

# EMERGENCY OPERATIONS PLAN

## CRAIGHEAD COUNTY

JANUARY 1, 2021



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***CRAIGHEAD COUNTY  
EMERGENCY MANAGEMENT***

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February 3, 2021

TO: CONCERNED CITIZENS OF CRAIGHEAD COUNTY

In accordance with provisions of the Arkansas Emergency Services Act 511 or 1973, as amended, and as the Craighead County Judge, I am responsible for the welfare and safety of citizens residing in this county. To aid me in accomplishing this objective, I have directed the Director of Emergency Management to prepare and maintain a County Emergency Operations Plan. He/she will review the plan at least yearly and update the plan as required.

This plan describes how the resources of Craighead County may be most effectively used to ensure that the citizens of this county are prepared for all contingencies and are able to react promptly when a disaster occurs to save lives and alleviate suffering. This plan provides guidance for coping with natural disasters, man-caused disasters and enemy attack.

Mutual aid agreements have been developed with agencies in surrounding counties and businesses within Craighead County to assist with provision of manpower and/or resources as needed.

This plan is effective upon receipt and supersedes all previous emergency plans written for Craighead County.

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Marvin Day, County Judge

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Date



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## CERTIFICATION OF REVIEW AND CONCURRENCE

I certify that I have reviewed and concur with responsibilities levied upon me or my organization.

	Date
Jonesboro Mayor	_____
Bay Mayor	_____
Black Oak Mayor	_____
Bono Mayor	_____
Brookland Mayor	_____
Caraway Mayor	_____
Cash Mayor	_____
Egypt Mayor	_____
Lake City Mayor	_____
Monette Mayor	_____
County Sheriff	_____
County Clerk	_____
Emergency Manager	_____
Comm. & Warning Officer	_____
Emer. Public Info. Officer	_____
Law Enforcement Officer	_____
Fire & Rescue Officer	_____
Engineering Officer	_____
Shelter & Evacuation Ofc.	_____
Health & Medical Officer	_____
Radiological Prot. Ofc.	_____
Resource & Supply Ofc.	_____
Damage Assessment Ofc.	_____
American Red Cross	_____

## ABSTRACT

### CRAIGHEAD COUNTY EMERGENCY OPERATIONS PLAN

The Craighead County Emergency Operations Plan is prepared to provide a written framework to develop and analysis of threats to the citizens of the county, allocate responsibility for planning for and responding to these threats and determination of resources available to cope with identified threats.

The County Judge, who is the chief elected official, will appoint an Emergency Services Coordinator, in accordance with Arkansas Code Annotated (ACA) 12-75-101 et al., as amended. The County Judge will then appoint officers to be responsible for various aspects of planning for and response to disaster events covering all eventualities, including but not limited to tornadoes, floods, fires, droughts, earthquakes, chemical spills, explosions, civil disturbances, and enemy attack.

Disasters impacting city or county resources will normally be contained using local resources. If requirements for assistance exceed local and county resources, further assistance from state and federal agencies may be through the Arkansas Division of Emergency Management.

Planning for coping with various disasters includes four phases: Mitigation, Preparedness, Response and Recovery.

Annexes to the plan are designed to cover various functions and are action oriented to cover each aspect of disaster planning and/or response for each function. Annexes of this plan are summarized as follows:

Annex A – Direction and Control. Provides for assignment of responsibilities, designates EOC locations, provides for continuity of government and provides a checklist for carrying out Emergency Management actions.

Annex B – Communications and Warning. Establishes a Communications and Warning organization, designates procedures for dissemination of warnings and for passing information to the public.

Annex C – Emergency Public Information. Provides a means for passing essential public information to citizens to enable them to survive disaster threats, acts to help acquire information necessary to manage disaster operations and provides rumor control.

Annex D – Law Enforcement. Outlines a means to provide law enforcement, traffic control, security, assistance in warning and communications and lists law enforcement resources.

Annex E – Fire and Rescue. Provides guidance for response of fire and rescue personnel, covers the need for mutual agreements with neighboring jurisdictions and gives guidance for search and rescue.

Annex F – Engineering. Provides coordination of personnel and resources, a listing of equipment and utilities and checklists.

Annex G – Shelter and Evacuation. Provides guidance for selecting suitable congregate care shelters and gives guidelines for operation of shelters.

Annex H – Health and Medical. Provides guidelines for use of health and medical resources, lists resources and allocates responsibilities.

Annex I – Radiological Protection. Provides guidance for radiological training and operation, reporting guidelines and checklists.

Annex J – Resource and Supply. Coordinates procurement of supplies and gives guidance on accountability.

Annex K – Damage Assessment. Provides guidance on initial assessment of damage, who can assist in damage assessment and use of assessments to request assistance from state or federal resources.

Annex L – Local Emergency Planning Committee. Provides guidance for administering the requirements of SARA title III, and establishes jurisdictional responding to hazardous material accidents and spills.

Annex M – Terrorism. Describes the federal, state, and local response to terrorism, and builds on the policies and procedures already in place in the county. This annex also addresses the unique policies, assumptions, structures, responsibilities, and actions necessary for successful resolution of a terrorist event. It provides guidelines for training and education necessary to protect responders in Craighead County.

Annex N – Animals in Emergency. Provides guidance for care and sheltering of large and small animals following a disaster.

The federal government and many state governments organize much of their resources and capabilities – as well as those of certain private-sector and nongovernmental organizations – under 16 Emergency Support Functions (ESFs). ESFs align categories of resources and provide strategic objectives for their use. Several counties have also chosen to move to the ESF format and to ESF based emergency operations. Craighead County has chosen a more centralized approach. Craighead County has concentrated operational responsibilities among a few key personnel. This enables the team to operate effectively, reduces duplication of effort, and simplifies collaboration. As recommended by CPG-101, the county’s plan describes roles and responsibilities, tasks, integration, and actions required during emergencies. It provides the goals that the jurisdiction’s departments and agencies are assigned, and it focuses on coordinating and integrating the activities of the many response and support organizations within the jurisdiction.

The Craighead County Office of Emergency Management Coordinator is responsible for the maintenance and distribution of the emergency operations plan (EOP). As such, the county EOP and its annexes are updated when major changes in the concept of operations or emergency response capabilities warrant. Changes to the EOP can include developments resulting from incidents and exercises identified through after-action reviews (AAR) and improvement plans.

## POPULATION PLAN CRAIGHEAD COUNTY, ARKANSAS

Craighead County, Arkansas, has a population of 102,884 people with a median age of 33.9 and a median household income of \$43,892. Between 2015 and 2016 the population grew from 101,409 to 102,884, a 1.45% increase. Its median household income grew from \$42,475 to \$43,892, a 3.34% increase. The population is 78% White, 13.8% Black, and 4.72% Hispanic. 5.36% of the people in Craighead County speak a non-English language, and 97.3% are U.S. citizens.

Arkansas State University-Main Campus (A-State) is in Craighead County. A-State's current enrollment is 14,085. (June 14, 2019)

The median property value in the county is \$131,700, and the home ownership rate is 58.9%. Most people in Craighead County drive themselves and the average commute time is 17.5 minutes. The average household owns two cars.

Craighead is the 7<sup>th</sup> most populated county in Arkansas, and it borders Greene, Jackson, Lawrence, Mississippi, and Poinsett Counties in Arkansas. It also shares a short border with Dunklin County, Missouri.

### I. PURPOSE

The primary purpose of this plan is to prepare local government and private citizens in the county to cope with disasters before they occur and to preserve life and property after the disaster. This plan and annexes predetermines, to the extent possible, actions to be taken by the different levels of government, private entities, and volunteer organizations to meet these responsibilities.

### II. AUTHORITY AND REFERENCES

Arkansas Code Annotated 12-75-101 et seq.

Arkansas Comprehensive Emergency Management Plan, (ARCEMP)

Craighead County Court Order, Book W, Page 173, dated August 6, 1973. An order creating and establishing an Office of Emergency Services and providing for a Director thereof; granting certain powers; describing the duties thereof, and for other purposes.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended.

[Washington, D.C.]: Federal Emergency Management Agency, (2003).

Pets Evacuation and Transportation Standards Act, P.L. 109-308 as amended. [Washington, D.C.]: Federal Emergency Management Agency, (2006).

Craighead County Hazardous Material Response Plan (Annex L to this Plan)

Data USA. <https://datausa.io/profile/geo/craighead-county-ar/#intro>.

Impact of New Madrid Seismic Zone Earthquakes on the Central USA, Vol. 1 and 2

Elnashai, Amr S.; Cleveland, Lisa J.; Jefferson, Theresa; HARRALD, John.

<https://www.ideals.illinois.edu/handle/2142/14810>

Arkansas State University Quick Facts. <https://www.astate.edu/info/about-asu/quick-facts/>

State of Arkansas Public Assistance Grant Program Administrative Plan

Arkansas Individual Assistance Program Guidance, for State disasters declared after January 1, 2019.

Individual Assistance Program and Policy Guide (IAPPG), FEMA Publication 104-009-03, March 2019

### III. SITUATION

#### A. Natural Disasters

Craighead County could be impacted by a number of different natural disasters. These include lightning (year around), tornadoes (year around, but most likely in March, April, and May), forest fires (usually from January through May), and earthquakes.

A major to catastrophic earthquake in the southern portion of the New Madrid Fault could buckle roads and highways, damage or destroy bridges, render railroad tracks useless, eliminate airplane landing strips and thoroughly block water transportation routes. Such conditions would effectively isolate communities within this county from one another as well as isolate this county from the rest of the state for a period of 72 hours to two weeks.

Additional information about the probable effects of a catastrophic earthquake can be found in the Mid-America Earthquake Center data (<https://www.ideals.illinois.edu/handle/2142/14810>). Craighead County will be one of the counties most affected by an earthquake, in part because Craighead County has more people and more infrastructure than most of the Arkansas counties in the New Madrid Seismic Zone.

#### B. Man-Caused Disasters

Craighead County's highest frequency man-caused disaster is a hazardous material (hazmat) incident. Specific response actions are described in Annex L, the Craighead County Local Emergency Planning Committee (LEPC) Hazardous Materials Plan.

Craighead County is traversed by two railroads (Union Pacific and Burlington Northern) and several major highways - U.S. 63 and 49, as well as State Highways 18, 1, and 141. Numerous pipelines cross the county. The county's industries use and store hazardous materials in various quantities and containers. Each of these venues put the county at risk for accidental release of hazardous substances.

Accidents pose hazards such as explosion, fire, and contamination of air and/or water. Substances that can be inhaled or absorbed through skin can require evacuation of at risk populations. In all cases of hazardous materials release, actions must be taken to evaluate and stop or reverse environmental damage – including containment of any run off water or suppression chemicals from firefighting.

Hazmat incidents can also be caused deliberately. Deliberate releases of hazardous materials constitute terrorism.

#### IV. ASSUMPTIONS

- A. Craighead County will experience natural or man caused emergencies at any time and with or without warning.
- B. Craighead County has an emergency organization which is prepared at all times to respond to disasters and has the capability to cope with most disaster situations.
- C. An organized warning system is in place and staffed to relay warnings to residents throughout the county.
- D. There will be time to warn the public before most natural disasters.
- E. Current maps and charts are maintained and stored in the Office of Emergency Management.
- F. State, federal and volunteer organizations will be able to augment response after county resources have been exhausted.
- G. A major earthquake will cut off Craighead County from outside assistance for ten days to two weeks.

#### V. CONCEPT OF OPERATIONS

- A. The County Judge has established an Emergency Management Organization in accordance with §12-75-116, Arkansas Emergency Management Act 511 of 1973, as amended.
- B. The County Judge has appointed an Emergency Management Coordinator who represents him in planning for and coping with disasters in the county and who manages the Emergency Management Organization. The County Judge is responsible for disaster planning and response county wide, except within incorporated jurisdictions within the county. The County Emergency Management Coordinator will coordinate the local jurisdictions within the county. The Judge

and County Coordinator will represent both incorporated and unincorporated local jurisdictions to plan for disaster and to augment county response operations from local, state, federal and volunteer organizations.

- C. Most emergencies can be dealt with using resources within the county. If the situation requires outside help, the Arkansas Department of Emergency Management (ADEM) will coordinate state, federal and volunteer assistance to Craighead County.
- D. Disaster response to a catastrophic earthquake will follow the same protocols as response to other disasters, but on a larger scale. Response and recovery after a catastrophic earthquake will require assistance from both state and federal governments.
- E. Each functional area officer, organization, agency, and individual with assigned emergency management responsibilities has prepared and maintains standard operating procedures (SOPs) and checklists which detail how their assigned tasks will be performed.
- F. Every effort will be made to identify and meet the special needs of handicapped and elderly persons.
- G. Pets will be sheltered and otherwise cared for as documented in the Pet Evacuation and Transportation Standards (PETS) Act of 2006.
- H. County emergency operations are initiated by the following circumstances:
  - 1. Natural Disasters
    - a. Preparedness Phase - The period between awareness of a developing hazard and onset of disaster. During this phase immediate protective action should be taken. The County will stage resources based on the anticipated needs. The County will take steps to warn the population and suggest protective actions to be taken at the household and individual level. The Preparedness Phase includes pre-hazard mitigation and protection.
    - b. Response Phase – The period immediately after occurrence of the event creating the disaster. Initially, response activities will be directed toward saving lives, treatment of the injured, and prevention of threat escalation or follow on hazards (such as landslide following flood). Damage assessment begins as soon as the situation is stable and operations transition into the Recovery Phase.

- c. Recovery Phase –Recovery actions will initially be directed toward maintenance or restoration of any essential services and facilities affected by the disaster. When infrastructure is back in place, priority will be given to rebuilding businesses and homes and to re-opening schools. Craighead County will take advantage of the assistance available through the State of Arkansas Public Assistance Grant Program Administrative Plan and the Arkansas Individual Assistance Program Guidance.

There are few effective prevention strategies for natural disasters. However, during long-term recovery, hazard mitigation measures will be undertaken so the county can better withstand similar occurrences in the future.

## 2. Man Caused Disasters

- a. Preparedness Phase – Man caused disasters usually occur with little or no warning. The preparedness phase is the steady state preparedness the County maintains day to day and includes pre-hazard mitigation, protection, and prevention. Preparedness strategies such as first responder training activities, identification of equipment needs, and the funding of those activities and purchases are ongoing. The County anticipates possible man caused disasters and engages in planning activities to eliminate those threats and to respond to them after they occur.
- b. Response Phase – Activities in this phase echo the response activities for natural disasters; however, there are additional concerns. If there is suspicion that the event was caused deliberately, typical response will be coordinated with law enforcement. Such coordination will include taking additional steps to protect responders against any additional bad actions and working in such a way that evidence is preserved to the greatest extent possible.
- c. Recovery Phase – Recovery, like response, will follow the practices described for natural hazards with the addition of prevention activities. As soon as the scene is secure, damage assessment and determination of the cause of the incident will begin.

### 3. Terrorist Attack and/or Active Shooter Attack

a. Preparedness Phase – Like other man caused disasters, terrorist attacks and active shooter attacks usually occur with little or no warning. Preparedness strategies such as first responder training activities, identification of equipment needs, and the funding of those activities and purchases are ongoing. Additionally, steps are taken to educate citizens, including the student body of Arkansas State University, as to how they should respond if they are victims or in the vicinity of such attacks. Hospitals have also recognized the need to prepare for these events and the possibility that they could be secondary targets.

#### b. Attack Phase

The attack phase begins when impact occurs or imminent attack has been detected, but cannot be stopped. Local government will disseminate appropriate warnings to the population and instruct people to take specific protective action. Notification will be made to medical facilities, Arkansas Department of Emergency Management, and other potential support organizations who will assist local response.

#### c. Post-attack Phase

During this phase, activities will be directed toward recovery operations until normal conditions are restored. Initial emphasis will be placed on maintenance or restoration of essential services and facilities as well as safeguarding the public from further death or injury. However, in these disasters, attention will be given to preservation of any and all evidence in the interest of identifying and prosecuting perpetrators. Evidence will also be analyzed to determine what activities can be undertaken to prevent similar incidents in the future.

## VI. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The Craighead County Emergency Management organization includes the following:

#### 1. County Judge

2. Director of Emergency Management
3. Mayors
4. The rest of the organization is broken down into functional areas with the Director of Emergency Management designated as officer in charge. The functional areas are listed below. An asterisk indicates that the Director of Emergency Management is the point of contact for that function.
  - a. Communications and Warning Officer\*
  - b. Emergency Public Information Officer\*
  - c. Law Enforcement Officer
  - d. Fire and Rescue Officer
  - e. Engineering Officer
  - f. Shelter and Evacuation Officer\*
  - g. Health and Medical Coordinator
  - h. Radiological Protection Officer\*
  - i. Resource and Supply Officer\*
  - j. Damage Assessment Officer\*

B. Responsibilities

1. Intergovernmental Council  
(Direction and Control)

The County Judge in the unincorporated areas and Mayors in the incorporated areas of the county make up the Intergovernmental Council. They are responsible for direction and control of emergency operations during all emergencies or disasters. They are also responsible for:

- a. Following disaster, insure documentation of costs of material, equipment and labor used to clear debris and to repair public property.

- b. Requesting assistance through the Arkansas Department of Emergency Management when requirements for coping with a disaster exceed the county capability.
- c. Instituting evacuation and sheltering the population.
- d. Determining which government and commercial activities are to be curtailed to conserve power and resources during emergencies.
- e. Establishing price controls and rationing levels in the county.
- f. Insuring population is kept informed of the local, state, national and international situation.
- g. Establishing priorities and resolving conflicting demands for resources.

Further discussion of Craighead County’s Direction and Control paradigm appears in Annex A to this plan.

2. Intergovernmental Council Support Staff  
(Direction and Control)

The points of contact for each of the functional areas listed above make up the Intergovernmental Council Support Staff. Each member of the staff has specific responsibilities that are discussed in annexes to this plan as indicated below.

Warning Officer	Annex B – Communications and Warning
Emergency Public Information Officer	Annex C – Emergency Public Information
Law Enforcement Officer	Annex D – Law Enforcement
Fire and Rescue Officer	Annex E – Fire and Rescue
Engineering Officer	Annex F – Engineering
Shelter and Evacuation Officer	Annex G – Shelter and Evacuation
Health and Medical Coordinator	Annex H – Health and Medical
Radiological Protection Officer	Annex I – Radiological Protection
Resources and Supply Officer	Annex J – Resource and Supply
Damage Assessment Officer	Annex K – Damage Assessment

VII. ADMINISTRATION AND LOGISTICS

Documentation of actions taken during response and recovery is necessary to recover costs, create historical records and develop mitigation strategies.

Blank reporting forms required for disaster documentation are included in the attachments to this plan. ADEM maintains comprehensive documentation of state emergency management's involvement in any county disaster.

Craighead County will work through state and federal Public Assistance Programs and Individual Assistance Programs to recover costs of disaster response and recovery. Public assistance will be requested to restore public buildings and infrastructure. Public assistance can also be requested to mitigate the effects of similar future events. Individual assistance will be requested to repair or replace certain property of individuals.

Local officials are educated about the cost recovery process in a training held by ADEM each year for new Judges, LEMCs, etc. Responders are trained on recovery processes on an as needed basis.

- A. Administrative and fiscal procedures employed by county and municipal authorities for routine operations will be utilized to support emergency disaster operations.
- B. Facilities, equipment, supplies and services will be procured during emergency operations using normal procurement procedures. Records of all disaster expenditures will be kept separate from routine costs to aid in post-disaster requests for reimbursement or other assistance available from the state or federal government(s).
- C. Each local government entity will use its standard procedures to account for inventory, storage, maintenance and replacement of administrative and logistical support items expended during disaster operations.
- D. Donations of money, equipment, or supplies will be documented. Donation of services and labor will also be documented and will be counted as contributions to match federal funding in a Presidential Disaster Declaration.
- E. Equipment and personnel are not normally available at local government level to evaluate threats posed by chemical, radiological or biological contamination of the environment. This support will be provided by the Arkansas Department of Health, the Arkansas Department of Environmental Quality, and agencies of the federal government.
- F. Manpower and equipment will be available from neighboring jurisdictions through written and/or oral mutual support agreements.
- G. If local government resources are exhausted, the Arkansas Department of Emergency Management will coordinate assistance from state, federal and volunteer sources.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

Craighead County will coordinate with Arkansas Department of Emergency Management Planning Branch to comprehensively review and revise this Plan every five years in 2024, 2029, and so on. Between comprehensive reviews, the Plan will be updated as needed based on lessons learned through annual exercises and interaction with similar jurisdictions. Input from stakeholders and the county's elected officials will be incorporated as it is received. Shifts in the threats and hazards to which Craighead County is vulnerable will also be documented in the Plan. The Plan will be evaluated against selected criteria in FEMA's Comprehensive Preparedness Guide 101 annually.

CRAIGHEAD COUNTY ARKANSAS  
DIRECTION AND CONTROL

ANNEX A

I. PURPOSE

This annex addresses the facility, personnel, procedures, and support requirements for activating the county Emergency Operation Center (EOC) and for directing and controlling and conduct of emergency operations from that center, and from an alternate facility, in large-scale emergency situations.

II. SITUATION

- A. The Craighead County Emergency Operating Center (EOC) is located in the basement of the Craighead County Court House Annex. Emergency Management dispatching operations are not normally carried out there. Local government communications are permanently installed. After office hours and weekends, the 9-1-1 Central Dispatch Office is responsible for monitoring radios and for the notifying the emergency Management coordinator of emergencies.
- B. Many of the hazards, which exist in or about Craighead County, have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.
- C. The EOC is manned daily on a 24-hour basis during the emergency and the staff may be required to work 12-hour shifts. The EOC has an emergency power source with an emergency fuel supply.
- D. Radio communications is the primary source for direction and control with landline communications secondary. The Arkansas Division of Emergency Management AWIN system will be utilized. The Arkansas Wireless Information Network (AWIN) is a radio solution that allows different agencies using different radio systems to interoperate according to a public safety industry standard. The AWIN project supports the state Homeland Security Strategy, which lists Interoperable Communications as the top current issue. A telephone company liaison will be established to assure priority status for the EOC in the event of a service outage.

III. ASSUMPTIONS

- A. Most emergency situations are handled routinely by the Emergency Management agencies of Craighead County.

- B. Most major emergencies can be managed at the field level under established procedures of local government Emergency Management agencies.
- C. In most major emergency situations, many management activities can be carried out at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks.
- D. In most large-scale disaster situations, centralized direction and control--i.e., activation of the local emergency management organization and EOC--is the most effective approach to management of emergency operations. Craighead County has adopted the National Incident Management System (NIMS) and will use the Incident Command System (ICS) in disaster operations.

#### IV. CONCEPT OF OPERATIONS

##### A. Activation

Because Emergency Management dispatching is carried out at the 9-1-1 Dispatch Center and because terminals for receiving warnings from the State and Federal levels of government are located in the 9-1-1 Center, the communications officer is likely to be aware of any major emergency situation affecting the county. Emergency situations vary markedly in speed and onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. The Emergency Management Coordinator will proceed to the Emergency Operations Center as soon as possible or direct activation of the EOC and alerting of key officials depending on the actual situation. Immediate requests for assistance from OEM will be channeled through the Communications officer to the appropriate agency/organization. Such action will be reported immediately to the Arkansas Division of Emergency Management.

The activation levels of the Emergency Operations Center are designated as follows:

- |         |   |   |
|---------|---|---|
| Level 1 | - | Full Activation                           |
| Level 2 | - | Partial Activation/Increased Preparedness |
| Level 3 | - | Normal Activities                         |

In any emergency situation of such magnitude as to require Emergency Management personnel to establish a field post at the scene, most activities will be carried out at the EOC. These personnel would monitor the situation and determine the need for additional actions. The Chief Executive or his designated

appointee may order the alerting of key officials. The procedure for alerting key officials is included in Annex B, Communications and Warning.

#### B. EOC Operations

1. The Emergency Management Coordinator will determine the level of staffing required, based upon the situation, and alert the appropriate personnel, agencies, and organizations.
2. The EOC contains updated maps of Craighead County and its cities as well as status boards required for tracking significant events/actions.
3. EOC security is provided by Craighead County Sheriffs Office or Jonesboro Police Department.
4. All radio communications at the EOC are logged by the agency/organization receiving/transmitting the message.
5. A detailed activity log of EOC operations will be maintained by the Emergency Management Coordinator using the County Clerk's administrative support.
6. The Emergency Management Coordinator oversees all logs and the message/information flow system.

#### C. Alternate EOC

In the event the primary EOC is damaged or otherwise unavailable, the Jonesboro Police Department will be used as the alternate EOC. An emergency power source and emergency fuel supply are available. The alternate EOC has the same communications capabilities as the primary EOC. At the direction of the Emergency Management Coordinator, EOC staff will relocate to the alternate EOC. Due to the short distance in relocating to the alternate EOC, there will be no change in direction or support functions. In the event both the EOC and the alternate cannot be used, the Emergency Management Coordinator will designate that the OEM Incident Command trailer resource in conjunction with the OEM Communications trailer resource be used as an alternate EOC and Communications Post. Departments and agencies having emergency responsibilities are encouraged to establish alternative operating locations.

#### D. Request for Assistance

1. Craighead County will first implement mutual aid agreements within the county and with neighboring jurisdictions. The county has established written mutual aid agreements with several neighboring jurisdictions.
2. In the event the available mutual aid resources are not sufficient to meet requirements, the Chief Executive of the county, or his designated appointee, may request assistance from the state. Normal procedures for

declaring an emergency to the state for Craighead County will be followed.

3. Request for assistance from the state will be reviewed and the overall disaster situation evaluated, and recommended action will be forwarded to the Governor.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The Craighead County Emergency Management organization includes the following:

1. County Judge
2. County Emergency Management Coordinator position is filled by appointment by the County Judge and is supported by Arkansas Division of Emergency Management.
3. County Clerk
4. Mayors of cities
5. Emergency function officers, as designated in the functional annexes, are appointed or approved by the Chief Executive or his designated appointee and are responsible for carrying out emergency operations and advising the Chief Executive on matters pertaining to their areas of responsibility. These officials their representative will report to the EOC as required by the nature of the emergency. They consist of the following:
  - a) Communications Officer
  - b) Warning Officer
  - c) Emergency Public Information Officer
  - d) Law Enforcement Officer
  - e) Fire and Rescue Officer
  - f) Engineering Officer
  - g) Shelter and Evacuation Officer
  - h) Health and Medical Coordinator
  - i) Radiological Protection Officer
  - j) Resource and Supply Officer
  - k) Damage Assessment Officer

## B. Responsibilities

### 1. Executive Group (Direction and Control)

The County Judge in the unincorporated areas and Mayors in the incorporated areas of the county are responsible for direction and control of emergency operations during all emergencies or disasters. They are also responsible for:

- a) Following impact of a natural or man-caused peacetime disaster, insure documentation of cost of material, equipment and labor used to clear debris and to repair public property, using forms and procedures outlined in Local Government Guide to Public Law 93-288, in the Arkansas Emergency Operations Plan.
- b) Requesting assistance through the Arkansas Division of Emergency Management when requirements for coping with a disaster exceed the county capability.
- c) Instituting relocation or sheltering the in-place population when directed by the Governor or President.
- d) Determining which government and commercial activities are to be curtailed to conserve power and resources during emergencies.
- e) Establishing price controls and rationing levels in the county.
- f) Insuring resident population is kept informed of the local, state, national and international situations.
- g) Establishing priorities and resolving conflicting demands for resources.

### 2. Executive Group Support Staff (Direction and Control)

- a) The County Emergency Management Coordinator is responsible for: (Annex A)
  - 1) Serving as an advisor to the executive group in the EOC.
  - 2) Coordinating with the Arkansas Division of Emergency Management to obtain federal funds and equipment for disaster areas.
  - 3) Following impact of a natural, man-caused peacetime or nuclear disaster, prepare Flash Report and transmit information to State EOC.
  - 4) Providing follow-up reports to the State EOC as required.
  - 5) Reviewing and updating emergency operations plans and procedures at least yearly.
  - 6) Serves as Chief of Staff in the EOC.
  - 7) Coordinating emergency activities of all emergency

Management in the EOC.

- 8) Coordinate with state and federal agencies to evaluate contamination caused by release of hazardous materials.
  - 9) Encouraging each emergency support service to develop SOP's that address how they will accomplish their assigned tasks and will deal with the hazards the jurisdiction faces.
- b) The County Communications and Warning Officer is responsible for: (Annex B)
- 1) Ensuring that the warning and notification system in place in Craighead County is operational and fully utilized.
  - 2) Ensuring that emergency warning and communications equipment is maintained, ready for use at all times and is properly used.
  - 3) Periodically reviewing requirements for warning and communications system, and working with County Emergency Management Coordinator to secure funding and make required changes as needed.
  - 4) Ensuring all warning and communications personnel have been trained and the system is exercised periodically.
- c) The County Emergency Public Information Officer is responsible for: (Annex C)
- 1) Providing for the orderly collection and release of emergency public information at the direction of the Chief Executive.
  - 2) Providing survival information to the general public.
  - 3) Enlisting cooperation of news media in issuing warnings and emergency instructions to the public.
- d) The County Law Enforcement Officer is responsible for: (Annex D)
- 1) Reviewing and updating law enforcement plans and procedures.
  - 2) Activating regular and auxiliary law enforcement personnel.
  - 3) Providing traffic control and security within the county.
  - 4) Recruiting and accelerated training of auxiliary law enforcement personnel required for emergency operations.
  - 5) Coordinating law enforcement operations with other services.

- e) The County Fire and Rescue Officer is Responsible for: (Annex E)
  - 1) Reviewing and updating fire and rescue plans and procedures.
  - 2) Activating regular and auxiliary fire and rescue personnel.
  - 3) Maintenance of all fire and rescue equipment for Emergency Management.
  - 4) Coordinating written mutual aid agreements with adjacent areas.
  - 5) Preparation for and response to hazardous material spills.
  
- f) The County Engineering Officer is responsible for: (Annex F)
  - 1) Reviewing and updating public works plans and procedures.
  - 2) Activating regular and auxiliary public works personnel.
  - 3) Maintenance of equipment.
  - 4) Debris clearance following a disaster.
  - 5) Constructing and repairing roads and bridges.
  - 6) Coordinating with utilities and private contractors, as needed.
  
- g) The County Shelter Officer and Evacuation Officer is responsible for: (Annex G)
  - 1) Coordinating with Red Cross for mass care after natural and man caused disasters/emergencies.
  - 2) Coordinating with Resource and Supply Officer to stock shelters with necessary supplies.
  - 3) Coordinating with on scene Commander to determine transportation resource needs in the event of an evacuation.
  - 4) Coordinating with Resource and Supply Officer in determining transportation resources and contact people as well as procedures for utilizing the resources.
  
- h) The County Health and Medical Coordinator is responsible for: (Annex H)
  - 1) Reviewing and updating health and medical plans and procedures.
  - 2) Activating health and medical personnel.
  - 3) Monitoring all health and medical personnel in hospitals and the field.
  - 4) Assisting in procurement of health and medical supplies.

- 5) Coordination of health and medical operations throughout the county.
- i) The County Radiological Protection Officer is responsible for: (Annex I)
    - 1) Collecting and analyzing data and informing county officials and the public of radiological hazards in the county.
    - 2) Reviewing and updating radiological protection plans and procedures.
    - 3) Activating radiological protection personnel.
    - 4) Providing periodic and scheduled reports to higher echelons of government.
    - 5) Coordinating radiological protection operations with other services.
    - 6) Radiological monitoring and control.
  - j) The County Resource and Supply Officer is responsible for: (Annex K)
    - 1) Reviewing and updating resource and supply plans and procedures.
    - 2) Activating resource and supply personnel.
    - 3) Procurement and control of essential supplies and equipment for emergency operations.
    - 4) Coordinating resource and supply operations with other services and with utilities to insure continued utility resources.
  - k) The County Damage Assessment Officer is responsible for: (Annex L)
    - 1) Reviewing and maintaining Annex L, Damage Assessment of this plan.
    - 2) Coordinating with other officers in the functional areas to assemble a damage assessment team.
    - 3) Coordinating with Office of Emergency Management Coordinator and County Judge to supply information for disaster request.
    - 4) Coordinating with American National Red Cross damage assessors to reduce redundancy of assessments.
    - 5) Coordinating with state and federal damage assessors to insure all damage is surveyed for disaster requests.

## VII. LINE OF SUCCESSION

- A. The lines of succession for direction and control within Craighead County are as follows:
1. County Judge
  2. County Administrator
  3. County Purchasing Agent
  4. County Emergency Manager

Emergency Function Officers: As defined in each Annex to this plan.

Pre-delegated authorities would commence effective upon the absence, incapacitation or death of the authority and will end when the authority returns to duty.

## VIII. ADMINISTRATION AND LOGISTICS

### Fiscal

- A. Craighead County shall fund disaster related costs from local contingency funds to the fullest extent possible. The County Clerk will coordinate with the County Judge, County Emergency Management Coordinator and the Resource and Supply Officer to establish administrative requirements and procedures for the County Emergency Management.
- B. All disaster related expenditures must be documented using generally accepted accounting procedures. The state and federal governments will conduct audits prior to providing reimbursements for eligible expenditures.
- C. A records protection program will be established to provide for effective records protection standards, methods for updating the standards, and procedures for retaining and disposing records.
- D. Each tasked organization will support itself during the first twenty-four hours of the response operation. The County Resource Officer will be notified of the organizations additional support needs so they may be obtained.
- E. Emergency Management Coordinator will insure that mutual aid agreements with other governmental jurisdictions are completed and maintained. County Resource Officer will enter into and maintain agreements with local business for equipment and supplies per annex J to this plan.

ATTACHMENTS:

1. County Emergency Organization
2. Emergency Operations Center Organizational Chart
3. Local Emergency Management Message Form
4. Staging Areas
5. Directions and Control Emergency Response Checklist

CRAIGHEAD COUNTY, ARKANSAS  
COMMUNICATIONS AND WARNING

ANNEX B

I. PURPOSE

This annex is to assure timely warning capability to receive and disseminate information as it becomes available to support operations involving natural, manmade disasters or emergencies to the citizens of Craighead County and the cities within the county.

II. SITUATION

The Jonesboro 9-1-1 Central Dispatch Office has been designated the county warning point and is manned twenty-four hours daily. Upon receipt of warning information, the county warning point will immediately disseminate warning information to the various warning points located within the county.

Craighead County has fixed outdoor siren systems to warn its citizens in the incorporated areas. A portion of the population, especially the hearing impaired, will have to rely on telephone, commercial radio, television or other means of receiving information.

The Arkansas Wireless Information Network (AWIN) will be the primary means of communication. In the event they are needed, the local amateur radio club will relocate with their equipment to the EOC and other locations as needed for operations, to assist in communications capabilities.

Telephone lines will be a secondary means of communications. Provisions will be made by the Chief Executive for priority of service restoration during disaster situations.

Because of the potential for a severe earthquake to occur on the New Madrid Fault, the possibility exists that communications systems e.g. repeaters, base stations, mobile units, auxiliary power systems, etc. can be put out of commission. The degree of the communication systems breakdown will depend upon the seismic intensity their locations experience.

III. ASSUMPTIONS

A. Communications systems for receipt and dissemination of emergency operations will be available when needed, utilizing existing radio nets. These radio nets will be augmented by the local RACES amateur radio groups. Spontaneous and/or requested volunteers will be assigned and coordinated by the EOC

Communications Officer.

- B. Sheriff's Department and/or local police and fire department personnel will provide house to house warning, if needed, in local disaster situations such as hazardous material spills, floods, or forest fires.
- C. Local government will provide warning to the population by every means available. This includes making every attempt to identify the hearing impaired and pass warnings as possible. Local TV station, KAIT, and the local radio station, KASU are EAS primary stations, will broadcast warnings and information as required and requested. Local radio and TV stations can monitor the EOC radio frequency and may receive information in this way in the event of telephone failure.
- D. There are large groups of non-English speaking peoples in Craighead County, including foreign students and they can speak and understand some English. The Hispanic population may require language assistance, which would be requested through the local Hispanic Cultural Center.
- E. At this time no reliable short term earthquake warning method has been devised for the Central United States seismic area.
- F. Craighead County may expect limited augmentation of communication efforts by higher levels of government.

## 1. CONCEPT OF OPERATIONS

Dissemination of emergency information to county warning points will fall under one of the following circumstances:

- A. Natural Disasters
  - 1. Watch Phase
    - a. Acknowledge and authenticate the watch message.
    - b. Notify county warning points, key facilities and key officials through Central Dispatch.
  - 2. Warning Phase
    - a. Acknowledge and authenticate the warning message.
    - b. Activate appropriate warning devices, warning sirens in Jonesboro

and surrounding cities. Continuous Wail.

- c. Notify county warning points, key facilities and key official.

3. Impact Phase

- a. At time of impact, warning personnel will maintain readiness to receive damage and situation reports and pass them to appropriate functional areas.
- b. Will notify Arkansas Division of Emergency Management of impact.
- c. Support all functional areas as needed for response and recovery efforts.

B. Manmade Disaster/Emergencies

1. Warning Phase

- a. Acknowledge and authenticate warning message or situation.
- b. Activate appropriate warning devices.
- c. Notify appropriate county warning points, key facilities and key officials.

2. Impact Phase

- a. At time of impact, warning personnel will maintain readiness to receive damage and situation reports and pass them to appropriate functional areas.
- b. Will set priorities for use of systems. Warning will receive top priority.
- c. Will notify Arkansas Division of Emergency Management of impact.
- d. Support all functional areas as needed for response and recovery efforts.

C. General Operation Capabilities

1. The Craighead County EOC has communication capabilities to do direct radio communications with all responding agencies in the county.
2. Ambulance services and hospitals in the county may be contacted by radio from the EOC. Mass care shelters and feeding areas will have amateur radio operators assigned by the County EOC Communications Officer. These operations will have direct contact with the EOC.
3. Craighead County has direct radio contact with all adjacent counties utilizing the state AWIN radio system. These counties will be contacted by Communications Officer and made aware of hazards that may impact their jurisdiction.
4. All responding agencies, public and private, have their own communications equipment, and will assume responsibility for operation of their respective radio nets.
5. Craighead County fire net has redundancy from front to back, including emergency power. This net will be the primary backup system for any system failures.
6. Central Dispatch will be alerted to all incidents, including HAZMAT. They will alert necessary responders.

#### IV. ORGANIZATION AND RESPONSIBILITIES

##### A. Organization

Refer to Warning Fan Out Map. Attachment 2, this annex.

##### B. Responsibilities

The Warning Officer will:

1. Be responsible for the supervision of all activities within the warning point.
2. Ensure that names and telephone numbers for warning are current.
3. Train communications and warning personnel and conduct exercises as required.

## V. ADMINISTRATION & LOGISTICS

- A. Administrative requirements for warning services during emergency operations will be coordinated with the Craighead County Clerk and County Resource and Supply Officer, and/or with the purchasing agent of each unit of local government. Responding agencies will maintain expense records pertaining to the incident. Records will be maintained by the Communications and Warning Officer of all communication expenses incurred by responding agencies. These records will be review by the County Supply and Resource Officer prior to any reimbursements.
- B. Central Dispatch will notify appropriate EOC members and responding agencies required for an incident per their normal notification system. Telephones and pagers may be used to contact those individuals that do not respond to radio transmissions.
- C. Communication agreements with private agencies are verbal.
- D. Craighead County has mutual aid agreements with each adjacent county.
- E. All maps are located in County EOC.

### ATTACHMENTS:

1. Warning List
2. Communications and warning Emergency Response Check List

CRAIGHEAD COUNTY, ARKANSAS  
EMERGENCY PUBLIC INFORMATION

ANNEX C

I. PURPOSE

This annex establishes policies and procedures and assigns responsibilities to ensure the maintenance of a capability to disseminate information on potential and actual large-scale emergencies to the people of Craighead County. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

II. SITUATION

- A. Craighead County and several of its municipalities have continuing programs which use various channels of communication, including the mass media, to provide needed and desired information about local government activities and services to the general public.
- B. During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason it is important that prior to the occurrence of an emergency the public be made aware of potential hazards and the protective measures that can be employed.
- C. In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of Craighead County to cooperate fully with the media, to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media developing procedures in cooperation with local news media to disseminate emergency information to the public. However, they recognize that a really large emergency will attract regional and national media representatives not parties to, or knowledgeable of, local media arrangements.
- D. The local television stations and all local radio stations have county wide coverage. These stations have emergency power and capability to be back on the air shortly after most disasters. The local newspaper has county wide coverage. The paper has continuity of business plans in place that will allow them to publish a newspaper after most disasters, including destruction of their printing plant.

### III. ASSUMPTIONS

- A. During emergency situations, the general public will demand information about the emergency situation and instructions on proper survival/response actions.
- B. The media will demand information about emergency situations. The local media, particularly broadcast media, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also cover the story and demand information and comment from local officials.
- C. Depending on the severity of the emergency, telephone communications may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.
- D. Demand for information will be overwhelming, if sufficient staff is not provided and if staff is not trained and operating from a media relations plan. Local staff may be augmented by personnel from state agencies, i.e. Health Department, State Police, and ADEM.
- E. The staff of the local Hispanic newspaper will be utilized to disseminate information to the Hispanic community.
- F. The local amateur radio operators and the RACES organizations will be available.

### IV. CONCEPT OF OPERATIONS

#### A. Natural Disasters

The Craighead County Emergency Public Information Officer will report to the EOC to coordinate news release information on impact and recovery operations following a disaster/emergency. The Emergency Public Information Officer will establish a contact point for all news media, which shall be the only official point for dissemination of information. Information Officers of responding agencies will join with the County Public Information to form a Joint Information Center. The Public Information Officer will have regularly scheduled briefings if the amount of press coverage warrants.

#### B. Man Made Disasters/Emergencies

Following the occurrence of a disaster, the Emergency Public Information Officer will begin disseminating needed emergency information to the citizens of Craighead County.

The Emergency Public Information Officer will operate from the field command post and have scheduled press briefings. These briefings should include any new information and rumor control information.

V. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The Emergency Public Information Officer operates directly under the direction of the County Judge. For proper coordination in a large-scale emergency, it is essential that emergency public information be released from a single point to assure consistency and authenticity.

B. Responsibilities

Emergency Public Information Officer will:

1. Following the approval of the County Judge, the Emergency Public Information Officer will keep local residents informed of all disasters detrimental to the live and property of the citizens of Craighead County.
2. Develop and maintain hazard-specific EPI materials, as requested by the County Judge and prepare news releases.
3. Receive all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to the EOC staff members, as appropriate.
4. Coordinate with functional areas on the release of information pertinent to specific areas.
5. Pay special attention to the needs of the visual and hearing impaired.
6. Make arrangements or agreements with the information media for dissemination of emergency information and emergency warnings.
7. Will authenticate information sources before release to the media.
8. Will coordinate with Red Cross and Amateur Radio Clubs to release information on inquiries about missing relatives, etc.
9. In the event of evacuation, announcements urging residents to share their homes with evacuees will be released

10. Coordinate with Arkansas Division of Emergency Management Public Information Officer.

## VI. ADMINISTRATION AND LOGISTICS

Administrative requirements of the Emergency Public Information Officer during emergency operations will be coordinated with the Craighead County Clerk and County Resource and Supply Officer.

A major activity of the Emergency Public Information Officer in non-emergency times is the development and refinement of EPI materials, such as camera ready copy for newspaper supplements and scripts and visual aids for use through electronic media. Copies of some of these materials are included as attachments to this annex.

The Joint Information Center location will vary depending on size and type of incident. Incidents utilizing on site management, the JIC will be collocated with the EOC. On larger, more complex incidents, when the EOC is activated at the Craighead County Courthouse, the JIC will be located in the conference room of the County Judge's office. Additional facilities are available at the Justice Complex, Jonesboro City Hall, and several public buildings in the jurisdictional area.

The county public information officer will prepare and distribute JIC operations SOP.

Equipment required for operation of the information center will be coordinated by the county PIO through the county resource officer.

There are no agreements with printers. At this time the county has the capability of producing needed information handouts.

### ATTACHMENTS:

1. Evacuation EPI Releases
2. Earthquake Information Releases
3. News Media Organizations
4. Public Information Emergency Response Checklist

# CRAIGHEAD COUNTY, ARKANSAS LAW ENFORCEMENT

## ANNEX D

### I. PURPOSE

This annex is to establish and maintain public order and security during emergencies and disasters occurring in Craighead County.

### II. SITUATION

Since the county is subjected to natural and manmade emergencies and disasters, the law enforcement service will be taxed to its limits in providing law enforcement services during a large-scale emergency or disaster.

Following a disaster/emergency in one or more populated areas of the county the law enforcement service will be required to provide large scale traffic and crowd control and security measures in the disaster area.

Numerous traffic control points will require an increased number of law enforcement personnel to man traffic control points any time an evacuation is implemented or possible movement to shelter occurs.

Due to confusion and interruption of normal life patterns of county residents in evacuating, there will be an increase in disorderly or criminal activity. Some normal police activities will be suspended or curtailed.

The combination of these problems during a large scale peacetime emergency or disaster will require an augmented law enforcement organization to cope with the situation. All law enforcement personnel in Craighead County are encouraged to obtain radiological protection training.

### III. ASSUMPTIONS

- A. The law enforcement service will be fully organized and trained to perform the necessary emergency functions required in a disaster situation.
- B. Current emergency plans and procedures will be available to law enforcement personnel.

- C. Local law enforcement personnel will be supported by the State Police and other law enforcement agencies in the county (oral and mutual aid agreements).
- D. If it becomes necessary to relocate prisoners from county jail, the prisoners will be moved to the nearest available correctional facility.

#### IV. CONCEPT OF OPERATIONS

##### A. NATURAL DISASTERS

###### 1. Preparedness Phase

When a severe weather watch has been issued affecting Craighead County, the law enforcement service will assist the warning point in disseminating watch information throughout the county.

Upon issuance of a severe weather warning affecting Craighead County, the law enforcement service will assist the warning point in disseminating the warning throughout the county.

###### 2. Response Phase

During the impact of a disaster, law enforcement personnel will keep the EOC informed of the scope of the damage and areas being affected.

Law enforcement personnel will establish road blocks and provide traffic control and security in the disaster and assist with any needed evacuations. Activities will be coordinated with other functional areas required for recovery operations.

##### B. MAN MADE DISASTERS/EMERGENCIES

###### 1. Preparedness Phase

Upon receipt of warning of an impending disaster or emergency, the law enforcement service will assist in providing warning to the population in the affected area. In the event an evacuation is necessary, law enforcement personnel will assist with movement and access control, as needed.

###### 2. Response Phase

Upon impact of a man-caused disaster, the law enforcement service will

assist in providing warning to the population in the affected area. Activities will be coordinated with other functional areas required for emergency operations.

Following a man-caused peacetime disaster, the law enforcement service will assist in recovery operations by providing crowd and traffic control and support to the Health and Medical Service in the transportation of the sick and injured to health and medical care facilities.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The Craighead County law enforcement service includes all paid and auxiliary personnel of the County Sheriff's Office and law enforcement personnel of incorporated towns and cities in Craighead County.

The Craighead County Sheriff is the Chief Law Enforcement Officer and his Chief Deputy serves as the Deputy County Law Enforcement Officer.

The Line of Succession for the Craighead County Law Enforcement is as follows:

1. Sheriff,
2. Chief Deputy,
3. Asst. Chief Deputy,
4. Jail Administrator

### B. Responsibilities

The County Law Enforcement Officer (Sheriff) will:

1. Review law enforcement plans and develop procedures that address how law enforcement services will accomplish its assigned tasks and how it will deal with the hazards the jurisdiction faces.
2. Maintain call down structure to alert and activate law enforcement personnel for emergency operations and establish a work/control/dispatch center to manage organizational resources and response personnel and maintain contact with the EOC during emergency situations, as well as providing a representative to the EOC.
3. Establish procedures for reporting appropriate information to EOC during disaster operations.

4. Provide traffic and crowd control and law and order security in the county as well as security in lodging and feeding facilities, emergency shelters and critical facilities and resources.
5. Recruit and train auxiliary personnel.
6. Make efforts to obtain protective equipment, instruments, and clothing as appropriate to enable personnel to operate in a hazardous chemical or radiological environment.
7. Will provide security for critical facilities and resources as identified by Chief Executive.
8. Provide secure parking area in close proximity to the reception areas.
9. Help evacuees with mechanical vehicle problems and ensure they do not block traffic.
10. Support cleanup and recovery operations during disaster events.
11. \*Endeavor to have earthquake resistant structures that house law enforcement personnel and emergency vehicles, supplies and equipment.
12. \*Be aware of and maintain a list of existing major county earthquake hazards (e.g. Hazardous materials storage facilities, levees, dams, riverbanks, etc.) and be prepared to warn, advise, and/or assist citizens endangered by such hazards.

#### VI. ADMINISTRATION

Administrative and logistical requirements for law enforcement emergency operations will be coordinated with the Craighead County Clerk and County Resource and Supply Officer.

Any records deemed essential for continued government functioning will be stored in a protected environment.

ATTACHMENTS:

1. Resources
2. Law Enforcement Emergency Response Checklist

\* Earthquake Specific

# CRAIGHEAD COUNTY, ARKANSAS FIRE AND RESCUE

## ANNEX E

### I. PURPOSE

This annex is to provide emergency fire and rescue protection to the citizens of Craighead County during a natural disaster, man-caused peacetime disaster emergency, or war emergency-enemy attack.

### II. SITUATION

- A. Craighead County contains major truck and rail routes, which carry many types of hazardous materials. U.S. Highways 49 and 63, the Union Pacific Railroad, as well as, the St. Louis Southwestern and the Burlington Northern cross the county.
- B. Craighead County is served by 13 fire departments all of which have written agreements to respond to aid each other on request.
- C. Disasters such as tornados, explosions, fires, etc. will usually generate situations involving injury or death of citizens, downed power lines, ruptured gas lines and debris blocking access to some areas. Fire department personnel will be the primary responder to fight fires and rescue victims of the disasters.
- D. The Central 9-1-1 Dispatch Office dispatches each fire department. There are agreements at each fire department in the county to support all of the other departments countywide.
- E. \* Because of the potential for large-scale destruction to occur throughout the county during an earthquake impact and following aftershocks, fire and rescue personnel will be concentrating initially in the following major areas:
  - 1. Activities that save lives (e.g. search and rescue, first aid, fire fighting, etc.)
  - 2. Actions toward removing surviving essential fire and rescue equipment and supplies from the danger of destruction (e.g. flooding, building collapse caused by aftershocks, exposure to weather, etc.).
  - 3. Surveying for resulting dangerous conditions (e.g. weakened dam and levees, flooding, chemical spills, etc.) throughout the county and initiating appropriate warning and evacuation assistance.

### III. ASSUMPTIONS

- A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.
- B. Clearing roads to permit passage of emergency vehicles will be a high priority of the Engineering Officer (Annex F) after any disaster.
- C. Law enforcement will handle traffic and crowd control at the scene to permit access for emergency personnel and equipment.
- D. In the event an earthquake, very limited outside resources will be available.
- E. In the event of a radiological incident/accident involving Craighead County, radiological response activities of local fire departments will be directed by the Division of Radiological Health, State Health Department.
- F. Emergency plans and SOPs will be kept current and all supervisory personnel will be familiar with its provisions.
- G. In the event of a Hazardous Material spill the fire services will, in conjunction with State Division of Environmental Quality, advise the EOC and alert all emergency workers on the dangers of the material and how to respond.

### IV. CONCEPT OF OPERATIONS

- A. Hazardous Materials
  - 1. The local fire department is responsible for initial response, and, if possible containment of hazardous material incidents. The on-scene Fire Chief will coordinate with Law Enforcement regarding:
    - a. Defining hazard area
    - b. Access limiting requirements
  - 2. All major hazardous material incidents will be reported to the Emergency Management Coordinator to arrange for additional support and for notifying/reporting to appropriate state agencies.
    - a. Accidents involving chemicals:

- 1) CHEMTREC (request information) Phone # 1-800-424-9300
- 2) Arkansas Division of Emergency Management, 501-683-6705 or 800-322-4012

b. Accidents involving radioactive materials:

- 1) Immediate notification to the Arkansas Department of Health, Division of Radiological Health through the Arkansas Division of Emergency Management (see Annex I). Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.
- 2) The licensee, registrant, operator, or transporter of radiological material is responsible for notifying local and state authorities of any accident involving radioactive material.
- 3) The licensee of the radiation source is responsible for all recovery actions and costs incurred in returning the radiation hazard area to its original condition.
- 4) The standards of cleanup shall be as specified by the Department of Health, Division of Radiological Health, and the local authorities involved.

B. Searches

1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving:
  - a. Fires
  - b. Personal injuries

2. Law enforcement officials (Annex D) are responsible for searches involving:
  - a. Lost or missing persons
  - b. Fugitives
  - c. Bomb threats
3. The Sheriff's Department and the Civil Air Patrol are responsible for all searches involving missing or downed aircraft (other than military).
4. When a search extends beyond the capabilities of the coordinating agency, the Emergency Services Coordinator will be notified to coordinate additional requirements.
5. Additional resources (personnel, equipment, supplies) may be available through:
  - a. Mutual Aid
  - b. Local, state, and/or federal agencies
  - c. Volunteer organizations

C. Rescue

1. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:
  - a. The local fire department's rescue unit.
  - b. Ambulance service.
  - c. An adjacent fire department's rescue unit when the local fire department does not operate a rescue unit or when the rescue unit is unavailable. (Fire departments have agreements outlining rescue unit's jurisdictions and mutual aid agreements.)

D. Resources

1. The State Fire Marshal has certain fire response and investigation

responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.

2. Agencies available to support Fire and Rescue along with contact information are listed in other annexes of this plan, the Craighead County Hazardous Materials Response Plan and in the Arkansas Emergency Operations Plan.

E. Support to Other Agencies

The Senior Fire Officer has the authority to utilize the fire department personnel and equipment to support other agencies or organizations during an emergency/disaste (dependent on the current situation and resources available). Areas of possible support include:

1. Warning: assist as needed.
2. Law Enforcement: traffic and crowd control.
3. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.
4. Shelter Operations: fire safety inspections of housing and feeding facilities for victims of a disaster.
5. Radiological Protection: radiological monitoring and decontamination.
6. Engineering: debris clearance.
7. Recovery Operations: as needed.

F. Extended Operations

1. Fire and rescue personnel in Craighead County will operate on a 24 hour basis. Supervisors will plan shifts to allow personnel time to rest. An exception will be individuals who are considered by the Executive Staff to be key personnel in other areas.
2. Mutual aid information may be coordinated through the EOC.

3. The fire districts within Craighead County will maintain their normal jurisdictional responsibilities.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The primary responsibilities of the fire and rescue service are: prevention and suppression of fires; rescue services; and response to hazardous material incidents.
- B. The Craighead County Fire and Rescue service includes all paid auxiliary personnel and volunteer personnel of incorporated towns and cities in Craighead County.
- C. The Fire Chief of each jurisdiction is responsible for coordination, planning, training, and the development of fire fighting operational policy for that jurisdiction and for the coordination of fire services during an emergency/disaster occurring within the jurisdictional boundaries of that department.
- D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or his/her designated representative, will serve as a member of the EOC staff.
- E. \*Endeavor to have earthquake resistant structures that house fire and rescue personnel and emergency vehicles, supplies and equipment.
- F. \*Be aware of and maintain a list of existing major county earthquake hazards (e.g. hazardous materials storage facilities, levees, dams, riverbanks, etc.) and be prepared to warn, advise, and/or assist citizens endangered by such hazards.
- G. \*Develop and provide earthquake awareness community out-reach programs.
- H. In the event of a natural or man made disaster which affects more than one of the fire departments in the county, the Fire Chief may select a member to represent Fire and Rescue on the EOC staff. This representative will:
  1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, etc.) of the fire services and deploy to area of greatest need.
  2. Act as a liaison between fire services and the local government and other agencies/organizations.
  3. Report general activities and status of Fire Services at EOC briefings.

I. Specific responsibilities and tasks in Fire and Rescue are contained in the Emergency Response Checklist, Attachment 3, and are broken into three phases: Preparedness; Response; and Recovery. Some general responsibilities are:

1. Fire Chief:

- a. Develops standard operating procedures and policies of his/her department.
- b. Coordinates and directs volunteers assisting the fire department.
- c. Obtains necessary equipment, clothing and monitoring devices to respond to chemical or radiological events.
- d. Coordinates fire inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.

2. Senior Fire Officer:

- a. Directs the level of response, requests mutual aid or other assistance, and makes all decisions concerning the fire department's actions and policies during emergency operations.
- b. Directs search and rescue operations.
- c. Requests the ambulance dispatch in the event of a Multiple Casualty Incident (MCI), (Annex H), if required.
- d. Authorizes fire department personnel and equipment to respond to mutual aid requests.
- e. Establishes procedures for radiological decontamination of personnel, equipment and facilities.

J. Lines of Succession

1. Each Fire Department's line of succession is as follows:

- a. Fire Chief
- b. Assistant Fire Chief

c. Senior Fire Officer on duty

2. In the event the Fire Chief has selected a representative to the EOC staff, and that member is not available, then he/she will select an alternate.

## VI. ADMINISTRATION

Administrative support requirements for fire and rescue personnel will be coordinated with the Craighead County Clerk and the Craighead County Resource and Supply Officer.

### ATTACHMENTS:

1. Fire Resources
2. Fire and Rescue Emergency Response Checklist

\* Earthquake Specific

CRAIGHEAD COUNTY, ARKANSAS  
ENGINEERING

ANNEX F

I. PURPOSE

The purpose of this annex is to provide plans and procedures for the continuation or restoration of those public services essential for basic human needs, debris removal and restoration of public access, the accomplishment of a public shelter upgrade program, if needed.

II. SITUATION

Craighead County and the communities therein are subject to a number of hazards which could result in the disruption of utility services to the population, limit the movement of portions of the resident population or have a general deterring effect on the safety and welfare of the people. A listing of the potential hazards is contained in the current Craighead County Hazard Analysis.

- A major to great earthquake in the New Madrid Fault could buckle roads and highways, damage or destroy bridges, render railroad tracks useless eliminate airplane landing strips and thoroughly block water transportation routes. Such conditions would effectively isolate the communities within this county from one another as well as isolate this county from the rest of the state for a period of 72 hours to two weeks.
- Because of the potential for large-scale destruction to occur throughout the county during impact and following aftershocks, engineering personnel will be surveying for resulting dangerous conditions (e.g. weakened dams and levees, flooding, chemical spills, etc.) throughout the county and initiating appropriate warning and evacuation assistance.

III. ASSUMPTIONS

- A. The Engineering Services officer or his designee will report to the EOC as needed.
- B. The continued operation of utility services throughout the county is essential for effective and efficient response and recovery actions to any disaster or emergency situation.

- C. The primary responsibilities of both county and urban Utility Departments will be the restoration and maintenance of utility services.
- D. Private utility companies will cooperate with and assist government services.
- E. County Road Departments and City Street Departments will maintain roads and streets in a condition to facilitate traffic movement.
- F. Except in post earthquake environment, assistance from outside the county will be available through mutual aid and other existing agreements.
- G. \*With the potential for large geographical areas within Arkansas to be severely affected by an earthquake, State and/or Federal assistance will not be available for a minimum of 72 hours even if transportation routes are available.

#### IV. CONCEPT OF OPERATIONS

##### A. Natural and Peacetime Disasters/Emergencies

###### 1. Preparedness Phase

When a severe weather watch has been issued affecting Craighead County, the Engineering Officer will determine the location of critical equipment and supplies and availability of personnel.

Upon issuance of a severe weather warning or warning of other hazards affecting Craighead County the Engineering Officer will notify personnel of impending threat, move critical equipment to a safe location and secure or protect materials.

###### 2. Response Phase

Upon impact of a disaster, the Engineering Officer will take protective actions and begin planning for the recovery phase.

Engineering Officer will dispatch needed personnel and equipment to required sites. He will allocate and dispatch repair and relief materials to damage locations. He will set up and establish work shifts and maintenance schedules for working equipment and manpower.

Insure that all critical facilities (especially EOC) have utility services and are

structurally safe to utilize.

Determine safety of evacuation routes in flood and post earthquake environments.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The Engineering organization consists of an Engineering Officer and those persons named to assist by the Craighead County Judge.

### B. Responsibilities

1. Each of the individual departments within the Engineering function will be responsible for emergency/disaster operations within their normal operational areas. Specific operational procedures will be as outlined in existing departmental emergency plans. A call-down list will be established to insure personnel can be notified of emergency situations. One person will be assigned to man the dispatch center and coordinate with the EOC and relay appropriate reports to the EOC.
2. Set up an inspection to designate unsafe or usable buildings after a disaster and begin demolition of unsafe structures.
3. Protect water supply and sewage systems from the effects of hazardous materials incidents.
4. The Engineering Officer will identify available resources to transport potable water and provide sanitation services during a disaster/emergency. Also, provide backup electrical power to EOC.
5. Coordinate with Corps of Engineers for assistance in draining flooded areas.
6. \*Endeavor to have earthquake resistant structures that house engineering personnel and emergency vehicles, supplies and equipment.
7. \*Encourage county wide structural hazard mitigation. This includes:
  - a. Inventorying and classifying all buildings and other structures vulnerable to earthquakes.

- b. Assessing relative risk to public safety of each class of structure, enacting and enforcing necessary ordinances and statues to mitigate or abate the threats.
  - c. Preparing lists of vulnerable structures for use in evacuation and damage assessment.
  - d. Developing earthquake risk mapping.
  - e. Improving the earthquake resistance and survivability of structures.
  - f. Replacing the county's unsafe buildings and other facilities with safe structures.
9. \*Encourage county wide nonstructural hazard mitigation:
- a. Identifying nonstructural items, such as fixtures and components in homes, workplace and elsewhere which are both vulnerable to earthquakes and a threat to public safety or health.
  - b. Proposing a range of strategies for reducing or eliminating these current threats.
  - c. Identifying and recommending the most cost effective ways to eliminate these threats in the future.

## VI. ADMINISTRATION AND LOGISTICS

### A. Administration

- 1. A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to state and federal government. Examples of fiscal expenditures which should be recorded, fully detailed, and maintained are:
  - a. Personnel costs which exceed "normal" costs, i.e., overtime.
  - b. Equipment rental or lease.

- c. Costs of materials and supplies used for direct support of emergency operations and recovery actions.
    - d. Contracts entered into for emergency operations and recovery actions.
  - 2. The persons responsible for the implementation of this annex will annually review the annex to insure currency.
- B. Logistics
  - 1. If increased readiness is implemented, assistance from outside the county cannot be expected. Any actions taken will be dependent upon those resources available within the county. At the discretion of local officials, letters of agreement or memorandums of understanding will be accomplished with local contractors and implement and heavy equipment dealers to insure availability of equipment and to expedite acquisition of equipment and assistance needed for emergency activity.

ATTACHMENTS:

- 1. Utility Services
- 2. Engineering Emergency Response Checklist
- \* Earthquake Specific

# CRAIGHEAD COUNTY, ARKANSAS SHELTER AND EVACUATION

## ANNEX G

### I. PURPOSE

The purpose of this annex is to provide for orderly and expeditious evacuation of all or part of the population of Craighead County and to provide for temporary lodging, feeding and protective shelter for citizens in the event of nuclear conflict or other hazards.

### II. SITUATION

A. The Craighead County Hazard Analysis identifies numerous threats that could cause an evacuation of some portion of Craighead County. The most probable of these are tornadoes, flooding, earthquakes and hazardous material spills.

\* A major to great earthquake in the southern portion of the new Madrid Fault could buckle roads and highways, damage or destroy bridges, render railroad tracks useless, eliminate airplane landing strips and thoroughly block water transportation routes. Such conditions would effectively isolate communities within this county from one another as well as isolate this county from the rest of the state for a period of 72 hours to two weeks.

B. Craighead County could be affected by very heavy radioactive fallout. This indirect weapons effect would require use of protective shelter for the citizens of Craighead Country.

### III. ASSUMPTIONS

A. While some disaster events are slow moving, providing ample reaction time, such as major floods, the worst case assumption is that there will be little or no warning of the need to evacuate.

B. Except in the event of increased readiness preparedness, because of probable or imminent nuclear strikes, assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies is available.

C. Protective actions in the event of severe weather will be short term, spontaneous, and consist of a small sector of the county; minimal governmental action will be required.

- D. Some owners of companion animals will refuse to evacuate unless arrangements have been made for pets.
- E. Facilities planned for mass care will be available at the time of need. Lodging capacities are based on 40 square feet per individual.
- F. Experience has shown that under localized emergency conditions a high percentage (50% or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters; however, planning is for one hundred percent of evacuees.
- G. Essential public and private services in reception areas will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- H. \*For at least 72 hours after an earthquake, adjacent counties will be attempting to meet their own emergency needs and will be unable to provide assistance even if transportation routes are available.
- I. \*With the potential for large geographical areas within Arkansas to be severely affected by an earthquake, State and/or Federal assistance will not be available for a minimum of 72 hours even if transportation routes are available.
- J. \*At this time no reliable short term earthquake warning method has been devised for the central United States seismic area.
- K. It is assumed that sufficient time will be available to warn residents to evacuate. In the case of enemy attack, it is assumed that 72 hours advance warning will allow evacuation of population in identified target areas.
- L. Natural and man caused disaster shelter operations will be activated in coordination with the Emergency Management office and the American Red Cross, and managed by the American Red Cross.
- M. National Guard assistance will be available for evacuation. Use of the National Guard must be approved by the Governor.

#### IV. CONCEPT OF OPERATIONS

- A. Natural Disasters  
**Preparedness Phase** – Shelter and Evacuation Officer will continue to function from day-to-day locations and will review plans and procedures to insure a proper

and timely response as needed. On receipt of warning, Shelter and Evacuation Officer will take shelter or continue operations as indicated in procedures. Shelter and Evacuation Officer will also be prepared to report to EOC as required.

**Impact Phase** – Shelter and Evacuation Officer will coordinate with law enforcement personnel to support evacuation if ordered. Centralized locations in the evacuation area will be identified as assembly areas.

These locations will be announced by the Public Information Officer. The Emergency Management Coordinator will work directly with Shelter and Evacuation Officer to make provisions for the use of government or volunteer vehicles to transport elderly infirm or handicapped persons out of evacuation area. The public will be instructed to not Emergency Management Coordinator of any special transportation needs. The Emergency Management Coordinator will coordinate with the Administrator of hospitals and nursing homes to determine specific transportation needs. Craighead County school systems will be the primary resource for buses to be used in transportation of school children not picked up by their parents, then for evacuees not having their own transport.

Upon request of the Chief Executive, the Shelter and Evacuation Officer will activate temporary shelters and provide shelter managers. Selected facilities will be located far enough from hazard area so that there is no possibility of the threat extending to the mass care facility. Feeding will be provided to evacuees and workers through mobile units and fixed feeding sites.

Registration of evacuees will be conducted by Red Cross and local government. Records and reports will be maintained. Health inspections for possible contamination in shelters and distribution of preventives against communicable diseases will be coordinated through the Health and Medical Coordinator, if necessary.

**Response Phase** – The decision to re-enter the evacuated area will be made by the Executive group. Arrangements for advising the public of re-entry will be coordinated with the Public Information Officer. Arrangements should be made for transportation of special needs groups back to their residences. Lodging and feeding operations will be terminated and facilities returned to their original condition. Coordinate with Law Enforcement Officer to provide assistance for traffic control during re-entry.

B. Man-Made Disasters/Emergencies

**Preparedness Phase** – Essential personnel including volunteers will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary. Report to EOC, if required. Shelter and Evacuation Officer will

coordinate with law enforcement personnel to support evacuation if ordered. Centralized locations in the evacuation area will be identified as assembly areas. These locations will be announced by the Public Information Officer. The Emergency Management Coordinator will work directly with Shelter and Evacuation Officer to make provisions for the use of government or volunteer vehicles to transport elderly or handicapped persons out of evacuation area. The public will be instructed to notify Emergency Management Coordinator of any special transportation needs. The Emergency Management Coordinator will coordinate with the Administrator of hospitals and nursing homes to determine specific transportation needs. Craighead County school system will be the primary resource for buses to be used in transportation.

Upon request of the Chief Executive, the Shelter and Evacuation Officer will activate temporary shelters and provide shelter managers. Selected facilities will be located far enough from hazard area so that there is no possibility of the threat extending to the mass care facility. Feeding will be provided to evacuees and workers through mobile units and fixed feeding sites. Registration of evacuees will be conducted by Red Cross and local government. Records and reports will be maintained. Health inspections against contamination in shelters and distribution of preventives against communicable diseases will be coordinated through the Health and Medical Coordinator, if necessary.

**Recovery Phase** - The decision to re-enter the evacuated area will be made by the Executive group. Arrangements for advising the public of re-entry will be coordinated with the Public Information Officer. Arrangements should be made for transportation of special needs groups back to their residences. Lodging and feeding operations will be terminated and facilities returned to their original condition. Coordinate with Law Enforcement Officer to provide assistance for traffic control during re-entry.

Companion animals/pets will be cared for per Annex N to the basic plan. Animals in Emergency.

There are no specifics in our mutual aid agreements with surrounding counties concerning shelter and evacuation.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The organization for Shelter and Evacuation consists of a Shelter and Evacuation Officer appointed by the County Judge. The Shelter and Evacuation Officer shall appoint a deputy and shelter managers as required.

B. Responsibilities

1. The County Shelter and Evacuation Officer will:
  - a. Establish and update, as needed, shelter evacuation guidance for all emergency operations.
  - b. Establish and maintain transportation policy and resource list.
  - c. Coordinate all public transportation resources planned for use in an evacuation, to include designation of assembly areas and means to get people to the assembly areas.
  - d. Coordinate with law enforcement officer to assist in establishing vehicle security and parking.
  - e. Maintain a current listing of shelter facilities and shelter resources needed.
  - f. \*Endeavor to have earthquake resistant structures that house shelter and evacuation personnel and emergency vehicles, supplies and equipment and shelterees.
  - g. \*Be aware of and maintain a list of existing major county earthquake hazards (e.g. hazardous materials storage facilities, levees, dams, riverbanks, etc.) and be prepared to provide assistance in removing or assisting the citizens endangered.
  - h. \*Become aware of how the earthquake hazards may effect selected shelter and/or mass care facilities. Attempt to use only facilities that would not be affected if possible.
  - i. \*Assure that all critical equipment and supplies, public and private, housed in damaged facilities are removed to prevent damage or deterioration due to aftershocks and/or weather exposure.
  - j. Recruit and train shelter managers.
  - k. Develop plans for a shelter upgrade program.

- I. Coordinate the relocation of personnel, critical supplies, and equipment to the reception area.
2. Deputy Shelter and Evacuation Officer will:  
  
Assist the County Shelter and Evacuation Officer in the above duties.
3. Shelter Managers will:
  - a. Function as an extension of local government within shelters supervising each shelter's operations until local government can resume direction of the county recovery efforts.
  - b. Assign shelter/reception center teams.

#### VI. ADMINISTRATION AND LOGISTICS

Basic administrative and accountability procedures will be followed as required by local government. Records of expenses incurred for supplies, materials and mass care activity will be maintained and coordinated with Resource and Supply Officer and County Clerk. Reference Annex A for more detail. Maps necessary for shelter and evacuation operations are located at the EOC.

List of shelters will be maintained by the County Shelter and Evacuation Officer.

#### ATTACHMENTS:

1. Emergency/Survival Kit
2. Department of Human Services
3. Shelter Stocking
4. In Place Shelter Operations - Emergency Response Checklist

CRAIGHEAD COUNTY, ARKANSAS  
HEALTH AND MEDICAL

ANNEX H

I. PURPOSE

The purpose of this Annex is to ensure an orderly approach to the coordination of various medical care and health protection services and support units during any disaster or major emergency situation, which may occur in Craighead County.

II. DEFINITIONS

- A. County Health Officer means the local physician appointed by the County Judge to act as Public Health Officer for the County (pursuant to Arkansas Code of 1987, annotated, 14-262-104). This individual provides medical support to the Craighead County Health Unit and medical supervision of the various clinics and other health protection activities conducted by the Health Unit.
- B. Health & Medical Coordinator means the individual appointed by the County Judge to coordinate health and medical activities during disaster situations. This person is a member of the County Emergency Management Organization (EOC Staff). Responsibilities are shown in Part VI of this Annex.

III. SITUATION

A. Medical Care

a. HOSPITAL

Craighead County has three (3) hospitals, St. Bernard's Medical Center, NEA Baptist Memorial Hospital, and Encompass Health Rehab Hospital. St. Bernard's has a 458 maximum flex bed capacity, NEA Baptist has a 283 maximum flex bed capacity, and Encompass Health has a 81 maximum flex bed capacity. These hospitals are accredited by the Joint Commission on Accreditation (JCAH). The hospitals maintain:

An up-to-date disaster plan which includes:

- a. Increased security procedures.
- b. Procedures for evacuating patients.

- c. Procedures for handling patients who cannot be evacuated.
- d. Procedures for decontamination of persons who have been chemically or radiological contaminated.

b. EMS/AMBULANCE SERVICES

Craighead County has four locations with ambulance service.

- a. There are four (4) ambulance services in Craighead County. The Emerson Paramedic Service, Medic One Ambulance Service, and Air Evac Life Line are located in Jonesboro. Caraway Fire Department operates an ambulance.
- b. During a general power outage, ambulances and rescue vehicles can obtain fuel from the County Road Department.

c. OTHER FACILITIES

The nursing homes and medical clinics/physician offices located in the county are potential facilities for establishing triage, clearing stations, or treatment centers during major emergencies. Depending upon the area in the county in which the emergency occurs, one or more of these facilities may be utilized as emergency medical centers for essential workers in the event of evacuation of the general population. A current listing of these facilities is contained in Attachment 2 to this Annex.

d. RESOURCES

- a. Attachment 2 contains a current resource listing for Health & Medical Services in Craighead County.
- b. An inventory of essential items such as pharmaceuticals, equipment, and supplies for use during an emergency situation is not available.
- c. If it becomes necessary to administer vaccines or other pharmaceuticals to the general public, Craighead County will follow guidelines established in the Craighead County Mass Dispensing Plan. Copies of the Mass Dispensing Plan are in the County Office of Emergency Management and at the County Health Unit.

B. Health Protection

Most emergency situations can lead to public health problems. Depending upon

the nature of the incident, complications might include communicable diseases, sanitation problems, contamination of food and water, and community mental health problems.

The Craighead County Health Unit, located in Jonesboro, is the agency of the Arkansas Department of Health which provides public health services for citizens of the County. During disaster or major emergency situations, day-to-day operations will be suspended and the Unit will be modified to concentrate resources on critical health protection activities such as communicable disease control, environmental surveillance and control, and providing support for mass casualty care.

C. Disposition of Deceased Victims

Morgue/mortuary facilities are listed in Attachment 3 to this Annex.

IV. ASSUMPTIONS

- A. During and after a natural or man-caused disaster or major emergency situation, the medical care facilities and personnel will be capable of providing initial medical care for victims.
- B. Although many health-related problems such as communicable disease control and environmental contamination are associated with major emergency or disaster situations, the County Health Unit has the capability to adequately meet the demands of most situations. When necessary, support will be available from the Health Area Office located in Jonesboro, Arkansas, the State Department of Health and federal agencies.
- C. Medical care and health protection operations will be supported by the County's Emergency Services, Communications & Warning, Law Enforcement, Fire & Rescue, Engineering Services, Shelter & Evacuation, Radiological Protection, Resource & Supply personnel, plus Red Cross and volunteer medically trained personnel.
- D. In the event of a major-to-great earthquake in the southern portion of the New Madrid earthquake fault, Craighead County would effectively be isolated from the rest of the state and the communities within Craighead County may very well be isolated from one another. Assumptions which may be made for the 72-hour period immediately following such an earthquake include:
  - 1. Adjacent counties will be attempting to meet their own emergency health and medical needs and will be unable to provide assistance, even if

transportation routes are available.

2. With the potential for large geographical areas within Arkansas to be severely affected, state and/or federal assistance will not be available.
3. During this period, health and medical personnel will be concentrating initially in the following areas:
  - a. Lifesaving activities.
  - b. Actions toward salvaging surviving essential health and medical equipment and supplies and removing it from the danger of further destruction.

## V. CONCEPT OF OPERATIONS

### A. General

Emergency operations for health and medical services in the county will be an extension of the normal medical care and health protection activities of provider agencies -until such time as resources are nearing exhaustion and aid must be requested from other jurisdictions.

#### a. MEDICAL CARE

- a. An adequate system is in place to handle limited-scope emergency situations.
- b. This system would need to be augmented with support from other jurisdictions to handle large scale emergencies or disaster situations. If such augmentation of personnel and equipment becomes necessary, the Arkansas Department of Health's Emergency Communications Center (Resource Coordination Center) and the State EOC within the Arkansas Division of Emergency Management will be immediately notified by the County EOC.
- c. In the event of evacuation of the general population:
  - 1) Patients who are judged by qualified health care professionals to be capable of functioning without specific medical supervision may be discharged from health care

facilities and evacuated with the general population. Other patients will be moved to designated health care centers outside the designated target area. Any patient who cannot be evacuated will be sheltered and care will be continued.

- 2) Medical personnel, equipment and supplies will accompany the evacuees to the designated host areas.
- 3) If it becomes necessary, a center will be established within the evacuated area to provide emergency medical care to essential workers.

## 2. HEALTH PROTECTION (PUBLIC HEALTH SERVICES)

- a. Specific public health activities which will be stressed during emergency situations include, but are not limited to:
  - 1) DISEASE CONTROL. This involves the detection and control of disease-causing agents, purification of water supplies, and if necessary, the inoculation of individuals.
  - 2) SANITATION. Of primary consideration is the continuation of uncontaminated water and waste disposal systems. Medical facilities and food establishments need continuous sanitation inspections. When activated, emergency shelters and reception/care centers require continuous monitoring.
- b. Public health and hygiene education is very important before, during, and after an emergency. Personal food and water supplies must be kept free of contamination.

## 3. DISPOSITION OF THE DEAD

- a. An adequate system is in place to handle limited-scope emergencies.
- b. In the event of a major emergency or disaster situation requiring augmentation of mortuary services, a temporary morgue will be established and operated according to procedures established by the County Coroner.

## B. Mitigation and Preparedness

Activities outlined in Attachment 1 "Recommendations for Comprehensive Emergency Management of Health & Medical Services"

C. Response Activities

1. WARNING PHASE

When a severe weather warning or emergency affecting Craighead County has been issued, the County Communications Officer will notify (See Annex B):

- a. The Emergency Health & Medical Coordinator or his designee, and
- b. The County Health Unit, if during normal business day duty hours.

2. IMPACT PHASE

a. The HEALTH & MEDICAL COORDINATOR or his designee, as liaison with the medical community, will (based on the type of event):

- 1) Notify the County [Public] Health Officer (the physician with the responsibility for coordinating the health protection activities of the County Health Unit).
- 2) Notify the County Coroner (the person with the ultimate responsibility for the collection, identification, storage and dispatch of deceased victims).
- 3) Ensure adequate staffing of EMS and medical care facilities.
- 4) Coordinate medical care emergency operations.
- 5) Ensure that adequate health/medical support is provided to shelters and reception/care centers as necessary
- 6) Ensure that emergency medical care is available for essential workers in any hazardous area following evacuation of the general public.

b. The Craighead County Health Unit will, in coordination with the physician appointed as County [Public] Health Officer, provide

health protection services as needed. If necessary, this will include continuous environmental surveillance of shelters and reception/care centers to ensure detection and control of disease-causing agents and the availability of uncontaminated water supplies and waste disposal systems.

D. Recovery Activities

- a. Medical Care response and treatment will be continued as needed.
- b. Health Protection will be continued with emphasis on the following:
  - a. Necessary actions such as immunization of individuals to prevent outbreak of disease.
  - b. Inspection of food and water supplies and resulting regulatory activities under the normal procedures used by the Health Department. (Frequency of inspections may be increased during this phase.)
- c. Re supplying of health and medical services response agencies will begin.
- d. Required reports will be compiled for:
  - a. Submission to State and federal agencies;
  - b. Identification of areas of deficiency.

VI. ORGANIZATION & RESPONSIBILITIES

A. Organization

1. Under the CRAIGHEAD COUNTY EMERGENCY OPERATIONS PLAN, the Health & Medical Coordinator is:
  - a. A member of the County Emergency Management Organization.
  - b. The official emergency operations liaison with:
    - 1) The County [Public] Health Officer and the County Health Unit of the Arkansas Department of Health;

- 2) The medical community; and
- 3) The County Coroner.

2. Assistants may be designated to be responsible for certain specific functional areas.

B. Responsibilities

1. The Health & Medical Coordinator will:

a. Pre-select a Health and Medical Emergency Management Team that will function during the mitigation, preparedness, response and recovery phases of emergency management.

- 1) The County [Public] Health Officer.
- 2) The Administrator of the Craighead County Health Unit.
- 3) The Administrators of both hospitals.
- 4) The County Coroner.

b. Advise and make recommendations to the County Judge.

2. The Health & Medical Emergency Management Team will:

a. Develop emergency operations procedures in the functional areas of EMS/medical care; health protection; and disposition of the dead. These procedures will include a system for tracking patients injured during the emergency situation.

b. Establish procedures to provide health care and medical services for shelter occupants (in coordination with the County Shelter & Evacuation Officer). This includes a system for the distribution of antidotes, drugs, vaccines and other such items. Consideration will be given to the special needs of: (a) the elderly, and (b) the mentally or physically handicapped.

c. Establish procedures for requesting and utilizing health and medical aid from

Attachments:

1. Comprehensive Emergency Management of Health and Medical Services Checklist
2. Current Resource Listing for Health and Medical Services
3. Guidelines for Establishing and Operating Morgue/Mortuary Facilities during Mass Casualty Incidents.
4. Guidelines for Disaster Medical Operations
  - a. Guidelines for Disaster Triage
  - b. Guidelines for Casualty Collection Point Operations
  - c. Guidelines for Disaster Support Medical Operations
  - d. Guidelines for Crisis Counseling
  - e. Pandemic Response Guidelines

## CRAIGHEAD COUNTY, ARKANSAS RADIOLOGICAL PROTECTION

### ANNEX I

In our modern society, the constantly increasing manufacture, transportation, use and storage of radioactive materials in various forms and shapes for military, government, and private purposes presents the always-existing possibility of a radiological accident. As a consequence, human exposure to high levels of ionizing radiation is possible. This includes:

- A. An accident involving a truck, train, aircraft, or boat that is transporting radioactive material.
- B. An explosion or fire at a site using radioactive material for military, industrial, commercial, or medical purposes.
- C. A loss or spread of nuclear material because of some secondary effect such as theft, flood, tornado, earthquake, sabotage, misuse, etc.
- D. Radiation exposure as the result of a nuclear weapon accident, as terrorist directed nuclear strike, or the most devastating scenario of all, a major disaster involving radioactive materials.

Response to these types of emergencies requires specialized training and equipment. Training and equipment that are not usually found in local emergency response organizations.

It is imperative the first responders follow their procedures for responding to a hazardous materials event and IAW Emergency Responders Guides. When the event is related to radioactive material and trained, equipped personnel are not available, the concept of “secure, isolate, and notify (SIN) should be employed:

- A. Secure: The area involved in the incident must be secured. This will ensure contamination of personnel and equipment is minimized.
- B. Isolate: The guidance in Emergency Response Guides should be followed to protect both the general public and emergency response personnel.
- C. Notify: Immediate notification to the appropriate Emergency Management organizations and the Arkansas Department of Health, Radiation Control Authority is paramount. This will expedite the arrival of

trained radiation response teams, decontamination teams, and teams for cleanup of the contaminated areas.

Notification of the Arkansas Department of Health (ADH) can be made directly through the Arkansas Division of Emergency Management (ADEM).

501-683-6705

# CRAIGHEAD COUNTY, ARKANSAS RESOURCE AND SUPPLY

## ANNEX J

### I. PURPOSE

To act for Craighead County in the acquisition, management, distribution, and use of equipment, supplies and materials, and other resources needed to cope with natural, man-caused or nuclear disasters.

### II. SITUATION

Natural, man-caused, or nuclear disasters could occur which would necessitate the acquisition, management, distribution and use of equipment, supplies and materials, and other resources above the normal use within Craighead County.

A major-to-great earthquake in the Northern portion of the New Madrid Fault could buckle roads and highways, damage or destroy bridges, render railroad tracks useless, eliminate airplane landing strips and thoroughly block water transportation routes. Such conditions would effectively isolate the communities within this county from one another as well as isolate this county from the rest of the state for a period of 72 hours to two weeks.

All responding agencies have adequate communications equipment for internal communications and communications with the EOC and central dispatch. This jurisdiction has sufficient portable radios to support communications in the EOC.

The responding agencies in Craighead County will respond to an incident with sufficient personnel to provide an operating cadre. This cadre will be augmented with volunteers from the local community. Volunteer staging area location will be announced in media.

Initial response of material, tools, and fuel will be from Craighead County Highway Department, and City of Jonesboro Street Department. Craighead County has a supply of sand bags at the main county shop.

The city of Jonesboro has a 30KW, wheel mounted, generator available for use in the county. Portable generators may be found at the city and county shops in Jonesboro, Bay, Bono, Brookland, Caraway, Lake City and Monette. Additional generators, or special size generators, will be requested through ADEM.

Supplies for operation of mass care facilities have been pre located by the local American Red Cross Service Center at Monette, Brookland, and three locations in the city of Jonesboro. There is equipment on hand to support approximately 500 clients

### III. ASSUMPTIONS

- A. When the need arises, local government will assume control and insure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.
- B. County and cities will support resource actions as needed.
- C. Para-professional and volunteer agencies will provide resource support (equipment and manpower) within their capabilities.
- D. Assistance will be available from other counties through mutual aid agreements except in the case of an enemy attack or a major earthquake.
- E. Citizens within Craighead County and neighboring areas will volunteer to support the recovery efforts following a disaster.
- F. Support will be available through state emergency resources to supplement local deficiencies, critical requirements, and replacement of expended emergency resources.
- G. Response Agencies will be able to sustain themselves for the first 24 hours of the incident.
- H. The residents of the county and local business will be required to sustain themselves for the first 72 hours of an incident.

### IV. CONCEPT OF OPERATIONS

- A. Natural Disasters
  - 1. Watch Phase  
Staff as needed to stand ready.
  - 2. Warning Phase  
Take shelter and stand ready.
  - 3. Impact Phase

Report to EOC to assist as needed.

B. Man-caused Peacetime Disasters/Emergencies

1. Warning Phase

Alert staff as needed and stand ready to procure resources as necessary.

2. Impact Phase

Report to EOC or on-scene command post as needed and assist as necessary.

C. Sequence of Activities.

1. The resource manager will develop agreements with vendors as necessary to provide essential items. Agreements, when completed, will be maintained as an attachment to this annex.
2. The Emergency Manager will notify the resource office upon activation of the EOC. If the situation allows for a warning period, suppliers and sources of required resources will be notified of a probable need for their products.
3. Recovery Activities. As the incident winds down, facilities and staff should be deactivated when not required. All documentation developed at a facility will be filed with the resource manager. Loaned equipment will be cleaned and serviced and returned to the owners. Surplus items will be inventoried. Perishable items will be distributed to agencies that may be able to utilize them. Items that are in new or unused condition may be returned to vendors for credit. All other items will be disposed of IAW existing county procedures for disposal of surplus equipment.

## ORGANIZATION AND RESPONSIBILITIES

A. Organization

The Resource and Supply section consists of a Resource and Supply Officer and any persons assigned by the OES Coordinator to assist.

B. Responsibilities

The Resource and Supply Officer will coordinate with the Engineering Officer and the OES Coordinator to survey and maintain lists of equipment and supplies which would be used in time of emergency or disaster. These resource lists must be kept current, including names and telephone numbers of individuals responsible for specific resources or supplies.

When directed by the Craighead County Judge, will assist local government in obtaining maps, charts and other necessary additional supplies and equipment required to cope with a given situation.

Will establish and maintain working relationships with public utilities and industries that could provide manpower, material and services during and/or following a disaster or emergency. A listing of names and telephone numbers should be kept current at all times.

V. ADMINISTRATION AND LOGISTICS

1. Administrative and logistical requirements for resource and supply service will be coordinated with the Craighead County Clerk. At present time all records in the clerks' offices are maintained on hard copy. The county clerk's office maintains invoices and payment claim forms for all goods and services required. Current Craighead County records management practices will be used.
2. Agencies should procure goods and services required for initial response from their appropriated budgets. City and county contingency funds may be used for purchases when approved by County Judge.
3. All special hiring needs requests will be forwarded to the County Judge for review and action.
4. The resource manager will function from normal facilities, utilizing existing staff, until directed to report to the EOC. Resource manager staff will accompany the resource manager to the EOC. Staff will be augmented by employees from other city or county offices as required.
5. Distribution of goods and services will be from resource manager to agency head requesting the goods and/or services. The resource manager will determine if resource centers are required for receipt and disbursement of supplies. Designated resource centers are: Maintenance shops belonging to each city, and the county maintenance shops; the Convocation Center at Arkansas State University, and the Craighead

County Fairgrounds. A service center will be selected that will best serve the effected area. Proximity to area and route availability will be primary factors in selecting a service center.

6. City and County law enforcement personnel will assist in traffic control at service centers. They will serve as escorts for supplies if required.
7. Distribution center managers will maintain record of receipt and disbursement of goods. Current inventories will be maintained.
8. Volunteers and government workers that require lodging during an incident will be housed in areas selected by the resource manager and the shelter officer. Priority of lodging will be: Hotels and Motels, Volunteer hosts, dormitories and other facilities at Arkansas State University, school gymnasiums and local churches.
9. The EOC has sufficient radios to provide communications with responding agencies, amateur radio operators will augment radio communist. Resource manager and staff will use their existing telephone system while operating at their normal location. When resource manager and staff move to the EOC, telephones will be activated at the EOC.
10. EOC has a supply of office supplies and small office equipment on hand for use at the EOC.
11. Resource manager and staff will use existing computer equipment until move to EOC. EOC can furnish two computers for resource manager use.
12. City and county vehicles will be used for transportation if available. If vehicles are not available, use of POV is authorized at current mileage rates. County trucks may be used for transportation of supplies.
13. Current purchase system and forms will be used.

ATTACHMENTS:

1. Resource List
2. Resource and Supply Emergency Response Checklist

# CRAIGHEAD COUNTY, ARKANSAS

## DAMAGE ASSESSMENT

### ANNEX K

#### I. PURPOSE

To establish procedures for assessment of damages to public and private properties resulting from disasters that affect Craighead County.

#### II. SITUATION

- A. During the recovery phase of a disaster, the county will conduct a systematic analysis of damages to public and private property, which estimates the extent of damages based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damages.
- B. When a disaster occurs it could result in a Presential Declaration. A damage assessment of public and private property will be required for each affected political subdivision in the county to determine the extent of damages. Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery phase.

#### III. ASSUMPTIONS

- A. The county will continue to be exposed to various hazards resulting in damage to property, both public and private.
- B. Damage will be assessed by pre-arranged teams of local resource personnel.
- C. Promptly implemented, this plan will expedite relief and assistance for those adversely affected.

#### IV. CONCEPT OF OPERATIONS

##### A. Initial Assessment

Local government officials will conduct an initial assessment using all available resources (fire, police, etc.) as soon as possible following a disaster. Early identification of problems will enable the executive staff to make prompt and efficient decisions concerning resources available and needed. This initial report will be submitted to the Craighead County Emergency

Management Director who, in turn, will advise the Arkansas Division of Emergency Management of the situation. If the disaster involves radiological materials, the Division of Radiological Health will also be notified.

#### B. Detailed Damage Assessment

Subsequent to rescue and damage limiting operations, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment survey reports will be consolidated and will be used as the primary instrument to provide information to the state and to request assistance from the state and subsequently the federal government if established criteria are met. The reports may also serve as the basis for receiving assistance from nonprofit and private relief organizations. Damage assessment survey reports should include:

1. Area – rural, urban, or combination.
2. Debris – does it pose a health hazard, prevent access to homes, businesses, or block roads.
3. Death/Injury – final status.
4. Personal Property – estimate of extent of loss.
5. Economic Description – determine if area affected is low income, fixed income category.
6. Transportation Need – either public or private.
7. Availability of Local Resources – adequate equipment, material and manpower resources.
8. Emergency Food/Shelter – identifying lodging and mass feeding requirements.
9. Impact – determine essential services, if any, affected.
10. Nature of Threat – describe threat to public health, safety and/or property.

## C. Reports and Records

### 1. Survey Team Reports:

Each Damage Assessment Survey Team will collect field data. All reports will be forwarded to the Damage Assessment Coordinator in the EOC.

### 2. Public Assistance:

Local government is considered the first line of response for public assistance because response can be immediate in a disaster situation. State and federal agencies will provide direct assistance when local government and other resources available to the community are not able to handle necessary emergency work. Damage assessment of public facility damage and needs is essential to receiving state and federal assistance.

- a. Category A – Debris Removal. Priority is given to debris wreckage clearance immediately necessary to save lives, protect public health and safety or to provide access for restoring essential public services. Other debris removal that can be justified in the public interest is accomplished as resources become available.
- b. Category B – Emergency Protective Measures. Such emergency work is immediately necessary to save lives or to protect public health and safety or to protect property. Category B also includes special types of work as follows:
  - i. Emergency Communications. Such assistance may be made available to supplement, but not replace, normal communications that remain inoperable.
  - ii. Emergency Public Transportation. Service may be provided in the disaster affected area for persons who, as a result of a major disaster, have lost access to places necessary in order to meet emergency needs.
- c. Permanent Work. This includes assistance to repair, restore, reconstruct, or replace eligible facilities as they existed immediately prior to the disaster. Categories include:
  - i. Category C – Roads and Bridge facilities
  - ii. Category D – Water Control facilities

- iii. Category E – Public Buildings and Equipment
  - iv. Category F – Public Utilities
  - v. Category G – Parks and Other
3. The Arkansas Division of Emergency Management (ADEM) administers the State Individual Assistance Program. Damage levels are determined by a county's disaster declaration to ADEM and state and local damage assessments. If damages exceed the capabilities of local government, county residents may be eligible to receive disaster assistance from the State of Arkansas or federal government. Assistance is for qualified homeowners/renters whose primary residence was damaged or destroyed in a declared area. Arkansas disaster assistance covers basic uninsured needs and will not compensate for entire losses.

The state disaster grant is for authorized items such as; home repairs, personal property repair or replacement, cleaning, sanitizing, and other eligible needs such as temporary lodging expenses. Disaster grant documentation/receipts must be retained for a period of three years from the date the funds were accepted.

If damages are beyond the capabilities of local and state government, the Federal Emergency Management Agency (FEMA), along with the State of Arkansas, may jointly administer the Individual Assistance Program and make other needed assistance.

4. Supporting Procedures: Damage assessment record keeping is a vital activity when used as a means of supporting assistance requests and to substantiate and justify additional assistance requests which may develop as recovery actions are conducted. Standard administrative procedures such as those listed below will support the activity:
- a. Accomplishment and retention of activity logs
  - b. Accomplishment and retention of survey forms/reports
  - c. Status boards
  - d. Retention of assistance requests
  - e. Detailed accounting of emergency fiscal expenditures

D. Release of Assessment Information

Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the Damage Assessment Coordinator with the consent of local authorities only. Such information will be limited to that necessary to assist them in expediting the adjustment of claims. Accurate information will be provided to the EOC for necessary release to state and federal agencies in a timely and effective manner.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

1. Damage assessment teams will report to the Damage Assessment Officer (County Judge) or Emergency Management Director. Teams will consist of personnel as dictated by the type of disaster.
2. Recall plans will be developed by department heads to return team members to their appointed place of duty when assessment operations have completed, should any of the team members be from other county offices.

### B. Responsibilities

Chief Executive will be responsible for:

1. Organizing damage assessment teams
2. Providing a team leader for each team activated during an emergency and/or disaster
3. The next workday after termination of a disaster, provide a damage assessment team to conduct field surveys of all County/City property to determine the extent of damages. The team conducting the field surveys will report their findings to the team assembled at the EOC.
4. Providing a facility for a damage assessment team to receive, record, and consolidate reports from citizens and the outside damage assessment teams.
  - a. Staffing the selected site with a damage assessment team at the beginning of the first working day after the termination of the disaster.
5. Providing the EM Director with the location selected and telephone number in order that the broadcast, print, and social media platforms can disseminate the information to the public.

6. Providing preliminary and interim verbal reports of damage assessment to selected government officials during the disaster or any time during the 24-hour period following the termination of the emergency and/or disaster.
7. Providing reports of damage assessment of county/city public property and private property of residents in the unincorporated areas of the county. These reports will be prepared in the format illustrated in Attachment 1 and delivered to the Damage Assessment Coordinator in the EOC within 24 hours after termination of the emergency and/or disaster.
8. Develop reconnaissance techniques and capabilities utilizing civilian volunteers that might own aircraft, drones, or other vehicles that can traverse large geographical areas rapidly.

## VI. ADMINISTRATION

The administrative requirements for damage assessment will be coordinated with the Craighead County Clerk by the Emergency Management Director.

The Arkansas Division of Emergency Management will provide administrative advice and support relative to the preparation of damage assessment forms and reports.

### ATTACHMENTS:

1. Flash Report
2. Spot Situation Report
3. Damage Assessment Emergency Response Checklist

ATTACHMENT 1

FLASH REPORT  
NATURAL/MAN-MADE DISASTER

NAME AND TITLE OF PERSON REPORTING \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

1. TYPE DISASTER \_\_\_\_\_ DATE/TIME OCCURRED \_\_\_\_\_

2. LOCATION \_\_\_\_\_

3. NUMBER OF PEOPLE: DEAD \_\_\_\_\_ INJURED \_\_\_\_\_

4. NUMBER OF RESIDENCES: DAMAGED \_\_\_\_\_ DESTROYED \_\_\_\_\_

5. NUMBER OF MOBILE HOMES: DAMAGED \_\_\_\_\_ DESTROYED \_\_\_\_\_

6. NUMBER OF BUSINESSES: DAMAGED \_\_\_\_\_ DESTROYED \_\_\_\_\_

7. UTILITIES OUT OF ORDER (Show percentage out):

ELECTRICITY \_\_\_\_\_ WATER \_\_\_\_\_

8. OUTSIDE HELP ON SCENE: (Place an X in blank if agency is present):

STATE POLICE \_\_\_\_\_ HEALTH DEPT \_\_\_\_\_ NATIONAL GUARD \_\_\_\_\_

HIGHWAY POLICE \_\_\_\_\_ ENVIRON QUAL \_\_\_\_\_ CIVIL AIR PATROL \_\_\_\_\_

HIGHWAY DEPT \_\_\_\_\_ RED CROSS \_\_\_\_\_ CORPS OF ENGINEERS \_\_\_\_\_

GAME & FISH \_\_\_\_\_ SOCIAL SERV \_\_\_\_\_ SALVATION ARMY \_\_\_\_\_

FORESTRY \_\_\_\_\_ OTHER \_\_\_\_\_ OTHER \_\_\_\_\_

9. SUMMARY OF EVENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT 2

SPOT SITUATION REPORT

1. Jurisdiction(s) Involved \_\_\_\_\_ Date: \_\_\_\_\_

2. Type of Incident \_\_\_\_\_ Report Number \_\_\_\_\_

Date of Occurrence \_\_\_\_\_  
(start) (terminated)

Date/Time of First Public Warning \_\_\_\_\_

Local agencies on scene \_\_\_\_\_

State assistance requested \_\_\_\_\_ No \_\_\_\_\_ Yes Type Requested \_\_\_\_\_

3. Private Sector

Deaths \_\_\_\_\_ Injuries \_\_\_\_\_ Hospitalized \_\_\_\_\_

Treated/Released \_\_\_\_\_ Evacuated \_\_\_\_\_ Sheltered \_\_\_\_\_

4. Damage Estimates

PRIVATE FACILITIES

**DESTROYED**  
Homes \_\_\_\_\_

**DAMAGED**  
Homes \_\_\_\_\_

Mobile Home \_\_\_\_\_

Mobile Home \_\_\_\_\_

Multifamily \_\_\_\_\_

Multifamily \_\_\_\_\_

Businesses \_\_\_\_\_

Businesses \_\_\_\_\_

Est. Days Closed \_\_\_\_\_

Industrial \_\_\_\_\_

Industrial \_\_\_\_\_

Est. Days Closed \_\_\_\_\_

Agricultural \_\_\_\_\_

Agricultural \_\_\_\_\_

PUBLIC FACILITIES

Roads Damaged \_\_\_\_\_ Roads Closed \_\_\_\_\_  
 Bridges Damaged \_\_\_\_\_ Culverts Damaged \_\_\_\_\_  
 Dams Damaged \_\_\_\_\_ Levees Damaged \_\_\_\_\_  
 Buildings Damaged \_\_\_\_\_ Veh./Equip. Damaged \_\_\_\_\_

Effects: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Categories of Damage	Estimate
Category A – Debris Clearance	\$
Category B – Emergency Protective Measures	\$
Category C – Roads and Bridges	\$
Category D – Water Control Facilities	\$
Category E – Buildings and Equipment	\$
Category F – Public Utilities	\$
Category G – Parks, Recreation, and Other	\$
<b>Total Estimate of Damages</b>	\$

5. Special Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Emergency Declared (date) \_\_\_\_\_  
 State Resources Requested \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Supplemental Information to support request for state/federal assistance  
 Total assessed value of damaged area \$ \_\_\_\_\_  
 Budget: General Fund \$ \_\_\_\_\_

Budget: Road and Bridge \$ \_\_\_\_\_

8. Demographic

Population of county \_\_\_\_\_ Minority % \_\_\_\_\_

Population of affected area \_\_\_\_\_

Average per capita Income \$ \_\_\_\_\_

ATTACHMENT 3

DAMAGE ASSESSMENT  
EMERGENCY RESPONSE CHECKLIST

PREPAREDNESS PHASE

DAMAGE ASSESSMENT COORDINATOR

\_\_\_\_\_ Form key Damage Assessment Advisory Group comprised of representatives from:

\_\_\_\_\_ City/County Engineers

\_\_\_\_\_ Building Inspection

\_\_\_\_\_ County Road Department

\_\_\_\_\_ City Streets Department

\_\_\_\_\_ Public Works

\_\_\_\_\_ Red Cross

\_\_\_\_\_ Emergency Management

\_\_\_\_\_ Develop procedures and guidelines for an initial damage assessment and system for reporting results to the EOC

\_\_\_\_\_ Develop procedures necessary to accomplish detailed damage assessment

\_\_\_\_\_ Recruit volunteer groups for Damage Assessment Survey Teams

\_\_\_\_\_ Coordinate training with Red Cross for damage assessment courses

\_\_\_\_\_ Implement damage assessment training for volunteer groups in coordination with Red Cross and Emergency Management

\_\_\_\_\_ Ensure EOC has current detailed maps available of the county and all cities necessary (to include capability of reproducing maps for field teams)

DAMAGE ASSESSMENT COORDINATOR

\_\_\_\_\_ Develop and maintain damage assessment status boards in the EOC

- \_\_\_\_\_ Provide Chief Executive Group with periodic damage reports and assessment Analysis
- \_\_\_\_\_ Recruit Damage Assessment Support Staff for the EOC
  - \_\_\_\_\_Recorders
  - \_\_\_\_\_Analysts
  - \_\_\_\_\_Plotters
- \_\_\_\_\_ Identify and maintain listing of critical facilities

## RESPONSE PHASE

### DAMAGE ASSESSMENT COORDINATOR

- \_\_\_\_\_ Notify Damage Assessment Survey Teams and other agencies with damage Assessment responsibilities
- \_\_\_\_\_ Assign EOC Damage Assessment Analysis Staff
- \_\_\_\_\_ Consolidate initial reports and define perimeter of disaster area
- \_\_\_\_\_ Brief local emergency services of initial damage assessment procedures and Requirements
- \_\_\_\_\_ Ascertain safety of affected areas prior to sending field teams in for damage Assessments
- \_\_\_\_\_ Assign Damage Survey Teams to specific survey areas
- \_\_\_\_\_ Coordinate and compile damage reports from Damage Assessment Teams (private, Public, and agricultural and advise EOC Executive Staff)
- \_\_\_\_\_ Forward initial damage assessment report to the State EOC
- \_\_\_\_\_ Advise Executive Group of debris/damages hampering emergency rescue on lifesaving and priority response activities
- \_\_\_\_\_ Coordinate requirements and procedures for detailed damage assessment with Arkansas Division of Emergency Management

- \_\_\_\_\_ Train and assign personnel to assist in collecting damage reports at the EOC
- \_\_\_\_\_ Coordinate inspection of buildings for habitability and safety with State Fire Marshall
- \_\_\_\_\_ Assist with the posting of condemned buildings and unsafe areas
- \_\_\_\_\_ Collect missing persons information and submit reports

## RECOVERY PHASE

### DAMAGE ASSESSMENT COORDINATOR

- \_\_\_\_\_ Activate key Damage Assessment Advisory Group
- \_\_\_\_\_ Compile priority list for emergency repairs based on damage survey and submit to Executive Staff
- \_\_\_\_\_ Identify requirements for debris removal and advise Public Works Officer
- \_\_\_\_\_ Determine impact of damaged public roads, bridges, etc. to the community and Coordinate possible alternate routes with law enforcement
- \_\_\_\_\_ Determine impact of damaged utility service to the community and specify need for emergency system until repairs are complete
- \_\_\_\_\_ Assist in Hazard Mitigation study
- \_\_\_\_\_ Support Damage Information Center damage survey efforts
- \_\_\_\_\_ Consolidate survey reports to support assistance requests to state
- \_\_\_\_\_ Coordinate support for state and federal public damage inspection teams
- \_\_\_\_\_ Assist in preparation of requests for state and federal assistance
- \_\_\_\_\_ Finalize missing persons information and submit final report

CRAIGHEAD COUNTY, ARKANSAS  
ANNEX L

LEPC HAZARDOUS MATERIALS PLAN

I. SITUATION AND ASSUMPTIONS

A. Situation

1. Hazardous materials in transportation or at any fixed facility could be hazardous to the surrounding community if accidentally released into the environment.
2. Residential, schools, hospitals, nursing facilities, retail stores and many other places where people congregate could be in danger.

B. Assumptions

1. An evacuation of the surrounding area could be necessary in case of an accidental release.
2. Assistance from surrounding jurisdictions, state, county and volunteer agencies may be needed such as fire, police, pollution control, health medical, and Red Cross.

II. PURPOSE

- A. Identify population within a given radius of any incident and be prepared to evacuate to the recommended safe distance if necessary.
- B. In the event of an incident, issue timely warnings for persons in or near the affected area.
- C. Evacuate affected people as necessary to designated care centers or advise them to go to the home of relatives until the danger has passed.
- D. Provide food, shelter and medical care as needed for persons in the care centers.
- E. To provide for medical supplies and other resources to mitigate the effects of a large chemical emergency.
- F. Determine if evacuees may return to their homes, schools or work place and give notification through whatever means exists.

III. RESPONSIBILITIES

Any hazardous materials accident along transportation routes or at any fixed facility will be reported to the 911 center. The report should include any available information about the hazardous product, if on fire, leaking or not, injuries and the number if possible. The 911 center will notify all appropriate agencies listed below and notify them of the incident.

- A. Notify fire, police, and emergency medical teams.
- B. Notify city and county chief executive and the O.E.M. coordinator.
- C. If deemed necessary by the incident command notify other agencies as deemed necessary such as State Health, Division of Environmental Quality, State Police, Department of Transportation, and the Red Cross.
- D. The Emergency Management Coordinator will contact the incident commander upon arrival at the scene and will provide information on tier two data to the incident commander if requested to do so. He will be available to the commander to coordinate whatever needs to be done. In the event that evacuation is indicated by the incident commander the information will be forward to the CEO and The Red Cross and other agencies that will be involved in the evacuation, care and feeding of the population from the affected area. In the event that the CEO is not available the coordinator will put the evacuation into effect. In the event that hazardous materials are released into the air, ground or waterway the facility generating the release will be reminded that they must submit a toxic substance release form R. as very heavy fines can be assessed against them. If hazardous materials were present in the quantity necessary for reporting, the information will be reported to the Local Emergency Planning Committee. The Emergency Management Coordinator will make a complete report to the LEPC as soon as possible after the incident. Records kept on the incident will be maintained for possible court action at any time.
- E. Within the city limits the police department of that city will be in charge of traffic control. Outside of the city the Arkansas State Police will be in charge of traffic control.
- F. The chief executive of the entity will be the overall commander of the incident. He will make the decision whether or not to order evacuation of an area based upon information and advice from the incident commander. He will conduct meetings during the time that the incident is in progress where he will be briefed by all departments involved. He along with the Emergency Management Coordinator and the Public Information Officer will keep the public informed with factual information and will take measures to suppress rumors. If the National Guard is needed the request should be by the CEO and channeled through the Emergency Management Director to the Arkansas Division of Emergency Management.
- G. The fire department/district having jurisdiction is charged with response to the fire and hazardous material accident but may receive assistance through mutual aid and outside hazmat teams. The fire department designated person to be in charge will set up an incident command at the scene. That command will be

responsible for all decisions concerning response to the incident. He will furnish to the Chief Executive or his designated representative information necessary to determine if evacuation is indicated. In the event that the chief executive or his representative are not available the incident commander will order evacuation if needed.

- H. St. Bernard's MC and NEA Baptist Memorial Hospital will coordinate treatment of the injured in accordance with their internal plans.
- I. School officials will open their buildings when notified, to be for use in housing and caring for people evacuated from the hazardous area.
- J. The Arkansas Division of Emergency Management will coordinate all request for assistance from state agencies and if the Arkansas National Guard is requested it should be on authority of the County Judge or the Mayor.
- K. Fixed facility officials will render all available assistance to local and state officials including up-to-date material data sheets or/or tier two data sheets.
- L. The State Health Department will provide essential health protection services and coordinate health medical assistance needs that exceed the capability of local resources.
- M. The Arkansas Department of Environmental Quality will determine damage to the environment and will take whatever actions required for restoration/abatement.
- N. The Arkansas National Guard will provide personnel and resources including, urban search and rescue to supplement any shortfalls in local government efforts upon direction of the Governor.
- O. The Arkansas Highway and Transportation Department will assist law enforcement personnel in setting up roadblocks and along with the city and county street and highway crews will dam up ditches and use absorbent material such as sand and dirt to contain hazardous materials.
- P. The American Red Cross will establish care centers to house and feed evacuees and will coordinate the efforts of other church and volunteer groups in carrying out these tasks.
- Q. The Arkansas State Police will assist local authorities in traffic and crowd control.
- R. The Arkansas Department of Human Services will coordinate provisions for food to the care centers.
- S. The amateur radio clubs and other ham radio operators will furnish communications to agencies that normally do not have radio communications. Such as the Red Cross, churches and the Salvation Army.
- T. The Public Information officer will along with the chief executive issue public announcements to the media as soon as factual information becomes available. He will attempt to quell rumors and not speculate on any facet of the incident.

- U. The Coroner will be in charge of setting up a temporary morgue and will receive assistance if needed from law enforcement including the FBI for identification of bodies, he will also be assisted by fire, public works the medical community and the private sector.

Attachments:

Attachment 1. Request for Tier II Information

# CRAIGHEAD COUNTY, ARKANSAS TERRORISM

## ANNEX M

### I. INTRODUCTION

- A. In June 1995, Presidential Decision Directive 39 (PDD-39), *“United States Policy on Counterterrorism”* was issued. PDD-39 directed a number of measures to reduce the national vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage consequences of terrorist use of nuclear, biological, and chemical (NBC) weapons, including weapons of mass destruction (WMD).
- B. Terrorism
1. Terrorism is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment, thereof, in the furtherance of political or social objectives (FBI).
  2. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.
  3. The FBI categorizes terrorism in the United States as one of two types:
    - a. Domestic terrorism involving groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
    - b. International terrorism involving groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries. (FBI)
- C. Categories of Terrorist Incidents: CBRNE
1. Chemical incidents: Nerve agents; blister agents; choking agents; and irritating agents.
    - a. Nerve agents include Sarin (GB), Soman (GD), Tabun (GA), and V agent (VX). (NOTE: First letter of code denotes country that developed the agent. The second letter denotes order of the

development. Except for VX, V stands for Venom and X represents one of the chemicals in the compound.)

- b. Blister agents usually are either Mustard based (H, HD) or Lewisite (L).
  - c. Choking agents stress the respiratory tract. Severe distress causes edema (fluid in the lungs) which can result in asphyxiation. Examples: Chlorine and Phosgene gas.
  - d. Irritating agents are used for riot control and are designed to incapacitate. Agents cause burning of eyes and throat, respiratory distress, and digestive system problems. Examples: Chloropicrin, MACE (CN), tear gas (CS), capsicum/pepper spray, and dibenzoxazepine (CR)
2. Biological: Exposure from inhalation and ingestion of Bacteria, Virus, Rickettsia, and Toxins.
  3. Radiological: Any weapon that is designed to spread radioactive material with the intent to kill or cause disruption.
  4. Nuclear: Use or threat of detonation of nuclear bomb or detonation of conventional explosive containing nuclear material in order to disperse radiation. Exposure caused by inhalation and ingestion of substance. Burns to the body are possible from various types and levels of radiation.
  5. Explosions: Seventy (70) percent of all terrorist attacks involve explosives.

## II. SCOPE and PURPOSE

### A. Scope

1. This Annex applies to all threats or acts of terrorism that could occur within Craighead County.
2. It describes the local, state, and federal response and builds upon established policies and procedures already in place in the county.
3. It also addresses the unique policies, assumptions, structures, responsibilities, and actions that will be necessary for successful implementation.

B. Purpose

To provide guidelines to maximize the safety of responding personnel through training and education and to enhance the preparedness of all response agencies within Craighead County.

III. SITUATION and ASSUMPTIONS

A. Situation

1. Today, our nation is more vulnerable to terrorism than ever before.
2. The effects of terrorism can vary significantly from loss of life and personal injury to property damage and disruption of essential services (such as electricity, water supply, public transportation, and communications).

B. Assumptions

1. Craighead County is vulnerable to subversive or direct attack by terrorists.
2. Weapons of Mass Destruction (WMD) are available to individuals or groups determined to utilize terrorism as a tool.
3. Acts of terrorism are becoming more prevalent throughout the world and are escalating in the U.S.
4. There is a need for all agencies to prepare for this potential hazard.
5. Although each situation will be different, coordination between emergency response agencies is essential to help insure the effective control and mitigation of terrorism.

IV. THREAT ANALYSIS

A. Threat Assessment

Terrorist groups may include (but are not limited to):

1. Ethnic, separatist, and émigré groups;
2. Left-wing radical organizations;
3. Right wing racist, anti-authority, survivalist groups;

4. Foreign terrorist organizations;
5. Issue-oriented groups (animal rights groups, extremist environmental groups, extremist religious groups, anti-abortionist, etc.

B. Risk Target Assessment (Potential targets may include :)

1. Civilian or military/government facilities;
2. Financial institutions;
3. Infrastructure components (i.e.: transportation, communications, utilities, or energy systems);
4. Explosive magazine storage facilities (construction site, quarries, etc.);
5. Sports arenas, parks, assembly areas;
6. Schools, hospitals, shopping centers; and
7. Venues for special events.

V. CONCEPT of OPERATIONS

A. General

1. The local jurisdiction (city/county) has overall responsibility for responding to and managing a terrorist incident.
2. An Incident Command System (ICS) will be used during a terrorist incident as a management structure. Coordination between all agencies is essential.
3. Due to the complexity involved in a terrorist incident, a Unified Command is recommended.
  - a. Unified Command provides a coordinated effort that allows all agencies with geographic or functional responsibility to manage the incident.
  - b. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

- c. The concept of Unified Command means that all involved agencies contribute to the command process by:
  - 1) Determining overall objectives.
  - 2) Planning jointly for operational activities while conducting integrated operations.
  - 3) Maximizing the use of all assigned resources.
- d. The following always apply under Unified Command:
  - 1) The incident functions under a single coordinated Incident Action Plan (IAP).
  - 2) One Operations Section Chief has responsibility for implementing the IAP.
  - 3) One Incident Command Post (ICP) is established.

## B. Phases of Emergency Management

### 1. Mitigation

Mitigation is an on-going responsibility that includes activities that prevent or reduce the probability of an incident occurring. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards.

- a. Develop and conduct training and education programs for emergency response agencies.
- b. Develop and conduct public information and awareness programs.
- c. Identify high-risk targets, determine vulnerabilities, and assess appropriate hazards to the affected population and environment.
- d. Establish checklists to increase readiness based on the levels of threat.
- e. Synchronize checklists between responding agencies.

- f. Establish communications and notifications protocols, including FBI Field Office, Arkansas Department of Emergency Management (ADEM), and the Federal Emergency Management Agency (FEMA) - Region VI.

## 2. Preparedness

Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the ongoing activities conducted to prepare for emergency response.

- a. Develop and conduct training for emergency response personnel.
- b. Develop communications procedures that are specific to terrorism incidents.
- c. Establish appropriate Mutual Aid Agreements (MAA) or Memorandums of Understanding (MOU).
- d. Develop a Terrorism Annex to the County Emergency Operations Plan (C-EOP).
- e. Exercise and evaluate response plans and procedures.
- f. Develop and conduct public information and awareness programs for business, industry, and the public.

## 3. Response

Response is the actual provision of emergency services during a crisis. These activities protect life and property and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

- a. First On The Scene
  - 1) First responders should be trained to (minimum) the awareness level in order to recognize key indicators of a potential terrorist threat.
    - a) Personnel safety is first!
    - b) Isolate scene and deny entry.

- c) Notify appropriate emergency response agencies.
  - d) Establish command.
- 2) Response Actions
- a) Transfer of command.
  - b) Identify threat and its location.
  - c) Establish staging for deployment of SWAT and antiterrorist teams.
  - d) Operate in HAZMAT mode, including decon.
  - e) Establish effective and efficient communications with ALL response groups.
  - f) Define the area at risk and control access.
  - g) Search for secondary devices.
  - h) WMD search and rescue.
  - i) Activate MAAs or MOUs, as needed.
  - j) Designate staging areas for responding MAA and volunteer resources.
  - k) Activate EOC and resource database.
  - l) Activate Shelter and Reception, if evacuation is necessary.
  - m) Establish crowd control measures.
  - n) Designate media staging and PIO activities, including a Joint Information Center (JIC).
  - o) Establish scene security.
  - p) Implement investigative procedures and activities.

- q) Activate National Disaster Medical System (NDMS) for mass casualty operations, if necessary.
- b. Once the federal government becomes officially involved and a federal agency becomes the lead agency, all local and state agencies will act in support of the federal response.
- c. Local and state authorities always maintain control of their response resources and continue to operate while the FBI integrates into the ICS used on scene.

#### 4. Recovery

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal (or improved) state of affairs.

- a. Continued awareness of the potential of secondary devices.
- b. Decontamination of scene(s).
- c. Assessment of structurally unsafe buildings and structures.
- d. Extinguish all fires.
- e. Identify potential fire hazards, such as damaged gas lines, downed power lines, and residual hazardous materials.
- f. Remediation and cleanup of toxic materials, including local water and sewer systems.
- g. Continued awareness of the possibility of the presence of biological toxins and their immediate and long-term effects.
- h. Provide traffic control, security for staging areas, and return of evacuees.
- i. Continue public information and awareness activities through the PIO/JIC.
- j. Document the incident and response, including detailed reports, expenditure accounting, personnel allocation, and disbursement of funds.

- k. Debrief workers, volunteers, and response personnel.
- l. Restore normal services.
- m. Care for the sick and injured.
- n. Prepare temporary morgues for reception of casualties, if necessary.

## VI. RESPONSIBILITIES

### A. General

1. The primary law enforcement agency (sheriff/police chief) will designate a deputy/officer who will be assigned to the Emergency Operations Center (EOC). A SO/PD official will be assigned to the on-scene Command.
2. Each law enforcement agency will be responsible for operations within its respective jurisdiction and for coordination with the on-scene Command. Additional information may be found in Annex D – Law Enforcement of the C-EOP.
3. Once a federal agency becomes the lead agency, all local and state agencies will act in support of the federal response, as per the “U.S. Policy on Counterterrorism, Presidential Decision Directive (PDD) 39” and the “Federal Response Plan (FRP),” guidance documents to this Annex.
4. The county emergency management coordinator will serve as liaison to Command and provide logistical support, as requested.
5. The deputy emergency management coordinator will be responsible for coordinating EOC operations.
6. Each fire department will be responsible for fire suppression activities within its assigned jurisdiction and for coordinating all activities with command. Additional information may be found in Annex E – Fire & Rescue of the C-EOP.
7. Emergency medical services (EMS) is responsible for coordinating those pre-hospital functions or services that are provided on-scene in response to medical emergencies. Additional information may be found in Annex H – Health and Medical of the C-EOP.

8. All operations on-scene will be performed as per SOPs.
9. Craighead County DEM will coordinate requests for resources from the state and federal governments.
10. All mutual aid departments and resources will be under the direction of the on-scene Command.
11. Mutual aid personnel will work under the immediate control of their designated supervisors, who will coordinate all activities with on-scene Command.

B. Specific Responsibilities

1. Specific responsibilities are defined in each agency's policies and procedures, which serve as guidance documents to this Annex.
2. All policies and procedures will be in coordination with the on-scene Command.

C. Levels of Management

No single agency has the authority or capability to act alone in addressing a terrorist incident. Federal and state response is differentiated as *crisis management* and *consequence management*. Technical support and various other areas are addressed at both the federal and state levels.

1. Crisis Management (CM<sup>1</sup>)
  - a. CM<sup>1</sup> is the law enforcement response and focuses on the criminal aspects of the incident.
  - b. It involves local, state, and federal law enforcement agencies.
  - c. The Federal Bureau of Investigation (FBI) has the lead role.
  - d. Components
    - 1) Activities to anticipate, prevent, and/or resolve a threat or incident.
    - 2) Identify, locate, and apprehend the perpetrators.
    - 3) Investigate and gather evidence to support prosecution.

2. Consequence Management (CM<sup>2</sup>)
  - a. CM<sup>2</sup> is the response to the disaster and focuses on alleviating damage, loss, hardship, or suffering.
  - b. CM<sup>2</sup> includes federal, state, and local volunteer and private agencies.
  - c. FEMA has the lead role.
  - d. Components
    - 1) Activities to protect public health and safety.
    - 2) Restore essential government services.
    - 3) Provide emergency assistance to affected governments, businesses, and individuals.
  - e. The laws of the United States assign primary authority to the states to respond to the consequences of terrorism. The federal government will provide assistance as required.
3. See Arkansas Department of Emergency Management Terrorism Annex for the State's responsibilities.
4. See Federal Response Plan--Terrorism Incident Annex

In the event that Federal assistance is needed at a terrorist incident, FEMA will activate the Terrorism Incident Annex of the Federal Response Plan (FRP). This describes the federal concept of operations to implement PDD-39 when necessary to respond to terrorist incidents within the United States. (See Attachment 4 – Joint Operations Center Structure, this Annex.)

## VII. PLAN DEVELOPMENT and MAINTENANCE

It is the responsibility of each agency to ensure its own operational capabilities.

This annex is effective immediately and will be updated as necessary. It will be reviewed and updated (at least) annually by the Craighead County DEM.

## VIII. REFERENCES

Federal Response Plan for PL93-288, 1992, as amended.  
Presidential Decision Directive 39, 1999.  
Emergency Response to Terrorism (Self Study), August 1997 (Internet)  
Arkansas EOP  
North American Emergency Response Guidebook (current edition)  
Jane's Chem-Bio Handbook (1998 edition)

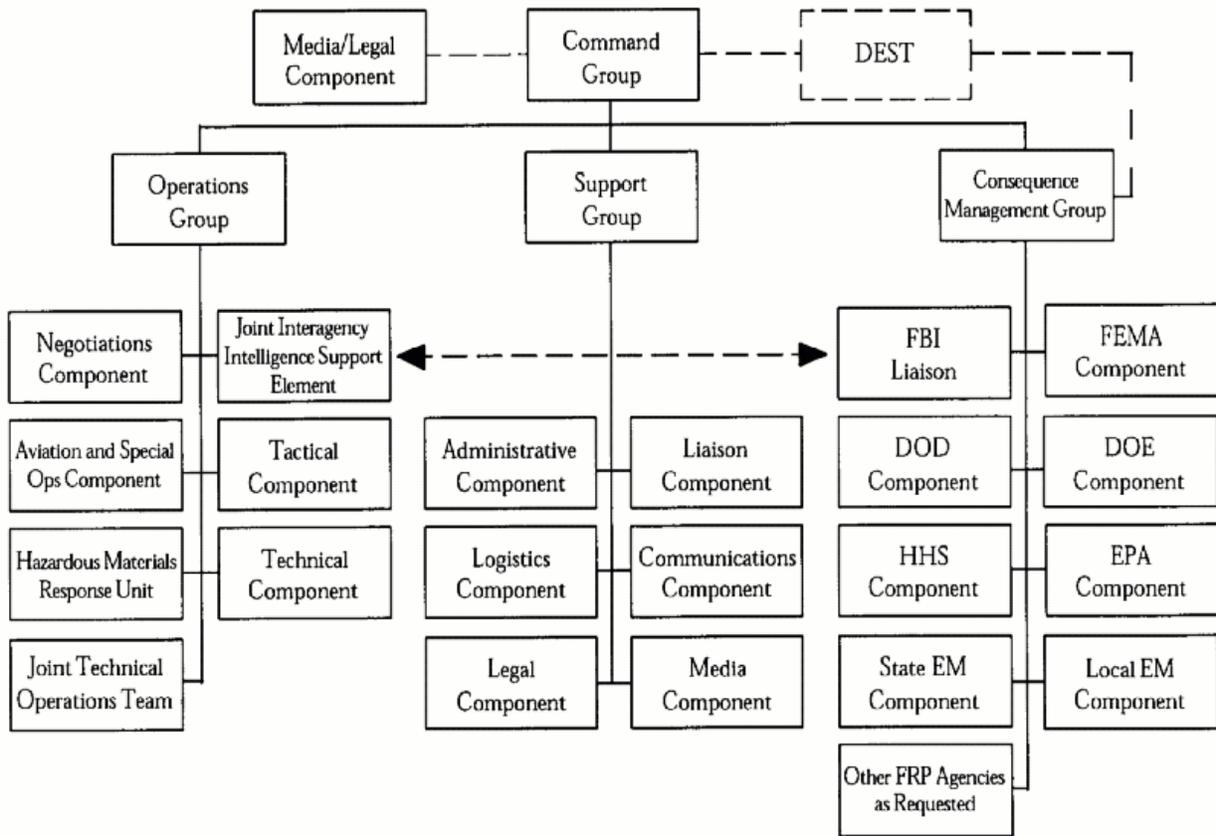
## IX. ATTACHMENTS

Attachment 1: Joint Operations Center Structure

## XIII. APPENDICES

Appendix 1: Nuclear Terrorism Response  
Appendix 2: Bomb Threats  
    A-2-1: Bomb Threat Report  
    A-2-2: Bomb Threat Procedure  
    A-2-3: Bomb Threat Procedure – Suspicious Package Found  
Appendix 3: Chemical Terrorism Response  
    A-3-1: Chemical/Biological Information Form  
Appendix 4: Biological Terrorist Response  
Appendix 5: Contamination of Water Supplies by Terrorists

ATTACHMENT 1  
JOINT OPERATIONS CENTER STRUCTURE



## APPENDIX 1 NUCLEAR TERRORISM RESPONSE

### I. SITUATION

- A. Primary responsibility for an incident involving an improvised nuclear weapon rests with the federal government and is defined in “The Federal Bureau of Investigation, Department of Defense and Department of Energy Joint Agreement for Response to Improvised Nuclear Device Incident.”
- B. Types of nuclear terrorist threats:
  - 1. Dispersal of radioactive material other than plutonium and uranium.
  - 2. Detonation of a conventional bomb salted with radioactive materials (Plutonium, Strontium, or other known radioactive isotope).
  - 3. Detonation of an improvised nuclear explosive device.
  - 4. Detonation of a nuclear weapon.

### II. CONCEPT of OPERATIONS

- A. Under federal law the federal government assumes the responsibility of responding to any incident involving the criminal misuse of nuclear materials, to include improvised nuclear devices, nuclear dispersal devices, or stolen nuclear weapons.
- B. As “first responders” local and state government agencies will be responsible for carrying out their normal emergency responsibilities as defined in the C-EOP and state EOP.
- C. Once federal agents arrive on the scene and assume responsibility for finding the weapon, deactivating the weapon, or dealing with the consequences of the weapon, local and state agencies will provide support to requesting federal agencies by carrying out any protective action not in conflict with the federal response.
- D. Upon the federal government assuming responsibility the FBI will establish the necessary liaison with DOD, DOE, FEMA, ADEM, and local officials as designated by the County Judge/Mayor.

## E. Federal Tasks

The following outline of agency tasks and responsibilities is provided for guidance and should be the basis for developing supporting plans and operating procedures.

1. FBI—Although local government is responsible for the protection of the public health and safety from nuclear hazards, the FBI (by Federal Statute) is the lead investigative agency in all cases involving radioactive material. As the lead agency, the FBI is responsible for the investigative functions while the aspects of search and assessment of a nuclear threat is delegated to DOE, or to the state. In addition the FBI will:
  - a. Alert FBI headquarters and all appropriate local, state, and federal agencies;
  - b. Coordinate all investigative efforts with the military and civilian law enforcement agencies involved;
  - c. Assist in the assessment of the threat;
  - d. Coordinate news releases regarding all aspects of the threat and operations;
  - e. Provide a location at, or near, the FBI command center for representatives of all assisting agencies to receive updates, commit resources, and coordinate all activities; and
  - f. Other responsibilities as outlined.
2. DOE—With threats involving Special Nuclear Material (SNM) DOE will accept responsibility for control and coordination of the nuclear aspects of the operation. In addition, upon arrival, DOE will provide radiological assistance to the state and local agencies having the regularly constituted authority for the protection of the general public health and safety in accordance with Interagency Radiological Assistance Plan. Representatives of DOE or its Nuclear Emergency Search Team (NEST) will integrate operationally with the FBI and other agencies. Duties include:
  - a. Alert state and other federal agencies, as appropriate;
  - b. Assist in the threat assessment;
  - c. Assist in the search for, and analysis of, the nuclear device in accordance with current DOE plans;

- d. Prepare input regarding nuclear and radiological aspects of the threat and operations for news releases.
- 3. DOD—Will have primary responsibility for incidents involving military weaponry and other threats as follows:
  - a. Military Weapons: In threats involving military nuclear weapons the responsible military service, or the FBI has jurisdiction. However, when control of the nuclear weapon is lost into the civilian sector the FBI assumes jurisdictional responsibility for recovery and control of the weapon.
  - b. Other Threats: DOD will provide technical support when requested through the FBI. Such support will include those functions within the purview of DOD and to the extent that the principal military mission is not compromised. These functions will include, but are not limited to:
    - 1) Assist in providing security;
    - 2) Assist in locating the device; and
    - 3) Assist in deactivating and removing the device.
- 4. FEMA—Will have the responsibility for coordinating the emergency planning and close out operations following resolution of criminal aspects of the nuclear misuse. Once the device is deactivated and secured, or clean-up operations commence, FEMA will assume command of the incident from the FBI.
- 5. Pursuant to PDD-39 and FEMA 229, the FBI will assume command and control of the incident management while criminal misuse activities exist. This means that all agencies will be expected to cooperate under the direction of the FBI.
- 6. This document shall not supersede any DOD directive currently in effect regarding the handling of DOD special devices. It is meant for clarification purposes only.

F. Response

- 1. Should a nuclear threat occur that requires meeting deadlines or making concessions during a very short time interval, the local agency receiving the threat may, by necessity, have to respond using only those skills and

resources immediately available. Concessions to demands in nuclear extortion are of national interest and must be carefully evaluated. However, the nearest FBI field division, ASP, and ADEM should be notified immediately of the threat. These agencies will alert additional resources and persons in order to have them available as quickly as possible.

2. Some threat demands may provide time for a more deliberate, orderly and effective response. This will permit a more thorough evaluation of the threat. The following guidelines provide a basis for response action:

a. The Threat

- 1) Nuclear threats may be received by phone, mail, courier services, tape recordings, or electronic transmission. Regardless of the mode in which it is received the individual or agency receiving the threat should preserve all materials and information for investigative purposes.
- 2) This and all other information regarding the threat must be forwarded to the FBI as soon as possible, as a part of the notification process. Because the exact wording and tone of a threat message can be of invaluable assistance in determining the credibility and potential hazard associated with the threat, it is imperative that the exact wording and tone be conveyed accurately.
- 3) Everything associated with the threat should be handled carefully and preserved as evidence for future examination and evaluation by experts. As few people as possible should physically touch the evidence.

b. Threat Credibility Assessment: The FBI, in conjunction with DOE, ASP, and local law enforcement agencies involved, will provide for assessment of the threat. Credibility must be continuously reviewed and assessed as investigative and search intelligence is acquired.

c. Coordination Between Agencies:

- 1) The nucleus of agencies with immediate interest will be (minimum) the FBI, FEMA, DOE, DOD, ASP, ADEM, County DEM, and NR&EPC. The FBI, as lead investigative agency, will coordinate with all involved agencies in order to

maintain continuity and cohesiveness of the actions taken. Command decisions will be made with regard to the discharge of their responsibilities as the situation develops.

- 2) An EOC may be established where the involved agencies can meet to evaluate information, make operational decisions (based on the available information), and to solve the technical problems involved in the search, identification, and removal of any device.
  - 3) One Joint Information Center (JIC) will be established through which all agencies will communicate with the Media. Due to the potential for public panic in this type of situation no releases will be made without approval and coordination with Command. Public Information Officers (PIOs) from the different agencies will assist in the media coordination of the event.
- d. Investigation: The investigation of a viable threat is a basic responsibility of the FBI. However, the cooperation of all involved agencies is essential to an effective investigation.
- e. Search:
- 1) Once it has been determined that the nuclear threat is credible and protective actions commensurate with the situation have been taken a search for the device should begin. Sophisticated search equipment will be provided by NEST. Premature searching may arouse public awareness and unwanted concern. If the response time is very short, the responding local agency or ASP should start the search.
  - 2) When the demands are to be met in a longer time period, search for a nuclear device will be conducted by NEST, as requested by the FBI, with appropriate local and state agencies assisting.
  - 3) Prior to the arrival of NEST, a visual search by persons familiar with the area may be conducted. Concurrent with this search, law enforcement, in cooperation with the FBI will provide as much additional information as possible about the threat and its source.

- 4) If radiation detection equipment is used in the initial search it should be remembered that commonly available meters (including RADAF meters) are incapable of, at best, unreliable for the detection of alpha, beta, or low energy gamma emitters.

f. Device Located

- 1) If a suspected nuclear device is found during the search prior to the arrival of NEST, the area should be evacuated and other protective measures taken. DOE will advise the area to be evacuated. Prior to the arrival of trained EOD personnel NO ATTEMPT shall be made to neutralize, deactivate, or move the device.
- 2) When a military nuclear weapon is involved, a military EOD team will handle the deactivation and removal of the weapon.
- 3) If an improvised device is involved, designated personnel from DOE and DOD (who are familiar with design characteristics of nuclear weapons or improvised devices) will determine the appropriate actions to be taken.
- 4) If a nuclear weapon is found, only DOE nuclear weapons experts and/or specially trained EOD teams will be involved.

g. Protective Action

- 1) Protective actions are non-sequential because it may be necessary to institute them at any time, or reapply them as a situation develops. They should be considered in two phases:
  - a. Those actions (preventative) taken to prevent loss of life, injury, or destruction of property, and
  - b. Those actions (restorative) that would be taken if the threat should be carried out.

2) ADH (Radiation Division) is responsible for recommending protective actions to the Governor and/or the Director of ADEM, in accordance with the state EOP.

h. Medical: In the event of a nuclear detonation or the dispersal of radioactive materials, special medical care may be required for irradiated and/or contaminated patients. Most hospitals are not equipped with adequate facilities with trained personnel for required treatment. Thus, cases of severe exposure should be directed to qualified medical centers.

1) Local: Local government is responsible for planning and coordinating medical services during the emergency. The medical plan shall provide for:

- a. Identification, coordination, and control of local medical emergency response forces.
- b. Medical planning including destination, training, and exercising medical facilities and personnel.
- c. Special medical treatment and services required for treating radiation exposed and/or contaminated patients.
- d. Coordination of assistance provided by hospitals, clinics, medical associations, health, and other societies and quasi-governmental groups.

2) State: ADH is responsible for emergency medical care in support of local government and will provide:

- a) Technical advice.
- b) Procurement of special equipment and services, such as whole body counters, laboratory services, decontamination facilities, and the disposal of radioactive waste.
- c) Emergency procurement, storage, distribution, and handling of supplemental medical supplies.
- d) Liaison with ADEM.

- e) Procedures for procuring medical assistance from other state agencies.
- 3) Federal: Federal agencies will provide technical assistance, equipment, and supplementary resources in support of medical operations.
- i. Health: After the spread of radioactive materials special health problems result from the contamination. Therefore, plans for health services must address this problem, as well as normal sanitation and other health concerns.
  - 1) Local: Local government is responsible for providing health and sanitation services. These services include, but are not limited to:
    - a) Personnel decontamination.
    - b) Sanitation in reception centers.
    - c) Inspection of food to determine radioactive contamination.
    - d) Protection of agricultural products from contamination.
    - e) Procedures for procuring medical assistance from state agencies.
  - 2) State
    - a) ADEM will coordinate the efforts of all necessary state agencies to support local emergency operations.
    - b) ADH will have the responsibility for the administration and application of health service support and will provide resources, personnel, and technical advice.
  - 3) Federal: Appropriate agencies can provide supplementary emergency equipment, supplies, and technical support to local health authorities. Local jurisdictions should forward

their requests to ADEM, which will notify FEMA for assistance from appropriate agencies.

j) Public Information

1) Even though information of all types and from many different sources will be processed, some will be more important than others will. In recognition of this fact and the necessity of using available public information facilities in the most efficient and effective manner, the following priorities are established.

- a) Lifesaving: Information essential to survival, health, and safety before, during, and after the incident.
- b) Recovery: Information concerning disaster recovery and relief programs and services.
- c) Other: Non-emergency information released by participating government and volunteer agencies.

2) Coordination of News Releases: In coordination with the FBI, all other involved agencies will be responsible for preparing releases pertaining to their activities. All state releases will be made through ADEM's PIO in coordination with the JIC.

k) Restoration: The problems to be solved and the work required during restoration may be complicated by the presence of radioactive contamination. Thus, local government may require state and federal support.

1) Local: Local government is responsible for the evacuation of, and re-entry to, affected areas. Tasks that may have to be undertaken during this period include:

- a) Decontamination of property and food supplies.
- b) Security of evacuated areas to prevent unauthorized entry and vandalism.
- c) Mass care and welfare.

- d) Monitoring of people and property for radiation contamination.
  - e) Transportation.
  - f) Identification and disposal of contaminated materials that cannot be decontaminated.
  - g) Engineer support.
  - h) Long-term radiation monitoring.
  - i) Control of radiation exposure to the public and workers.
  - j) Establish a program for dealing with long-term medical problems, in conjunction with state and federal agencies.
- 2) State: ADEM will coordinate state support during the emergency and recovery.
  - 3) Federal: FEMA will provide assistance to state and local government upon request.

V. ADMINISTRATIVE SUPPORT

- A. Support of these operations will consist of assistance and cooperation from all applicable state agencies, local government, and necessary federal agencies.
- B. Resources committed to a nuclear terrorist emergency will be assigned in accordance with the precepts outlined in the C-EOP and State EOP.

## APPENDIX 2 BOMB THREATS

### I. SITUATION and ASSUMPTIONS

- A. There are two types of bomb threats:
  - 1. Hoax
  - 2. Confirmed
- B. Bomb threats are normally received by telephone or through the mail. They may also be transmitted electronically. Rarely are they made in person.
- C. All bomb threats must be treated as real until proven otherwise.
- D. The Bomb Threat Report should be filled out as the threat is received.
- E. Bombs may be sent by mail, courier/delivery service, or placed on site by an individual.
- F. For purposes of this Appendix, the term bomb shall include persistent irritant devices, i.e., Tear Agents, Oleoresin, Capsicum, etc.

### II. MISSION

To provide the mechanism for recording and reporting bomb threats in order to assist in preparing an appropriate response to them. This is particularly applicable to government offices and facilities.

### III. DIRECTION and CONTROL

- A. The building manager, or superintendent, is responsible for coordinating a search for a bomb in response to a threat.
- B. Each individual is responsible for searching his/her area for the bomb and reporting any suspicious objects to a supervisor before evacuating.
- C. The building manager/superintendent will order an evacuation of the building upon receipt of the threat.

### IV. CONCEPT of OPERATIONS

- A. The building supervisor will be notified immediately of the bomb threat. He/she will have the occupants of the area search their areas for any suspicious objects. Whether a bomb or suspicious object is found or not, the area will be evacuated until after the deadline for the explosion of the bomb.
- B. The local law enforcement agency and fire department will be notified but will not take part in the search. Personnel familiar with the building will conduct the search.
- C. Appropriate emergency response agencies will enter the building only when a possible bomb is located.
- D. If a device is found, the bomb threat becomes a law enforcement matter. Even if a bomb is not found, the appropriate law enforcement agency should be notified as soon as practicable. All documentation should be made available to the police at the time of reporting.
- E. Direction and control of all activities at a bomb scene, which is declared a terrorist event, will be assumed by the local law enforcement until ASP and FBI respond.
- F. If no bomb is found after the initial search and no explosion takes place in the indicated time period, the building will be searched again before returning to normal operations.
- G. When the building is evacuated all personnel will report to designated assembly areas. They will remain there until their normal end of shift, or the building is declared safe to enter.
- H. Maintenance personnel should be used to search all public areas in and around the building.
- I. The explosion of a bomb in or near a building should be treated as a fire emergency, as well as a crime scene.
- J. ICS will be used in response to a bomb threat or explosion.

V. ATTACHMENTS

- A-2-1: Bomb Threat Report
- A-2-2: Bomb Threat Procedure
- A-2-3: Bomb Threat Procedure – Suspicious Package Found

**APPENDIX 2 – ATTACHMENT 1  
BOMB THREAT REPORT**

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**INSTRUCTIONS:** Remain calm, be courteous, listen, do not interrupt the caller. Notify supervisor/fellow worker immediately by prearranged signal WHILE the caller is on the line.

---

---

**DATE:** \_\_\_\_\_ **TIME RECEIVED:** \_\_\_\_\_ **TIME CALL ENDED:** \_\_\_\_\_

Exact wording of person making the call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS TO ASK:**

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

\_\_\_\_\_

**TRY TO DETERMINE THE FOLLOWING (Circle as appropriate):**

**Caller's Identity:** Male Female Adult Juvenile Child Age/Years\_\_\_\_

**Voice:** Soft High Pitched Deep Raspy Pleasant  
Intoxicated Other (describe): \_\_\_\_\_

**Accent:** Local Regional (describe) \_\_\_\_\_ Foreign(country/region)\_\_\_\_\_

**Speech:** Fast Slow Distinct Distorted Stutter Nasal Lisp Slurred

**Language:** Excellent Good Fair Poor Foul Other (describe)\_\_\_\_\_

**Manner:** Calm Angry Rational Irrational Coherent Incoherent  
Deliberate Emotional Righteous Laughing Other(describe)\_\_\_\_\_

**Background Noises:** Office Machines      Traffic      Factory Machines      Bedlam  
Quiet      Trains      Music      Animals      Voices  
Airplanes      Street Party

**ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Actions to take immediately after the call:**

- ↳ Notify supervisory personnel as specified in written instructions.
- ↳ Talk to no one except as instructed by the supervisor.

\_\_\_\_\_  
Receiving Telephone Number

\_\_\_\_\_  
Person Receiving Call

**APPENDIX 2 – ATTACHMENT 2  
BOMB THREAT PROCEDURES**

*Courses of Action -- Depending on the Circumstances*

<u>BOMB THREAT</u>	<u>CONCURRENT ACTIONS</u>	<u>IF NO BOMB FOUND</u>		
<b>Action</b>	<b>Reaction</b>	<b>Emergency Team</b>	<b>Employee Related</b>	
<b>Telephone</b>	<p>Keep caller on line as long as possible and obtain as much information as possible.</p> <p>Have call traced or recorded by police.</p> <p>Advise supervisor immediately.</p>	<p>Activate EOC.</p> <p>Activate bomb threat control team.</p> <p>Advise security staff and responsible building authority.</p> <p>Notify police and fire department.</p> <p>Evaluate threat.</p>	<p>Warn employees of danger. Have them visually check their workspaces and lock up.</p> <p>Restrict entry into the building.</p> <p>Restrict elevator use to handicapped use (down) only.</p> <p>Evacuate employees.</p>	<p>Bomb threat control team searches public areas and evacuation routes more thoroughly.</p> <p>Maintenance staff conducts a detailed search of maintenance and utility areas.</p> <p>Have employees re-examine offices for suspicious objects.</p>
<b>Note or Mail</b>	<p>Minimum handling of letter or note (due to possible fingerprints).</p> <p>Advise supervisor immediately.</p>	<p>Bomb threat control team searches evacuation routes.</p> <p>Bomb threat control team searches common and public areas.</p> <p>Maintenance personnel search utility areas.</p>	<p>If no bomb found resume work.</p>	

**APPENDIX 2 – ATTACHMENT 3  
BOMB THREAT PROCEDURES – SUSPICIOUS PACKAGE FOUND**

*Courses of Action -- Depending on the Circumstances*

<u>BOMB THREAT</u>	<u>CONCURRENT ACTIONS</u>		<u>IF NO BOMB FOUND</u>	
	Action Reaction	Emergency Team	Employee Related	
Suspicious Package Found	<p>Advise Police and responsible building authority</p> <p>Do not touch or Approach any Suspicious Package.</p> <p>Memorize area around package and details of package to report to explosives disposal team.</p>	<p>Activate EOC.</p> <p>Activate bomb threat control team.</p> <p>Notify police and fire department.</p> <p>Evaluate threat.</p> <p>Bomb threat control team searches evacuation routes.</p> <p>Maintenance staff search maintenance and utility areas.</p>	<p>Warn employees of danger. Have them visually check their work spaces and lock up.</p> <p>Restrict entry into the building.</p> <p>Restrict elevator use to handicapped (down) only.</p> <p>Evacuate employees.</p>	<p>Maintenance staff should conduct a detailed search of:</p> <ol style="list-style-type: none"> <li>1. Public area.</li> <li>2. Evacuation routes.</li> <li>3. Maintenance and utility area.</li> <li>4. cursory search of office area.</li> </ol> <p>If police dogs. or explosive detection are available have building searched by them.</p> <p>If no detonation takes place by the next working day, request that all employees carefully search their office areas when reoccupying the building</p>

APPENDIX 3  
CHEMICAL TERRORISM RESPONSE

I. SITUATIONS and ASSUMPTIONS

- A. The threat of a chemical-based terrorist attack is a highly possible event in today's society because of the ready availability of chemical compounds and agents. The release of chemical agents in population centers offers the terrorists minimum exposure, dramatic impact on society with relatively little expense, and requires only a moderate level of technical expertise.
- B. Since terrorists are interested in maximizing the impact of their attacks, this tactic offers a highly feasible format. Dispersal may be by various means, including:
  - 1. Mechanical (including aerosol dispersion).
  - 2. Explosive.
  - 3. Natural (including release into prevailing winds or waters).

II. PURPOSE

To provide for the safe, effective response to a terrorist attack which involves the use, or threatened use, of a chemical agent or compound as a weapon.

III. DIRECTION and CONTROL

- A. Since the nature of chemical agents is closely associated with known chemical compounds, the response to their use will be conducted with a heavy reliance on operating procedures found in Annex L – Hazardous Materials Emergency Response Procedures.
- B. Response to a chemical terrorism incident poses a high level of exposure and threat to all responding personnel. Therefore, basic knowledge of techniques of self-protection is necessary for an effective, safe response.
  - 1. First responders will maintain appropriate use of Time, Distance, and Shielding concepts.
  - 2. All personnel should be provided training in these techniques from their respective emergency response agency. Compliance with these guidelines is essential.

a. Time

- 1) Spend the shortest amount of time possible in the hazard area and minimize the time of exposure to the hazard.
- 2) Use time to protect yourself at the crime scene.
- 3) Use techniques such as rapid entries to execute reconnaissance or rescue.
- 4) Minimizing time spent in the affected area will also reduce the chance of contaminating the crime scene.

b. Distance

- 1) Maximize your distance from the hazard area or from the project hazard area.
- 2) Use the recommended guidelines provided in the current "North American Emergency Response Guidebook," or other established safety SOPs.
- 3) Finally, it is advisable to be upwind and uphill of the source, if at all possible.

c. Shielding

- 1) Maintain significant physical barriers between you and the hazard.
- 2) Shielding can be vehicles, buildings, chemical and personal protective clothing and equipment. (This includes PPE and SCBA.)

d. Responders should use all three forms of protection, whenever possible. Do not spend excessive time in the hazard area just because you have protective equipment.

C. Command may rely upon the hazardous materials experts in conjunction with health officials to provide the expertise necessary to accomplish the mission of neutralizing or containing the chemical compounds used in such an attack.

#### IV. CONCEPT OF OPERATIONS

- A. Upon notification that a hazardous chemical compound has been intentionally released with terrorist intent, the first responders on scene will make appropriate notifications as per Annex M so that initial life-saving, public safety, and fire suppression efforts may be activated.
- B. Upon notification, ADEM will activate the resources necessary to continue the operation beyond the initial response phase.
- C. Downwind and other “hot zone” determinations will be established as soon as practical. Established procedures for all responding personnel will be adhered to in these zones. All personnel responding to the incident will report to Command, as per established procedures.
- D. ICS will be used in response to a chemical attack.
- E. Medical and health considerations shall be in accordance with Appendix 1 – Nuclear Terrorism Response.
- F. “Chemical/Biological Incident” form may be use to gather Information valuable to the response. (See Attachment 1, this Appendix.)

#### V. ADMINISTRATIVE SUPPORT

- A. Support of this operation will consist of assistance from all applicable local and state agencies and, when necessary, federal agencies.
- B. Resources committed to chemical attack incidents will be determined and used in accordance with the county and state EOPs.

#### VI. GUIDANCE DOCUMENTS

- A. North American Emergency Response Guidebook, current edition.
- B. Chemical/Biological Response Handbook, 1998 edition.

#### VII. ATTACHMENTS

A-3-1: Chemical/Biological Information Form

**APPENDIX 3 – ATTACHMENT 1  
CHEMICAL/BIOLOGICAL INFORMATION FORM**

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1. Caller's Name and Phone Number: \_\_\_\_\_

2. Date and Time of Incident: \_\_\_\_\_

3. Reason for Report:

- |   |  |
|---|--|
| <input type="checkbox"/> Unusual Liquid Droplets        | <input type="checkbox"/> People Dying                |
| <input type="checkbox"/> People Becoming Sick           | <input type="checkbox"/> Unusual Odors               |
| <input type="checkbox"/> Cloud                          | <input type="checkbox"/> Dead, Discolored Vegetation |
| <input type="checkbox"/> Dead/Dying/Sick Birds, Animals | <input type="checkbox"/> Other _____                 |

4. Incident Location:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. Terrain Description:

- |                                    |                                   |                                       |                                |
|------------------------------------|-----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Flat      | <input type="checkbox"/> Desert   | <input type="checkbox"/> Sparse Trees | <input type="checkbox"/> Shore |
| <input type="checkbox"/> Hills     | <input type="checkbox"/> Urban    | <input type="checkbox"/> Jungle       | <input type="checkbox"/> River |
| <input type="checkbox"/> Mountains | <input type="checkbox"/> Suburban | <input type="checkbox"/> Forest       | <input type="checkbox"/> Other |

6. Weather:

- |                                 |                                |                                  |                                |
|---------------------------------|--------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Clear  | <input type="checkbox"/> Rainy | <input type="checkbox"/> Snowing | <input type="checkbox"/> Dusty |
| <input type="checkbox"/> Cloudy | <input type="checkbox"/> Foggy | <input type="checkbox"/> Misty   | <input type="checkbox"/> Other |

7. Wind:

- |                               |                                |                               |                               |
|-------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Gusts | <input type="checkbox"/> High | <input type="checkbox"/> Mild |
|-------------------------------|--------------------------------|-------------------------------|-------------------------------|

8. Temperature

- |                              |                               |                               |                               |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Hot | <input type="checkbox"/> Warm | <input type="checkbox"/> Cool | <input type="checkbox"/> Cold |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|

Estimated Temperature (F): \_\_\_\_\_

(Continued next page)

9. Odor:

- |                                 |                                     |   |                                      |
|---------------------------------|-------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> None   | <input type="checkbox"/> Irritating | <input type="checkbox"/> Garlic/Horseradish | <input type="checkbox"/> Changing    |
| <input type="checkbox"/> Sweet  | <input type="checkbox"/> Pepper     | <input type="checkbox"/> Almond/Peach       | <input type="checkbox"/> Forest      |
| <input type="checkbox"/> Fruity | <input type="checkbox"/> Flower     | <input type="checkbox"/> New Mown Hay       | <input type="checkbox"/> Rotten Eggs |

10. Visible Emission:

- Smoke       Mist       None

11. Unexplained Symptoms:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> None                | <input type="checkbox"/> Tightness in Chest | <input type="checkbox"/> Stinging of Skin       |
| <input type="checkbox"/> Dizziness           | <input type="checkbox"/> Blurred Vision     | <input type="checkbox"/> Reddening of Skin      |
| <input type="checkbox"/> Fever               | <input type="checkbox"/> Runny Nose         | <input type="checkbox"/> Welts/Blisters on Skin |
| <input type="checkbox"/> Choking             | <input type="checkbox"/> Coughing           | <input type="checkbox"/> Difficulty Breathing   |
| <input type="checkbox"/> Nausea and Vomiting |   | <input type="checkbox"/> Diarrhea               |

Other: \_\_\_\_\_

Time of Onset: \_\_\_\_\_

Duration of Symptoms: \_\_\_\_\_

12. Explosion:

- None       Air       Ground       Structure
- Underground

Describe Location: \_\_\_\_\_

Describe Device: \_\_\_\_\_

- Military Munitions       Improvised Device       Other       None

Describe Container Condition/Size: \_\_\_\_\_

13. Contact Incident Command and provide all information received.

Name of Person Receiving Information: \_\_\_\_\_

## APPENDIX 4 BIOLOGICAL TERRORISM RESPONSE

### I. SITUATIONS and ASSUMPTIONS

- A. The threat of a biological attack by a terrorist group poses a very real threat to society and the results can prove highly dramatic. The ability of terrorists to obtain and use a biological agent as an etiological weapon requires sophisticated, scientific skills that may not be readily available. This may be overcome by theft of biologically dangerous materials for weapons use.
- B. All threatened or suspected biological attacks must be treated as real attacks due to the damaging nature of the agents involved. These effects must not be underestimated and the handling of these incidents must involve all possible assets.
- C. These agents may be dispersed in the same manner as chemical agents and their ability to inflict a high number of casualties in enclosed areas makes them especially viable as media events.

### II. DIRECTION and CONTROL

- A. All incidents involving the use, or threatened use, of biological agents will be managed in accordance with the provisions of ICS.
- B. Specific direction and expertise will be required from ADH in the initial assessment and medical services required for the response. All area hospitals and other triage facilities will be mobilized in accordance with their existing emergency plans and the identification of the agent used will be a priority task.

### III. CONCEPT of OPERATION

- A. Upon report of, or the threatened use of, the employment of a biological agent in a terrorist attack, ASP and ADEM will be notified and coordination of activities will begin. The response will be based on the scale of the incident and mobilization decisions will be made as required.
- B. All necessary assets will be mobilized to support life-saving and evacuation requirements in the initial response. Upon activation of the FRP, local and state assets will act in support of the lead federal agency, as determined by the FRP.
- C. The DOD (Bio-Chem Response Team) will be activated in accordance with the procedures established by the task force under the FRP.

- D. The determination of the type of biological agent will be done as early in the incident as possible and may result from the FRP activation. This information will dictate the treatment of casualties and will be disseminated to supporting medical facilities through the command post as soon as possible.
- E. Important information regarding the biological threat will be collected using Form 501 (Appendix 3 - Attachment 1: Chemical/Biological Information Form).
- F. Response should be governed by the safety principle regarding time, distance and shielding.

#### IV. ADMINISTRATIVE SUPPORT

- A. Support of this operation will consist of all needed local and state agencies, in support of the federal response.
- B. Resources committed to this response will be determined and used in accordance with the C-EOP.

## APPENDIX 5 CONTAMINATION OF WATER SUPPLIES BY TERRORISTS

### I. SITUATIONS and ASSUMPTIONS

- A. The ability of terrorists to introduce toxins of any type to water supplies provides a venue for widespread impact and poses a great danger to our population. The introduction of these agents into public waters can be accomplished in a number of ways and with minimal risk of discovery.
- B. These agents may be introduced in locations where they are most readily available for consumption or in water supplies prior to treatment. Supplies may be contaminated before (or after) treatment.

### II. PURPOSE

To insure adequate potable drinking water to all citizens of Craighead County and to decrease the effects of the intentional contamination of the water supply.

### III. CONCEPT of OPERATIONS

- A. Local government may be able to provide estimates of available potable water and isolate those sources that are contaminated.
- B. The ADH and DEQ (Department of Environmental Quality) will provide testing expertise to determine the contaminant and suggest decontamination procedures or exclusion periods.
- C. Under command direction, the military may provide additional testing and decontamination support for the operation.
- D. Water truck/trailer resources may be available under the provisions of the county and state EOPs.
- E. Overall medical response to treat casualties resulting from an attack of this type will be coordinated by ADH. Emergency facilities will be tasked to perform in accordance with their established emergency plans.
- F. Federal response will be determined under the guidance provided in the FRP.

#### IV. ADMINISTRATIVE SUPPORT

Support of this operation will consist of assistance from all applicable state agencies, local government, and responding federal agencies, as per policies and procedures.

## ACRONYMS

<b>ADEM:</b>	Arkansas Department of Emergency Management
<b>AHD:</b>	Arkansas Health Department
<b>ASP:</b>	Arkansas State Police
<b>ANG:</b>	Arkansas National Guard
<b>AT:</b>	Antiterrorism
<b>BT:</b>	Bioterrorism
<b>BW:</b>	Biological Warfare
<b>C/B:</b>	Chemical/Biological
<b>CBDCOM:</b>	Chemical Biological Defense Command (US Army)
<b>CBIRF:</b>	Chemical Biological Incident Response Force (US Marines)
<b>CBRRF:</b>	Chemical Biological Rapid Response Force (Quick Response Force)
<b>CBT:</b>	Chemical, Biological Warfare
<b>CCMIS:</b>	Crisis Consequence Management Information System
<b>CEOC:</b>	County Emergency Operations Center
<b>CIRG:</b>	Critical Incident Response Group (FBI)
<b>EPA:</b>	Environmental Protection Agency
<b>DEM:</b>	Department of Emergency Management
<b>DEST:</b>	Domestic Emergency Support Team
<b>DEQ:</b>	Department of Environmental Quality
<b>DMAT:</b>	Disaster Medical Assistance Team
<b>DOC:</b>	Department Operations Center
<b>DOD:</b>	Department of Defense
<b>DOE:</b>	Department of Energy
<b>DOMS:</b>	Directorate of Military Support
<b>EOD:</b>	Explosive Ordnance Disposal (bomb response)
<b>EOC:</b>	Emergency Operations Center
<b>EOP:</b>	Emergency Operations Plan
<b>ESF:</b>	Emergency Support Function
<b>FBI:</b>	Federal Bureau of Investigation
<b>FCO:</b>	Federal Coordinating Officer
<b>FEMA:</b>	Federal Emergency Management Agency
<b>FRA:</b>	First Responder Awareness (HazMat)
<b>FRO:</b>	First Responder Operational (HazMat)
<b>FROD:</b>	First Responder Operational-Decon
<b>FRP:</b>	Federal Response Plan
<b>HAZMAT:</b>	Hazardous Materials
<b>HMRU:</b>	Hazardous Material Response Unit (FBI)
<b>ICS:</b>	Incident Command System
<b>IDD:</b>	Improvised Dispersal Device
<b>IED:</b>	Improvised Explosive Device
<b>IRT:</b>	International radical terrorist
<b>IRV:</b>	Incident Response Vehicle

<b>JIC:</b>	Joint Information Center
<b>JOC:</b>	Joint Operations Center
<b>LEPC:</b>	Local Emergency Planning Committee
<b>LFA:</b>	Lead Federal Agency
<b>MAC:</b>	Medical Alert Center
<b>MSCA:</b>	Military Support to Civil Authorities
<b>NAAK:</b>	Nerve Agent Antidote Kit (Mark-I Autoinjector)
<b>NBC:</b>	Nuclear, Biological, Chemical
<b>NDMS:</b>	National Disaster Medical System
<b>NEST:</b>	Nuclear Emergency Search Team (DOE)
<b>NLD:</b>	Nunn-Lugar-Domenici (Domestic Preparedness Legislation)
<b>NMRT:</b>	National Medical Response Team (for WMD)
<b>OPSEC:</b>	Operational security
<b>OSC:</b>	On Scene Commander
<b>PDD-39:</b>	Presidential Decision Directive-39
<b>PPE:</b>	Personal Protective Equipment
<b>PIO:</b>	Public Information Officer
<b>RAID:</b>	Rapid Assessment and Initial Detection Team (National Guard)
<b>RDD:</b>	Radiological dispersal device
<b>SCBA:</b>	Self-Contained Breathing Apparatus
<b>SERC:</b>	State Emergency Response Commission
<b>SO:</b>	Sheriff's Office
<b>SOP:</b>	Standard Operating Procedure
<b>WMD:</b>	Weapons of Mass Destruction

## GLOSSARY

<b>Acute Exposure:</b>	An exposure, often intense, over a relatively short period of time.
<b>Alpha Radiation:</b>	The least penetrating type of nuclear radiation; not considered dangerous unless alpha-contaminated particles enter the body.
<b>Asphyxiation:</b>	One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Asphyxiants interfere with oxygen flow during normal breathing. There are two types of asphyxiants: simple and chemical.
<b>B-NICE:</b>	The acronym for identifying the five categories of terrorist incidents: <b>B</b> iological, <b>N</b> uclear, <b>I</b> ncendiary, <b>C</b> hemical, and <b>E</b> xplosives.
<b>Bacteria:</b>	Single-celled organisms that multiply by cell division and can cause disease in humans, plants, or animals. Examples include anthrax cholera, plague, tularemia, and Q fever.
<b>Beta Radiation:</b>	A type of nuclear radiation that is more penetrating than alpha radiation and can damage skin tissue and harm internal organs.
<b>Biological Agent:</b>	Living organisms, or the materials derived from them, that cause disease in, or harm to, humans, animals, or plants, or cause deterioration of material. Biological agents may be found as liquid droplets, aerosols, or dry powders. A biological agent can be adapted and used as a terrorist weapon, such as anthrax, tularemia, cholera, encephalitis, plague, and botulism. There are three different types of biological agents: bacteria, viruses, and toxins.
<b>Biological Incident:</b>	An event in which a biological agent is used as a terrorist weapon.
<b>Blister Agent:</b>	A chemical agent, also called a vesicant, which causes severe blistering and burns to eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact. Also referred to as mustard agents; examples include mustard and lewisite.
<b>Blood Agent:</b>	A chemical agent that interferes with the ability of blood to transport oxygen and causes asphyxiation. These substances injure a person by interfering with cell respiration (the exchange

of oxygen and carbon dioxide between blood and tissues).  
Common examples are hydrogen cyanide and cyanogen chloride.

**Chemical Agent:** There are five classes of chemical agents, all of which produce incapacitation, serious injury, or death: (1) nerve agents, (2) blister agents, (3) blood agents, (4) choking agents, and (5) irritating agents. A chemical substance used in military operations is intended to kill, seriously injure, or incapacitate people through its physiological effects.

**Chemical Harm:** One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. There are two broad types of chemical agents that can cause harm: toxic and corrosive materials.

**Chemical Asphyxiant:** Referred to as blood poisons, these are compounds that interrupt the flow of oxygen in the blood or the tissues in three ways: (1) They react more readily than oxygen with the blood. Carbon monoxide is the best-known example. (2) They liberate the hemoglobin from red blood cells, resulting in a lack of transport of oxygen. Hydrazine is one such asphyxiant. (3) They cause a malfunction in the oxygen-carrying ability of the red blood cells. Benzene and toluene are two of these.

**Choking Agent:** A chemical agent that causes physical injury to the lungs. In extreme cases, membranes swell and lungs become filled with liquid, which can result in asphyxiation resembling drowning. Death results from lack of oxygen; hence, the victim is “choked.” Common examples are chlorine and phosgene.

**Chronic:** An exposure, often mild, over a long period of time.

**Consequence** As described in PDD-39, consequence management **Management:** is the response to the disaster, and focuses on alleviating damage, loss, hardship, or suffering. The Federal Emergency Management Agency (FEMA) has the lead in consequence management.

**Corrosive Materials:** One type of chemical agent that can cause chemical harm at an incident scene. They are liquids or solids causing visible destruction or irreversible alterations in human skin tissue at the site of contact.

**Crisis Management:** As described in PDD-39, crisis management is the law enforcement response, and focuses on the criminal aspects of the

incident. The Federal Bureau of Investigation (FBI) has the lead in crisis management.

**Distance:** One of the three components of the time, distance, and shielding (TDS) response; refers to the recommendation that one maintain distance from a hazard is at all possible. Refer to the *North American Emergency Response Guide* (NAERG) as an appropriate resource.

**Emergency Operations Plan (EOP):** An EOP is a document that (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other recourses available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities.

**Emergency Support Functions (ESF):** The Federal Response Plan (FRP) details 12 ESFs in place to coordinate operations during Federal involvement in an incident: transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food, and energy.

**Etiological Harm:** One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Involves exposure to a living microorganism, or its toxins, which causes, or may cause, human disease. Biological agents are the most obvious examples of etiological agents.

**Explosive:** As defined by the US Department of Transportation (DOT), “a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion.

<b>Explosive Incident:</b>	An event in which an explosive device is used as a terrorist weapon.
<b>Federal Response Plan (FRP):</b>	Developed to help expedite federal support to disasters. Generally, the FRP is activated when the State's resources are not sufficient to cope with a disaster, and the governor has requested federal assistance.
<b>GEDAPER:</b>	An acronym used to describe an incident analysis process. The steps include (1) <b>G</b> athering information, (2) <b>E</b> stimating course and harm, (3) <b>D</b> etermining strategic goals, (4) <b>A</b> ssessing tactical options and resources, (5) <b>P</b> lanning and implementing actions, (6) <b>E</b> valuating, and (7) <b>R</b> eviewing.
<b>Gamma Radiation:</b>	Gamma rays are high-energy, ionizing radiation that travel at the speed of light and have great penetrating power. They can cause skin burns, severely injure internal organs, and have long-term, physiological effects.
<b>Incendiary Device:</b>	Any mechanical, electrical, or chemical device used intentionally to initiate combustion and start a fire.
<b>Irritating Agent</b>	A chemical agent, also known as a riot control agent or tear gas, which causes respiratory distress and tearing designed to incapacitate. Common examples include chloropicrin, MACE, tear gas, pepper spray, and dibenzoxazepine.
<b>Limited consequences:</b>	Involve State and local capabilities.
<b>Local EOP:</b>	The local Emergency Operations Plan (EOP), or County Emergency Operations Plan (C-EOP), focuses on essential measures for protecting the public, to include warning, emergency public information, evacuation, and shelter. A mechanism for emergency responders and managers to notify and activate State resources should be included in a local EOP.
<b>Major consequences:</b>	Exceed state and local capabilities, and require a federal response.
<b>Mechanical Harm:</b>	One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Causes trauma from contact with mechanical or physical hazards. One form of mechanical injury can result from an explosive device. Other types include routine slip, trip, and fall hazards.

<b>NAERG:</b>	<i>The North American Emergency Response Guidebook.</i>
<b>Nerve Agent:</b>	A substance that interferes with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, an extreme headache, and severe tightness in the chest. Examples of nerve agents are sarin, Soman, tabun, and VX agent.
<b>Nuclear Incident:</b>	An event in which a nuclear agent is used as a terrorist weapon. There are two fundamentally different threats in the area of nuclear terrorism: (1) the use, or threatened use, of a nuclear bomb; and (2) the detonation of a conventional explosive incorporating nuclear materials.
<b>Nuclear Weapons:</b>	Release of nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei. (DOE)
<b>Plan of Action:</b>	A written document that consolidates all of the operational actions to be taken by various personnel in order to stabilize the incident.
<b>Presidential Decision Directive 39 (PDD-39):</b>	Issued in June 1995, PDD-39, <i>United States Policy on Counterterrorism</i> , directed a number of measures to reduce the United State's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical weapons.
<b>Radiological Dispersal Devices (RDD):</b>	A conventional explosive incorporating nuclear materials.
<b>Radiation:</b>	This is nuclear radiation, not radiation as a type of heat transfer. There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma. Radiation is the cause of one of the six types of harm (see TRACEM) that can be encountered at a terrorist incident.
<b>Robert T. Stafford Disaster Relief and Emergency Assistance Act,</b>	The Stafford Act authorizes the federal government to respond to disasters and emergencies in order to help state and local governments save lives, and to protect

<b>Public Law 93-288:</b>	public health, safety, and property.
<b>Shielding:</b>	One of the three components of TDS; refers to maintaining significant physical barriers between you and the hazard. (Examples include vehicles, buildings, walls, and PPE.)
<b>Significant Threat:</b>	Indicates the confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss. (FBI)
<b>Simple Asphyxiant:</b>	Generally, an inert gas that displaces the oxygen necessary for breathing, and dilutes the oxygen concentration below the level that is useful for the human body.
<b>Sizeup:</b>	The rapid mental evaluation of the factors that influence an incident. Sizeup is the first step in determining a course of action.
<b>Stafford Act:</b>	Robert T. Stafford Disaster Relief and Emergency Assistance Act.
<b>State EOP:</b>	The state's Emergency Operations Plan (EOP), which the framework within which local EOPs are created and through which the federal government becomes involved. The state plays three roles: (1) it assists local jurisdictions whose capabilities are overwhelmed by an emergency; (2) it responds first to certain emergencies; and (3) it works with the federal government when federal assistance is necessary.
<b>Strategic Goals:</b>	Strategic goals are broad, general
<b>Technical Operations:</b>	Operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to explosive ordnance or NBC/WMD material.
<b>Terrorist Incident:</b>	A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. (FBI)
<b>TRACEM:</b>	The acronym used to identify the six types of harm one may encounter at a terrorist incident: <b>T</b> hermal, <b>R</b> adioactive, <b>A</b> sphyxiation, <b>C</b> hemical, <b>E</b> tiological, and <b>M</b> echanical.
<b>Terrorism:</b>	"The unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any

segment thereof, in the furtherance of political or social objectives.” (FBI) This definition includes three elements: (1) Terrorist activities are illegal and involve the use of force. (2) The actions are intended to intimidate or coerce. (3) The actions are committed in support of political or social objectives.

**Terrorism Incident Annex:**

The annex to the FRP that describes the federal concept of operations to implement PDD-39 when necessary to respond to terrorist incidents within the U.S.

**Thermal Harm:**

One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Thermal harm is the result of exposure to the extremes of heat and cold.

**Time:**

One of the three components of TDS; refers to the amount of time a responder should be exposed to an incident. It is recommended that one spend the shortest amount of time possible in the hazard area.

**Time, Distance, And Shielding (TDS):**  
training.

Three types of protective measures commonly associated with hazardous materials

**Toxic Materials:**

Types of chemicals that can cause chemical harm at an incident scene. They produce harmful effects depending on the concentration of the materials and the length of exposure to them. An individual can have chronic or acute exposures to toxic materials.

**Toxins:**

Toxic substances of natural origin produced by an animal, plant, or microbe. They differ from chemical substances in that they are not manmade. Toxins may include botulism, ricin, and mycotoxins.

**Vesicants:**

Chemical agents, also called blister agents, which cause severe burns to eyes, skin, and tissues of the respiratory tract. Also referred to as mustard agents, examples include mustard and lewisite.

**Virus:**

The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host. Types of viruses are smallpox, Ebola, Marburg, and Lassa fever.

**Weapon of Mass  
Destruction:**

WMD are defined as (1) any destructive device as defined in 18 U.S.C., Section 2332a, which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

# CRAIGHEAD COUNTY, ARKANSAS ANIMALS IN EMERGENCY

## ANNEX N

### I. PURPOSE

The purpose of this Annex is to ensure an orderly approach to the coordination of medical care and protection of animals during a disaster or major emergency situation that may occur in Craighead County.

### II. SITUATION

Natural or man caused disasters could occur which would necessitate the care, housing, or disposal of animals, wild and domestic.

### III. ASSUMPTIONS

- a. When need arises, local government will assume control to insure that livestock, pets, and wild animals injured or displaced by a disaster, will receive prompt and proper care.
- b. County and cities will support actions as needed.
- c. Professional and volunteer agencies will provide support within their capabilities.
- d. Assistance will be available from other countries through mutual aid agreements.
- e. Citizens will volunteer to support recovery efforts following a disaster.
- f. Support will be available through state emergency resources.

### IV. CONCEPT OF OPERATIONS

#### General

The Director of Animal Control, City of Jonesboro for activation, will contact Northeast Arkansas for Animals. Activation of this group will be in accordance with Attachment 1 to this annex. This group has training and experience to assist with animals in disaster.

- a. MEDICAL. Emergency operations for health and medical services for animals will be an extension of the normal medical care and health protection activities of provider agencies with aid provided by other jurisdictions.
- b. HOUSING/SHELTER. The facilities of Animal Control City of Jonesboro, and the humane society will be utilized to the maximum extent possible for housing of homeless pets, and the pets of persons staying in Red Cross Shelters. Livestock will be moved to the nearest pasture or field that will accommodate them. Animal control Officer will arrange with necessary vendors for food and medicines.
- c. DISPOSAL OF DEAD ANIMALS. Manager of Craighead County Solid Waste Authority will be contacted for assistance in disposal of dead animals in accordance with state and federal regulations.

Attachments:

- 1. Northeast Arkansans for Animals Disaster procedures.