

Town of North Topsail Beach



North Topsail Beach Hurricane and Storm Preparedness Plan

July 31, 2007

W. Rodney Knowles, Mayor

Kathleen L. Clough, Acting Town Manager

Kathleen L. Clough, Town Clerk

Casey Fillinger, Chief of Police

Thomas Best, Fire Marshall

Storm Preparedness Plan for the Town of North Topsail Beach

Revised 7/31/2007

I. GENERAL

A. BACKGROUND:

This plan has been developed as a guide to assist Town Officials in the co-ordination among departments and with other municipal, county and state agencies. It outlines specific responsibilities and provides additional information in the event of a major threat or actual storm. Since the Onslow County State of Emergency Ordinance does not apply within the corporate limits of North Topsail Beach, general police powers are incurred within this plan.

The first priority of this plan is the protection of life. The second priority is to minimize the effects of a disaster upon property, while continuing to provide essential services to the extent possible. Every effort will be made to distribute the Citizens Information Sheet to all property owners, residents and visitors to North Topsail Beach.

B. DEFINITIONS:

1. **MAJOR STORM SYSTEMS.** Storms of this type generally affect a wide area and have a life history of days rather than hours of effectiveness.
 - a. Tropical Depression - Weather associated with a tropical cyclonic system with wind speeds up to 38 miles per hour.
 - b. Tropical Storm - Weather associated with a tropical cyclonic system with wind speeds up to 38 and 73 miles per hour.
 - c. Hurricane - As categorized by the National Weather Service:
 - Category 1 - Winds of 74 to 95 miles per hour, accompanied by a 4 to 5 foot of storm surge.
 - Category 2 - Winds from 96 to 110 miles per hour, accompanied by 6 to 8 foot storm surge.
 - Category 3 - Winds from 111 to 130 miles per hour, accompanied by 9 to 12 foot storm surge.
 - Category 4 - Winds of 131 to 155 miles per hour, accompanied by 13 to 18 foot storm surge.
 - Category 5 - Winds of 156 miles per hour and greater, accompanied by 19 feet and higher storm surge.

2. **MAJOR STORM ALERTS.** Specific actions for each condition are outlined within, the plan:
 - a. Condition V Normal state. Operations continue as normal.
 - b. Condition IV Destructive weather trends indicate the possibility of winds of destructive force within 72 hours.
 - c. Condition III **"Hurricane Watch"** - Winds of destructive force are possible within 48 hours.
 - d. Condition II **"Hurricane Warning"** - ***Voluntary/Mandatory Evacuation*** Winds of destructive force are anticipated within 24 hours.
 - e. Condition I **Landfall Expected** - ***Voluntary/Mandatory Evacuation*** Continued. Winds of destructive force are imminent or expected within 16 hours.
 - f. Condition Landfall - Winds of destructive force have arrived.

C. ORGANIZATION

Joint action is required between all municipal departments and with Onslow County in order to maximize resources and support for the safety of the citizens of the Town of North Topsail Beach. Reference should also be made to the Onslow County Hurricane Evacuation Plan for a better understanding of the overall county concept.

The **Town Manager** shall serve as the **Emergency Management Coordinator** and be responsible for coordinating disaster activities. The Public information Officer (**Town Clerk**) may assist the Emergency Management Coordinator and Committee preparing and presenting public information for dissemination and shall **coordinate the notification and setting up of public information briefings with the media.**

The responsibilities incurred within this plan pertain to the Mayor, Mayor Pro-Tem, Emergency Management Coordinator, Public Information Officer, Fire Marshal, Police Chief, Public Works Department, Finance Officer and Code Enforcement Department. Also included is information for coordinating with the NTB Rescue Squad and the Onslow County Emergency Operations Center.

II. PREPAREDNESS OPERATIONS

A. GENERAL

Upon notification of Condition IV, specific coordination and communication responsibilities go into effect for each department and agency. With each change in condition, other responsibilities and duties for further preparedness will be carried out. Upon notification by the Emergency Management Coordinator of Condition III, the Emergency Operations Center will activate operations. The Emergency Phone System will be activated at Condition II, unless determined otherwise by the Emergency Management Coordinator.

The decision to evacuate the town, either mandatory or voluntary, shall be made by the Mayor and Board of Aldermen in conjunction with the Town Manager, Police Chief and Fire Marshal.

Re-entry after the storm has passed shall only be made after an initial assessment of North Topsail Beach by the public safety teams. There shall be three (3) teams. These teams will consist of the following:

Team A: Fire Marshall (South End)
Mayor
One Police Officer, if available
One member of the press

Team B: Assistant Fire Marshall (North End)
Town Manager
One police Officer, if available
One member of the press

Team C: Police Chief (**Roving - where needed**)
Building Inspector
One Alderman
One member of the press

Team A will be responsible for the Southern end of town from the high-rise bridge to the southern town limit.

Team B will be responsible for the Northern end of town from SR# 1568 to the Northern most end of the town.

Team C will be a roving team that lend assistance to the other two teams as needed.

These teams will operate only in official town vehicles.

For safety and liability reasons, the three assessment teams will be the only ones allowed onto the island until such time as they have determined that it is safe for others to return to the island.

The initial assessment shall, be conducted as quickly as safety will allow.

Upon the completion of the initial assessment, the three teams will meet back at the EOC to discuss their findings and to make recommendation as to whether it is safe for others to return.

Immediately following the assessment teams meeting, a Town staff meeting will be held. A staff meeting will also be held twice daily during the initial 72-hr. period following a storm and at least once a day thereafter, until such time as the town has returned to its normal day to day routines.

B. EMERGENCY OPERATION CENTER (EOC)

Dixon Elementary School, located off Highway 210 - Sneads Ferry, will serve as the Emergency Operations Center.

Unless otherwise approved by the Emergency Management Coordinator, only the Mayor, Board of Aldermen, Onslow County Emergency Medical Personnel, Media, Town employees and their families will be allowed in the Emergency Operations Center/Evacuation Shelter.

C. DEPARTMENT/AGENCY RESPONSIBILITIES-

The Department/Agency responsibilities are broken down by condition for ease of coordination. Responsibilities are not listed in any specific order. Beginning with Condition II, all departments will monitor the bulletins and coordinate procedures with the Emergency Management Coordinator.

EMERGENCY PREPAREDNESS COMMITTEE RESPONSIBILITIES

1. MAYOR'S RESPONSIBILITIES

CONDITION IV - 72 HOURS

1. Notify Board of Aldermen of Condition Plan Status.
2. Review the Town of North Topsail Beach Storm Preparedness Plan.

CONDITION III - HURRICANE WATCH - 48 HOURS

1. Discuss possible voluntary/mandatory evacuation of area with Onslow County Emergency Management and Emergency Preparedness Committee.
2. Review Onslow County Evacuation Plan.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Proclaim a State of Emergency.
2. Communicate with Onslow County Emergency Operation Center re: Control Group.
3. Procure a mobile phone from Town Hall for emergency calls.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Proceed to Onslow County Emergency Operation Center as member of the Control Group.

CONDITION LANDFALL

1. Be at Emergency Operation Center.

2. MAYOR PRO-TEM RESPONSIBILITIES

CONDITION III - HURRICANE WATCH - 48 HOURS

1. Review Town of North Topsail Beach Storm Preparedness Plan.
2. Review Onslow County Evacuation Plan.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Communicate with Onslow County Emergency Operation Center.
2. Procure a mobile phone from Town Hall for emergency calls.

CONDITION I - LANDFALL EXPECTED

1. Be at North Topsail Emergency Operations.

3. **EMERGENCY MANAGEMENT COORDINATOR**

TOWN MANAGER'S RESPONSIBILITIES

CONDITION IV - 72 HOURS

1. Notify Mayor and Public Information Officer (**Town Clerk**) of condition status,
2. Inform Mayor regarding employees on standby alert.
3. Monitor storm progress.
4. Review Town of North Topsail Beach Storm Preparedness Plan.
5. Prepare for possible VOLUNTARY/MANDATORY evacuation discussion with Mayor.

CONDITION III - HURRICANE WATCH – 48

1. Notify Mayor and Public Information Officer of condition status.
2. Activate Emergency Operations Center.
3. Communicate with Onslow County Emergency Management Coordinator - re: Activation.
4. Hold Emergency Operation Center meeting.
5. Prepare for VOLUNTEER evacuation with Department Heads.
6. Monitor storm progress.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Notify Mayor and Public Information Officer (Town Clerk) of condition status.
2. Begin execution of VOLUNTARY evacuation with Police Chief (as needed).
3. Communicate with Onslow County Emergency management - re: Shelter opening, voluntary/mandatory evacuation, etc.
4. Hold Emergency Operation Center meeting.
5. Monitor storm progress.

CONDITION I- LANDFALL EXPECTED - 16 HOURS

1. Notify Mayor and Public Information Officer of Condition Status.
2. Begin preparing for post disaster condition.
3. Hold Emergency Operation Center meeting and communicate post disaster expectations to Mayor, Department Heads.
4. Monitor storm progress.

CONDITION LANDFALL

1. Be at Emergency Operation Center.

4. TOWN CLERK/PUBLIC INFORMATION OFFICER RESPONSIBILITIES.

CONDITION IV- 72 HOURS

1. Monitor storm progress.
2. Prepare emergency notification roster.
3. Review Town of North Topsail Beach Storm Preparedness Plan.
4. Attend Emergency Operation Center meeting. (status report)

CONDITION III - HURRICANE WATCH - 48 HOURS

1. Set up town hall procedures to issue re-entry passes to residents/property owners/individuals on long-term leases. No passes will be issued to anyone while in an evacuation mode.
2. Upon notification by Emergency Management Coordinator, notify the Police Chief, Public Works Department, CAMA/Zoning Administrator, Fire Marshal, Building Inspector.
3. Begin recording summary notes of emergency operations and serve as Public Information Officer.
4. Attend Emergency Operation Center meeting (status report).
5. Monitor storm progress.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Establish procedure to coordinate removal of all town records. (when/where to move)
2. Attend Emergency Operation Center meeting (status report).
3. Upon notification by Emergency Management Coordinator, coordinate with Police Chief, Public Works Department, Fire Marshal and the code enforcement department as issues develop to ensure proper information is provided to various agencies.
4. Distribute ID cards to town personnel.
5. Monitor storm progress.
6. Prepare all resolutions.

CONDITION I- LANDFALL EXPECTED - 16 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Monitor storm progress.
3. Coordinate removal of all town records with Public Works Department.
4. Place minute books, computer disks, zoning map and cash box in water proof cabinet. Cabinet will be transported to the Emergency Operation Center.
5. Establish procedures at Emergency Operation Center for verification of individuals with re-entry passes and individuals who failed to obtain a pass prior to impending condition

CONDITION LANDFALL

Be at Emergency Operation Center, (At Emergency Management Coordinators discretion)

5. BOARD OF ALDERMEN RESPONSIBILITIES

PRE-STORM

1. Insure updates to Town Storm Response Plan.
2. Support exercises to test plan.
3. Meet with manager and Department Heads for review of plan and responsibilities.
4. Prepare to maintain continuity of government.
5. Encourage public awareness activities.
6. Become familiar with damage assessment and reporting procedures.
7. Delegate member to attend County emergency meetings.
- 8,. Participate in Department Head briefing.

CONDITION IV - 72 HOURS

1. Review evacuation plans.
2. Board Members prepare for relocation to selected site/shelter/lodging.
3. Meet with Town Manager to review procedures.
4. Review storm preparedness plan.

CONDITION III - HURRICANE WATCH -48 HOURS

1. On notice of warning, Mayor calls Onslow County for possible evacuation, order and declaration of emergency.
2. Finalize delegation to EOC, shelter/lodging.
3. Monitor conditions and maintain contact with EOC and Manager.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Evacuate to designated locations.
2. Maintain contact with Manager.
3. Monitor conditions.

POST-STORM

1. Insure volunteers and emergency staff are recognized for services rendered.
2. Receives periodic briefings from Town Manager on progress with clean-up activities and status of re-entry onto Topsail Island.
3. Provide continued policy guidance to Town Manager.
4. Decide when to terminate state of emergency based on recommendation of Town Manager.

6. POLICE CHIEF RESPONSIBILITIES

CONDITION IV- 72 HOURS

1. Review Town of North Topsail Beach Storm Preparedness Plan.
2. Check on equipment.
3. Monitor storm progress.
4. Monitor all department frequencies.

CONDITION III - HURRICANE WATCH - 48 HOURS

1. Notify personnel of standby recall.
2. Attend Emergency Operation Center meeting (status report).
3. Monitor all department frequencies.
4. Monitor storm progress.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Recall officers to alert (bring clothing).
2. Secure department weapons.
3. Gather and store records. Gather forms for disaster use.
4. Attend Emergency Operation Meeting (status report).
5. Upon notification by Emergency Management Coordinator, personally visit each condo to inform citizens of the decision to VOLUNTARY evacuation.
6. Police Officer is assigned to Town Hall to assist with citizens
7. A-I-V's are put on flat bed trailer
8. Monitor storm progress.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Notify residents/businesses of mandatory evacuation.
3. Communicate and coordinate expectations to department staff.
4. Prepare for post disaster.
5. Monitor storm progress.

CONDITION LANDFALL

1. Chief, or his designee, to be at the Emergency Operation Center at all times.

POST STORM

1. Coordinate with the Emergency Management Coordinator on the setting of curfews.
2. Coordinate with the Emergency Management Coordinator and DOT/SHP on the opening and closing of roads and bridge.
3. Establish assistance procedures with State agencies for assistance

7. FIRE MARSHALL/ASSISTANT FIRE MARSHALL RESPONSIBILITIES

CONDITION V - BEGINNING OF HURICANE SEASON

1. Check all plans and rosters to insure correctness.
2. Check all equipment (including generators).
3. Check all communications equipment.
4. Review Town of North Topsail Beach Preparedness with entire department.
5. Arrange for aerial photo of entire town for post disaster assessment-
 - a. Contact Alan Covey (Channel 7) to provide area coverage, if possible after disaster.
 - b. Or use Town video camera.
6. Review Onslow County Hurricane Evacuation Plan.

CONDITION IV - 72 HOURS

1. Test all equipment daily.
2. Review evacuation routes, plans
3. Assign duties to members to accomplish the following for fire department building:
 - a. Fresh water supplies.
 - b. Fuel for all units and equipment.
 - c. Obtain available saws, tools and equipment.
 - d. Weatherproofing Town of North Topsail Beach fire property.
 - e. Monitor storm progress.
 - f. Assist other town departments as needed.

CONDITION III HURRICANE WATCH - 48 HOURS

1. Attend Emergency Operation Center meeting/representative (status report).
2. Keep all equipment in a state of readiness•
3. Test air communications equipment.
4. Check all supplies.
5. Monitor storm progress

CONDITION II HURRICANE WARNING - 24 HOURS

1. Attend Emergency Operation Center meeting/representative (status report).
2. Verify availability of fire personnel.
3. Assist in public awareness of evacuation areas and shelter locations.
4. Assist in evacuation - Canvas the district with emergency vehicles using PA systems (under direction of police Chief).
5. Monitor storm progress.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Attend Emergency operation Center meeting/representative (status report).
2. Secure all equipment not located under cover.
3. Assist in public awareness of shelter opening and locations,
4. Ensure opening of Emergency Operation Center.
5. Begin preparations for post disaster.

CONDITION LANDFALL

1. Chief/representative at Emergency Operation Center at all times.

8. PUBLIC WORKS DEPARTMENT RESPONSIBILITIES

CONDITION IV- 72 HOURS

1. Review Town of North Topsail Beach Storm Preparedness Plan.
2. Monitor storm progress.

CONDITION III - HURRICANE WATCH -48 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Servicing of generators.
3. Servicing of vehicles.
4. Arrange for Ryder truck to transport *town* records/equipment.
5. Monitor storm progress.
6. Secure all trashcans, etc.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Begin monitoring radio frequency in case department is needed to assist another department.
2. Attend Emergency Operation Center meeting (status report).
3. Secure all trashcans, etc.
4. Secure public works building.
5. Assist in setting up of Emergency Operation Center, as requested.
6. Monitor storm progress.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Relocate all equipment, records and vehicles to Emergency Operation Center.
2. Attend Emergency Operation Center meeting (status report).
3. Begin preparations for post disaster.
4. Monitor storm progress.

CONDITION LANDFALL

1. All Public Works employees will be at Emergency Operation Center.
2. Attend Emergency Operation Center meeting (status report).
3. Begin preparation for post disaster.
4. Monitor storm progress.

9. **CODE ENFORCEMENT DEPT. AND PLANNING/ZONING/CAMA**

RESPONSIBILITIES

CONDITION IV - 72 HOURS

1. Review Town of North Topsail Beach Storm Preparedness Plan.
2. Review proposed procedures on when to activate the command center.
3. Prepare the Building Inspection's database for reference to be used in issuing all applications and licenses to contractors.
3. Monitor storm progress.
4. Attend Emergency Operation Center meeting. (status report)

CONDITION III - HURRICANE WATCH - 48 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Advise major building contractors to secure building sites, equipment, materials and construction debris.
3. Coordinate the possible opening of the Emergency Operation Center and equipment needed.
4. Monitor storm progress.

CONDITION II - HURRICANE WARNING - 24 HOURS

- 1, Attend Emergency Operation Center meeting (status report).
2. Prepare for the opening of the Emergency Operation Center.
3. Monitor storm progress.
4. Assure that all work is backed up to the NTB Server. (all departments)

CONDITION I- LANDFALL EXPECTED - 16 HOURS

1. Attend Emergency Operation Center (status report).
2. Contact damage assessment teams and confirm availability.
3. Monitor storm progress.
4. Coordinate the location of the town computer system at the Emergency Operation Center.

CONDITION LANDFALL

1. Be at Emergency Operation Center.

10. FINANCE OFFICER'S RESPONSIBILITIES

CONDITION IV - 72 HOURS

1. Review Town of North Topsail Beach Storm Preparedness Plan.
2. Attend Emergency Operation Center meeting (status report).
3. Monitor storm progress.

CONDITION III - 48 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Monitor storm progress.
3. Acquire (as needed for 72 - *Hour* period):
 - a. Food supplies.
 - b. Fresh water supplies.
4. Coordinate purchases, contracts, etc. for post disaster operation.
5. Set up the four phones at the Emergency Operation Center.
6. Contact vendors.
7. Secure extra petty cash for incidentals.

CONDITION II - HURRICANE WARNING - 24 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Establish procedure to coordinate removal of all town records (when/where to move).
- 3.. Monitor storm progress.

CONDITION I - LANDFALL EXPECTED - 16 HOURS

1. Attend Emergency Operation Center meeting (status report).
2. Coordinate removal of all town records with Public Works Department.
3. Monitor storm progress,

CONDITION LANDFALL

1. Be at Emergency Operation Center. (at the Emergency Management Coordinators discretion)
2. Set up town hall procedures to issue re-entry passes to residents/property owners/individuals on long-term leases.
3. Monitor storm progress.

D. STORM SHELTERS

Onslow County Emergency Management will designate storm shelters for North Topsail Beach area residents. The general intent during a disaster is for citizens to leave the area. It is up to the individuals to determine where they should evacuate. The storm shelters should only be used as a last resort if an individual has no other place to go.

E. EVACUATION ROUTES

State Road 1568 and Highway 210 will serve as the primary evacuation routes out of North Topsail Beach, as posted on DOT Highway signs. Highway 210 on the western side connects with Highway 17 to Jacksonville or Wilmington, Highway 210 on the southern side intersects with Highway 50 (Surf City) and then *westward* to Highway 17 at Holly Ridge.

III - POST DISASTER OPERATIONS

A. GENERAL

With the end of Condition landfall and when conditions are as safe as possible, post disaster operations begin. The post disaster plan includes three (3) separate reconstruction periods.

All essential personnel will be provided an ID tag to gain access to the Emergency Operations Center (EOC).

Re-Entry passes will be issued, to control travel in the town for public health and safety reasons. Residents are permitted two passes per household member. Photo ID and tax or utility bill must be provided. RV owners will be issued re-entry pass, one time

Unless otherwise indicated by the damage *assessment* teams, insurance adjusters and contractors will not be issued passes during the first 72 hours (3 days) after an event has occurred. Re-entry passes will only be issued for specific properties for which adjusters or contractors have written permission from the property owner or the authorized insurance agent of said property.

1. **Emergency Period:**
Reconstruction phase immediately after a storm. The emphasis is on restoring public health and safety, assessing the nature and extent of storm damage and qualifying for and obtaining whatever federal and state assistance might be available.
2. **Restoration Period:**
Weeks and months following a storm disaster. The emphasis during this period is on permanently restoring community facilities, utilities, essential businesses, etc., so that the community can once again function in a normal manner.
3. **Replacement Period:**
Period during which the community is rebuilt. The period could last from months to years depending on the nature and extent of damages incurred.

B. EMERGENCY OPERATION CENTER (EOC)

The current location of the EOC (Dixon Elementary School) during preparedness operations will continue to serve as the Emergency Operations Center for condition preparedness until such a time as the Emergency Coordinator deems it to be no longer necessary.

C. DEPARTMENT/AGENCY RESPONSIBILITIES

During the post disaster operations, the various departments/agencies will be responsible for tasks which fall within their normal scope of operations. If possible, department personnel may assist other departments but will fall under the primary department heads supervision.

D. EMERGENCY ROUTES

To provide initial access for emergency evacuation the following streets shall be designated as emergency routes and thereby be the first streets cleared of debris:

1. Highway 210.
2. State Road 1568.

E. DAMAGE ASSESSMENT

Requirements for authorizing financial and direct assistance to both the Town of North Topsail Beach government and individual citizens and businesses are generally stated in the Disaster Relief Act of 1974 (Public Law 93-288). It is imperative that the joint Federal-State-Local procedures are carried out efficiently and properly in order to be eligible for the various types of financial assistance, which are available.

Damage Assessment Procedures:

Upon the beginning of post disaster operations, the Town's Damage Assessment Teams shall make a rough visual initial assessment. The rough initial assessment should include an approximate:

- a. Number of persons killed.
- b. Number of persons injured.
- c. Number of damaged properties.
- d. Cost of damage to: 1. Public Property; 2. Private Properties.

An initial assessment report should be given to the North Topsail Beach Emergency Management Coordinator as soon as possible, taking into account the amount of damage and safety. A more detailed second assessment can be made after the initial reports are filed.

Damage assessment reporting should follow the format and terms as established by the Onslow County Emergency Management Office.

F. RECOVERY OPERATIONS

After the emergency operations to restore public health and safety and initial damage assessments are completed, the State guidelines suggest that a Recovery Task Force to guide restoration and reconstruction activities be created. In North Topsail Beach, the Mayor and Board of Aldermen shall assume the responsibilities of the task force with the Town's Manager directing day-to-day operations. The following tasks must be accomplished:

1. Establish an overall restoration schedule.
2. Contact North Carolina Division of Transportation.
3. Set curfews if necessary
4. Set restoration priorities,
5. Determine requirements for outside assistance and request such assistance when beyond local capabilities,
6. Keep appropriate County and State officials informed using Situation and Damage Reports.
7. Keep the public informed.

8. Assemble and maintain records of actions taken and expenditures and obligations incurred.
9. Proclaim a local "State of Emergency" if warranted.
10. Commence clean-up, debris removal and utility restoration activities.
11. Undertake repair and restoration of essential public facilities and services in accordance with priorities developed through the situation evaluations.
12. Assist private businesses and individual property owners in obtaining information on the various types of assistance that might be available to them from federal and state agencies.

G. DAMAGE REPAIR

1. Emergency Repairs

If the need arises for the placement of tarps on specific structures within North Topsail Beach, the Town Manager may hire a project manager to perform this function. The project manager will be responsible for selecting and directing a tarp team. The Town Manager will set the rates for the project manager and his crew. No permits will be required at this time, however the tarp team must check in with the town building inspector. The project manager will be responsible for work to be completed and must supply the town with a list of homeowners and properties to which they provided services. Written permission from the homeowner must be provided before any work is to begin. A copy of the written permission will be maintained on file in the building inspector's office and one copy is to be in the possession of the tarp team at all times. The tarp team will be required to check in daily. See Section 2 for new construction and repair work.

2. Long-term Recovery

To assure all property owners receive the best services available, the following procedures will be followed. All contractors shall have a current Town of North Topsail Beach Privilege License. Building, Electrical, Mechanical, and Plumbing permits as required by local ordinances and State Code will be necessary. Zoning and CAMA Permits will be required.

A written statement will be required, from property owners authorizing specific contractors to enter onto a specific property. All contractors shall have a current privilege license and apply for a reentry pass.

FOOD AND SUPPLIES DISTRIBUTION

To coordinate and facilitate the distribution of food and supplies, donations shall be delivered to the area designated by the North Topsail Beach Emergency Management Coordinator. No representative of the town except for the Emergency Management Coordinator and his/her designee shall make public requests for items.

I. LANDFILL AND DISPOSAL INSTRUCTION

The Onslow County Emergency Management Office will determine disposal site location. Routes and procedures for hauling and disposal will be determined by the Town of North Topsail Beach Emergency Management Coordinator. Dissemination of information shall be provided to the public as soon as possible.

J. UTILITIES

The North Topsail Beach Emergency Management Coordinator will coordinate with Onslow County Emergency Management on all concerns regarding utilities.

APPENDICES

- APPENDIX I Disaster Personnel - North Topsail Beach
- APPENDIX II Disaster Personnel - Onslow County
- APPENDIX III Utilities (Electric, Telephone, Water, and Sewer)
- APPENDIX IV Re-Entry Procedures
- APPENDIX V Emergency Preparedness Procedures

APPENDIX I- NORTH TOPSAIL BEACH

A list of available personnel will be maintained by the North Topsail Beach Management Coordinator. All individuals needing information should coordinate through their office.

EOC and PUBLIC INFO NUMBERS: (910) 327-2768
(910) 327-3268

APPENDIX II DISASTER PERSONNEL - ONSLOW COUNTY

Emergency Management Coordinator- Mark Goodman	347-4270 (O)
	455-6767 (F)
Onslow County Dispatcher	455-3113 (O)
Onslow County Sheriff	455-3113 (O)
Red Cross	347-3581 (O)
Red Cross - Joy Branham (after hours 376-1881)	fax 347-2760
Salvation Army	346-800 (O)

APPENDIX III - UTILITIES

Jones Onslow Electric	353-1940
Embarq Telephone	347-7121
ONWASA	455-0722
North Topsail Utilities	327-2880

APPENDIX IV

RE-ENTRY PROCEDURES

Hurricane Season May 1, 2006-April 30, 2007
North End -- Purple Passes | South End = Brown Passes

OWNER Must have current proof of residency (within 3 months) and picture ID,

TENANT Must have current proof of residency (within 3 mos) and picture ID,

VACATIONING RENTERS Must have rental lease & I.D. Will only issue passes **after storm.**

The above will be issued two passes. If the Island is closed for any length of time we will consider issuing additional passes to families that need them on a case by case basis.

AGENT Needs picture I.D. & **notarized letter** from owner stating that he/she has the authority to "Act as Agent" for the specified address on North Topsail Beach. Letter must have date, owner's permanent home address and phone number, NTB address, & name of storm. Agents will be issued **one pass** after a Hurricane has been **predicted to make landfall** in our area. They will be issued old passes.

IMPORTANT, any agent that is also a contractor must be aware they must have a contractors pass before doing any work.

REALTOR Must have current contract on property and picture ID, if more than one property must attach a listing of all property addresses. Management must list on letterhead the people authorized to have passes. Each agency will be issued **two passes**. List all properties on pass. Passes will be issued after a **Hurricane has made landfall** in our area. They will be issued old passes.

CONDOS/RESORTS Must provide a listing of properties. List all properties on pass. Each Condo/Resort will be issued four passes; Management must list on letterhead the people authorized to have passes. They will need picture ID. They will be issued old passes. Passes will be issued only if a Hurricane has been **predicted to make landfall in our area**,

CONTRACTOR Must have picture I.D. & **notarized letter** from owner stating that he/she has the authority to make emergency repairs for the specified address on North Topsail Beach, Letter must have date, owner's permanent home address and phone number, NTB address, and the name of the storm. Contractor will be issued one pass after a **Hurricane has made** landfall and the Town is allowing "Emergency Repairs." Contractors will be issued old passes.

OWNERS of LAND ONLY Only one pass is to be issued. If there is a joint ownership with verification, each owner may have a pass.

To issue old passes. With a black marker, cross out the dates and write the name of the storm on the pass. The pass is only good for that storm. Each category needs a different color pass.

APPENDIX V
EMERGENCY PREPAREDNESS PROCEDURES

AT THE FIRST INDICATION OR NOTIFICATION OF A STORM, DISASTER, ETC., COORDINATION WITH ONSLOW COUNTY EMERGENCY MANAGEMENT IS ESSENTIAL. MOST STATE AND FEDERAL AGENCIES DEAL DIRECTLY WITH COUNTY EMERGENCY MANAGEMENT COORDINATORS. COUNTY EMERGENCY MANAGEMENT COORDINATORS HAVE ACCESS TO VARIOUS PERSONNEL (NATIONAL GUARD, FEMA COORDINATORS, MILITARY, ETC.) AND EQUIPMENT (MILITARY, STATE, FEDERAL SUPPLIES). THE NATIONAL SYSTEM IS SET UP SO THAT **ONLY COUNTY EMERGENCY MANAGEMENT COORDINATORS** CAN REQUEST PERSONNEL AND EQUIPMENT. THEREFORE, ALL ITEMS NEEDED ARE TO BE REQUESTED THROUGH THE COUNTY EMERGENCY MANAGEMENT COORDINATOR.

CITIZEN'S INFORMATION SHEET
HURRICANES

(This information is also on our website under Hurricane Info- www.north-topsail-beach.org)

FOR YOUR INFORMATION THE 5 HURRICANE CATEGORIES ARE LISTED BELOW:

CATEGORY 1 ACCOMPANIED	WINDS OF 74 TO 95 MILES PER HOUR, BYA 4 TO 5 FOOT STORM SURGE;
CATEGORY 2	WINDS FROM 96 TO 110-MILES PER HOUR, ACCOMPANIED BY A 6 TO 8 FOOT STORM SURGE;
CATEGORY 3	WINDS FROM 111 TO 130-MILES PER HOUR, ACCOMPANIED BY A 9 TO 12 FOOT STORM SURGE;
CATEGORY 4	WINDS OF 131 TO 155 MILES PER HOUR, ACCOMPANIED BY A 13 TO 18 FOOT STORM SURGE;
CATEGORY 5	WINDS OF 156 MILES PER HOUR AND GREATER, ACCOMPANIED BY 19 FEET AND HIGHER STORM SURGE.

HURRICANE WATCHES AND WARNINGS:

HURRICANE WATCH:

A HURRICANE WATCH IS ISSUED WHEN THERE IS A THREAT OF HURRICANE CONDITIONS WITHIN 24-36 HOURS. A HURRICANE WARNING IS ISSUED WHEN HURRICANE CONDITIONS (WINDS OF 74 MILES PER HOUR OR GREATER OR DANGEROUSLY HIGH WATER AND ROUGH SEAS) ARE EXPECTED WITHIN 24 HOURS.

ITEMS TO REMEMBER DURING A HURRICANE WATCH STATUS:

- A. TURN ON A BATTERY OPERATED RADIO TO GET THE LATEST EMERGENCY INFORMATION.
- B. FUEL YOUR VEHICLE.
- C. CHECK EMERGENCY SUPPLIES.
- D. BRING IN OUTDOOR OBJECTS SUCH AS **TRASH CANS**, LAWN FURNITURE, TOYS, GARDEN TOOLS.
- E. CLOSE ALL STORM SHUTTERS OR COVER ALL WINDOWS WITH PLYWOOD PANELS.
- F. SECURE GARAGE AND ENTRY DOORS.
- G. REVIEW EVACUATION PLAN.
- H. MOOR BOAT SECURELY OR MOVE IT TO A DESIGNATED SAFE PLACE CHECK WITH COAST GUARD REGARDING SPECIFICS ON BOAT SAFETY;
- 1. USE ROPE OR CHAIN TO SECURE BOAT TO TRAILER. USE TIE-DOWNS TO ANCHOR TRAILER TO GROUND OR HOUSE.
- J. HAVE YOUR RE-ENTRY PASS IN THE VEHICLE YOU WILL USE.

HURRICANE WARNING:

DEPENDING ON YOUR PROXIMITY TO WATER, YOU MAY NEED TO SEEK SHELTER OR EVACUATE WELL IN ADVANCE OF HURRICANE WATCHES OR WARNINGS. COLLECT YOUR EMERGENCY SUPPLIES AND MAKE YOUR PLANS BEFORE THE APPEARANCE OF DANGEROUS STORM SYSTEMS AND HURRICANES.

STAY TUNED TO OFFICIAL SOURCES FOR INFORMATION.

ITEMS TO REMEMBER DURING A HURRICANE WARNING STATUS:

- A. LISTEN CONSTANTLY TO THE RADIO OR TELEVISION FOR OFFICIAL INSTRUCTIONS.
- B. IF IN A MOBILE HOME, CHECK TIE-DOWNS AND EVACUATE IMMEDIATELY.
- C. STORE VALUABLES AND PERSONAL PAPERS IN A WATERPROOF CONTAINER IN THE HIGHEST POSSIBLE SPOT IN YOUR HOME.
- D. STAY OUT OF ELEVATORS.
- E. IF STAYING AT HOME (NOT ORDERED TO EVACUATE);
 - STAY INSIDE, AWAY FROM WINDOWS, SKYLIGHTS AND GLASS DOORS.
 - STORE DRINKING WATER IN CLEAN BATHTUBS, JUGS, BOTTLES AND COOKING POTS,
 - KEEP FLASHLIGHTS AND BATTERY OPERATED LANTERNS HANDY;
 - IF ELECTRICITY IS LOST, TURN OFF MAJOR APPLIANCES TO REDUCE POWER "SURGE" WHEN ELECTRICITY IS RESTORED.
- F. HAVE CASH AVAILABLE SINCE ATM MACHINES MAY NOT BE OPERABLE.

IF ORDERED TO EVACUATE:

- A. IF POSSIBLE, LEAVE IN THE DAYLIGHT.
- B. IF INSTRUCTED TO DO SO BY OFFICIALS, TURN OFF ELECTRICITY, GAS APPLIANCES AND WATER.
- C. TAKE BLANKETS AND SLEEPING BAGS TO SHELTER.
- D. TAKE PRE-ASSEMBLED EMERGENCY SUPPLIES AND WARM PROTECTIVE CLOTHING.
- E. IF TIME PERMITS, ELEVATE FURNITURE TO PROTECT FROM FLOODING.
- F. CALL AN OUT OF TOWN FRIEND OR RELATIVE TO LET THEM KNOW YOU ARE LEAVING AND WHERE YOU ARE GOING.
- G. LOCK UP HOME AND LEAVE.

AFTER A HURRICANE:

- A. RETURN HOME ONLY WHEN AUTHORITIES ADVISE IT IS SAFE TO DO SO.
- B. STAY TUNED TO THE RADIO FOR INFORMATION ABOUT AVAILABLE EMERGENCY ASSISTANCE.
- C. DRIVE ONLY IF ABSOLUTELY NECESSARY - AVOID SIGHTSEEING;
- D. BEWARE OF SNAKES, INSECTS OR ANIMALS DRIVEN TO HIGHER GROUND BY FLOODWATER.
- E. OPEN WINDOWS AND DOORS TO VENTILATE AND DRY HOME.
- F. CHECK UTILITIES.

REMEMBER:

FOLLOWING A MAJOR HURRICANE, IT MAY TAKE SEVERAL WEEKS TO RESTORE SERVICES AND CLEAR ROADS AND SEVERAL MONTHS TO REMOVE ALL THE DEBRIS FROM THE AREA.

BE PATIENT AND ALSO KEEP IN MIND THAT THE BETTER PREPARED YOU ARE, THE LESS INCONVENIENCED YOU WILL BE.

SUPPLIES TO TAKE IF YOU ARE ORDERED TO EVACUATE:

- A. **MEDICATION** - IF LOW, HAVE MEDICATION REFILLED WHEN HURRICANE WATCH IS ISSUED.
- B. **IMPORTANT PAPERS** - DEEDS, INSURANCE, EMERGENCY PHONE NUMBERS, ETC.
- C. **PETS & SUPPLIES** - MAKE ARRANGEMENTS FOR HOUSING YOUR PETS DURING AN EVACUATION. MOST SHELTERS DO NOT PERMIT PETS. BRING ALONG FOOD, FOOD DISHES AND MEDICATION FOR PETS.
- D. **RADIO AND FLASHLIGHT WITH BATTERIES.**
- E. **CLOTHING & BEDDING** - TAKE SEVERAL DAYS WORTH OF CLOTHING IN THE EVENT YOU ARE UNABLE TO RETURN HOME IMMEDIATELY FOLLOWING A STORM. IF YOU ARE GOING TO A SHELTER, IT IS RECOMMENDED THAT YOU BRING YOUR OWN PILLOWS AND BLANKETS.
- F. **FOOD & WATER**- IF GOING TO A SHELTER, BRING ALONG DRINKING WATER AND NON-PERISHABLE FOODS. DO NOT ASSUME IT WILL ALWAYS BE AVAILABLE.

PLEASE NOTE: As soon as power is established, our website will have updated information for all of our citizens, www.north-topsail-beach.org

MEDIA LIST

<u>COMPANY</u>	<u>FAX</u>	<u>PHONE</u>
WITN-TV 7	910-346-4842	910-346-1020
WITN-TV 7	252-946-0558	252-946~3135'
WCTI-TV 12	910-455-3870	910-455-8812
WCTI-TV 12	252-636-6855	800-738-6840
Channel 9	252-355-8548	800-682-0999
Channel 5	919-821-8541	
WECT-TV 6	910-791-9535	910-791-8070
WWAY-TV 3	910-341-7926	
WFXI FOX-TV	252-240-2028	910-989-0100
Weather Channel	770-226-2924	
Topsail Net	910-937-1088	
Dally News	910-353-7316	910-353-1171
Topsail Voice	910-270-9315	910-270-2944
Topsai Advertiser	910-328-2195	910-328-3033
Wilmington-Star	910-326-2267	910-326-3282
Morning Star	910-343-2227	
Raleigh News & Observer	919-836-2840	919-829-4562
Associated Press	919-834-1078	800-662-7075
WGNI 102.7	910-763-5926	
WJNC1240 AM	910-455-7139	910-455-7222
WKOO FM	910-455-3112	910-455-5300
WXQR	910-455-0330	
WZKS	910-329-3669	
WJ CV	910-347-1290	
Onslow County EOC	910-455-6767	910-938-2059
County Manager's Office	910-455-7878	910-347-4717