergency operations.

(3) Volunteer Organizations Active in Disasters (VOAD)

(a) Provide assistance from volunteer organizations.

(b) Provide assistance to the county's Donations Coordination Team.

(c) Provide assistance with management of volunteers in larger incidents.

3. Assignment of Responsibilities by ESF

Some ESF's will have more than one (1) Lead Agency. It is understood that the Lead Agency will be the one in whose jurisdiction the emergency/disaster occurs. Following that determination, the other agency will immediately become a Support Agency.

a. ESF 1 - Transportation

(a) Lead Agencies - Hamblen County Highway Department
Morristown Public Works Department

(b) Support Agencies - Hamblen County Sheriff's Department
Morristown Police Department
Tennessee Department of Transportation

b. ESF 2 - Communications

(1) Communications Systems

(a) Lead Agency - Hamblen Co. Emergency Communications District (911)

(b) Support Agencies - Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Morristown-Hamblen Emergency Management Agency
Amateur Radio Emergency Services (ARES)
Morristown Public Works Department
Hamblen County Highway Department
Hamblen County Board of Education

(2) Warning

(a) Lead Agency - Hamblen Co. Emergency Communications District (911)

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Hamblen County Health Department
Hamblen County Highway Department
Hamblen County Board of Education
Tennessee Emergency Management Agency
Tennessee Highway Patrol
National Weather Service
Amateur Radio Emergency Services (ARES)

c. ESF 3 - Infrastructure

(1) Building Inspection and Condemnation

(a) Lead Agencies - County/City Building Inspectors

(b) Support Agencies - County Property Assessor

Damage Assessment Team
Morristown-Hamblen Emergency Management Agency
Hamblen County Highway Department
Morristown Public Works Department

(2) Route Clearance & Bridge Inspection

(a) Lead Agencies - Hamblen County Highway Department
Morristown Public Works Department

(b) Support Agencies - Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Tennessee Department of Transportation
Damage Assessment Team

(3) Debris Removal

(a) Lead Agencies - Hamblen County Highway Department
Morristown Public Works Department

(b) Support Agencies - Morristown/Hamblen County Landfill

(4) Water and Wastewater Systems

(a) Lead Agencies - Morristown Public Works Department

(b) Support Agency - All Utility Districts
Hamblen County Health Department

d. <u>ESF 4 - Firefighting</u>

(a) Lead Agencies - Morristown Fire Department
Hamblen County Volunteer Fire Departments

(b) Support Agencies Morristown-Hamblen Emergency Management Agency
Tennessee Division of Forestry

e. <u>ESF 5 - Information & Planning</u>

(1) Disaster Information

(a) Lead Agency - Morristown-Hamblen Emergency Management Agency

(b) Support Agencies - County/City Attorney's Office
All Local Agencies with Emergency Responsibilities

(2) Public Information

(a) Lead Agencies - County Mayor / City Mayor / City Administrator

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
National Weather Service
Hamblen Co. Emergency Communications District (911)

(3) Damage Assessment

(a) Lead Agencies - Morristown-Hamblen Emergency Management Agency

(b) Support Agencies - Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Property Assessor
County/City Building Inspectors
Damage Assessment Team
Hamblen County Health Department
All Utility Districts
American Red Cross
Hamblen Co. Legislative Body / Morristown City Council
Hamblen County Board of Education

f. ESF 6 - Human Services

(1) Shelter and Mass Care Operations

(a) Lead Agencies - Morristown-Hamblen Emergency Management Agency

(b) Support Agencies - American Red Cross
Hamblen Co. Health Department
Tennessee Department of Human Services
Hamblen County Board of Education
ARES

(2) Disaster Victim Services

(a) Lead Agency - American Red Cross

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
US Postal Service
ARES

g. ESF 7 - Resource Support

(1) Logistics

(a) Lead Agencies - City/County Finance Directors

(b) Support Agencies - Hamblen County Highway Department
Morristown Public Works Department
County Mayor / Mayor / City Administrator
Morristown-Hamblen Emergency Management Agency

(2) Resource Management

(a) Lead Agency - County Mayor / Mayor / City Administrator

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
County Finance Director / City Finance Director

(3) Staging Areas

(a) Lead Agency - Morristown-Hamblen Emergency Management Agency

(b) Support Agencies - Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Medical Service

Morristown Emergency Rescue Squad
Hamblen County Sheriff's Department
Morristown Police Department
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Board of Education

h. ESF 8 - Health & Medical Services

(1) Emergency Medical Services

(a) Lead Agency - Morristown-Hamblen Emergency Medical Service

(b) Support Agencies - Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown Emergency Rescue Squad
Law Enforcement Agencies
Morristown-Hamblen Emergency Management Agency
Hamblen County Coroner/Medical Examiner
American Red Cross
Hamblen Co. Emergency Communications District (911)

(2) Public Health

(a) Lead Agency - Hamblen County Health Department

(b) Support Agencies - Morristown-Hamblen Healthcare System
Water Works Utility Districts
Hamblen County Emergency Management Agency
American Red Cross
Hamblen County Highway Department
Morristown Public Works Department

(3) Crisis Intervention Support

(a) Lead Agencies - Hamblen County Sheriff's Office
Morristown Police Department

(b) Support Agencies - All Tasked Local Agencies

i. ESF 9 - Search & Rescue

(a) Lead Agency - Morristown Emergency Rescue Squad

(b) Support Agencies - Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Management Agency
Morristown-Hamblen Emergency Medical Service
Hamblen County Highway Department
Morristown Public Works Department
Hamblen Co. Emergency Communications District (911)

j. ESF 10 - Environmental Response

(a) Lead Agency - Morristown Fire Department

(b) Support Agencies - Hamblen County Volunteer Fire Departments
Hamblen County Sheriff's Department

Morristown Police Department
Morristown-Hamblen Emergency Management Agency
Morristown-Hamblen Emergency Medical Service
Hamblen County Local Emergency Planning Committee
Morristown Emergency Rescue Squad
Hamblen County Highway Department
Morristown Public Works Department

k. ESF 11 - Food

(a) Lead Agency - Hamblen County Board of Education

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
American Red Cross
Tennessee Department of Agriculture

l. ESF 12 - Energy

(a) Lead Agencies - All Electric Utility Districts

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
Natural Gas/Propane Distributors

m. ESF 13 - Law Enforcement

(1) Traffic Control

(a) Lead Agency - Hamblen County Sheriff's Department
Morristown Police Department

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
Hamblen County Highway Department
Morristown Public Works Department
Tennessee Highway Patrol

(2) Security/Crime Control

(a) Lead Agencies - Hamblen County Sheriff's Department
Morristown Police Department

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
Attorney General's Office
Tennessee Wildlife Resources Agency

(3) Institutions/Jails

(a) Lead Agency - Hamblen County Sheriff's Department

(b) Support Agencies - Morristown Police Department
Tennessee Highway Patrol
Tennessee Bureau of Investigation

(4) Evacuation/Movement

(a) Lead Agency - Hamblen County Sheriff's Department
Morristown Police Department

(b) Support Agencies - County Mayor / Mayor / City Administrator
Morristown-Hamblen Emergency Management Agency
Morristown Fire Department
Hamblen County Volunteer Fire Departments

Hamblen County Boards of Education
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad

n. ESF 14 - Donations/Volunteer Services

(1) Donations

(a) Lead Agency - City & County Finance Directors

(b) Support Agencies - County Mayor / City Mayor / City Administrator
Morristown-Hamblen Emergency Management Agency
Hamblen County Sheriff's Department
Morristown Police Department
Hamblen County Highway Department
Morristown Public Works Department
Tennessee Baptist Disaster Relief

(2) Volunteers

(a) Lead Agency - Morristown-Hamblen Emergency Management Agency

(b) Support Agencies - American Red Cross
Tennessee Emergency Management Agency
VOAD

o. ESF 15 - Recovery

(1) Assistance Programs

(a) Lead Agency - County Mayor / Mayor / City Administrator

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
American Red Cross
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Board of Education
Utility Districts
Hamblen County Property Assessor

(2) Recovery and Reconstruction

(a) Lead Agency - County Mayor / Mayor / City Administrator

(b) Support Agencies - Morristown-Hamblen Emergency Management Agency
Morristown City Council
Hamblen County Legislative Body
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Planning & Zoning Office
Morristown Planning Department

p. ESF 16 – Animal Care and Disease Management

(1) Companion Animals

(a) Lead Agency - Morristown-Hamblen County Humane Society

(b) Support Agencies - Hamblen County Ag Extension Office
American Red Cross
Morristown-Hamblen Emergency Management Agency

VOAD
Local Veterinarian Hospitals
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Health Department
Tennessee Wildlife Resource Agency (TWRA)
Tennessee Department of Agriculture

(2) Infectious Animal Disease

(a) Lead Agency - Hamblen County Ag Extension Service

(b) Support Agencies - Hamblen County Health Department
Local Veterinarians
Morristown-Hamblen Emergency Management Agency
Tennessee Department of Health
Tennessee Department of Agriculture
USDA

V. Direction and Control

A. County Mayor / Mayor

1. The Hamblen County Mayor and/or the Mayor of Morristown through the EMA Director will exercise direction and control of the emergencies in Hamblen County / Morristown. The personnel, facilities, and equipment for decision-making and the initiation of response activities are located in the EOC.

B. EMA Director

1. The EMA Director, who is appointed by the County Mayor and City Mayor, has the responsibility for coordinating the entire emergency management program in Hamblen County and Morristown. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. The Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C. Emergency Services Coordinators (ESCs)

1. ESCs have the authority and responsibility to respond to county/city emergencies that require the assistance or resources of their respective agencies. ESCs are responsible to ensure their agencies' emergency functions are carried out per this plan and other guidance from the Morristown-Hamblen EMA. Some agencies may be required to relocate to the EOC.
2. All ESCs will coordinate their activities with the EOC under the direction of the EMA Director.
3. Agencies with emergency responsibilities activate their own office and staffing systems as necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices. See the ESF Concept of Operations (ESF 0).
4. Specific persons and agencies are responsible to fulfill obligations as noted in the Basic Plan and its functional annexes. Each agency will be responsible for having its own standard operating procedures/guidelines or plans to be followed during emergency response operations.

D. EOC Location

1. The EOC is located in training room of the administration building of the Morristown Fire Department;421 W Louise Ave. The EMA Director may move EOC operations to an alternate site, with concurrence of the County Mayor / Mayor.

E. Line of Succession

1. In the absence of the EMA Director, direction and control authority is vested in the Deputy Director. One of these individuals should be available at all times. If both should be out of service at the same time a memorandum will designate the individual with acting authority.
2. Lines of Succession for the Chief Executive Officers of the City and County have been established by the respective entities. See Appendix 8.

F. Heads of Local Departments

1. This plan requires that the heads of all local departments and agencies with emergency preparedness responsibilities designate primary and alternate ESCs.
2. Department or Agency heads will remain responsible for their personnel and resources.
3. Lines of succession to the department heads are as specified in their respective SOPs/SOGs.

G. State and Federal Responders

1. State and/or federal officials will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment to the field.

H. Alert/Increased Readiness Periods/Levels of Local Operation

1. If warning of an impending emergency is received, local agencies must begin precautionary measures to mitigate the anticipated effects. However, disasters are often not preceded by a warning. All levels of government must be ready to react immediately. There are five levels of local emergency activation:

   a. <u>Level 5</u>

      This level is normal, day-to-day operations.

   b. <u>Level 4</u>

      This level is assumed when there is a likelihood of an emergency, such as when severe weather watches are issued. Response and other agencies are notified of the developing situation. Emergency public information may be issued.

   c. <u>Level 3</u>

      This level occurs as the situation continues to deteriorate. Precautionary call out of key personnel is done as directed by the EMA Director. Partial activation of key centers of operations may occur. Emergency Public Information (EPI) is issued.

   d. <u>Level 2</u>

      This level is reached if the emergency has actually occurred. The event is serious and county wide. During this phase EMA staff notifications are made, appropriate state and local government/agency notifications are made, EPI is broadcast, and the County Mayor may elect to implement the local EMP. EMA and EOC staff report to the EOC. Certain ESCs are tasked to respond to the EOC, and field personnel are deployed. Limited state assistance may be required.

   e. <u>Level 1</u>

      This is level for truly catastrophic events. All County and City assets are activated. All state agencies are activated. Large-scale federal assistance may be required. County EMP is implemented.

2. In addition to local levels of activation, there has also been an alert system set up by the federal government through the Office of Homeland Security. See Appendix 7.
3. Specific actions for individual organizations and/or departments for each of these levels are provided in their respective SOPs/SOGs and implementing procedures.

I. Legislative Liaison Affairs

1. The County Mayor and City Mayor will keep the jurisdiction's state and local legislative officials advised as to the status of the event in their respective districts. The County Mayor and City Mayor will keep each other updated on the briefings and recommendations of the County Legislative Body and City Council.

VI. Continuity of Government

A. Emergencies/Disasters are rarely of sufficient magnitude to require changes in the governmental structure. Relocating to a structurally sound facility may provide continuity of operations. The size and type of threat or disaster being confronted will dictate whether or not key officials move to other locations.

B. Succession of local government officials will follow lines of succession as prescribed in the state constitution, state law, and local ordinances.

C. Operating Locations - County/City government will continue to occupy current facilities unless they are unusable. Each agency will maintain plans for relocation of critical operations in such cases. EOC staff relocation is detailed in Appendix 2, Emergency Operations Center.

D. Preservation of Records - To provide normal government services after a disaster, vital records must be protected. Each local agency will ensure the safety of essential records. Examples of essential records include:

1. Records protecting the rights and interests of individuals, such as vital statistics, land and tax records, license registers, articles of incorporation, and permits.
2. Records relating to emergency operations, such as utility system maps, locations of emergency supplies and equipment, emergency operating procedures, lines of succession, and personnel lists.
3. Records required to re-establish normal governmental functions such as constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

VII. Administration and Logistics

A. Emergency Authority

Authorities for this plan are contained in Part I, Introduction, to this plan.

B. Agreements and Understandings

Should local resources prove to be inadequate during an emergency, local jurisdictions will ask for assistance from other local governments, higher levels of government, and other agencies per existing or emergency-negotiated mutual-aid agreements, and state law. All agreements will be entered into by authorized officials and will be in writing.

C. Administration

1. Existing forms, reports, and procedures will be used. All records subject to review of actions taken will be retained for at least three years or longer as required by law or ordnance.
2. Local agencies occupying the EOC will maintain their own records and administrative forms. Standard forms used in the EOC (i.e., message and activity logs) will be provided by the EMA.
3. Reimbursement for expenditures will follow established local administrative procedures.

D. Plan Development and Maintenance

1. <u>The Morristown-Hamblen EMA will:</u>
   a. Develop and maintain the Morristown-Hamblen Emergency Management Plan.

b. Ensure the local EMP is current by having amendments and changes prepared, coordinated, and issued as necessary.

c. Annually review the local EMP to ensure that it reflects current policy and technology.

d. Maintain stocks of the local EMP and amendments along with distribution lists to assure all plan recipients are properly serviced.

e. Review, approve, or disapprove requests for material to be included in the local EMP.

f. Ensure all material prepared to insert in the local EMP adheres to established guidelines.

g. Prescribe format, review procedures, and submission dates for all local emergency management and supporting plans and operating procedures.

h. Task local agencies to prepare supporting annexes and documentation for the local EMP.

2. Local Agencies

a. Those agencies in local government that have emergency-oriented missions or support roles are required to provide an emergency response capability 24-hours-a-day, seven days a week. Each agency will:

(1) Prepare directives and operating procedures in support of this EMP and provide the Morristown-Hamblen EMA with one copy of each for reference.

(2) Annually review published directives and their respective portions of the local EMP to assure that commitments can be filled and resources provided. Each agency must provide the Morristown-Hamblen EMA with a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports this EMP on or before October 1 each year.

3. Municipal Government will:

a. Prepare plans and directives in support of this plan as it relates to their jurisdiction.

b. Submit one copy of all supporting plans/documents to EMA for review and approval.

E. Plan Implementation

1. This plan (or its components) can be implemented in several ways:

a. By direction of the County Mayor/City Mayor or the Morristown-Hamblen EMA Director.

b. As a result of the occurrence of a disaster or an emergency.

c. By requests for assistance from local governments when disasters exceed their capabilities and/or resources.

d. As a response to increased international tensions or the threat of enemy attack.

e. Specific annexes may be activated by the Lead Agency of that annex, with the concurrence of the County Mayor/City Mayor.

F. Primary and Support Responsibilities

1. Primary and Support

Primary and support responsibilities for various emergency functions are assigned to departments and agencies of local government, and to organizations in the state government or private sector. Each department, agency, or organization is either a lead agency or a supporting agency in an ESF. Assignments are based on common functions needed in most large emergencies. The lead agency performs most of the planning and mitigation efforts for that ESF. Many of the agencies with primary responsibilities are included as part of the EOC staff for direction and control. Other supporting agencies will work in locations outside the EOC. Other agencies will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of government during an emergency, or those

necessary to deal effectively with the given set of circumstances of any emergency, will staff and augment the EOC.

2. Responsibility

   a. This plan is binding on all local government agencies authorized or directed to conduct emergency management activities.

   b. The EMA Director's authority under this plan is extensive. As the disaster coordinator, he coordinates the activities of all local organizations as they relate to emergency management. Each local agency that has an emergency-oriented mission will:

      (1) Assign personnel as directed to augment EOC operations when implemented.

      (2) Maintain and operate a 24-hour response capability in the department or agency facilities when this plan is activated addition to any staff operating from the EOC.

      (3) Participate in exercises when scheduled by the EMA Director.

      (4) Prepare plans and supporting documents that set forth policies and provisions for carrying out the agency's emergency responsibilities.

      (5) Conduct training essential to implementation of assigned functions.

      (6) Conduct an annual review to update the supporting documentation and operating procedures and advise the EMA Director of modifications required.

   c. Each department or agency of local government having a primary or support role will prepare and maintain standard operating procedures/guidelines (SOPs/SOGs) describing how functions will be accomplished. Subordinate divisions of these agencies will also furnish copies of their SOPs/SOGs to their parent department for inclusion in the department's supporting plan.

   d. Several state and federal agencies are delegated responsibilities within this plan. These agencies provide services to local government on a daily basis regardless of whether or not a major disaster declaration exists.

G. Logistics

1. Local Agencies

   Local agencies are responsible for their own vehicles.

2. Local Resources

   ESCs responding to a disaster will apply resources available to them as directed by the EMA Director through the authority of the County Mayor/Mayor.

3. Morristown-Hamblen EMA

   The EMA Director or the Deputy Director in charge of a disaster response will coordinate with County/City Finance Director and Purchasing Agent to procure and coordinate the use of personnel, materials, equipment, and supplies.

BASIC PLAN
APPENDICES

Appendix 1 Emergency Operations Center
- Tab A EOC Diagram, Layout, and Flowchart
- Tab B Alternate EOC Diagram
- Tab C County Operational Areas
- Tab D Location of EOC and Alternate EOC

Appendix 2 Emergency Services Coordinator Program
- Tab A List of ESC Agencies

Appendix 3 Training and Education

Appendix 4 Summary of Tennessee Civil Defense Act

Appendix 5 Resolutions of the County Legislative Body Concerning Emergency Management

Appendix 6 Summary of Agreements and Memoranda of Understanding

Appendix 7 Homeland Security Alert System

Appendix 8 Lines of Succession

APPENDIX 1 TO THE BASIC PLAN
EMERGENCY OPERATIONS CENTER

I. INTRODUCTION

A. Purpose

The purpose of the Emergency Operations Center (EOC) is to provide a central location where local emergency management functions can be coordinated. This includes routine activities as well as those associated with emergency response and recovery activities.

B. Scope

Emergency management response for the county is coordinated from the EOC.

II. POLICIES

A. To ensure control and coordination of local resources during emergencies, access to the EOC will be controlled. The EOC congregates the local emergency management staff, the Emergency Services Coordinators and support personnel from all local agencies tasked with emergency responsibilities. Additionally, National Guard, private sector, state and federal relief agencies may also operate from the EOC during significant disasters.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. County-wide disasters or other significant emergencies will cause the EOC to be activated.
2. There are many regional, state, national, and international disasters that may require emergency management activities be coordinated across the county. The EOC best provides a central point of coordination for all emergency management activities.

B. Planning Assumptions

1. Disasters will occur that require the activation of the EOC. Activation may be needed without advance notice.
2. Coordination of response activities and resources is essential to effective disaster response.

IV. CONCEPT OF OPERATIONS

A. General

1. The EOC is the central location of emergency management activities within the county during times of emergency. When activated, it will be staffed around the clock by key decision-makers.
2. Primary and Alternate Emergency Operations Centers
   a. <u>Primary EOC</u> The primary EOC is located in the administration building of the Morristown Fire Department.
   b. <u>Alternate EOC</u> The alternate EOC is the City of Morristown's Mobile Command Unit or Station 5 of the Morristown Fire Department.
   c. <u>Primary EOC Operations</u>
      (a) When an emergency or disaster occurs, the EMA is notified by radio or telephone. The event is logged by date and time.

(b) The EMA Director will notify key personnel of the situation and report to the EOC. The EMA Director will brief the County Mayor, City Mayor, and other department heads as appropriate.

(c) The EOC (or the county's primary warning point) relays pertinent data to adjacent counties' emergency response agencies.

(d) If the situation warrants, local agency ESCs having responsibilities associated with the particular disaster, are notified to report to the EOC or to the scene of the emergency, as required.

(e) From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the local level are channeled to the State Regional EOC and the appropriate ESCs for disposition as provided by ESF/individual agency SOPs/SOGs. This continues until the situation is resolved.

(f) If the situation warrants, the EMA Director will request assistance from a neighboring county or the Tennessee Emergency Management Agency. In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.

(g) News releases and emergency public information is prepared and disseminated from the EOC or the Joint Information Center (JIC) via the EMA Director, County Mayor, or City Mayor.

(h) The EMA Director insures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

(i) When the emergency ends, EOC staff members conduct follow-up activities with respect to after-action reports, response evaluation, conducting debriefings, compiling reports and logs.

B. Organization and Responsibilities

1. EMA Director

The Director of the Morristown-Hamblen Emergency Management Agency is the executive head of the agency and is responsible for coordinating all emergency management activities throughout the county. He will:

a. Advise elected officials, departments, and agencies of local government and other non-governmental relief agencies with respect to the magnitude and effects of the emergencies that affect Hamblen County. Orient and train the emergency staff, and periodically conduct exercises.

b. Coordinate local emergency operations with TEMA and local emergency management offices in the counties that border Hamblen County.

c. Develop and maintain local emergency staffing capabilities.

d. Develop and maintain appropriate emergency public information, communications and warning capabilities.

d. Develop and maintain the County EM Plan, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise them.

2. Deputy Director

a. The Deputy Director is the successor to the Director.

3. Emergency Services Coordinators (ESCs)

a. The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Appendix 3.

4. Public Information

a. The Morristown-Hamblen EMA Director or the County Mayor or City Mayor will designate an individual to act as the Public Information Officer.

5. Support Requirements

a. Reports and Records

(1) Messages

(a) The EMA Director will establish procedures for handling messages.

(2) Event Logs

(a) A record of major events will be kept by each ESC.

(3) Daily Operations Log

(a) A log of all major events, decisions made, and actions taken, is maintained by the EMA or EOC staff.

(4) Security Log

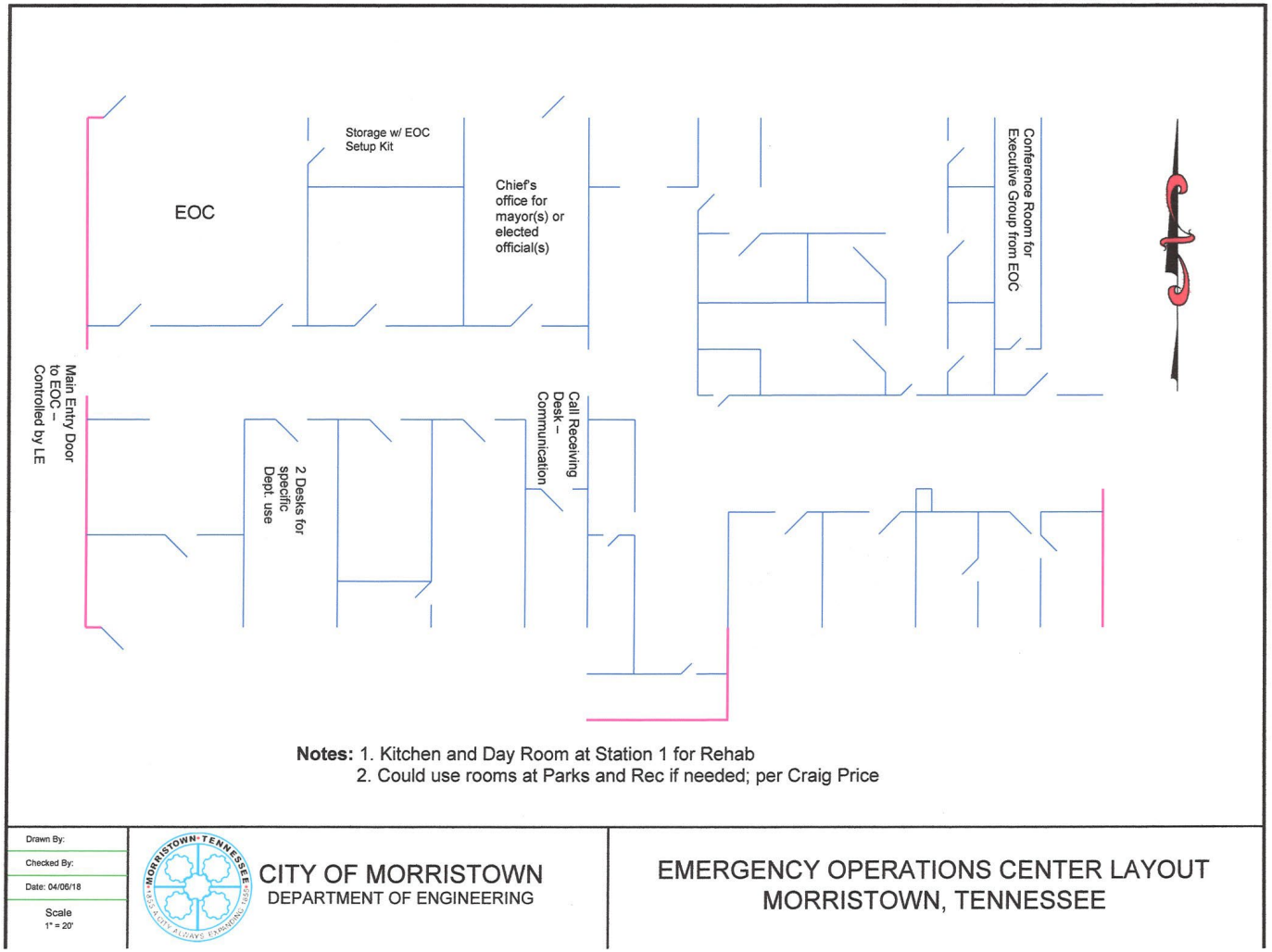
(a) A record of all persons entering and leaving the EOC is maintained.

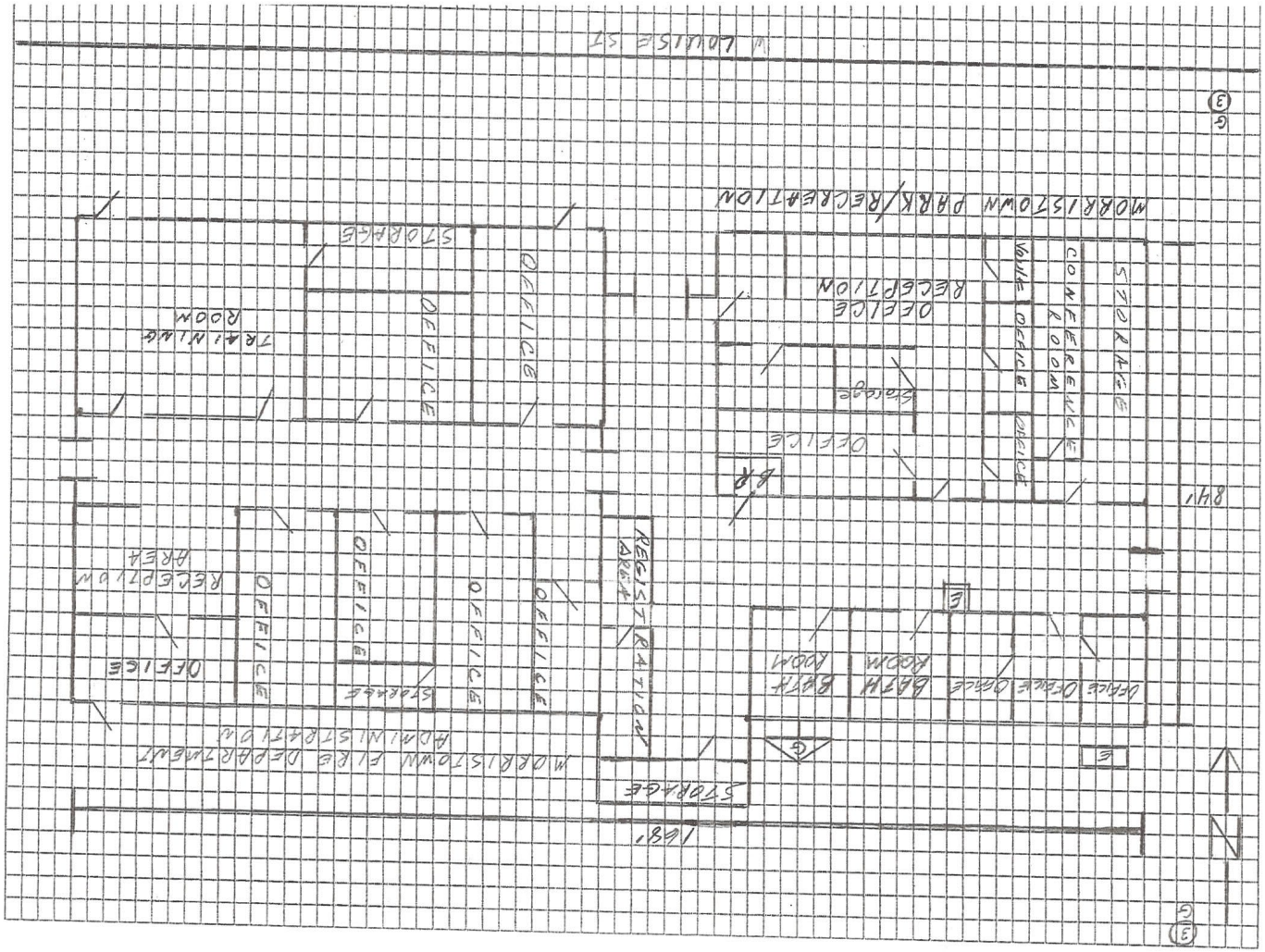
b. Security

(1) All EMA staff and ESCs are personally known to each other and have authorized access to the EOC during routine operations.

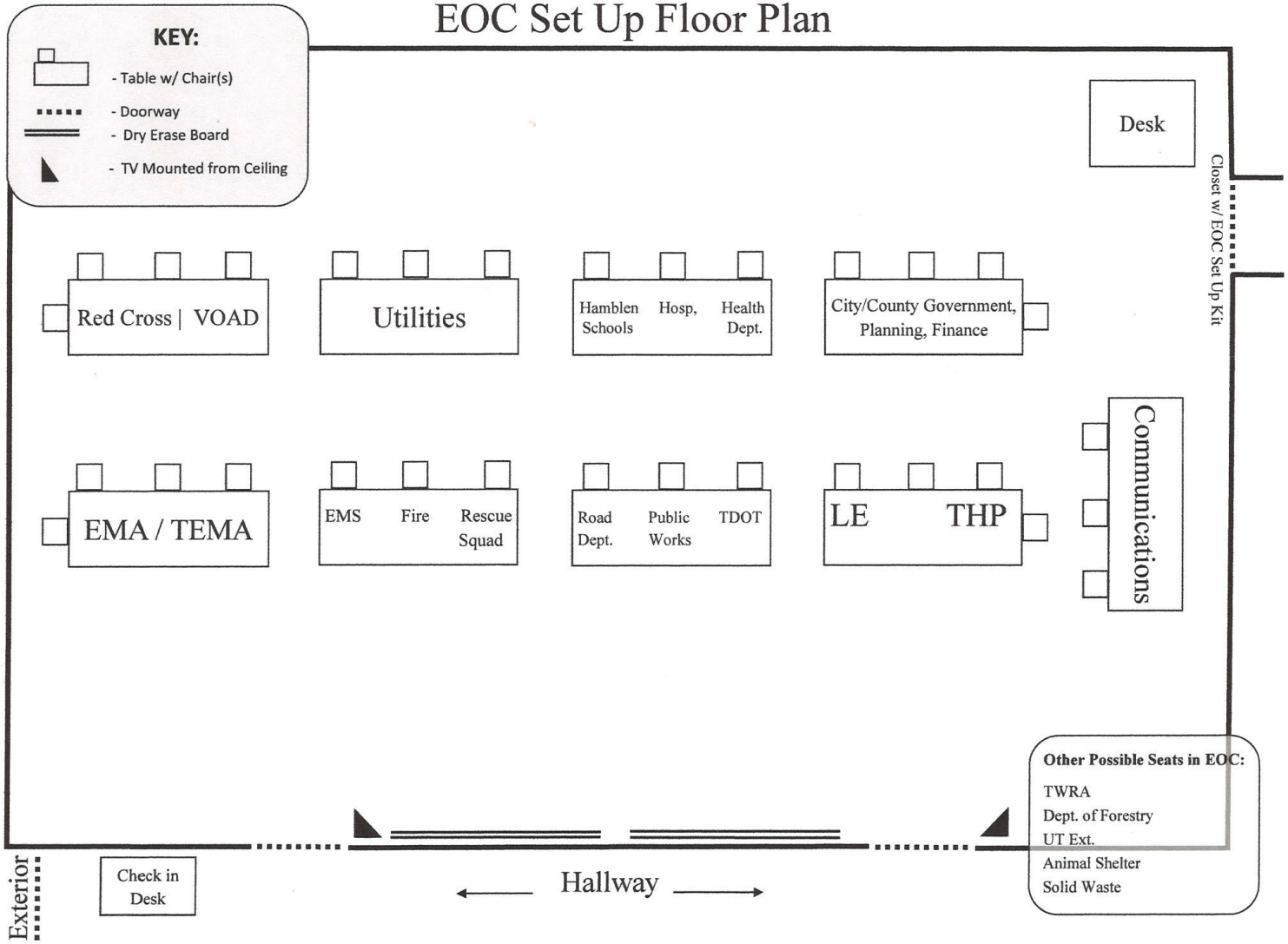
(2) During emergency operations, the Morristown-Hamblen Emergency Management Agency will station an officer at the entrance to secure the facility to authorized personnel only.

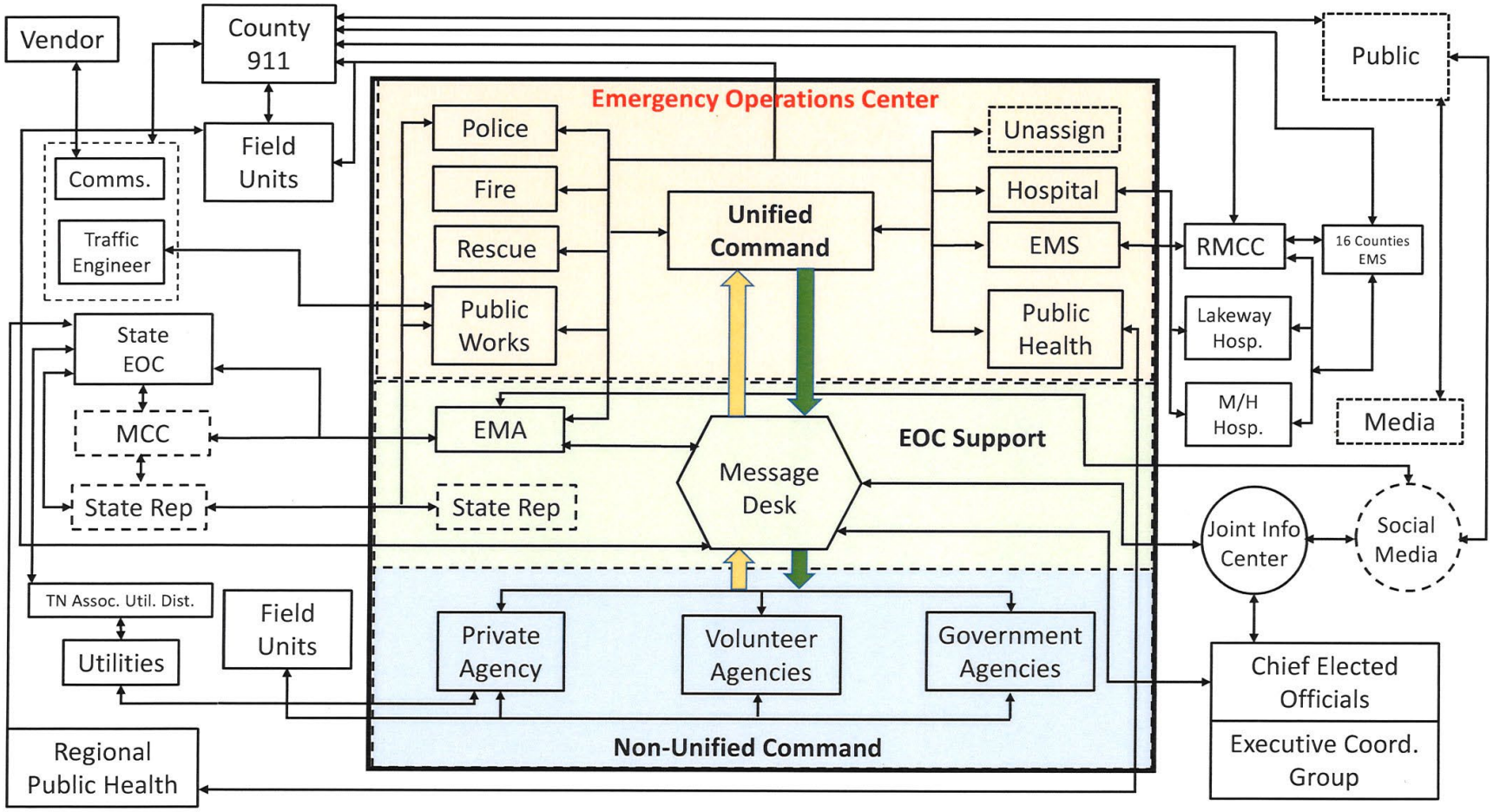
TAB A TO APPENDIX 1 TO THE BASIC PLAN
Morristown-Hamblen Emergency Management Agency
Emergency Operations Center
Morristown Fire Department Administrative Building
Room Layout, EOC Layout, EOC Flowchart




W LOUISIA ST
MORRISTOWN PARK/RECREATION
STORAGE
CONFERENCE ROOM
VOLUME OFFICE
OFFICE
RECEPTION
Storage
OFFICE
BR
84'
OFFICE
Office
Office
BATH ROOM
BATH ROOM
REGISTRATION AREA
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
Storage
RECEPTION AREA
OFFICE
MORRISTOWN FIRE DEPARTMENT ADMINISTRATION
STORAGE
OFFICE
TRAINING ROOM
STORAGE
168'

EOC Set Up Floor Plan




Vendor
County 911
Public
Emergency Operations Center
Police
Fire
Rescue
Public Works
Unassign
Hospital
EMS
Public Health
Unified Command
Field Units
Comms.
Traffic Engineer
RMCC
16 Counties EMS
Lakeway Hosp.
M/H Hosp.
Media
State EOC
MCC
State Rep
EMA
State Rep
Message Desk
EOC Support
Joint Info Center
Social Media
TN Assoc. Util. Dist.
Utilities
Field Units
Private Agency
Volunteer Agencies
Government Agencies
Non-Unified Command
Chief Elected Officials
Executive Coord. Group
Regional Public Health

TAB B TO APPENDIX 1 TO THE BASIC PLAN

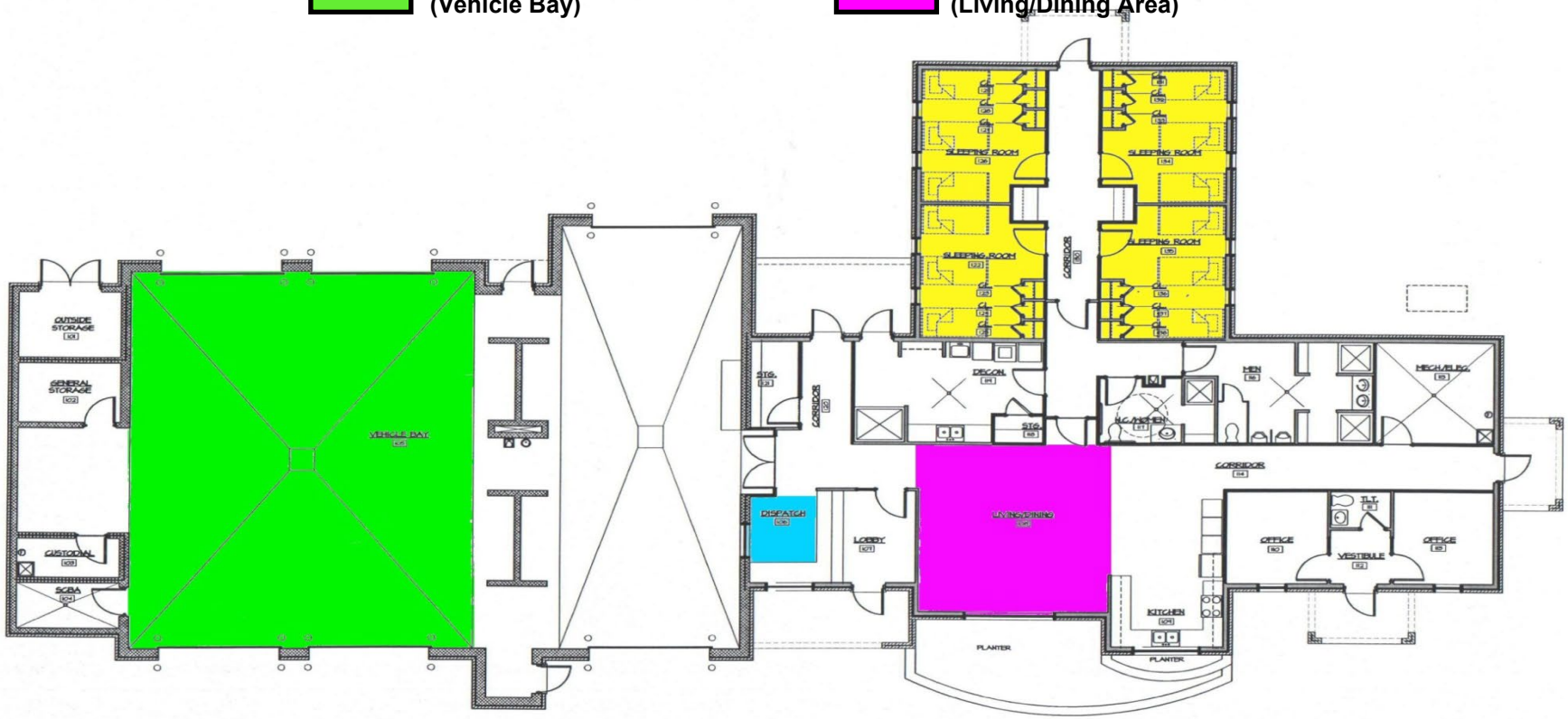
Morristown-Hamblen Emergency Management Agency
Alternate Emergency Operations Center
Morristown Fire Department # 5

Sleeping Quarters (Sleeping Rooms)

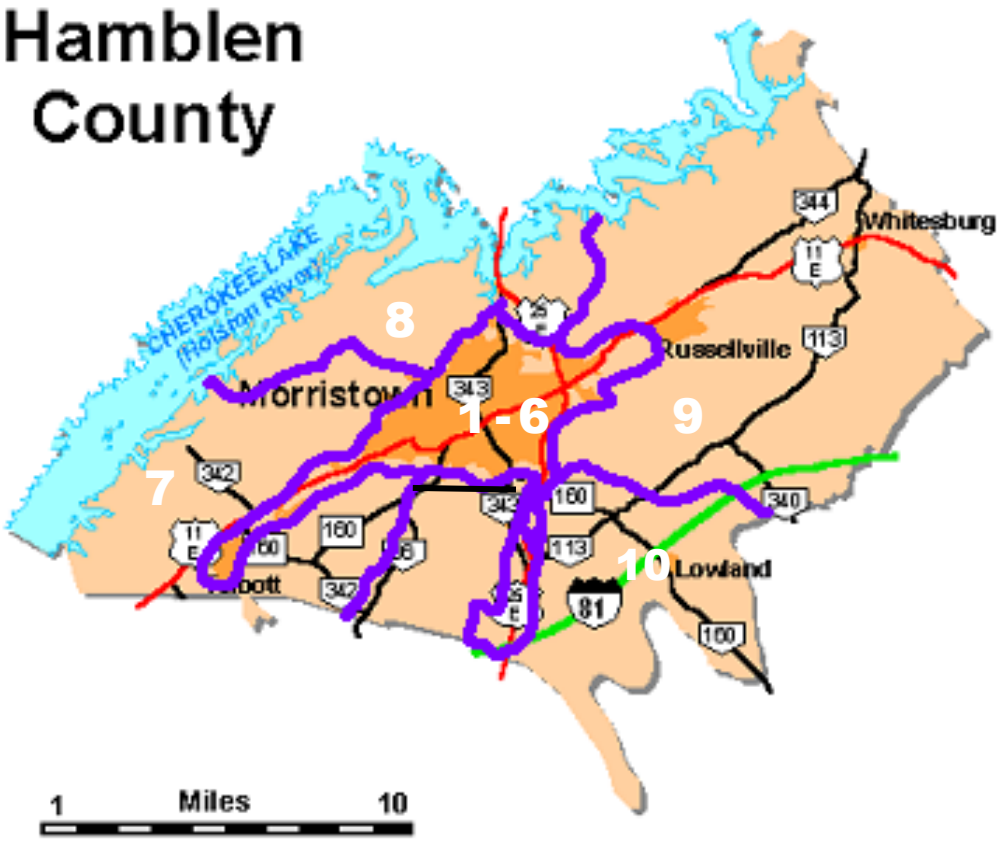
Communications (Dispatch)

Briefing and Overflow (Vehicle Bay)

Main Operations Center (Living/Dining Area)



TAB C TO APPENDIX 1 TO THE BASIC PLAN
COUNTY OPERATIONAL AREAS



1-6) Morristown (Six divisions corresponding to the primary response regions of the four stations)

7) West Hamblen County

8) North Hamblen County

9) East Hamblen County

10) South Hamblen County

TAB D TO APPENDIX 1 TO THE BASIC PLAN
EOC AND ALTERNATE EOC LOCATION

1. The Primary EOC is located in Administrative building of the Morristown Fire Department; 421 W Louise Ave, Morristown.

2. The Alternate EOC is the City of Morristown's Mobile Command Unit or Morristown fire Department station 5.

APPENDIX 2 TO THE BASIC PLAN
EMERGENCY SERVICES COORDINATOR PROGRAM

I. Purpose

The Emergency Services Coordinator (ESC) program provides the EMA Director with an immediate source of expertise from local agencies to cope with disasters and emergencies. In addition to representation, each local department or agency is required to provide the County EMA with personnel, equipment, facilities, or materials needed for disaster response and recovery.

II. Scope

The ESC program encompasses all agencies, departments, divisions, and bureaus that have an emergency mission or a role in recovery. Agencies listed in Tab A to this appendix are required to provide ESCs to the Morristown-Hamblen EMA. Other agencies and departments may participate at their discretion. ESC program functions also include research, plan development, communications tests, and exercises.

III. Program Elements

A. Department heads and agency executives must ensure that their departments, and agencies under their jurisdiction, promptly respond and fully execute their duties in accordance with this plan. To fulfill this responsibility, each department listed in Tab A will:

1. Provide a primary and alternate ESC to represent their department or agency.
2. Ensure ESCs are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.
3. Provide the EMA Director with the names of the primary and alternate ESCs, the office they represent, home addresses, office, cell, and residence phone numbers.
4. Ensure that the ESC on-call can respond within 30 minutes to the EOC. Provide phones and access to vehicles to carry out ESC duties.
5. Prepare a directive that establishes a departmental ESC program that details the use of government vehicles, radios, cell phones, periods of on-call duty, and provisions for notifying the EMA Director of schedules and changes.
6. Ensure that plans are developed to carry on agency functions and provide suitable space for personnel, equipment, and essential records during disasters. Agencies scheduled to work in the EOC will address the movement of personnel, equipment, and records.

IV. Concept of Operations

A. The EOC is capable of accommodating the full complement of ESCs and providing them with workspace, telephone capabilities, and access to radio communications.

B. Whenever a disaster or emergency threatens or occurs, the EMA Director will determine if any ESCs are to be called in to provide assistance. The EMA Director will assess the situation, bearing in mind that the use and employment of ESCs and their resources must be compatible with the primary responsibility of the agency concerned, and coordinate which, if any, ESCs are to be called.

C. The EMA Director or Deputy Director will notify ESCs of their recall.

1. Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the EMA Director or instructed to report to the scene and be briefed over the telephone or radio enroute.
2. ESCs, once committed, will remain committed through the recovery phase unless relieved by the EMA Director or their appointing authority.

V. Implementation

A. The EMA Director is responsible for implementing the ESC program. He will:

1. Coordinate this appendix with affected and interested agencies
2. Establish logs or call sheets to record ESC name, address, and telephone numbers, including rosters to confirm who is on call.
3. Conduct no-notice exercises or calls to ensure that the system is working. Failure to call back within 30 minutes is unsatisfactory.
4. Maintain the ESC program in a current, ready-to-use status.

TAB A TO APPENDIX 2, BASIC PLAN
LIST OF AGENCIES REQUIRING EMERGENCY SERVICES COORDINATORS

American Red Cross - Hamblen County Chapter
Appalachian electric
ARES
County Mayor / Mayor / City Administrator
Hamblen County Agriculture Extension Service
Hamblen County Board of Education
Holston Electric
Hamblen County Emergency Communications District (E-911)
Hamblen County Health Department
Hamblen County Highway Department
Hamblen County Planning Office
Hamblen County Sheriff's Department
Hamblen County Solid Waste
Hamblen County Volunteer Fire Department Representative
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Morristown Fire Department
Morristown Hamblen GIS
Morristown-Hamblen Hospital
Morristown Hamblen Humane Society
Morristown Planning & Zoning Department
Morristown Police Department
Morristown Public Works Department
Morristown Utilities
Nolichucky Baptist Disaster Relief
Tennessee Department of Transportation – Hamblen County Office
Tennessee Division of Forestry
Walters State Community College Public Safety Division

APPENDIX 3 TO THE BASIC PLAN
TRAINING AND EDUCATION

I. Introduction

A. Purpose

This appendix provides for emergency preparedness and operations training to emergency management staff and emergency services personnel. The citizens of Hamblen County will be given information concerning survival techniques before and during a disaster.

B. Scope

This appendix covers general emergency management training and exercises in the county for emergency services personnel and the general public. The lead agency is responsible to provide training for specific technical functions (i.e., radiological monitoring, hazardous materials, etc.).

II. Situation and Assumptions

A. Situation

1. It is prudent to develop and implement a comprehensive training and education program to assist local emergency response personnel in carrying out their emergency functions. Additionally, a program to educate the citizens of the county on how to better protect themselves prior to, during, and following any emergency or disaster will be undertaken. The problems created by a disaster may be compounded by deficient training of emergency response personnel, and citizens may be injured or killed as a result of a lack of education regarding appropriate actions to take when faced with an emergency situation.
2. Successful implementation of this plan, supporting plans, and supporting procedures requires trained and knowledgeable personnel who are capable of executing their assigned tasks during any emergency situation. Achieving this level of competency requires ongoing training.

B. Planning Assumptions

1. Training programs that encompass specialized skills and are completed on a regular and recurring basis will generate the abilities necessary to carry out effective response and recovery operations.
2. Giving educational materials to members of the general public will result in citizens being more prepared to handle emergency situations they might encounter and will result in fewer casualties when an emergency occurs.

III. Policies

A. The primary responsibility for training of local emergency personnel and citizens rests with local government, supported by the local Emergency Management Agency. The state, through TEMA, will provide active assistance in the presentation of special seminars, formal training courses, aid and advice in the development of local exercises, and supply training materials to support local training requirements.

IV. Concept of Operations

A. Training

1. The initial phase of training consists of qualifying the local emergency service staff in disaster operations within the county. This training will be evaluated at the local level to ensure

acceptable performance. TEMA provides courses geared toward the development of an effective local emergency management program.

2. Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by local emergency services personnel.
3. Specific training programs have been and can be developed to support specific threats that affect the county.
4. The federal government, through FEMA, provides specialized training and courses for those who instruct at the state and local level. These classes may be requested from TEMA.

B. Exercises

1. The Tennessee Emergency Management Agency conducts several exercises each year to support response requirements to Nuclear Power Plants, Oak Ridge Reservation facilities, the earthquake threat, the threat of severe weather, and a wide variety of other situations. These exercises occur at the discretion of the TEMA Director and may include any or all of the state and local emergency response organizations, as well as certain portions of the private sector (including the media). Additionally, periodic regional exercises are held at the discretion of the Regional Directors.
2. Local exercises are held at the discretion of the local Emergency Management Director, either to support a local emergency response capability or in conjunction with an ongoing state or regional exercise. TEMA provides developmental and evaluative assistance to local governments during exercises when requested.

C. Public Education

1. Each year the Morristown-Hamblen EMA sponsors several seminars and educational programs for the general public. These include the Tennessee Severe Weather Awareness Weeks, as well as the distribution of educational materials concerning specific threats.
2. TEMA District Coordinators or Planning Staff provide information on emergency preparedness to civic groups, schools, and similar organizations upon request.

D. Organization and Responsibilities

1. TEMA is responsible for developing and maintaining the State's training and education programs concerning emergency preparedness. A schedule of courses will be given to local emergency management directors.
2. Local emergency services groups may receive specific training by submitting a request through the EMA Director. He / She will submit requests to the TEMA Regional Office and will coordinate the time and location to ensure maximum participation.
3. TEMA will coordinate the delivery of general public information activities with agencies such as the National Weather Service, the U. S. Geological Survey, FEMA, etc., on a state-wide basis. Requests for state training, assistance, and input should be made to the EMA Director and forwarded to TEMA.

APPENDIX 4 TO THE BASIC PLAN

SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the passage of the Tennessee Civil Defense Act of 1951. Beginning in 1955, and on several occasions since, this law has been amended until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. This legislation is generally modeled after the Federal Civil Defense Act of 1950 (PL 81-920). The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TAG has overall responsibility and authority for disaster preparedness and planning (Executive Order # 4, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the State of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency (TEMA) and the local EMA organizations across the state. It provides for the following:

1. Creates TEMA and directs the creation of local organizations for civil defense in the political subdivisions of the state.
2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.
3. Provides for mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out civil defense functions.
4. Requires the development and implementation of state and local civil defense plans.
5. Requires the most effective use be made of resources and facilities when dealing with a disaster, mob violence, etc., by having all civil defense functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.
6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, riots, mob violence, etc., which might occur affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.
7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.
8. Establishes the duties of the Director. The Director is subject to the direction of the Governor, acting through the TAG, and is solely responsible for coordinating the activities of all organizations for civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.
9. Specifies that the general direction of TEMA shall be exercised by the Governor. In the event of disaster, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of civil defense functions within the state.
10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to civil defense of the state or nation.
11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out polices of cooperation and coordination; to prepare comprehensive plans and programs for civil defense in Tennessee; to integrate such plans and programs with the civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.
12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot,

etc., including partial or full mobilization of civil defense reserve units to ensure adequately trained and equipped forces of civil defense personnel.

13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the sub delegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.
14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.
15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.
16. Makes an employee of the state, by virtue of his employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.
17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have and may exercise for such period as the state of emergency continues emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.
18. Requires every civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.
19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency, organization for civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.
21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (excepting mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor, within its jurisdiction.
22. Enables local civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.
23. Authorizes local appropriations for civil defense expenses.
24. Directs that the Governor, local directors, and the chief executive officers/governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.
25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.
26. Directs that all persons, compensated or otherwise, connected with the civil defense program take and subscribe to an oath of loyalty.
27. Ensures the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.
28. Makes illegal the use of any civil defense organization for political purposes.

29. Ensures immunity from liability while engaged in civil defense activities for the agencies and persons working for/with those agencies.
30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for civil defense purposes shall not be liable for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any county, town, or city shall be liable for the death of or injury to any person or any damage to any property caused by his or her actions, except where it is judged that the person acted intentionally or with gross negligence.
31. Authorizes multiple county organizations for civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those formed as single-county entities.
32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.
33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network (augmented by EAS/Weather Alert radio).

APPENDIX 5 TO THE BASIC PLAN
COUNTY RESOLUTIONS
(On File with Hamblen County Clerk)

- January 8, 1962 – Hamblen County Court unanimously approved the appointment of a Civil Defense Officer.
- May 19, 1986 – Joint Resolution of the Hamblen County Legislative Body and the Morristown City Council to rename Morristown-Hamblen County Civil Defense Agency the Morristown-Hamblen Emergency Management Agency.

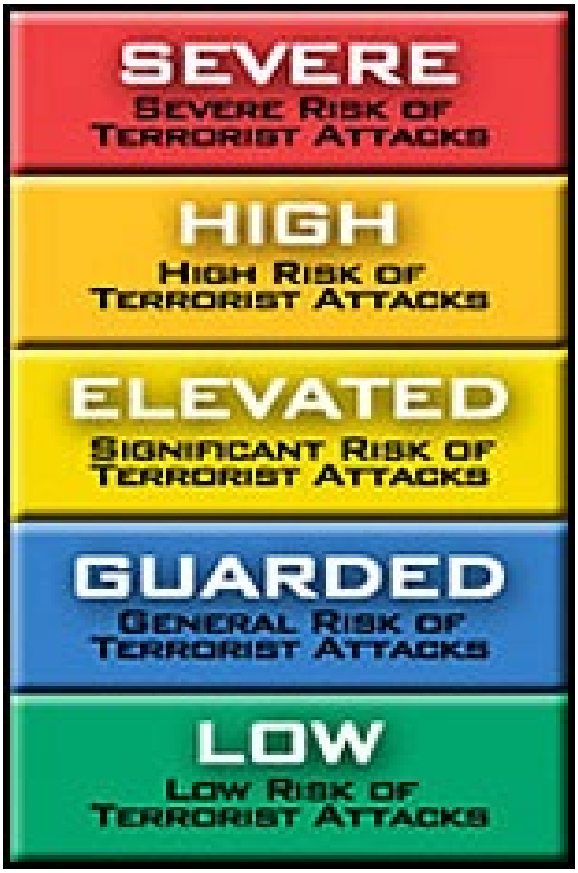
APPENDIX 6 TO THE BASIC PLAN

SUMMARY OF MUTUAL AID AGREEMENTS IN HAMBLEN COUNTY

(Copies Maintained by the County Clerk)

1. Fire Department Mutual Aid Agreements between Hamblen County Volunteer Fire Departments and the Morristown Fire Department.
2. Standard Law Enforcement Agreement between all County and City Law Enforcement Agencies and with State Law Enforcement Agencies.
3. County Technical Advisory Service (CTAS) agreement for all counties.
4. Mutual Aid Agreement between Hamblen County and Greene County.

APPENDIX 7 TO THE BASIC PLAN
HOMELAND SECURITY ALERT SYSTEM



APPENDIX 8 TO THE BASIC PLAN

CITY AND COUNTY GOVERNMENT LINES OF SUCCESSION

Hamblen County

1. County Mayor
2. Register of Deeds
3. Assessor of Property
4. County Clerk

City of Morristown

1. Mayor
2. City Administrator
3. Assistant City Administrator
4. Chief of Police
5. Fire Chief

EMERGENCY SUPPORT FUNCTIONS

CONCEPT OF OPERATIONS

THE EMERGENCY SUPPORT FUNCTION (ESF) CONCEPT

Emergency Support Functional Annex Structure

The Emergency Support Annex structure unites elements of various agencies and focuses their efforts on a specific problem area. The following conventions apply to the ESF annexes that follow.

I. Lead Agency:

Each ESF function (or subfunction) has a designated lead agency. This agency manages the development of capabilities that apply to that ESF. After activation, the lead agency carries out direction and control within the group, if it is the jurisdictional department. If that agency is not the jurisdictional department, the lead agency's ESC serves as a lead planner to the EMA Director for the activities of the ESF.

II. Support Agencies:

Each ESF also has one or more support agencies within local or state governments (or private industry). These agencies are tasked to provide resource or logistical support to the ESF. Each agency functions normally when the ESF group is not activated.

III. Introduction

A. Purpose

Each ESF is given a purpose statement that reflects the primary reason the ESF group exists.

B. Scope

The scope of each ESF shows the range of activities that the ESF group may be tasked with.

IV. Policies

These are broad statements describing policies of the local emergency response organizations with respect to the functions and responsibilities assigned to a particular ESF.

V. Situation and Assumptions

A. Situation

The situation statement explains why the ESF group exists, what functions are assigned to the group, and under what circumstances that particular ESF may be called to action.

B. Planning Assumptions

These form the basis for planning used in the development of the respective ESF.

VI. Concept of Operations

A. General

This section describes, generally, what may occur and how the ESF is expected to react to it.

B. Organization and Responsibilities

This section lists specific agencies with ESF assignments and notes their specific tasks.

VII. Mitigation and Preparedness Activities

This section identifies essential tasks that need to be performed prior to the occurrence of a disaster. These tasks include mitigation activities such as the development and institution of seismic building codes, incorporation of seismic design in road structures, etc. The preparatory tasks include the development of plans and procedures for accomplishing tasks given to the agency in the Response and Recovery section immediately following this section.

VIII. Response and Recovery Actions

This section identifies general tasks that need to be performed to save lives and reduce damage following the onset of a significant disaster. This section is not intended to be comprehensive, but most tasks critical to the rapid response of local and state emergency relief groups have been assigned to one or more agencies tasked in the particular ESF.

IX. Training

A description of training, available to a particular ESF, is provided at the end of each section.

A. Appendices

Each ESF has one or more appendices attached to it, including:

1. Organizational charts
2. Documents describing specific procedures or special operational guidelines
3. Diagrams/maps showing locations of offices, district/regional boundaries, or radio towers
4. Flow charts detailing flow of information (either command and control or damage reports)
5. Forms that are used by the emergency response organization

The ESF Concept of Operations

In most emergencies, each agency performs specialized tasks using Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs). During major disasters there is a need for greater coordination of all emergency response activities in the county. This coordination occurs in the EOC. The ESF lead agency is responsible for the coordination of each ESF as a whole. Conflicts are resolved by the Direction and Control Group.

Each agency is responsible for developing its own respective plans and SOPs/SOGs for carrying out its assigned missions. The lead agency, however, is also responsible for the following:

1. Developing an ESF SOP that oversees the functions of the various organizations in that ESF.
2. Conducting pre-emergency planning to develop policies and procedures to coordinate the ESF.
3. Coordinating message flow into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the activities of other ESF groups.
4. Compiling documentation relative to the ESF group's activities during the emergency.

This ESF group model allows the use of Incident Command System concepts in the EOC. An effective span of control is maintained by consolidating all agencies with emergency responsibilities into groups. Each group has an internal management structure, with the ESF Manager being responsible to the Central Direction and Control Group. E**ach ESF group is assigned to a branch as follows**:

1. **Response Branch**

   ESF 4, Firefighting

   ESF 8, Emergency Medical Services (8.1)

   ESF 9, Search and Rescue

   ESF 10, Environmental Response

   ESF 13, Law Enforcement

2. **Human Needs Branch**

   ESF 6, Human Services

   ESF 8, Public Health and Crisis Intervention Support (8.2 & 8.3)

   ESF 11, Food

   ESF 16, Animal Care and Disease Management

3. **Services and Support Branch**

   ESF 1, Transportation

   ESF 3, Infrastructure

   ESF 7, Resource Management

   ESF 12, Energy

   ESF 14, Donations/Volunteers

4. **Communications Branch**

   ESF 2, Communications

5. **Information Branch**

   ESF 5, Information and Planning

6. **Recovery Branch**

ESF 15, Recovery

Each branch is consolidated in the EOC to insure coordination among the various organizations. Attachment 1 provides a graphic representation of the EOC organization for emergencies.

Most agencies have one ESC assigned to the EOC during emergencies. Each individual is assigned a place in the EOC floor plan that corresponds to the ESF in which his/her primary responsibilities lie. Tasks required of an ESC not situated in the EOC will be made known via phone or E-mail. The ESF Manager needing assistance from an ESC outside the EOC will send the person a service request and the ESC will reply with message indicating the ability/inability to complete the requested task(s).

Each branch will have a person assigned to it whose primary function will be the coordination of information between that Branch and the ESF 5 work group. This information flow goes both ways during emergency operations. This is to insure that the ESF 5 work group is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by the Central Direction and Control group and potentially affected ESFs.

ESF Standard Operating Procedures/Guidelines

Each ESF Group is must develop an SOP/SOG for use during ESF activation. The main responsibility for the development of the SOP/SOG rests with the ESF lead agency. The SOPs/SOGs will, **at a minimum**, include:

A. Procedures for notification of ESF agencies/organizations.

B. Mechanisms for communications between and among the various ESF components.

C. Procedures for establishing ESF group(s) at the EOC and other work locations.

D. Identification of emergency capabilities of agencies tasked in the ESF.

E. Descriptions of the relationships of the lead and support agencies assigned to the ESF.

F. Procedures for carrying out tasks and responsibilities assigned to the group, including:

   1. Logistics and resource requirements,
   2. Communications requirements,
   3. Requirements to develop specific agency implementing procedures (or agency SOPs/SOGs),
   4. Procedures for coordinating ESF group functions/tasks with other ESFs,
   5. Procedures for tasking ESCs, not in the EOC with assignments related to the working group,
   6. The collection and dissemination of disaster information to ESF 5 and others as needed.
   7. Procedures acquiring needed facilities, and other resource support from ESF 7,

G. Procedures for relocating the ESF (or parts of) to an Alternate EOC as may be directed by EMA.

H. Procedures for the coordination of planning sessions and guidelines concerning the development of the SOP/SOG and various implementing procedures.

Each agency is responsible for developing specific SOPs/SOGs for deploying that agency's resources in emergencies. Each organization will maintain control of its own personnel and assets. The Emergency Management Planning Concept described here is graphically depicted at the end of this section (Attachment 2).

Emergency Response Concept of Operations

Most day-to-day incidents are responded to by the initial dispatch of emergency resources. These are normally coordinated by an incident command post. However, when an event involves several sites, more than one political entity, or agencies from outside the county, coordination becomes more difficult. The local Emergency Operations Center becomes the focal point for the coordination of such events.

The local governmental agency body best qualified to lead the response will be in command of the response effort. The agency's chief officer on the scene becomes the incident commander. Once the event reaches the level where EOC activation becomes necessary, the management of the overall event becomes the responsibility of the chief elected official, the emergency management director and the local EOC in the jurisdiction where the event is taking place. The EOC coordinates the response among multiple sites, multiple response agencies, and agencies of the state and federal government that arrive to assist the local effort. This may require the call-up of reserve units, mutual aid resources, or resources from nearby communities.

If the event exceeds the capabilities of the city and county emergency response forces, including any mutual aid assistance, the local emergency management director may ask the state for assistance. This is done through the Tennessee Emergency Management Agency (TEMA). If the situation exceeds the ability of state and local resources to deal with it effectively, the state may request federal assistance.

ESF Descriptions

Each ESF section may be used as a stand-alone annex. Most often, however, the ESFs are used with one or more additional ESFs to facilitate the county's emergency response. Each ESF has a unique function. ESFs may be composed of one or more sub functional groups, each having a specific subset of ESF activities that may be needed. A description of each ESF and its components follows.

A. ESF 1 - Transportation

Transportation Networking

This group insures all roads into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated so that needed emergency assistance can reach damaged areas. Traffic is coordinated with ESF 13. Each department issues its own vehicles.

B. ESF 2 - Communications

The local communications and warning functions are consolidated under the heading of Communications, primarily because they are necessarily interrelated.

1. Communications Systems

   The Communications Systems subfunction is responsible for the development, maintenance, restoration, and use of local communications nets during emergencies. This includes radio systems owned and operated by the county EMA, law enforcement agencies, fire departments, EMS units, rescue squads, other local agencies, and amateur radio networks. This subfunction also coordinates restoration of phone links between the EOC and other critical facilities.

2. Warning

   This subfunction issues warning information about impending hazards. It controls the maintenance of warning networks which might be used by the county (i.e., the conceptual networks, the actual networks themselves [e.g., radio equipment, etc.] are maintained by the Communications Systems subfunction). This includes the EAS, NOAA Weather Radio system, cable override systems, IPAWS warning systems, and other systems in place in the county.

C ESF 3 - Infrastructure

1. Building Inspection and Condemnation

   This subfunction is responsible for the inspection of buildings and structures following a disaster and, if necessary, condemning them and insuring their destruction in a timely manner.

2. Route Clearance and Bridge Inspection

   This subfunction is responsible to ensuring local roads and bridges remain usable after a disaster. This includes the physical removal of debris on roadways, railroads, airstrips, etc., critical for emergency vehicle passage. This subfunction also ensures that local bridges are inspected to verify their safety and weight limits.

3. Debris Removal

This subfunction handles the generation, accumulation, and disposal of debris after a disaster.

4. Water and Wastewater Systems

This subfunction is responsible to restore potable water and wastewater treatment systems.

D. ESF 4 - Firefighting

The detection and suppression of fires is the primary function of this group.

E. ESF 5 - Information and Planning

1. Disaster Information

This subfunction collects disaster information. This includes the scope (extent) of the disaster, status of various systems (i.e., communications, transportation, utility, etc.), monitoring resources, and other information. Disaster Information develops reports concerning the disaster, provides visual displays for the EOC during operations, prepares SITREPS, develops short-range and long-range planning guidance, and accesses technical expertise to assist with evaluating the actual or potential effects of an event upon county population and infrastructure.

2. Public Information

This group provides information (both general and emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Information Center (JIC) activities, EAS activation, and the distribution of emergency preparedness instructions are also addressed here.

3. Damage Assessment

This subfunction is responsible collects information concerning damages to structures and systems as a result of a disaster, as well as the preparation of reports to be forwarded to the EMA Director for use in requesting state and federal disaster assistance.

F. ESF 6 - Human Services

1. Shelter and Mass Care Operations

This subfunction coordinates local sheltering, feeding, and caring for disaster victims.

2. Disaster Victim Services

This subfunction provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry system, the restoration of mail delivery, and the use of amateur radio networks to deliver essential and important communications. Also, psychological health services are also addressed within this subfunction.

G. ESF 7 - Resource Support

1. Logistics

This subfunction coordinates the actual movement of resources into areas where needs exist. Included are: warehousing and tracking of resources, packaging loading and subsequent transportation of resources to affected areas, and disposal of used and/or unusable resources.

2. Resource Management

This group acquires all types of resources that may be needed following a disaster. This group makes arrangements to purchase needed resources if it is determined the local government does not have the resources itself to supply a requirement in the field. The payment of debts and other encumbrances generated in the emergency is handled by this group as well.

3. Staging Areas

To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are employed as temporary marshaling sites for collecting and redirecting emergency resources into those areas. This group coordinates the activation and use of local staging areas and marshaling points with Incident Commanders, who control over Response Force Staging Areas.

H. ESF 8 - Health and Medical Services

1. Emergency Medical Services

This subfunction coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes the aero medical evacuation of patients as needed from affected areas and the interface with the National Disaster Medical System. The removal of the deceased is also addressed by this ESF.

2. Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

3. Crisis Intervention Support (CIS)

This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes state and local personnel.

I. ESF 9 - Search and Rescue

This group coordinates local search and rescue operations. This includes urban search and rescue problems caused by earthquakes or building collapse, the search for persons who are lost in woods or other environments, the search for downed aircraft, and the extrication of accident victims. This group also provides the interface with the federal Urban Search and Rescue Teams.

J. ESF 10 - Environmental Response

1. Hazardous Materials

This subfunction is responsible for coordinating the technical response to non-radioactive hazardous materials incidents.

2. Radiological Materials

This group coordinates the technical response to actual or impending releases of radiological materials, either as a result of an accident at a nuclear power plant (i.e., the off-site problems) or processing facility, or through an accident in some mode of transportation.

K. ESF 11 - Food

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective actions taken to reduce potential harmful effects upon the local food supply as the result of a disaster.

L. ESF 12 - Energy

This subfunction is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

M. ESF 13 - Law Enforcement

1. Traffic Control

   This subfunction works closely with the ESF 1 group to affect the orderly flow of traffic into, out of, and around areas affected by a disaster.

2. Security/Crime Control

   This subfunction addresses the provision of security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including riot control, explosive ordinance removal, counterterrorism, etc.

3. Institutions/Jails

   This group coordinates prisoner recapture, the use of prisons and facilities following disasters, and the moving of prisoners from damaged facilities to undamaged ones.

4. Evacuation/Movement

   This group is responsible for coordinating evacuation efforts at the local level.

5. Terrorism/WMD Annex

   This group is responsible to prevent or respond to an international or domestic terrorist event or threat of terrorist action.

N. ESF 14 - Donations/Volunteers

1. Donations

   This group is responsible for managing the influx of donated goods into the county following a disaster and provides the interface with the state/federal National Donations Management System.

2. Volunteers

   This group coordinates the use of persons and organizations who volunteer their services following a disaster. This includes medical and other emergency response personnel, public works crews, private charitable groups, etc.

O. ESF 15 - Recovery

1. Assistance Programs

   This subfunction is the mechanism through which state and local government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially-declared and non-Presidentially declared disasters.

2. Recovery and Reconstruction

   This subfunction addresses the long-term economic impact of disasters upon local communities and assists the communities in developing plans for reconstruction. Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

P. ESF 16 – Animal Care and Disease Management

1. Companion Animals

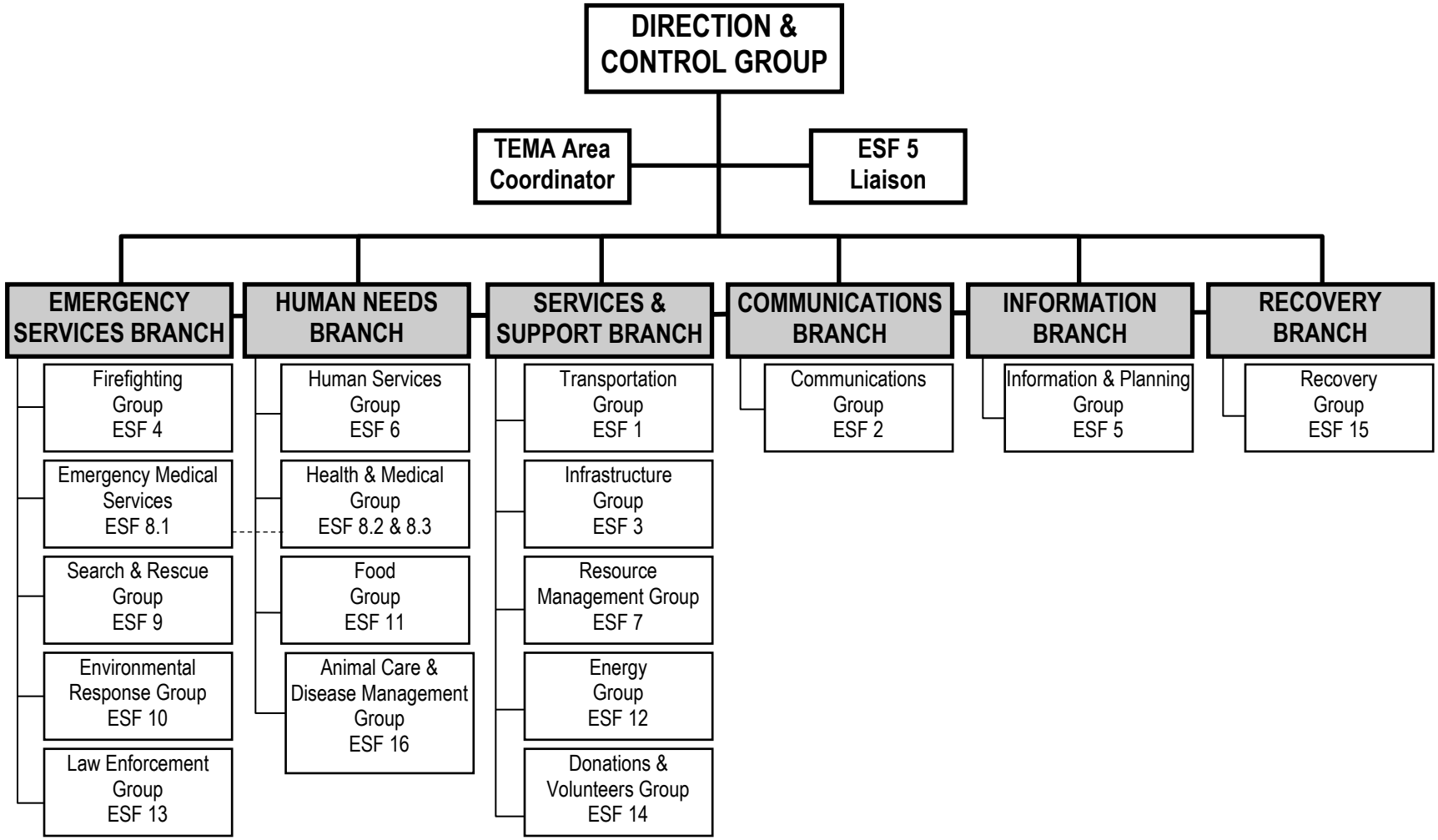
   This subfunction establishes procedures in which local government and non-governmental agencies provide animals affected by a man-made or natural disaster with emergency medical care, temporary confinement, food and water, housing, identification and tracking, and disposal of dead or unclaimed animals.

2. Infectious Animal Disease

This subfunction provides for adequate planning, collaboration, and coordination between local heath, agriculture, and non-governmental agencies regarding emergency disease situations in livestock.

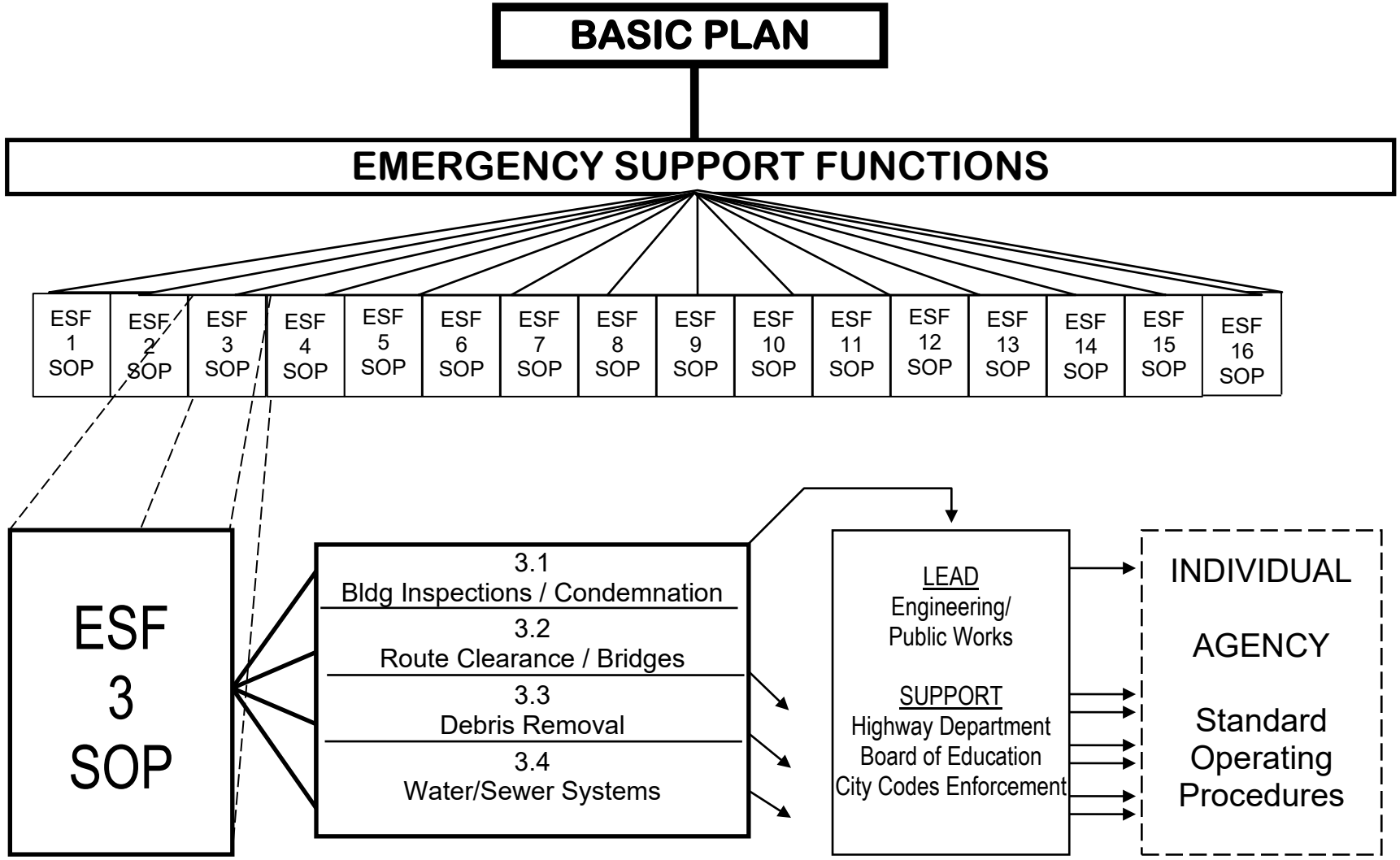
ATTACHMENT 1

EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART



ATTACHMENT 2

LOCAL EMERGENCY MANAGEMENT PLANNING CONCEPT



E S F 1

TRANSPORTATION

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TRANSPORTATION
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EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION
TRANSPORTATION NETWORKING

I. Lead Agencies:

Hamblen County Highway Department
Morristown Public Works Department

II. Support Agencies:

Hamblen County Sheriff's Department
Morristown Police Department
Tennessee Department of Transportation

III. Introduction

A. Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate local transportation in support of emergency responders. In major emergencies, large quantities of personnel, equipment, and supplies will be moving into the affected areas, and it is the responsibility of ESF 1 to coordinate this movement. Vehicle allocation is done by each department.

B. Scope

The "networking" of local transportation includes:

1. Ensuring major and alternate roads are open and can be used by response organizations.
2. Verifying that traffic control devices are in place and understood by both emergency workers on the scene, unauthorized civilian traffic being diverted from the area, and victims and others moving out of affected areas. This includes coordinating activities with ESF 13 (Law Enforcement) to provide manned roadblocks and other posts.
3. Ensuring road conditions allow for the movement of vehicles authorized to use that route.
4. Waiving restrictions concerning weight, height, and width of vehicles, as well as provisions concerning the hauling of hazardous materials, explosives, and other sensitive materials needed in or to be removed from affected areas.
5. Coordinating the use of vehicles carrying personnel and/or equipment to maximize efficiency (i.e., vehicles are fully loaded to prevent duplication of effort or unnecessary trips).
6. Identifying shortages of specialized transportation equipment and requesting this equipment from private industry or the state.

IV. Policies

A. An important task, after a disaster, is the identification of routes that are available for incoming resources to use. Accomplishing this requires that the status and availability of roads and bridges be obtained quickly and in as much detail as possible. Information about major accidents or other incidents that could hinder emergency traffic must be known as they occur.

B. Local resources should be fully used before state assistance is requested. County Highway and City Street Dept. officials are responsible for determining the condition of locally maintained roads and infrastructure. Tennessee DOT crews are responsible for ascertaining the condition of state highways and state maintained roads and infrastructure. Local crews must provide information to the County Highway Department ESC about the condition of routes within the county during emergencies. The County Highway Dept. ESC will notify TDOT of the county road/bridge situation.

C. Relaxation of certain restrictions concerning maximum permissible height or weight of trucks may be needed to allow rescue and relief equipment into damaged areas.

D. In an emergency, where large numbers of personnel and/or amounts of equipment are moving into an affected area, traffic must be coordinated to ensure an orderly flow.

E. Unauthorized, non-emergency personnel or materiel must be prevented from entering the area.

V. Situations and Assumptions

A. Situation

1. Disaster may damage the transportation infrastructure of one or more communities in the county. This may require the rerouting of traffic. City and County personnel will be needed to man road blocks and provide barricade materials, traffic routing signs and other devices.
2. Curious onlookers will attempt to gain access to affected areas to see what has happened.
3. Disaster victims made homeless or finding themselves in trying circumstances will leave the affected area either temporarily or permanently. This outflow reduces the victim load in the county and should be allowed to the extent it can be coordinated with other traffic needs.
4. Local resources, and resources coming in from undamaged areas will need information concerning the status of transportation routes and the availability of alternate routes.
5. Agencies at the state level and from unaffected counties will provide resources that require transportation to enter into affected area(s).

B. Planning Assumptions

1. The transportation infrastructure will sustain some type of damage during emergencies.
2. Transportation requirements for critical rescue and recovery resources will require coordination to prevent gridlock.
3. Information concerning the viability of major transportation routes can be obtained shortly after the onset of an emergency.
4. There will be traffic attempting to enter and leave the affected area(s).
5. The ESCs at the EOC will coordinate all transportation requirements through ESF 1.

VI. Concept of Operations

A. General

1. ESF 1 and ESF 13 will coordinate all traffic movement in and around the affected areas in a disaster. Jurisdictional law enforcement will direct traffic in lesser emergencies.
2. ESF 1 will receive reports about the extent of damage to the transportation infrastructure from local officials, state officials, and other reliable sources. ESF 1 will provide information concerning the status of roads and bridges to ESF 5 and other ESFs as necessary.
3. ESF 1 will maintain a listing or status board showing the status of major county transportation routes. Statistics will be kept showing the amount and types of traffic moving into the area(s) so that any possibility of vehicular overload may be prevented.

B. Organization and Responsibilities

1. <u>Hamblen County Highway Department / Morristown Public Works Department</u>
   a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
   b. Manage the ESF 1 functions in the EOC.
   c. Coordinate the activities of the Highway Dept. with the agencies that support ESF 1.

d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

e. Maintain SOPs/SOGs for internal notification and recall of personnel.

f. Maintain vehicles and equipment to erect traffic control devices, barricades, and signage.

2. Hamblen County Sheriff's Department / Morristown Police Department

a. Provide an individual to act as the ESC in the EOC, as well as an alternate to insure 24-hour availability.

b. Direct ESF 13 (Law Enforcement) and coordinate traffic routing with the ESF 1 Manager.

c. Provide personnel for use in traffic control operations.

d. Provide personnel for use in maintaining security during transportation of critical personnel/supplies when necessary.

e. Provide routing information to commercial vehicles.

VII. Mitigation and Preparedness Activities

A. Hamblen County Highway Department / Morristown Public Works Department

1. Develop and maintain resource lists (personnel, vehicles, and equipment) for emergencies.
2. Develop method to identify routes that can be used resources moving into the affected area.
3. Provide maps of transportation routes to the Emergency Management Agency, EOC, and Staging Areas.
4. Develop methods/procedures for allocating viable roadways to incoming resources, outflow traffic, and diversion of tourist traffic.
5. Develop means for issuing traffic routing information to drivers passing through the county.
6. Develop policies and procedures for requesting assistance from the Tennessee Department of Transportation (TDOT), Hamblen County Sheriff's Department, and Morristown Police Department.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures for notifying and deploying personnel to man critical roadblocks.
2. Develop procedures for providing confirmed information on the status of major transportation routes throughout the county following a disaster.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Hamblen County Highway Department / Morristown Public Works Department

1. Begin collection of damage information and forward to ESF 5.
2. Receive information from local officials, field units, damage assessment teams, and others concerning the status of transportation infrastructure in the affected area(s).
3. Plot the results of damage assessment activities on status map showing:

a. Unconditionally open routes

b. Routes damaged but passable to some extent

c. Closed routes

d. Routes that have not been inspected

e. Bridges open without restriction

f. Bridges open with restrictions

g. Bridges closed until replaced

h. Bridges that have not been inspected

i. Bridges that have been visually inspected but require engineering tests to make further determinations

4. Provide information concerning route blockages and debris removal needs to ESF 3.
5. Provide routing information upon request to all other ESFs.
6. Establish roadblocks/barricades where traffic needs to be diverted. Coordinate requirements for roadblocks with ESF 13.
7. Make recommendations concerning the movement of critical resources over various routes.
8. Implement procedures to waive weight, height, and load requirements for vehicles transporting critical items into affected areas.
9. Respond to requests for assistance from other ESFs during emergency operations.
10. Erect advisory signs along major routes in unaffected areas of county to warn commuters of closed roadways and diverted traffic.
11. Provide information to TDOT concerning rerouting of traffic around affected areas.
12. Coordinate resource requirements with the state ESF 1 when necessary.
13. Coordinate transportation logistics requirements with ESF 7.
14. Identify problems associated with state routes and forward information to appropriate TDOT officials. Submit requests for assistance with local problems to appropriate TDOT officials.
15. Implement tracking of transportation resources along designated routes. When capacity exceeds limits or traffic jams, devise alternative route.

C. Hamblen County Sheriff's Department / Morristown Police Department

1. Provide information concerning road conditions to ESF 1 Manager.
2. Man roadblocks and other traffic enforcement activities as requested by ESF 1 Manager.
3. Provide security for critical roadways and transportation resources.
4. Request assistance from ESF 13 support agencies to do tasks assigned by ESF 1 Manager.

IX. Training

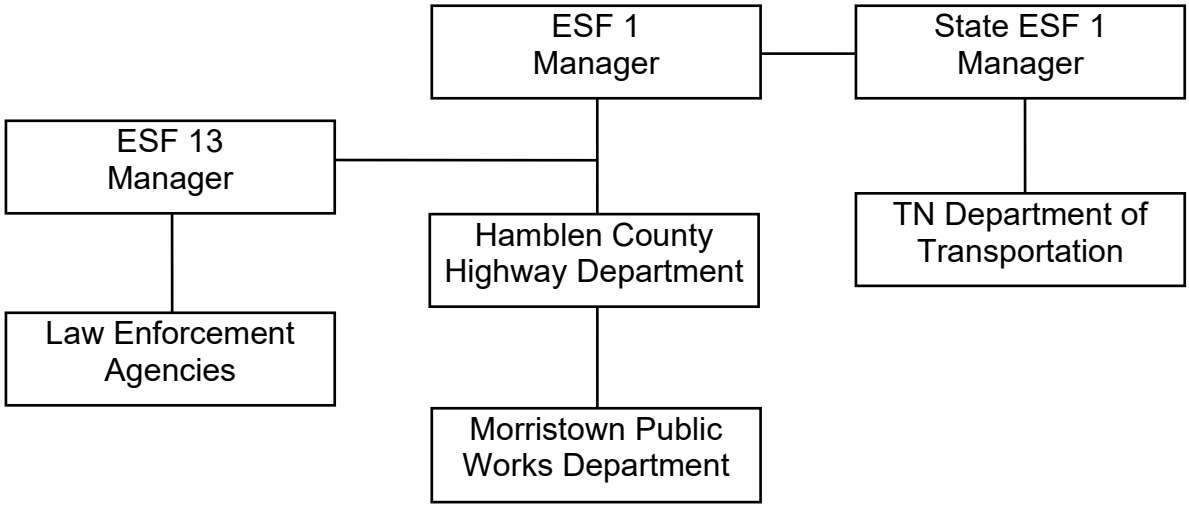
A. All training connected with ESF 1 activities is provided in-house by respective agencies. There is no interagency training available for this particular ESF.

EMERGENCY SUPPORT FUNCTION 1
APPENDICES

Appendix 1 Transportation Organizational Chart

Appendix 2 Department of Public Works/Street Department Offices

APPENDIX 1 TO ESF 1
TRANSPORTATION ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 1

DEPARTMENT OF PUBLIC WORKS / STREET DEPARTMENT FACILITIES

1. Hamblen County Highway Department, 3373 Herbert Harville Drive, Morristown
2. Morristown Public Works Department, 4360 Durham Landing, Morristown

E S F 2

COMMUNICATIONS

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COMMUNICATIONS
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EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS
COMMUNICATIONS SYSTEMS

I. Lead Agency: Hamblen County Emergency Communications District

II. Support Agencies:

Hamblen County Sheriff's Department
Morristown Police Department
Morristown-Hamblen Emergency Management Agency
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Board of Education
Amateur Radio Emergency Services (ARES)

III. Introduction

A. Purpose

1. The purpose of this annex is to provide radio, telecommunications, and data systems support to emergency response organizations during emergency operations.

B. Scope

1. This ESF coordinates actions taken to ensure the provision of radio, telecommunications, and data systems to local emergency response organizations.
2. Additionally, this ESF coordinates the restoration of communications capabilities and infrastructure after damage to support recovery operations.

IV. Policies

A. Local governments will use existing radio and telecommunications systems for routine operations and, to the extent possible, for emergency operations.

B. Local emergency management may use TEMA's TMAC system for routine or emergency communications with the SEOC and the REOCs.

C. Locally owned or leased communications systems will be used for routine and emergency communications. These frequencies are coordinated by ESF 2 for assignment and use.

V. Situation and Assumptions

A. Situation

1. Communication is an absolute necessity during emergency situations, and this need expands in proportion to the extent of the emergency.
2. Present communications systems are, for the most part, adequate for smaller emergencies. Countywide emergencies, however, may tax current systems beyond their capabilities or may render them inoperable.
3. Major disasters will damage, to some extent, communications infrastructure. This may cause the surviving portions of the system to become overloaded.

B. Planning Assumptions

1. Some portion of the commercial communications system will be damaged in a disaster. This damage will degrade the county's' ability to contact emergency resources both in the local area and outside of the county.
2. Local agencies can effectively conduct routine operations with existing systems.
3. The state will make its communications resources available to local agencies if needed.
4. Commercial telecommunications providers will ensure damage from disaster is minimized.
5. Damage to communications systems will interfere with the flow of disaster information.
6. Commercial telecommunications providers will deploy mobile equipment and personnel to restore emergency telecommunications capabilities.
7. Key individuals may remain unaware of the extent of the emergency situation due to the degradation of commercial media sources or local telecommunications systems.
8. The ability to restore communications will determine, to a large extent, what types of emergency operations can take place in the affected areas.
9. Commercial communications equipment and systems providers will make equipment available to allow local emergency responders to adequately handle most situations.

VI. Concept of Operations

A. General

1. Communications systems are already in place across the county. These range from the public switched telephone networks used by the public, to dedicated radio networks developed for use by local emergency response agencies.
2. The ESF 2 group will coordinate the post disaster restoration of communications systems.
3. The restoration of radio systems will be coordinated through ESF 2. Restoration of phone service will be done by telecommunications providers, in the following priorities:
    a. Emergency numbers to local police, fire, and EMS providers,
    b. Local EOC to State EOCs and other field sites
    c. Numbers for local government and essential facilities, and
    d. All other numbers.
4. Each agency operating a communications system is responsible for the security of their system(s). ESF 2 will assist response agencies with this responsibility when activated.

B. Organization and Responsibilities

1. <u>Hamblen County Emergency Communications District</u>
    a. Operate the county emergency radio networks.
    b. Manage the ESF 2 Group during emergencies.
    c. Assist all county emergency response organizations to operation emergency radio systems.
    d. Develop, implement and maintain county 911 capabilities.
    e. Coordinate the development of radio and telecommunications systems in the county.
    f. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Morristown-Hamblen Emergency Management Agency
    a. Develop and implement redundant emergency communications capabilities between and among the EOC and other critical information sources (i.e., TEMA, other counties).
3. All Emergency Response Departments / Highway & Street Departments
    a. Develop and maintain radio communications systems for departmental use.
    b. Make communications systems available to ESF 2 in emergencies.
    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. Hamblen County Board of Education
    a. Develop means to communicate warnings/emergency instructions to bus drivers.
    b. Make communications systems available to ESF 2 in an emergency.
5. Amateur Radio Emergency Services (ARES)
    a. Provide assistance to local governments to enhance communications capabilities.
    b. Provide a representative to EOC or communications coordination during emergencies.
    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Hamblen County Emergency Communications District

1. Conduct exercises and tests of county emergency communications systems.
2. Maintain spare parts inventory or contract for repair services for use when components fail.
3. Develop and maintain jurisdictional 911 databases.
4. Provide assistance to local EMA and other agencies in developing improvements to local communications systems.
5. Assist local agencies in the development of improved communications capabilities.
6. Coordinate the development of emergency radio, telecommunications and data systems.
7. Maintain liaison with private/commercial communications providers as well as equipment suppliers and sources of technical advice.
8. Maintain liaison with local telephone service provider(s) and the appropriate cellular carriers to coordinate restoration requirements following disasters that affect the county.

B. Morristown-Hamblen Emergency Management Agency

1. Develop and implement systems for secure communications between EOC, the TEMA Regional office and the SEOC.
2. Develop and maintain communications systems for use in the EOC during activation.

C. All Emergency Response Departments

1. Maintain means to repair radios or contract repair services (24 hours/day).
2. Conduct exercises and tests of radio communications capabilities.
3. Provide EMA with all frequency/radio system information.
4. Develop and maintain countywide and regional networks and mutual aid systems.

5. Provide communications frequencies to appropriate Tennessee Departments for use in coordinating mutual aid operations.
6. Install state mutual aid frequencies in field radios, as well as EMS and other local frequencies as space permits.

D. Hamblen County Highway / Morristown Public Works Department

1. Maintain means to repair radios or contract for repair services (24 hours/day).
2. Conduct exercises and tests of radio communications capabilities.
3. Provide EMA with all frequency/radio system information.
4. Develop and maintain countywide and regional networks and mutual aid systems.
5. Provide radio frequencies to appropriate State Departments to coordinate mutual aid operations.
6. Install mutual aid frequencies, TDOT and other local frequencies as field radios permit.

E. Amateur Radio Emergency Services (ARES)

1. Develop and implement ARES plan for communications support locally and regionally
2. Assist county/city emergency organizations by providing instruction in the capabilities and functions of ARES and its allied organizations.
3. Provide communications to link National Weather Service office to the EMA.

F. Hamblen County Board of Education

1. Equip buses with radios or phones.
2. Develop agreements with communications systems repair service providers.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Hamblen County Emergency Communications District

1. Operate county 911-system.
2. Assess impact of emergency on local emergency communications systems including radio, telephone, cell phones, facsimile, and data capabilities.
3. Maintain liaison with local phone service provider.
4. Collect disaster information from other ESF 2 organizations and pass to ESF 5.
5. Assess impact of emergency on local emergency services communications capabilities and initiate procedures with other ESF 2 organizations to quickly correct any outages.
6. Assess impact of emergency on civilian communications capabilities and determine based on information provided by other ESF 2 organizations:
    a. Extent of damages
    b. Extent of outages and approximate length of time outages are expected to persist

c. Any special resource needs of the ESF 2 support organizations.

7. Provide estimates to Direction and Control units and ESF 5 as to when local emergency organizations can expect to be brought back on-line.
8. Coordinate the use of all emergency communications capabilities.
9. Arrange for repairs to damaged communications equipment.
10. Use District II, TEMA, TACN, and other networks and mutual aid frequencies to share information with other law enforcement agencies.

C. Morristown-Hamblen Emergency Management Agency

1. Initiate communications with TEMA Regional EOC and the emergency management organizations of the surrounding counties to coordinate operations.
2. Establish contact with local telephone service providers (including cellular carriers) to determine approximate outage duration. Keep informed on the restoration of local service.

D. County/City Emergency Response Departments

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA and other agencies as necessary to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Morristown-Hamblen EMS will notify Regional EMS Communications Center of status of local EMS communications systems and implement policies/procedures for assisting hospitals and other agencies whose EMS communications systems are inoperable.

E. Hamblen County Highway / Morristown Public Works Department

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs and EMA in the EOC.
3. Allow EMA and other agencies as necessary to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Use communications systems, mutual aid frequencies to inform the Tennessee Department of Transportation to the extent of road/bridge damage on federal and state highways. Coordinate mutual aid operations as required.

F. Amateur Radio Emergency Services (ARES)

1. Implement local and regional ARES plans, as appropriate.
2. Provide communications support to local government.

IX. Training

A. All training in this ESF is provided by each department listed. Periodic communications exercises conducted by EMA and other local agencies test communications systems.

EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS
WARNING

I. Lead Agency: Hamblen County Emergency Communications District

II. Support Agencies:

Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Management Agency
Hamblen County Health Department
Tennessee Highway Patrol
NOAA - National Weather Service
Amateur Radio Emergency Services (ARES)
Tennessee Emergency Management Agency

III. Introduction

A. Purpose

The purpose of this annex is to develop warning systems to give timely warnings to the public and to local government in the event of an impending or occurring emergency.

B. Scope

This annex prescribes the warning mechanisms utilized by the EMA and other local organizations to provide warnings of emergencies that may affect the county or its citizens.

IV. Policies

A. The Emergency Management Agency is responsible for managing the warning functions connected with emergencies that may affect this county. All warnings issued by any local, state, or federal agency concerning an impending emergency will be coordinated by the EMA.

B. Warnings are not issued unless directed by a federal agency (e.g., the National Weather Service, etc.), the Governor or his designated representative, or an **authorized** local official after having evaluated the situation and determined that a warning should be issued.

C. Local agencies having their own communications systems will relay warnings to field offices and personnel over their communications systems.

V. Situation and Assumptions

A. Situation

1. The need to warn the public and emergency agencies of impending danger may occur at any time. Adequate and timely warnings must be given to reduce loss of life and property.
2. Residents of the county are occasionally subjected to severe weather conditions, hazardous materials incidents, and other events that require the dissemination of warnings.
3. There are many facilities within the county (e.g. hazardous materials facilities) that, should an accident occur, would require the issuance of warnings to citizens in the vicinity.
4. The occurrence of fire, crimes, and other dangerous situations may require the issuance of warnings to prevent injury to potentially affected populations.

B. Planning Assumptions

1. Some warning will be available for most emergency situations although the amount of lead time will vary from hazard to hazard.

2. Procedures will be in place to deliver the warnings within the county.

VI. Concept of Operations

A. General

1. Most warnings are for severe weather such as flooding, severe thunderstorms, tornadoes, and winter storms. Hazmat incidents may also require the issuance of warnings.
2. E911 is the central point in local jurisdiction to receive emergency information. Hamblen County 911 and EMA work in conjunction in issuing emergency information to the public through our various methods of communication.
3. Reports of emergencies may come from local emergency response organizations, private citizens, state or federal agencies, or industry.
4. The National Weather Service is responsible for the issuance of warnings to the civilian population concerning weather-related phenomena.
5. The EMA Director is responsible to issue warnings to local emergency response agencies.
6. The Emergency Management Agency can access the Emergency Broadcast System or IPAWS for the delivery of emergency warning information.

B. Organization and Responsibilities

1. <u>County Emergency Communication District / EMA</u>
   a. Maintain a 24-hour primary warning point for the receipt of warning information. (911)
   b. Issue warnings received over the appropriate circuits.
   c. Provide overall coordination of local warning system. (EMA)
   d. Provide an alternate warning point. (911 with EMA)
   e. Issue warnings as required by local activities.
   f. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. <u>County / City Emergency Response Departments</u>
   a. Issue warnings, as required by local activities.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. <u>Hamblen County Health Department</u>
   a. Issue warnings concerning local health issues when required.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. <u>Tennessee Emergency Management Agency</u>
   a. Relay warnings to county 24-hour warning point(s)
5. <u>Tennessee Highway Patrol</u>
   a. Relay warnings over the THP network as required.
6. <u>NOAA - National Weather Service</u>
   a. Receive, evaluate, and disseminate to the EOC forecasts, and other information regarding the possibility of adverse weather.
   b. Issues warnings to the public via the broadcast media, and NOAA Weather Radio.

7. Amateur Radio Emergency Services (ARES)
    a. Responsible for the development of local and regional ARES plans that include provisions for the dissemination of warnings.
    b. Provide communications linking the EOC with National Weather Service.
    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures for warning agency offices and field units of impending emergencies.

B. Hamblen County Emergency Communications District / Morristown-Hamblen EMA

1. Develop and maintain warning and paging systems for use during emergencies. (911)
2. Assist local agencies and media with public education programs outlining the proper use of the warning systems and the meanings of the warnings issued through those systems. (911/EMA)
3. Periodically test and exercise local warning systems. (911/EMA)
4. Develop SOPs/SOGs and standardized format to issue warnings over the local warning networks. (911/EMA)
5. Assist with the development of local EAS plans. Exercise the EAS system. Coordinate EAS activities with the media. Investigate the development of other warning systems not currently in place.

C. Hamblen County Sheriff's Department / Morristown Police Department

1. Maintain county warning point/alternate warning point and notify EMA of any malfunctions.
2. Develop SOPs/SOGs for field units to report about developing emergencies to the EOC.
3. Provide essential personnel with pagers or similar notification means.
4. Develop policies/procedures to issue warnings associated with law enforcement activities.

D. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Develop SOPs/SOGs for field units to report about developing emergencies to the EOC.
2. Provide essential personnel with pagers or similar notification means.
3. Develop policies and procedures for issuing warnings associated with fire service activities.

E. Tennessee Emergency Management Agency

1. Develop SOPs to relay warnings to the county 24-hour warning point and the EOC.

F. Hamblen County Health Department

1. Develop policies for issuing warnings of actual or potential health problems in the county.

G. NOAA - National Weather Service

1. Assist EOC to develop the capability to receive, interpret, and disseminate NWS warnings.
2. Deliver public education campaigns regarding the meaning of the various types of warnings issued by NWS in fulfillment of its mission.
3. Develop/maintain the NOAA Radio Network to deliver weather warnings to the public.
4. Assist with the development of local and regional EAS plans.

H. Amateur Radio Emergency Services (ARES)

1. Develop SOPs/SOGs governing the relay of information from field units about developing emergency situations to EOC.
2. Develop local and regional ARES plans describing the deployment of personnel to various sites and the dissemination of warning information over the ARES network.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Disseminate warnings to agency offices and field units.
2. Relay information from field units concerning the emergency situation to the EOC.

B. Hamblen County Emergency Communications District / Morristown-Hamblen EMA

1. Disseminate warnings to the public and local officials through appropriate means.
2. Activate the EAS if necessary.
3. Maintain logs of warning activities.
4. Keep State EOC advised of the status of warning activities in the county. (EMA)

C. County/City Emergency Response Agencies

1. Disseminate warnings over radio networks.
2. Issue warnings regarding local law enforcement/fire suppression/EMS/HAZMAT activities.

D. Hamblen County Health Department

1. Issue warnings concerning potential local health problems through appropriate means.

E. Tennessee Emergency Management Agency

1. Issue warnings to the county 24-hour warning point and other locations as appropriate.

F. Tennessee Highway Patrol

1. Issue warnings over the THP Intercity Radio Network as appropriate.

G. NOAA - National Weather Service

1. Disseminate warnings to EOC and other agencies as appropriate.
2. Broadcast warnings over NOAA Radio Network.
3. Activate EAS if necessary.
4. Keep EMA advised of changes in weather conditions and of warnings issued by NWS.

H. Amateur Radio Emergency Service (ARES)

1. Disseminate warnings in accordance with local and regional ARES plans.
2. Relay information from field personnel concerning emergency situation to NWS or other warning-issuing agency.

IX. Training

A. The EMA and each department provide training associated with warnings.

B. The National Weather Service and TEMA, as well as the local emergency management agency provide public education materials and talks concerning the watches and warnings issued by the National Weather Service. The NWS provides spotter training to ARES and Emergency Response Organizations.

EMERGENCY SUPPORT FUNCTION 2
APPENDICES

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Appendix 2 Warning Organizational Chart

Appendix 3 County Transmitter Sites/Communications Capabilities

Appendix 4 Local ARES Plan

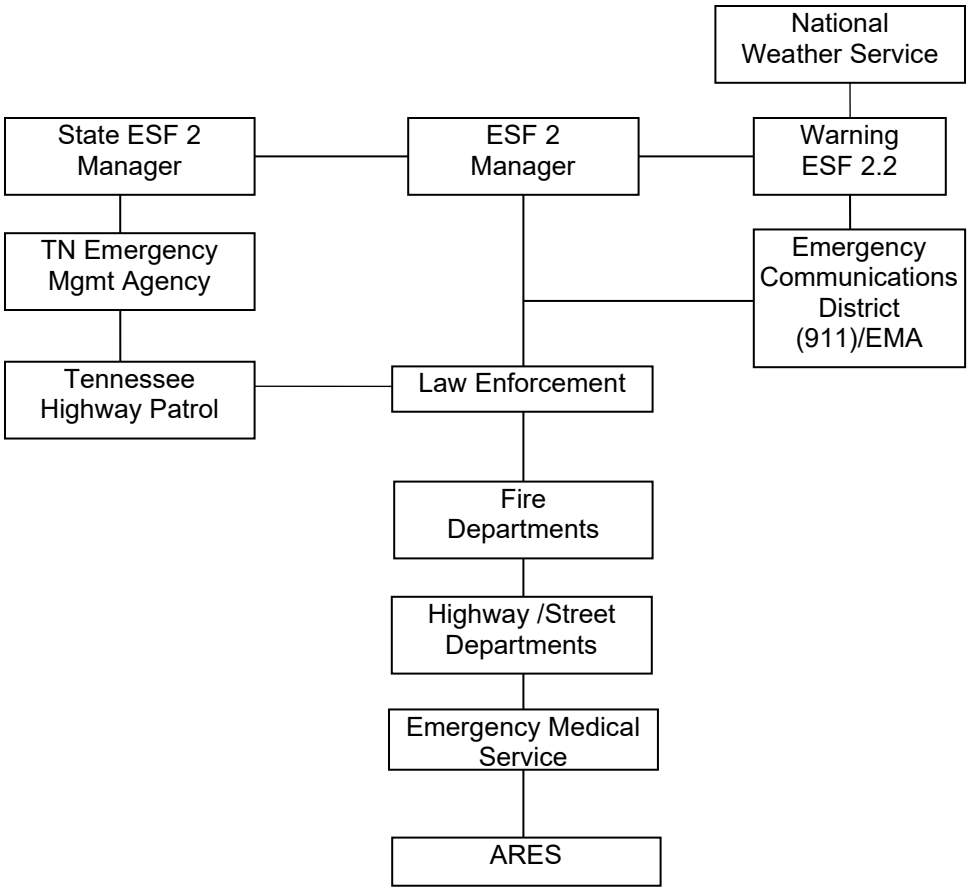
Appendix 5 Emergency/Disaster Notification Modes

Appendix 6 Warning Siren Locations

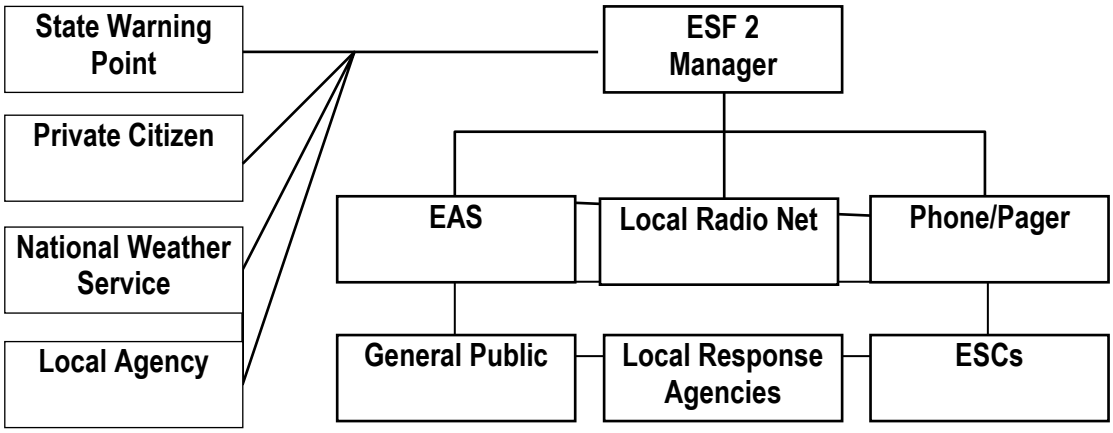
Appendix 7 NOAA Weather Radio Network

Appendix 8 EAS

APPENDIX 1 TO ESF 2
COMMUNICATIONS SYSTEMS ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 2
WARNING ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 2
LOCAL COMMUNICATIONS FREQUENCIES

Local Radio Frequencies are maintained by each department. Lists of these frequencies are kept in the EOC and Emergency Communications District (911)

APPENDIX 4 TO ESF 2
LOCAL ARES PLAN

To be promulgated

APPENDIX 5 TO ESF 2
EMERGENCY/DISASTER NOTIFICATION MODES

Emergency Responder Notification

Emergency Situation	Phone	Siren	Pager	EAS	DNAWAS	Radio/TV	Mobile PA
Winter Storm	**P**		**P**			S	
Tornado	S		**P**	S		S	
Flooding	**P**		**P**	S		S	
Dam Failure	**P**		**P**	S		S	
Hazardous Materials Spill	**P**		**P**			S	
Transportation Accident	**P**		**P**			S	
Power Outage	**P**		**P**			S	
Civil Disturbance	S		**P**			S	
Fixed Nuclear Facility Accident	**P**		**P**	S	S	S	
Attack			**P**	S	**P**	S	

P - Primary S - Secondary

Notification/Warning of the General Public

Emergency Situation	Phone	Siren	Pager	EAS	DNAWAS	Radio/TV	Mobile PA
Winter Storm				S		**P**	
Tornado				**P**		**P**	S
Flooding				**P**		**P**	S
Dam Failure				S		**P**	S
Hazardous Materials Spill	S			S		**P**	S
Transportation Accident				S		**P**	S
Power Outage						S	S
Civil Disturbance						S	**P**
Fixed Nuclear Facility Accident				**P**		S	S
Attack				**P**		**P**	S

P - Primary S - Secondary

NOTE: The charts above should be used as a guide for the selection of notification modes; however, this should not restrict the selection of options.

APPENDIX 6 TO ESF 2
WARNING SIREN LOCATIONS

There are no operational warning sirens in Hamblen County.

APPENDIX 7 TO ESF 2
NOAA WEATHER RADIO NETWORK

NWR Station Listing for Tennessee

Site Name	Transmitter Name	Call Sign	Frequency	Power	WFO
Vale	Vale	KHA46	162.450	1000	Memphis, TN
Nashville	Nashville	KIG79	162.550	1000	Old Hickory, TN
Lobelville	Lobelville	KWN52	162.525	1000	Old Hickory, TN
Centerville	Hickman County	KWN53	162.450	300	Old Hickory, TN
Winchester	Winchester	WNG554	162.525	1000	Huntsville, AL
Spencer	Hollow Rock	WNG629	162.450	1000	Old Hickory, TN
Lafayette	Pleasant Shade	WNG631	162.525	1000	Old Hickory, TN
La Follette	Cross Mountain/Briceville	WNG732	162.450	300	Morristown, TN
Lawrenceburg	Flanigan Hill	WWF84	162.425	1000	Old Hickory, TN
Dyersburg	Dyersburg	WWH30	162.500	1000	Memphis, TN
Clarksville	Clarksville	WWH37	162.500	300	Old Hickory, TN
Knoxville	Sharps Ridge	WXK46	162.475	1000	Morristown, TN
Bristol	Holston Mtn.	WXK47	162.550	1000	Morristown, TN
Chattanooga	Signal Mtn.	WXK48	162.550	1000	Morristown, TN
Memphis	Memphis	WXK49	162.475	1000	Memphis, TN
Jackson	Jackson	WXK60	162.550	1000	Memphis, TN
Cookeville	Monterey	WXK61	162.400	1000	Old Hickory, TN
Waverly	McEwen	WXK62	162.400	1000	Old Hickory, TN
Shelbyville	Beech Grove	WXK63	162.475	1000	Old Hickory, TN
Hickman	Hickman	WXN74	162.500	1000	Old Hickory, TN
Clifton	Cypress Inn (AG)	WZ2506	162.500	1000	Old Hickory, TN

Number of Stations in Tennessee = 21

Source: NOAA's, National Weather Service, www.nws.noaa.gov/nwr/stations.php?State=TN

APPENDIX 8 TO ESF 2
EMERGENCY ALERT SYSTEM

The main EAS Radio Station for Hamblen County is WIVK FM 107.7 in Knoxville. The secondary EAS Radio Station for Hamblen County is WCRK AM 1150/ FM 105.7. A list of contacts and phone numbers is maintained in County EOC and 911. These warnings are issued by the National Weather Service, Weather Forecast Office, Morristown TN.

E S F 3

INFRASTRUCTURE

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INFRASTRUCTURE
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EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE
BUILDING INSPECTION AND CONDEMNATION

I. Lead Agencies:

Hamblen County Building Inspectors
Morristown Building Inspectors

II. Support Agencies:

Hamblen County Board of Education
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Property Assessor
Morristown-Hamblen Emergency Management Agency
Damage Assessment Team
Morristown & Hamblen County GIS Departments

III. Introduction

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide public works and engineering support to perform inspections of buildings damaged during disasters.

B. Scope

1. ESF 3 support includes technical evaluation, engineering services, construction management and inspection, emergency contracting, and property assessment assistance.
2. The restoration of electric and gas utilities (ESF 12 Energy) is provided in this plan.
3. Activities within this subsection of ESF 3 include:
   a. Inspections of buildings and structures damaged by a disaster
   b. Emergency demolition or stabilization of damaged structures and facilities
   c. Technical assistance with regard to inspections of damaged buildings
   d. Development of guidelines for establishing the structural integrity of buildings and the training of local officials to perform inspections

IV. Policies

The inspection, condemnation, and demolition of buildings damaged by a disaster are essential to prevent persons from being injured as a result of entering damaged facilities that subsequently fail.

V. Situation and Assumptions

A. Situation

1. Disasters cause property damage. Damaged buildings must be inspected to determine if continued use can safely occur, or if limited entry may be allowed while awaiting repairs or entry prevented until the structure is stabilized or razed to ensure that no injuries or deaths occur due to further weakening and collapse of the structure.

B. Planning Assumptions

1. Hamblen County / City of Morristown have some capability to perform building inspections.
2. Personnel with established engineering and construction skills, along with construction equipment and materials, may be needed from outside the county.

3. Earthquake aftershocks and the effects of secondary hazards will dictate periodic reevaluation of inspected structures.
4. The county/city will fully use local building and codes inspectors before requesting assistance.

VI. Concept of Operations

A. General

1. After a disaster building inspectors personnel will inspect damaged structures to determine their condition. Assistance from outside the county may be needed to obtain:
   a. Technical advice concerning damaged structures
   b. Additional inspectors to examine special-use structures and to help complete the large number of inspections that may be needed
   c. Assistance in applying code requirements to specific structures
2. All requests for assistance with inspection functions will be routed to the ESF 3 Manager at the EOC so inspectors from surrounding jurisdictions may be requested.
3. The State Fire Marshall's Office can provide training in evaluating damaged structures.

B. Organization and Responsibilities

1. Hamblen County Building Inspectors / Morristown Building Inspectors
   a. Serve as an Emergency Services Coordinator (ESC) in the EOC, and provide an alternate.
   b. Develop/implement building, occupancy, fire, and other codes within jurisdiction.
   c. Coordinate the development of a disaster inspection plan.
   d. Conduct building inspections of city and county-owned structures.
2. Hamblen County Board of Education
   a. Assist with building inspections of local educational facilities.
3. Hamblen County Highway Department / Morristown Public Works Department
   a. Provide logistical support for demolition operations.
   b. Coordinate with county and city building inspectors on demolition operations and debris removal.
   c. Coordinate with contract landfill operator on the proper segregation of debris prior to removal.
4. Hamblen County Property Assessor
   a. Provide copies records, maps, property diagrams, building drawings for use in damage assessment / inspection activities.
   b. Provide personnel to accompany inspection teams (outside of falling hazard areas).
5. Morristown-Hamblen Emergency Management Agency
   a. Provide oversight of the activities of ESF 3 organizations with regard to disaster preparedness planning and requesting assistance from outside the county.
6. Damage Assessment Team
   a. Be prepared to conduct post-disaster damage assessments.
   b. Coordinate team activities with the EMA, County and City Building Inspectors.

c. Assist ESF3 manager and support agencies to conduct building inspections.

VII. Mitigation and Preparedness Activities

A. Hamblen County Building Inspectors / Morristown Building Inspectors

1. Implement building, fire, and other engineering codes programs within jurisdiction.
2. Conduct regular training programs for local officials.
3. Adopt standard criteria for use in evaluating damaged buildings (e.g. safe for lawful use, limited entry, unsafe for entry).
4. Develop standardized building evaluation forms, prepare and store them for future use.
5. Develop procedures for prioritizing inspection of facilities.
6. Develop list of critical facilities that may require inspection.
7. Develop procedures for reentry and removal of personal items from damaged structures.
8. Develop procedures for securing unsafe areas.
9. Develop guidelines and procedures for demolition of unsafe buildings.
10. Identify county (or regional) contractors to assist in demolition and surveys.
11. Develop guidelines for inspection of county or city-owned facilities. Include provisions for reentry, recovery of essential records or equipment, and recommendations to demolish or repair.
12. Recommend that structural mitigation measures be built into all newly constructed county-owned/operated facilities.
13. Develop vendor lists of inspection instruments, heavy equipment etc., for use in building surveys and demolition.
14. Complete *ATC-20 Post Earthquake Building Safety Evaluation Course*.

B. Hamblen County Board of Education

1. Develop guidelines for assisting officials with inspections of local educational institutions.
2. Develop structural and non-structural guidance for educational facilities to reduce the chances of student/faculty injury during all types of emergencies.
3. Develop school emergency preparedness plans (coordinate with EMA).

C. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures for supplying logistical support to demolition operations, to include the provision of engineering assistance, assistance with demolition activities, and the removal of debris to approved landfills or burn sites.

D. Hamblen County Property Assessor

1. Maintain records concerning all buildings within Hamblen County.
2. Assist County/City Building Inspectors in the preparation of a list of critical facilities that may require inspection.

E. Morristown-Hamblen Emergency Management Agency

1. Require the development of emergency preparedness plans in all county and city-owned facilities.

F. Damage Assessment Team

1. Complete available federal, state and local damage assessment training.
2. Complete *ATC-20 Post Earthquake Building Safety Evaluation Course*.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Hamblen County Building Inspectors / Morristown Building Inspectors

1. Determine extent of emergency and the potential for building/structural damage.
2. Notify personnel of possible need for deployment to affected area(s).
3. Make arrangements for dissemination of standardized forms, guides, etc.
4. Refer technical questions to appropriate staff or other agency.
5. Provide damage assessment information to ESF 5.
6. Determine need for outside contractor assistance and begin call-up of needed groups. Coordinate with Resource Management ESC (ESF 7).
7. Prioritize inspection assistance requests. Ensure critical facilities are inspected quickly. Deploy personnel.
8. Task other ESFs or support agencies as necessary to carry out mission (i.e., ESF 13 for securing unsafe areas - Coordinate with the EMA).
9. Coordinate with ESF 7 requirements for performing demolition work on unsafe structures.
10. Inspect county and city-owned facilities and make arrangements for repair or demolition.

C. Hamblen County Board of Education

1. Assist officials with the inspection of local educational facilities and provide cost and use information with respect to repair or demolition and replacement.
2. Provide damage assessment information to ESF 5.

D. Hamblen County Highway Department / Morristown Public Works Department

1. Provide logistical support to demolition activities (i.e., heavy equipment, manpower).
2. Provide engineering support to inspection and demolition activities.

E. Hamblen County Property Assessor

1. Provide records as requested to support inspection activities.
2. Provide technical assistance with building inspections.
3. Provide administrative and inspection assistance.

F. Morristown-Hamblen Emergency Management Agency

1. Assist ESF 3 in obtaining building inspectors and technical expertise from other counties.

G. Damage Assessment Team

1. Conduct damage assessments.
2. After preliminary damage assessments have been made to EMA and County Mayor/ Mayor, assist City/County Building Inspectors with building safety evaluations.

IX. Training

A. *Post Earthquake Building Safety Evaluation Course (ATC-20)* and a *Damage Assessment Workshop* are available from TEMA.

B. Several courses are available through FEMA concerning the effects of natural disasters (especially earthquakes) on educational facilities and health care facilities; also Damage Assessment class-IS559.

C. The American Red Cross offers courses in damage assessment at its local chapter office.

D. Other ESF-3 training is provided by each department.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE
ROUTE CLEARANCE AND BRIDGE INSPECTION

I. Lead Agencies:

Hamblen County Highway Department
Morristown Public Works Department

II. Support Agencies:

All Emergency Response Agencies
Damage Assessment Team (DAT)
Tennessee Department of Transportation (TDOT)
Morristown & Hamblen GIS Departments

III. Introduction

A. Purpose

The purpose of this annex is to determine which routes are useable and to prioritize debris removal and repair roadways. Route inspection and clearance are critical for directing emergency response personnel into the affected area(s).

B. Scope

1. ESF 3 determines route conditions based on ground and aerial observations. ESF 3 coordinates the reopening of roadways.
2. ESF 3 also provides for debris removal from major roadways and, after these major roads are opened, from other areas as requested by the Direction and Control group at the EOC.

IV. Policies

A. The Highway Department and City Street Departments are responsible to maintain jurisdiction roadways in safe condition. This function is an extension of their normal, day-to-day functions.

B. TDOT is responsible for maintaining state highways and bridges in the county. TDOT can also provide limited assistance for inspections of county/city road and bridges.

V. Situation and Assumptions

A. Situation

1. Disasters often render roads unusable. Even a small tornado or downburst winds can down trees and power lines and prevent EMS or fire units from moving into affected area(s).
2. Clearance of debris from roadways and bridge inspections to ensure safety, are vitally important. Failure to open these routes means delay in emergency response to victims.

B. Planning Assumptions

1. Emergencies of every type may necessitate debris removal from roadways and/or airfields. Debris can be wrecked vehicle, trees, snow, ice, power lines, signs or building material.
2. Accidents and other emergencies may render bridges unsuitable for use by emergency vehicles and by victims trying to exit the affected area(s).
3. Local road crews remove debris from county and city-owned roads and bridges. State crews maintain state roads and will, after local resources are exhausted, assist local departments.

VI. Concept of Operations

A. General

1. The status of routes into an area affected by an emergency is of vital concern. Resources cannot be given directions until this is known.
2. Aerial reconnaissance may be needed after major earthquakes or widespread flooding. Initial reports from aircraft/drones and local agencies are used to prioritize inspections by ground crews. Ground crews will make final determination of route viability. This information will be provided to ESF 5 and other ESFs for use in the routing of resources.
3. Airstrips may also be used to position resources. Opening these facilities is also important.
4. The Highway Department is responsible for maintaining county-owned roads and bridges. TDOT officials are responsible for maintaining state-owned roads and bridges. TDOT resources may be used to assist county debris clearance operations when they are not needed for operations on state-owned systems.

B. Organization and Responsibilities

1. <u>Hamblen County Highway Department / Morristown Public Works Department</u>
   a. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
   b. Collect information concerning whether major routes are passable. Develop a plan of action to open up routes that are blocked in a timely manner.
   c. Deploy personnel and equipment to evaluate damaged bridges and roadways, and to take actions to restore them to a usable condition.
   d. Deploy personnel and equipment to remove blockages and reroute traffic.
   e. Assist city governments in opening damaged/blocked routes.
   f. Provide routing information to the EOC, SEOC, and citizens.
   g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. <u>All Response Agencies</u>
   a. Assist with the identification of damaged/blocked routes/structures.
   b. Provide traffic control functions through ESF 13 (Law Enforcement).
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
   d. Create “Strike Teams” when possible with all agencies consisting of Law Enforcement, EMS, Fire, Public Works, Damage Assessment, and Utilities to enter areas together.
3. <u>Damage Assessment Team</u>
   a. Provide damage assessments of roads and streets, when deployed, to Hamblen County Highway Department and Morristown Public Works Department.
4. <u>Tennessee Department of Transportation</u>
   a. Provide road clearance and bridge inspection operations on state highways.
   b. Provide assistance to local road crews when requested.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures for recording information about county routes and bridges, and for transmitting this information to ESF 5 and other ESFs that need it.
2. Develop procedures to prioritize road and bridge inspection and repairs.
3. Develop procedures for restoring damaged/blocked routes to operation.
4. Develop procedures to request TDOT assistance.
5. Develop procedures for deploying personnel to remove blockages, repair bridges, and open routes. Include provisions for utilizing other agencies' resources as well as other public and private sector resources.

B. All Response Agencies

1. Develop procedures for field units to report road/bridge conditions to the Highway Dept. ESC.
2. Develop procedures for deploying unit to control traffic around major blockages and at other points requested by Highway Dept. ESC. (Law Enforcement)

C. Tennessee Department of Transportation

1. Develop procedures for field units to report on state roads/bridges to the Hamblen County Highway Department / Morristown Public Works Department.
2. Develop procedures to respond to requests for assistance from the Hamblen County Highway Department / Morristown Public Works Department.

D. Damage Assessment Team

1. Train with the Hamblen County Highway Department / Morristown Public Works Department and TEMA to accomplish damage assessments of roadways.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Hamblen County Highway Department / Morristown Public Works Department

1. Collect information from field units and citizens about jurisdictional roadways and bridges.
2. Request assistance from local flying clubs, through EMA, for aerial reconnaissance.
3. Determine best routes for use by emergency personnel responding to affected areas. Provide primary and alternate route information to all agencies.
4. Prioritize the restoration of routes to usable conditions.
5. Perform inspections of bridges damaged by the disaster.
6. Deploy Department units to areas in need of debris removal or road restoration operations. Task other agency units for assistance when necessary.
7. Request assistance from TDOT to perform inspections, debris removal, and other functions.
8. Keep ESF 5 advised of the status of all major roadways in affected areas.

C. All Response Agencies

1. Task field units to provide road and bridge information to Highway Department ESC.
2. Deploy personnel to control traffic as requested by Highway Department ESC.
3. Create “Strike Teams” when possible with all agencies consisting of Law Enforcement, EMS, Fire, Public Works, Damage Assessment, and Utilities to enter areas together.

D. Tennessee Department of Transportation

1. Deploy TDOT resources to open state highways and bridges.
2. Respond to requests from Hamblen County Highway Department / Morristown Public Works Department for assistance.

E. Damage Assessment Team

1. Deploy teams to assess damage.

IX. Training

A. Most training connected with this subfunction of ESF 3 is provided the agencies tasked herein.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE
DEBRIS REMOVAL

I. Lead Agencies:
Hamblen County Highway Department
Morristown Public Works Department

II. Support Agency:
Hamblen County Solid Waste System
Tennessee Department of Environment & Conservation

III. Introduction

A. Purpose

1. This sub-functional annex provides for debris removal operations after disasters.

B. Scope

1. This ESF coordinates the removal of debris generated through the demolition of unsafe structures, recovery activities, or through the disaster itself.

IV. Policies

A. Debris removal is necessary in affected areas to prevent the development and spread of disease and general sanitation problems.

B. Landfill capacity will be use the best extent possible. Burn sites will be established as may be allowed by the State Dept. of Environment and Conservation. (Air Pollution Control)

C. Normal permitting practices may be waived by state and federal officials if necessary to allow for the disposal of building debris, downed vegetation, and similar materials.

D. All disposal activities will be conducted with health concerns being the foremost consideration.

V. Situation and Assumptions

A. Situation

1. Most emergencies produce some type of debris that will affect recovery activities. The debris may be from direct damage to buildings and/or vegetation, or through destruction of components of the environment,
2. Allowing debris to accumulate for long periods of time can lead to the development and spread of diseases, and to the propagation of vermin and insects.

B. Planning Assumptions

1. Emergencies and disasters will generate some refuse or debris that will have to be disposed.
2. There will be some landfill space available for use in or near areas affected by disasters.
3. Many emergencies will generate quantities of debris that will exceed or significantly reduce current landfill capabilities and will, therefore, require alternative disposal measures.
4. Permitting requirements associated with normal landfill use will be waived if necessary to allow for the disposal of non-hazardous debris resulting from the emergency.

VI. Concept of Operations

A. General

1. Many disasters generate debris. If left to sit or accumulate improperly, this debris will foster the development and spread of diseases and illness. Additionally, this material may be used as a breeding ground for mice, rats, mosquitoes, and other pests. It is therefore essential to remove debris to a suitable dumping area as soon as is practical after the termination of the emergency.
2. Decisions regarding the disposal of debris will be made with environmental concerns considered.
3. The Hamblen County Highway Department / Morristown Public Works Department will be responsible for debris removal operations. Decisions regarding the disposal of debris will be made jointly by local officials, with input provided by state environmental agencies when required.
4. Monitoring of areas with significant accumulations of debris will be conducted until the debris is removed.

B. Organization and Responsibilities

1. Hamblen County Highway Department / Morristown Public Works Department
   a. Physically remove debris. The Public Works ESC may request assistance from other ESFs with necessary capabilities.
   b. Coordinate the removal of debris with state and federal environmental officials.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
   d. Make recommendations or provide approvals for sites for debris disposal.
   e. Manage permit processes for disposal sites.
2. Hamblen County Solid Waste System
   a. Provide technical assistance to reduce the volume of debris going to contract landfill.
   b. Liaison with contract landfill.
   c. Assist Highway / Public Works Department to obtain burn permits.

VII. Mitigation and Preparedness Activities

A. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures for deploying personnel and equipment to perform debris removal operations where required.
2. Develop procedures for coordinating disposal activities with state and federal environmental officials.
3. Develop procedures for coordinating selection of debris disposal sites with public works and state and federal environmental officials.
4. Develop procedures for applying for approval to waive normal permitting processes associated with the disposal of disaster-generated debris.

B. Hamblen County Solid Waste System

1. Develop procedures for dealing with receipt/transfer of disaster debris.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report needs to EMA Director and initiate response/recovery activities as dictated by situation.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Hamblen County Highway Department / Morristown Public Works Department

1. Provide personnel and equipment as necessary to perform debris removal operations.
2. Obtain disposal site information from local sanitation officials or state environmental officials.
3. Meet with state/federal environmental officials, and state and local health officials to make determinations regarding:
   a. Status and viability of currently used landfills
   b. Selection of potential disposal sites
   c. Necessary permitting processes required for potential disposal sites
   d. Potential effects of selected sites on local groundwater, sanitation, and health systems
4. Make arrangements for waiving permitting processes for emergency disposal of disaster-generated debris.
5. Monitor disposal activities to insure compliance with state and federal environmental regulations to the extent necessary.

C. Hamblen County Solid Waste System

1. Assign personnel to assist with debris removal and transfer operations.
2. Assist Highway / Public Works Department in obtaining necessary environmental permits.

IX. Training

A. All training associated with this sub-function is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE
WATER AND WASTEWATER SYSTEMS

I. Lead Agencies
Morristown Utilities

II. Support Agency
Morristown Public Works Department
All Other Utility Districts
Hamblen County Health Department

III. Introduction

A. Purpose

1. The purpose of this subfunction of ESF 3 is to assess, repair, and restore operable potable water and sanitary sewer systems in areas affected by emergencies.

B. Scope

1. This subfunction provides technical and regulatory operation and restoration of potable water delivery and sanitary sewer systems damaged by earthquakes, floods, or other disasters.

IV. Policies

A. The restoration of potable water supplies and sanitary wastewater capabilities is of prime importance following a disaster; the health and safety of both the victim population and the emergency responders must be insured.

V. Situation and Assumptions

A. Situation

1. Disasters of any magnitude may reduce or eliminate the community's ability to supply potable water to its citizens.
2. Many disasters (especially earthquakes) can damage the sanitary sewer system in a community, to include either the pipe grid or the treatment facilities or both.
3. The lack of potable water and a sanitary sewer system, where one existed before, poses severe health concerns for the affected community.
4. Water supply systems are necessary to insure adequate fire protection capabilities.

B. Planning Assumptions

1. Potable water delivery systems may be affected by any type of disaster.
2. Sanitary sewer systems may be affected by any type of disaster.
3. The failure of a sanitary sewer system in a community may lead to serious health problems.
4. Disaster victims and emergency responders in the affected area(s) will need access to potable water sources within 24 hours of a disaster.

VI. Concept of Operations

A. General

1. A large disaster, especially an earthquake or flood, will cause severe damage to a community's potable water delivery system. This may be in the form of damage to the piping system, damage to the treatment facilities, destruction of reservoir capabilities, loss of power to the pumping system, or infiltration of the reservoirs by unsanitary water or other fluids.
2. Priority will be given to the delivery of potable water to areas affected by a disaster, either through restoration of the community's delivery system or through the provision of water in containers to residents within a community.
3. Local water and sewer officials are responsible for the physical restoration of the local water delivery and sewer systems. Technical assistance will be made available through the state Department of Environment and Conservation.
4. Local units will be used to distribute potable water to residents in affected areas when possible.

B. Organization and Responsibilities

1. Morristown Utilities
   a. Provide an individual(s) to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
   b. Responsible for inspecting and assessing damage to water delivery system and developing plans for the restoration of services in as expedient a manner as possible.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Water Utility Districts
   a. Responsible for inspecting and assessing damage to water delivery system and developing plans for the restoration of services in as expedient a manner as possible.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. Hamblen County Health Department
   a. Responsible for monitoring the health effects associated with damage to, or the functional degradation of, the water delivery and sanitary sewer systems in the community.
   b. Responsible for formulating plans for dealing with the situation in affected areas with regards to health maintenance for victims and emergency responders.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. Morristown Public Works

VII. Mitigation and Preparedness Activities

A. Morristown Utility Systems, Alpha-Talbott Utility District, Russellville-Whitesburg Utility District, Witt Utility District

1. Develop procedures for inspecting water treatment and delivery systems to determine if they are fully functional or must be fully or partially shut down.

2. Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of water delivery systems in areas affected by disasters.
3. Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

B. Morristown Public Works Department

1. Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of wastewater treatment systems in areas affected by disasters.
2. Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

C. Hamblen County Health Department

1. Develop plans for assessing the public health consequences of malfunctioning water and sewer systems.
2. Develop SOPs/SOGs for issuing instructions through the Public Information Officer regarding citizen use of untreated and/or contaminated water supplies in affected areas.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report needs to EMA Director and initiate response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Morristown Utility Systems, Alpha-Talbott Utility District, Russellville-Whitesburg Utility District, Witt Utility District

1. Deploy personnel to inspect and conduct damage assessment of local water delivery and wastewater treatment systems. Implement restorative measures.
2. Provide damage assessment information to ESF 5.
3. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged wastewater systems.
4. Route requests for potable water delivery to the EMA Director or other designated ESC in the EOC.

C. Morristown Public Works Department

1. Provide damage assessment information to ESF 5.
2. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged wastewater systems.

D. Hamblen County Health Department

1. Coordinate activities with the local water and sewer departments with respect to recommendations concerning potential health consequences associated with continued operation of partially damaged systems.
2. Develop and issue press releases through the Public Information Officer in the EOC advising the public of proper protective actions to be taken with regard to using water drawn from damaged delivery systems in affected areas.

3. Provide information concerning the health situations in affected areas to ESF 5.

IX. Training

A. All training related to this subfunction is provided in-house by the agencies concerned.

DEBRIS MANAGEMENT PLAN ANNEX

AN OFFICIAL AMENDMENT TO ESF 3 OF THE
EMERGENCY OPERATIONS PLAN

I. MISSION

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

II. SITUATION

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, hazmat, etc. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed. In a major or catastrophic disaster, Hamblen County may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term. Private contractors play a significant role in the debris removal, collection, reduction, and disposal process. The debris management program implemented by Hamblen County will be based on the waste management approach of reduction, reuse, reclamation, resources recovery, incineration, and landfilling, respectively.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

The Hamblen County Garbage Department and/or Morristown Public Works Department (GD/PW) is responsible for the debris removal function. GD/PW will work in conjunction with designated support agencies utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. GD/PW will be responsible for removing debris from the public right-of-way. Only when pre-approved, and it is deemed in the public interest, will GD/PW remove debris from private property. GD/PW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the disaster. Because of the limited quantity of resources and service commitments following the disaster, GD/PW will be relying heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal. Using private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from Hamblen County / City of Morristown

to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and State economies impacted by the storm, as well as maximizes State and local governments' level of financial assistance from the Federal government. Private contracting allows the State and its political subdivisions to more closely tailor their contract services to their specific needs. The entire process (i.e., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out. GD/PW will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

IV. STAFF DEVELOPMENT & RESPONSIBILITIES

Hamblen County is responsible for developing a debris management plan and shall select a "Debris Manager" to supervise a "Debris Management Staff". The staff shall be comprised of personnel to perform:

1. Administration
   Function: Housekeeping, supplies, equipment, funding, accounting.
2. Contracting and Procurement
   Function: Assist the Purchasing Department with bidding requirements, forms, advertisements for bids, instructions to bidders, contract development.
3. Legal
   X. Function: Contract review, right of entry permits, community liability condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.
4. Operations
   Function: Supervision of government and contract resources and overall project management.
5. Engineering
   Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.

6. Public Information Specialist
   Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

The staff shall coordinate with all State and Federal agencies responsible for disaster response and recovery operations. The staff will be assigned the task of:

1. Assembling to develop a Debris Management Plan.
2. Developing an analysis and debris management capability
3. Discourage development in hazardous zones.
4. Develop public information and education programs.
5. Train personnel in debris management techniques.

6. Maintain pre-disaster maps, blueprints, photos and other documents.
7. Make a list of critical facilities (streets, roads, and bridges).
8. Identify non-government groups that could assist.

V. CONTRACT AND COOPERATIVE AGREEMENTS

Sample contracts, with a menu of services and generic scopes of work, will be developed by the Hamblen County and City Attorney's Offices, prior to the disaster, to allow the vendor to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner.

The Hamblen County Mayor's Office and/or the Morristown City Administrator will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. Hamblen County is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established by the County's procurement policies. All State agencies and local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.

The three types of contracts are the:

1. Time and Materials Contract. Will be limited to the first 70 hours of operation and only after all State and local equipment has been committed. The price for equipment applies only when the equipment is operating, the County can terminate the contract at its convenience, and the County does not guarantee a minimum number of hours.

2. Lump Sum Contract. The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the "area" method or the "pass" method. The lump sum contract shall only be used when the scope of work is clearly defined and the areas of work can be specifically quantified.

3. The Unit Price Contract. Is the most accurate account of actual quantities removed. Requires field inspectors to eliminate contractor fraud. All contractor trucks must be measured. Requires load tickets identifying truck number, contract number, contractor's name, date, time-departed site, and estimated volume.

Any agreements entered into would include utilization of personnel, equipment, temporary landfill sites, emergency services, and law enforcement. Hamblen County has further identified certain volunteer (VOAD), State, and Federal agencies ready to assist. These agencies include civic clubs, church organizations, Salvation Army, State Department of Transportation, National Guard, scrap dealers, and U.S. Department of Labor. VOAD organizations will be coordinated by the State.

VI. SITE SELECTION

Debris storage and reduction sites will be identified, evaluated, and approved by TDEC Division of Solid Waste Management; along with interagency site selection teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, State, and Federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas and segregated on site into the debris classifications listed below, to the fullest extent possible. These temporary holding sites will be identified and evaluated prior to the onset of any emergency. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Hamblen County Garbage Department and/or Morristown Public Works Department, and will be coordinated with other recovery efforts through the emergency operations center.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

The following is a list of temporary holding sites as approved by TDEC Division of Solid Waste Management: (Sites may be added or deleted depending on need.)

1.
2.
3.
4.
5.

VII. DEBRIS REMOVAL PRIORITIES

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

VIII. DEBRIS CLASSIFICATION

To facilitate the debris management process, debris will be segregated by the property owner, to the fullest extent possible, by debris type. It is recommended that the categories of debris established for recovery operations will be standardized. Hamblen County will adopt the categories established for recovery operations by the U.S. Army Corps of Engineers following Hurricane Andrew. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris. Most common hurricane or tornado-generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill. Definitions of classifications of debris are as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations.

Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees, vegetation, plywood, pressboard, etc. Burnable debris does not include garbage or construction and demolition material debris.

Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, painted wood, insulation, treated wood, and other materials as may be designated by the coordinating agency (TDEC). Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, power transformers, white goods, and electrical fixtures, and mercury containing products.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

IX. ESTIMATING DEBRIS QUANTITIES

The formula for estimating debris quantity is: Q=H(C)(V)(B)(S)

H (Households)=Population/3 (3 persons per household)
C (Category of Storm)=Factor (See table below)
V (Vegetation Multiplier)= Factor (See table below)
B (Commercial Density Multiplier)= Factor (See table below)
S (Precipitation Multiplier)= Factor (See table below)

Tornado Category	Value of "C" Factor
EF1	2 CY
EF2	8 CY
EF3	26 CY
EF4	50 CY
EF5	80 CY

Vegetative Cover	Value of "V" Multiplier
Light	1.1
Medium	1.3
Heavy	1.5

Commercial Density	Value of "B" Multiplier
Light	1.0
Medium	1.2
Heavy	1.3

Precipitation	Value of "S" Multiplier
None to Light	1.0
Medium to Heavy	1.3

Once the amount of debris has been estimated, the County / City will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than can be safely managed.
2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
3. 10 foot stack height = 3.33 yards
4. 1 acre = 4,840 square yards (sy)
5. Total volume per acre = 4,840 sy/ac x 3.33y = 16,133 cy/ac.

Using the above assumptions, the estimate of total debris from any tornado will be within 30% plus or minus of the actual amount of debris accumulated. Hamblen County has estimated that under the worst scenario (i.e. an EF5 tornado, heavy vegetation cover, heavy commercial density, and heavy precipitation) the amount of acres needed for a temporary landfill is 444 acres. The calculation (assuming a population of 65,000) is as follows:

Q = H(C)(V)(B)(S)
Q = 21,667 x 80 x 1.5 x 1.3 x 1.3
Q = 4,394,068 cy of debris.

4,394,068 (cy of debris / 16,133 (cy/ac) = 272.4 acres of debris.
272.4 acres x 1.63 (60% more area needed for roads, etc.) = 444 acres.

X. DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it may be taken to temporary land storage sites which have been approved by TDEC Division of Solid Waste Management. The three methods of disposal are burning, recycling, and grinding/chipping. Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use. The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a "curtain effect" to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit. All open burning will be done following the approval of the Division of Air Pollution Control. Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

XI. SITE CLOSE-OUT PROCEDURES

Each temporary debris staging and reduction site, if needed, will eventually be emptied of all material and be restored to its previous condition and use. Before activities begin, ground and aerial photos will be taken and important features such as structures, fences, culverts,

landscaping, ponds/creeks/streams will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds. After activities begin, constant monitoring of air quality and soil and water samples will take place. Photos, maps, and sketches of the site will be updated and fuel spills will be noted. At close-out, final testing of soil, water, and air quality will be conducted and compared to original conditions. All ash will be removed and any remediation actions will be taken.

XII. DEBRIS MANAGEMENT ACTIONS

The Debris Management Plan is separated into four stages:

1. Normal Operations

Develop local and regional resource list of contractors who can assist local governments in all phases of debris management.

Develop sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.

Develop mutual aid agreements with other State agencies and local governments, as appropriate, following guidelines established in agency procurement manual.

Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.

Pre identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.

Develop site selection criteria checklists to assist in identifying potential debris storage sites.

Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.

Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.

Establish debris assessment process to define scope of problem.

Develop and coordinate pre-scripted announcements with the Public Information Office (PIO) regarding debris removal process, collection times, temporary storage sites use of private contractors, environmental and health issues, etc.

2. Increased Readiness

(A natural or man-made disaster is threatening the local area)

Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.

Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.

Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.

Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impeding threat.

Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

3. Response

Activate debris management plan, coordinate with needs assessment team.

Begin documenting costs.

Coordinate and track resources (public and private).

Establish priorities regarding allocation and use of available resources.

Identify and establish debris temporary storage and disposal sites (local, regional).

Address any legal, environmental, and health issues relating to the debris removal process.

Continue to keep public informed through the PIO.

4. Recovery

Continue to collect, store, reduce, and dispose of debris generated from the event in a Cost-effective and environmentally responsible manner.

Continue to document costs.

Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.

Perform necessary audits of operation and submit claim for Federal assistance.

XIII. SUPERSESSION

This plan supersedes all previous policies enacted by Hamblen County regarding debris management during emergency operations.

XIV. REVIEW

This Director of the Morristown-Hamblen County Emergency Management Agency, or his/her designee, shall review this plan every two (2) years from the date of adoption.

XV. EFFECTIVE DATE

The effective date of this plan shall be 1 June 2011.

XVI. SIGNATURES

_____	_____
Bill Brittain	Chris Bell, Director
Hamblen County Mayor	Morristown-Hamblen Co. EMA

EMERGENCY SUPPORT FUNCTION 3
APPENDICES

Appendix 1 Building Inspections Organizational Chart

Appendix 2 Route Clearance & Bridge Inspection Organizational Chart

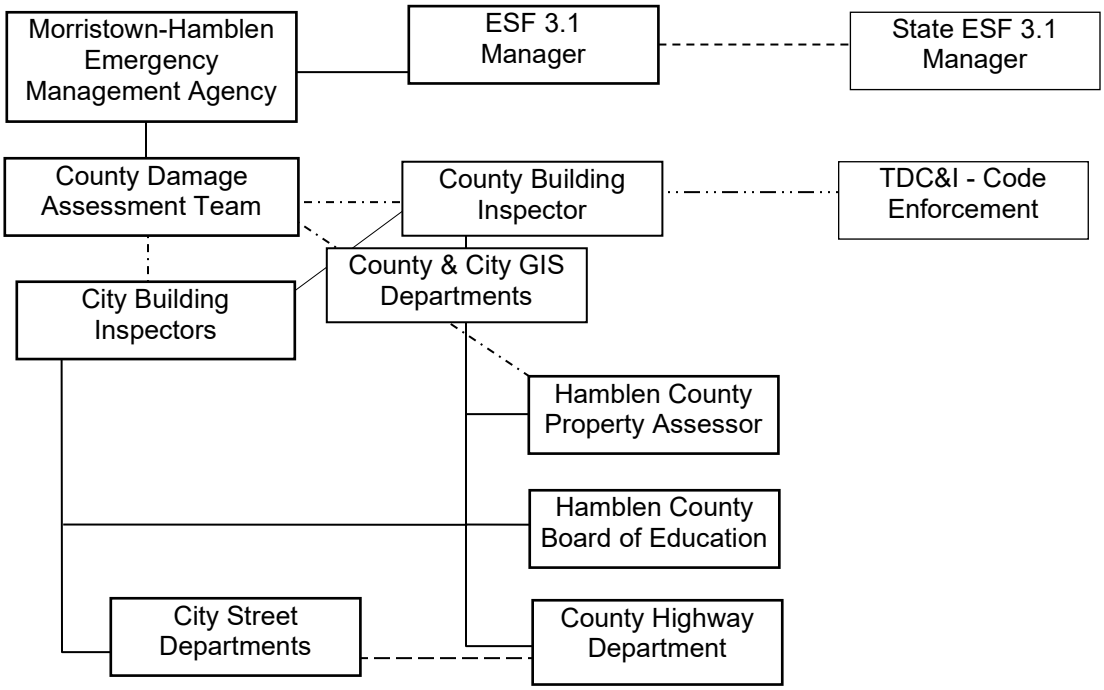
Appendix 3 Debris Removal Organizational Chart

Appendix 4 Water & Wastewater Systems Organizational Chart

Appendix 5 Location of Environmental Facilities

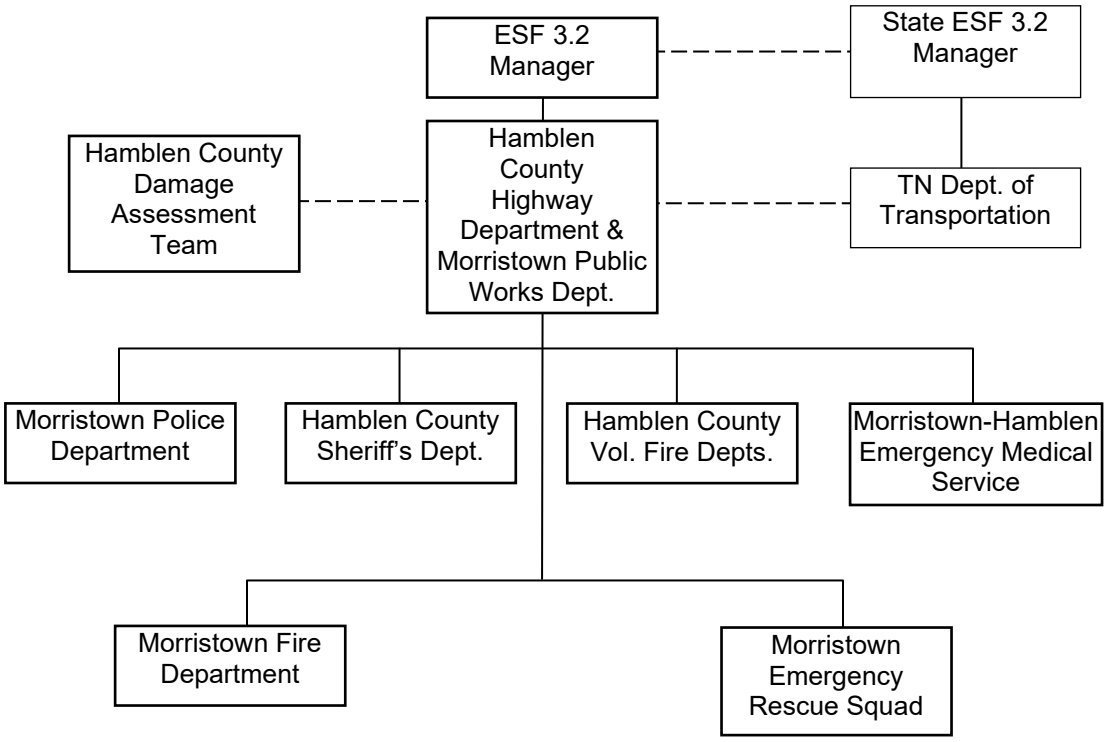
APPENDIX 1 TO ESF 3

BUILDING INSPECTION & CONDEMNATION ORGANIZATIONAL CHART

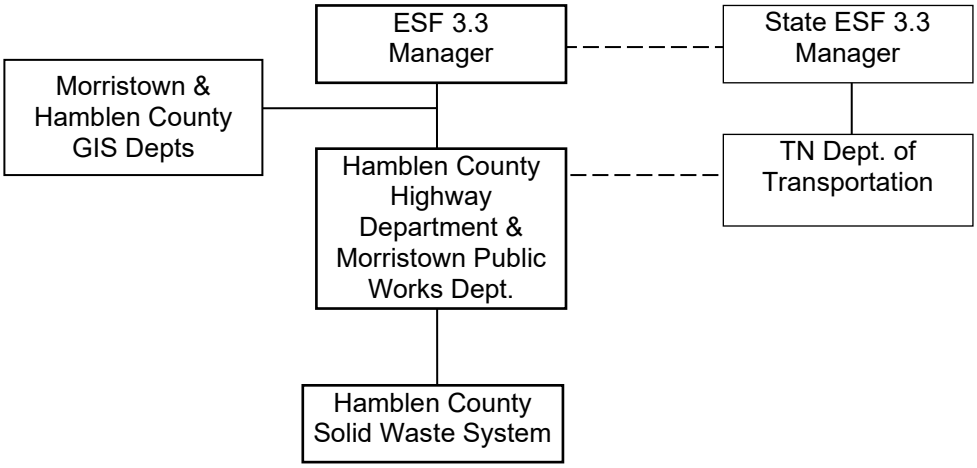


APPENDIX 2 TO ESF 3

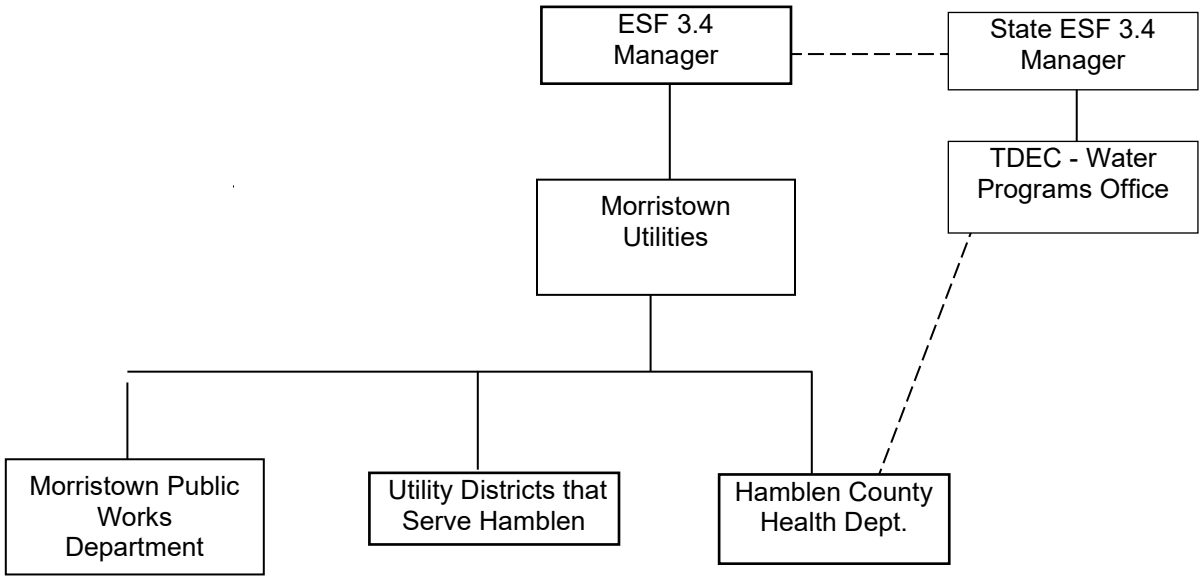
ROUTE CLEARANCE & BRIDGE INSPECTION ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 3
DEBRIS REMOVAL ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 3
WATER AND WASTEWATER SYSTEMS ORGANIZATIONAL CHART



APPENDIX 5 TO ESF 3
LOCATION OF ENVIRONMENTAL FACILITIES

(Water, Wastewater Treatment Facilities, Landfills, etc.)

Maintained in EOC, Utility Operations Centers, and Property Assessor's Office

E S F 4

FIREFIGHTING

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EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING
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EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

I. Lead Agency:

Morristown Fire Department
Hamblen County Volunteer Fire Departments

II. Support Agencies:

Morristown-Hamblen Emergency Management Agency
Tennessee Division of Forestry

III. Introduction

A. Purpose

This Emergency Support Function (ESF) provides local resources for detecting, controlling, and suppressing urban, rural, or wildland fires that may result from any cause.

B. Scope

This ESF manages and coordinates firefighting activities within the county and its cities.

IV. Policies

A. The Incident Command System will be used as the basis for fire operations in the county.

B. All requests for firefighting assistance will be routed through the jurisdictional 911. The jurisdictional 911 will keep the Morristown Fire Department or Hamblen County Volunteer Fire Department(s) ESC informed as fire calls progress.

C. Local mutual aid resources will be exhausted before requesting assistance from state resources.

D. The Tennessee Division of Forestry will respond to wildland fires as per established agreements with the county and its various cities.

E. The term “fire department” shall include volunteer, professional, and combination departments unless otherwise specified in this ESF.

V. Situation and Assumptions

A. Situation

1. Fire prevention and control operations are handled routinely on a day-to-day basis by city and county fire departments. The vast majority of the problems they will face during major emergencies simply require an expansion of their normal operations.

2. Fires occur often; however, major fires may be caused by a catastrophic event such as an earthquake, flood, or hazardous materials incident. The commitment of resources to two or more major operations may tax even the largest department, especially if the event has reduced the department's ability to respond, through equipment damage, road damage, or loss of personnel. Thus, outside assistance beyond normal mutual aid calls may be needed.

B. Planning Assumptions

1. Fires will continue to routinely occur throughout the county.

2. Fires may be caused by earthquakes, tornadoes, floods, etc., and these fires may be beyond the capabilities of local fire service organizations (either in complexity or magnitude).

3. Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or nonexistent water pressure for firefighting operations. Additionally, equipment compatibility problems may occur between responding departments.

4. Access to affected areas may be impeded by damaged roadways and/or bridges.

5. Local communities in the county will continue to improve their level of firefighting capability and will, upon appropriate request, provide resources for use in affected areas.
6. All fire service resources within the county (and those from outside the county dispatched as a part of a mutual-aid response) will maintain control of their own assets during operations.
7. The Division of Forestry will continue to provide wildland fire protection to the county.

VI. Concept of Operations

A. General

1. Disaster response activities of local fire departments are an expansion of daily operations.
2. ESF 4 will coordinate the local provision of firefighting resources and the provision of resources from other portions of the state into those areas affected by major disasters.
3. ESF 4 will maintain an ongoing list of resource needs and will prioritize them based on the resources available. If ESF 4 determines that the requirements are beyond local capabilities, a request can be made for state and federal assistance to the SEOC.

B. Organization and Responsibilities

1. Morristown Fire Department / Hamblen County Volunteer Fire Departments
   a. Coordinate the overall activities of city and county fire departments during disasters.
   b. Manage the ESF 4 functions in the EOC when activated.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
   d. Coordinate activities of the jurisdictional department with other fire departments.
   e. Provide fire protection services within departmental jurisdiction, and to others as provided by contract, mutual aid, or other agreement.
2. Tennessee Department of Agriculture - Division of Forestry
   a. Provide assistance to county fire service organizations for rural wildland fire suppression.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. Morristown-Hamblen Emergency Management Agency
   a. Assist with the training of fire service organizations in the use of the Incident Command System and other field courses provided by TEMA. Provide other training to fire services throughout the county.
   b. Coordinate fire operations with EMS, law enforcement, rescue, and other departments.

VII.Mitigation and Preparedness Activities

A. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Participate in developing local and regional mutual aid agreements.
2. Develop SOPs/SOGs for handling requests for fire response assistance. Include methods of obtaining, deploying, and tracking firefighting apparatus and personnel from other departments.
3. Be familiar with the responsibilities of other local and state support agencies. Develop methods to assign response priorities when multiple calls require simultaneous response or when limited resources mean that some incidents wait for assistance.
4. Develop and improve fire response capabilities.

B. Tennessee Department of Agriculture - Division of Forestry

1. Develop and implement agreements between the Division of Forestry and the county to provide assistance in suppression of wildland fires or fires occurring on state property.
2. Develop regional lists of resources deployable to affected areas. Include estimated time for deployment to various staging areas across the region.
3. Develop procedures and coordination requirements for inserting fire suppression assets into areas where debris, road/bridge damage impede access, or where areas involved are inaccessible to average firefighting vehicles.

C. Morristown-Hamblen Emergency Management Agency

1. Assist in the development of local and regional mutual aid agreements.
2. Assist in hazard analyses to determine potential impacts of specific hazards on fire suppression capabilities.
3. Conduct local exercises that involve fire departments.
4. Provide training and public education materials available from the Federal Emergency Management Agency to local fire service organizations.
5. Prepare maps showing location of fire stations, fire apparatus, and other critical information concerning fire operations for use in EOC during emergencies.

VIII.Response and Recovery Actions

A. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Send ESCs to EOC, as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery activities.
4. Maintain logs of activities, messages. Initiate internal notification/recall activities.
5. Receive, respond to and track requests for assistance from other ESCs provided by ESF 4.
6. Collect information from the field and forward data to ESF 5
7. Coordinate the movement of resources to the staging area with:
   a. Staging Area Coordinator (ESF 7)
   b. Transportation (ESF 1)
   c. Law Enforcement (ESF 13), for security, traffic control, etc.
8. Request assistance from other ESFs to meet the needs imposed upon ESF 4 by field units. If the other ESFs cannot meet the demands, forward request to the State ESF 4 coordinating officer for assistance from the appropriate state ESF.
9. Respond to requests of any other ESF for personnel, equipment, or other resources.
10. Respond to requests for firefighting assistance within jurisdiction and in support of mutual aid agreements.
11. If necessary, move resources to staging areas or into affected areas.
12. Maintain logs of resource requests, resource use, message traffic, etc., for use in applying for state/federal disaster assistance and for use in after-action reports after the emergency.

B. Tennessee Department of Agriculture - Division of Forestry

1. Respond to requests from local fire service organizations for assistance.
2. Provide field information to ESF 4 Manager

3. Receive and evaluate requests for assistance from ESF 4 Manager. If Forestry can fill request, do so; if not, advise ESF 4 Manager that other sources will have to be found.
4. Activate internal notification/recall of Forestry personnel.
5. Maintain logs of activities, messages, etc. for use in applying for federal disaster assistance, and for use in after action reports following termination of emergency
6. Provide liaison with U. S. Forest Service (USFS) and make requests as provided in USFS-TN Division of Forestry agreements.

C. Morristown-Hamblen Emergency Management Agency

1. Coordinate fire department activities with EMS, law enforcement and other organizations.
2. Provide communications support for fire service operations.
3. Provide operational support for ESF 4 functions as required.

IX. Training

Many training courses are available to state and/or local fire service agencies.

A. The FEMA and the National Fire Academy and the Emergency Management Institute (National Emergency Training Center) provide field courses. Also, FEMA provides several resident courses at the National Emergency Training Center campus in Emmitsburg, Maryland.

B. College degrees may be obtained in Fire Administration or Fire Protection Technology through the Open Learning Fire Service Program (OLFSP). The OLFSP is sponsored by FEMA's National Fire Academy. It provides firefighters an opportunity to earn a college degree while working around their job schedules. Tennessee is served in this program by the University of Memphis. More information about the OLFSP program can be obtained from the University.

C. The State Fire Academy in Bell Buckle provides hands-on training in several areas. This includes the Firefighter I and Firefighter II series (as provided by the Tennessee Commission on Firefighting), which may be delivered in the field, and the Firefighter III course, which is delivered only at the Academy site (and includes live fire training in a burn-building, propane set-up, and a fuel pit). Other field deliverable courses are also available.

D. The Tennessee Emergency Management Agency provides training in the implementation and use of the Incident Command System, as well as many of the field deliverable Emergency Management Institute courses. Additionally, several hazardous materials courses are available through TEMA.

E. Coordination and Request for Training Activities

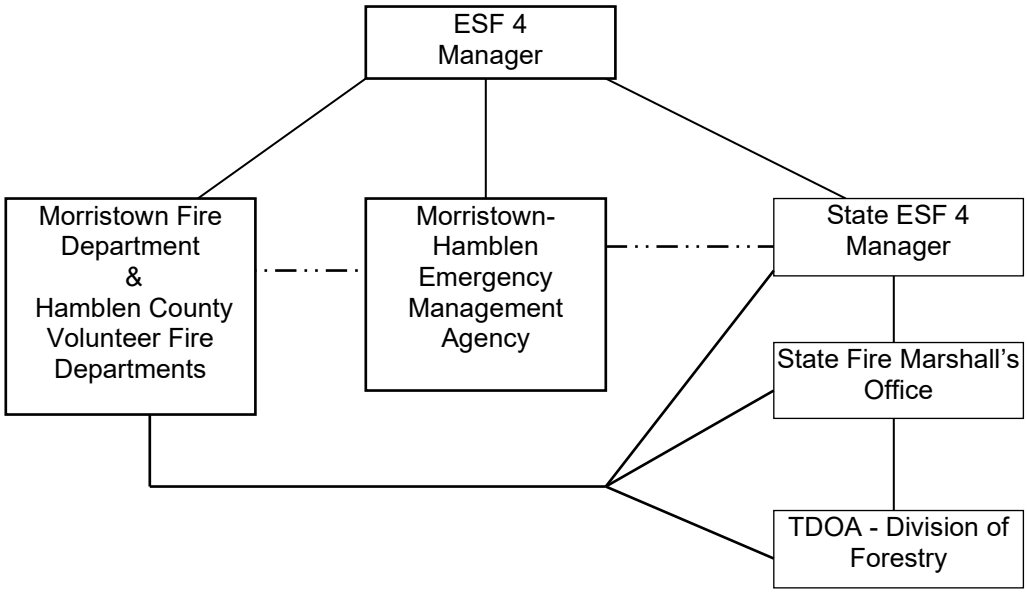
1. Courses provided through TEMA or FEMA's Emergency Management Institute are requested via the agency's training officer. Those accepted for classes will be notified by the agency delivering the class.
2. Requests for attendance at State Fire Academy classes or classes held at the National Fire Academy are submitted to the Training Officer at the State Fire Academy or the State Fire Marshal's Office. Those accepted will be notified by the agency delivering the class.
3. The OLFSP program is administered by the University of Memphis, and requests for information for this program must be directed to the University College, Johnson Hall, Memphis, TN 38152.

EMERGENCY SUPPORT FUNCTION 4
APPENDICES

Appendix 1 Firefighting Organizational Chart

Appendix 2 Fire Station Locations

APPENDIX 1 TO ESF 4
FIREFIGHTING ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 4
FIRE STATION LOCATIONS

- **Morristown Fire Department – Station One**
  625 South Jackson Street, Morristown, Tennessee 37813
- **Morristown Fire Department – Station Two**
  1801 Buffalo Trail, Morristown, Tennessee 37814
- **Morristown Fire Department – Station Three**
  3205 East Andrew Johnson Highway, Morristown, Tennessee 37814
- **Morristown Fire Department – Station Four**
  337 Central Church Rd, Morristown, Tennessee 37814
- **Morristown Fire Department – Station Five**
  5700 Air Park Blvd, Morristown, Tennessee 37814
- **Morristown Fire Department – Station Six**
  5020 S Davy Crockett Pkwy., Morristown, Tennessee 37813
- **North Hamblen County Volunteer Fire Department**
  787 Noe's Chapel Road, Morristown, Tennessee 37814
- **South Hamblen County Volunteer Fire Department**
  4686 South Davy Crockett Parkway, Morristown, Tennessee 37813
- **East Hamblen County Volunteer Fire Department**
  295 Luther Proffitt Road, Russellville, Tennessee 37860
- **West Hamblen County Volunteer Fire Department**
  6301 West Andrew Johnson Highway, Talbott, Tennessee 37877
- **West Hamblen County Volunteer Fire Department Sub Station**
  881 Kidwells Ridge Rd, Morristown, TN 37814

E S F 5

INFORMATION AND PLANNING

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INFORMATION AND PLANNING
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EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING
DISASTER INFORMATION

I. Lead Agency: Morristown-Hamblen Emergency Management Agency

II. Support Agencies: All City and County Agencies with Emergency Responsibilities
Hamblen County Attorney
Morristown City Attorney

III. Introduction

A. Purpose

1. This subfunction establishes procedures and policies for gathering and analyzing disaster information to determine the extent of an emergency and to produce a plan for prioritizing resource requirements in support of the response to that emergency.

B. Scope

1. The scope of the disaster information operation involves the following:

   a. Information Processing

   This involves gathering and processing essential disaster information from emergency officials, county ESFs, state and federal agencies, or private organizations for use in reports, briefings, displays, and response actions.

   b. Reports

   Disaster information is consolidated into reports and displays to describe and document overall response activities. County decision-makers, ESFs, and public information officers are kept informed of the status of response and recovery operations.

   c. Displays

   Display boards in the EOC show the damage in affected areas and resource needs.

   d. Planning

   The projected status of an event as described by current disaster information is the basis for response and recovery operations planning.

   e. Technical Services

   Specialized technical assistance to ESF 5 is obtained concerning specific problems and potential requirements from certain hazards (e.g., earthquakes or hazardous materials). Help in interpreting aerial reconnaissance or a legal issue is found here.

IV. Policies

A. The collection and processing of disaster information is vital to the development of an effective response plan to assist the citizens of the county during major emergencies and disasters.

V. Situation and Assumptions

A. Situation

1. All disasters generate the need for disaster information. This information describes the extent of the emergency, gives emergency information to the public and identifies specific needs of the county and its cities.

2. Emergencies may require technical assistance that is unavailable locally. This assistance may include seismologists, legal assistance, or specialized rescue or other technicians.

B. Planning Assumptions

1. In the initial stages of a disaster, Information from affected areas may not be available or detailed. Through efforts of the EMA and response organizations, initial information may be reported within a few minutes following the onset of a disaster.
2. Local emergency response officials will be the immediate and best source of vital information regarding damage and response needs.

VI. Concept of Operations

A. General

1. Local agencies will immediately begin to assess the impact of the emergency on citizens, infrastructure, and government operations. This assessment will be passed to the EMA at the EOC. Each ESF will receive information from field units and pass this information to the EMA. The EMA will keep the SEOC and the TEMA Regional EOC informed.
2. The local EMA will also provide information to the ESF 5 group. This information will include:
   a. The number and severity of injuries and the status of key officials
   b. Physical and jurisdictional boundaries of the disaster area
   c. Status of communications and transportation systems and networks
   d. Status of EOC, public safety facilities, 911s, and other critical sites
   e. Status of staging areas, casualty collection points, evacuation points
   f. Weather conditions affecting emergency operations
   g. Hazard-specific information
   h. Status of emergency or disaster declaration
   i. Resource shortfalls and capabilities
   j. Status of evacuation efforts, shelter, feeding operations and public health issues
   k. Major issues/activities being handled by cities and communities
   l. Overall priorities for response operations, progress of response activities
   m. Social, economic, and political impacts
   n. Status of disaster declaration request
   o. Other information concerning status of emergency situation in affected area(s)
3. ESF 5 compiles this information and determines which parts are critical to the overall response/recovery effort. This information will be given to affected ESFs and the Direction and Control Group (through displays or reports).
4. Information of use to only one ESF will be maintained by that ESF.
5. ESF 5 develops Situation Reports using statistical, narrative, and graphical information from the various ESF groups in the EOC and field units to provide an overall picture of the situation and describe local response actions. These reports will include:
   a. Major response actions being taken
   b. Unmet needs and resource requirements and projected actions for dealing with them
   c. Priority issues and requirements
   d. Projections of worsening conditions (e.g. aftershocks or deteriorating weather)

B. Organization and Responsibilities

1. Morristown-Hamblen Emergency Management Agency

   a. Establishes and operates ESF 5 group during major emergencies. If EMA is tasked with Managing EOC, EMA will delegate these responsibilities to another individual/entity.

   b. Compiles, summarizes, and provides disaster information to the County & City Mayor and City Administrator.

2. All Other Tasked Agencies

   a. Provide disaster information to ESF 5 group during emergency operations. Provide technical expertise associated with agency responsibilities.

VII. Mitigation and Preparedness Activities

A. Morristown-Hamblen Emergency Management Agency

1. Develop SOPs/SOGs governing function and operation of ESF 5 group during emergencies.
2. Ensure that local, state, federal, and private sector organizations (e.g. the Center for Earthquake Research and Information) inform the EMA concerning threats posed to the county.

B. All Other Tasked Agencies

1. Develop procedures to relay **verified** disaster information to ESF 5 (noted in VI.A.2 above).
2. Develop means to communicate with field units, local headquarters office and ESF during emergencies in which normal communications systems have been disrupted.

C. Hamblen County Attorney / Morristown City Attorney

1. Develop procedures to supply personnel and technical legal advice to the EOC.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and begin response/recovery activities.
4. Maintain logs of activities, messages, and initiate internal notification/recall activities.
5. Initiate procedures for routing disaster information to the ESF 5 group.
6. Provide technical liaison personnel to ESF 5 upon request by ESF 5 Manager.
7. Request assistance (through EMA) from local or state aerial assets, to collect information.

B. Morristown-Hamblen Emergency Management Agency

1. Activate ESF 5 Group in EOC and task response agencies to provide disaster information.
2. Collect, analyze, and issue disaster summaries to the County Mayor, City Mayor, City Administrator, SEOC and ESFs.
3. Maintain logs of ESF 5 activities during emergency operations. EMA may need to delineate this task to another entity/personnel.

IX. Training

A. Training programs for this ESF subfunction will be developed by EMA.

B. TEMA damage assessment courses review, in part, the development of disaster information.

EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING
PUBLIC INFORMATION

I. **Lead Agency:** Hamblen County Mayor / City Mayor / City Administrator
City/County Emergency Agencies Public Information Officers

II. Support Agencies: Morristown-Hamblen Emergency Management Agency
Hamblen County Emergency Communications District (911)
National Weather Service

III. Introduction

A. Purpose

1. This subfunction provides guidance on and general procedures to disseminate emergency public information in support of local emergency operations.

B. Scope

1. This annex provides for "emergency" public information that includes:
   a. Pre-disaster delivery of public education and information activities to the general public
   b. Notification of impending and occurring emergencies
   c. Notification of protective actions (i.e., evacuation, in-place sheltering)
   d. Notification of where to receive assistance after the disaster
2. Individual agencies and departments will issue public information that relates to their usual emergency functions.
3. **Emergency instructions and emergency public information are distinctly different. "Emergency instructions" require an immediate response from the public (e.g., evacuation orders). "Emergency public information" provides details of what has happened, what may happen in the future, and the degree of risk involved. In this subfunction, the term "emergency public information" (EPI) will also include emergency instructions.**

IV. Policies

The county/city, through the County Mayor's Office / Office of the City Mayor, is committed to keeping the general public informed of the appropriate emergency measures to be taken during and following the occurrence of emergencies that affect this county / city. The county/city will inform is citizens, frequently and routinely, as to the progress of disaster response and recovery. The county/city will also give information that will better protect people from further physical harm or fraud.

V. Situation and Assumptions

A. Situation

1. Rapidly changing circumstances associated with emergencies require that prompt and ongoing dissemination of public information occur before, during and after the emergency.
2. The public may accept hearsay, rumors, and half-truths as fact during periods in which no credible source of EPI is available.
3. EPI is essential to emergency victims to ensure that they are able to understand what is going on and respond appropriately to the threats and emergency circumstances at hand.

B. Planning Assumptions

1. Some form of communications for broadcasting EPI will be available immediately after the start of an emergency.
2. Citizens will be fully informed of actions they are expected to take, given the threat or occurrence of an emergency.
3. Victims and potential victims will respond appropriately to EPI instructions provided to them through media outlets and other sources.

VI. Concept of Operations

A. General

1. Coordination

   The County Mayor, City Mayor, City Administrator, the EMA Director and the local emergency response agencies (PIOs) will coordinate the release of accurate public information during major disasters.

2. Media briefings (authority and scope)

   At least one media briefing will be held daily. County and City officials who brief the media will generally confine their discussion to matters directly within their range of operations. They will confer with each other and the County Mayor or City Mayor prior to press conferences. Assessing blame or responsibility for damage, or speculating as to future events, disaster declarations and other areas difficult to observe, predict or quantify, will be avoided. Decision-makers issuing information will ensure their departments verify that media outlets correctly conveyed that information to the public.

3. Notification

   The County Mayor and City Mayor will be notified when the EMA receives a report of a disaster in the county. The County Mayor and/or City Mayor are responsible for talking to the media or may appoint a Public Information Officer (PIO) and other personnel as needed.

4. Management and Coordination

   The press conference will be under the operational control of the County Mayor or City Mayor (or his/her appointee) and will include coordination with EMA, state, federal, and local agencies. The County Mayor or City Mayor will act as "content editor" for all public information releases and will have final approval authority for all countywide information released concerning the emergency.

5. Relocation

   If the situation dictates, the briefing location may move closer to or farther from the emergency, with the approval of the County Mayor or City Mayor and at the direction of the EMA Director.

6. Equipment

   All maps, displays, press kits, and equipment necessary for public/media briefings will be maintained by the County Mayor, City Mayor, or appointee, with assistance from the EMA.

7. Security

   Morristown Police Department, Hamblen County Sheriff's Department, or Morristown-Hamblen EMA will provide security for the press briefing.

8. Communications

   Communications between the County Mayor and City Mayor and the EOC will be activated as soon as possible to ensure that the latest information from the scene is relayed to the Chief Executive and others at the press briefing.

9. Information from the EMA Director

   The EMA Director is responsible for supplying most information to the County Mayor, City Mayor, City Administrator, and major department heads within the county.

10. EAS and NOAA Radio

Contact and coordination with the EAS and NOAA Radio Networks will be accomplished by the EMA via the SEOC unless previous arrangements for direct contact are made by the EMA Director with the EAS Stations. EAS and NOAA Radio messages will be released by the EMA Director with the County Executive's / Mayor's knowledge.

11. Media Monitoring

Media monitoring activities are essential to determine that emergency public information and instructions are being broadcast accurately and in a timely manner. Media monitoring functions will be staffed by prearranged individuals from county/city departments as determined by the County Mayor/Mayor. The EMA may request that the TEMA Regional EOC assist with media monitoring.

12. Rumor Control

a. *Purpose*

(1) A rumor is defined as "talk or opinions disseminated with no discernible source." Rumor control is vital in any emergency, particularly radiological events due to misconceptions and fear of the unknown. Personnel who have contact with the public must be able to recognize if misinformation is being circulated or if public information is being misinterpreted. Also, all emergency workers must know to whom the rumor should be reported. This will ensure that factual information is quickly disseminated and rumors are quickly dispelled.

b. *Rumor Sources*

(1) Rumors may surface in a number of ways:

(a) Hot-Lines

County 911-personnel staff phone lines for the public to call for information. As much as possible they will operate 24-hours a day during the initial stages of the emergency. If call-takers determine that several calls concern one or more specific issues, these issues are addressed through the EMA or PIO.

(b) Calls to other officials

During an emergency, concerned citizens first contact the sheriff or other emergency officials. These calls should be monitored for inaccurate reports.

(c) Questions to emergency personnel in the field

Emergency personnel at traffic control points and other locations are directed not to discuss unknown subject material with citizens and to report any contact he/she has with recognized misinformation.

(d) Shelter Personnel

Shelter personnel should be alert to the talk among disaster victims and ascertain if circulating stories are credible. In some cases, false information can be disclaimed immediately; however, shelter personnel should substantiate information before refuting rumors.

(e) Media Monitors

The purpose of media monitors is to monitor local media to insure emergency instructions and public information being broadcast are accurate.

c. *Hot-Line Staffing and Coordination*

(1) Location and Staffing

(a) The EMA Hot-Line is located in the EOC or a location close to EOC and is staffed by personnel trained in dealing with the public and whose sole function is rumor control.

(2) Coordination

(a) A Hot-line supervisor shall be stationed at the EOC. He/She will maintain close contact with media monitoring.

VII. Mitigation and Preparedness Activities

A. Hamblen County Mayor / City Mayor / City Administrator

1. Develop procedures, plans, and policies for briefing the public.

B. Morristown-Hamblen Emergency Management Agency

1. Develop an SOP/SOG concerning public information and obtain the necessary equipment to support ESF 5. Pre-determine some protocols for rumor control phone lines and media monitoring stations. Develop local EAS capabilities (See ESF 2).
2. Develop and give public education programs concerning emergency plans and response.

C. National Weather Service

1. Develop and maintain the NOAA Weather Radio System. Develop procedures and policies for using the system to broadcast EPI by local officials.

VIII. Response and Recovery Activities

A. Hamblen County Mayor / City Mayor / City Administrator

1. Initiate public information activities. Coordinate the operations with EMA and other agency PIOs, and approve information released to the media. Deploy personnel to carry this effort.

B. Morristown-Hamblen Emergency Management Agency

1. Activate media monitoring, rumor control, and other public information activities.
2. Provide information to the County Mayor, City Mayor, City Administrator and other major departments. Assist with media briefings.
3. Request activation of the EAS and NOAA radio systems, as required.

C. National Weather Service

1. Activate NOAA Weather Radio Network as dictated by situation or requested by EMA.

IX. Training

A. Most training required in this sub-function will be provided by the concerned agencies. Additional training can be obtained in the “Effective Communications” course offered by TEMA and in Public Information Officer courses from FEMA and the Department of Energy.

EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING
DAMAGE ASSESSMENT

I. Lead Agency: Morristown-Hamblen Emergency Management Agency

II. Support Agencies:

Hamblen County Building Inspectors/Planning Department
Morristown Building Inspectors
Hamblen County & City of Morristown GIS Departments
Hamblen County Property Assessor
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Health Department
Local Utilities
Hamblen County Commission
Morristown City Council
Hamblen County Board of Education
American Red Cross
Damage Assessment Team
Tennessee Department of Human Services

III. Introduction

A. Purpose

This ESF subfunction concerns reports of damage assessment information to the EOC.

B. Scope

This subfunction includes damage assessment of both public and private property. It specifically addresses those agencies with damage assessment responsibilities involving citizens outside local government. All agencies are to conduct a thorough post disaster assessment of their own facilities and assets following a disaster. Reports of damage are forwarded to the EMA to include in damage summaries and requests for state and/or federal assistance.

IV. Policies

A. Timely and accurate damage assessment is important. However, obtaining and processing damage assessment information is secondary to completing life and property saving measures.

B. Damage assessment is a city and county responsibility. State assistance may be requested in major emergencies, in situations where the county/city governments lack the technical expertise to perform such functions, or where state property and/or resources are involved.

V. Situation and Assumptions

A. Situation

1. Most disasters produce extensive property damage. When this damage occurs, a planned damage assessment strategy is essential for proper response and recovery operations.

B. Planning Assumptions

1. Damage assessment will be performed secondarily to life and property saving actions.
2. Preliminary damage assessment information is critical to determine the need for state and federal response and recovery assistance.
3. Damage assessment information is a vital part of the disaster information function.

VI. Concept of Operations

A. General

1. Damage assessment is the responsibility of city/county governments impacted by the disaster. TEMA provides assistance with assessment by Area Coordinators who will accompany the EMA Director and the Damage Assessment Team to provide technical assistance.

2. TEMA and other state agencies will assist the county with damage assessment. This is especially true if a possibility exists that a Small Business Administration or a Presidential disaster declaration may be needed. Damage assessment is the means to justify this request.

3. During EOC operations, damage assessment information is relayed to the EMA Director. The EMA Director has the responsibility to summarize the information and present it to the County Mayor/Mayor as soon as possible following the event.

4. The EMA will forward copies of preliminary damage assessment reports to the SEOC for use in determining eligibility for state and/or federal assistance programs. Individual damage assessments (i.e., of individual buildings, homes, etc.) remain with the agency (e.g. Red Cross. Tennessee Department of Human Services) doing the survey. Care must be taken to guard against unauthorized access to the information. These agencies provide assessment summaries to the EMA Director.

5. Damage Assessment Logistics

   a. Damage assessment teams are usually public employees or volunteers who are credentialed as employees. Private sector personnel may be used in specialized areas. After collecting damage assessment information, the forms contained in this annex (or similar ones) are completed and the information transmitted to the EOC and the SEOC.

   b. If the initial damage assessment information suggests that a state or federal disaster declaration is warranted, the County Executive/Mayor will make a request to the Governor. TEMA and other state officials will then accompany local officials on an additional damage assessment tour to verify the nature and extent of the damage.

   c. The EMA director is responsible for organizing and training damage assessment teams. Local building officials, contractors, GIS personnel, and other appropriate personnel are used.

   d. Damage assessment summaries may be transmitted on the SITREP form via email, facsimile, packet radio, or hand delivery.

6. Damage Assessment Records and Reports

   a. <u>Situation Report</u>

      The local emergency management director compiles information and transmits SITREPs to the SEOC during disasters. These reports form the basis for determining the types and extent of disaster assistance needed. Additional SITREPs are sent to update information or as changes occur.

   b. <u>Initial Damage Assessment Worksheet</u>

      The form is used by damage assessment teams, EMA and other trained personnel not involved in direct life saving, hazard mitigation, and property protection rules. It provides standard worksheet to quickly record initial windshield surveys of damage to dwellings, roads and bridges, smaller businesses, industries, and schools.

   c. <u>Local Government Damage Assessment Form</u>

      Information is compiled and categorized on this form by trained damage assessment teams so that a more rapid determination of eligibility for SBA assistance can be made. The teams use a “rapid survey” technique that is more thorough than the windshield survey but still performed quickly. The information is then summarized in the county SITREP.

d. Public Assistance Preliminary Damage Assessment Form

County highway and city street departments use this form in surveying damage to roads, bridges, and culverts. One form should be used per site. It is important to photograph each site and attach the photographs to the form. This will enable state and federal teams to verify damages more quickly and determine if the county and/or city is eligible for federal assistance.

B. Organization and Responsibilities

1. Morristown-Hamblen Emergency Management Agency
   a. Coordinate damage assessment operations of local and state agencies.
   b. Provide damage assessment summaries to the County Mayor / Mayor for use in requesting state or federal disaster declarations.
   c. Provide focal point of damage assessment information following major disasters.
2. Tennessee Department of Human Services
   a. Perform damage assessment activities concerning private residential dwellings.
3. City Engineer and Public Works Dept. / County & City Building Inspectors/Planning
   a. Perform damage assessment activities concerning commercial and special-use structures (and other structures as requested by EMA Director).
4. Hamblen County Highway Department / Morristown Public Works Department
   a. Conduct damage assessment of local highways and bridges following disasters.
5. Hamblen County Property Assessor
   a. Maintain and provide property records for use in determining damage levels of the various types of property.
   b. Conduct damage assessment of county and city-owned buildings and real estate.
6. Hamblen County Legislative Body & Morristown City Council
   a. Assist with damage assessment determinations as they relate to local development projects, floodplains, etc. Assess impact of disaster on local business and industry.
7. Local Electric/Gas Utilities/ Water Utility Districts/Water and Sewer Departments
   a. Conduct damage assessment of utility systems and providing damage assessment information to EMA Director
8. Hamblen County Board of Education
   a. Conduct damage assessment of public school facilities following disasters.
9. American Red Cross
   a. Conduct damage assessment of private residential structures for disaster relief operations.
10. Damage Assessment Team
    a. Assist County EMA with damage assessments.
    b. Assist EMA with collection, categorization and reporting of damage assessment.
11. Hamblen County & City of Morristown GIS Departments
    a. Assist County EMA with damage assessments through the use of ditigal maps, GIS techniques, and compiling information.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures for collecting damage assessment information identified as being within agency jurisdiction and relaying that information in a timely manner to the ESF 5 Manager. In-house use of damage assessment information is discretional. Activities related to recovery issues and associated uses of damage assessment information are provided in ESF 15, Recovery.

B. Morristown-Hamblen Emergency Management Agency

1. Develop procedures to collect, analyze, summarize, and disseminate damage assessment information from field units to those individuals and organizations that need the information.
2. Train personnel in damage assessment techniques.
3. Provide assistance to local and private agencies in developing SOPs/SOGs for this function.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response and recovery activities.
4. Maintain logs of activities, messages, etc. Initiate internal notification and recall activities.
5. Begin damage assessment by collecting information on departmental assets and facilities. Relay information from the scene(s) through appropriate ESF to ESF 5 in the EOC.
6. Request state assistance through EMA Director to complete damage assessment, if needed.

B. Morristown-Hamblen Emergency Management Agency

1. Deploy personnel to assist with damage assessment activities and provide reports to EOC concerning the extent of the damage associated with the particular emergency.
2. Collect and analyze damage assessment information from all sources and compile summary reports for distribution to County Mayor/Mayor, response agencies, and the SEOC.
3. Provide financial/overall damage assessments to TEMA Public Assistance Officer, in preparation for applicant briefings after a disaster declaration is obtained from FEMA or SBA.

IX. Training

A. Training in damage assessment techniques is provided through TEMA, TN Dept of Human Services and the American Red Cross.

B. All other training relative to this ESF is provided in-house by the agencies concerned.

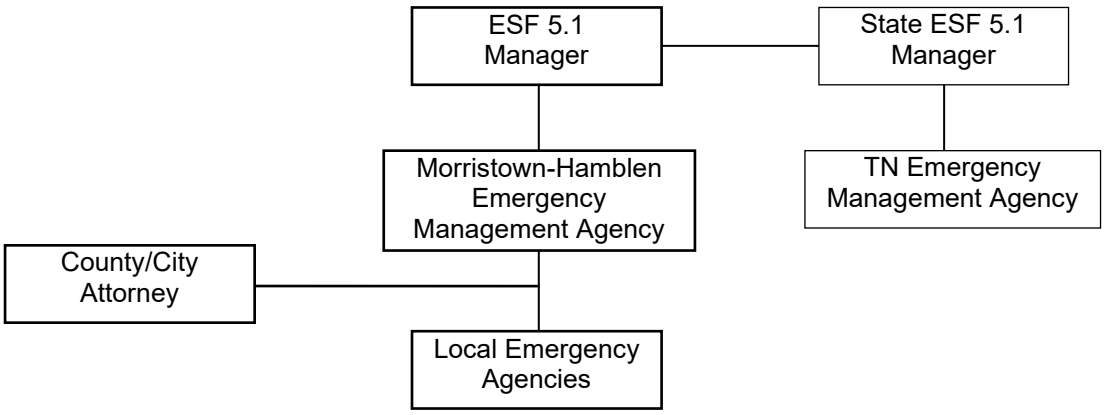
EMERGENCY SUPPORT FUNCTION 5
APPENDICES

Appendix 1 Disaster Information Organizational Chart

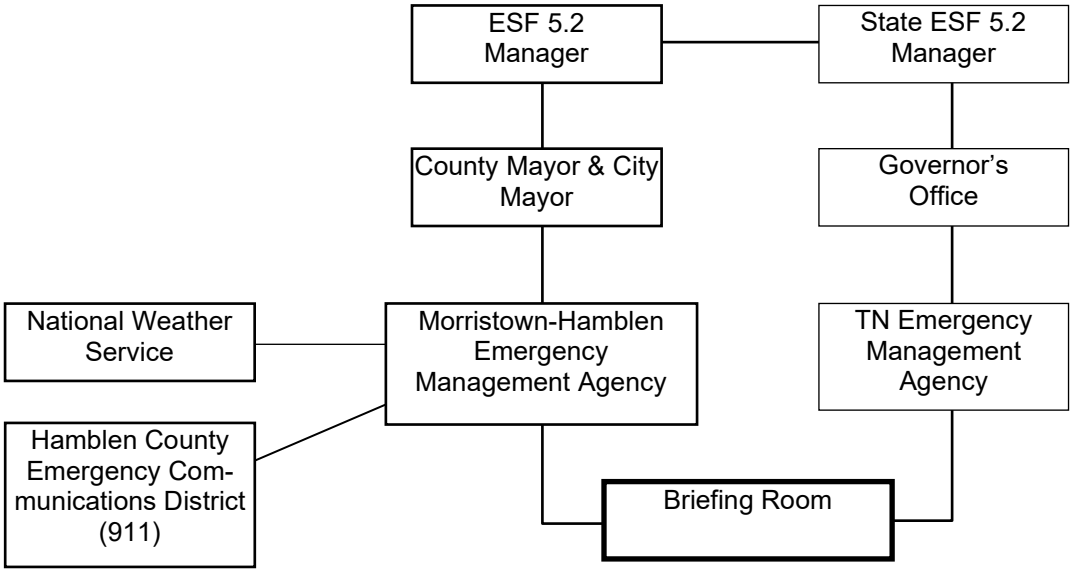
Appendix 2 Public Information Organizational Chart

Appendix 3 Damage Assessment Organizational Chart

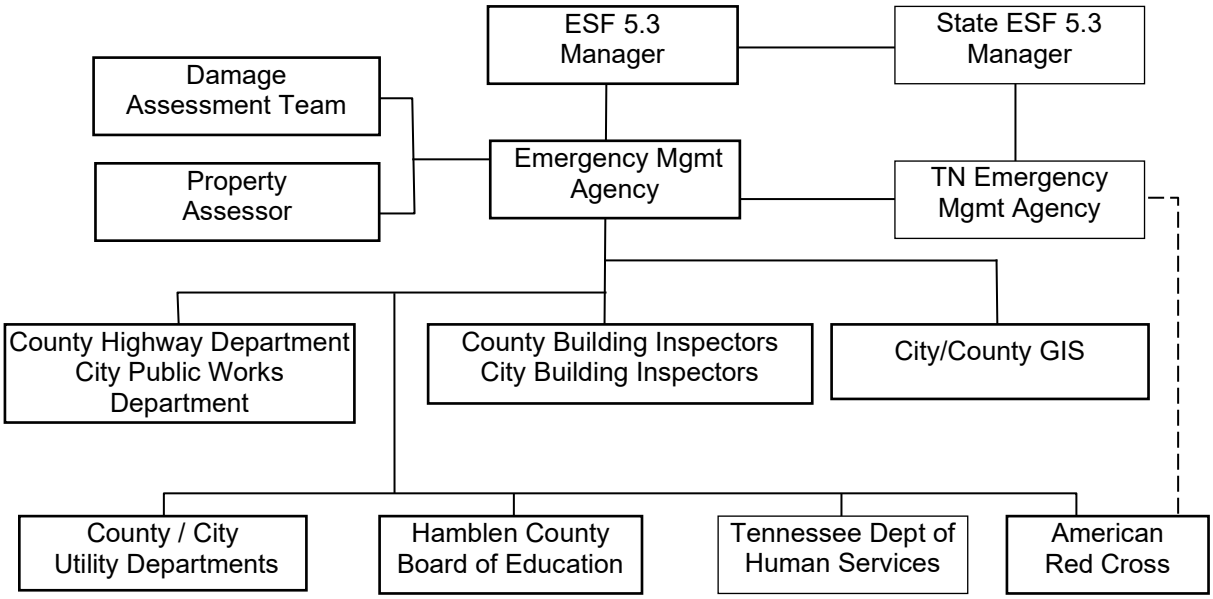
APPENDIX 1 TO ESF 5
DISASTER INFORMATION ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 5
PUBLIC INFORMATION ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 5
DAMAGE ASSESSMENT ORGANIZATIONAL CHART



E S F 6

HUMAN SERVICES

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HUMAN SERVICES
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EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES
SHELTER AND MASS CARE OPERATIONS

I. Lead Agencies: Morristown-Hamblen Emergency Management Agency

II. Support Agencies:
American Red Cross
Hamblen County Health Department
Tennessee Department of Human Services
Hamblen County Board of Education
Amateur Radio Emergency Service (ARES)

III. Introduction

A. Purpose

This Emergency Support Function carries out the selection, staffing, and operation of emergency mass care shelters during disasters within the county.

B. Scope

The functions associated with this ESF include:

1. Providing temporary sheltering for evacuees
2. Feeding of shelterees and emergency workers in the affected area(s)
3. Giving first aid to persons housed in shelters and transients passing through the shelters
4. Maintaining health and sanitation services at shelters

IV. Policies

A. The American Red Cross (ARC) is the national agency charged with the responsibility of providing disaster relief services to victims of disaster in the United States. A primary method of delivering this relief is through the operation of temporary emergency shelters in affected areas.

B. ARC operations will be governed by the ARC Board of Governor's Disaster Services Policy Statements and current ARC regulations. The Tennessee Department of Human Services will work closely with the ARC in all shelter and mass care activities during emergency operations.

C. All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation.

D. Sheltering and mass care operations will begin immediately after the disaster occurs.

V. Situation and Assumptions

A. Situation

1. Disasters may destroy the homes of persons living in the affected area(s). Disaster victims whose homes were severely damaged or destroyed will be sheltered.
2. All victims who are housed at temporary emergency shelters will require food, water, emergency first aid, and a wide variety of other mass care services.
3. Many buildings designated as shelters prior to a disaster may be rendered inoperable by the disaster. Alternate facilities should be ready to house and care for victims.
4. Utility, water, and sewer systems may not fully function for several days after a disaster; therefore to ensure healthy living conditions, bottled water and portable toilets must be available.

B. Planning Assumptions

1. ARC or other shelter workers in disaster areas may not be able to report for assignments.
2. Shelters in affected areas may be damaged or destroyed and thus be unusable.
3. Utility and water systems may not be operable in affected areas.
4. Secondary hazards may necessitate the relocation of shelter complexes.
5. Relief supplies, tents, food, and potable water may not be fully available for several days.
6. Shelter operations may be needed for several months following some disasters.
7. Spontaneous appearance of volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.
8. Shelterees and emergency response personnel should not be housed together.

VI. Concept of Operations

A. General

1. Immediately after a disaster occurs, the EMA Director will request shelter operations as needed. ARC shelter managers will use the shelters (if intact) identified in Appendix 3.
2. Although the primary responsibility for shelter operations rests with the County Mayor, the American Red Cross has accepted the responsibility for operating and managing emergency shelters in Hamblen County. Additionally, state Department of Human Services (DHS) workers are tasked to assist the ARC and local officials in shelter operations.
3. ARC and DHS personnel are given instructions on where to report and what to bring. Both agencies will bring in personnel from outside the affected areas, if needed.
4. Military assistance in the form of tents for shelter, food preparation and delivery, etc. may be used to supplement ARC and DHS efforts, given a request by the EMA Director to TEMA.

B. Organization and Responsibilities

1. <u>American Red Cross / Hamblen County Health Department</u>
   a. Implement regulations and procedures for opening, operating, and closing shelters.
   b. Coordinate shelter requirements among local, state, and national ARC units and local emergency response personnel.
   c. Provide individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
   d. Maintain sanitation and provide first-aid at shelter locations during emergencies.
   e. Advise all agencies of health concerns or possible disease outbreaks in the county. (Hamblen County Health Department)
2. <u>Tennessee Department of Human Services</u>
   a. Assist the ARC in shelter operations.
3. <u>Morristown-Hamblen Emergency Management Agency</u>
   a. Manage the ESF 6 functional group or assign a designee.
   b. Arrange for assistance with shelter operations in the form of tents, logistical assistance, feeding assistance, water provisioning, security, personnel etc.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. ARES
    a. Provide communications support to shelters.
5. Hamblen County Board of Education
    a. Provide school facilities for use as shelters and mass feeding sites.

VII. Mitigation and Preparedness Activities

A. American Red Cross / Hamblen County Health Department

1. Pre-designate shelters in the county, complete with necessary statistical information and contracts and provide this information to the ARC State Coordinating Chapter Lead (ARC).
2. Develop procedures to deploy personnel to pre-designated shelters or alternate shelters.
3. Develop policies to coordinate operations with DHS, Salvation Army, and others.
4. Develop prepackaged shelter operation kits, with registration forms, tracking forms, and other materials necessary to accurately record persons housed in emergency shelters. (ARC)
5. Develop procedures to evaluate shelters for structural soundness, availability of water, food, utilities, and sanitation and sewer services.
6. Develop procedures for requesting assistance from local, state or national officials.
7. Develop procedures for operation of shelters during short-term and long-term emergencies.
8. Provide training in shelter operations and mass care to ARC, DHS and County Health Department staff.
9. Develop procedures for inspecting conditions at emergency shelters to insure sanitary conditions with respect to food preparation, waste disposal, potable water supplies, etc. (Hamblen County Health Department)
10. Develop procedures for marking of shelters, designating uses of shelter areas and personnel, notification of the public of shelter locations (Hamblen County Health Department through the EMA). Request for assistance for the Hamblen County Health Dept. will be made by EMA Director (or representative) through SEOC.

B. Tennessee Department of Human Services

1. Develop policies and procedures to work with ARC staff at shelters.
2. Develop plans to deploy personnel from unaffected regions to affected areas to assist with shelter and mass care. Assist with the implementation of the I&FG program. (ESF 15)

C. Morristown-Hamblen Emergency Management Agency

1. Develop procedures for responding to requests from ARC and DHS units to provide:
    a. Tents and portable toilets for temporary housing sites
    b. Potable water to shelters
    c. Emergency power supplies to shelters
    d. Food preparation and feeding services to shelters
    e. Security for shelter sites
    f. Other logistical support (including communications support)
2. Develop procedures for requesting assistance from state government through TEMA.

D. ARES

1. Develop procedures to provide communicators to shelters. (see ESF 2, Communications.)

E. Hamblen County Board of Education

1. Develop procedures to open schools for use as shelters and recall cafeteria staff.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin response/recovery operations.
4. Maintain logs of messages and activities.
5. Initiate internal notification and recall actions as appropriate.

B. American Red Cross / Hamblen County Health Department

1. Determine shelter conditions and deploy personnel. Make relocation or modification recommendations if needed (ARC).
2. Determine local availability of water, food, sanitary equipment, first aid supplies, etc., and route requests for any needs through ESCs.
3. Review communications, traffic control, and security with the EMA and Sheriff. (ARC)
4. Start shelter operations as noted in the prearranged agreement with EMA and the county.
5. Give shelter information to the public, via the EMA, of shelter locations and status. (ARC)
6. Request logistical support from state and national ARC elements, as necessary. (ARC)
7. Request assistance from EMA to ensure adequate shelter is available, and that support operations (i.e., feeding, medical assistance, etc.) are adequate and uninterrupted.
8. Provide information concerning status of shelters to ESF 5. (ARC)
9. Deploy personnel to perform health inspections of shelter operations to insure safe and healthy practices at each facility. (Hamblen County Health Department)
10. Coordinate correction of deficiencies with local shelter managers. (Hamblen County Health Department)

C. Tennessee Department of Human Services

1. Mobilize personnel as per prearranged instructions and agreements with ARC or EMA.
2. Determine need for staff from unaffected areas and begin to bring them into Hamblen County.
3. Provide operational assistance to ARC staff during shelter operations.

D. Morristown-Hamblen Emergency Management Agency

1. Respond to requests from ESF 6 Manager for assistance with shelter operations, including the delivery and erection of tents, delivery of potable water, etc.
2. Provide information to state and local officials regarding the need for state and federal assistance with shelter and mass care operations.

E. ARES

1. Deploy personnel as requested (by EMA) to support communications needs at shelters.

F. Hamblen County Board of Education

1. Open school facilities for use as shelters as requested by the EMA.

IX. Training

A. American Red Cross

1. The ARC provides courses in shelter operations management.

EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES
DISASTER VICTIM SERVICES

I. Lead Agency: American Red Cross

II. Support Agencies: Morristown-Hamblen Emergency Management Agency
U. S. Postal Service
ARES
Other related agencies for implementing Family Assistance Center

III. Introduction

A. Purpose

1. This subfunction addresses individual crisis counseling, Disaster Welfare Inquiry systems, and similar programs for persons affected by disasters.

B. Scope

1. This ESF subfunction applies to crisis counseling units of local government, ARC, and the Salvation Army, and to the Disaster Welfare Inquiry (DWI) system provided by the ARC. Additionally, mail delivery for disaster victims is provided through the U. S. Postal Service.

IV. Policies

A. It is important to disaster victims and their families that contact is made between people separated in the disaster areas and those outside as soon as possible. The DWI system established by the ARC is the primary method of accomplishing this.

B. Crisis counseling of disaster victims is necessary to constructively deal with feelings of guilt, anger, and frustration brought about as a result of the disaster.

V. Situation and Assumptions

A. Situation

1. Disasters take a large toll mentally and physically on victims. Left unresolved, feelings brought on by these events can lead to violence, depression, and/or suicide.
2. Many disasters render normal communications channels inoperable and therefore leave victims unable to contact relatives to assure them that they are all right. Additionally, relatives and loved ones from outside the affected areas will want to make contact with persons in the disaster areas to determine the status of injured and deceased persons.

B. Planning Assumptions

1. All disasters will have some effect on the mental wellbeing of their victims.
2. Normal communications channels will be disrupted and victims may not be able to make contact with relatives outside the immediate area.
3. Normal mail delivery may be interrupted following a disaster.

VI. Concept of Operations

A. General

1. Many individuals will have intense feelings of guilt (that they survived and others didn't), anger, or frustration that must be dealt with effectively or they may not respond to the situation appropriately.
2. Rapid deployment of mental health counselors to assist grieving family members and disaster victims is essential to allow the community to come to grips with what has occurred and to be able to implement effective recovery actions.
3. Part of the "return to normalcy" involves the restoration of mail service. It is essential this line of communication be reestablished as soon as possible.
4. Normal telephone/cell service may be disrupted following a disaster. The ARES organization and the DWI system developed by ARC are effective means of allowing communication between disaster victims and relatives/friends outside the affected areas.

B. Organization and Responsibilities

1. American Red Cross
   a. Develop a Disaster Welfare Inquiry (DWI) system and policies for its use after disasters.
   b. Provide referral services to mental health counselors for persons housed in shelters.
2. Morristown-Hamblen Emergency Management Agency
   a. Identify programs available locally (or regionally) for delivering crisis counseling.
3. U. S. Postal Service
   a. Develop procedures for restoration of mail delivery to areas affected by disasters.
4. ARES
   a. Develop procedures for passing communications from victims through operators in other locations to relatives, friends, etc. (Local ARES Plan).

VII.Mitigation and Preparedness Activities

A. American Red Cross

1. Develop procedures for identifying persons suffering from psychological effects of disasters and providing in-house (ARC) counseling, or referral to mental health agencies.
2. Develop procedures for tracking the progress, after the emergency, of individuals who receive counseling.
3. Develop the Disaster Welfare Inquiry system and policies for its implementation.

B. Morristown-Hamblen Emergency Management Agency

1. Identify programs available locally for counseling persons affected by disasters.
2. Coordinate counseling requirements with ARC.

C. U. S. Postal Service

1. Develop procedures for restoring mail delivery capabilities following disasters.
2. Develop stockpile of relocation cards for distribution at shelters following disasters.

D. ARES

1. Develop procedures for prioritizing and delivering messages through radio capabilities.

VIII.Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery operations.
4. Initiate internal notification/recall actions. Maintain logs of activities, messages, etc. Send ESCs to EOC as requested by EMA.
5. Send representative to the Family Assistance Center as this concept expands its operations.

B. American Red Cross

1. Initiate DWI system as required/appropriate.
2. Alert staff to potential problems within the shelter community and provide in-house referral or referral to mental health agencies for counseling.
3. Implement procedures for tracking persons referred to counseling.
4. Provide ESF 5 with information concerning number of DWI inquiries processed daily, as well as information concerning number of psychological cases screened.

C. Morristown-Hamblen Emergency Management Agency

1. Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims.

D. U. S. Postal Service

1. Distribute re-locator cards to ARC Shelter Managers for distribution to shelterees.
2. Take actions to resume mail and parcel delivery in areas affected by the disaster.

E. ARES

1. Implement messaging services as per local ARES Plan (See ESF 2).

IX. Training

A. Several mental health facilities across the state and nation provide courses in identifying persons who may have suffered lasting emotional trauma as a result of disaster.

B. All other training related to this subfunction is provided in-house by each agency. All other training related to this subfunction is provided in-house by each agency.

C. Provide workshops and exercises to train for the Family Assistance Center concept.

EMERGENCY SUPPORT FUNCTION 6
APPENDICES

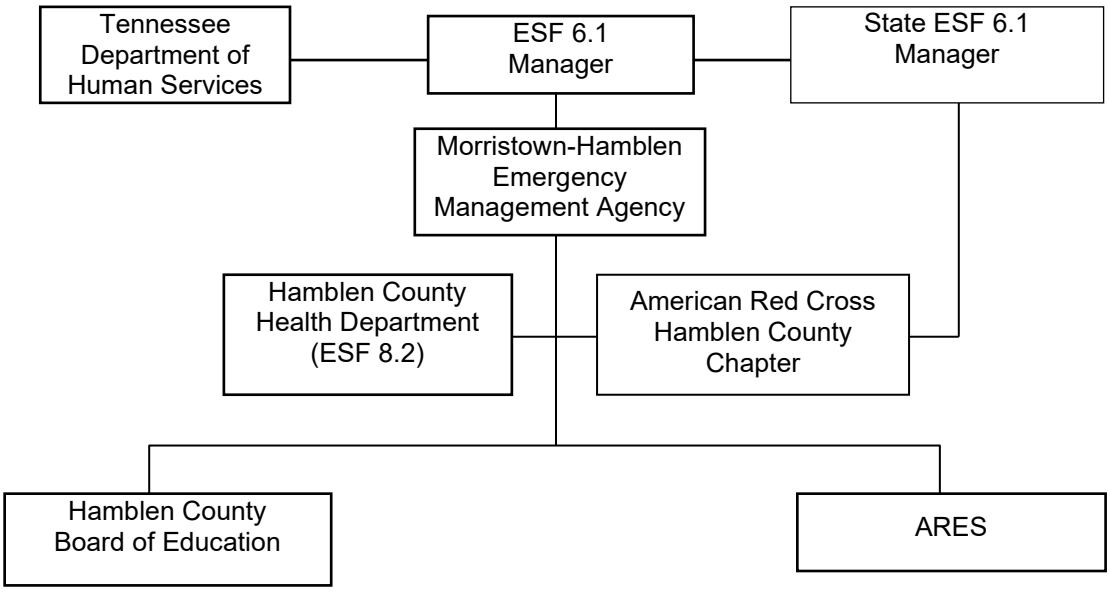
Appendix 1 Shelter & Mass Care Organizational Chart

Appendix 2 Disaster Victim Services Organizational Chart

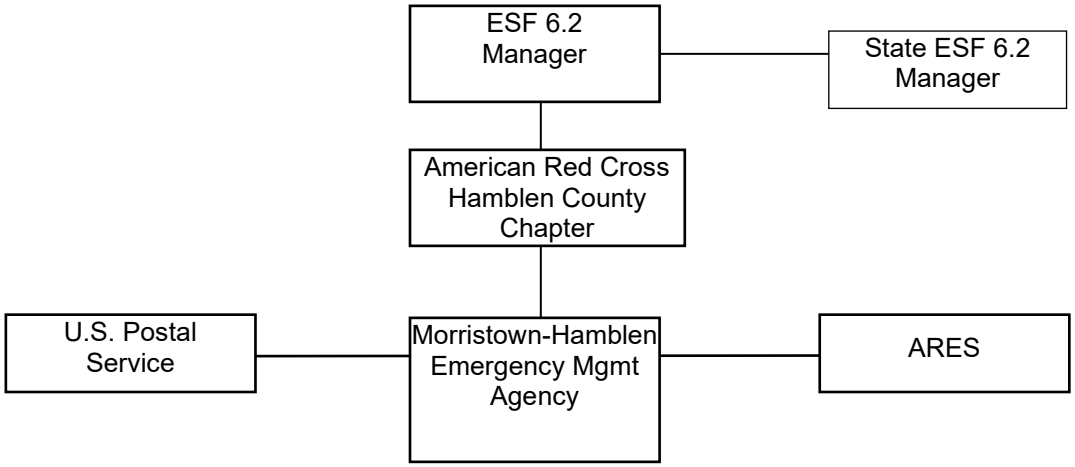
Appendix 3 Location of Shelters in the County

Appendix 4 Family Assistance Center example Chart

APPENDIX 1 TO ESF 6
SHELTER & MASS CARE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 6
DISASTER VICTIM SERVICES ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 6
LOCATION OF SHELTERS IN THE COUNTY

(Per American Red Cross – Hamblen Co. Chapter)

- **Alpha Intermediate School**, 5626 Old Highway 11E, Morristown
- **East Ridge Middle School**, 6595 St. Clair Road, Whitesburg
- **Fairview-Marguerite Elementary**, 2125 Fairview Road, Morristown
- **First Baptist Church**, 504 West Main Street, Morristown
- **First Presbyterian Church** 600 West Main Street, Morristown
- **Hillcrest Elementary**, 407 South Liberty Hill Road, Morristown
- **Lincoln Heights Elementary**, 215 Lincoln Avenue, Morristown
- **Lincoln Heights Middle School**, 219 Lincoln Avenue, Morristown
- **Manley Baptist Church** 3603 W. Andrew Johnson Highway, Morristown
- **Manley Intermediate School** 511 W. Economy Rd. Morristown
- **Meadowview Middle School**, 1623 Meadowview Lane, Morristown
- **Morristown-Hamblen High School East**, One Hurricane Lane, Morristown
- **Morristown-Hamblen High School West**, 1 Trojan Trail, Morristown
- **Russellville Baptist Church 444** Cedar Creek Road, Morristown
- **Russellville Intermediate School** 5655 Old Russellville Pike, Russellville
- **West View Middle School**, 1 Indian Path, Morristown
- **Whitesburg Elementary**, 7859 East Andrew Johnson Highway, Whitesburg

APPENDIX 4 TO ESF 6
FAMILY ASSISTANCE CENTER EXAMPLE ORGANIZATIONAL CHART

Minimal Level of Service Organization Chart

The following organization charts are meant to serve as staffing recommendations to aid in the implementation of an ICS-compliant approach to the Family Assistance Center (FAC) organization. The entity responsible for FAC activation will (a) determine an ICS-compliant organization strategy based on incident scope and (b) fill additional roles as necessary.

The FAC Director may elect to activate an FAC with fewer services if fewer resources are available or if there is not a high demand for services (e.g., smaller incident). In such cases, responsibilities tasked to positions not shown here should be carried out by the next highest filled position in that section. Deputies, assistants, and staff can be added as necessary.

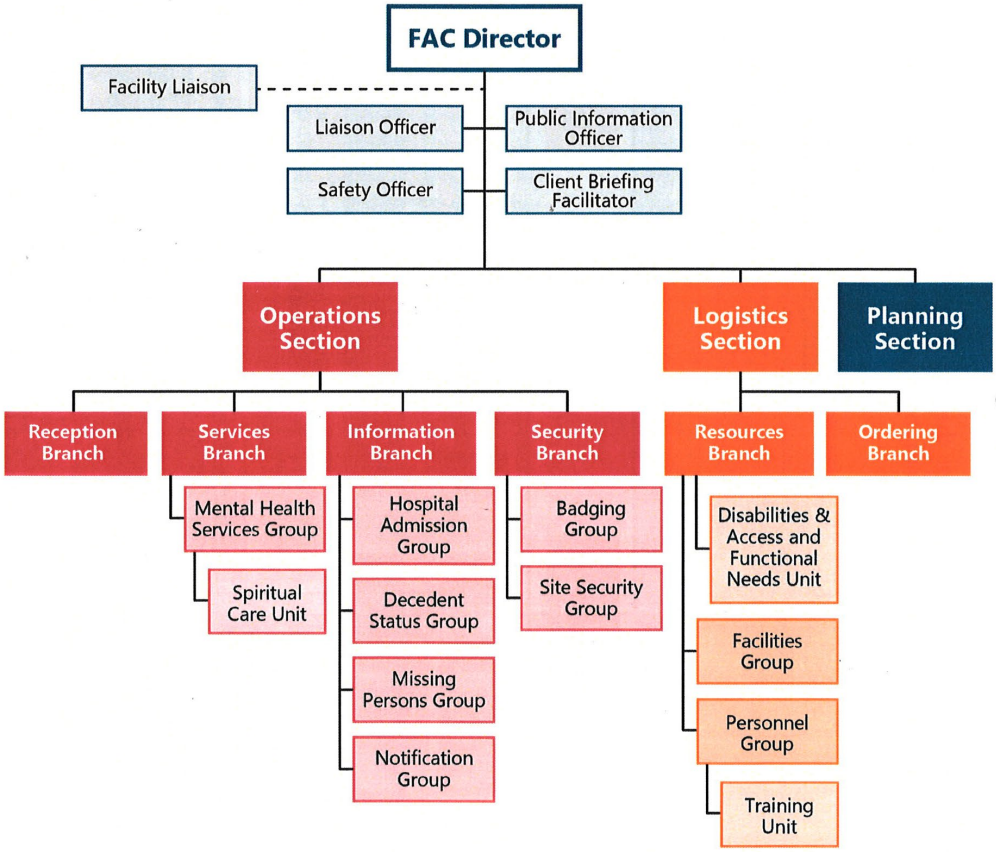


Figure 1: Minimal Level of Service Organization Chart - Example

Family Assistance Center Activation Checklist

☐ Based on the incident size, number of victims, and other factors listed in the plan, determine the approximate scale of the event.

Incident Type _____

Date _____ Time _____

Approximate number of victims _____

Estimated number of families/friends to arrive at FAC _____

Estimated incident size _____

☐ Activate the FAC Plan.

☐ Initiate appropriate notifications including both internal to the jurisdiction and appropriate regional partners.

☐ Initiate FAC selection process.

1. Contact selected facility to confirm availability.
2. Conduct site assessment and complete initial site assessment form (noting any existing damage or areas of concern).
3. Activate and deploy necessary logistical and IT related resources.

☐ FAC site preparation: (*A worksheet to assistance in identifying necessary services and staff for the FAC is included below*)

1. Provide follow up notifications with internal and external stakeholders to provide FAC location information.
2. Activate and deploy appropriate FAC staff.
3. Determine services to be included in FAC and notify appropriate service providers, NGO partners, and partner agencies to activate services.
4. Implement public notification procedures and coordinate public messaging with appropriate public affairs partners.
5. Ensure FAC is prepared to receive family members with registration and other staff, supplies, and services in place.

FAC Facility Activation Worksheet

Use this worksheet to identify the specifics of the FAC to assist with the activation process. This can ensure activation of all the necessary services and staff in the initial operational period.

Facility Name _____ Date _____

Street Address _____

City _____ State_____ Zip Code _____

24/7 Contact Person _____

Phone _____ Email _____

Identify services that will be provided at FAC (check all that apply)

- ☐ Reception/Registration.
- ☐ Family briefings.
- ☐ Victim information services.
- ☐ Health services.
- ☐ Missing persons services.
- ☐ Support services.
- ☐ Childcare services.
- ☐ Translation/interpretation services.
- ☐ Social services (list below).

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

- ☐ Finance/Administration: identify all staff and volunteers.
- ☐ Logistics: identify and acquire all equipment and supplies needed for the FAC Facility.
- ☐ Coordinate with partners and local agencies to fill any resource or staff needs.

- ☐ Set-up FAC Facility.
- ☐ Ensure Information Technology needs are met and tested (television/cable, phones, internet, cell phones, fax machines, radios).
- ☐ Law Enforcement: establish and implement a tactical security plan for the facility.
- ☐ Ensure public messaging including location, specific dates, and times for when the FAC will be open and available. Coordinate messaging with the Public Information Officer; location, hours, and services.

Social Services that may be required at an FAC

This is not an exhaustive list, nor will all services listed be necessary in every FAC situation. The list below provides suggestions on possible social services that may be utilized depending on the nature of the incident. Local jurisdictions should review this list and be familiar with the resources to address these at the local and regional levels.

Social Services for FAC		
Animal Care	Communications (phone and internet)	Financial Services
Banking	Crime victim's assistance	Feeding Services
Basic Medical Care	Information for people with disabilities and functional needs	Consulate/Immigration Services
Benefits counseling/assistance	Educational Services	Healthcare Information
Child/youth and family services	Employment Services	Housing Assistance
Identification replacement services	Labor/Union Assistance	Mail Services
Insurance Advocacy	Laundry Services	Material goods/personal property replacement
Medical/physical health services	Legal Assistance	Spiritual Services
Mental/behavioral health support	Medication replacement	Public benefits
Veteran Support Services	Relocation Assistance	Senior Support
Unemployment Support Services	Therapy dogs support services	Transportation support (lodging, air, rail, ground)
Translation/Interpretation Services (both spoken and written)	American Sign Language (ASL) Services	Workers Compensation Support Services

Family Assistance Resource Table

Organization Name:

Primary Point of Contact	Name: Address: Phone: Email:
Secondary Point of Contact	Name: Address: Phone: Email:

Family Assistance Facility/Equipment Resources

Description	Resource Information	Location and Point of Contact
Do you have any facility use agreements that could be used to house FAC functions?		
Do you have any other facilities available that could be used for FAC operations?		
Do you have any existing local mutual aid agreements with governments, non-profits, community-based organizations, or other entities that could provide services related to family assistance?		
Do you have emergency contracts established with any entities?		
Does your organization provide any of the following accessibility and functional needs equipment and resources? - Durable medical equipment (walkers, canes, wheelchairs) - Portable ramps - Assistive communications technologies - American Sign Language (ASL) Interpreters - Video remote interpretation - Accessible portable restrooms - Language translators - Other (Please list)		

Family Assistance Resource Table		
Organization Name:		
Does your organization provide any of the following communications services, equipment, or resources? - Cell phones/chargers - Wi-Fi/Mi-Fi - Laptops/tablets - Televisions - Other (please list)		
Does your organization have portable generators that could be provided as part of a FAC response?		
Does your organization have Portable Lighting (outdoor/indoor) that could be provided as part of a FAC response?		
Does your organization have Portable Restrooms/Shower Units that could be provided as part of a FAC response?		
Does your organization have Heating/Cooling Units that could be provided as part of a FAC response?		
Family Assistance Services/Personnel Resources		
Description	**Resource Information**	**Location and Point of Contact**
Does your organization provide any of the following medical services? - Prescriptions/refills - Eye glass replacement - First Aid - Oxygen - Other (please list)		
Does your organization provide any of the following accessibility and functional needs services? - American Sign Language (ASL) Interpreters - Video remote interpretation - Language translators - Other (please list)		

Family Assistance Resource Table		
Organization Name:		
Does your organization provide child care services?		
Does your organization provide donations resources (clothing, toiletries, monetary, housing, etc.)?		
Does your organization provide transportation resources? - Air - Rail - Ground (buses, ride share, private tour companies) - Travel Coordination - Other (please list)		
Does your organization provide lodging resources? - Hotels/Motels - Rentals (short term, corporate, furnished) - Other (please list)		
Does your organization provide feeding resources? - Fixed Feeding - Mobile Feeding (NGOs, Food trucks, etc.) - Water		
Does your organization provide mental health resources? - Crisis Management - Developmental/Behavioral Health - Other (please list)		
Does your organization provide spiritual care resources? - Chaplains (Fire, law, hospital, etc.) - Interfaith - Other (please list)		

Family Assistance Resource Table		
Organization Name:		
Does your organization provide volunteer resources? Please describe.		
Does your organization provide mass care resources? - Cots - Blankets - Hygiene supplies - Other (please list)		
Other		

E S F 7

RESOURCE SUPPORT

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EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
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EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
LOGISTICS

I. Lead Agency: County/City Finance Directors

II. Support Agencies:
County Mayor / City Mayor / City Administrator
Hamblen County Highway Department
Morristown Public Works Department
Morristown-Hamblen Emergency Management Agency

III. Introduction

A. Purpose

1. The purpose of this ESF is to provide for the packaging, loading, transportation, and unloading of resources required in areas affected by emergencies within the county.

B. Scope

1. The activities within this subfunction apply to the movements of non-response personnel and resources only. The provision of certain support services (i.e., security, EMS, etc.) is detailed under the appropriate ESF.

IV. Policies

Each department of local government is responsible for arranging the movement of its assets to location they are needed during emergencies. If an agency does not have needed transportation, it may request assistance through the county resource management structure.

V. Situation and Assumptions

A. Situation

1. Disaster expands the need for resources from the various departments of local government, including goods, services, and personnel. Effort will be required to move resources to the affected area.

B. Planning Assumptions

1. The EMA Director will attempt to obtain resources needed by any agency of local government in support of its emergency mission requirements (See Subfunction 2).
2. Coordination of resources will require the resource be loaded, transported, and then off loaded at a staging area near the affected area.
3. Some resource providers will be able to meet their own logistical requirements.

VI. Concept of Operations

A. General

1. During disaster operations, organizations will require resources from other local government agencies to supplant those available to them. Requests will be directed to the ESC likely to have a particular resource available at his/her disposal.
2. Should the local ESC not be able to fill the need, the request may be routed to the County Mayor, City Mayor or the Emergency Management Director for processing. If the resource is not available locally, the EMA Director may request assistance from the state (through TEMA).

3. The EMA Director is responsible to ensure that resource suppliers move requested items to the appropriate staging area. From that point the EMA Director or EOC Manager and ESF 1 (Transportation Networking) will arrange for the item to be moved to the desired location.
4. ESF 1 will ensure that similar items, or different items moving to the same location, are shipped without duplicating transportation functions. This is important because of the limited availability of transportation resources and cleared routes.
5. Several local agencies have transportation capability, including the Highway and Public Works Departments, Board of Education, etc. ESF 7 may make use of these resources or secure transportation from the private sector.

B. Organization and Responsibilities

1. County / City Finance Directors
   a. Develop procedures and policies for the acquisition of resources and the transportation of those resources into affected areas.
   b. Coordinate with local agencies owning transportation resources to determine available resources. Advise the Incident Commander (IC) of staging areas to be used, the nature of the assets to be staged and coordinate closely with the IC to avoid any conflicts with response forces.
2. Morristown-Hamblen Emergency Management Agency
   a. Develop procedures for tracking resource requests. (with Purchasing Agent)
   b. Develop procedures for requesting transportation resources from the state (via TEMA).
3. Hamblen County Highway Department / Morristown Public Works Department
   a. Develop procedures (as assigned under ESF 1) for assigning movement priorities for surface transportation of resources within the county during emergencies.
   b. Develop procedures to allocate departmental vehicles for use in resource movement.
4. Hamblen County Mayor / City Mayor / City Administrator
   a. Develop procedures for executive and financial support of logistics procurement.

VII. Mitigation and Preparedness Activities

A. County / City Finance Directors

1. Develop procedures for responding to requests for transportation of local agency personnel from unaffected areas of the county to disaster areas.
2. Develop procedures to obtain transportation for resources that vendors cannot deliver.
3. Develop procedures for ensuring that all local agencies with transportation resources have been contacted before seeking outside vendors for transportation of resources.
4. Develop procedures for locating and securing vehicles for specialized needs, i.e., refrigerated trucks for transport of bodies, livestock-hauling vehicles, etc.
5. Develop procedures, in cooperation with the County Mayor, for tracking all requests, costs, and details for tracking governmental expenses and reimbursing private vendors for services rendered.

B. Morristown-Hamblen Emergency Management Agency

1. Develop procedures for tracking resources supplied by private vendors. (e.g. the return of bottled-water shipping crates).
2. Develop procedures for coordinating movement of resources with ESF 1 to ensure appropriate routes are use to minimize bottlenecks, unnecessary diversions, etc.

3. Develop procedures for requesting and allocating local resources in support of transportation requirements during emergency operations and tracking their use.
4. Develop procedures for deploying transportation units into staging areas and other locations in support of emergency operations.

C. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures for allocation of department-owned vehicles to support resource movement activities and for tracking their use.
2. Develop procedures for coordinating Emergency Management requests for routing information with routing requests of emergency responders.

D. Hamblen County Mayor / City Mayor / City Administrator

1. Develop procedures and policies concerning the reimbursement of private vendors for services rendered during emergency operations.
2. Coordinate development of policies with the Emergency Management Director and Finance departments to insure appropriate financial accounting measures are followed during emergency operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery operations.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/call-up procedures as appropriate.

B. County / City Finance Directors

1. Respond to requests for transportation resources from local government and response agencies (with EMA).
2. Implement tracking of acquired resources.
3. Verify that local agency assets are exhausted before contracting with private vendors.
4. Provide data to County Mayor / City Mayor concerning requests for payment from outside vendors.
5. Notify requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity enroute, etc.

C. Morristown-Hamblen Emergency Management Agency

1. Route incoming resources to appropriate staging areas for compilation into bulk shipments.
2. Coordinate movement of resources with ESF 1 Manager.
3. Direct state transportation support units to staging areas and track the use of these units.

D. Hamblen County Highway Department / Morristown Public Works Department

1. Provide department-owned vehicles and operators for use in movement of resources.
2. Provide routing information to transportation providers when requested.

E. Hamblen County Mayor / City Mayor / City Administrator

1. Receive data from the various agencies concerning resources acquired through private vendors and take measures to reimburse them in a timely manner.

2. Provide data to ESF 5 concerning amount of funds expended for transportation and resource acquisition (See ESF 15, Recovery).

IX. Training

A. All training associated with this subfunction is provided by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
RESOURCE MANAGEMENT

I. Lead Agency: Hamblen County Mayor / City Mayor / City Administrator

II. Support Agencies: County / City Finance Directors
Morristown-Hamblen Emergency Management Agency

III. Introduction

A. Purpose

1. This subfunction's purpose is to obtain materiel, specialized vehicles, personnel, technical expertise, and other services during disasters that are not available in local government.

B. Scope

1. This ESF provides the acquisition, tracking, and movement of several types of resources not available through a local government agency, including:
   a. Material resources (i.e., body bags, instrumentation, office supplies, etc.)
   b. Office and work spaces for disaster relief workers
   c. Temporary housing for incoming emergency relief personnel
   d. Transportation resources (i.e., specialized vehicles)
   e. Communications equipment
   f. Personnel, including persons with specialized technical knowledge

IV. Policies

A. Local communities affected by disasters will use locally available resources to the maximum extent possible before requesting assistance from other agencies or from outside vendors.

B. The County Mayor / City Mayor is solely responsible for securing resources from outside local government. Agencies that obtain resources from private vendors through any other means may not be reimbursed for their expenses.

C. In general, resources will not be stockpiled in the county to avoid loss by theft or deterioration. Standby contracts may be drawn up with vendors to supply items that are time-sensitive or in short supply and would be necessary during the early stages of emergency response activities.

V. Situation and Assumptions

A. Situation

1. Disaster may cripple a community's ability to respond with adequate resources to the effects of that disaster. Other areas of the county may not be affected and should be capable of providing some of the necessary resource support.
2. The County Mayor / City Mayor has at his/her disposal several vendors registered to do business with the county and the cities. These vendors will fill local agencies' needs for critical items.

B. Planning Assumptions

1. Local communities and county agencies will exhaust available resources before requesting assistance from the state or outside vendors.
2. Some pre-determination of resource requirements from outside vendors by local agencies will take place to minimize the time needed to initiate emergency operations.
3. Donated goods and services by volunteers will be coordinated by ESF 14.

VI. Concept of Operations

A. General

1. Emergency operations will impose demands for resources that are quickly exhausted at the municipal or county level or may not be available locally. All requests for resources not available from the city or county will be reviewed and approved by the County Mayor or City Mayor. The County Mayor / City Mayor will contract with outside vendors to locate needed resources, provide logistical support to acquire them, and will ensure proper routing and use.

B. Hamblen County Mayor / City Mayor / City Administrator / County-City Finance Director

1. Develop procedures for acquiring resources from outside vendors and to track the use of the resources.
2. Ensure prompt reimbursement of outside vendors. (with Purchasing Agent)
3. Develop procedures for use in the EOC to track requests and fulfillment of requests.
4. Develop procedures to coordinate resource requests through state ESF 7 agencies.
5. Develop procedures to acquiring and deploying personnel of local agencies not specifically tasked in this plan to support emergency operations.

C. Morristown-Hamblen Emergency Management Agency

1. Coordinate resource acquisition and management in the EOC during emergencies.
2. Screen resource requests to ensure that resources are not available locally.

VII. Mitigation and Preparedness Activities

A. Hamblen County Mayor / City Mayor / City Administrator / County-City Finance Director

1. Develop procedures and policies to request resources from local and state government agencies in support of emergency missions.
2. Develop a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations.
3. Develop a mechanism for tracking of resource requests and status of requests. (with Purchasing Agent)
4. Develop procedures to coordinate with other local agencies to ensure that resources do not exist elsewhere in local government and with ESF 14 to ensure that resources needed are not available at donated goods warehouse(s) or available on a volunteer basis.
5. Maintain a list of vendor contacts for use after normal business hours. (with Purchasing Agent)
6. Develop a list of warehouses in the county for use in storing donated goods and resources destined for other areas of the state (i.e. resource staging areas).
7. Coordinate with other local agencies to determine immediate needs required for successful deployment in an emergency (i.e., fuel for staging area, etc.).

8. Coordinate with the state (through TEMA) to determine proper methods of requesting state and/or federal resources, when needed.
9. Develop procedures and tracking forms for reimbursing private vendors for resources and services provided during emergencies.
10. Develop procedures for acquiring personnel from local agencies not tasked in this plan to be deployed to assist in the emergency as required.

B. Morristown-Hamblen Emergency Management Agency / County-City Purchasing Agent

1. Develop procedures and policies on the acquisition of resources during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA and initiate response/recovery operations.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/call-up actions.

B. Hamblen County Mayor / City Mayor / City Administrator / County-City Finance Director

1. Respond to requests for resources from local agencies.
2. Ensure requested items are not currently held by a local agency.
3. Coordinate resource acquisition with ESF 14 to ensure requested items/services are not available through donated goods/services.
4. Arrange for transportation of resources/services to areas of need (Subfunction 1).
5. Locate office space and work areas for state or federal disaster assistance workers.
6. Maintain logs of requests and status boards showing status of requests. Notify requesters when requests have been satisfied.
7. Contact local agency ESCs to ascertain need for pre-identified items essential to emergency response activities of that ESC.
8. Provide documentation to the Budget Director about sources of goods and amounts owed.
9. Provide lists of warehouses identified to store donations.
10. Arrange for resource staging areas to become operational and prepare for deployment of requested resources.
11. Coordinate proper routing of resource delivery with ESF 1.
12. Provide data to ESF 5 concerning amount and types of materials being requested.
13. Coordinate requests for state and/or federal resources through the EMA Director.
14. Receive data from local departments concerning resources obtained from private vendors and arrange for timely reimbursement of vendors.
15. Maintain logs and records of payments (includes emergency worker pay) for possible future state/federal reimbursement.
16. Respond to requests from local departments for personnel to assist with staging area operations, management of donated goods, etc.

C. Morristown-Hamblen Emergency Management Agency

1. Screen requests for assistance and resources from the various agencies to insure requested items are not available locally or through another local agency.
2. Maintain log of items/services requested from the state and the outcome of the requests.
3. Route approved requests through appropriate channels for disposition.

IX. Training

A. All training associated with these functions is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
STAGING AREAS

I. Lead Agency: Morristown-Hamblen Emergency Management Agency

II. Support Agencies:

Morristown Fire Department
Hamblen County Volunteer Fire Departments
Hamblen County Sheriff's Department
Morristown Police Department
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Board of Education

III. Introduction

A. Purpose

1. This subfunction provides county staging areas to support emergency operations by designating locations to stage volunteers and temporarily store resources. **These staging areas are different from those that Incident Commanders establish to stage response forces. The EMA Director will keep Incident Commanders apprised of volunteer and resource staging areas being managed in this ESF, and will stay informed of the areas that Incident Commanders are using.** Staging area selection and management is an important task that must, in advance of a disaster and periodically, be reviewed.

B. Scope

1. This subfunction concerns the use of the various sites in the county as primary staging areas to support emergency operations. Other facilities (i.e., airfields, warehouses, etc.) may be used in a secondary capacity as staging areas.

IV. Policies

A. Rapid, uncontrolled influx of volunteers and resources can endanger responders and citizens and slow the response and recovery effort. It is essential to control the flow of volunteers, supplies, and other resources into the affected areas.

B. **The actual selection and management of response force staging areas is under the control of the Incident Commander**. Volunteer and resource staging will occur at major transportation terminals (i.e., airfields, warehouses, etc.) and is the responsibility of the EMA Director.

V. Situation and Assumptions

A. Situation

1. Disasters require the assistance of all local resources, resources from surrounding communities or resources from communities in unaffected areas of the state. The rapid, uncontrolled influx of resources from any source into a disaster area confuses the situation.

2. Staging Areas are spread fairly evenly throughout the county, can serve well as staging areas for local, and locally requested, resources.

B. Planning Assumptions

1. Disasters will occur that require massive local response, including large quantities of personnel and/or other resources.
2. Emergency response forces are trained and familiar with staging area management. Volunteers and those organizations that bring resources to the county will follow directions to and about staging areas.
3. There will be suitable staging areas within a reasonable distance of any part of the county.

VI. Concept of Operations

A. General

1. Immediately after a disaster, the county will deploy local and locally acquired resources in support of emergency operations.
2. Deployed units will respond to a pre-designated staging area to await further assignment.
3. Units will be dispatched from staging areas to report to the on-scene Incident Commander.
4. Units returning to their home stations will return to their original staging area to be logged out and released.

B. Morristown-Hamblen Emergency Management Agency

1. Develop procedures for use of identified sites as staging areas.
2. Identify staging areas best suited for types and quantities of goods.
3. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

C. County/City Emergency Response Agencies

1. Deploy resources to staging areas and dispatch units to assignments from these locations.
2. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.
3. Assign personnel to staging areas to assist staging area personnel with security of resources located there. (Sheriff's Office / Police Department)

D. Hamblen County Highway Department / Morristown Public Works Department

1. Deploy public works resources to staging areas and dispatching same to assignments from these locations.
2. Implement traffic control procedures to assist staging area personnel with routing of incoming/outgoing vehicles.

E. Hamblen County Board of Education

1. Coordinate with the EMA Director on the use of school property for staging areas.

VII. Mitigation and Preparedness Activities

A. Hamblen County Emergency Management Agency

1. Develop comprehensive plans for each staging area to guide operations. Include:
   a. Traffic flow diagrams
   b. Diagrams of parking/staging areas for different vehicle types
   c. Description of housing, feeding, and sanitation capabilities and procedures for requesting assistance during emergency operations

d. Fueling capabilities, back-up fuel supplies, and the means to pump the fuel

e. Communications capabilities

f. Provisions for security and requesting assistance

g. Forms and procedures for checking in resources and logging incoming and outgoing assignments

2. Coordinate development of plans with other ESFs that need to use staging areas.

3. Develop procedures for recording hours worked by staging area staff during emergency operations for possible (FEMA) reimbursement later. Track by assigned personnel in EOC.

B. County Highway Department / City Street Department / Law Enforcement Agencies

1. Develop procedures for providing traffic control support to staging area operations.

C. All Other Tasked Agencies

1. Develop procedures for routing resources to staging areas, including:

a. Coordination of routing requirements with ESF 1 (Transportation)

b. Handling communications incompatibilities

c. Expected deployment for certain types of emergencies

d. Resources each agency expects to deploy to staging areas (i.e., fuel, meals for a number of persons, sleeping quarters, sanitary requirements, etc.)

e. Weights and surface requirements for vehicles expected to be deployed to staging areas during emergency operations

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Attend briefings and coordinate activities with other participant organizations.

2. Report to the Incident Commander and initiate response activities.

3. Maintain logs of activities, messages, etc.

4. Advise the staging areas the number and types of assets being deployed.

5. Obtain contact number for dispatching resources from staging areas to staging areas.

6. Maintain logs of resources sent to staging areas, resources dispatched from staging areas

B. Morristown-Hamblen Emergency Management Agency

1. Activate resource/volunteer staging areas at facilities requested by the IC or Executive.

2. Implement staging area plans as necessary.

3. Assign personnel to receive and record data from ESFs concerning deployment of resources.

4. Advise ESF 5 periodically of status of staging areas.

5. Request resources needed to support staging area operations from the pertinent ESF.

C. County Highway Department / City Street Department / Law Enforcement Agencies

1. Begin traffic control support at opened staging areas as needed the Staging Area Manager.

IX. Training

A. All training associated with this subfunction is provided in-house by the agencies concerned.

B. TEMA provide Incident Command System courses, which include Staging Area operations.

EMERGENCY SUPPORT FUNCTION 7
APPENDICES

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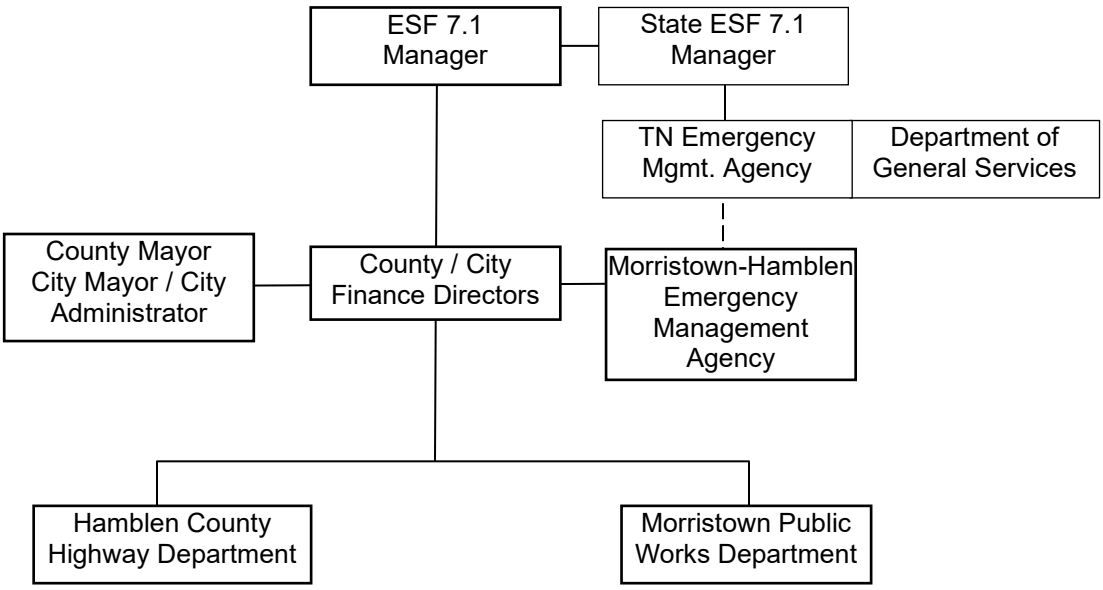
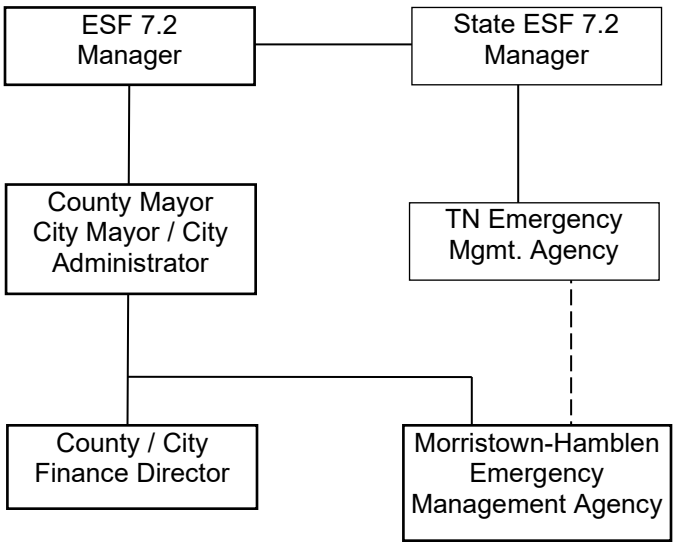
Appendix 2 Resource Management Organizational Chart
Appendix 3 Staging Area Organizational Chart
Appendix 4 Staging Areas

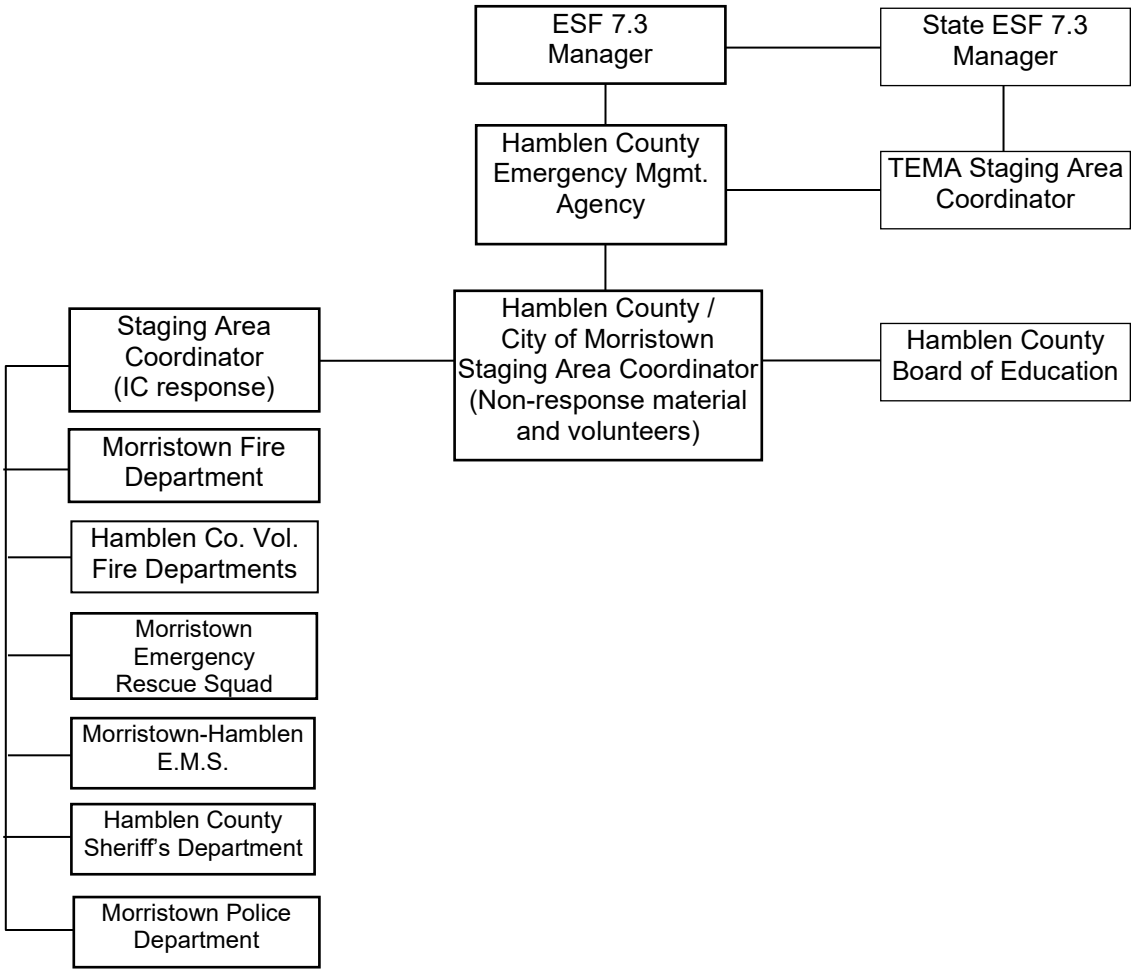
APPENDIX 1 TO ESF 7
LOGISTICS ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 7
RESOURCE MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 7
STAGING AREA ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 7
STAGING AREAS

Diagrams of staging areas are maintained in the EOC.

E S F 8

HEALTH AND MEDICAL SERVICES

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HEALTH AND MEDICAL SERVICES
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EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES
EMERGENCY MEDICAL SERVICES

I. Lead Agency: Morristown-Hamblen Emergency Medical Service

II. Support Agencies:

Morristown-Hamblen Emergency Management Agency
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Hamblen County Sheriff's Department
Morristown Police Department
Morristown Emergency Rescue Squad
Hamblen County Coroner
Hamblen County Medical Examiner
American Red Cross (ARC)

III. Introduction

A. Purpose

1. This ESF provides guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of disaster victims.

B. Scope

1. This ESF involves the provision of emergency medical services in the county and its cities.

IV. Policies

A. Emergency medical care is the most important function during the first few hours of a disaster. Fire and rescue activities must be coordinated with EMS operations to avert further loss of life.

V. Situation and Assumptions

A. Situation

1. Disasters that may occur in the county have the potential to cause many casualties. Local EMS and health care systems may be overloaded or damaged and unable to fully respond.
2. Specialized injuries resulting from radiological accidents, hazardous materials spills or biologic agents may require treatment capabilities beyond those of local medical facilities.

B. Planning Assumptions

1. Casualty loads may be beyond the capabilities of the local EMS and health care system.
2. Hospitals, blood banks, laboratories, and other emergency health care facilities may be damaged or rendered inoperable as a result of a disaster.
3. The regional EMS communications center will assist with medical evacuations.

VI. Concept of Operations

A. General

1. Local EMS will respond to the needs of the injured. If local EMS services are unable to provide adequate response, regional mutual aid from EMS providers will be requested.
2. Regional coordination of the EMS mutual aid networks is accomplished through the use of a regional communications center. This center coordinates patient distribution so as not to

overload any given health care facility. The state EMS agency monitors this system and coordinates assistance when the scope of the disaster becomes very large.

3. The state will provide or request emergency medical assistance based on the magnitude of the disaster. A catastrophic event which devastates a major population center may require the immediate activation and deployment of the National Disaster Medical System (NDMS), Tennessee National Guard, and/or active duty components of the U. S. Military. An event of lesser magnitude may be resolved with the deployment of medical units from within the state, possibly assisted by those from adjoining states.

B. Organization and Responsibilities

1. Morristown-Hamblen Emergency Medical Service
   a. Coordinate local EMS services and development of EMS plans throughout the county.
   b. Establish medical response priorities during disasters within the county.
   c. Develop policies and procedures for EMS operation during disasters, including the use of response concepts such as Rescue Task Force, medical evacuation, staging areas, and patient tracking.
   d. Provide an individual to act as the Emergency Services Coordinator (ESC). Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
   e. Coordinate health care facilities' involvement in the local EMS system and ensure adequate distribution of evacuated victims during disasters.
   f. Develop capabilities to respond to all types of emergency medical situations.
2. Morristown-Hamblen Emergency Management Agency
   a. Coordinate EMS operations with ESF 9 and ESF 10 functions.
   b. Provide disaster information and resource coordination for EMS disaster operations. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. Morristown Fire Department / Hamblen County Volunteer Fire Departments
   a. Develop first responder or similar programs to assist local EMS providers.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. Hamblen County Sheriff's Department / Morristown Police Department
   a. Coordinate law enforcement operations with the EMS functions.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
5. Hamblen County Coroner / Hamblen County Medical Examiner
   a. Develop procedures for performing mass casualty victim identification activities
   b. Be prepared to request state mass casualty assistance.
6. American Red Cross (ARC)
   a. Provide first aid assistance at shelters and other sites where needed.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

7. Morristown Emergency Rescue Squad

   a. Develop procedures for coordinating rescue operations with EMS operations.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Morristown-Hamblen Emergency Medical Service

1. Develop emergency preparedness plans for the local EMS services. Coordinate with the Hamblen County Health Department on Public Health issues.
2. Develop procedures for locating and deploying EMS resources from unaffected areas into affected areas. Develop procedures to use emergency medical personnel/equipment from nearby counties, and from other sources such as LifeStar helicopters.
3. Develop list of EMS supply sources and contacts for nights/weekends and adopt Memoranda of Understanding between county and suppliers for supplies in an emergency.
4. Identify Rescue Task Force concept critical issues. Develop plans and procedures for activation and use.
5. Develop procedures for notification of emergency to EMS providers, hospitals, etc.
6. Develop standards for triage operations, medical evacuation operations, and other mass casualty operations. Pre-identify locations for use as potential NDMS sites.
7. Develop procedures for morgue operations (with the Hamblen County Medical Examiner or Coroner). Include the acquisition and use of refrigerated trucks, refrigerated warehouse space for storage of victims until they can be autopsied.
8. Complete TEMA's *Mass Fatalities Incidents Course*.
9. Develop procedures for asking county medical examiner or coroner and the Tennessee Bureau of Investigation (through TEMA) with autopsy/identification of disaster victims.
10. Develop standardized format for supplying casualty figures to the EMA Director.
11. Develop plans and procedures for responding to mass casualty incidents. Include the use of the Incident Command System, the integration of other EMS units into operations, the use of triage tags, and the activation of temporary morgues.
12. Conduct training with local fire, law enforcement, and rescue agencies.

B. Morristown-Hamblen Emergency Management Agency

1. Develop procedures for coordinating ESF 8 with ESF 9 and ESF 10 operations.
2. Participate in training with local EMS units with respect to inter-agency operations during disaster operations (i.e., the use of the Incident Command System, etc.)

C. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Develop first responder, EMT, or other initial medical response to assist EMS.
2. Participate in training with local EMS units.

D. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures coordinate law enforcement operations with EMS units, (e. g. EMS unit security and law enforcement personnel with first-aid or EMT training).
2. Participate in training with local EMS units in the use of the Incident Command System.

E. Hamblen County Coroner / Hamblen County Medical Examiner

1. Develop procedures to support EMS operations to assist with victim identification.

2. Complete TEMA's Mass Fatalities Incidents Course.

F. American Red Cross (ARC)

1. Develop procedures for supplying first aid to persons housed in temporary emergency shelters, and for referring them to acute care facilities when necessary.
2. Develop procedures for identifying and using nurses from affected areas.
3. Develop procedures to collect and process blood from volunteers during disasters.

G. Morristown Emergency Rescue Squad

1. Develop procedures to coordinate rescue unit operations with EMS activities
2. Participate in training with local EMS units.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and start response/recovery activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.

B. Morristown-Hamblen Emergency Medical Service

1. Implement local EMS emergency operations. Begin patient tracking.
2. Respond to requests from affected communities for assistance with EMS operations.
3. Collect information from unaffected areas of county with regard to number of EMS units available in unaffected areas available for deployment to disaster area.
4. Collect, maintain, and disseminate casualty figures to ESF 5 and EMA.
5. Determine need for additional EMS supplies in affected area(s) and coordinate with ESF 7 (Resource Management) for the procurement and transportation of those supplies.
6. Determine need for state assistance and activate state EMS system. Implement disaster morgue operations in affected areas (coordinate with County Medical Examiner or Coroner).
7. Implement emergency medical evacuation operations if necessary.
8. Coordinate with county medical examiner's office or Hamblen County Coroner and TEMA (TBI) requirements for autopsy and victim identification needs.
9. Task other ESFs as necessary to perform mission (i.e., security, hazardous materials, etc.).
10. Respond to incidents involving injuries within the jurisdiction.
11. Request assistance from fire, law enforcement, rescue, and other agencies.
12. Coordinate operations with other affected agencies.
13. Monitor status of local health care systems and implement necessary measures to activate regional coordination system.

C. Morristown-Hamblen Emergency Management Agency

1. Coordinate operation of ESF 9 and ESF 10 with EMS operations.
2. Collect casualty figures from ESF 8.
3. Request DMORT team (via TEMA), if needed.

D. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Respond to requests for assistance from local EMS units.
2. Provide ESF 8 with EMS trained personnel available to deploy to affected areas.

E. Hamblen County Sheriff's Department / Morristown Police Department

1. Respond to requests from EMS units for assistance with traffic control and security.
2. Provide to ESF 8 the number of EMS trained personnel available to go to affected areas.

F. Hamblen County Coroner / Hamblen County Medical Examiner

1. Respond to requests from EMS for assistance with victim identification.
2. Establish a temporary morgue, if needed.

G. American Red Cross (ARC)

1. Provide first aid treatment at shelters as required.
2. Begin blood collection and distribution procedures.
3. Provide to ESF 5 and ESF 8 the number of victims treated in shelters.
4. Implement call-up of ARC volunteer nurses and allied professionals if requested.

H. Morristown Emergency Rescue Squad

1. Respond to requests from local EMS for assistance within scope of departmental training.
2. Coordinate rescue operations with EMS operations as required.

IX. Training

A. TEMA provides training in Incident Command System and response to mass fatalities incidents.

B. Several community colleges and universities offer Emergency Medical Technician training courses required for certification.

C. The ARC offers basic first aid courses, first responder courses, and courses in CPR.

D. Many fire service and EMS providers offer first-responder and CPR courses.

E. TEMA courses in search and rescue may be of use to EMS field personnel.

F. Other training is provided in-house by respective agencies.

EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES
PUBLIC HEALTH

I. Lead Agency: Hamblen County Health Department

II. Support Agencies:

Morristown-Hamblen Healthcare System
Water Utility Districts
Hamblen County Highway Department
Morristown Public Works Department
Morristown-Hamblen Emergency Management Agency
American Red Cross (ARC)

III. Introduction

A. Purpose

1. This subfunction provides for adequate public health services in a disaster area to contain any possible outbreak of communicable diseases.

B. Scope

1. This function provides public health support for disaster areas after the immediate lifesaving phase of disaster response.

IV. Policies

A. Continuation of public health functions and control of environmental factors related to public health are essential to prevent the outbreak of disease.

V. Situation and Assumptions

A. Situation

1. Public health can be endangered by debris accumulation, standing, polluted or debris-laden water, the failure of sewage and water treatment systems, or the use of unsafe practices during emergency operations (such as consumption of contaminated food and/or water).
2. Certain disasters (radiological incidents or hazardous materials incidents) present specialized public health concerns.

B. Planning Assumptions

1. Unchecked debris accumulation, contaminated food or water consumption, and improper sewage treatment will cause injuries or illness if not controlled early in the emergency.
2. Public health providers will issue public education materials before, during, and after the disaster. This material will lead to a better understanding of the disaster health hazards.

VI. Concept of Operations

A. General

1. Disasters can cripple or destroy a community's capability to provide treated water, debris removal, sewage treatment, vector control, and other public health procedures.
2. Immediate deployment of public health personnel to projected problem sites will reduce potential health problems brought about as a result of the disaster.
3. Assistance from state public health agencies may be required.

B. Organization and Responsibilities

1. Hamblen County Health Department
    a. Develop and implement programs to preserve public health following disasters.
    b. Coordinate the survey and assessment of the public health situation in affected areas.
    c. Set health/medical priorities in areas affected by disasters.
    d. Implement surveillance systems to monitor the health of the general population.
    e. Produce and distribute health education materials before, during, and after disasters
    f. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Hamblen County Highway Department / Morristown Public Works Department
    a. Support and monitor the disposal of disaster debris, landfill materials, and similar items to preserve public health. Establish wood debris burn sites with Air Pollution Control approval. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
    b. Provide an individual to act as the Emergency Services Coordinator in the EOC (unless one exists from another ESF).
3. Morristown-Hamblen Emergency Management Agency
    a. Provide information concerning hazardous materials releases to ESF 8 Manager so that potential health effects may be evaluated. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. Water and Sewer Departments / Water Utility Districts
    a. Inspect water and wastewater treatment facilities and implement remedial actions to restore treatment capabilities.
    b. Provide assessment and recommendations concerning potential health effects and remedial actions associated with water-borne pollutants and vectors. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
5. Morristown-Hamblen Healthcare System
    a. Monitor health conditions of patients treated at facilities and notify health department of any potential infectious disease, biologic pathogens and possibility and means of the deliberate spread of these pathogens.
    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
6. American Red Cross (ARC)
    a. Maintain healthful environment in temporary emergency shelters.
    b. Assist local public health officials with surveillance activities.
    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Hamblen County Health Department

1. Develop public education information concerning the use of untreated water, contaminated food, and other unsafe practices following disasters.
2. Develop means to deploy personnel into affected areas to provide surveillance and monitoring of public health following major disasters.
3. Coordinate with local water and wastewater organizations to determine the problems that may occur as a result of damaged pollution control systems and the failure of water treatment facilities in the affected area.
4. Prepare to give health-related public information to the EMA or PIO for public release.
5. Develop procedures for staffing public health and other clinics to provide public health services, including vaccinations against pathogens present in the affected area.
6. Coordinate procedures to request assistance from the state government.
7. Develop procedures to gather and act on all health-related information from affected areas, the water and wastewater departments, EMA, hospitals, civilians, or other sources.
8. Develop procedures to coordinate with the TN Department of Agriculture on matters concerning potential health effects associated with food contamination.
9. Develop policies and procedures for staffing shelters to provide first aid and monitoring/decontamination assistance when required (through ESF 6).

B. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures to assess impact of debris accumulations in areas affected by disasters, and assist communities to dispose of these materials (ESF 3, Debris Removal).
2. Develop procedures to pass information about the health effects of debris accumulation along to ESF 8 Manager for evaluation.

C. Water and Sewer Departments / Water Utility Districts

1. Develop procedures to assess damage to water and wastewater treatment facilities, distribution or drain lines and determine potential health consequences from this damage.
2. Develop procedures to relay information to ESF 8 Manager about the status of potable water supply systems in the affected area, and prepare information for the general public concerning the use of water from damaged systems (and proper methods of treating it).

D. Morristown-Hamblen Emergency Management Agency

1. Develop procedures to coordinate operations of ESF 10 (Environmental Response) with ESF 8 to insure health considerations are taken into account during hazmat operations.

E. Morristown-Hamblen Healthcare System

1. Develop procedures to report suspected infectious disease outbreaks to health officials.

F. American Red Cross (ARC)

1. Develop procedures to provide preventative health services to persons located in temporary emergency shelters.
2. Develop procedures to inform the ESF 8 Manager of health problems in the shelter system, as well as to request assistance from ESF 8 to deal with health problems in shelters.
3. Develop procedures to deploy ARC health personnel in response to requests for assistance from the ESF 8 Manager, as appropriate.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and initiate response/recovery activities.
4. Maintain logs of activities, messages, etc. Initiate internal notification/recall actions.

B. Hamblen County Health Department

1. Obtain information on the nature of disaster and determine possible future health problems.
2. Deploy personnel to monitor public health conditions in disaster areas and shelters.
3. As information becomes available, develop list of priorities to deal with identified problems and take steps to address developing concerns (through deploying personnel to implement vaccination programs, issuing public education materials or information, etc.).
4. Pass to ESF 5 information on the nature and scope of health problems being encountered.
5. Task other ESF 8 participants and other activated ESFs for assistance. Request assistance from the State ESF 8, if needed. (Keep EMA Director informed on all tasks & requests).
6. Obtain information on potential health threats from other ESF 8 participants, with respect to hazardous materials releases, agricultural disease outbreaks, water contamination, etc.
7. Provide information concerning potential health problems to other ESFs so they may take measures to protect personnel that they are deploying into affected areas.
8. Maintain mortality/morbidity statistics related to disaster. Track emergency personnel exposed to dangerous or hazardous environments.
9. Deploy nurses to staff shelters for public health monitoring/support activities as required.

C. Hamblen County Highway Department / Morristown Public Works Department

1. Monitor disaster situations for problems associated with or generated as a result of debris accumulations and hazardous materials spills. Deploy personnel to assist local communities with debris disposal.
2. Provide information to ESF 8 Manager on problems the departments have identified.

D. Water and Sewer Departments / Water Utility Districts

1. Monitor disaster situation for problems associated with or generated as a result of waterborne releases of hazardous or noxious substances.
2. Assist local communities to assess damage to water and wastewater treatment systems.
3. Assist local communities with assessing damage to and problems generated as a result of damage to potable water distribution/storage systems.
4. Coordinate activities with the state Dept. of Environment and Conservation to ensure compliance with appropriate procedures and policies during the restoration of systems.
5. Provide information to ESF 8 Manager concerning potential health effects that could result from damaged wastewater treatment systems. Recommend protective and remedial action associated with damage to water delivery systems in affected areas.
6. Deploy personnel to monitor water supplies for evidence of contamination. Provide data to ESF 8 Manager on findings and actions recommended.
7. Task other ESF 8 participants and other activated ESFs to provide assistance as required.

E. Morristown-Hamblen Emergency Management Agency

1. Provide information to ESF 8 Manager concerning releases of hazardous materials.
2. Respond to requests for assistance from ESF 8 to deal with uncontrolled releases of hazardous substances.

F. Morristown-Hamblen Healthcare System

1. Report suspected infectious disease outbreaks and other public health problems to appropriate health officials.

G. American Red Cross (ARC)

1. Perform preventative health measures at shelters operated by ARC.
2. Notify ESF 8 Manager of health problems identified during treatment of persons housed at shelters or treated at ARC operated health clinics/sites.
3. Provide personnel to assist with monitoring/assessment activities as requested by ESF 8.

IX. Training

A. Training in health conditions assessment is provided by the American Red Cross.

B. Training associated with other functions contained within this annex is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES
CRISIS INTERVENTION SUPPORT

I. Lead Agency:

Hamblen County Sheriff's Department
Morristown Police Department

II. Support Agencies:

Helen Ross McNabb Center, Morristown
Cherokee Health Systems
All Tasked Local Agencies

III. Introduction

A. Purpose

1. This subfunction provides psychological support and counseling for local emergency personnel to assist them in coping with disaster situations and conditions they encounter.

B. Scope

1. This subfunction applies to all agencies with personnel assigned to emergency-oriented missions during disasters affecting the county or its cities.

IV. Policies

A. All individuals who perform emergency response functions will have access to counseling services to assist them to deal with their reactions to the demanding and stressful situations they encounter. No worker will be judged negatively for receiving crisis counseling.

B. No individual emergency worker will be required to participate in crisis management sessions; however, such attendance is highly recommended.

V. Situation and Assumptions

A. Situation

Emergency workers can suffer both short-term and long-term psychological reactions to violent, traumatic or devastating situations they are exposed to during emergency operations.

B. Planning Assumption

Some emergency workers will have a difficult time dealing psychologically or emotionally with the situations they encounter during emergency and disaster response activities.

VI. Concept of Operations

A. General

1. In major emergencies, especially those involving large numbers of casualties, some emergency response personnel experience post-traumatic stress syndrome. Although signs may not appear immediately, individuals can exhibit feelings of anger, frustration, guilt or depression which, if unaddressed, may eventually prove damaging to the individual's well being.
2. Effective crisis counseling provides an opportunity for emergency responders to express feelings about how they performed and are dealing with psychological trauma wrought by the devastation witnessed.
3. Every emergency responder should have the opportunity to participate confidentially in individual and group sessions designed to help them deal with their reactions. Individualized follow-up care should also be provided.

B. Organization and Responsibilities

1. Helen Ross McNabb, Cherokee Health Systems, All Tasked Agencies

   a. All local agencies are responsible to identify response personnel who appear to be having a difficult time in dealing with the situations they have encountered as a result of their participation in emergency response operations.

   b. All local agencies will notify response personnel of the availability of Crisis Intervention Support (CIS) counseling activities during and after emergency operations.

   c. The department heads of all tasked local agencies will maintain the confidentiality of those individuals attending CIS sessions.

VII. Mitigation and Preparedness Activities

A. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop program for delivering CIS programs to emergency workers in the field. Identify specialized CIS teams to use in local emergencies.

B. Helen Ross McNabb, Cherokee Health Systems, All Other Tasked Agencies

1. Develop procedures and policies regarding assistance to and the attendance of personnel in CIS sessions.

VIII. Response and Recovery Actions

A. Hamblen County Sheriff's Department / Morristown Police Department

1. Request CIS Teams to respond to the county/cities affected.

B. All Other Tasked Agencies

1. Identify personnel to attend CIS sessions.
2. Make arrangements for personnel to attend CIS sessions and support these individuals to maximum extent possible.

IX. Training

A. There is no applicable training for this subfunction.

EMERGENCY SUPPORT FUNCTION 8
APPENDICES

Appendix 1 Emergency Medical Services Organizational Chart

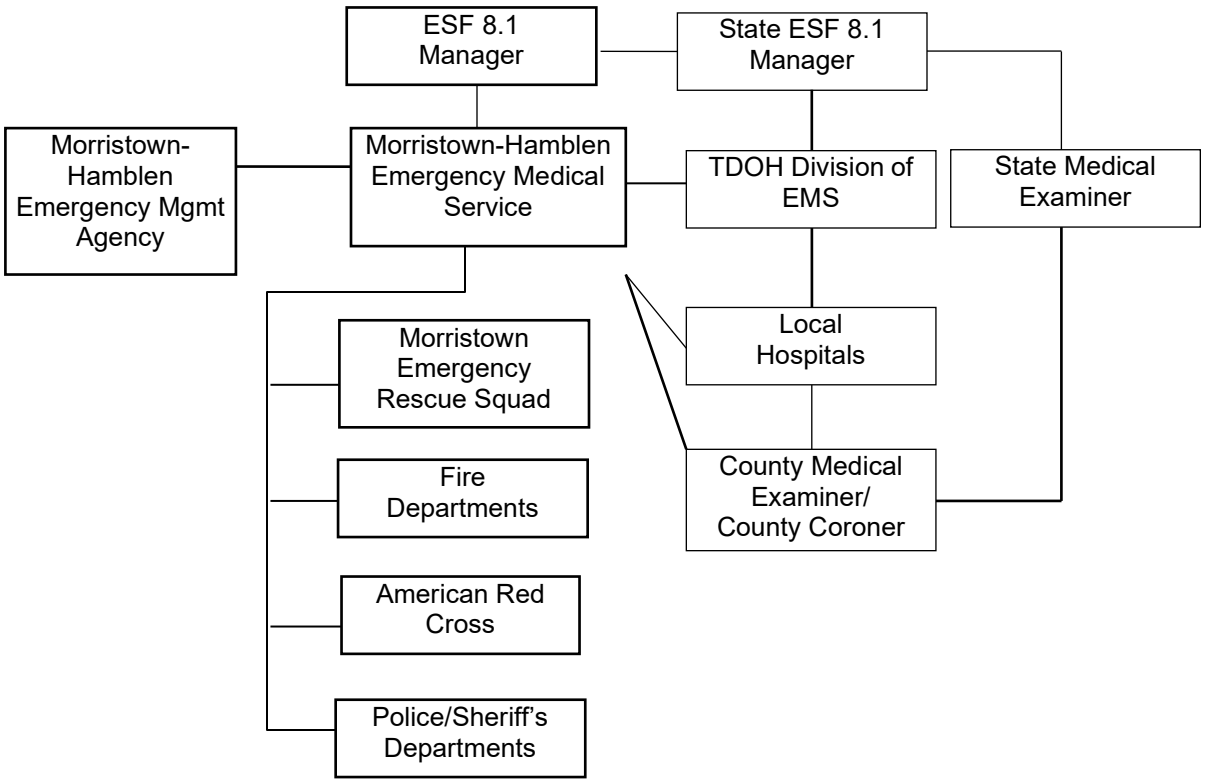
Appendix 2 Public Health Organizational Chart

Appendix 3 Crisis Intervention Support Organizational Chart

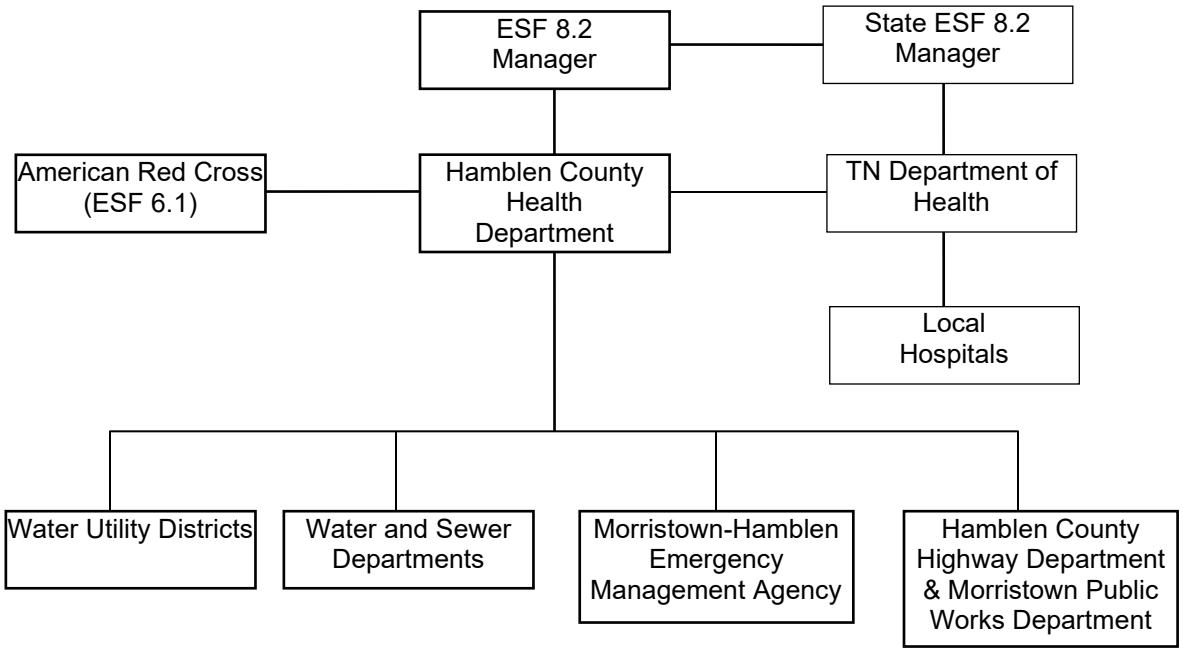
Appendix 4 Location of Emergency Medical Service Stations in the County

Appendix 5 Location of Health Care Facilities and Casualty Collection Points

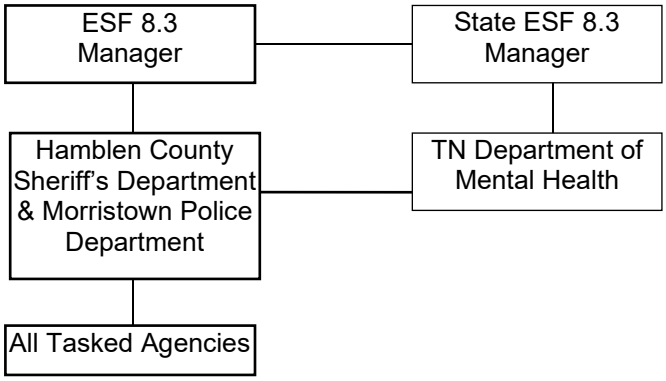
APPENDIX 1 TO ESF 8
EMERGENCY MEDICAL SERVICES ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 8
PUBLIC HEALTH ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 8
CRISIS INTERVENTION SUPPORT ORGANIZATIONAL CHART

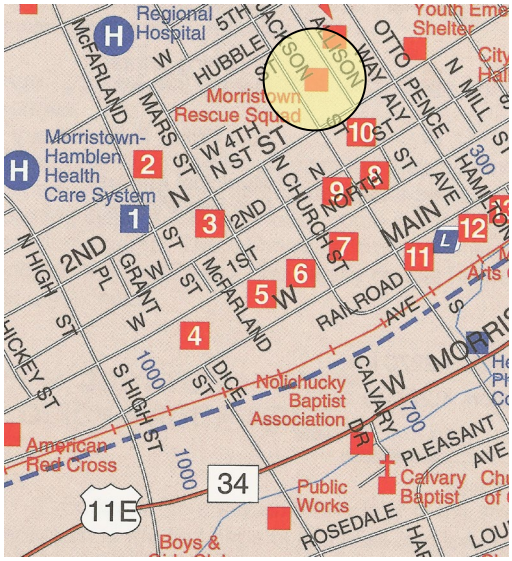


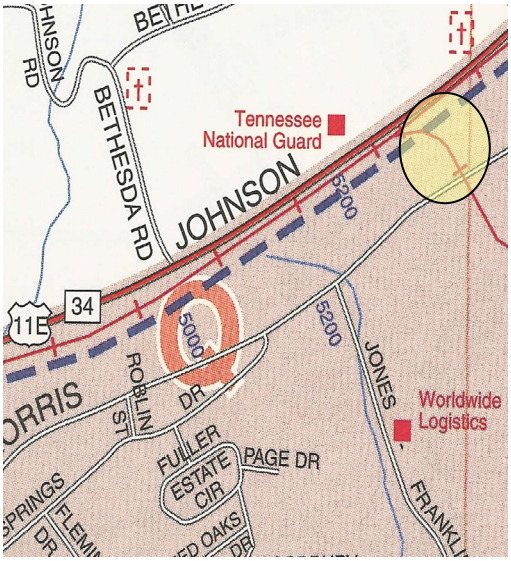
APPENDIX 4 TO ESF 8
LOCATION OF EMERGENCY MEDICAL SERVICE STATIONS

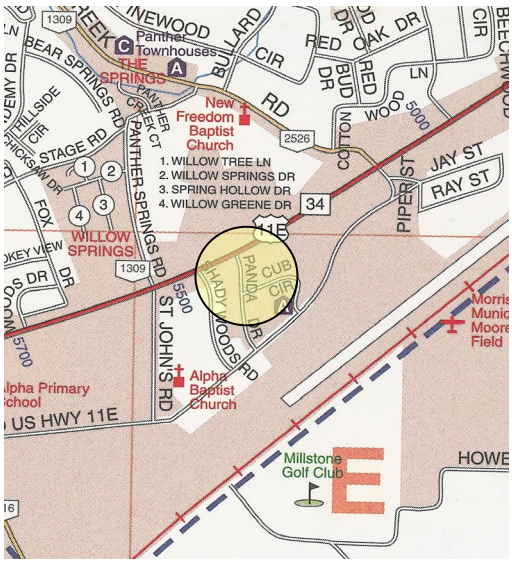
Morristown-Hamblen Emergency Medical Service – Station 1, 420 North Jackson Street, Morristown

Morristown-Hamblen Emergency Medical Service – Station 2, 5639 East Andrew Johnson Highway, Morristown

Morristown-Hamblen Emergency Medical Service – Station 3, 701 Merchants Greene, Morristown

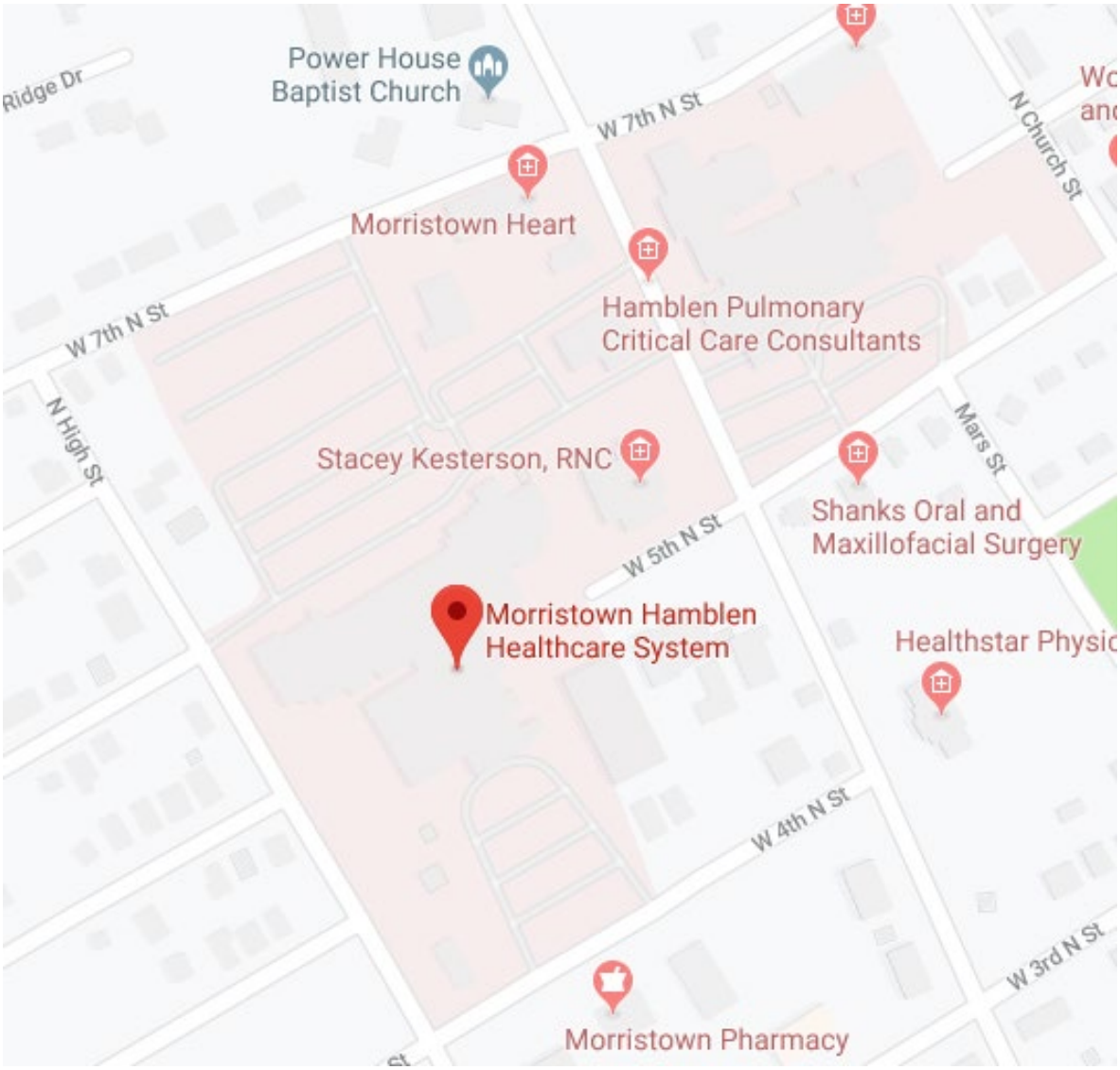






APPENDIX 5 TO ESF 8
LOCATION OF HEALTH CARE FACILITIES
AND CASUALTY COLLECTION POINTS

Morristown-Hamblen Healthcare System, 908 West Forth North Street, Morristown



APPENDIX 6 TO ESF 8
Hamblen County Walters State Community College POD Site

Serving Hamblen County
500 South Davy Crockett Parkway
Morristown, TN 37813
36° 12' N/ 83° 15' W

POD Call List

Name	Work	Mobile	Home
Dr. Tony Miksa, WSCC President	(423) 585-6770	(815) 904-4049	
Dr. Foster Chason VP of Student Affairs	(423) 585-2680	(423) 465-0237	
David King, Facility Management	(423) 585-6861		
Nathan Antrican, WSCC Chief of Police	(423) 585-6762	(423) 258-2747	
Roger Overholt, Morristown Police Chief	(423) 585-2710	(423) 312-0312	
Chad Mullins, Hamblen County Sheriff	(423) 586-3781	(423) 231-9985	
Deputy Chief Chris Wisecarver, Police Operations	(423) 585-1836	(423) 312-4646	
Danny Houseright, EMS Director	(423) 587-3280	(423) 736-6566	
Chris Bell, EMA Director	(423) 581-6225	(423) 258-3886	

2/24/16

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Letter of Agreement
Between
East Tennessee Regional Health Office
and
Walters State Community College

The Walters State Community College recognizes the importance of assisting the East Tennessee Regional Health Office and the Hamblen County Health Department in the planning and execution of the East Tennessee Region Mass Dispensing/Vaccination Plan.

If the East Tennessee Region Mass Vaccination/Dispensing Plan is activated, the Walters State Community College agrees to provide:

- Identified facilities to serve as vaccination/dispensing sites or as transportation collection points if designated in the county Point of Dispensing (POD) plan;
- Provide the use of computers, printers, phones, PA systems, trash receptacles, and other equipment and supplies, if available and needed;
- Use of refrigerator space for storage of vaccines as needed;
- Assistance with command and control of college services through the use of staff such as IT staff, Cafeteria staff, etc.
- Use of food service, if agreed upon during site planning and noted in county POD plan.

The East Tennessee Region Public Health Staff and volunteers agree to:

- Utilize only the portions of the facilities that are designated in the county POD plan unless the POD Supervisor and WSCC officials jointly agree to changes at the time of the event;
- Limit the use of space, equipment and supplies to only what is needed to perform the mission;

- Assist with cleaning up after each shift and at the end of the use of the facility;
- Coordinate with WSCC staff and security to protect the status of college property;
- Meet regularly with administrators and other county emergency planners to update and review the county POD plan.

East Tennessee Regional Health Office

Jack D. Cochran Sr.

Jack D. Cochran Sr., Emergency Response Coordinator — 6/28/2010 Date

Walters State Community College

Wade B. McCamey

President — 7-6-10 Date

WALTERS STATE
THE GREAT SMOKY MOUNTAINS COMMUNITY COLLEGE

CAMPUS POLICE DEPARTMENT

August 29, 2012

Jack D. Cochran Sr. EMT-P
Regional Emergency Response Coordinator
Tennessee Department of Health
East Tennessee Regional Health Office
2101 Medical Center Way
Knoxville, TN 37920

Dear Mr. Cochran,

This letter is to confirm that the Walters State Community College Campus Police Department is prepared to respond to Hamblen County POD sites located on Walters State properties to provide policing services during an emergency activation.

Sincerely,

Sarah Rose

Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness
Walters State Community College
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813
Phone: 423-585-6762
Fax: 423-585-6790

Point of Dispensing Clinic Site Survey

Facility Name: Walters State Community College

Street Address: 500 South Davy Crockett Parkway

TENNESSEE DEPARTMENT OF HEALTH

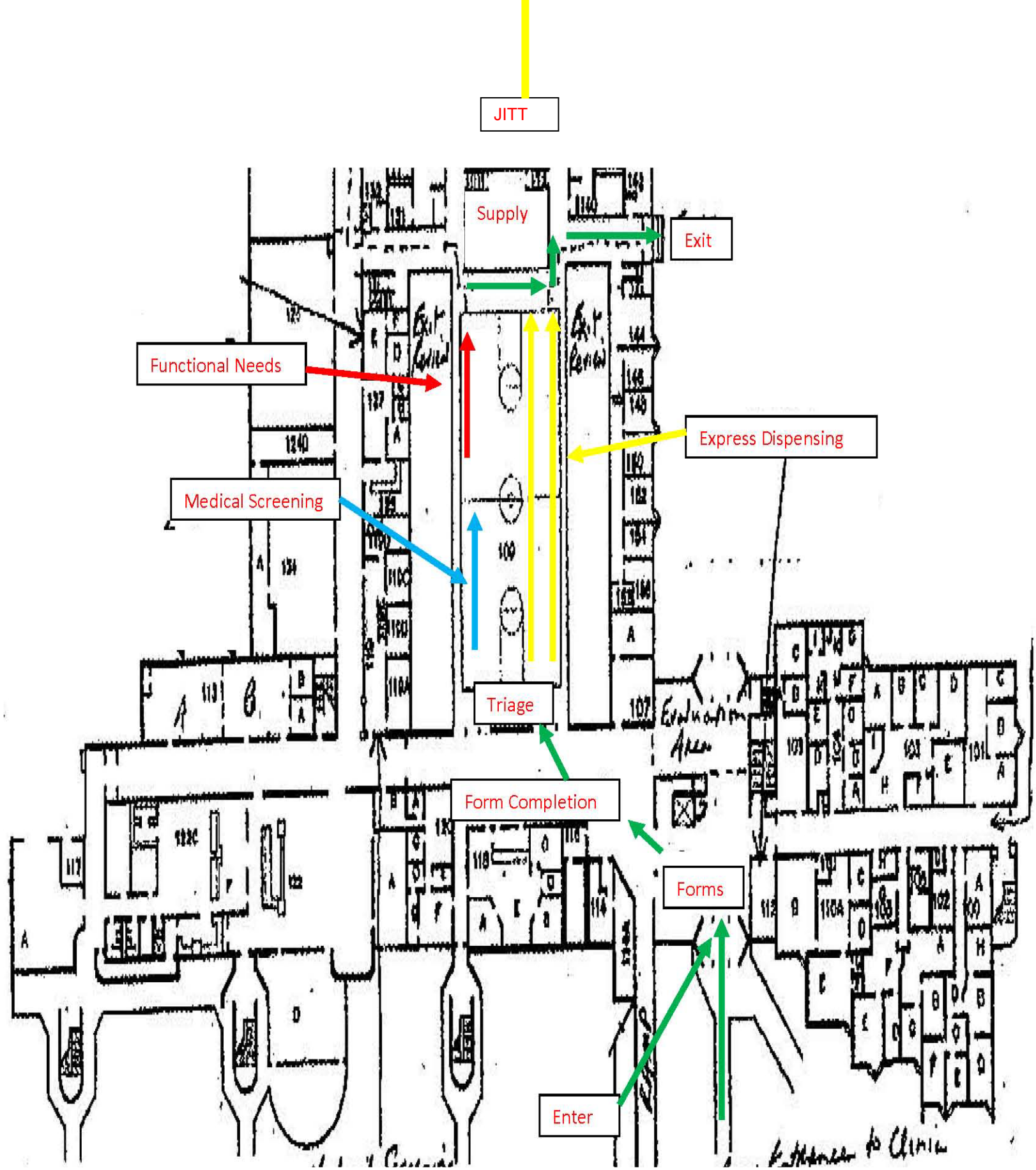
City: Morristown		Zip Code: 37813
Homeland Security District: 2		
Public Health Region: EAST		
Owner: Walters State Community College	Phone: 423-585-2600	Fax: 423-585-6786

Exterior Information

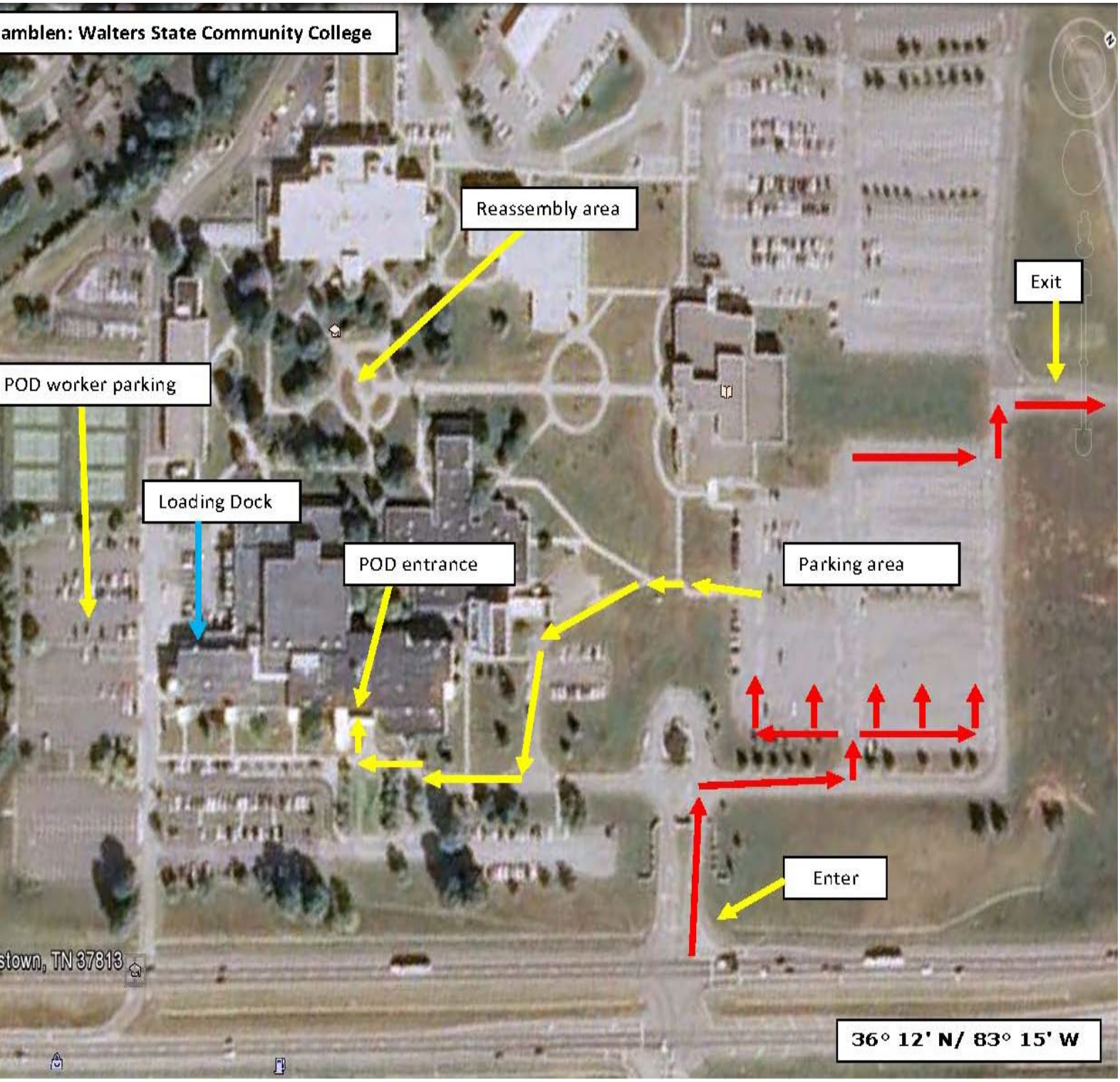
		YES	NO	NUMBER
Access to more than one major road or highway from site (2+ lanes)		X		
On-site parking?		X		
Number of on-site parking spaces?				1,966
Ancillary parking at close proximity?			X	
	Number of parking spaces?			
Lighted parking areas?		X		
Exterior lighting around POD building?		X		
Capacity to shelter people from the weather?		X		
Single story?			X	
	If NO list, list # of stories (including basement)			2
External electrical outlets?		X		
External water supply?		X		
Elevated loading dock 48”- 52”		X		
	Number of loading docks?			2
Accessible doorways (min 35" wide)?		X		
Automatic doors?		X		
ADA Compliant Entrances/Exits available?		X		
Designated staff and volunteer parking and entrance?		X		
Drive-through compatible site?		X		

Interior Information

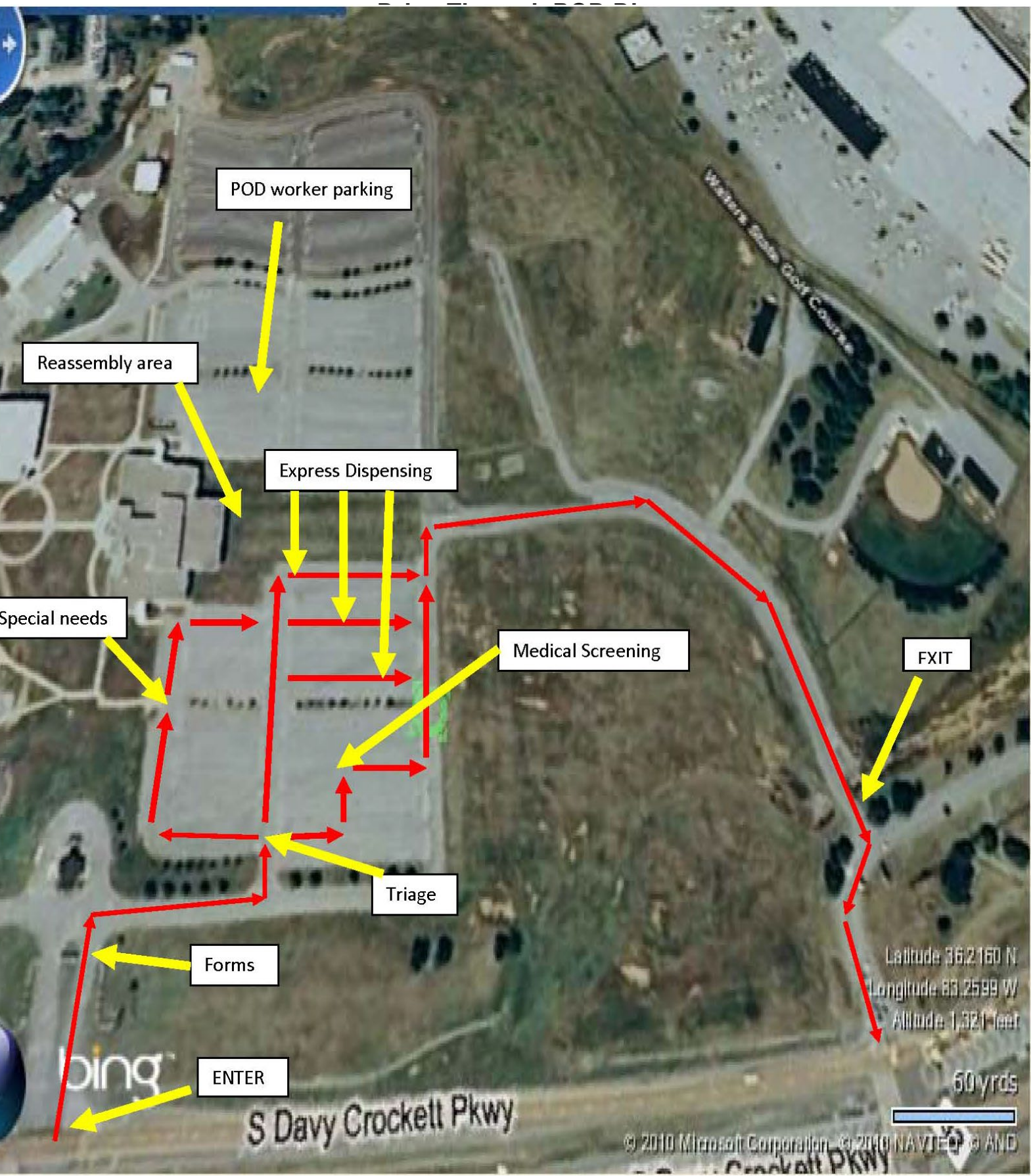
Large, open (unobstructed) space of at least 5,000 sq. ft.		X		
Separate offices/rooms near large open area (excluding kitchen, restrooms)?		X		
	Number of separate offices/rooms?			30
Estimated total square footage of large, open space?				10,545
Any tables, chairs or security barriers stored onsite?		X		
Back-up generator?		X		
Number of Electrical outlets?				1,000
Lighting?		X		
Propane Gas?				
Natural Gas?		X		
Air Conditioning?		X		
Kitchen facility?		X		
Hot and cold running water?		X		
Secure storage area for receipt/storage of medical supplies?		X		
Area for audio/video orientation?		X		
Break room space for staff/volunteers?		X		
Area to serve as command post?		X		
Area for Just-in-Time training with AV capability?		X		
Break room space for staff/volunteers?		X		
Restrooms (also include sub-totals below)?		X		
Facility management staff available?		X		
Availability of master key?		X		
Evacuation plan?		X		
	Number of women's fixtures?			27
	Number of men's fixtures?			27
Total number of sinks (also include sub-totals below)?				63
	Number women?			30
	Number men?			30


JITT
Supply
Exit
Functional Needs
Express Dispensing
Medical Screening
Triage
Form Completion
Forms
Enter

High Flow POD Parking Diagram



36° 12' N/
83° 15' W


POD worker parking
Reassembly area
Express Dispensing
Special needs
Medical Screening
EXIT
Triage
Forms
ENTER
S Davy Crockett Pkwy
Latitude 36.2160 N
Longitude 83.2599 W
Altitude 1,321 feet
60 yrds
© 2010 Microsoft Corporation © 2010 NAVTEQ © AND

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Hamblen County Closed POD Site

Amedisys Home Health Care
575 Oak Ridge Turnpike, Suite 130
Oak Ridge, TN 37830
(Tazewell Parent Office includes Union, Campbell, Scott, Monroe, Hamblen, Claiborne, and Grainger Counties)
P*atients in Region: 1569*
Employees: 238
Number of family members: 952
TOTAL NUMBER OF REGIMENTS: 4090
Primary contact: Misty Collins
(865) 481-3434 work
(865) 310-9784 cell
Secondary contact: Melissa Humphreys
(865) 250-0670 work
(865) 250-0670 cell

Regency Retirement Village
739 E. 2nd North Street
Morristown, TN 37814
Patients: 189
Employees: 109
Number of family members: 500
TOTAL NUMBER OF REGIMENTS: 800
Primary contact: Trudy Darnell
(423) 581-7075 work
(423) 736-6298 cell
Secondary contact: Leisa Fuller
(423) 581-7075 work
(423) 307-4599 cell

Heritage Center
1026 McFarland Street
Morristown, TN 37914
Patients: 180
Employees: 222
Number of family members: 666
TOTAL NUMBER OF REGIMENTS: 888
Primary contact: Robert Breeden
(423) 581-5100 x 3812 work
(865) 603-5948 cell
Secondary contact: Lynn Mefford
(423) 581-5100 x 3826 work
(423) 312-4377 cell

Life Care Center of Morristown
501 W. Economy Road
Morristown, TN 37814
Patients: 120
Employees: 150
Number of family members: 450
TOTAL NUMBER OF REGIMENTS: 720
Primary contact: Steven Fuller
(423) 581-5435 x 6613 work
(865) 803-6467 cell
Secondary contact: Valerie Talley
(423) 581-5435 work
(865) 310-8789 cell

Note: All Closed POD sites listed above have been issued two photo identification badges per facility which must be presented to allow access into the public POD site in order to receive medications/vaccines etc. to be taken back to their facility for dispensing.

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
EAST TENNESSEE REGIONAL HEALTH OFFICE
2101 Medical Center Way
Knoxville, Tennessee 37921

Letter of Agreement
Between
East Tennessee Regional Health Office
And
Amedisys Home Health Care

Amedisys Home Health Care recognizes the importance of assisting the East Tennessee Regional Health Office and the Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Loudon, Monroe, Morgan, Roane, Scott, Sevier and Union County Health Departments in the planning and execution of the East Tennessee Region Strategic National Stockpile Plan.

In the event of an emergency, Amedisys Home Health Care will participate in the Closed Point of Dispensing Program, a program to receive, free of cost, antibiotics and medical supplies from the local health department, by agreeing to the following:

- Provide the local health department with the number of residents, employees, and family members to receive medication; this information will be updated annually, or as information changes.

- Agree to have a coordinating licensed medical professional who will oversee the dispensing of medications. The licensed medical professional does not need to be on-site, but dispensing staff will work under his/her discretion.

- The facility will follow the same treatment algorithms as used in the standing orders for the state and/or local health department.

- A representative from Amedisys Home Health Care, with proper identification, will pick up medication and supplies for the residents, employee's and family members from the predetermined pick up site. Amedisys Home Health Care will provide the local health department with the name of the representative to pick up medications prior to pick up.

- The representative will sign for all medications and supplies received.

- Amedisys Home Health Care will notify the local health department when the supplies reach the facility and if there are any discrepancies between the order and delivery.

- Amedisys Home Health Care will be responsible for administration of the medications, distribution of information sheets, and collection of completed intake forms. Intake forms will be returned the County Health Department.

- Amedisys Home Health Care agrees to make no charge for the medication or for any services provided as a part of the administration of the medication. Unopened bottles will be returned to the County Health Department.

The Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Loudon, Monroe, Morgan, Roane, Scott, Sevier and Union County Health Departments or East Regional Public Health Staff agree to:

- Notify Amedisys Home Health Care in a timely manner following the activation of the SNS Plan and the need for their assistance with opening a Closed POD at their site.

- Provide Amedisys Home Health Care with a 24/7 point of contact.

- Assist Amedisys Home Health Care in the process of coordinating medication and supply pick up and any additional needs in the Closed POD planning.

East Tennessee Regional Health Office

Jack Cochran, Emergency Response Coordinator — 12-20-2011 Date

Amedisys Home Health Care

Misty Collins, Administrator — 12-8-11 Date

TENNESSEE DEPARTMENT OF HEALTH
Health Care Providers Facility Information

PLEASE UPDATE AND SUBMIT THIS INFORMATION YEARLY TO THE EMERGENCY PREPAREDNESS SECTION OF THE EAST TENNESSEE REGIONAL HEALTH OFFICE.
2101 MEDICAL CENTER WAY
KNOXVILLE, TENNESSEE 37921
(865)546-9221

BASIC HEALTH CARE FACILITY INFORMATION

FACILITY NAME: Amedisys
UNION/CAMPBELL/SCOTT/MONROE/HAMBLEN/CLAIBORNE/ GRAINGER County (Tazewell Parent Office)

PHONE: 865-481-3434

STREET ADDRESS: 575 Oak Ridge Turnpike Suite 130 FAX: 865-481-3601

CITY: Oak Ridge TN ZIP: 37830

PRIMARY 24 HOUR POINT OF CONTACT:

NAME: Misty Collins RN, BSN, DOO WORK PHONE: (865)481-3434

ADDRESS: 575 Oak Ridge Turnpike Suite 130 HOME PHONE: (865)-310-9784

CITY: Oak Ridge TN 37830 CELL PHONE: (865) 310-9784

ALTERNATE 24 HOUR POINT OF CONTACT:

NAME: Melissa Humphreys RN, CM PHONE: 865-250-0670

ADDRESS: 735 Swan Pond Circle HOME PHONE: 865-216-8663

CITY: Harriman CELL PHONE: 865-250-0670

NUMBER OF PATIENTS AT THIS FACILITY: 1569

NUMBER OF FULL AND PART TIME EMPLOYEES: 238

NUMBER OF FAMILY MEMBERS OF ALL EMPLOYEES: 952

TOTAL NUMBER OF REGIMENTS OF MEDICATION NEEDED: 4090

OTHER PERTINENT INFO FOR EMERGENCY MANAGEMENT (add Additional Sheets as needed):

DATE: 9-8-15 PRINTED NAME: Misty Collins RN, DOO

SIGNATURE: _____

Knoxville-Knox County TN

Amedisys Home Health

DON

Volunteer

ETR

Melissa Humphreys

Expires 12/31/2020

RN

POD

MEDICAL

Knoxville-Knox County TN

Amedisys Home Health

Director

Volunteer

ETR

Misty Collins

Expires 12/31/2020

RN

POD

MEDICAL

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
EAST TENNESSEE REGIONAL HEALTH OFFICE
2101 Medical Center Way
Knoxville, Tennessee 37921

Letter of Agreement
Between
East Tennessee Regional Health Office
And
Regency Retirement Village

Regency Retirement Village (hereafter referred to as Facility) recognizes the importance of assisting the East Tennessee Regional Health Office and the Hamblen County Health Department in the planning and execution of the East Tennessee Region Strategic National Stockpile Plan.

In the event of an emergency, Facility will participate in the Closed Point of Dispensing Program, a program to receive, free of cost, antibiotics and medical supplies from the local health department, by agreeing to the following:

- Provide the local health department with the number of residents, employees, and family members to receive medication; this information will be updated annually, or as information changes.

- Agree to have a coordinating licensed medical professional who will oversee the dispensing of medications. The licensed medical professional does not need to be on-site, but dispensing staff will work under his/her discretion.

- The facility will follow the same treatment algorithms as used in the standing orders for the state and/or local health department.

- A representative from facility, with proper identification, will pick up medication and supplies for the residents, employees and family members from the predetermined pick up site. Facility will provide the local health department with the name of the representative to pick up medications prior to pick up.

- The representative will sign for all medications and supplies received.

- Facility will notify the local health department when the supplies reach the facility and if there are any discrepancies between the order and delivery.

- Facility will be responsible for administration of the medications, distribution of information sheets, and collection of completed intake forms. Intake forms will be returned the County Health Department.

- Facility agrees to make no charge for the medication or for any services provided as a part of the administration of the medication. Unopened bottles will be returned to the County Health Department.

The Hamblen County Health Department or East Regional Public Health Staff agree to:

- Notify facility in a timely manner following the activation of the SNS Plan and the need for their assistance with opening a Closed POD at their site.

- Provide facility with a 24/7 point of contact.

- Assist facility in the process of coordinating medication and supply pick up and any additional needs in the Closed POD planning.

East Tennessee Regional Health Office

Jack D. Cochran Sr. 10/24/14

Jack Cochran, Emergency Response Coordinator Date

Regency Retirement Village

Trudy Barnell 10/24/14

( ), Administrator Date

TENNESSEE DEPARTMENT OF HEALTH

PLEASE UPDATE AND SUBMIT THIS INFORMATION ANNUALLY TO
EAST TENNESSEE REGIONAL HEALTH OFFICE
EMERGENCY PREPAREDNESS DEPARTMENT
2101 MEDICAL CENTER WAY
KNOXVILLE, TENNESSEE 37921
TEL: 865-549-5364 / FAX: 865-594-5738

HEALTHCARE FACILITY INFORMATION FORM

FACILITY NAME: Regency Retirement PHONE: 423-581-7075
STREET ADDRESS: 739 E. 2nd N. St. FAX: 581-7964
CITY: Morristown, TN ZIP: 37814

PRIMARY 24 HOUR POINT OF CONTACT:

NAME: Trudy Darnell WORK PHONE: 581-7075
TITLE: E.D / R.N. EMAIL: tdarnell@regencymorristown.com
ADDRESS: 581 Lakeway Rd HOME PHONE: 423-736-6298
CITY and ZIP: Morristown TN 37814 CELL PHONE: ✓

ALTERNATE 24 HOUR POINT OF CONTACT:

NAME: Leisa Fuller WORK PHONE: 581-7075
TITLE: Admin Assistant EMAIL: lfuller@regencymorristown.com
ADDRESS: HOME PHONE: 423 307-4599
CITY and ZIP: Morristown TN 37814 CELL PHONE: ✓

NUMBER OF BEDS/PATIENTS AT FACILITY: 189

NUMBER OF FULL AND PART TIME EMPLOYEES: 109

NUMBER OF FAMILY MEMBERS OF ALL EMPLOYEES: 500
(You may wish to estimate an average of 3 people per household)

TOTAL NUMBER OF REGIMENTS OF MEDICATION NEEDED: ~~1,500 to 2,000~~ 800 (KT)

OTHER PERTINENT INFO FOR EMERGENCY MANAGEMENT (add Additional Sheets as needed):

DATE: 7/5/15 PRINTED NAME: Trudy Darnell
SIGNATURE: Trudy Darnell

Knoxville-Knox County TN

Regency Retirement Village

Director

Volunteer

Hamblen

Trudy Darnell

Expires 12/31/2020

RN

POD

MEDICAL

Knoxville-Knox County TN

Regency Retirement Village

Admin Assistant

Volunteer

Hamblen

Leisa Fuller

Expires 12/31/2020

POD

MEDICAL

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
EAST TENNESSEE REGIONAL HEALTH OFFICE
2101 Medical Center Way
Knoxville, Tennessee 37921

Letter of Agreement
Between
East Tennessee Regional Health Office
And
The Heritage Center

The Heritage Center (hererein after referred to as Facility) recognizes the importance of assisting the East Tennessee Regional Health Office and the Hamblen County Health Department in the planning and execution of the East Tennessee Region Strategic National Stockpile Plan.

In the event of an emergency, Facility will participate in the Closed Point of Dispensing Program, a program to receive, free of cost, antibiotics and medical supplies from the local health department, by agreeing to the following:

- Provide the local health department with the number of residents, employees, and family members to receive medication; this information will be updated annually, or as information changes.

- Agree to have a coordinating licensed medical professional who will oversee the dispensing of medications. The licensed medical professional does not need to be on-site, but dispensing staff will work under his/her discretion.

- The facility will follow the same treatment algorithms as used in the standing orders for the state and/or local health department.

- A representative from facility, with proper identification, will pick up medication and supplies for the residents, employees and family members from the predetermined pick up site. Wellington Place of Maryville will provide the local health department with the name of the representative to pick up medications prior to pick up.

- The representative will sign for all medications and supplies received.

- Facility will notify the local health department when the supplies reach the facility and if there are any discrepancies between the order and delivery.

- Facility will be responsible for administration of the medications, distribution of information sheets, and collection of completed intake forms. Intake forms will be returned the County Health Department.

- Facility agrees to make no charge for the medication or for any services provided as a part of the administration of the medication. Unopened bottles will be returned to the County Health Department.

The Hamblen County Health Department or East Regional Public Health Staff agree to:

- Notify facility in a timely manner following the activation of the SNS Plan and the need for their assistance with opening a Closed POD at their site.

- Provide facility with a 24/7 point of contact.

- Assist facility in the process of coordinating medication and supply pick up and any additional needs in the Closed POD planning.

East Tennessee Regional Health Office

Jack D. Cochran Sr. 6/9/14

Jack Cochran, Emergency Response Coordinator Date

The Heritage Center

6/9/14

(Robert Breeden), Administrator Date

TENNESSEE DEPARTMENT OF HEALTH

PLEASE UPDATE AND SUBMIT THIS INFORMATION ANNUALLY TO
EAST TENNESSEE REGIONAL HEALTH OFFICE
EMERGENCY PREPAREDNESS DEPARTMENT
2101 MEDICAL CENTER WAY
KNOXVILLE, TENNESSEE 37921
TEL: 865-549-5364 / FAX: 865-594-5738

HEALTHCARE FACILITY INFORMATION FORM

FACILITY NAME: Heritage Center PHONE: (423) 581-5100

STREET ADDRESS: 1026 McFarland St FAX: 423 587 4649

CITY: Morristown ZIP: 37814

PRIMARY 24 HOUR POINT OF CONTACT: SAME

NAME: _____ WORK PHONE: _____

TITLE: _____ EMAIL: _____

ADDRESS: _____ HOME PHONE: _____

CITY and ZIP: _____ CELL PHONE: _____

ALTERNATE 24 HOUR POINT OF CONTACT: SAME

NAME: _____ WORK PHONE: _____

TITLE: _____ EMAIL: _____

ADDRESS: _____ HOME PHONE: _____

CITY and ZIP: _____ CELL PHONE: _____

NUMBER OF BEDS/PATIENTS AT FACILITY: 197 license - current 180 Beds

NUMBER OF FULL AND PART TIME EMPLOYEES: 222

NUMBER OF FAMILY MEMBERS OF ALL EMPLOYEES: 666
(You may wish to estimate an average of 3 people per household)

TOTAL NUMBER OF REGIMENTS OF MEDICATION NEEDED 888

OTHER PERTINENT INFO FOR EMERGENCY MANAGEMENT (add Additional Sheets as needed):

DATE: 6/25/15 PRINTED NAME: Robert Breeden

SIGNATURE: Robert Breeden

(refer to 2014 for full details)

Knoxville-Knox County TN

Heritage Center

Executive Dir

Volunteer

Hamblen

Robert Breeden, Sr.

Expires 12/31/2020

POD

MEDICAL

Knoxville-Knox County TN

Heritage Center

RN

Volunteer

Hamblen

Deborah Edwards

Expires 12/31/2020

RN POD

MEDICAL

Knoxville-Knox County TN

Heritage Center

DON

Volunteer

Hamblen

Lynn Mefford

Expires 12/31/2020

RN POD

MEDICAL

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
EAST TENNESSEE REGIONAL HEALTH OFFICE
2101 Medical Center Way
Knoxville, Tennessee 37921

Letter of Agreement
Between
East Tennessee Regional Health Office
And
Life Care Center of Morristown

Life Care Center of Morristown (hereafter referred to as Facility) recognizes the importance of assisting the East Tennessee Regional Health Office and the Hamblen County Health Department in the planning and execution of the East Tennessee Region Strategic National Stockpile Plan.

In the event of an emergency, Facility will participate in the Closed Point of Dispensing Program, a program to receive, free of cost, antibiotics and medical supplies from the local health department, by agreeing to the following:

- Provide the local health department with the number of residents, employees, and family members to receive medication; this information will be updated annually, or as information changes.

- Agree to have a coordinating licensed medical professional who will oversee the dispensing of medications. The licensed medical professional does not need to be on-site, but dispensing staff will work under his/her discretion.

- The facility will follow the same treatment algorithms as used in the standing orders for the state and/or local health department.

- A representative from facility, with proper identification, will pick up medication and supplies for the residents, employees and family members from the predetermined pick up site. Facility will provide the local health department with the name of the representative to pick up medications prior to pick up.

- The representative will sign for all medications and supplies received.

- Facility will notify the local health department when the supplies reach the facility and if there are any discrepancies between the order and delivery.

- Facility will be responsible for administration of the medications, distribution of information sheets, and collection of completed intake forms. Intake forms will be returned the County Health Department.

- Facility agrees to make no charge for the medication or for any services provided as a part of the administration of the medication. Unopened bottles will be returned to the County Health Department.

The Hamblen County Health Department or East Regional Public Health Staff agree to:

- Notify facility in a timely manner following the activation of the SNS Plan and the need for their assistance with opening a Closed POD at their site.

- Provide facility with a 24/7 point of contact.

- Assist facility in the process of coordinating medication and supply pick up and any additional needs in the Closed POD planning.

East Tennessee Regional Health Office

Jack D. Cochran Sr. 8/21/14

Jack Cochran, Emergency Response Coordinator — Date

Life Care Center of Morristown

Abigail Holliday 8/21/14

(Abigail Holliday), Administrator — Date

TENNESSEE DEPARTMENT OF HEALTH

PLEASE UPDATE AND SUBMIT THIS INFORMATION ANNUALLY TO
EAST TENNESSEE REGIONAL HEALTH OFFICE
EMERGENCY PREPAREDNESS DEPARTMENT
2101 MEDICAL CENTER WAY
KNOXVILLE, TENNESSEE 37921
TEL: 865-549-5364 / FAX: 865-594-5738

HEALTHCARE FACILITY INFORMATION FORM

FACILITY NAME: Life Care Center Morristown PHONE: 423-581-5435
STREET ADDRESS: 501 W Economy Rd FAX: 423-587-1056
CITY: Morristown TN ZIP: 37814

PRIMARY 24 HOUR POINT OF CONTACT:

NAME: Steven Fuller WORK PHONE: 423 581-5435 ext 6613
TITLE: Executive director EMAIL: steven-fuller@lcca.com
ADDRESS: 6025 Bridge Garden HOME PHONE: 865-637-0925
CITY and ZIP: Knoxville, TN 37912 CELL PHONE: 865-803-6467

ALTERNATE 24 HOUR POINT OF CONTACT:

NAME: Valerie Talley WORK PHONE: 423-581-5435
TITLE: Director of Nursing EMAIL: valerie_talley@lcca.com
ADDRESS: 1060 W 7th North St HOME PHONE: 865-310-8789
CITY and ZIP: Morristown, TN 37814 CELL PHONE: 865-310-8789

NUMBER OF BEDS/PATIENTS AT FACILITY: 120

NUMBER OF FULL AND PART TIME EMPLOYEES: 150

NUMBER OF FAMILY MEMBERS OF ALL EMPLOYEES: 450
(You may wish to estimate an average of 3 people per household)

TOTAL NUMBER OF REGIMENTS OF MEDICATION NEEDED 720

OTHER PERTINENT INFO FOR EMERGENCY MANAGEMENT (add Additional Sheets as needed):

DATE: 10/15/15 PRINTED NAME: Valerie Talley
SIGNATURE: Valerie Talley RN

Life Care Center
of Morristown
Hamblen County

Steven Fuller

EAST TENNESSEE REGION
CLOSED POD 30010

Life Care Center
of Morristown
Hamblen County

Valerie Talley

EAST TENNESSEE REGION
CLOSED POD 30011

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
EAST TENNESSEE REGIONAL HEALTH OFFICE
2101 Medical Center Way
Knoxville, Tennessee 37921

Letter of Agreement
Between
East Tennessee Regional Health Office
And
HAMBLEN COUNTY AUX-COM

The Tennessee Department of Health's East Tennessee Regional Health Office (ETRO) recognizes the importance of trained Amateur Radio Operators during a natural / man-made disaster or public health emergency whereupon redundant emergency communications may be critical.

HCAC recognizes the importance of assisting the East Tennessee Regional Health Office and the Cocke, Grainger, Hamblen and Jefferson County Health Departments in the planning and execution of the East Tennessee Region Strategic National Stockpile Plan including Points of Dispensing sites.

In order to assist the ETRO and its associated county health departments with emergency communications, HCAC will use best efforts to provide licensed volunteer amateur radio operators as follows:

- A radio operator with adequate amateur radio equipment at each Point of Dispensing site that is activated.
- A radio operator with adequate amateur radio equipment at each County Health Department for emergency communications with the East Regional Health Operations Center (RHOC) when redundant communications is needed.
- Assistance with exercises involving communications upon reasonable notification.
- Technical expertise on amateur radio equipment to include operational testing of equipment if necessary.

The East Regional Health Office will provide:

- Identification badges to amateur radio operators in good standing with HCAC.

- Any training needs necessary for HCAC to assist the health departments in their emergency communications needs.

- Sufficient notice of impending and/or planned activities to allow HCAC to activate and mobilize sufficient volunteer amateur radio operators to staff their assigned positions and, if necessary or prudent, to activate and mobilize relief operators.

- Sufficient notice of and access to planning meetings regarding emergency communications.

This letter of agreement (LOA) shall remain in place unless otherwise agreed to by both parties. This LOA may be terminated at any time, with a sixty (60) days written notification by either party.

This LOA may be amended by written agreement that is signed by both parties and their respective authorized designee.

The persons executing this LOA on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this LOA on behalf of the entity for which they sign below:

East Tennessee Regional Health Office

Jack D Cochran — 10-15-2013

Jack Cochran, Emergency Response Coordinator — Date

Robert Green

ROBERT GREEN

HAMBLEN COUNTY AUX COM. — 10/15/2013

Date

APPENDIX 7 TO ESF 8

References to Outside Documents

The State of Tennessee East Tennessee Region Point of Dispensing Standard Operating Guide and the East Tennessee Regional Health Office and County Health Department Pandemic Influenza and Infectious Disease Response Plan can be located in the EOC (Morristown Fire Department Administrative Offices)

EMERGENCY SUPPORT FUNCTION 8
ANNEXES

Annex 1 Functional Needs Population Plan

Annex 2 Mass Casualty Events

Annex 3 Pandemic Influenza Plan

Annex 1 to ESF 8
Functional Needs Population Plan

I. Purpose

To provide general guidelines and principles for use in caring for the Functional Needs Population (FNP) during disasters and emergencies.

II. Definition

Functional Needs Population (FNP) – Shall mean, as used only in the context of this Emergency Support Function (ESF) 8, Populations recognized as having functional needs in a mass casualty event including but not limited to the following:

a. Children,

b. Persons with physical or cognitive disabilities,

c. Persons with preexisting mental health and/or substance abuse problems,

d. Frail or immune system compromised adults and children,

e. Non-English speakers,

f. Persons with Dementia/Alzheimer's or reduced activities of daily living,

g. Homeless or transient populations

III. Concept of Operations

During public health emergencies and disasters, it is the responsibility of the Tennessee Department of Health (TDH) to take the lead in ensuring the Functional Needs Population (FNP) receives necessary and appropriate shelter and healthcare throughout the course of the event. Assistance from the TDH will be made by local EMA through SEOC.

Hamblen County will support/aid, as much as possible, the functional needs population. The policy of the county is to recognize the dignity of all individuals. The County will work closely with the Tennessee Department of Health (TDH) and the Department of Human Services during public health emergencies and disasters, and will refer to the Tennessee Emergency Management Plan (TEMP) for guidance.

IV. Safety and Security

Local law enforcement officials may be asked to assist in keeping areas safe and secure.

Annex 2 to ESF 8
Mass Casualty Events

I. Introduction

A. Purpose and scope

The purpose of this annex is to identify health and medical care needs following natural disasters or catastrophic events that cause mass casualties.

II. Situations and Assumptions

A. Situations

1. Earthquake and weather-related damage and after effects will result in a threat to human life and disruption of traditional health care and medical services.
2. Medical facilities and personnel within the disaster area will be affected by damage or injury.
3. Casualties will be dispersed and traditional transportation routes or Emergency Medical Service (EMS) response capabilities may be compromised.
4. Local and state resources may be insufficient to cope with the number of casualties and complexities of medical care referral, requiring activation of the National Disaster Medical System with recourse to federal coordination and funding of needed medical services.

B. Assumptions

1. Hamblen County's local resources would be overwhelmed if we experience 15 or more fatalities as a result of a natural disaster or catastrophic event.
2. Casualties likely from a major earthquake could include as many as 500 injured and up to 50 fatalities.
3. A major earthquake is likely to impair operation of at least 15% of health care facilities and exhaust local medical providers within twelve to twenty-four hours of occurrence.

III. Response Actions

Response to a mass casualty event will include the following functions in the scope of health and medical services during a mass casualty disaster:

1. Assessment of the nature and location of casualties.
2. Facilitate triage, treatment, transportation and evacuation of casualties.
3. Mobilize health and medical services to the disaster impact area, including requesting medical and transport resources through the Tennessee Emergency Management Agency and Army and Air National Guard when needed.
4. Coordinate the preparation for reception of casualties at designated referral points within the county.
5. Coordinate and supervise public health activities and maintain functional services (epidemiology, immunization, vital records, and sanitation/environmental health).

6. Request the activation of the National Disaster Medical System (NDMS) through the Tennessee Emergency Management Agency, if needed.

Annex 3 to ESF 8
Pandemic Influenza Plan

I. Introduction

The Tennessee Department of Health (TDH) Communicable and Environmental Disease Services (CEDS) Is the agency responsible for providing public health planning for pandemic influenza.

II. Concept of Operations

Under the direction of the State Epidemiologist, the Medical Director of the Immunization Program will coordinate the department's preparedness activities with regional and local health departments and other stakeholders. Information to support local preparation and response for all sectors are publicly available at www.pandemicflu.gov.

The Tennessee Department of Health, East Tennessee Regional Health Office maintains a Pandemic Influenza and Infectious Disease Response Plan, 2009, which includes Hamblen County. A copy of this plan is located in the County EMA office and EOC.

Hamblen County will follow procedures recommended by Tennessee Department of Health in their Pandemic Influenza and Infectious Disease Response Plan once a pandemic has been identified. These procedures include but may not be limited to the following:

a. Shelter-in-place or self-quarantine,
b. Develop preparedness information for distribution to the public through newspaper, brochures, and meetings,
c. Provide information to industry to educate them and their employees with regard to best public health procedures and practices to control the spread of infection.

Reference for use: Annex F to the Regional Public Health Emergency Preparedness Plan, Tennessee Department of Health, East Tennessee Regional Health Office, Pandemic Influenza and Infectious Disease Response Plan, 2014; which includes the East Tennessee Region County Health Department Infectious Disease Response Plan.

E S F 9

SEARCH AND RESCUE

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SEARCH AND RESCUE
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EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

I. Lead Agency: Morristown Emergency Rescue Squad

II. Support Agencies: Morristown-Hamblen Emergency Management Agency
Hamblen County Sheriff's Department
Morristown Police Department
Morristown Fire Department
Hamblen County Volunteer Fire Departments
Morristown-Hamblen Emergency Medical Service
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Emergency Communications District (911)

III. Introduction

A. Purpose

1. This annex provides for coordination of search and rescue activities within the county.

B. Scope

1. This annex pertains to the following search and rescue activities:
   a. Urban search and rescue activities following earthquakes and/or building collapse.
   b. Searches for missing or lost persons, including wildland searches for lost hikers.
   d. Dragging of lakes, river or ponds, in search of lost/missing persons.
   e. Searching for downed aircraft.
   f. Searches for escaped prisoners/jail inmates.
   g. Rescue of persons trapped as a result of vehicle accidents.

IV. Policies

A. The Search and Rescue function includes all SAR activities, not just urban search and rescue.

V. Situation and Assumptions

A. Situation

1. A major earthquake or explosion may collapse buildings or structures, necessitating the attempt to locate and extricate trapped victims.
2. Frequently, people become lost in the wilderness or wooded areas. Additionally, children and impaired persons often wander off into unfamiliar areas. Those situations often require the commitment of large numbers of personnel and equipment.
3. The U.S. Air Force Rescue Coordination Center monitors the activation of Emergency Location Transmitters (ELT) from aircraft. The SEOC is notified of ELT signals. SEOC notifies the county to search for the affected aircraft. Local rescue units may be needed.
4. Prisoners may escape jail and pose a threat to nearby communities. If any Search & Rescue operation involves a hostile person or presence of a known weapon, then local law enforcement becomes the lead search entity in these operations.
5. Major vehicular accidents (air, ground, or rail) often require extrication of trapped victims.

B. Planning Assumptions

1. Local rescue capabilities may not be sufficient to handle all situations that are encountered.
2. Fire, police, and EMS services will coordinate activities with the SAR providers.
3. Location and/or extrication of victims by specialized rescue units will continue to occur.

VI. Concept of Operations

A. General

1. In all but the most complicated rescues, local response agencies are able to handle the rescue situations they encounter. The likely exceptions include searches that require the use of aircraft/helicopters the county does not have, or those situations where specialized technical rescue capabilities (such as Urban Search and Rescue) are required.

B. Organization and Responsibilities

1. Morristown Emergency Rescue Squad
   a. Prepare for, train, and conduct search and rescues.
   b. Coordinate training local fire, police, EMA and EMS units in search and rescue procedures.
   c. Support development of regional K-9 and diving teams
2. Morristown-Hamblen Emergency Management Agency
   a. Act as the local coordination point for SAR activities that require outside resources.
   b. Support the development of SAR capabilities in other local agencies.
3. Morristown Fire Department / Hamblen County Volunteer Fire Departments
   a. Coordinate fire service unit activities with those of rescue units in major emergencies.
4. Morristown-Hamblen Emergency Medical Service
   a. Coordinate EMS unit activities with those of rescue units in major emergencies.
5. Morristown Police Department / Hamblen County Sheriff's Department
   a. Coordinate jurisdictional law enforcement agency activities with those of rescue units.
6. Hamblen County Highway Department / Morristown Public Works Department
   a. Provide heavy equipment and operators to assist local response agencies.
7. Hamblen County Emergency Communications District (911)
   a. Notify all emergency departments of SAR missions.
   b. Receive requests from SEOC

VII. Mitigation and Preparedness Activities

A. Morristown Emergency Rescue Squad

1. Develop capabilities to perform specialized search and rescue operations.
2. Develop procedures to coordinate local operations with SAR resources from other areas.
3. Participate in training, mutual-aid pact development, resource development, and other activities as coordinated through the Tennessee Association of Rescue Squads.

B. Morristown-Hamblen Emergency Management Agency

1. Develop procedures for coordinating local assistance to TEMA and other state agencies with searches for missing aircraft or vehicles.

2. Coordinate obtaining outside assistance to SAR activities as requested.

C. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Develop procedures for coordinating fire service unit activities with the activities of SAR units. Develop rescue capabilities as required.

D. Morristown-Hamblen Emergency Medical Service

1. Develop procedures for coordinating EMS unit activities with the activities of SAR units.
2. Develop procedures to carry out operations and treatment of patients in mass casualties.

E. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures to coordinate law enforcement activities with the activities of SAR units during major emergencies.

F. Hamblen County Highway Departments / Morristown Public Works Department

1. Develop procedures for deploying personnel and equipment in support of heavy rescue activities during major emergencies.
2. Develop a database describing the location of departmental heavy equipment and equipment of private contractors that might be used in heavy rescue operations.

G. Hamblen County Emergency Communications District (911)

1. Develop procedures for directing reports of downed or missing aircraft to SAR units for action.
2. Develop procedures to request additional SAR units to assist those already on the scene.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area, report to the EMA director, and start response/recovery activities.
4. Maintain logs of activities, messages, and start internal notification/recall actions.
5. Participate in the set-up and coordination of a search & rescue operations center/command post.

B. Morristown Emergency Rescue Squad

1. Respond to requests for specialized search and rescue capabilities.
2. Request assistance from EMA, fire departments, or other agency.
3. Task other ESF 9 organizations to provide rescue units and equipment as needed.
4. Coordinate deployment of K-9 teams, dive teams, etc. countywide.
5. Determine the extent and nature of the SAR requirements of the emergency

C. Morristown-Hamblen Emergency Management Agency

1. Give ESF 4, ESF 8 (EMS), and ESF 13 the nature and scope of SAR activities.
2. Request assistance from TEMA or other state agency as appropriate.
3. Track rescue resources used during the emergency (with Emergency Communications District).
4. Task ESF 7 (Resource Management) to locate specialized rescue equipment and/or personnel.

5. Pass to ESF 5 the number of victims and types of operations in progress.

D. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Coordinate deployment of fire units with the activities of SAR units.
2. Provide listing of fire service rescue capabilities to ESF 9 Manager if requested.
3. Relay requests for rescue services to fire service units as requested by ESF 9 Manager.

E. Morristown-Hamblen Emergency Medical Service

1. Coordinate deployment of EMS units with the activities of SAR units.

F. Hamblen County Sheriff's Department / Morristown Police Department

1. Coordinate deployment of law enforcement units with the activities of SAR units.
2. Provide security and traffic control activities around SAR emergency scenes as requested by ESF 9 Manager (through ESF 13).

G. Hamblen County Highway Department / Morristown Public Works Department

1. Deploy personnel/equipment in support of SAR activities as requested by ESF 9 Manager.

H. Hamblen County Emergency Communications District (911)

1. Transmit requests for SAR mission to all key departments in the county and cities.
2. Notify Sheriff's Office and EMA of ELT reports/SAR missions received from the SEOC.

IX. Training

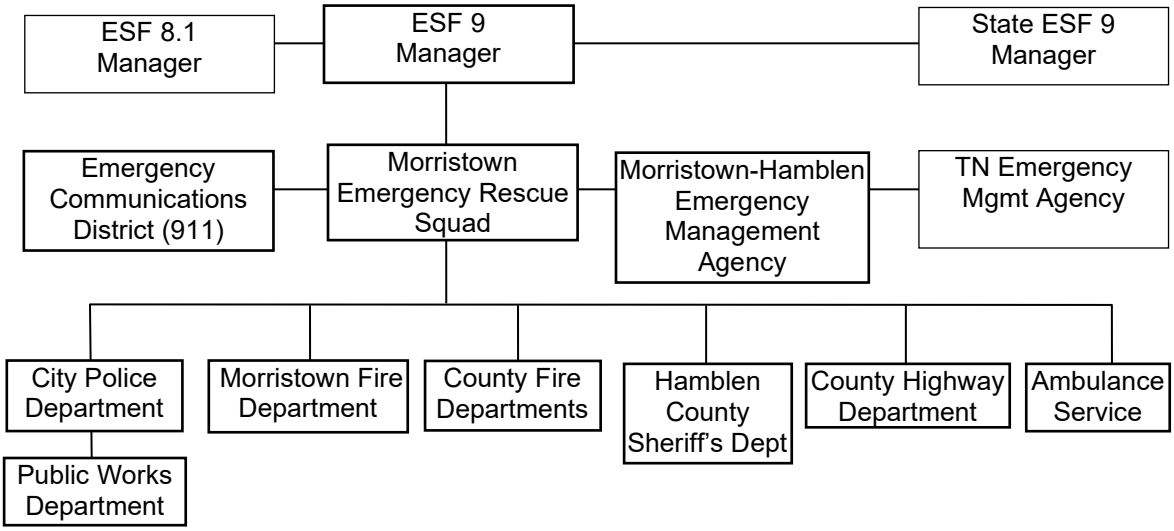
A. The Tennessee Association of Rescue Squads coordinates training delivery for rescue squads on a statewide basis.

B. All other training relative to this ESF is provided in-house by the agency concerned.

EMERGENCY SUPPORT FUNCTION 9
APPENDICES

Appendix 1 Search and Rescue Organizational Chart
Appendix 2 Location of Search and Rescue Units

APPENDIX 1 TO ESF 9
SEARCH AND RESCUE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 9
LOCATION OF SEARCH AND RESCUE UNITS

Hamblen County Rescue Squad, 420 North Jackson Street, Morristown

E S F 10

ENVIRONMENTAL RESPONSE

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EMERGENCY SUPPORT FUNCTION 10
ENVIRONMENTAL RESPONSE
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EMERGENCY SUPPORT FUNCTION 10
ENVIRONMENTAL RESPONSE
HAZARDOUS MATERIALS

I. Lead Agency: Morristown Fire Department

II. Support Agencies:

Morristown-Hamblen Emergency Management Agency
Hamblen County Volunteer Fire Departments
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Sheriff's Office
Morristown Police Department
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad
Tennessee Emergency Management Agency
Local Emergency Planning Committee (LEPC)

III. Introduction

A. Purpose

1. The organizations in this annex provide support in dealing with actual or potential releases of hazardous materials (including radiological materials).

B. Scope

1. This annex covers hazardous materials releases occurring for any reason, including:
   a. As a secondary result of another disaster (i.e., earthquake or flooding)
   b. As a result of a transportation accident or fixed facility release
   c. As a result of a sabotage or terrorist act (consequence management only)

IV. Policies

A. The Local Emergency Planning Committee (LEPC) is the primary repository of documents submitted in compliance with Title III of the *Superfund Amendments and Reauthorization Act of 1986 (SARA).* Each response agency will ensure that training and equipment for those who respond to hazardous material incidents are appropriate to the level of response in accordance with OSHA and NFPA standards.

B. It is the responsibility of the responsible party (releaser) to notify the National Response Center of any releases that fit into one or more of the reportable categories.

C. Response to any act of sabotage or terrorism will also involve ESF 13 agencies plus any other state or federal law enforcement agencies as may be indicated by state or federal law.

V. Situation and Assumptions

A. Situation

1. Accidental discharge of hazardous materials occurs frequently in the county. Fortunately, the vast majority of these discharges is relatively minor in amount or significant and poses no serious threat to nearby populations.
2. Thousands of pounds of hazardous materials are transported via highway, airfreight, rail, and pipeline across the county daily. A few accidents involving these shipments happen any given week.

3. Several major industries and many smaller organizations manufacture, process, store, or utilize hazardous materials on a daily basis.

B. Planning Assumptions

1. Accidental hazardous materials releases will continue to occur periodically.
2. Hazardous materials incidents may progress to a point where it becomes a serious threat to the surrounding community, requiring “shelter in place” or evacuation.
3. Several hazardous materials incidents may occur simultaneously following a major disaster such as an earthquake.
4. Exceptions to current disposal practices may be necessary during major emergencies.
5. An act of sabotage or terrorism may involve release of hazardous material.

VI. Concept of Operations

A. General

1. In most cases, the response to hazardous materials incidents is handled by the facility emergency response manager (for fixed facilities), or the local fire department (for transportation accidents). Occasionally, an event will require a response by a more specialized hazardous materials team.
2. If requested, TEMA (the SEOC) will call out certain state environmental personnel (e.g., the Department of Environment and Conservation's Water Pollution Control Division) to assist local agencies in dealing with the consequences of releases. TEMA and the Division of Radiological Health maintain lists of radiological license holders and can give this information to initial response agencies.
3. Disposal of hazardous waste is invariably handled by a private clean-up company, with the shipper or originating facility being responsible for the costs of the response and remediation of affected areas.
4. The county has a Local Emergency Planning Committee (LEPC) as required by SARA. The LEPC is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in the county.

B. Organization and Responsibilities

1. <u>Morristown-Hamblen Emergency Management Agency</u>
   a. Provide coordination for the response to hazardous materials releases in the county.
   b. Develop hazardous materials response capabilities within the county.
   c. Provide a conduit through which local officials can request assistance from other local and state agencies concerning hazardous materials. (with 911)
   d. Provide or arrange for hazardous material courses to be taught to responders.
2. <u>Morristown Fire Department – Hazardous Incident Response Team</u>
   a. Develop capabilities to respond to hazardous materials incidents within the county.
   b. Provide a means to ensure that the team can be requested as needed.
3. <u>Hamblen County Highway Department / Morristown Public Works Department</u>
   a. Provide personnel and equipment to assist with diking and damming operations and other control measures, **in the cold zone**, during hazardous materials incidents.
4. <u>Morristown Fire Department / Hamblen County Volunteer Fire Departments</u>
   a. Provide personnel and equipment to support hazardous materials incident operations (within capabilities).

5. Hamblen County Sheriff's Department / Morristown Police Department
    a. Provide personnel to support safety and security during hazmat operations.
6. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad
    a. Provide personnel and equipment to support medical requirements during hazardous materials operations.
7. Local Emergency Planning Committee (LEPC)
    a. Serve as point of contact for Title III documents in the county.
    b. Serve as focal point for addressing hazardous materials issues that affect the county.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning self-protection measures to be taken during hazardous materials operations (commensurate with level of response offered), including:
    a. Use of appropriate levels of protective clothing and the use of Self Contained Breathing Apparatus (SCBA).
    b. Use of an incident command structure,
    c. Recognition and identification of hazardous materials and their dangers, and
    d. Application of other appropriate protective actions on a case-by-case basis.

B. Morristown-Hamblen Emergency Management Agency

1. Maintain records associated with Title III of SARA and HMTUSA (for the LEPC).
2. Provide training to hazardous materials response personnel.
3. Secure training and planning grants associated with SARA and HMTUSA.
4. Assist local response organizations with identifying hazardous materials users and developing plans for response to incidents at those sites.
5. Assist in developing a local hazardous materials response plan or SOP/SOG.
6. Develop hazardous materials response capabilities.
7. Develop database of hazardous waste clean-up companies.
8. Designate appropriate EMA staff to coordinate hazardous materials response activities with other emergency response agencies during major emergencies. (with 911)
9. Distribute Federal DOT Emergency Response Guidebook to local emergency response agencies and personnel.

C. Morristown Fire Department – Hazardous Incident Response Team

1. Develop capabilities to respond to hazardous materials incidents, including the training of personnel, the acquisition of equipment, and the development of SOPs.
2. Conduct training with local hazardous materials facilities and transporters.
3. Conduct training with local fire, law enforcement, EMS and public works officials to develop mutual operations policies concerning responses to hazardous materials incidents.

D. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures and guidelines for deploying personnel and equipment to assist local response personnel, **in the cold zone**, during major hazardous materials incidents.
2. Develop policies for Department use of hazardous materials (i.e., fuels, oils, asphalt, etc.) that ensure that the chances for department-caused hazmat spill are minimized.

E. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Provide training for fire personnel in hazardous materials operations.
2. Develop procedures to deploy personnel to assist with hazardous materials containment.

F. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures to deploy personnel to assist with scene security, traffic control, and other activities at hazardous materials incident sites **in the cold zone**.

G. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad

1. Provide training for EMS personnel with respect to hazardous materials operations.
2. Develop procedures to medically assist response agencies containing hazardous materials in either **warm or cold zone depending on level of training**.

H. Local Emergency Planning Committee (LEPC)

1. Develop database of Tier II and Form R reports generated as a result of SARA.
2. Develop funding sources to acquire needed hazmat response equipment and supplies.
3. Report organizations that fail to comply with SARA Title III to appropriate authorities.

I. Tennessee Emergency Management Agency

1. Maintain list of radiological license holders in the county. Provide Hazmat training.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin response/recovery activities.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Notify field personnel of appropriate protective actions, given an identified threat.
7. Maintain records of individuals exposed to chemicals at incident sites and provide for follow-up monitoring and/or treatment, if required.

B. Morristown-Hamblen Emergency Management Agency

1. Notify and request dispatch of local personnel to assist with hazmat operations (with 911).
2. Maintain logs and records concerning the incident and its effects (with 911).
3. Notify the National Response Center.
4. Contact the Chemical Emergency Transportation Center (CHEMTREC).
5. Notify appropriate local ESCs or other contact personnel (with 911).
6. Coordinate response activities of mutual aid agencies, including fire and EMS (with 911).
7. Provide information to ESF 5 concerning extent and nature of problem(s).
8. Contact clean-up companies, shippers, and others, as requested by incident commander.
9. Initiate state involvement (through TEMA) if warranted.
10. Task other agencies and ESFs as necessary to carry out missions.
11. Develop priorities for response when multiple incidents are involved (with 911).

C. Morristown Fire Department – Hazardous Incident Response Team

1. Respond to and attempt to contain hazardous materials incidents in the county.
2. Maintain records of agency activities (especially personnel exposures to hazmat).
3. Request assistance from other ESFs and participant organizations as required.

D. Hamblen County Highway Department / Morristown Public Works Department

1. Deploy personnel and equipment to support hazardous materials incident operations, **in the cold zone**, as requested by EMA.

E. Hamblen County Sheriff's Department / Morristown Police Department

1. Secure areas around established perimeters of hazardous material accident scenes, control traffic, and assist with evacuation/movement activities (all through ESF 13).

F. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Deploy personnel and/or equipment to assist with hazardous materials containment in a zone per training certification.

G. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad

1. Deploy personnel to assist with the medical monitoring and treatment of persons exposed to hazardous materials.

H. Local Emergency Planning Committee

1. Maintain documentation of releases as notified by local hazardous materials users.
2. Provide public forum for the critique of the response to major hazardous materials incidents that occur within the county.

I. Tennessee Emergency Management Agency

1. Call out environmental monitoring personnel as requested.

IX. Training

A. TEMA provides several different courses related to hazardous materials, including:

1. *Incident Command System*
2. *Hazardous Materials Awareness and Operations*
3. *Radiological Monitoring / MERRTT*
4. *Chemistry of Hazardous Materials*
5. *Hazardous Materials Team Operations I & II*
6. Many other field courses

B. The National Fire Academy in Emmitsburg, Maryland, offers several resident and field-delivered courses in hazardous materials response and remediation activities.

EMERGENCY SUPPORT FUNCTION 10
APPENDICES

Appendix 1 Environmental Response Organizational Chart

Appendix 2 Location of Hazardous Materials Teams in the County

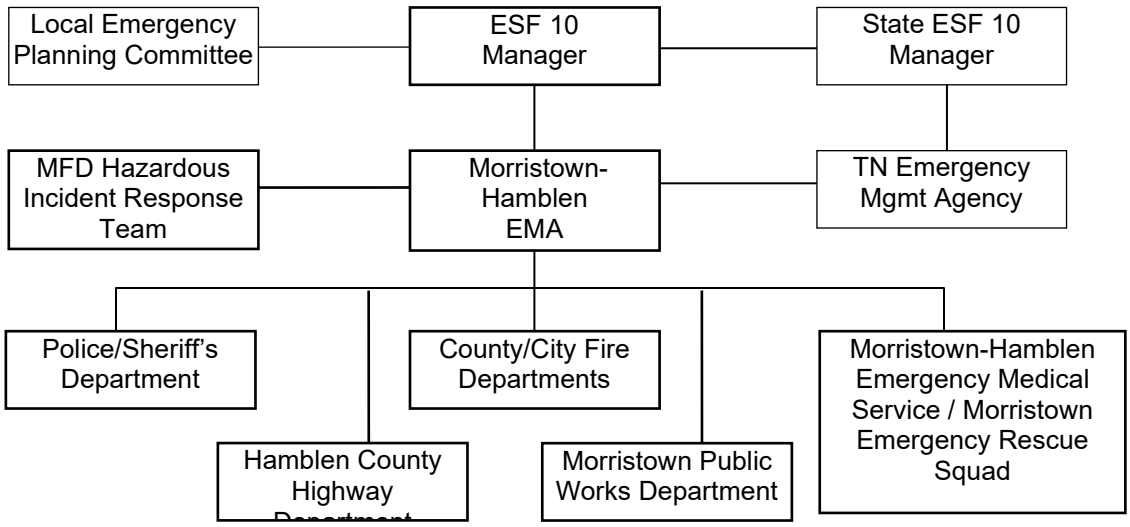
Appendix 3 Major Highway Systems in the County

Appendix 4 Major Railroad Systems in the County

Appendix 5 Major Pipelines in the County

Appendix 6 Major Hazardous Materials Sites in the County

APPENDIX 1 TO ESF 10
ENVIRONMENTAL RESPONSE ORGANIZATIONAL CHART



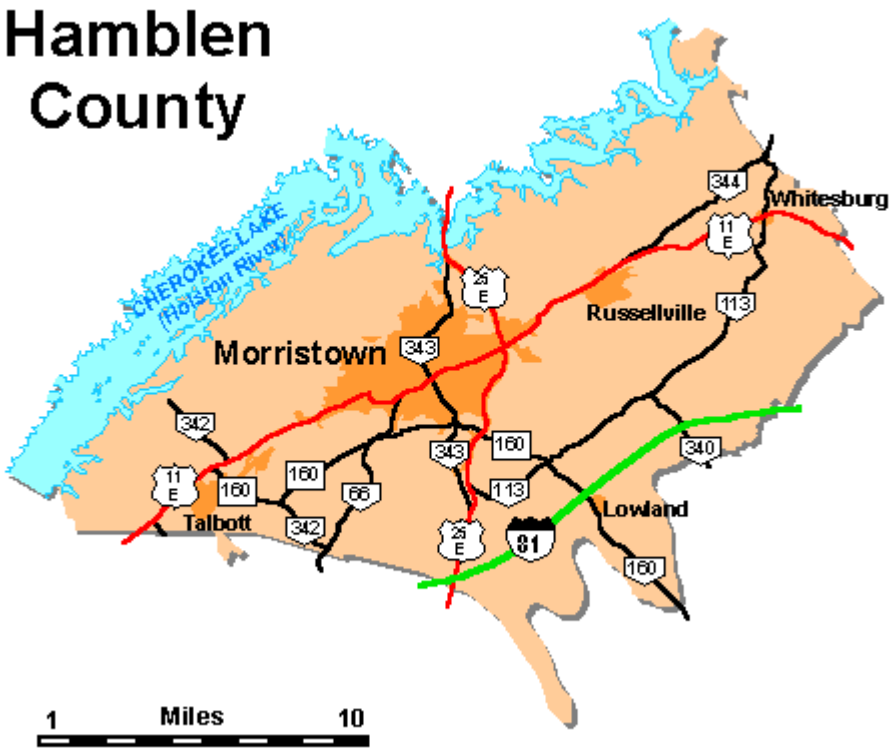
APPENDIX 2 TO ESF 10
LOCATION OF HAZARDOUS MATERIALS TEAMS IN THE COUNTY

Morristown Fire Department – Hazardous Incident Response Team

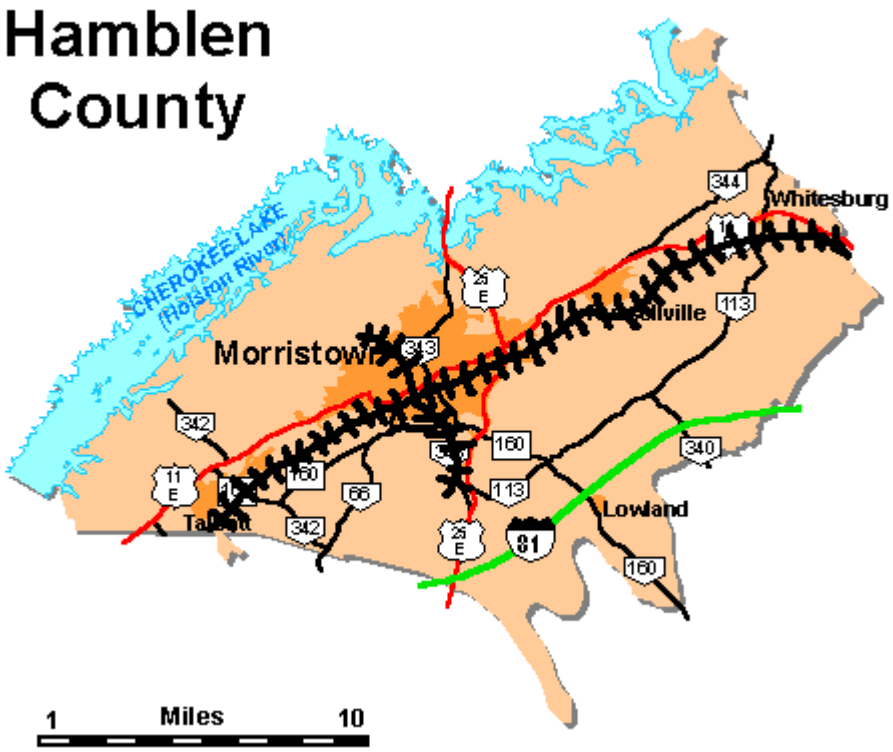
Station One

625 South Jackson Street, Morristown

APPENDIX 3 TO ESF 10
MAJOR ROADS IN THE COUNTY

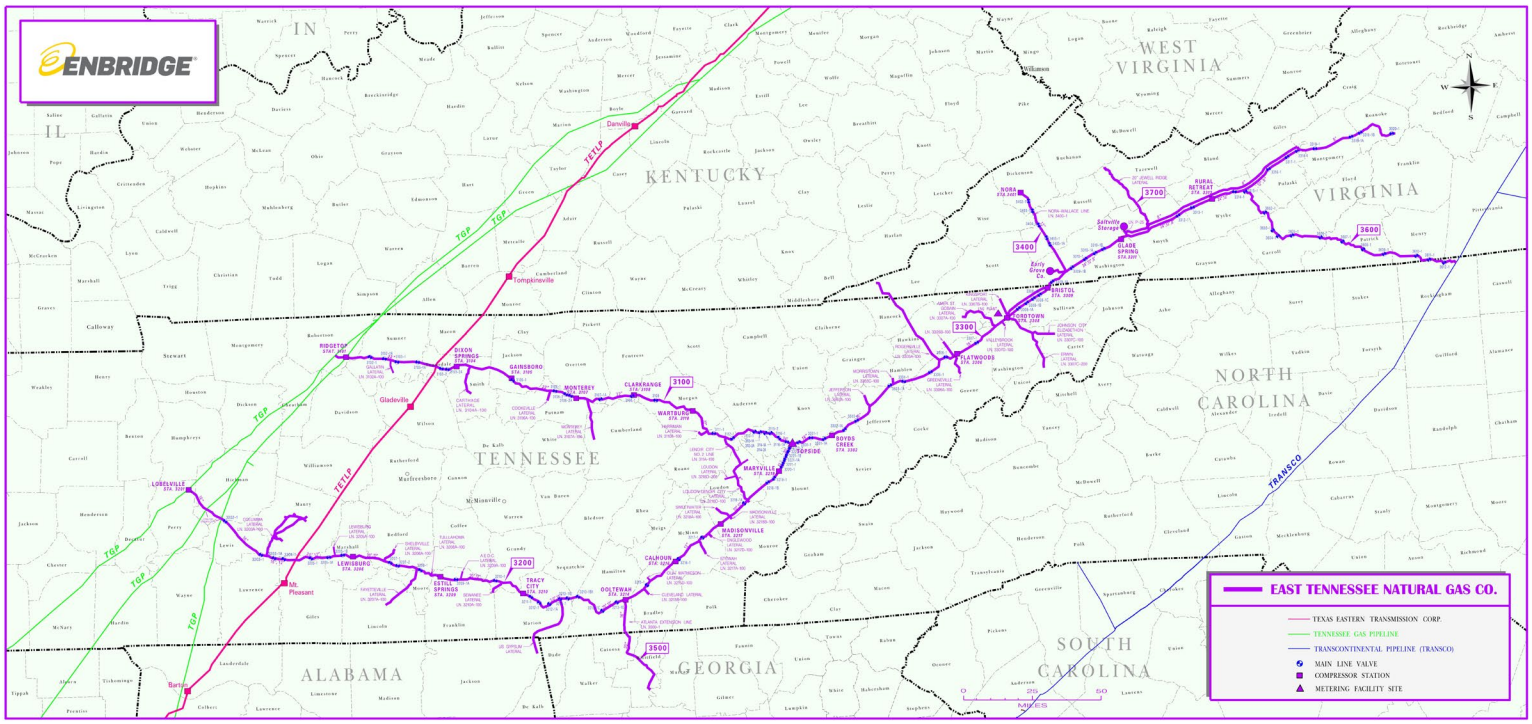


APPENDIX 4 TO ESF 10
MAJOR RAILROAD SYSTEMS IN THE COUNTY



APPENDIX 5 TO ESF 10
MAJOR PIPELINES IN THE COUNTY

Diagrams of major pipelines are maintained in the Hamblen County EOC and the Utility District Operations Centers.



APPENDIX 6 TO ESF 10
MAJOR HAZARDOUS MATERIALS SITES IN THE COUNTY

Hazardous Material Sites and Diagrams are maintained in the EMA Office and in EOC Go-Kit.

E S F 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11
FOOD

I. Lead Agency: Hamblen County Board of Education

II. Support Agencies:
Morristown-Hamblen Emergency Management Agency
American Red Cross
Tennessee Department of Agriculture
Nolachucky Disaster Relief

III. Introduction

A. Purpose

1. This annex identifies, secures, and delivers food assistance following a major disaster.

B. Scope

The activities included within this ESF are (1) locating and obtaining food supplies, (2) transporting food supplies to staging areas or affected areas, and (3) distributing food to disaster victims and emergency workers.

IV. Policies

A. Feeding at shelters will be coordinated by the American Red Cross (ARC); other feeding activities will be coordinated by the EMA, ARC, or Nolachucky Disaster Relief.

B. Provision of water and water purification equipment is accomplished with ESF 3.

V. Situation and Assumptions

A. Situation

1. Disasters, particularly floods or earthquakes, create situations where victims cannot gain access to food. Additionally, electrical and gas supply interruptions will eliminate their ability to properly prepare food for human consumption.

B. Planning Assumptions

1. A significant percentage of county residents may be unable to secure and/or prepare food for themselves and their families.
2. The food transportation / delivery network may be damaged or disrupted due to disaster.
3. Locally available food sources become contaminated or infected.
4. The Tennessee Department of Agriculture will assist the ESF Manager to obtain bulk food, especially federal surplus food commodities.

VI. Concept of Operations

A. General

1. In most emergencies (i.e., tornadoes, fires, etc.) the local ARC chapter and other agencies are able to adequately distribute food and water to victims, either in shelters or in the field. The ARC has the ability to obtain large quantities of food in most cases. Larger disasters, however, may generate massive numbers of victims, and the local ability to feed these people, as well as the emergency response personnel in the area, will be severely taxed.
2. The delivery of food to victims and shelterees is not the same as *mass feeding*. Used in this ESF, *delivery* refers to the actual movement of food to places where feeding activities occur. At that point the effort is a mass care operation and is managed by ESF 6.

3. The provision of potable drinking water is provided under ESF 3, primarily because this delivery is associated with the restoration of water utility systems.

B. Organization and Responsibilities

1. Hamblen County Board of Education
   a. Locate food for victims housed in shelters or other areas, as those needs occur.
   b. Coordinate with the Tennessee Department of Agriculture in locating food sources to supply feeding needs in disaster areas.
   c. Coordinate food delivery to those locations where it is needed during emergencies.
   d. Provide feeding capabilities in schools used as shelters.
2. Morristown-Hamblen Emergency Management Agency
   a. Assist with the locating of food, potable water, and transportation capabilities for deployment to staging areas and affected areas.
3. American Red Cross
   a. Keep the EMA advised of food delivery needs during mass feeding operations.
4. Nolachucky Disaster Relief
   a. Assist the other organizations with the securing and delivery of food to affected areas and to assign feeding areas.

A. Morristown-Hamblen Emergency Management Agency

1. Develop procedures to assess feeding needs (current and projected) in the county.
2. Develop database and assess feeding capabilities at individual sites pre-selected as potential shelter sites.
3. Develop procedures for obtaining damage assessments of food and dairy production.

B. Hamblen County Board of Education

1. Identify feeding needs and locate food sources to meet those needs during emergencies
2. Develop database of vendors (both in and out of the county) of food supplies, transportation capabilities (including refrigerated transport), suitable storage facilities (including refrigerated areas), etc., and procedures for obtaining them during emergencies.
3. Develop procedures for recall of cafeteria staff when schools are used as shelters.
4. Develop procedures for mass feeding of victims housed in shelters, staging areas, or other areas housing persons needing food and/or water.

C. American Red Cross

1. Develop planning information for EMA and Board of Education concerning the potential need for food preparation, storage, and delivery services during disasters.

D. Nolachucky Disaster Relief

1. Assist the other organizations with the securing and delivery of food to affected areas and to assign feeding areas.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.

3. Set up work area(s), report to the EMA and initiate response/recovery activities.
4. Maintain logs of activities, messages, etc. Initiate internal notification/recall actions.

B. Morristown-Hamblen Emergency Management Agency

1. Coordinate with the Board of Education to determine feeding needs in affected areas and to make arrangements for procurement of food items for use in supporting disaster response requirements.
2. Assess damage to farms and dairies; provide damage assessment information to ESF 5.
3. Arrange for emergency feeding at shelter sites, staging areas, or in other identified areas.
4. Request assistance from the Tennessee Department of Agriculture, other ESFs or participant agencies.
5. Request that state or national ARC food acquisition procedures be started.
6. Arrange (through TEMA) to deliver meals-ready-to-eat (MRE) from National Guard warehouses to areas where food preparation activities cannot be conducted.

C. Hamblen County Board of Education

1. Locate, obtain, and arrange for food transport as identified by the EMA.
2. Coordinate needs for food items with local suppliers/vendors and/or Board of Education.

D. American Red Cross

1. Assist the EMA by contacting food services providers and arrange for the preparation, storage, and/or delivery of needed food items.

IX. Training

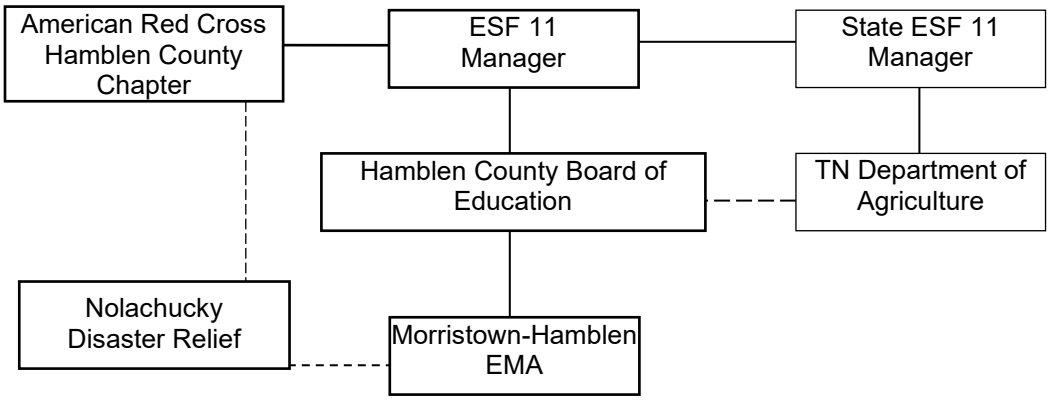
A. The ARC provides a mass feeding course through its local chapters to persons having responsibilities in that area during emergency operations.

B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 11
APPENDICES

Appendix 1 Food Organizational Chart

APPENDIX 1 TO ESF 11
Food Organizational Chart



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ENERGY

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EMERGENCY SUPPORT FUNCTION 12
ENERGY

I. Lead Agency: Morristown Utility Systems

II. Support Agencies:

Morristown-Hamblen Emergency Management Agency
Appalachian Electric Cooperative
Holston Electric Cooperative
Atmos Energy
Enbridge (sub-station at Exit 8)

III. Introduction

A. Purpose

1. The purpose of this annex is to facilitate planning and communications with the major utility providers in the county. Planning and communications is intended to take place prior to emergencies, during the actual restoration of the energy systems damaged by a disaster and during recovery operations after the majority of energy customers have been restored.

B. Scope

1. "Energy" systems, within the scope of this functional group include:
   a. Power generating, transmission facilities, electrical distribution grid, and local electricity providers
   b. Natural gas, crude oil, and other pipeline systems that traverse the county
   c. Local natural gas suppliers and their networks
   d. Local fuel oil, crude oil, and other petroleum or LP Gas suppliers and their pipelines

IV. Policies

A. The restoration of electrical service is critical to the emergency response and recovery activities in the areas damaged by a disaster. The emergency management agency, response organizations, and major utility providers must communicate so that each group is aware of essential information. For example, energy providers must know of critical facilities, at risk populations, hazardous material sites or spills, and other factors that may have important implications on restoration priorities. Likewise, city and county officials must know the number of customers out of power, the affected areas, and the estimated time of repairs in order to make appropriate response and recovery decisions. Often this information is discovered or re-evaluated by energy provider managers in the course of restoration and should be made available to the EMA Director.

B. Distribution of natural gas to homes and businesses in affected areas is a critical issue during the winter months. During any ongoing energy “crisis” or natural gas shortage, and especially after a disaster, energy providers and consumers must adopt measures to improve energy conservation and change patterns of personal and business energy use. The Emergency Management Agency is a vital link to the public in this process.

C. The emergency provision of water and the restoration of water supply and sewer systems are detailed under ESF 3, Water and Wastewater Systems. Health effects related to utility and energy shortages are provided for in ESF 8, Public Health. Fire protection concerns are addressed in ESF 4, Firefighting, and ESF 10, Environmental Response.

V. Situation and Assumptions

A. Situation

1. Disasters can destroy or seriously damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the event.
2. A petroleum shortage (as in the energy crisis of the early and late-1970s) can create major problems as a result of resource shortages within the county.

B. Planning Assumptions

1. A significant disaster may produce prolonged periods of time where electrical service to residents is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on the provision of public safety activities.
2. Real or perceived petroleum crises may result in the panic hoarding of fuels in many areas. Storage of fuels improperly or in unapproved containers makes it much more likely that deaths and injuries will result from fires and explosions.
3. A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating the availability of such items in affected areas.

VI. Concept of Operations

A. General

1. In the immediate aftermath of an emergency, local utility providers will assess the scope of damage to their systems and estimate length of repairs. This information will be forwarded to the EMA Director, County Mayor, or City Mayor at the earliest opportunity. It is recognized that the complete extent of any disaster will not be fully known until repair crews can make their way to assess the many elements of an energy system across a broad geographic area (often extending beyond county borders). Local providers will initiate repairs and call upon TVA, the Tennessee Valley Power Providers Association, and mutual aid energy distributors for assistance.
2. The Tennessee Valley Authority, as the state's primary electrical power provider, will assist local electrical suppliers in restoration of critical power lines, equipment, and control facilities. Should any specialized assistance, technical experts, or industry specific repair parts be unavailable locally, both TVA and the EMA Director need to be made aware of the shortage(s).
3. The Tennessee Regulatory Authority will assist natural gas and propane providers to obtain gas supplies, equipment and technical assistance required for service restoration.
4. The concept of operations for petroleum emergencies within the State of Tennessee caused by national or international events is provided in the Tennessee Department of Environment and Conservation Plan, maintained by the Energy Division of the Department of Economic and Community Development. This plan generally details the emergency distribution of fuel supplies to critical facilities, industries and locations, as well as emergency conservation measures.

B. Organization and Responsibilities

1. Morristown Utility Systems / Appalachian Electric Cooperative / Holston Electric Cooperative
   a. Maintain the system-wide electrical distribution capability.
   b. Provide an individual to act as the Emergency Services Coordinator (ESC) who would routinely be available by phone or pager to the EMA or County Mayor.

2. Atmos Energy
    a. Maintain system-wide natural gas distribution capabilities.
3. Morristown-Hamblen Emergency Management Agency
    a. Coordinate the restoration of utilities to critical facilities.
    b. Coordinate the distribution of generators to sites where critical needs exist and energy restoration will be delayed.
    c. Plan emergency response exercises that include energy providers.

VII. Mitigation and Preparedness Activities

A. Morristown Utility Systems/Appalachian Electric Cooperative/Holston Electric Cooperative

1. Develop procedures for assessing damages to local utility distribution systems.
2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver electricity to local users.
3. Coordinate with the TVA with respect to the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks.
4. Arrange mutual aid agreements with neighboring power generators and TVA for assistance during emergency periods.
5. Include emergency response organizations in energy provider exercises to enhance communications prior to the next major ice storm or other county-wide emergency.

B. Atmos Energy

1. Develop procedures and formats for assessing damage and impact of disaster on pipeline and delivery systems in the county.
2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver natural gas to local users.
3. Arrange mutual aid agreements with neighboring natural gas suppliers/users for assistance during emergency periods.
4. Include emergency response organizations in energy provider exercises to enhance communications prior to the next major ice storm or other county-wide emergency.

C. Morristown-Hamblen Emergency Management Agency

1. Develop database of critical facilities and whether or not they have emergency or standby power supplies.
2. Develop database of generators and the specific electrical requirements for critical facilities. Develop procedures for acquiring and deploying these generators, with operators, to critical facilities during power failures.
3. Develop listing of priorities with local energy providers for use in emergency restoration.
4. Work with the Local Emergency Plan Committee (LEPC) to encourage key industries and health care/ day care and extended care facilities to acquire and install back-up generators.
5. Include local energy providers in planning and execution of emergency response exercises.

VIII. Response and Recovery Actions

A. All Energy Providers

1. Complete notification/call-out functions.

2. Begin system restoration.
3. Request mutual aid, if necessary.
4. Make contact with critical equipment and parts suppliers.
5. Coordinate activities with other organizations.
6. Assess situation and provide damage assessments to the EMA and County Mayor.
3. Maintain logs of messages, activities and costs incurred during repair operations.
4. Provide assistance to local providers in locating and acquiring equipment necessary to restore local electrical capabilities.
5. Provide damage assessment information to ESF 5 and to ESF 10, Hazardous Materials, so that proper protective actions can be taken.
6. Provide other ESFs with information about repairs to pipelines and associated systems that may require evacuations, re-staging of response forces, cessation of industrial activities, or other areas where ESFs must take actions or avoid certain activities.

B. Morristown-Hamblen Emergency Management Agency

1. Determine status of power supplies at critical facilities and initiate communications with local energy providers to arrange for rapid restoration.
2. Arrange for the acquisition and delivery of generators to those critical facilities for which the restoration of power will take an inordinate amount of time.

IX. Training

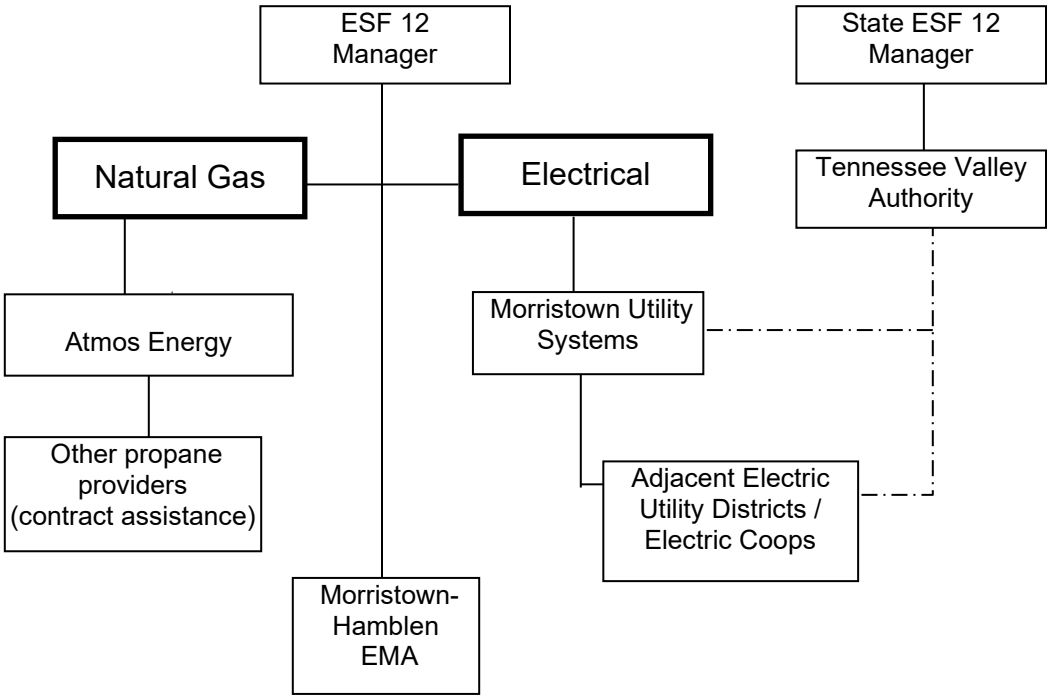
A. All training relevant to this ESF is provided in-house by agencies concerned.

EMERGENCY SUPPORT FUNCTION 12
APPENDICES

Appendix 1 Energy Organizational Chart

Appendix 2 Local Electrical and Natural Gas Distribution Network

APPENDIX 1 TO ESF 12
ENERGY ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 12
LOCAL ELECTRICAL AND NATURAL GAS DISTRIBUTION NETWORK

(Diagrams maintained in EOC and Utility Operations Centers)

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EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
TRAFFIC CONTROL

I. Lead Agencies:

Hamblen County Sheriff's Department
Morristown Police Department

II. Support Agencies:

Hamblen County Highway Department
Morristown Public Works Department
Tennessee Highway Patrol (THP)
Tennessee Wildlife Resources Agency

III. Introduction

A. Purpose

1. This annex provides for orderly flow of traffic in and around areas affected by emergencies.

B. Scope

1. The following activities fall within the scope of traffic control for the purposes of this annex:
   a. Controlling the flow of unauthorized or civilian persons into disaster areas.
   b. Directing the flow of emergency personnel into affected areas and outward traffic (victims and nonessential workers) from disaster areas.
   c. Closing damaged or destroyed highways and redirecting traffic around these areas.
   d. Posting signs, personnel, and other traffic control devices and enforcing traffic control directives.

IV. Policies

A. Control of traffic is essential to maintaining resource availability in areas affected by a disaster.

B. Outward flow of persons from the affected areas should not be restricted unless essential to maintaining orderly flow of emergency traffic into affected areas.

C. Restricting traffic into a disaster area helps to reduce crime and injuries. Access is limited to emergency workers, law enforcement officers, and (when safe) to residents of a damaged area.

V. Situation and Assumptions

A. Situation

1. Emergencies often bring out curious onlookers. Uncontrolled inward flow of unauthorized people is detrimental to law enforcement, response, and recovery actions.
2. In the past, uncontrolled flow of emergency personnel and equipment into damaged areas led to traffic jams, gridlock and delayed response times.
3. Some disasters (e.g. earthquake) can destroy many roads and bridges, making detours necessary.

B. Planning Assumptions

1. Persons in and outside disaster areas will want to drive around to view the damage.
2. Uncontrolled traffic flow will lead to gridlock. Each jurisdiction has insufficient officers on any given shift to control all of this traffic and deny access to damage areas.

3. It may be necessary to alter the traffic flow throughout the county.
4. Many victims may be unwilling to leave their property, even in the face of serious fire, flood or chemical danger. Or there may a large or rapid self-evacuation of people from affected areas. In either extreme, additional officers will be needed from mutual aid jurisdictions.

VI. Concept of Operations

A. General

1. Traffic control operations are an extension of routine law enforcement activities. It may be necessary to add manpower due to the extent of road damage or the type of emergency. In some cases, local civilian trained-volunteers may assist with traffic control duties.
2. Local law enforcement agencies will control traffic in their local jurisdiction to the extent possible. THP will assist; however, local officers may also be needed for traffic control on state roads. Officers should be obtained through local and regional mutual aid agreements prior to requesting additional or specialized assistance from the state.
3. The EOC assists ESF13 traffic control routing by informing the sheriff of incoming assistance and any expected evacuations.

B. Organization and Responsibilities

1. <u>Hamblen County Sheriff's Department/Morristown Police Department</u>
   a. Perform daily law enforcement activities.
   b. Provide assistance to local jurisdictions.
   c. Develop traffic control plans for special events and for hazards that the county faces.
   d. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate, to insure 24-hour availability.
   e. Coordinate the use of non-departmental personnel to traffic control functions.
   f. Be prepared to integrate the National Guard into the traffic control organization.
   g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. <u>Hamblen County Highway Department / Morristown Public Works Department</u>
   a. Provide signs and other traffic control devices to support traffic control operations.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
3. <u>Tennessee Highway Patrol</u>
   a. Provide traffic control on state roads.
4. <u>Tennessee Wildlife Resource Agency</u>
   a. Provide law enforcement assistance in and near state forests and lakes.
   b. Provide specialized assistance to local law enforcement agencies.
   c. Coordinate agency deployments with THP and the Sheriff's Office and Police Department.

VII. Mitigation and Preparedness Activities

A. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures to provide and request assistance from other law enforcement agencies during emergencies.
2. Develop traffic control plans for special events and emergencies.
3. Develop procedures to coordinate activities with the Highway Department and Street Departments in major emergencies to ensure all concerned know which routes are in use.
4. Develop procedures for determining who is authorized to enter disaster areas with assistance from Morristown-Hamblen Emergency Management Agency.
5. Develop procedures to coordinate with THP and other state agency personnel (and volunteer civilians) in traffic control operations during emergencies.
6. Determine which roadblocks will be manned or barricaded by Highway or Street Departments. Develop procedures to request Highway or Street Department to erect barricades.
7. Develop means to communicate with non-departmental agencies performing traffic control.
8. Develop local and regional law enforcement mutual aid agreements.
9. Develop procedures to integrate the National Guard into the traffic control organization should they be called up to assist.

B. Hamblen County Highway Department / Morristown Public Works Department

1. Develop and maintain an inventory of barricades, signs, and other traffic control devices.
2. Develop procedures to prioritize requests for traffic control devices.
3. Develop local emergency traffic routing plans for specific hazards (i.e., earthquake, flood).

C. Tennessee Highway Patrol

1. Develop plans and policies concerning the use of departmental personnel to assist local law enforcement with traffic control activities on state and local roads.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA (Sheriff's Department / Police Department).
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director.
4. Initiate response/recovery activities.
5. Maintain logs of messages and activities. Initiate internal notification and recall actions.
6. Maintain traffic control on the roadways within jurisdiction.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Deploy personnel to prearranged traffic control points as requested by local agencies.
2. Establish traffic control system for jurisdiction.
3. Implement incident command.
4. Task other ESFs and/or participant organizations (or volunteers) to provide personnel and/or equipment to assist with traffic control operations.
5. Respond to other ESF requests for traffic control assistance as resources permit.

6. Enforce traffic control restrictions (including arrest or detention of unauthorized entrants).
7. Direct Highway Department/City Street Departments to place traffic control devices.
8. Request state law enforcement assistance through mutual aid agreements.
9. Request National Guard assistance through the County EMA and TEMA.

C. Hamblen County Highway Department / Morristown Public Works Department

1. Deploy personnel to erect barricades and signs as per prearranged plans or as requested by state or local officials.
2. Coordinate activities with ESF 13 traffic control coordinator.

IX. Training

A. Traffic control training is provided at the Tennessee Law Enforcement Academy in Donelson, Tennessee, as a part of their basic law enforcement training curriculum.

B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
SECURITY / CRIME CONTROL

I. Lead Agencies:

Hamblen County Sheriff's Department
Morristown Police Department

II. Support Agencies:

Tennessee Highway Patrol
Attorney General's Office
Tennessee State Fire Marshal's Office
Tennessee Wildlife Resource Agency

III. Introduction

A. Purpose

1. This annex provides for the security of victims and emergency workers in disaster areas.

B. Scope

1. This annex covers actions related to the security of persons and property and the control of crime in areas affected by an emergency.

IV. Policies

A. Tight security must be maintained in areas affected by disasters to prevent looting. Criminals might perceive a smaller chance of being caught. Extensive and highly visible law enforcement may also be a deterrent to home repair fraud.

B. Security must be provided for fire fighters and EMS personnel when they are working in areas subject to hostilities (e.g., as civil disturbances). Also, security must be maintained for critical or essential facilities, public shelters, and communications systems.

C. Persons suspected or accused of committing crimes will be treated in the same manner as during non-disaster situations. All suspects are innocent until proven guilty.

D. The National Guard may be deployed to support local operations only through a request by the local chief executive officer/County Mayor to the Governor (through TEMA).

V. Situation and Assumptions

A. Situation

1. Following a disaster, criminals often move into an area, in an attempt to take advantage of the situation, and begin looting, committing armed robbery, arson, and other criminal activity.
2. If a citizen in an affected area feels security is not adequate, they may take up arms themselves. In extreme situations, vigilante actions may be perpetrated upon innocent citizens or emergency personnel in those areas.
3. During civil disturbances, firefighters and EMS personnel are called upon to work in areas that may be subject to hostile action (such as sniper fire, throwing of bricks or other objects). Security must be provided for these personnel.
4. Critical facilities such as fire, police, and emergency coordination centers may be subject to attack by individuals or groups who recognize the facility's value as a political target or target of opportunity.

B. Planning Assumptions

1. If security is not present in disaster areas, looting and other criminal activity will occur.
2. There will occasionally be situations that necessitate the provision of security for fire service and EMS personnel (and possibly others).
3. Citizens of areas affected by the emergency want law enforcement personnel to patrol their neighborhoods to provide them with a feeling of security.
4. Persons arrested as suspects in criminal activity will be treated humanely and will be afforded the same rights and courtesies as those arrested during non-emergencies.

VI. Concept of Operations

A. General

1. Most law enforcement actions following a disaster are an extension of day-to-day activities.
2. Local law enforcement agencies deploy personnel in accordance with local SOPs/SOGs following a disaster. The ESF 13 Manager allocates resources to the best extent possible. If the situation exceeds the capacity of the local jurisdiction to respond, the County Mayor, City Mayor, police chief, or sheriff will call upon the state (e.g., THP, TWRA, Fire Marshall) for assistance.
3. During law enforcement operations, all departments will maintain control over their own personnel and all administrative functions of the organization.

B. Organization and Responsibilities

1. <u>Hamblen County Sheriff's Department / Morristown Police Department</u>
   a. Provide first line of assistance to jurisdiction during emergencies.
   b. Coordinate enforcement assistance to other jurisdictions.
   c. Operate the county jail and/or work house. (Sheriff)
   d. Provide an individual to act as the Emergency Services Coordinator.
   e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. <u>Attorney General's Office</u>
   a. Provide prosecution of persons charged with crimes during emergencies/disasters.
3. <u>Tennessee Highway Patrol</u>
   a. Provide assistance to local law enforcement.
   b. Coordinate with other state law enforcement agencies to provide additional assistance to county.
4. <u>Tennessee State Fire Marshal's Office</u>
   a. Provide assistance with fire investigations to local agencies.
5. <u>Tennessee Wildlife Resource Agency</u>
   a. Provide law enforcement assistance in and near state forests and lakes.
   b. Provide specialized assistance to local law enforcement agencies.
   c. Coordinate agency deployments with THP and the Sheriff's Office.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning:
   a. The deployment of personnel to assist other law enforcement agencies
   b. The delegation of command authority to commit agency resources
   c. The definition and use of deadly force
   d. The use of certain types of weapons, pursuit policies, etc.
2. Provide examples of types of identification carried by agency personnel to other state and local law enforcement offices to reduce confusion during multi-jurisdictional operations.
3. Develop procedures, policies, and capabilities to enforce the law within jurisdiction.
4. Train personnel in general law enforcement operations including arrest, search, and preservation of crime scenes.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures to prioritize requests for assistance from other jurisdictions.
2. Develop procedures for tracking resources deployed in support of local operations.
3. Develop policies/procedures to request assistance from state law enforcement agencies.
4. Develop procedures and policies for use in dealing with civil disorders and terrorism.
5. Develop special weapons and tactics (SWAT) capabilities.
6. Provide training to officers regarding chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.
7. Develop procedures for supplying essential state and local facilities (including shelter facilities) and personnel with security to prevent damage and/or harm.
8. Develop plans and procedures for processing large numbers of prisoners during certain emergencies (i.e., civil disorders, etc.)
9. Develop plans and procedures for coordinating law enforcement activities with the National Guard.

C. Attorney General's Office

1. Develop policies on prosecution of crimes committed during declared emergencies or disasters.

D. Tennessee State Fire Marshal's Office

1. Develop procedures and policies to prioritize investigations of suspicious fires and to deploy field personnel and equipment in support of criminal fire investigations.
2. Train local fire and law enforcement agencies in fire crime scene preservation techniques.
3. Develop procedures to request assistance from the Federal Bureau of Alcohol, Tobacco, and Firearms for bomb and incendiary device investigations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and initiate response/recovery activities.

4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Deploy field personnel/equipment to enforce the law in their respective jurisdictions.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Deploy personnel to assist local law enforcement operations.
2. Task other local law enforcement agencies to provide assistance, as required, to meet the demands imposed by the particular situation. (Sheriff)
3. Track local law enforcement assistance provided to other local and state agencies.
4. Deploy personnel to provide security for fire and EMS teams operating in hostile or potentially hostile environments.
5. Coordinate activities with the National Guard, state law enforcement personnel, and/or federal military officials if such organizations are providing support in affected areas.
6. Deploy specialized units to assist other local units as required.
7. Process and intake prisoners into detention facilities.

C. Attorney General's Office

1. Prosecute persons charged with crimes committed during declared emergencies.
2. Provide assistance with investigations of fraudulent consumer practices following disasters.

D. Tennessee State Fire Marshal's Office

1. Perform field and laboratory investigations of suspicious fires as requested by state and local fire service organizations. Maintain fire statistics.
2. Request Federal Bureau of Alcohol, Tobacco, and Firearms assistance, if necessary.

IX. Training

A. Basic law and specialized law enforcement training is provided by the Tennessee Law Enforcement Academy in Donelson, Tennessee.

B. State and local law enforcement personnel may attend specialized courses at the FBI Academy, Quantico, VA and the FBI Training Facility, Glynnco, GA. Other courses are offered at facilities operated by the BATF, U. S. Customs Service, the U. S. Secret Service, and the U.S. military branches.

C. Instruction in fire and arson investigation techniques is provided by the Bureau of Alcohol, Tobacco, and Firearms, as well as the National Fire Academy (FEMA).

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
INSTITUTIONS / JAILS

I. Lead Agency: Hamblen County Sheriff's Department

II. Support Agencies: Morristown Police Department
Tennessee Highway Patrol
Tennessee Bureau of Investigation

III. Introduction

A. Purpose

1. This annex provides for operations of local jails and detention facilities during emergencies.

B. Scope

1. This annex provides for the following with respect to local jails/detention facilities:
   a. Process and intake of large numbers of prisoners and detainees during emergencies.
   b. Relocation of the prison population in the event of an emergency.
   c. Capture of escaped prisoners and detainees.

IV. Policies

A. Escaped state prisoners will be recaptured in accordance with the Prison Escape Emergency Plan, prepared jointly by TEMA, the Department of Correction, and the Governor's Office.

V. Situation and Assumptions

A. Situation

1. Local jails and detention facilities can be damaged by disasters and emergencies.
2. Persons housed in local jails are not able to take protective actions on their own; therefore, the county (through the Sheriff's Office) is responsible for their safety and security.
3. State prisons may also be damaged, necessitating the relocation of state prisoners.

B. Planning Assumptions

1. The Sheriff's Office will take all measures necessary to protect prisoners in custody.
2. Emergencies that affect local communities may affect local jails.
3. Jail escape attempts will continue and may increase if security systems are damaged.

VI. Concept of Operations

A. General

1. Hamblen County, through the Sheriff's Department, operates a detention facility for holding prisoners. In addition, the Tennessee Department of Correction operates several prisons in the region, as does the Department of Youth Development. The Department of Mental Health and Developmental Disabilities also operates several state hospitals and facilities where those judged mentally unstable reside. Each of these sites may house several hundred individuals. Prisoners and residents are not able to "free" themselves in the event of a disaster. It is incumbent upon state and local officials to provide adequate protection to these people in such events.
2. Local jails, in many cases, house some state prisoners.

3. Any emergency may necessitate the relocation of individuals housed in these facilities. It is the responsibility of the center operators to prepare plans for the relocation of persons housed therein. Local prisoners may be housed in state detention facilities temporarily if space exists. State prisons may relocate their inmates to other state or available local facilities for the duration of an emergency. The originating facility is responsible for providing personnel to monitor and assist with relocated inmates.

B. Organization and Responsibilities

1. Hamblen County Sheriff's Department
   a. Operate local jail and detention facilities.
   b. Coordinate the development of the local escapee recapture plans.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
   d. Provide an individual to act as the Emergency Services Coordinator (ESC).
2. Morristown Police Department
   a. Assist with the recapture of jail escapees.
3. Tennessee Highway Patrol
   a. Recapture escaped state prisoners once they are outside state prison grounds.
4. Tennessee Bureau of Investigation
   a. Recapture of prisoners, following their classification as "fugitives".

VII. Mitigation and Preparedness Activities

A. Hamblen County Sheriff's Department

1. Develop local jail escape plans (coordinate with THP and TN Department of Correction).
2. Develop procedures for relocating prison populations to other local or state facilities. Coordinate agreements with state officials for such events.
3. Develop plans for notifying local and state officials of an escape, and for coordinating the recapture of escapee(s).
4. Develop emergency plans for all local prisons/detention facilities.

B. Morristown Police Department

1. Develop plans and policies to assist the Sheriff's Office with recapture of escapees.

C. Tennessee Highway Patrol

1. Develop procedures for assisting local officials with the recapture of escaped prisoners.
2. Develop procedures for supplying security assistance to local jurisdictions relocating prisoners to state and other facilities during emergencies.

D. Tennessee Bureau of Investigation

1. Develop procedures for assisting with the recapture of escaped prisoners.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and initiate response/recovery activities.

4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.

B. Hamblen County Sheriff's Department

1. Implement Escape Emergency Plan(s) if required.
2. Relocate prison population if needed. Evaluate Jail Evacuation Plan on an annual basis. Notify all agencies concerned.
3. Provide damage assessment information to ESF 5.
4. Request assistance from other ESF 13 organizations as required.

C. Morristown Police Department

1. Assist with escapee recapture as requested by local/state agencies.

D. Tennessee Highway Patrol

1. Deploy personnel and equipment to assist with attempts to recapture escaped prisoners.
2. Provide security during the relocation of prison populations.

E. Tennessee Bureau of Investigation

1. Deploy officers to assist with recapture efforts, as requested.
2. Initiate fugitive cases against escapees following prison escapes.

IX. Training

A. Training for correction personnel is provided at the State Correctional Academy in Tullahoma, Tennessee.

B. Other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
EVACUATION / MOVEMENT

I. Lead Agency:

Hamblen County Sheriff's Department
Morristown Police Department

II. Support Agencies:

County Mayor / City Mayor / City Administrator
Morristown Fire Department
Hamblen County Volunteer Fire Departments
County and City Building Inspectors
Hamblen County Board of Education
Morristown-Hamblen Emergency Management Agency
Morristown-Hamblen Emergency Medical Service
Morristown Emergency Rescue Squad

III. Introduction

A. Purpose

1. This subfunction provides for the evacuation of residents and/or emergency workers.

B. Scope

1. Evacuation could become necessary for any one or more of the following reasons:
   a. Hazardous materials release
   b. Flood and/or dam failure
   c. Fixed nuclear facility accident
   d. Major fire (either structural or woodland/grassland wildfire)
   e. Building collapse or potential building collapse
   f. Terrorist attack or attack by a foreign government
2. Prison/jail population "evacuation" may also be required due to any of the above reasons.

IV. Policies

A. The decision to evacuate a limited area is initially taken by the incident commander. The incident commander is the jurisdictional fire, EMS or law enforcement officer in charge of an emergency scene and is empowered by state law to make such decisions. City/county wide evacuation decisions rest with the chief executive officer of the affected jurisdiction.

V. Situation and Assumptions

A. Situation

1. Failure of a dam would cause inundation and destruction of downstream areas. There are several farm pond dams and two major dams in or near Hamblen County.
2. There are nuclear power plants and other fixed nuclear facilities in East Tennessee. Federal law requires that plans exist to evacuate nearby residents in case of an accident.
3. Chemical spills occur periodically. Some spills may be significant enough to warrant the evacuation of nearby residents to ensure their health and/or safety.
4. Each year several flood events potentially require the relocation of affected residents.
5. Each year fires may cause the evacuation of nearby residents.

6. After an earthquake, explosion, flood, or other event, some structures may be damaged to the point they pose a significant falling or collapse hazard to nearby residents.
7. Terrorist attacks have occurred that required evacuation of threatened residents.

B. Planning Assumptions

1. The threats identified in paragraphs V.A.1 through V.A.7 will continue to exist.
2. People in hazard areas will evacuate when such orders are given.
3. Some portion of the evacuated population will require shelter provided by ESF 6.

VI. Concept of Operations

A. General

1. The primary responsibility for determining the need for and the method of an evacuation rests with the incident commander or elected officials in most cases. The exceptions to this are when the state has responsibility for ordering evacuations associated with:
   a. Nuclear power plant or nuclear fixed facilities accidents
   b. Threat of attack or terrorist activity
   c. Dam failures or potential failures
2. Local officials are authorized by state law to order evacuations if they believe that persons in an area are in jeopardy. Local officials are also responsible to provide temporary shelter.
3. The decision to evacuate any given area will be made by the incident commander or the chief elected official for the affected area(s), after consulting with all agencies at the scene.
4. Local officials may request state assistance to help with evacuations and provide temporary shelter. Also, local officials assist and carry out state ordered evacuations.
5. Broadcasts of evacuation orders, route information, and information on where to go for shelter will be provided through the PIO to the print and broadcast media.
6. The official (or agency) ordering the evacuation will also issue the order allowing the return of evacuees to their homes and businesses.

B. Organization and Responsibilities

1. <u>All Tasked Agencies</u>
   a. Assist the EMA in developing evacuation plans.
   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.
2. <u>County Mayor / City Mayor / City Administrator</u>
   a. Order evacuations for the county/city.
3. <u>Hamblen County Sheriff's Department / Morristown Police Department</u>
   a. Provide the point of contact for state officials to coordinate evacuations.
   b. Coordinate the implementation of locally ordered evacuations. Provide legal guidance to officers concerning possible physical removal of individuals who may not agree to evacuate voluntarily
   c. Develop evacuation plans (with the EMA) for incidents at hazardous materials sites, as well as other specialized facilities/events. Coordinate traffic control operations with evacuation plans.

4. Morristown Fire Department / Hamblen County Volunteer Fire Departments

   a. Develop plans and policies to issue evacuation orders in fires and hazardous materials incidents that threaten lives and/or property.

   b. Coordinate decisions to evacuate areas affected by grassland and forest fires with the Tennessee Division of Forestry.

5. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad

   a. Acquire EMS vehicles for use in evacuating nursing homes, hospitals and boats, four-wheel drive vehicles for other specialized evacuation situations.

6. Hamblen County Building Inspectors / Morristown Building Inspectors

   a. Assist with decisions regarding evacuations from actual or impending building collapse.

7. Hamblen County Board of Education

   a. Provide temporary shelter to evacuees unable to find other places to go. (See ESF 6).

   b. Help obtain bus transportation to shelters.

8. Morristown-Hamblen Emergency Management Agency

   a. Coordinate evacuations and assist each department with evacuation decisions and plan development.

VII. Mitigation and Preparedness Activities

A. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures to coordinate local agencies in state and locally ordered evacuations.
2. Develop policies and procedures to issue evacuation orders as a result of law enforcement operations.
3. Develop evacuation plans for high-hazard sites. Coordinate with all affected agencies.
4. Develop plans and procedures for traffic control for sites with high evacuation potential.

B. County Mayor / City Mayor / City Administrator

1. Develop procedures and policies concerning the issuance of local-level evacuation orders.

C. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Develop policies and procedures to issue evacuation orders as a result of fire hazards, fire department operations, hazardous materials incidents or grassland/woodland fires.

E. County / City Building Inspectors

1. Develop procedures and policies governing the necessity of evacuations as a result of actual or potential building collapses.

F. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad

1. Develop procedures and policies regarding the allocation of specialized vehicles to assist with the evacuation of persons during major emergencies.

G. Hamblen County Board of Education

1. Develop procedures for opening and operating temporary shelters. (See ESF 6).
2. Develop the plans and procedures for providing transportation for emergencies.

H. Morristown-Hamblen Emergency Management Agency

1. Develop policies concerning assistance to local departments with evacuation decisions.

2. Develop standard operating procedures for coordinating local evacuation efforts.
3. Develop appropriate EAS and other public information material for use during ordered emergencies. Insure that county warning systems are adequate to provide timely warning to affected citizens.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and initiate response/recovery activities.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Coordinate evacuations as ordered.
2. Provide traffic control to support evacuations.
3. Deploy personnel to assist local officials with evacuations as requested. Execute evacuation orders, as required, to perform law enforcement activities. Monitor evacuation routes for traffic flow problems or accidents. Make arrangements for wrecker services.
3. Task other ESFs and participant organizations for assistance as required. (Sheriff)
4. Provide information to ESF 5 concerning number of evacuees, vehicles, etc.

C. County Mayor / City Mayor / City Administrator

1. Collect, analyze, and evaluate information provided by EMA or other agency to assist in making decisions regarding evacuations.
2. Issue order to evacuate, where deemed necessary, and rescind order when appropriate.

D. Morristown Fire Department / Hamblen County Volunteer Fire Departments

1. Issue evacuation orders as required to perform firefighting or hazmat containment.

E. County /City Building Inspectors

1. Deploy personnel to coordinate with officials regarding the necessity of evacuations as a result of damaged buildings that might collapse.

F. Morristown-Hamblen Emergency Medical Service / Morristown Emergency Rescue Squad

1. Allocate EMS units and other specialized vehicles to assist with evacuation efforts.

G. Hamblen County Board of Education

1. Activate and operate shelters as required (See ESF 6).
2. Locate and arrange for the delivery of buses, vans or other specialized vehicles to areas where they are needed for evacuations.

H. Morristown-Hamblen Emergency Management Agency

1. Coordinate evacuation efforts as required. Assist with decisions concerning evacuations.
2. Activate local EAS and other warning systems as appropriate to provide notification to local citizens regarding nature of evacuation, routing information, and shelter locations.

IX. Training

A. All training relative to this subfunction is provided in-house by the agencies concerned.

TERRORISM / WMD ANNEX

I. Lead Agencies:

Hamblen County Sheriff's Department
Morristown Police Department

II. Support Agencies:

Tennessee Bureau of Investigation
Tennessee Highway Patrol
Tennessee Emergency Management Agency (consequence management)
Morristown-Hamblen Emergency Management Agency (consequence management)
Federal Bureau of Investigation
State of Tennessee Fusion Center

III. Introduction

A. Purpose

1. This subfunction describes an overall concept of operations to prevent or respond to an international or domestic terrorist event or threat of terrorist action. This annex follows guidance set forth in the Terrorism Incident Annex of the Tennessee Emergency Management Plan (TEMP). It addresses direction, coordination, and general operations during response to a threat of or an actual act of terrorism. State and federal assistance with such incidents is expected. This annex addresses both crisis management and consequence management of a terrorist event in the initial stages including the transfer of scene control to state or federal law enforcement as those forces arrive.

   a. Crisis Management includes measures taken by law enforcement to prevent or respond to threats or acts of terrorism. These measures include training, acquiring anti-terrorism resources and fielding those resources. The primary authority for U.S. terrorism rests with the Federal Bureau of Investigation and on the State level, with the TBI and Department of Safety.

   b. Consequence Management is by state law, primarily the responsibility of county and city government. Consequence management is the main focus of emergency management and includes measures to protect public health and safety, restore essential services and provide emergency relief to citizens, businesses and local government. These measures are largely dealt with elsewhere in this plan.

B. Scope

1. This annex pertains to criminal acts or threats that occur in the county or its cities that because of their nature, impact or materials involved (chemical, biological or radiological) make it likely or mandatory that state and federal law enforcement will respond and assume control of a terrorist crime scene.

IV. Policies

A. First responders are not required to risk their lives in a chemical, biological, or radiological contaminated environment if protective equipment is not available or provides inadequate protection against the agent(s) employed in the attack. All responders will take steps to protect the crime scene and secure any possible evidence.

B. The incident command system will be put into operation at the onset of a terrorist event. Incident command will remain in place after state or federal law enforcement arrives.

C. In the absence of a state or federal disaster declaration, the costs associated with a terrorist event are borne by the county and the cities involved. All response and support agencies will

have in place means to capture and report these costs to the EMA Director / County Mayor / City Mayor to support requests for assistance and disaster declaration.

V. Situation and Assumptions

A. Situation

1. There may be little or no warning of a terrorist attack.
2. Terrorist events are quickly escalating and require multiple-agency response. Consequences of an attack may quickly exceed the county's ability to respond.
3. Scene and crowd control needs will be especially demanding so that potential evidence is not lost or degraded.

B. Planning Assumptions

1. The FBI and TBI will communicate both classified and unclassified national security threat warnings to local law enforcement agencies.
2. Potential terrorist targets exist in the county.
3. The media outlets in the area afford sufficient coverage and connectivity to present inviting opportunities for terrorist organizations to carry out attacks in the area.
4. Specialized technical and response teams will be needed for rescue activities, toxic agent identification and neutralization, and testing and evaluation of evidence. These capabilities exist in various federal agencies. Federal and state teams from the FBI, TBI, THP or other agencies will respond to the county upon request by the county, state, or federal officer in charge.

VI. Concept of Operations

A. General

1. Crisis Management

   The local incident commander is responsible for initial response. He/she determines whether a terrorist event has occurred. Once a determination is made that a terrorist event is suspected or confirmed, notification is made to the County Mayor, City Mayor, EMA Director, FBI, TBI, and the SEOC. When these incidents are reported, care is taken to avoid publicly disclosing specific the indicators of terrorist activity. Disclosure of specific indicators may jeopardize the investigation and successful prosecution of the crime.

   Once notified of an actual event or threat, the FBI and TBI provide a graduated response over a range of possible events. This range of incidents includes:

   a. The county receives a credible threat of attack or terrorist activity. This threat can be verbal, written, or developed from intelligence sources.

   b. The county/city discovers an explosive device or weapon of mass destruction (WMD) capable of causing significant destruction. The discovery of the device is confirmed prior to detonation and causing actual injury or death.

   c. Detonation of a device or other destructive event with or without warning that results in limited injury or death. Consequence management is within state and local capability.

   d. Detonation of a device or other destructive event results in substantial injury and death. The major consequences of the event are beyond state and local capabilities to respond. The event will require federal consequence management. If the event exceeds the capability of the local FBI/TBI field offices, additional resources will be obtained from other regions or states.

   During crisis management, the TBI will coordinate closely with FBI and local law enforcement to achieve successful arrest and prosecution of the individuals who carried out

the threat or attack. TBI will determine what assistance is necessary and request it. The FBI will set up a joint operations center (JOC). The JOC will include state and local consequence management representatives.

2. Consequence Management

   The County EOC is opened as noted elsewhere in this plan. Damage assessment and other consequence management activities commence, guided by information from crisis management organizations. Close coordination is carried out with the SEOC to assess the scope of the damage, duration of the emergency and what specific assistance is needed to deal with the consequences of the event.

3. Broadcasts of protective actions, evacuation orders, and other information vital to the public, will be provided by the FBI or TBI or Sheriff to the print and broadcast media.

B. Organization and Responsibilities

1. All Tasked Agencies

   a. Carry out law enforcement activities to counter terrorists. Assist the County Sheriff or Police Chief to develop local anti-terrorism response plans.

2. Hamblen County Sheriff's Department / Morristown Police Department

   a. Provide a point of contact for TBI and FBI to coordinate anti-terrorist actions.

   b. Track status of county and city actions to support crisis management.

   c. Provide officers with equipment and training in techniques to:

      1. Immediately recognize indicators or a terrorist incident.

      2. Better protect themselves and the public should a terrorist attack occur.

      3. Preserve crime scenes and to find and preserve possible evidence of the crime.

   d. Develop anti-terrorism plans.

3. Tennessee Bureau of Investigation

   a. Appoint a TBI on-scene commander to lead state crisis management.

   b. Coordinate crisis management with FBI and county and city law enforcement and with consequence management organizations.

   c. Issue and track status of crisis management actions assigned to state agencies.

   d. Consult with the Governor concerning TBI activities and the progress of consequence management.

4. Tennessee Emergency Management Agency

   a. Coordinate overall consequence management actions with state and local agencies.

   b. Issue and track consequence management actions assigned to state agencies.

   c. Activate the SEOC.

   d. Issue public information, coordinate closely with federal, state and local agencies prior to release.

5. Morristown-Hamblen Emergency Management Agency

   a. Assist with anti-terrorism plan and SOP/SOG development.

   b. Direct that de-contamination and/or monitoring points be established.

   c. Direct temporary shelters to be opened.

   d. Help obtain bus transportation to shelters.

e. Coordinate local consequence management.

f. Assign and track local agency actions.

g. Coordinate with other ESF managers to provide emergency medical assistance.

VII. Mitigation and Preparedness Activities

A. All Assigned Agencies

1. Develop procedures to coordinate actions required in this annex with other tasked agencies.
2. Develop policies and procedures to deploy departmental personnel in response to terrorism incidents.
3. Evaluate sites at risk for receiving a terrorist threat or attack. Recommend pre-event precautions and changes to physical, operational and personnel security.
4. Develop appropriate emergency public information. TEMA and EMA develop appropriate EAS messages.
5. Develop plans and procedures to provide medical assistance to victims and responders.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and initiate response/recovery activities.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.

B. Hamblen County Sheriff's Department / Morristown Police Department

1. Implement procedures to coordinate law enforcement actions.
2. Provide scene control to support crime scene investigation and evidence recovery.
3. Perform entry briefings for field personnel to understand the threats at hand and protective actions to be taken prior to entry onto the scene, while on the scene, decontamination procedures and indications of exposure to toxic agents.
4. Deploy personnel to for crowd control and evacuations.
5. Monitor personnel and vehicles for contamination with toxic agents.
6. Task other ESFs and participant organizations for assistance as required.
7. Provide information to TBI, FBI concerning initial response activities, warnings received, attack indicators discovered etc.

C. Tennessee Bureau of Investigation

1. Carry out law enforcement and coordination duties listed in section VI B. above.
2. Issue tasking to state agencies for crisis management and track the status of those tasks.

D. Tennessee Emergency Management Agency

1. Activate the SEOC. Issue tasks to state agencies to perform consequence management.
2. Assist the county with disaster assistance requests. Complete other actions as outlined in section VI B above.

E. Morristown-Hamblen Emergency Management Agency

1. Coordinate consequence management with other tasked agencies.
2. Activate local EAS and other warning systems as appropriate to provide notification to local citizens regarding nature of threat, location and hazards associated with the attack, evacuations needed, routing information, and shelter locations.
3. Assign and track consequence management actions required of local agencies per this plan. Compile information in support of disaster declaration request and transmit that request with the approval of the county executive to the SEOC.
4. Coordinate with other ESF managers to deploy and stage medical assistance forces.

IX. Training

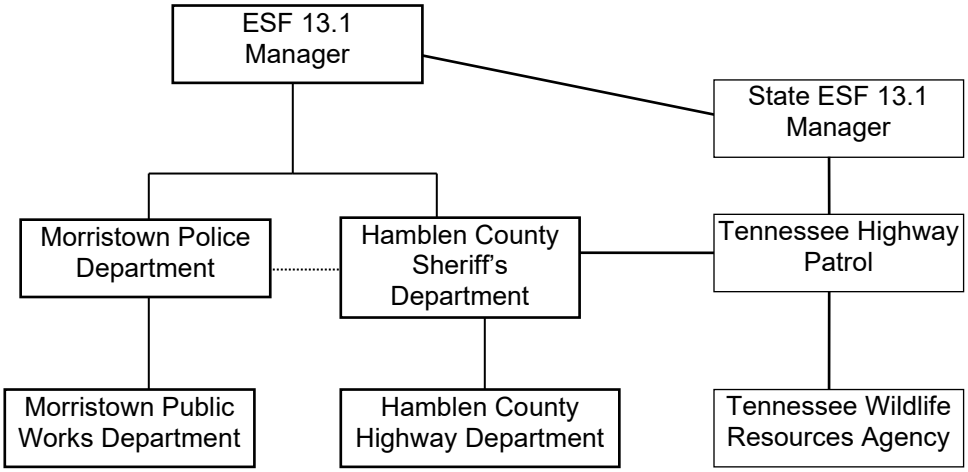
A. TBI, FBI, TEMA, Sheriff's Department, and the Police Department provide training for this subfunction.

All personnel assigned to local departments tasked in this annex will complete a Basic Concepts in Anti-terrorism Course.

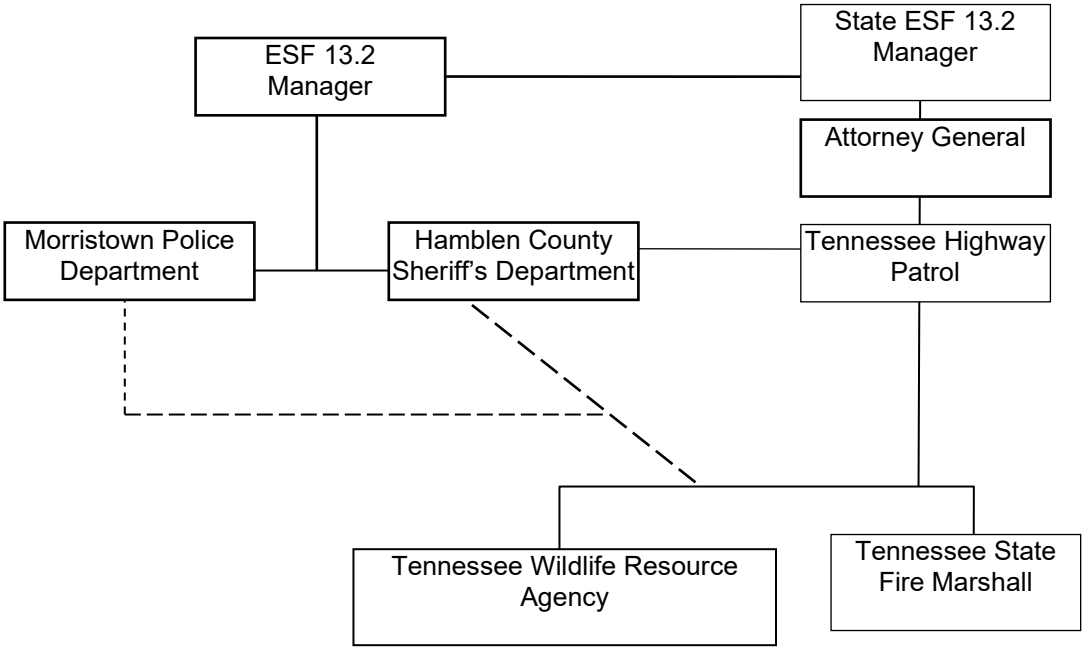
EMERGENCY SUPPORT FUNCTION 13
APPENDICES

Appendix 1 Traffic Control Organizational Chart
Appendix 2 Security/Crime Control Organizational Chart
Appendix 3 Institutions/Jails Organizational Chart
Appendix 4 Evacuation/Movement Organizational Chart
Appendix 5 Location of Law Enforcement Agencies and Jails

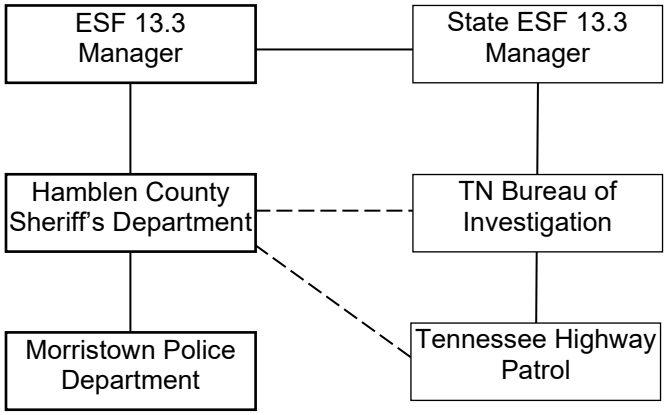
APPENDIX 1 TO ESF 13
TRAFFIC CONTROL ORGANIZATIONAL CHART



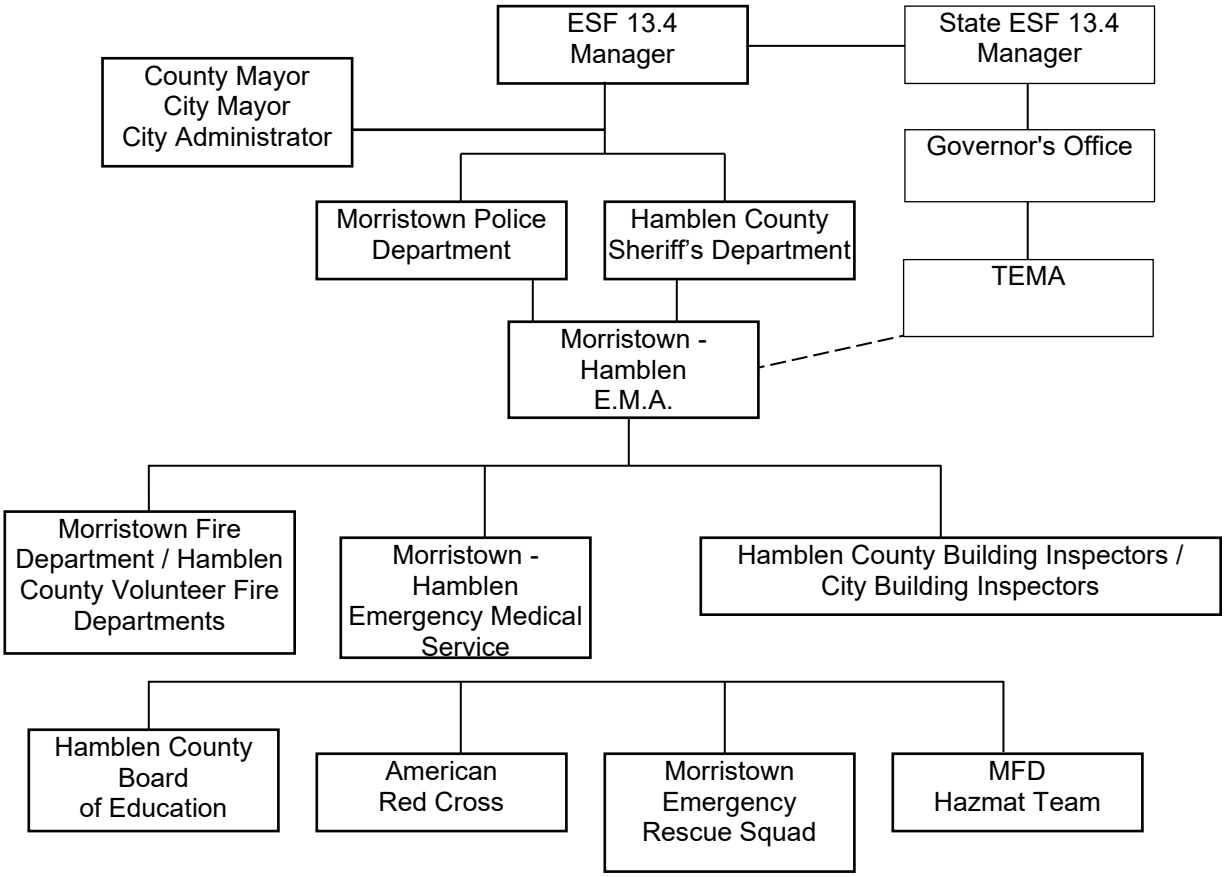
APPENDIX 2 TO ESF 13
SECURITY / CRIME CONTROL ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 13
PRISONS / JAILS ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 13
EVACUATION / MOVEMENT ORGANIZATIONAL CHART



APPENDIX 5 TO ESF 13
LOCATION OF LAW ENFORCEMENT AGENCIES AND JAILS

Hamblen County Sheriff's Department
Hamblen County Justice Center, 410 Allison Street, Morristown, Tennessee 37814

Morristown Police Department
Morristown City Center, 100 West First North Street, Morristown, Tennessee 37814

E S F 14

DONATIONS and VOLUNTEERS

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EMERGENCY SUPPORT FUNCTION 14
DONATIONS AND VOLUNTEERS
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- A - 2 Volunteers Organizational Chart ..... ESF 14-12
- A - 3 Flow of Donated Goods in Major Disasters ..... ESF 14-13

EMERGENCY SUPPORT FUNCTION 14
DONATIONS/VOLUNTEERS
DONATIONS

I. Lead Agencies:

Hamblen County Finance Director
Morristown Finance Director

II. Support Agencies:

County Mayor
City Mayors / City Administrator
Hamblen County Sheriff's Department
Morristown Police Department
Morristown-Hamblen Emergency Management Agency
Hamblen County Highway Department
Morristown Public Works Department
Tennessee Baptist Disaster Relief
God's Warehouse
Morristown Civic Organizations

III. Introduction

A. Purpose

1. This annex establishes overall ways to properly handle donated goods and funds.

B. Scope

1. This ESF pertains to major disasters, with regional or national media coverage. Minor events generally generate few if any donations.

IV. Policies

A. Donated goods and funds must be controlled or this flow of items may tie up traffic routes and emergency personnel. Unneeded goods detract from efforts to assist victims.

B. Planning strategies and procedures used in handling donated items in Tennessee will be in accord with the National Donations Management Strategy used by FEMA and other states.

V. Situation and Assumptions

A. Situation

1. In a disaster with widespread media coverage, persons and organizations outside the impacted area send a wide variety of items, believing they might be of help to the victims. These items range from single or monetary donations to multi-vehicle convoys loaded with everything imaginable.
2. The uncontrolled movement of such goods into areas impacted by the disaster creates problems for emergency workers, who must spend time trying to locate places to store the items and mechanisms for distributing them to victims.

B. Planning Assumptions

1. Most emergencies in the county will generate little, if any, influx of donated goods.
2. Widespread media coverage of major disasters in the county will initiate all types of unsolicited relief actions by persons/organizations outside the county, including collection of donated goods and the movement of those goods to affected areas. Left unchecked, the flow of donated goods into the county will disrupt relief efforts.

VI. Concept of Operations

A. General

1. In smaller disasters (e.g., a localized tornado), a small amount of donated materials may find its way into Hamblen County. Generally, local relief organizations should be able to manage this flow. A major disaster, however, may pose a larger challenge.
2. For regional disasters (e.g., snow emergencies), the ESF 14 work group will take primary responsibility for managing the influx of donations. In the event of a major or catastrophic disaster (e.g., a large earthquake in East Tennessee) the state ESF 14 would assist the county in dealing with the projected large flow of donated goods.
3. The ESF 14 work group (Donations Management Group) will determine the need to initiate the Donated Goods Management Plan, which involves the following:
   a. The issue of press releases to request cash donations as opposed to in-kind donations. Releases concerning donations other than cash should stress what is and is not needed, as well as proper packaging, labeling, and transporting of donated goods to reception centers.
   b. The activation of ESF 14 at the EOC and other operating locations.
   c. The establishment of a Donations Management Center outside the affected area, as well as staging areas for use in managing the deployment of needed goods.
   d. The coordination of transportation requirements for incoming donations, including:
      (1) Relaying information to THP and State rest areas and weigh stations concerning route information and the acceptance or rejection of certain types of goods.
      (2) Placement of signs indicating routes to the reception center and/or staging areas.
      (3) Passage of designated goods for direct delivery to affected areas.
   e. The coordination of ESF 14 activities with other ESFs, particularly ESF 7 and ESF 13. ESF 7 contacts the ESF 14 workgroup to determine whether or not needed items are available from donations prior to making a commercial purchase of same. If needed goods exist in the donations system, ESF 7 will acquire the goods and arrange for their delivery as they would for any other county acquired resource. ESF 13 will arrange for inmate trustee labor to move bulky and non high-value items.
   f. The EMA Director will prearrange the use of various warehouses or lockable trailers for use as potential Donations Management Centers. The ESF 14 Manager is responsible for developing plans and procedures for operating these facilities, including the necessary manpower (county staff, inmates, volunteers) and logistical requirements associated with such operations (i.e., forklifts, security and safety).

B. Organization and Responsibilities

1. <u>Hamblen County Finance Director / Morristown Finance Director</u>
   a. Coordinate donations management planning among local agencies and the subsequent development of the county donations management plan.
   b. Request non-emergency county personnel to assist with processing donated items.
   c. Locate and secure space or trailers for donated goods and transportation resources for the movement of needed goods to affected areas.
   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Hamblen County Highway Department / Morristown Public Works Department

   a. Provide trucks for transportation of donated goods from warehouses to distribution points.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

3. Hamblen County Sheriff's Department / Morristown Police Department

   a. Provide routing information to carriers of incoming donated goods.

   b. Arrange for security at donated goods warehouses and staging areas (uniformed officers or other individuals as the situation requires).

   c. Provide inmate/trustee labor with guard(s) to handle donated goods.

   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Hamblen County Mayor / City Mayor / City Administrator

   a. Manage cash donations received by the county/cities.

VII. Mitigation and Preparedness Activities

A. Hamblen County Finance Director / Morristown Finance Director

1. Develop a county plan for the management of donations. Coordinate plan development with state donations management group.
2. Coordinate with ESF 14 agencies to determine personnel needs at donations management sites. Train personnel in donations management group functions.
3. Develop procedures for securing warehouse space and transportation resources. Review the need for refrigeration, security, etc. Pre-arrange site-use agreements.
4. Develop procedures and policies for disseminating information to the general public (through the PIO), the Highway Department and various law enforcement agencies regarding routing, types of material needed, etc.
5. Develop procedures for accepting special types of donations (i.e. cash, perishables).
6. Establish a standby toll-free number or local phone numbers for use by Donations Management personnel at activated sites.

B. Hamblen County Highway Department / Morristown Public Works Department

1. Develop procedures for erecting signs and other devices to route traffic to sites where donated goods are being accepted.

C. Hamblen County Sheriff's Department / Morristown Police Department

1. Develop procedures and policies for disseminating routing and other information to vehicles moving into the county with donated goods.

D. Hamblen County Mayor / City Mayor / City Administrator

1. Develop policies and procedures for receiving and accounting for donated cash.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director and start Response/Recovery actions.

4. Maintain logs of activities, messages, and initiate internal notification/recall actions.

B. Hamblen County Finance Director / Morristown Finance Director

1. Implement county Donations Management Plan, if necessary.
2. Secure warehouse space or trailers at sites near disaster area.
3. Arrange for security of site (through ESF 13), traffic control, etc.
4. Activate the toll-free number and or local number for use in managing donated goods.
5. Develop information for public distribution (through PIO) describing items needed and where to send them. Provide information to PIO, Highway and Street Departments and law enforcement.
6. As goods arrive, provide periodic listings for distribution to ESF Managers so they will know what is available from donations. Respond to inquiries to other ESFs' requests for items.
7. Request transportation to move items to staging areas or distribution points as goods are needed.
8. Periodically update public information concerning needed items, etc.
9. Implement procedures for disposing of unneeded or unusable items.

C. Morristown-Hamblen Emergency Management Agency

1. Coordinate overall county donations management activities with the State ESF 14 work group.

D. Hamblen County Highway Department / Morristown Public Works Department

1. Route donated goods to and from warehouses for processing and distribution.

E. Hamblen County Sheriff's Department / Morristown Police Department

1. Receive information from ESF 14 Manager concerning routing of donated goods to warehouses for processing, and provide this information to carriers of donated goods.
2. Provide inmates and guards to load/unload donated goods.
3. Provide security and traffic control around donations management facilities.

F. Hamblen County Mayor / Mayor / City Administrator

1. Implement cash management policies/procedures to ensure accountability for all cash donations received by the county during the disaster.
2. Assign non-emergency county personnel to assist with the management of donated goods upon request from the ESF 14 Manager.

IX. Training

A. The ARC, TEMA and FEMA have courses for donations management.

EMERGENCY SUPPORT FUNCTION 14
DONATIONS/VOLUNTEERS
VOLUNTEERS

I. Lead Agency: Morristown-Hamblen Emergency Management Agency

II. Support Agencies: American Red Cross (ARC)
Tennessee Emergency Management Agency
VOAD

III. Introduction

A. Purpose

1. This subfunction coordinates the management and deployment of personnel/organizations offering volunteer services to areas of the county affected by disasters.

B. Scope

1. This ESF manages volunteer groups from the public and private sectors, and from in-county and out-of-county sources.
2. Volunteer services include the following:
   a. Specialized rescue units
   b. Fire service and law enforcement personnel
   c. Utility service and public works crews
   d. Physicians, nurses, EMS and other medical personnel
   e. The Tennessee Funeral Directors' Association and similar organizations from other areas of the state (and other states)
   f. Veterinary medical groups
   g. Emergency management and other emergency services personnel
   h. Members and organizations representing the clergy
   i. Motor carriers, Federal Express, and other delivery services
   j. Caterers and other food preparation/processing services
   k. Crisis counseling service provider.
   l. Semi-public volunteer relief agencies [i.e., Volunteer Organizations Assisting in Disaster (VOAD), Seventh-Day Adventists, etc.].
   m. Semi- and non-skilled persons.
3. This provision of ESF 14 does not apply to:
   a. Communication equipment/service providers (managed by ESF 2)
   b. Volunteers associated with the American Red Cross or Salvation Army
   c. Volunteers associated with public service agencies in the State of Tennessee; these will be channeled through TEMA Regional Offices in unaffected sections of the state.
   d. Persons associated with any federal response mechanism (i.e., NDMS, US&R, etc.).

IV. Policies

A. Hamblen County and its cities deeply appreciate all who volunteer; however, the flow of volunteers into disaster areas must be controlled to prevent duplication of effort as well as traffic tie-ups.

V. Situation and Assumptions

A. Situation

1. Widespread media coverage encourages persons and organizations outside the impacted area to volunteer services they believe might help the victims. These services include everything from religious ministry to assistance with food preparation.
2. The uncontrolled movement of volunteer personnel into disaster areas creates problems for emergency workers, who must allocate time to coordinate the services of these people and locate shelter and feeding capabilities for them. Planning for volunteers, directing and limiting those who come into the damaged area are necessary and prudent.

B. Planning Assumptions

1. Local government and relief agencies will be able to adequately handle any volunteer service offers received in lesser emergencies.
2. Widespread media coverage of major disasters in the county will initiate a wide variety of unsolicited relief actions by persons/organizations outside the impact area, including the deployment of volunteer workers and their equipment into areas impacted by the disaster.
3. The flow of volunteer services into major areas can be planned for and managed.

VI. Concept of Operations

A. General

1. In smaller disasters (i.e., one tornado, small floods) small groups of volunteers (usually private citizens) will offer assistance to victims. National media coverage will lead many individuals and groups (organized and unorganized) to volunteer their services.
2. Volunteer groups provide services that are either in short supply or unavailable in the county and will be used. The ESF 14 coordinating group collects information about these groups/individuals and gives the information to the appropriate ESF for consideration.
3. TEMA will assist in managing the in-flow of VOAD related groups. The SEOC VOAD coordinator will work closely with the ESF 14 Manager.

B. Organization and Responsibilities

1. <u>Morristown-Hamblen Emergency Management Agency</u>
   a. Develop a plan for handling the influx of volunteers in time of disaster.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Morristown-Hamblen Emergency Management Agency

1. Develop volunteer management plan for the county. Include provisions for referring needed services to appropriate ESF for consideration. Coordinate planning with other participant organizations.
2. Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and begin Response/Recovery activities.
4. Maintain logs of activities and messages. Initiate internal notification/recall actions.

B. Morristown-Hamblen Emergency Management Agency

1. Activate county volunteer management plan.
2. Provide information to the media (through the PIO) concerning the proper method(s) of offering services to disaster victims in the county.
3. Implement procedures to track offers and their status.
4. Provide other ESFs with periodic updates concerning offers received. When ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where need exists.
5. When group/individual arrives, coordinate with local entities including Chamber of Commerce, Nolachucky Baptist Disaster Relief, God's Warehouse, and local churches to locate suitable temporary housing. Place group in contact with tasking ESF for further instruction.
6. Provide information to ESF 14 Manager concerning tasks being handled by county non-emergency workers.
7. Coordinate the use of volunteer services during emergencies throughout the county.

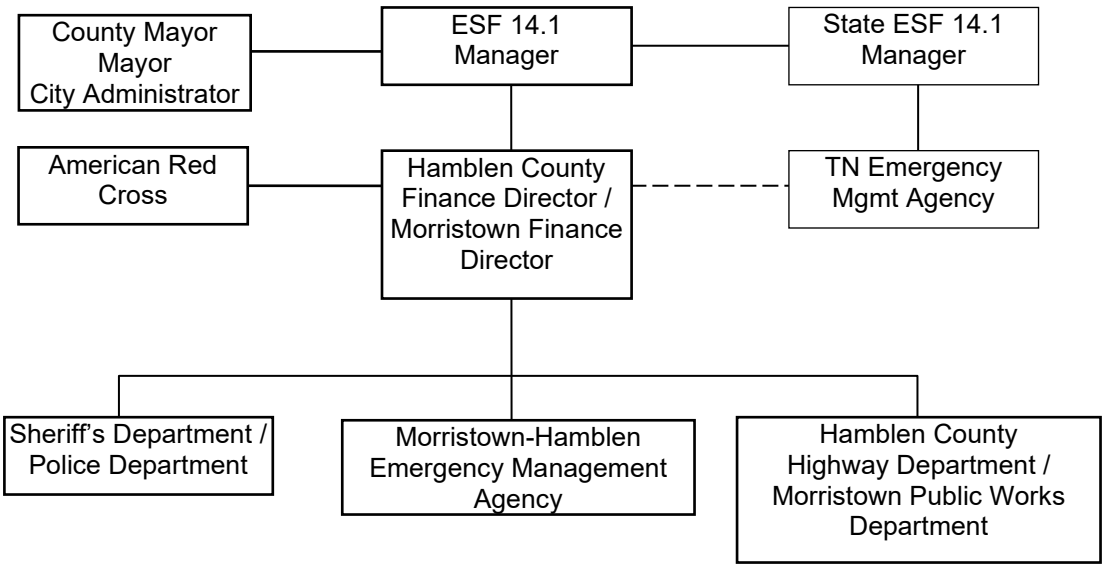
IX. Training

A. TEMA offers training for this ESF including *Donations / Resource Management* and *Developing Volunteer Resources*.

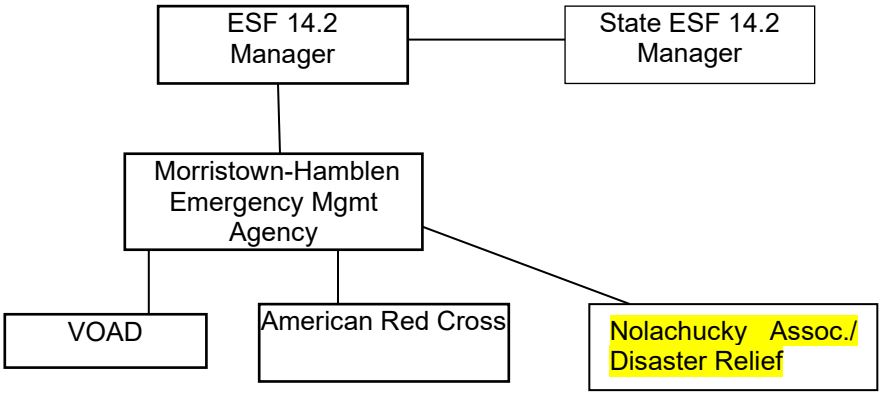
EMERGENCY SUPPORT FUNCTION 14
APPENDICES

Appendix 1 Donations Organizational Chart
Appendix 2 Volunteers Organizational Chart
Appendix 3 Flow of Donated Goods in Major Disasters

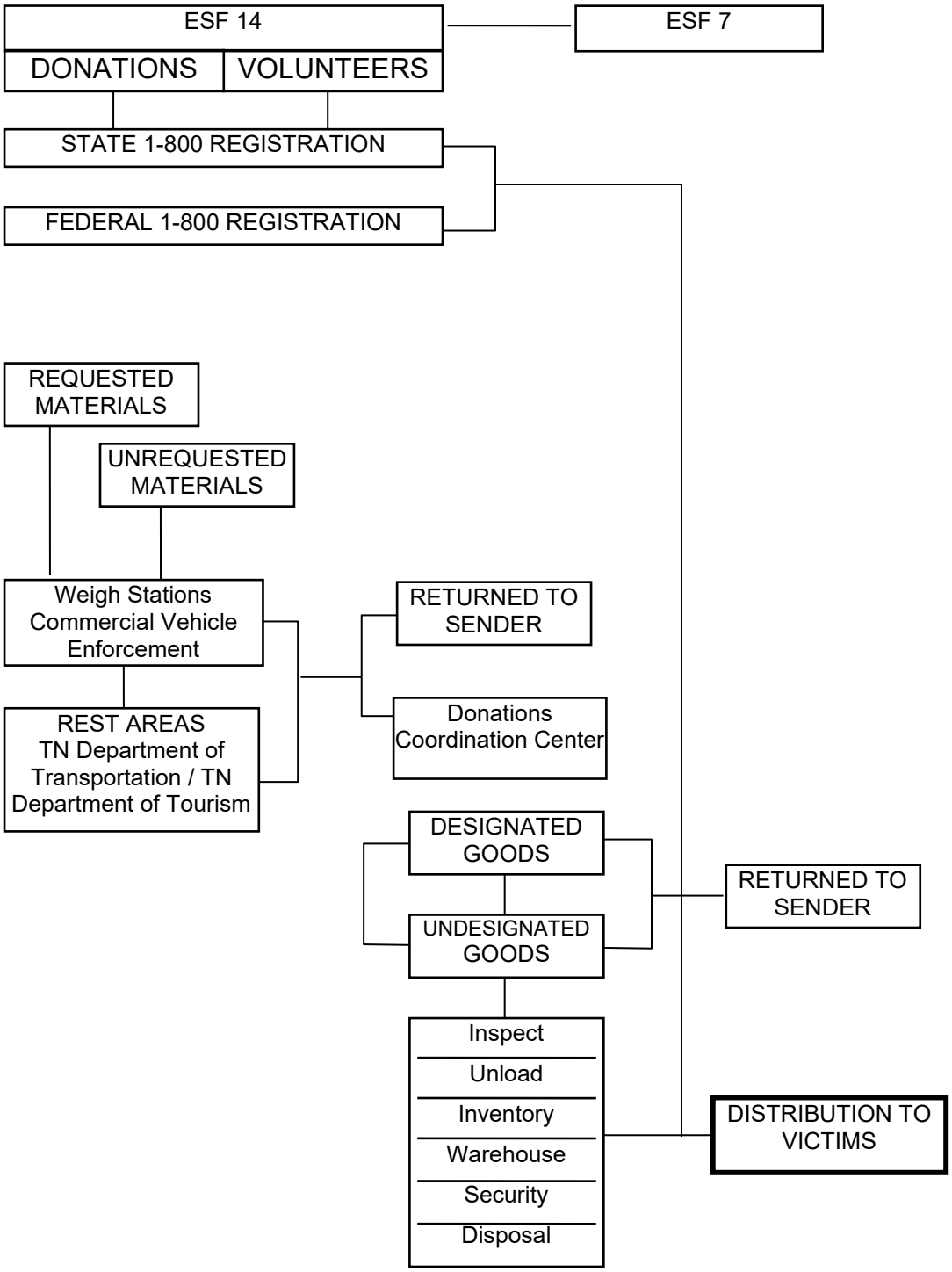
APPENDIX 1 TO ESF 14
DONATIONS MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 14
VOLUNTEER MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 14
FLOW OF DONATED GOODS IN MAJOR DISASTERS



E S F 15

RECOVERY

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RECOVERY
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EMERGENCY SUPPORT FUNCTION 15
RECOVERY
ASSISTANCE PROGRAMS

I. Lead Agency: Hamblen County Mayor / Morristown Mayor / City Administrators

II. Support Agencies:
Morristown-Hamblen Emergency Management Agency
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Board of Education
Local Utility Districts
American Red Cross
Hamblen County Property Assessor's Office
Morristown Chamber of Commerce
Nolachucky Baptist Disaster Relief & God's Warehouse
Hamblen County Medical Examiners

III. Introduction

A. Purpose

1. This ESF provides for local, state, and federal recovery assistance to disaster victims.

B. Scope

1. This ESF provides for the following functions:
   a. Locate and establish Disaster Recovery Centers (DRCs). DRCs co-locate all agencies that deliver disaster assistance or assist victims with disaster assistance problems at a single site.
   b. Assist local agencies in compiling damage and expense reports, which are sent to FEMA for reimbursement.
   c. The declaration of a "state of emergency" by the Chief Elected Official and subsequent requests by the Governor to the President of the United States for a major disaster declaration.
   d. Assess long-term economic impacts of the disaster on the local economy and subsequent development of plans to restore the economic infrastructure.
   e. The stand-up of a Family Assistance Center and the coordination of all affected individuals assistance.

IV. Policies

A. The county or city, acting through the Emergency Management Agency and the Hamblen Recovery Team, will do everything in its power to insure rapid delivery of disaster assistance programs to victims in impacted areas.

V. Situation and Assumptions

A. Situation

1. Beyond death and injury, disasters can create extensive damage to structures and harm to the economic well being of the county and its cities.
2. Specific guidelines to request state and/or federal assistance in the aftermath of a major disaster are given in PL 93-288, and various state and federal administrative regulations.

3. State and federal assistance programs are available to assist individual victims, businesses, and local governments.
4. Other aid is available from local organizations to assist individuals with immediate needs.

VI. Concept of Operations

A. General

1. Following a disaster, many victims will require assistance in addition to or in place of that provided by insurance carriers. The federal and state governments, and to a lesser extent the county government (including several private, non-profit organizations) have many programs to assist individuals, as well as public and private organizations, that responded to or suffered damage as a result of the disaster.
2. The Emergency Management Agency, through its preliminary damage assessment, makes a determination as to whether or not a particular event warrants a state of emergency declaration by the Chief Elected Official or the declaration of an emergency by the Governor of the state. This information is passed to the Governor, who in turn may submit a request through FEMA to the President for a declaration of a major disaster. The Governor must certify that the event is beyond the control of the state (i.e., the resources needed to respond properly exceed the capabilities of the local and state governments to respond) and the state asks for federal assistance.
3. TEMA will assist local government in assessing the damage to the community and its citizens. If the situation warrants, TEMA will certify to the Governor that the situation requires the declaration of an emergency and, if the situation is of sufficient magnitude, possibly the seeking of a major disaster declaration by the President of the United States. After a Presidential disaster declaration is made, FEMA may move into a community and establish Disaster Recovery Centers (DRCs) as outlined in Appendix 2, or may establish a toll free number for tele-registration of claims.
4. The county will designate locations for the establishment of Disaster Recovery Centers (DRCs). The DRC provides a central location where disaster victims can obtain assistance. DRCs are strategically located throughout the affected area to ensure that all victims can be reached. The DAC will remain active for as long as necessary.

B. Organization and Responsibilities

1. <u>County Mayor / City of Morristown Mayor / City Administrator</u>
   a. Submit request to the Governor for the declaration of an emergency, as defined by state law. Mayors and city administrators submit the request via the County Mayor.
   b. Provide figures concerning overtime and other personnel costs associated with the response to emergencies in the county.
2. <u>Morristown-Hamblen Emergency Management Agency / Property Assessor's Office</u>
   a. Coordinate damage assessment activities.
   b. Compile damage assessment information and provide recommendations to the County Mayor concerning requests for state and/or federal assistance.
   c. Establish DRCs in areas affected by disaster in cooperation with local jurisdictions. Arrange for use of buildings, facilities, equipment, and supplies for DRCs, DFOs, and other needed sites during disaster recovery operations.
   d. Provide damage assessment assistance regarding government-owned buildings, facilities, real estate, and other assets (Property Assessor).
3. <u>Hamblen County Highway Department / Morristown Public Works Department</u>
   a. Provide damage assessment for local highways and bridges.

4. Hamblen County Board of Education

   a. Provide damage assessment for educational facilities.

6. Local Utility Systems

   a. Provide damage assessment of local utility system infrastructure to the EMA Director. Details of damage assessment and timing of reports are discussed at ESF 12.

7. American Red Cross

   a. Provide food, shelter and financial assistance through established ARC programs.

8. Hamblen County Property Assessor's Office

   a. Provide assistance in conducting damage assessments and determining safety of structures affected.

9. Morristown Chamber of Commerce

   a. Assist with activation of the Family Assistance Center and short and long term recovery.

10. Nolachucky Baptist Disaster Relief & God's Warehouse

    a. See ESF 14

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures to provide disaster assistance. Establish means to coordinate activities with other relief organizations, to speed up relief and avoid fraud.
2. Develop policies and procedures for compiling damage assessments of agency-owned resources, as well as facilities and equipment for which the agency is responsible.
3. Develop procedures assigning personnel to support DRCs and FACs when asked by EMA.

B. Morristown-Hamblen Emergency Management Agency

1. Work with local officials to pre-identify potential sites for DRCs and FACs.
2. Develop procedures and forms for damage assessment activities (See ESF 5).
3. Develop and annually review Local Hazard Mitigation Plans.
4. Attend hazard mitigation training.
5. Give hazard mitigation training to key city/county officials to help bring about more hazard mitigation planning and design for future city/county development.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and begin damage assessment activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.
5. Perform the following actions upon notification that a DRC is being activated:

   a. Deploy personnel and equipment necessary to staff DRC as provided in agency plans.

   b. Attend briefings held at DRC concerning disaster assistance activities, potential scope of activities, etc.

c. Advise DRC Manager of needs in terms of space, equipment, supplies, etc.

d. Provide disaster assistance programs through pre-established procedures and policies.

e. Maintain records concerning disaster assistance offered to victims.

6. Deploy personnel and activate procedures to collect and process damage assessment information as provided in section VI.B., above.

7. Obtain technical and regulatory assistance from state and local officials with respect to damage assessment, hazard mitigation, response, recovery, and reconstruction.

B. County Mayor / City of Morristown Mayor / City Administrator

1. Receive briefings from EMA Director about the scope of disaster, review preliminary damage assessments, and make decision regarding any disaster declarations necessary.

2. Submit request to TEMA for disaster declaration.

3. Appoint an official to coordinate local recovery activities with the state and federal governments.

C. Morristown-Hamblen Emergency Management Agency

1. Compile and submit damage assessment and disaster information to County Mayor (and the Governor's Office) for declaration consideration.

2. Prepare submission materials for County Mayor to sign and forward to TEMA.

3. Activate Disaster Recovery Centers (DRCs) at appropriate sites.

4. Notify local relief agencies of DRC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.

5. Assist state and local officials with damage assessment activities (See ESF 5).

6. Compile damage assessments, reports of expenditures, and all other documents needed to submit claims to FEMA for reimbursement and coordination of federal disaster assistance programs.

7. Task other ESFs and participant organizations to provide damage assessment assistance, disaster assistance programs, or other necessary activities.

8. Provide follow-up on all disaster assistance programs.

9. Keep County Mayor / City Mayor advised on status of disaster relief actions and assistance programs.

10. Work with Recovery Team on Family Assistance Center scale and needs.

D. American Red Cross

1. Activate plans for provision of individual and family assistance programs.

2. Coordinate assistance programs for individuals and families offered by the Salvation Army and all other non-governmental voluntary and charitable organizations through the DRC(s).

IX. Training

A. FEMA provides training in programs in disaster recovery and assistance. Courses include public assistance programs, hazard mitigation programs, and courses in DRC operations.

B. TEMA provides a damage assessment course for state and local officials.

C. All other training relative to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 15
RECOVERY
RECOVERY AND RECONSTRUCTION

I. Lead Agency: County Mayor / City Mayor / City Administrator

II. Support Agencies: Morristown-Hamblen Emergency Management Agency
Hamblen County Planning and Zoning Office
Morristown Planning Department
Hamblen County Commission
Morristown City Council
Hamblen County Highway Department
Morristown Public Works Department

III. Introduction

A. Purpose

1. This subfunction assists communities with post disaster recovery and redevelopment plans.

B. Scope

1. This subfunction assesses the long-term economic effects on the county from the disaster and assists local communities with the re-development of plans to address those effects.

IV. Policies

A. Each community within Hamblen County is a valuable part of the region's overall economy. It is the policy of the county that every effort be made to assist communities with disaster recovery.

V. Situation and Assumptions

A. Situation

1. The term "disaster" is flexible. A disaster may vary from one location to the next.
2. In many communities a small tornado can create a situation whereby the local economy may be significantly damaged so as to preclude any real economic recovery without outside assistance. Additionally, even large urban areas will require extensive planning and redevelopment to deal with the economic impact of a major disaster.
3. State agencies will assist the county to obtain grants and low-interest loans. Additionally, several agencies will assist local communities with the development of budgetary strategies that can alleviate some of the negative consequences of many disasters.

B. Assumptions

1. There will continue to be small disasters that, even though the requirements to obtain a presidential disaster declaration have not been met, will create an economic hardship on the local communities affected.
2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following declared disasters in the county.

VI. Concept of Operations

A. General

1. In the aftermath of a disaster in the county, the County Mayor or City Mayor will make a determination as to how that event affects the economy of the involved communities.
2. At the request of the County Mayor and/or City Mayor, a local task force will send a liaison team to the affected communities to determine how the disaster will negatively impact the area. The local task force, made up of members of the support organizations listed above, will identify the specific needs of the communities and attempt to address these needs. A state task force, to include TEMA Disaster Assistance Programs administrators, will work with the local task force to secure the assistance needed.
3. The local task force will appoint a coordinating official to oversee the implementation of the recovery plan. A state task force will handle unresolved issues.
4. The state task force may secure assistance from any number of state or federal sources, including Community Block Development Grants (CBDG), economic development grants/loans, and any other source at their disposal.
5. The state task force will also assist the local task force in developing plans for reconstructing areas damaged by the disaster, taking into account prudent mitigation measures as identified by the State Mitigation Officer.

B. Organization and Responsibilities

1. <u>County Mayor / City Mayor /City Administrator</u>
   a. Provide leadership and political support to implement the recommendations and policies of the local task force.
   b. Provide assistance to local communities concerning the management of debt and the issuance of bonds related to disaster recovery and reconstruction problems.
   c. Administer the CBDG program and other grant/loan programs.
2. <u>Morristown-Hamblen Emergency Management Agency</u>
   a. Coordinate the development of the local task force and provide assistance to the group.
   b. Develop operating procedures and other implementation guidance.
3. <u>Hamblen Co. Planning & Zoning Office / Morristown Planning Dept.</u>
   a. Provide assistance to local communities with redevelopment issues.
   b. Recommend that floodplain management policies associated with the National Flood Insurance Program be implemented at the local level.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Provide liaison to the Local Recovery and Reconstruction Task Force and attend its meetings.
2. Collectively work to develop a strategy for dealing with the potential effects of disasters upon the local community.
3. Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the task force and/or affected local communities.
4. Develop policies and procedures for responding to the requests from local communities / organizations to provide assistance.

B. Morristown-Hamblen Emergency Management Agency

1. Coordinate the development and implementation of the Local Recovery and Reconstruction Task Force.
2. Assist local community in the establishment of local recovery and reconstruction task force.
3. Develop a Local Hazard Mitigation Plan that addresses critical mitigation issues identified for the community.

C. Hamblen County Legislative Body / Morristown City Council

1. Implement the requirements of the National Flood Insurance Program.

D. Hamblen Co. Planning & Zoning Office / Morristown Planning Dept.

1. Assist the County / City with implementation of the National Flood Insurance Program.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When requested by EMA, report to pre-identified location to discuss requests for assistance from local communities affected by disaster.
2. Respond to requests from EMA or local officials/task forces to provide assistance with recovery and reconstruction issues.
3. Develop and implement plans for addressing pertinent issues associated with recovery/reconstruction issues facing affected communities.
4. Prepare a report detailing the effects of the disaster upon the local community, actions being undertaken or implemented, expected or projected outcomes associated with those actions, and a summary of the potential long-term prospects for recovery for each community affected by the disaster.
5. Arrange for appearances before the state committee to address issues identified as critical at the local level.

B. Morristown-Hamblen Emergency Management Agency

1. Revise Local Hazard Mitigation Plan to include any issues identified as a result of latest disaster.
2. Provide assistance to local task force concerning the effects of the disaster on the local community (as appropriate).

IX. Training

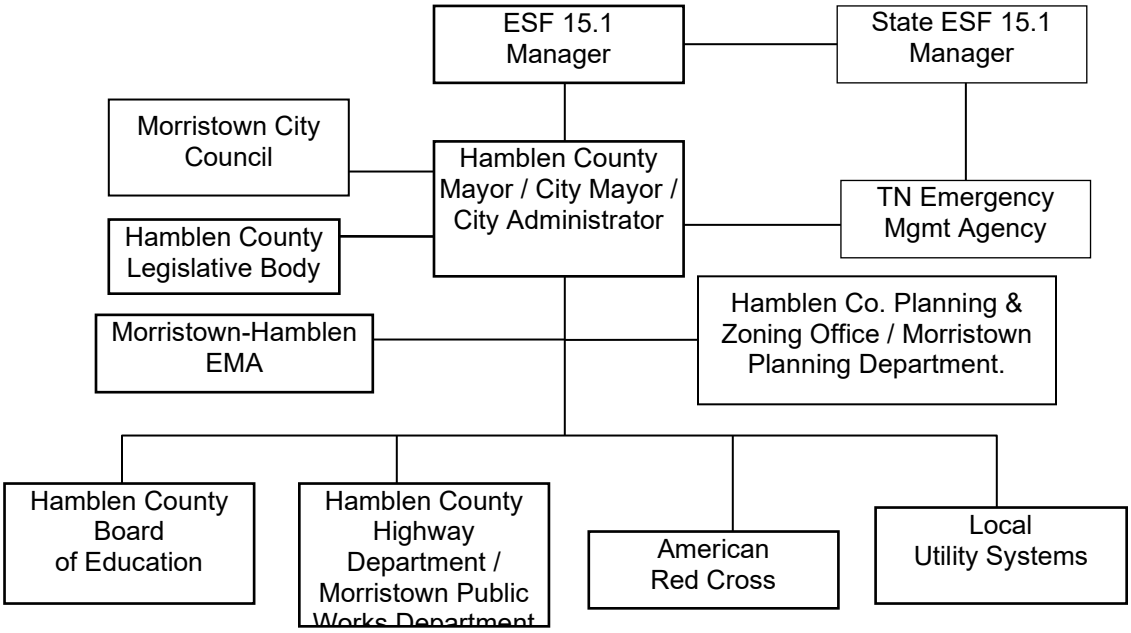
A. FEMA provides a Hazard Mitigation Course that may be taken by representatives of all agencies assigned to this ESF.

B. TEMA periodically hosts Hazard Mitigation Seminars and provides assistance in the development of Hazard Mitigation Plans and reconstruction work plans.

EMERGENCY SUPPORT FUNCTION 15
APPENDICES

Appendix 1 Recovery Organizational Chart
Appendix 2 Disaster Recovery Centers

APPENDIX 1 TO ESF 15
RECOVERY ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 15

DISASTER RECOVERY CENTERS

(Sometimes referred to as a Family Assistance Center – FAC)

I. Purpose

The purpose of the Disaster Recovery Center (DRC) is to provide individual disaster victims access to disaster assistance as quickly and conveniently as possible at a central location.

II. Situation

Once a major disaster is declared, the provisions of PL 93-288, as amended by PL 100-707, become effective and authorize the establishment of DRCs to provide information to disaster victims and receive assistance applications. A DRC will house all federal, state, local, and private sector agencies tasked to provide recovery assistance to local victims in one central location.

III. Concept of Operations

A. After a disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible to administer and coordinate federal disaster assistance programs in the damaged area. Federal assistance supplements the efforts of state and local governments.

B. In order to provide all types of assistance quickly and conveniently to disaster victims, FEMA establishes DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of victims will determine the number of centers to be established.

C. TEMA and the local EMA Director will pre-identify potential DRC sites.

IV. Organization and Responsibilities

A. Federal

1. The Federal Coordinating Officer (FCO) will coordinate all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and his staff are usually located in the DFO established to serve as the central management point for all federal disaster operations in the affected area(s).

2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff directly responsible to the FCO for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.

3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible to the FCO for all matters pertaining to the administration of public assistance to the state and local government and non-profit organizations in the area(s) affected by the disaster.

4. The DRC Manager represents FEMA in DRC operations; he is appointed by, and works under the supervision of the IAO.

5. DRC agency representatives may include federal personnel from the following:

   a. <u>Department of Housing and Urban Development</u>

      (1) Temporary housing assistance

      (2) Mortgage and rental assistance

   b. <u>Small Business Administration</u>

      (1) Disaster loans to rebuild, repair, or refinance damaged real and personal property not fully covered by private insurance.

   c. <u>Internal Revenue Service</u>

(1) Tax assistance in computing tax credits based on disaster losses.

d. Agricultural Stabilization and Conservation Service (ASCS)

(1) Financial assistance to farmers who perform emergency conservation measures on farm lands damaged by a natural disaster.

e. Department of Veteran's Affairs

(1) VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

f. Social Security Administration

(1) Social Security assistance to recipients to expedite delivery of checks delayed by the disaster, and assistance to apply for disability, death, and survivor benefits.

B. State

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.
2. Individual Assistance Officer (IAO) is the principal SCO staff officer for all matters pertaining to individual assistance, including DRC establishment, location, and operation.
3. The DRC Assistance Manager is appointed by the IAO to assist the federal DRC Manager with the state components of the operation.
4. The following state agencies may have representatives at the DRC:

a. Department of Human Services

(1) Distribution of food coupons (USDA programs) to eligible victims

(2) Administration of the Individual and Family Grant (IF&G) program to meet necessary needs and expenses of individuals and families hurt by the disaster.

b. Department of Employment Security

(1) Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.

c. Department of Mental Health and Mental Retardation

(1) Referrals to appropriate mental health agencies for counseling.

d. Young Lawyer's Conference, Tennessee Bar Association

(1) Legal services to low income individuals not otherwise able to get such services.

e. Department of Commerce & Insurance

(1) Division of Insurance

(a) Insurance claims counseling to disaster victims requiring such assistance

(2) Division of Consumer Affairs

(a) Assistance to victims with problems from unfair consumer practices.

5. The Department of Employment Security will provide trained staff members to serve as receptionists, registrars, and exit interviewers at the DRC.
6. TEMA will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government capabilities.

C. Local Government

Local government provides support and liaison personnel, tables, and chairs, for DRC operations.

D. Private Relief Agencies

1. American Red Cross

   The ARC provides representatives in the DRC to assist victims and will refer victims to an ARC service center or other appropriate facility as dictated by the situation.

V. Selection of DRC Sites

Local government selects potential DRC sites, subject to FCO and SCO approval. The EMA is involved in the selection process and takes into account local population densities and potential hazards. Potential sites should include large open floor space on a ground floor, rest rooms, utilities, and sizable parking facilities, and be handicapped accessible. FEMA provides DAC signs.

VI. Procedures

A. When a disaster applicant reports to the DRC, he/she will be greeted by a receptionist, who will provide him/her with a registration form and ensure that the form is understood by the victim.

B. The applicant is then directed to a registrar where he is interviewed using the form he/she has been given. Once the registrar determines the victim's problems and needs, he/she will be directed to the appropriate assistance provider(s).

C. Once the victim has completed the circuit through the agencies, he/she will receive an exit interview to insure that he/she has seen the proper agencies, that he/she is satisfied with the assistance being offered, and that he/she understands the next steps to take.

E S F 16

ANIMAL CARE AND DISEASE MANAGEMENT

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EMERGENCY SUPPORT FUNCTION 16
ANIMAL CARE AND HOUSING
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EMERGENCY SUPPORT FUNCTION 16
ANIMAL CARE AND DISEASE MANAGEMENT
COMPANION ANIMALS

I. Lead Agency: Hamblen County UT Ag Extension Office

II. Support Agencies: Morristown-Hamblen County Humane Society
American Red Cross
Morristown-Hamblen Emergency Management Agency
VOAD
Local Veterinarian Hospitals
Local Animal Adoption Support Groups
Hamblen County Highway Department
Morristown Public Works Department
Hamblen County Health Department
Tennessee Wildlife Resource Agency (TWRA)
Tennessee Department of Agriculture

III. Introduction

A. Purpose

1. This Emergency Support Function (ESF) establishes procedures to coordinate local government agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide animals affected by a manmade or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owners, and ultimate disposal of dead and unclaimed animals as necessary.

B. Scope

1. The following activities fall within the scope of this ESF:
   a. Disaster planning for the animal population, in part, because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals.
   b. The provision for people with special needs that also considers the assistance of animals owned by this population.
   c. The provision of animal care, water, and food for both the housed animals and those left in place.
   d. Provision for rescue, confinement, and identification of lost, strayed, or otherwise displaced animals.
   e. Public health and veterinary care concerns with injured and dead animals.
   f. Viability of animal facilities prepared for, and in the aftermath of, a disaster.

IV. Policies

A. That in the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies/disasters. Priorities will be directed toward animal care functions after human needs are met.

B. Other than assistance animals, animals will not be allowed in shelters.

C. All facilities offering animal housing and care services will provide such without regard to economic status, racial, religious, political, ethnic, or other affiliation.

V. Situation and Assumptions

A. Situations

1. Natural and man-made emergencies and disasters occur that require citizens to evacuate their home or property. This will necessitate the sheltering of many of the disaster victims whose homes and/or property have been damaged or destroyed, some of whom own domestic animals/livestock, such as horses, cattle, dogs, cats, and exotic animals.
2. During the short-term absence of an owner, animals remaining at home must be supplied with special needs assistance.
3. Mass care facilities for citizens do not permit housing of animals other than those used for special needs assistance.
4. All animals that are housed at temporary emergency facilities will require food, water, veterinary care, and other services.
5. Facilities designated as animal housing facilities prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.
6. Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the animals.

B. Planning Assumptions

1. During emergency evacuation, owners may seek extended care for an animal in a facility other than the animal's home. The number of animal owners seeking refuge in public shelters may be relatively small. Those most in need of co-located public emergency shelter alternatives are the elderly and those who do not have immediate access to shelter.
2. The special needs population that owns animals, although anticipated to be relatively small, must also be provided an animal friendly alternative to leaving their animals unattended. Unattended animals may be at risk to themselves and to the general population.
3. In a disaster or major emergency, pets/livestock may become lost, separated from their owner, or injured. In addition, deceased animals may create a threat to the public health and safety.
4. There is a bond established between animal owners and their animals to the point that the owners may risk their lives to save them. Because of this, it should be anticipated that persons with animals would be reluctant, if not completely uncooperative, when asked to evacuate without their animals in times of an emergency. Also, separation of animals and owners may cause traumatic separation anxiety that will certainly generate conflict and delays.
5. Similar to pet ownership, livestock owners are both psychologically and economically bonded with their animals. Economic bonding can create additional stress on the owners with the uncertainty of the safety of their animals and with the future economic impact after the emergency is over.

VI. Concept of Operations

A. General

1. Coordinate with governmental authorities in the establishment of emergency aid stations and staging of emergency relief and in matters of evacuation. Provide an organizational structure, chain of command, and outline of duties and responsibilities of animal-care personnel involved in implementation of the response to a disaster or major emergency.

2. Provide a current directory of recognized animal health care providers and licensed veterinarians residing in the area. Coordinate with governmental agencies in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization, and damage information.

3. Emphasis should be placed on making prior arrangements for evacuation, including routes and host sites. Residents with animals need to enact their own personal animal disaster plan in advance. Having the animal already removed from the house ensures that the people will not be reluctant to leave when their evacuation transportation arrives.

4. The animal owners have primary responsibility for the survival and wellbeing of their animals. Owners should have an emergency response plan and readily accessible kits with provisions for their animals. Owners should take animals to designated veterinary hospitals, kennels, boarding facilities, or alternative private animal care housing. Those animals will be sheltered, fed, returned to their owners, if possible, or disposed of properly.

5. Wild animals should be left to their own survival. Incidents involving orphaned or injured wildlife cases will be handled by a state board certified veterinarian, a permitted wildlife rehabilitator, or local animal control as authorized by the Tennessee Wildlife Resource Agency (TWRA).

6. Exotic animals that are usually kept in a controlled environment, such as zoos, circuses, or carnivals, will be handled by local animal control, wildlife resources, or zoological personnel and returned to controlled environments.

7. All persons participating in the rescue and care of animals during an emergency will be credentialed and identified as a component by the local emergency management.

8. Due to health, safety, and security issues, all groups external to the State of Tennessee must register with the Tennessee Emergency Management Agency or the Emergency Operations Center. Federal agencies are excluded from this requirement.

B. Organization and Responsibilities

1. <u>Morristown-Hamblen County Humane Society</u>

   a. Perform daily animal control activities.

   b. Provide assistance to local jurisdictions.

   c. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate, to insure 24-hour availability.

   d. Coordinate the use of non-departmental personnel to animal control functions.

   e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

2. <u>American Red Cross</u>

   a. Work with the humane society, veterinarians, private animal boarding facilities, and local jurisdictions to establish pet-safe shelters; with and animal control agencies to facilitate the co-location of humane evacuation shelters, and shelters for owned pets.

   b. Through its facilities, provide training, education, and general communication about the program to ARC staff, local officials, and the general public regarding the care and sheltering of domestic animals.

3. <u>Morristown-Hamblen Emergency Management Agency</u>

   a. Identify possible locations within the county for emergency animal shelters and confinement areas. Maintain a list of sources of food and water for sheltered and confined animals.

   b. Maintain a list of local transportation resources.

c. With TDEC, develop plans and agreements for the disposal of animal carcasses.

d. Request assistance through the State Emergency Operations Center (SEOC) when local resources are insufficient to meet needs.

4. Hamblen County Highway Department / Morristown Public Works Department

   a. Provide heavy equipment and personnel to support transportation and disposition of animal carcasses.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

5. Volunteer Organizations Active in Disasters (VOAD)

   a. Coordinate, through the EOC, unmet needs for donations of animal food, medicine, and volunteers.

6. Local Veterinarian Hospitals

   a. Provide licensed veterinarians, emergency field veterinarians, and space for medical treatment. Will also develop a network of animal care participants available during emergencies.

   b. Assist in the coordination of donation of food, feed, supplies, and resources. Determine which animal-care personnel are qualified and needed to enter disaster areas.

7. Hamblen County UT Agricultural Extension Service

   a. Interpret, disseminate, and encourage use of practical knowledge.

   b. Assist emergency planners with training and caring for animals involved in disasters.

   c. Coordinate companion animals and large animal response with all other agencies.

8. Hamblen County Health Department

   a. Recommend methods of proper disposal of dead animals.

9. Tennessee Wildlife Resource Agency (TWRA)

   a. Provide shelter and rescue activities in TWRA facilities and state waterways. Incidents involving wildlife cases will be handled as authorized by TWRA.

10. TN Department of Agriculture

    a. The primary organization for the coordination, direction, and control of veterinarian services and allied associations and agencies assisting in animal emergencies in the State.

    b. Maintain and provide a current list of licensed veterinarians.

VII. Mitigation and Preparedness Activities

A. Morristown-Hamblen County Humane Society

1. Coordinate pre-planning information activities with state agencies, media, and other groups involved in emergency care for domestic animals.

2. Maintain a current resource list of participating groups with contact persons, telephone numbers, and a list of appropriate local interested agencies.

3. Develop training guidelines for field assessments, animal rescue, housing concerns, etc. to local agencies and the general public.

4. Develop procedures for determining who is authorized to enter disaster areas.

5. Maintain a current resource list of active animal control agencies and their ability and resources available to respond.

6. Develop methods of identifying and recording stray and owned animals impounded or relocated during a disaster.

B. American Red Cross

1. Coordinate, develop, and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels, and boarding facilities, which will participate in the sheltering of domestic animals during emergencies and disasters.
2. Establish rules and regulations in conjunction with The Humane Society of The United States for the emergency care and housing of animals.
4. Coordinate pre-planning information activities with state agencies, media and other groups publicizing emergency mass care for animals.
5. Develop procedures for marking of animal-friendly shelters, designating uses of shelter areas and personnel (animal handlers, etc.), and notifying the general public and those with special needs who own animals of shelter locations.

C. Cherokee Park / Morristown Parks & Recreation Department

1. Provide procedures for the use of park grounds, etc. to be used as animal-only shelters.

D. Morristown-Hamblen Emergency Management Agency

1. Coordinate the response of appropriate local agencies.

E. Hamblen County Health Department

1. Develop procedures for inspecting conditions at emergency shelters for animals and their owners.
2. Provide procedures regarding safe animal foods, animal waste disposal, potable water supplies, medical concerns, etc.
3. Consulting with the Tennessee Department of Agriculture, develop sites and procedures for dead animal disposal.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director.
4. Initiate response/recovery activities.
5. Maintain logs of messages and activities. Initiate internal notification and recall actions.

B. Morristown-Hamblen County Humane Society

1. Provide a current list of program participants and make it available to appropriate agencies or private groups.
2. Provide shelter personnel, including qualified animal handlers and animal care person(s).
3. Maintain first aid / medical supplies at the shelter. This should include bandaging materials, antibiotic ointments, eye wash fluids, antibacterial cleansing agents, and over-the-counter medications necessary to handle minor problems which might arise.
4. Provide procedures for deactivation of care and sheltering of domestic animals in cooperation with the ARC and other state and local agencies.
5. Notify participating boarding facilities and appropriate agencies of cessation of emergency and timing of owner retrieval of animals.

6. Provide information on current list of licensed veterinarians and veterinary hospitals.

C. Hamblen County Highway Department / Morristown Public Works Department

1. Provide manpower and equipment for mass disposal of animal carcasses.

D. American Red Cross

1. Determine animal-friendly shelter locations and deploy personnel as per ARC Standard Operating Procedure (SOP).
2. Activate care and sheltering of domestic animals network.
3. Notify local jurisdictions, emergency directors, media, and other concerned groups on the publication and activation of program.

E. Hamblen County Agriculture Extension Service

1. Provide leadership in the EOC to direct animal care activities.

F. Morristown-Hamblen Emergency Management Agency

1. Notify the American Red Cross, Humane Society, and other agencies of activation of care and sheltering of domestic animals.
2. Route requests for assistance through appropriate channels for disposition.

G. Tennessee Wildlife Resource Agency

1. Provide control and enforcement of all activities in TWRA facilities and along state waterways.
2. Incidents involving orphaned or injured wildlife cases will be handled by State board certified veterinarians, permitted wildlife rehabilitators, or local animal control as authorized by TWRA.
3. Coordinate with the State Veterinarian and the Department of Health in regards to notices to the public concerning wildlife.

H. Hamblen County Health Department

1. Deploy personnel to perform health inspections at the animal shelters to insure safe and healthy practices at each facility.
2. Coordinate correction of deficiencies with local animal shelter managers.

IX. Training

A. Training courses will be provided through collaboration and cooperation among the following agencies:

1. American Red Cross
2. Morristown-Hamblen Emergency Management Agency
3. Tennessee Emergency Management Agency
4. University of TN Institute of Agriculture

B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 16
ANIMAL CARE AND DISEASE MANAGEMENT
INFECTIOUS ANIMAL DISEASE

I. Lead Agency: Hamblen County Ag Extension Service

II. Support Agencies:
Hamblen County Health Department
Local Veterinarians
Morristown-Hamblen Emergency Management Agency
Tennessee Department of Health
Tennessee Department of Agriculture
USDA

III. Introduction

A. Purpose

1. This annex provides for adequate planning, collaboration, and coordination between local health, agricultural, and non-governmental agencies regarding emergency disease situations in livestock.

B. Scope

1. This annex covers actions related to the health of animals and persons and the control of the spread of disease in areas affected by an emergency.

IV. Policies

A. That in the interest of public health and safety, efforts will be made to attempt to identify and isolate the spread of infectious animal disease following an outbreak / emergency / disaster.

V. Situation and Assumptions

A. Situation

1. Outbreaks of infectious animal diseases occur, causing the primary mission focus to be that of (1) protecting public health and (2) limiting / stopping the spread of the disease.
2. Following an outbreak, quarantine, euthanasia, or mass depopulation orders may be required.

B. Planning Assumptions

1. Significant disease outbreaks will immediately stress the local agricultural entities as well as the entities charged with the protection of public health.
2. Even a small occurrence or minor outbreak of a disease with the potential to spread will likely draw significant media coverage.

VI. Concept of Operations

A. General

1. Most actions following an outbreak or occurrence are extensions of day-to-day activities.
2. Local agricultural and health agencies deploy personnel in accordance with local SOPs/SOGs following an outbreak. The ESF 16 Manager allocates resources to the best extent possible. If the situation exceeds the capacity of the local jurisdiction to respond, the County Mayor, City Mayor, County Health Officer, or EMA Director will call upon the state (e.g., TEMA, TN Dept. of Agriculture, TN Dept. of Health) for assistance.

3. During law emergency operations, all departments will maintain control over their own personnel and all administrative functions of the organization.

B. *Organization and Responsibilities*

1. Hamblen County Ag Extension Service
   a. Provide an individual to act as the Emergency Services Coordinator.
   b. Provide assistance to jurisdiction during emergencies.
   c. Serve as the local liaison between the County/City and the TN Department of Agriculture.
   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. Hamblen County Health Department
   a. Serve as chief point of reference on all disease related matters and coordinate all activities as they relate to public health.
   b. Provide an individual to act as an Emergency Services Coordinator, if requested.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
3. Morristown-Hamblen Emergency Management Agency
   a. Provide assistance to local health and agricultural entities.
   b. Coordinate with other state agencies to provide additional assistance to County/City.
4. Tennessee Department of Health
   a. Provide assistance to the local health department.
5. Tennessee Department of Agriculture
   a. Provide specialized assistance to local agriculture extension agents.
   b. Coordinate activities such as vaccination, euthanasia, indemnity, quarantine, etc.

VII. Mitigation and Preparedness Activities

A. *All Tasked Agencies*

1. Develop procedures and policies concerning:
   a. The deployment of personnel to assist other agencies
   b. The delegation of command authority to commit agency resources
2. Provide examples of types of identification carried by agency personnel to reduce confusion during multi-jurisdictional operations.
3. Develop procedures, policies, and capabilities as relevant to its jurisdiction.
4. Train personnel in infectious disease control operations.

B. *Hamblen County Ag Extension Service*

1. Develop supply and equipment lists.
2. Develop animal identification system to aid in tracking animals that are exposed / infected.
3. Encourage farmer and veterinarian reporting of suspicious lesions.
4. Develop response team structure, policies, and protocols.
5. Establish methods of disposal and location.

6. Identify farms by species, number of animals, and location.
7. Develop an information system, with EMA, to inform the public on outbreak details.

C. Hamblen County Health Department

1. Develop procedures to prioritize requests for assistance.
2. Develop procedures for tracking resources deployed in support of local operations.
3. Develop policies/procedures to request assistance from state health agencies.
4. Provide training to staff regarding infectious animal control operations.
5. Develop plans and procedures for movement of animals and animal products.

D. Morristown-Hamblen Emergency Management Agency

1. Route requests through appropriate channels for disposition.
2. Develop an information system, with the Agriculture Extension service, to inform the public on outbreak details.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and initiate response/recovery activities.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Deploy field personnel/equipment to as needed in their respective jurisdictions.

B. Hamblen County Ag Extension Service

1. Activate Emergency Response Team.
2. Activate euthanasia, cleaning, and disposal.
3. Establish policies and procedures regarding demobilization.

C. Hamblen County Health Department

1. Alert local and state agencies and non-governmental allied organizations.
2. Alert laboratories.
3. Establish high bio-security zones around infected premises.

IX. Training

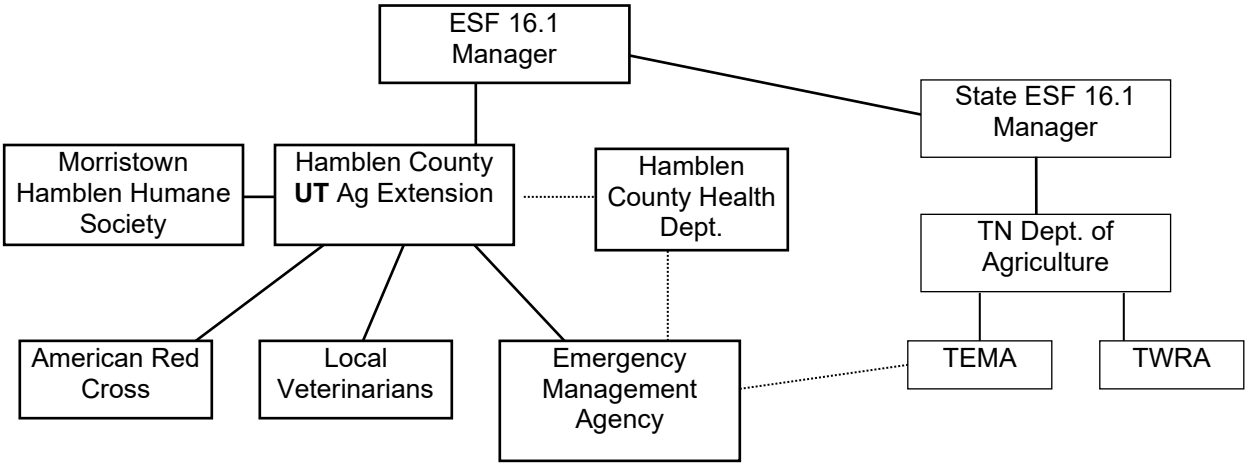
A. Instruction will be provided through the following agencies:

- Hamblen County Ag Extension Service
- Morristown-Hamblen County Humane Society
- American Red Cross

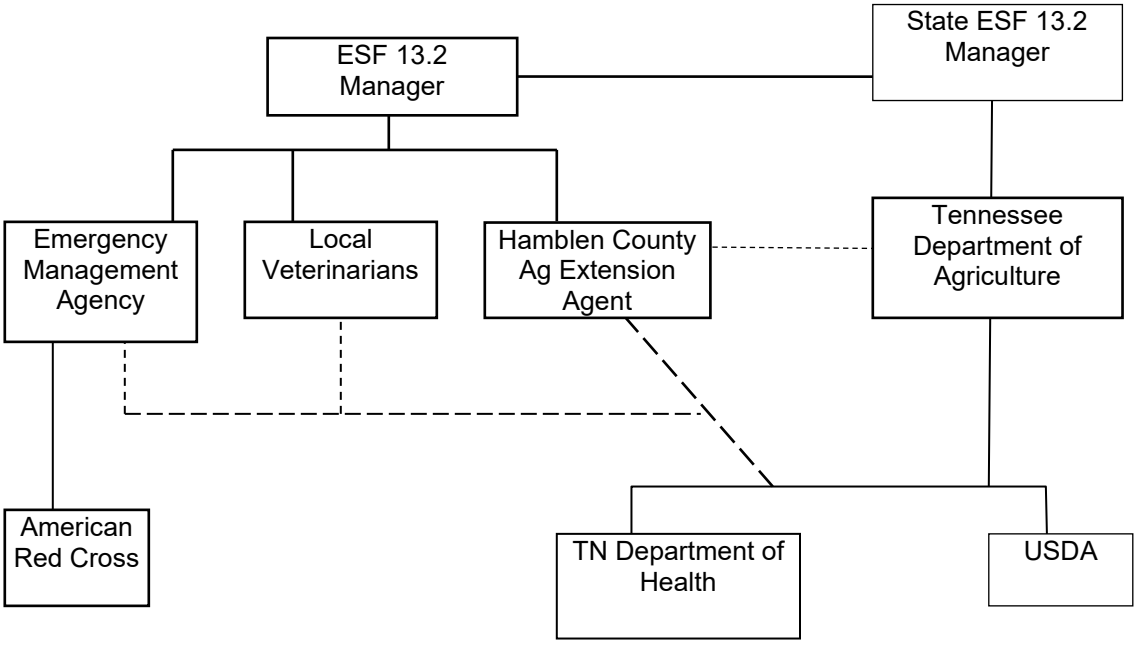
EMERGENCY SUPPORT FUNCTION 16
APPENDICES

Appendix 1 Companion Animals Organizational Chart
Appendix 2 Infectious Animal Disease Organizational Chart
Appendix 3 Location of Humane Society Shelters

APPENDIX 1 TO ESF 16
COMPANION ANIMALS ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 16
INFECTIOUS ANIMAL DISEASE ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 16
LOCATION OF HUMANE SOCIETY SHELTERS

Morristown-Hamblen County Humane Society
5251 E Morris Blvd, Morristown, Tennessee 37813

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

October 17, 2022

To: Local Agencies and Citizens of Hamblen County

Hamblen County as been and will continue to be subjected to a wide variety of hazards that have the potential to cause significant damage and/or loss of life. It is imperative that county government agencies, municipal departments, as well as private citizens be prepared to deal effectively with dangerous and damaging events. Additionally, it is wise to take appropriate steps to lessen the potential effects of such events or to prevent their occurrence altogether. This Emergency Management Plan is one of many mechanisms through which this can be accomplished.

By virtue of the powers and authority vested in us by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated and the federal Civil Defense Act of 1950, as amended, as the County Mayor of Hamblen County, I hereby promulgate and issue, effective this date, the Hamblen County Emergency Management Plan. Further, I declare this plan to be the official emergency management plan for Hamblen County and be mandatory upon all agencies and political subdivisions within.

This plan is effective upon receipt and for execution when directed. The Director of the Emergency Management Agency is responsible for maintaining and updating this plan, as required, in coordination with the appropriate agencies.

Sincerely,

Bill Brittain

Bill Brittain
Hamblen County Mayor

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

September 1, 2022

To Whom It May Concern:

RE: Line of Succession for Office of the Hamblen County Mayor

Please find listed below the Line of Succession for the Office of the Hamblen County Mayor:

1. County Mayor Bill Brittain
2. Register of Deeds Jim Clawson
3. Assessor of Property Keith Ely
4. Circuit Court Clerk Teresa West

This order should be followed for continuity of government in the event of an emergency/disaster situation. This order remains in place for the duration of the term of County Mayor Bill Brittain or until otherwise notified.

Thank you,

Bill Brittain
Hamblen County Mayor

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

Morristown-Hamblen Library

417 WEST MAIN STREET, MORRISTOWN, TN 37814 TELEPHONE: 423-586-6410 / FAX: 423-587-6226

August 22, 2017

Chris Bell, Director
Morristown-Hamblen emergency Management Agency
511 West Second North Street
Morristown, TN 37814

Mr. Chris Bell,

The Hamblen County Library Board has agreed to have the Morristown-Hamblen Library Community Room assigned by the Morristown-Hamblen EMA as the official Joint Information Center (JIC) for Large Scale Incidents. Providing critical information to the public is a key role of the library and this is a great opportunity to serve our citizens.

Please send any information that will outline procedures and what is expected from both organizations during an incident.

Thank you,

Shelly Shropshire

Shelly Shropshire,
Director