

LIBERTY COUNTY, COLUMBIA
EMERGENCY OPERATIONS PLAN (EOP)

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BASIC PLAN

I. PURPOSE

This plan predetermines, to the extent possible, actions to be taken by the emergency organizations of Liberty County, its municipalities, and cooperating private institutions to prevent disasters if possible; to reduce the vulnerability of County residents to any disasters that cannot be prevented; to establish capabilities for protecting citizens from the effects of disasters; to respond effectively to the actual occurrence of disasters; and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

II. SITUATION AND ASSUMPTIONS

A. Situations. Liberty County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include hurricanes, floods, tornadoes, forest and brush fires, and earthquakes. There is also the threat of war-related incidents such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, nuclear power plant accident, major transportation accident, terrorism, or civil disorder.

- B. Assumptions.

1. The county and municipal governments are primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.

2. While it is likely that outside assistance would be available in most large-scale disaster situations affecting the County and while plans have been developed to facilitate coordination of this assistance, it is necessary for Liberty County to plan for and to be prepared to carry out disaster response and short-term recovery operations on an independent basis.

Include any other assumptions determined to be necessary during the planning process that are significant in terms of impact on actual emergency management activities.

III. CONCEPT OF OPERATIONS

A. General.

1. Local, State, and Federal Roles. It is the responsibility of Liberty County government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. The Federal Government provides assistance to the State as necessitated by the nature and scale of the emergency.

2. Relationship Between Emergency and Normal Functions. This plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on

peoples' basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

3. Consistent with the State of Columbia's commitment to comprehensive emergency management, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after, emergency operations. It heavily emphasizes, however, the capability of the Liberty County government to respond to and accomplish short term recovery from large-scale disasters.

B. Phases of Emergency Management.

1. Mitigation. Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

2. Preparedness. Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

3. Response. Response involves activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

4. Recovery. Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

C. Interjurisdiction Relationships.

1. Planning and Operations (P&O) Zones. For emergency management planning purposes, the territory of each county in the State of Columbia has been divided into P&O Zones. These zones may be incorporated municipalities alone, incorporated municipalities with some adjacent unincorporated territory, unincorporated parts of the county, or large institutions such as State facilities and military installations. The eight P&O zones in Liberty County are shown in Tab 1, Map 1 and are named and defined in the following list:

- a. Central City--All territory within the corporate limits of Central City.
- b. Fisherville--All territory within the corporate limits of the City of Fisherville.
- c. Columbia State Prison--All State-owned land assigned to the jurisdiction of the Warden of Columbia State Prison.
- d. Northwest Liberty--All territory north of State Route 5 and west of Interstate Highway 107, except the part of Central City located in that area.

The four zones listed above provide examples. In actual plans, all zones should be listed and defined.

2. Operational Areas (OA's). Each county in the State is designated an Operational Area for major emergencies by the State Disaster Act. Liberty County has an Operational Area Emergency Organization that will be a part of the statewide system for managing major emergency operations.

3. Mutual Aid Regions (MAR's). The State is divided into Mutual Aid Regions, as shown in Tab 1, Map 2. Each MAR has an emergency organization responsible for coordinating provision of assistance across county (OA) boundaries under major emergency conditions.

4. State. The State emergency organization is active at all times. In case of a major emergency, the State plays an important role providing direct support to the local level and in serving as a channel for obtaining and providing resources from outside the State.

D. Direction and Control.

1. The ultimate responsibility for emergency management in Liberty County belongs to the Chairperson of the Board of Supervisors, who heads the policy group of the Direction and Control Organization. There are four full-scale emergency management organizations in Liberty County. Besides the County itself, there are fully qualified emergency organizations for the cities of Central City, Fisherville and Harvest Junction. Each of these municipalities is a separate P&O Zone and will exercise full authority over emergency operations when the emergency situation exists entirely within the boundaries of their jurisdictions. Major emergencies in any other part of the county will be managed by the county-level emergency organization.

2. If more than one P&O Zone is affected or if there is a very serious emergency in one zone, the county organization will be activated; but it will not necessarily assume control of all functions. The county organization may decide to restrict its activities--relative to the affected P&O Zones--to monitoring, coordinating, and providing requested support.

3. In case of the threat or actual impact of a very destructive, widespread disaster which covers an extended time period, all eight P&O Zones may be activated and would provide a geographically comprehensive level of emergency organization below the Operational Area level. Under such circumstances, both the zones and the operational area would probably be functional as elements of a Statewide or National emergency organization. These types of organization and operations are described in the annexes and appendixes to this plan.

E. Continuity of Government.

1. Succession of Command.

a. The line of succession of the County Board of Supervisors is from the Chairperson through the members of the board in order of their seniority on the board.

b. The line of succession to the emergency program manager is deputy program manager followed by operations officer.

c. The line of succession to each department head is according to the operating procedures established by each department.

d. The line of succession of the county manager is to the assistant manager, then to the director of the community affairs department.

2. Preservation of Records. Preservation of important records and measures to ensure reconstitution, if necessary, and continued operation of local government during and after catastrophic disasters or national security emergencies are covered in COG sections of the appropriate annexes and appendixes to this plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General. Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined in subparagraph IV.C., "Task Assignments," as well as in individual annexes. Responsibilities for certain organizations that are not part of local government are also presented. A chart showing the normal organization of the Liberty County government is given in Tab 2, Chart 1.

B. Emergency Organization.

1. Liberty County's Emergency Organization consolidates the existing agencies of the county government, departments of the municipalities which do not have full-scale emergency management organizations, and resources of the private organizations which have accepted responsibility for emergency management functions. The resources of Central City, Fisherville, and Harvest Junction are not included in the basic county emergency organization. Situations under which all organizations would be merged and centrally controlled are covered in Hazard-Specific Appendixes to this plan.

2. The Liberty County Emergency Organization and the participating agencies are shown in Tab 5.

C. Task Assignments.

1. Emergency Program Management.

- a. Coordination of all phases of emergency management;
- b. Integrated emergency management planning;
- c. Staff training;
- d. Radiological defense;
- e. Resource management; and
- f. Communications and warning.

2. Law Enforcement.

- a. Maintenance of law and order;
- b. Traffic control (including aerial monitoring);
- c. Control of restricted areas;

- d. Protection of vital installations;
- e. Warning support,
- f. Radiological monitoring support;
- g. Damage assessment support;
- h. Liaison and coordination with other law enforcement agencies;
- i. Evacuation of prisoners;
- j. Aerial rescue support;
- k. Medical rescue support; and
- l. Policy, coordination, and operations groups staff support.

Lists of task assignments similar to those above should be included for all pertinent public and private entities that would have some responsibilities during emergencies.

V. ADMINISTRATION AND LOGISTICS

A. General. Administrative procedures are frequently designed, for good cause, to inhibit action by government personnel; and it is not unusual for the most cost-effective approach to solving a problem to require more time than an alternative approach that achieves the same results. It is clear, therefore, that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be projected realistically.

B. Administrative Procedures. Clearly, it is desirable for the need for changes in administrative procedure to be foreseen and allowed for in plans. This should be done, to the extent possible, in annexes to this plan. Administration must facilitate operations to carry out appropriate disaster response actions. Procedures to achieve this goal will be detailed in this plan, and any necessary departures from business-as-usual methods will be noted.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. General. This plan is the principal source of documentation on Liberty County's emergency management activities. Almost every agency of the government has responsibility for developing and maintaining some part of this plan. Overall coordination of this process will be carried out at the local level by the Liberty County Department of Emergency Management (LCDEM).

B. State and Federal Involvement. It is frequently necessary for emergency management planning and operations to be coordinated across jurisdictional boundaries. To properly carry out their role in this activity, State and Federal Government authorities may become involved in the local planning process. The nature and extent of this involvement will be coordinated through LCDEM, and all personnel involved will be fully informed. Nothing in the process of coordination and support should be interpreted as relieving agency chiefs of their responsibilities for emergency planning.

C. Local Planning Responsibilities. Following is a listing of agencies responsible for development and maintenance of each plan element:

Basic Plan	LCDEM
Annexes:	
Direction and Control	LCDEM
Communications	County Sheriff
Warning	LCDEM

All plan elements and agencies with responsibility should be listed.

VII. AUTHORITIES AND REFERENCES

A. Authorities.

1. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707.
3. Columbia Emergency Services Act, 1970, as amended.

Include the applicable local ordinances and any references related to material included in the basic plan.

VIII. DEFINITION OF TERMS

Definitions should be provided for all terms and abbreviations in the Basic Plan that may not be immediately familiar to users of the document. The following terms are some of the more important ones used in this CPG.

Annex. As used in this CPG, a plan element devoted to one part of emergency operations that describes the jurisdiction's approach to functioning in that component area of activity in response to emergencies caused by any hazard that might affect the community.

Appendix. As used in this CPG, a plan element attached to a functional annex to provide information on special approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

Emergency Operations Plan (EOP). A document that clearly and concisely describes a jurisdiction's emergency organization, its means of coordination with other jurisdictions, and its approach to protecting people and property from the effects of disasters caused by any of the hazards to which the community is particularly vulnerable. It assigns functional responsibilities to the elements of the emergency organization and details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation addressed.

Emergency Program Manager (EPM). The individual responsible on a day-to-day basis for the jurisdiction's effort to develop a capability for coordinated response to and recovery from the effects of large-scale disasters. This official may be called the Civil Defense Director, Disaster Preparedness Coordinator, another similar title; and his or her duties may vary from jurisdiction to jurisdiction. The EPM is the link at the State and local level to our country's nationwide direction, control, and warning system and, therefore, plays a vital role in our country's preparedness for national security emergencies.

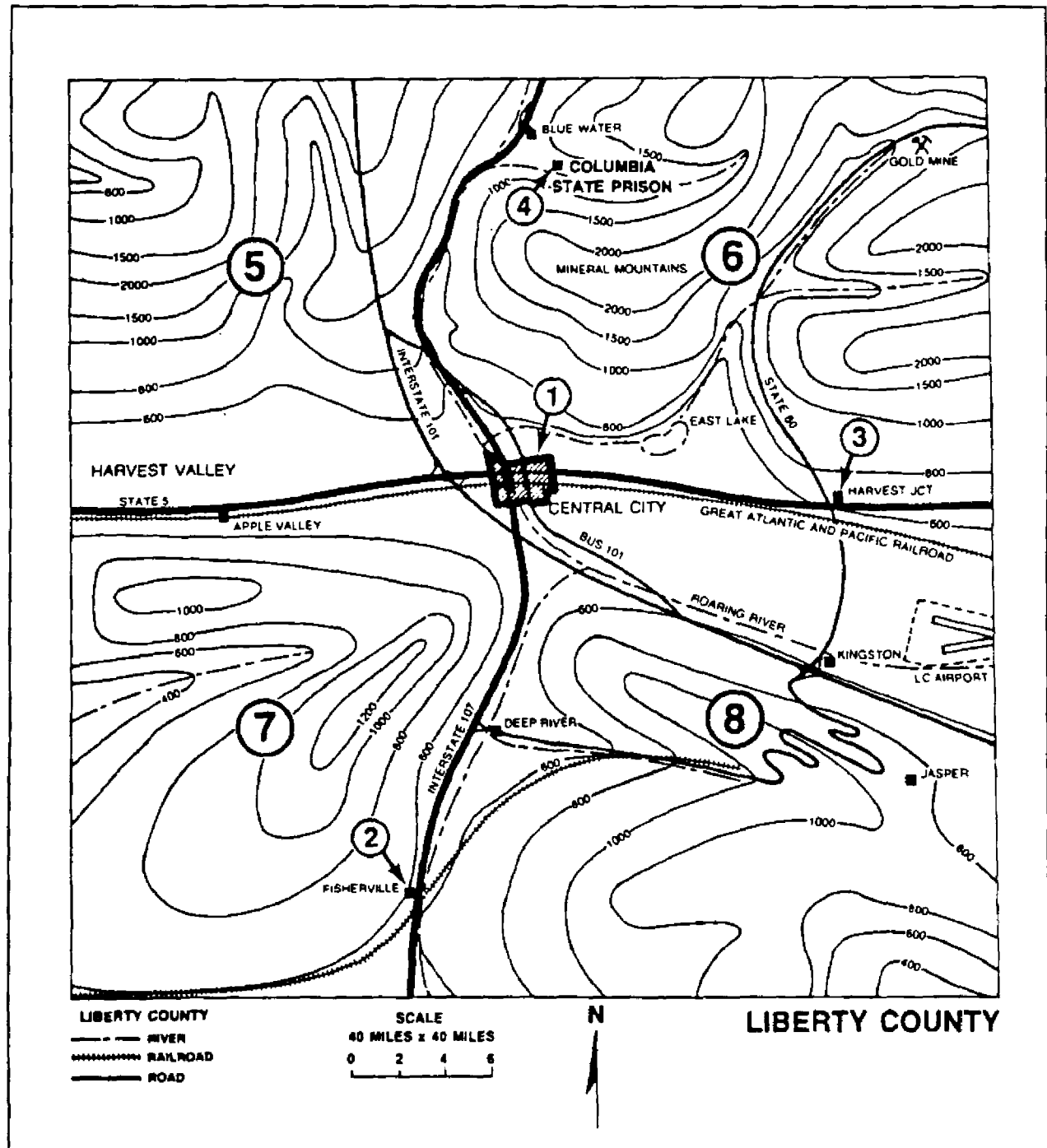
Function. A possible component or area of activity in emergency operations, e.g., firefighting, emergency public information, evacuation. It may combine several, or many, specific tasks or activities.

Standard (or Standing) Operating Procedure (SOP). Varies greatly in usage; generally a checklist or set of instructions on things to be done under specified conditions. Any information needed to accomplish a task, e.g., personnel rosters and resource inventories, are attached or cited in a readily available reference.

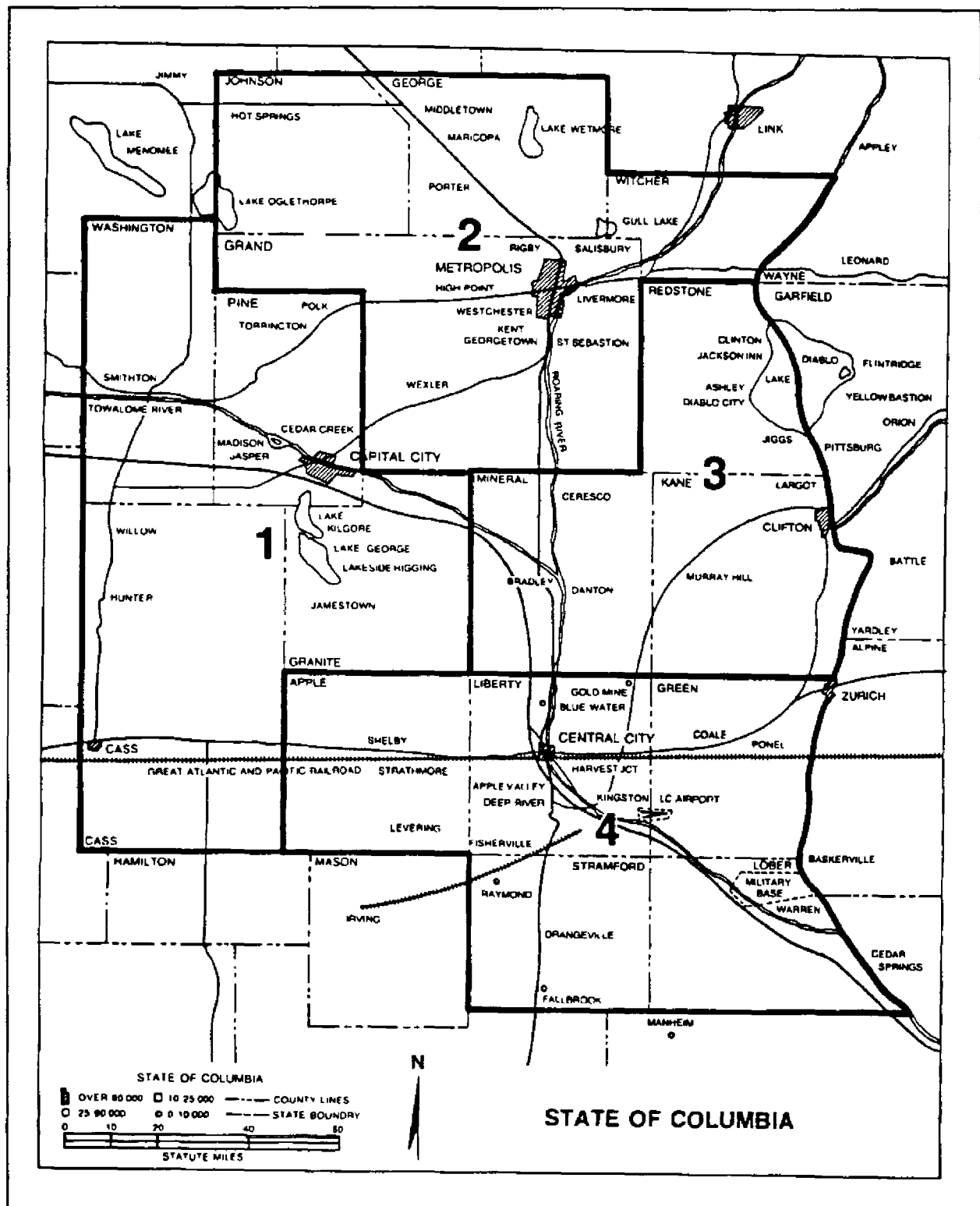
Tabs to the Basic Plan

- Tab 1 - Map of Planning and Operations Zones
- Tab 2 - Map of Mutual Aid Regions
- Tab 3 - Liberty County Government Organization Chart
- Tab 4 - Emergency Responsibilities Matrix
- Tab 5 - Liberty County Emergency Organization Chart

Tab 1 to the Basic Plan

**PLANNING AND OPERATIONS (P&O) ZONES**

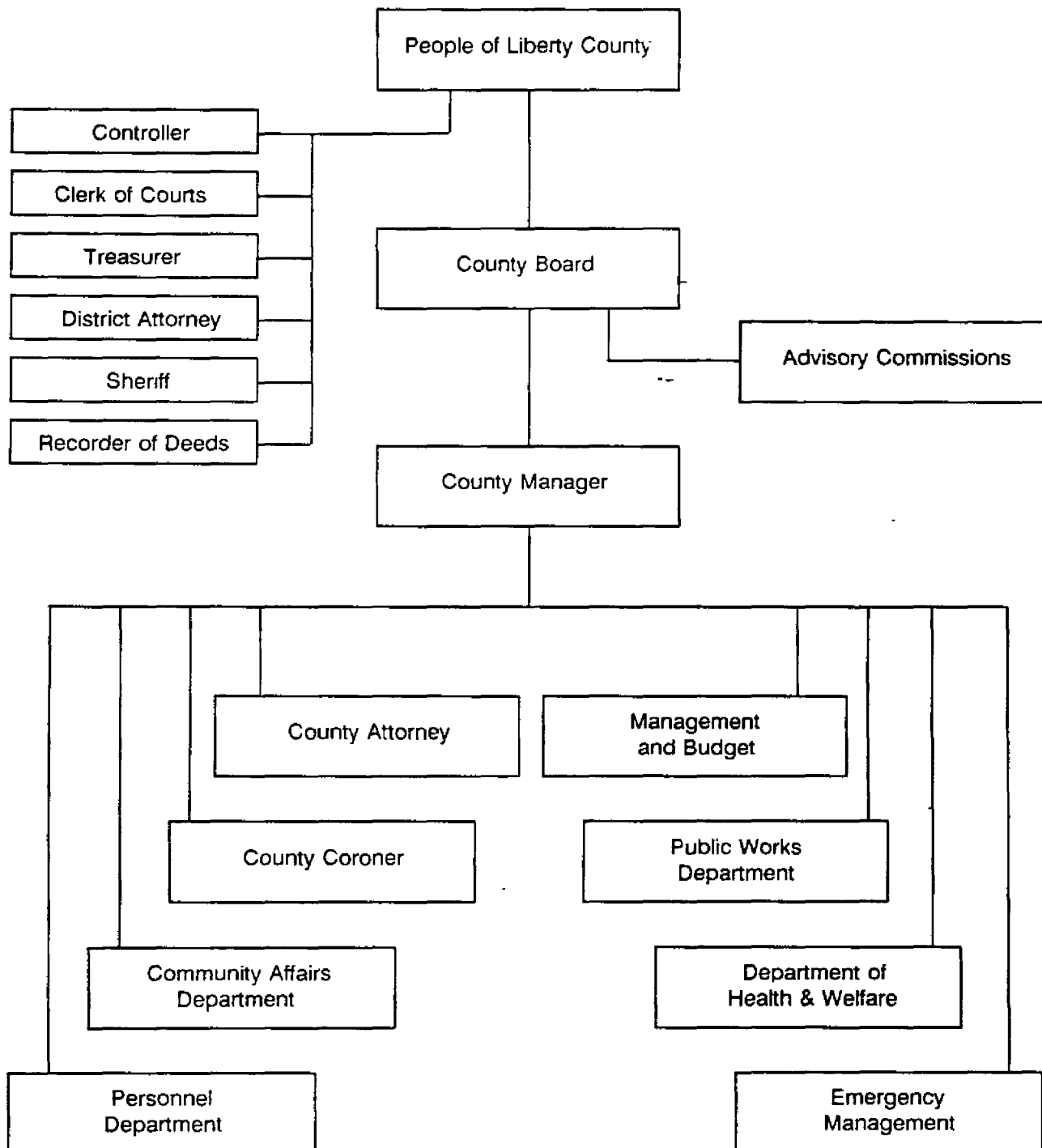
Tab 2 to the Basic Plan



MUTUAL AID REGIONS

Tab 3 to the Basic Plan

LIBERTY COUNTY, COLUMBIA
Government Organization Chart
June 30, 1989



Tab 4 to the Basic Plan

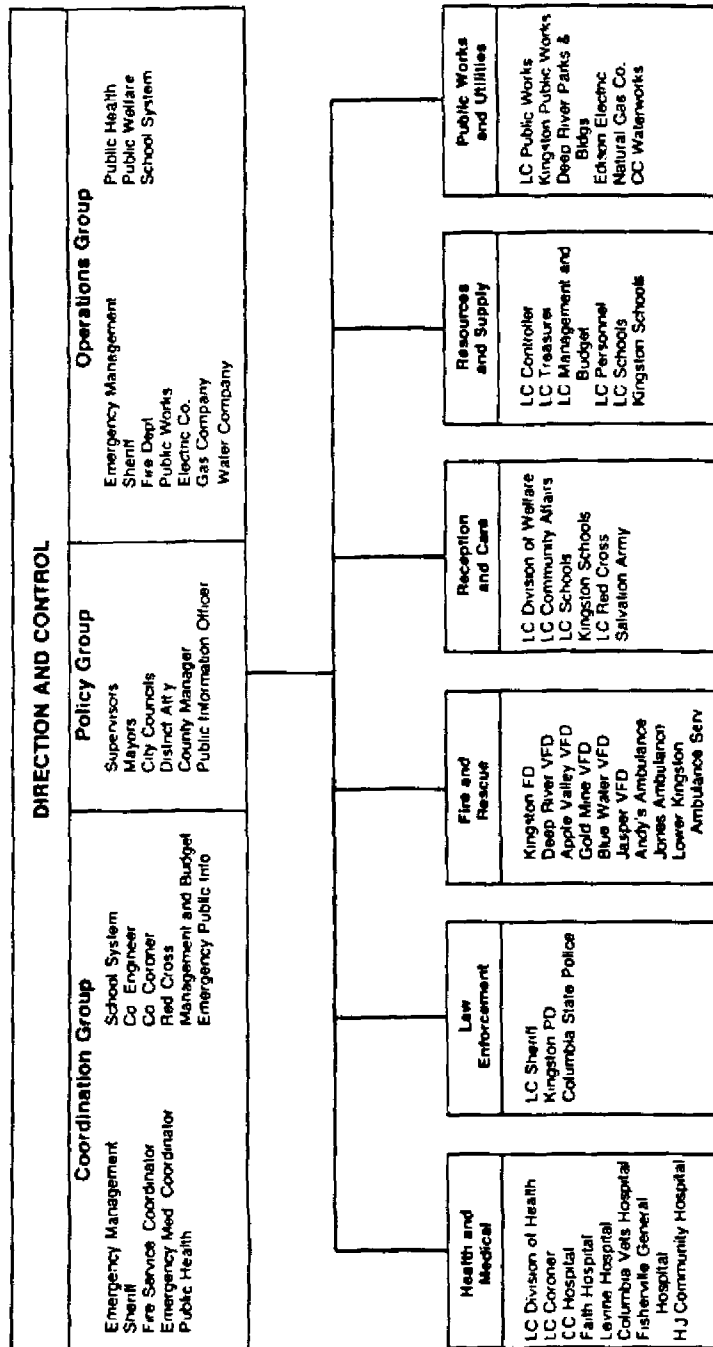
IDENTIFICATION OF EMERGENCY RESPONSIBILITIES BY ORGANIZATIONAL ENTITY

P = Primary Responsibility
S = Support Responsibility

Organization	Function	Direction and Control	Communications	Warning	Emerg. Public Information	Evacuation	Reception and Care	In-Place Protect. Shelter	Health and Medical	Law Enforcement	Public Works	Fire and Rescue	Radiological Protection	Human Services	Resource Management	Continuity of Government	Damage Assessment
County Board		S			S									S	S	S	S
County Manager		P			P						S					P	S
Controller		S													S		P
Clerk of Courts		S													S	S	S
Treasurer		S													S	S	S
District Attorney		S								S							
Sheriff		S	S	S		S			S	P		S	S				S
Recorder of Deeds		S					S								S		S
County Attorney		S								S				S	S		
Management and Budget		S									S				S	S	S
County Coroner		S							S			S	S				
Public Works Department		S	S	S				S			P	S	S		S	S	S
Community Affairs Dept.		S				S	S		S		S			S	S		S
Health and Welfare		S					P		P			S	S	P			
Personnel Department		S							S					S	S		
Emergency Management		S	P	P	S	P	S	P			S		P	S	S	S	S
Fire Service Coordinator		S				S			S		S	P	S				S
Etc.		S															

Tab 5 to the Basic Plan

Liberty County Emergency Organization and Participation



Abbreviations:
 LC — Liberty County
 CC — Central City
 HJ — Harvest Junction