



**Ritchie County
Office of Emergency Management
Emergency Operations Plan**

**Section 4
Appendix**

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APPENDIX 1: BASIC PLAN SAMPLE EMERGENCY PROCLAMATION

The following sample emergency proclamation can be used if the need to declare a “State of Emergency” arises in Ritchie County. These instructions will assist in preparing the proclamation and notifying applicable agencies/organizations that a proclamation has been made.

INSTRUCTIONS FOR COMPLETING THE PROCLAMATION

- A. Date the proclamation where indicated.
- B. Indicate the type of hazard threatening the community (i.e. natural/technological/man-made).
- C. Formally adopt the proclamation in accordance with normal local governmental protocols.
- D. Sign where indicated.

NOTIFICATION OF PROCLAMATION DECLARATION

- E. The governmental body declaring the state of emergency should notify neighboring jurisdictions (including those within Ritchie County) and the state.
 - 1. As the agency to which emergency management tasks have been delegated, the RCOEM will notify neighboring jurisdictions and the WVEMD if a “State of Emergency” is declared by the county commission.
 - 2. If the governing body of an incorporated area declares a state of emergency, it is the responsibility of the CEO of that jurisdiction to notify neighboring jurisdictions and the WVEMD. That municipality should first notify the Ritchie County government in order to obtain resource assistance that is available at the county level.



EMERGENCY PROCLAMATION

Ritchie County, West Virginia _____, 20____

WHEREAS Ritchie County, West Virginia has been or is immediately threatened by a natural/technological/man-made hazard, and

WHEREAS a state of emergency has been declared by the County Commission of Ritchie County.

NOW, THEREFORE, we, the Ritchie County Commission, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the West Virginia Code which are applicable to the conditions and have caused the issuance of this proclamation be in full force and effect in the county for the exercise of a necessary emergency authority for protection of the lives and property of the people of Ritchie County and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Chapter 15 Article 5 of the West Virginia Code.

All public offices and employees of Ritchie County are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations, and directives.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency management forces in executing emergency operations plans and to obey and comply with the lawful direction of properly-identified officers.

All operating forces will direct their communications and requests for assistance and new operations directly to the Emergency Operations Center.

In witness, we have hereunto set our hand this _____ day of _____, 20____ A.D.

Ritchie County Commission President

Ritchie County Commissioner

Ritchie County Commissioner



APPENDIX 2: BASIC PLAN AFTER-ACTION REPORT

This After-Action Report format is to be employed by all committed or supporting agencies/departments acting in an assistance role during an emergency.

- I. It is essential that agencies/departments compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:
 - A. A means of determining the sequence of causative events and corrective actions.
 - B. A means of determining responsibility or liability in the event of suits, judgments, and other court actions arising from an emergency.
 - C. A means of furnishing other supporting agencies/departments with substantiating documentation should the need arise.
- II. The following outline will be utilized by all agencies as a means of standardization for all such documentation and record keeping.

- A. General

A description of the emergency, including location, times, dates, and other jurisdictions involved.

- B. Operations

Include a description of personnel committed from a given agency/department.

	<u>Date</u>	<u>Agency/Department</u>	<u>Number(s)</u>
Administrative			
Clerical			
Managerial			
Other			
TOTAL			



APPENDIX 3 EMERGENCY RESPONSE COST SUMMARY

Please print or type unless otherwise noted

I. Location of Incident: _____

Date: _____ Time: _____

II. Name of Department/Service Completing this Report: _____

Chief's Name: _____

Address: _____
Street City Zip

Business Phone: _____

III. Total Cost Involved in Response to "Incident" (total from following pages):

A: Equipment/Replacement	\$ _____
B: Equipment/Operations	\$ _____
C: Supplies	\$ _____
D: Personnel	\$ _____
E: Other	\$ _____
GRAND TOTAL	\$ _____

IV. I certify that the above expenses are actual, or if shown as estimates, are as accurate as possible.

Chief's Signature

Date

Return to:

Ritchie County Office of Emergency Management
115 E Main St Room 201
Harrisville, WV 26362



ITEMIZED EQUIPMENT/REPLACEMENT COSTS			
Item	Quantity	Damaged/Destroyed	Total Cost
(Example) Fire Boots Size 11	1 pair	Destroyed	\$175.00
Total Cost all Items			
Department Name:		Incident:	



ITEMIZED EQUIPMENT/OPERATIONS COSTS			
Item	Rate	Total Time	Total Cost
(Example) 1250 GPM Pumper	\$100/hr.	9 hours	\$900.00
Total Cost all Items			
Department Name:		Incident:	



ITEMIZED SUPPLIES COSTS			
Item	Quantity	Notes	Total Cost
(Example) TYVEC Suits	3	Size XXL	\$195.00
Total Cost all Items			
Department Name:		Incident:	



ITEMIZED PERSONNEL COSTS			
Name	Total Hours	Notes	Cost
(Example) John Smith	9		\$121.50
Total Cost all Items			
Department Name:		Incident:	



APPENDIX 4: BASIC PLAN GLOSSARY DEFINITIONS

A

Advisory – Information concerning potential disaster-causing destructive forces giving details on locations, intensity, and precautions that should be taken.

Agency – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative – A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

American Red Cross (ARC) – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under a Congressional charter and is supported by the people. Internationally, it operates under the Treaty of Geneva.

Applicant – A state or local government-making request for Federal assistance under the Disaster Relief Act.

Area Command (Unified Area Command) – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area command becomes unified area command when incident are multi-jurisdictional. Area command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment – The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the incident action plan.



Assistant – Title for subordinates or principal command staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also “Supporting Agency”.

Available Resources – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

Avoidance – To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger or by other means.

B

Biological Agents – The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the operations section, and between the section and units in the logistics section. Branches are identified by the use of Roman numerals or by functional area.

C

Categorical Grant – A project-by-project grant for debris removal, repairs, reconstruction, etc., after a major disaster.

Census Tract - A nonpolitical geographical subdivision of no standard size, but within a city, town, country, or other political jurisdiction. It is used by the U.S. Bureau of the Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. In most instances, a tract corresponds to a Standard Location Area (SLA).

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In – The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.



Chemical Agents – The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Chief – The ICS title for individuals responsible for management of functional sections: operations, planning, logistics, finance/administration, and intelligence (if established as a separate section).

Civil Air Patrol – Corporation created by Federal statute and established by law as a voluntary, civilian auxiliary of the United States Air Force. CAP has the major task of performing search and rescue missions.

Code of Federal Regulations – Title 44, refers to Emergency Management and Assistance and Homeland Security.

Command – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff – In an incident management organization, the command staff consists of the incident commander and the special staff positions of command staff public information officer, safety officer, liaison officer, and other positions as required, who report directly to the incident commander. They may have an assistant or assistants, as needed.

Common Operating Picture – A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit – An organizational unit in the logistics section responsible for providing communication services at an incident or an EOC. A communications unit may also be a facility (e.g. a trailer or mobile van) used to support an incident communications center.

Comprehensive Emergency Management – An all-inclusive approach in combining the four phases of management. Mitigation: those activities, which eliminate or reduce the possibility of disaster. Preparedness: those activities which governments, organizations, and individuals develop to save lives and minimize damage. Response: to prevent the loss of lives and property and emergency assistance. Recovery: short and long-term activities, which return all systems to normal or improved standards.

Congregate Care Facilities – Public or private building in the host area that may be used to lodge and care for evacuees. Assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.



Consequence Management – Addressing the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the National Response Plan (NRP).

Construction Practices – Codes, standards and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

Contamination, Radiological – The deposit of radioactive material on the surfaces of structures, areas, objects or personnel following a nuclear explosion.

Contributions – Federal Financial Assistance, also called Matching Funds. These funds are provided by the Federal Government to match those provided by the State or Local government. They are used for the purchase of supplies, equipment, emergency operating centers, and training, and for the payment of personnel salaries, administrative expenses, and reimbursement of student expenses while attending authorized courses.

Cooperating Agency – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Counterforce Targets – Places, which contain strategic offensive military forces. Such as, SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

Credible Threat – The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in developing terrorist incidents.

Crisis Management – “The law enforcement response to the causes of terrorist incidents, terrorists and their weapons.” It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In an incident, a crisis management response may include traditional law enforcement missions (i.e. intelligence, surveillance, negotiations, forensics, investigations relating to apprehending the terrorist, etc.) and technical support missions (i.e. agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the weapons.)

D

Damage Assessment – The appraisal or determination of the actual effects resulting from conventional or nuclear bombs or weapons.

Damage Classification – For the purpose of reporting damage assessments, damage to structures, or objects, (it) has been divided into three categories: **Severe Damage** – A degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction. **Moderate Damage** – A degree of damage to principal members that precludes effective use of the structure or objects for the intended purpose unless major repairs are made. **Light Damage** – A degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blowing down light interior partitions, and slight cracking of curtain walls. Damage, which does not prevent the use of equipment or installations for the purposes intended.

Damage Estimation – Forecasting the probable effects of enemy attack upon the human and material resources located in a specified area.

Decontamination, Radiological – The reduction or removal of contaminating radioactive material from a structure, area, object, or person.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the incident commander, general staff, and branch directors.

Disaster – An occurrence threatening the health, safety, or property of a community or larger area. Types include manmade, natural, or war-related; such as nuclear attack, earthquakes, floods, drought, mine cave-ins, landslide, tornado, severe winter storm, wildfire, civil disorder, dam failure, hazardous materials incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), and urban fire, as well as many others.

Disaster Assistance Center – A local center following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Dispatch – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.



Division – The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the operations chief. A division is located within the ICS organization between the branch and resources in the operations section.

Dose – A quantity (total or accumulated) of ionizing (or nuclear radiation experienced by a person or an animal).

Dose Rate – The amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

Dosimeter – An instrument for measuring and registering total accumulated exposure to ionizing radiations.

E

Electromagnetic Pulse (EMP) – Energy radiated by nuclear detonation, which may affect or damage electronic components and equipment.

Emergency – Absent a Presidentially declared emergency, any incident(s), human caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS) – Consists of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency.

Emergency Operations Center (EOC) – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g. fire, law enforcement, and medical services), by jurisdiction (e.g. federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP) – The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.



Emergency Public Information – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider – Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Also known as “Emergency Responder”.

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee – The individual who is moved to a less hazardous area. Also, may be called a relocatee.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g. parades, concerts, or sporting events.

Executive Order – A rule or order having the force of law, issued by an executive authority of a government.

F

Federal – Of or pertaining to the federal government of the United States of America.

Function – Function refers to the five (5) major activities in ICS: command, operations, planning, logistics, and finance/administration. The term “function” is also used when describing the activity involved, e.g. the planning function. A sixth function – intelligence – may be established, if required, to meet incident management needs.

G

General Staff – A group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief.

Grant-in-Lieu – In a major disaster, the scope of work may include improvements.

Greenwich Mean Time - The solar time at the Greenwich Meridian. Also called ZULU time or Coordinated Universal Time.

Group – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the operations section. See “Division”.

H

Hazards – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Material – Any substance or material a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological or explosive. **Chemical** – Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers (asbestos). **Biological** – Microorganisms of associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like; imported unprocessed wool fibers. **Radiological** – Any radioactive substance emitting ionizing radiation at a level to produce a health hazard. **Explosive** – Material capable of releasing energy with blast effect in a split second upon activation the released energy usually damages or destroys objects in close proximity to the blast.

Host Area – A specified area unlikely to experience direct weapons effects (blast of 2 psi or more, heat and initial nuclear radiation) from a nuclear attack and designate for reception and care of risk area evacuees.

I

Incident – An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP) – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed, the ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) – The IC and appropriate command general staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action – The actions taken by those responders first to arrive at an incident site.

Initial Response – Resources initially committed to an incident.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g. classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

Joint Information Center (JIC) – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.



Joint Information System (JIS) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction – A range of sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g. city, county, tribal, state, or federal boundary lines) or functional (e.g. law enforcement, public health).

K

Key Worker – An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host county residents. To insure the continuance of the nation's production capabilities and preservation of the economic system.

L

Land Use Regulations – Includes zoning for purpose compatible with prudent hazard mitigation practices and both preventive and corrective restrictions on construction, repairs or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use such as use of high flood hazard areas for parks, farms and recreational areas. Corrective restrictions tend to address existing problems and include flood proofing, property acquisition, insurance and removal of non-conforming uses.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Local Warning Point – A facility in a city, town or community, which receives warnings and activates the public warning system in its area of responsibility.

Logistics – Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

M

Major Disaster – As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective – A management approach that involves a four (4)-step process for achieving the incident goal. The “management by objective” approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation – The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization – The process and procedures used by all organizations (federal, state, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity – A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.



Multi-Agency Coordination System – Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-Jurisdictional Incident – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under unified command.

Mutual Aid Agreements – Written agreements between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

N

National – Of a nationwide character, including the federal, state, local, and tribal aspects of governance and polity.

National Disaster Medical System – A cooperative, asset-sharing partnership between the US Department of Health and Human Services, the US Department of Veterans Affairs, the US Department of Homeland Security, and the US Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Plan.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies that as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one (1) all-discipline, all-hazards plan.

National Warning Center – The facility staffed by Attack Warning Officers situated within the combat operations center at NOAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.



National Warning System (NAWAS) – The Federal portion of the civil Defense Warning System, used for the dissemination of Warning and other emergency information from the warning Centers or Regions to Warning Points in each State.

Nongovernmental Organization – An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

Nuclear Radiation – Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiations, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon – A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

O

On-Site Assistance – A community readiness survey process, involving Federal, State and local personnel, to determine the current operational readiness of a particular local jurisdiction, to identify deficiencies, and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operation – The process of applying resources to events to achieve specific objectives.

Operational Period – The time scheduled for executing a given set of operation actions, as specified in the incident action plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

P

Peacetime Disaster – Peacetime disaster includes the natural disasters as well as the explosions, nuclear accidents, aircraft crashes in populated areas, etc.

Personnel Accountability – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.



Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the incident action plan.

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the incident action plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations – The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Presidential Declared Emergency – To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster – Triggers the disaster relief act for state and local assistance.

Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such counter measures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and information structures, commerce and industry, and private voluntary organizations.



Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently.

These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer – A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. A county-level public information officer may also be named to function from an activated EOC that supersedes the command staff public information officer.

Publications Management – The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification – This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radiation Exposure Record – The card issued to individuals for recording their personal radiation exposure doses.

Radio Amateur Civil Emergency Service (RACES) – An emergency service designed to make efficient use of the reservoir of skilled radio amateurs throughout the Nation in accordance with approved civil defense communications plans. Many of the states and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency or emergency condition.

Radiological Monitor (RM) – An individual trained to measure, record, and report radiation dose and dose rates. Provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and perform operator's maintenance of radiological instruments.

Radiological Protection Program (RPP) – The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.



Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of incident action plans, supplies and equipment, feeding, and bed down.

Recovery – The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan – A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit – Functional units within the planning section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities including applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.



S

Safety Officer – A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g. operations, planning, logistics, finance/administration, and intelligence (if established). The section is organizationally situated between the branch and the incident commander.

Shelter Facility – A building or subsurface enclosure, other than a single family dwelling, which contains fallout shelter meeting fallout shelter criteria.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area – Location established where resources can be placed while awaiting a tactical assignment. The operations section manages staging areas.

State – When capitalized, refers to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Statement – Information on developing severe weather, which has occurred or is in existence, which is disseminated to clarify rumors.

Strategic – Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions; policy development; and the application of measures of performance or effectiveness.

Strike Team – A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy – The general direction selected to accomplish incident objectives set by the incident commander.



Supporting Technologies – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Task Force – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a task force must have common communications and a designated leader.

Technical Assistance – Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat – An indication of possible violence, harm, or danger.

Tools – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Traffic Control Points – Places along evacuation routes that are manned by law enforcement personnel. To direct and control movement to and from the area that is being evacuated.

Tribal – Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 USCA and 1601 et.seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams; experience and qualifications.



U

Unified Area Command – A unified area command is established when incidents under an area command are multi-jurisdictional. See “Area Command”.

Unified Command – An application of ICS used when there is more than one (1) agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single incident action plan.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

V

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 USC 742f(c) and 29 CFR 553.101.

W

Warning - The alerting of civil defense forces and the public to the threat of extraordinary danger and the related effects of both the enemy caused and natural disorders.

Warning Point - A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with State and local plans.

Watch – An announcement indicating that conditions are such that a specific type of destructive force may develop.

Weapon of Mass Destruction – Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) 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.



Y

Yield – The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation, and shock (and blast) energy. The actual distribution being dependent upon the medium in the explosion occurs (primarily) and also upon the type of weapon and the time after detonation.

Z

Zulu (Z) Time – Greenwich Mean Time



APPENDIX 5: BASIC PLAN GLOSSARY ACRONYMS

AFRCC	Air Force Rescue Coordination Center
ALS	Advanced Life Support
ARC	American Red Cross
ARRS	Aerospace Response & Recovery Services
BOE	Board of Education
CAP	Civil Air Patrol
CEO	Chief Executive Officer
CMTF	Crisis Management Task Force
CO	Communications Officer
DAC	Disaster Assistance Centers
DOC	Department Operations Center
DPS	Department of Public Safety
EAS	Emergency Alert System
ECC	Emergency Communication Center
EMAC	Emergency Management Assistance Compact
EMP	Electromagnetic Pulse
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System



HAZMAT	Hazardous Materials
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Commander
ICAO	International Civil Aviation Organization
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFLOWS	Integrated Flood Observing & Warning System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
LNO	Liaison Officer
MSDS	Materials Safety Data Sheet
NAERG	North American Emergency Response Guidebook
NAWAS	National Warning System
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
NWS	National Weather Service
OES	Office of Emergency Services
OG	Operating Guidelines
ORM	Other Radiological Materials
PFR	Protection Factor Rating
PIO	Public Information Officer (County or Command Staff)



POLREP	Pollution Report
PVO	Private Voluntary Organization
R&D	Research and Development
RESTAT	Resources Status
ROC	Regional Operations Center
ROSS	Resource Ordering and Status System
SAR	Search and Rescue
SARA	Superfund Amendment & Reauthorization Act
SCBA	Self Contained Breathing Apparatus
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SITREP	Situation Report
SO	Safety Officer
TAG	The Adjutant General
UC	Unified Command or Unified Commander
USAR	Urban Search and Rescue
USDHS	US Department of Homeland Security
VHF	Very High Frequency
VLF	Very Low Frequency
WC	Warning Coordinator
WEAON	West Virginia Automated Police Network
WMD	Weapons of Mass Destruction
WVDNR	West Virginia Department of Natural Resources
WVEMD	West Virginia Emergency Management Division
WVEOP	West Virginia Emergency Operations Plan
WVSP	West Virginia State Police



APPENDIX 6

DEBRIS MANAGEMENT

Planning for debris management operations is a function of the Incident Commander (IC), Ritchie County Emergency Operations Center (EOC) staff, and public works organizations. The public works representative in the EOC should coordinate the debris removal and disposal operations from either the EOC or a specially-established “debris management center”.

Ritchie County may execute one (but reserves the right to execute more than one) debris removal and disposal contract on a contingency basis for the purpose of having contractor(s) immediately available and committed to assisting the county in the aftermath of a major disaster.

When a declared major disaster occurs or is imminent (see Appendix 1 of the Basic Plan), the Operations Section Chief or public works representative in the EOC may contact firm(s) listed in the county’s resource manual to advise them of the situation. If contracts have been negotiated, EOC staff may notify either the Executive Section in the EOC or the county commission to notify those with whom agreements have been negotiated to place them on stand-by. Debris removal will generally be limited to debris in, upon, or brought to public road rights-of-way, municipal properties and facilities, and other public sites. Any contractor, in coordination with any on-scene public works personnel coordinating debris removal, should be responsible for determining the method and manner of debris removal and lawful disposal operations, consistent with incident and/or public safety objectives. Disposal, recycling or reuse of debris and related by-products may require written approval of the Executive Section in the EOC (or the applicable governmental jurisdiction). The contractor should be responsible for the lawful disposal of all debris and debris-reduction by-products generated at all Temporary Debris Storage and Reduction (TDSR) sites.

The general concept of debris removal operations includes multiple, scheduled passes of each site, location, or right-of-way. This should allow residents to return to their property and bring debris to the right-of-way as recovery progresses.



RIGHT OF ENTRY / HOLD HARMLESS AGREEMENT

RIGHT OF ENTRY PERMIT NO. _____ **DATE** _____**PROPERTY ADDRESS / DESCRIPTION**

NAME (OWNER'S OR OWNER'S AUTHORIZED AGENT)

RIGHT OF ENTRY: I certify that I am the owner or the owner's authorized agent of the above-described property. I grant freely and without coercion the right of access and entry to said property to representatives of the Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE) and the USDA Forest Service to inspect the property for purposes of determining whether disaster-generated debris is eligible for removal under FEMA'S programs and to monitor that removal, and to (eligible applicant) _____, its agents, contractors and subcontractors for the purpose of removing and/or clearing that disaster-generated debris from that property.

HOLD HARMLESS: I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, FEMA, USACE, the USDA Forest Service, (eligible applicant) _____ and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property, or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities while removing disaster-generated debris from the property. I will mark sewer lines, septic tanks, water lines and utilities located on the property.



DUPLICATION OF BENEFITS: Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that federal law (42 U.S. C. 5155 *et seq.*) requires me to reimburse (eligible applicant)_____ the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (eligible applicant)_____. If I have received payment, or when I receive payment, for debris removal from my insurance company or any other source, I agree to notify and send payment and proof/statement of loss to (eligible applicant)_____. I understand that all disaster-related funding, including that for debris removal from private property, is subject to audit.

SWORN & ATTESTED

All owners/agents must sign below.

Printed Name:_____

Signature:_____

Printed Name:_____

Signature:_____

WITNESSED:

Printed Name:_____

Signature:_____

Name of Insurance Co._____

Policy No. _____



Ritchie County

Potential Temporary Debris Staging and Reduction (TDSR) Site Locations and Landfills

TDSRs

- Name:
- Address:
- Coordinates:

- Name:
- Address:
- Coordinates:

- Name:
- Address:
- Coordinates:

- Name:
- Address:
- Coordinates:

Landfills

Name:

Address:

Operated by:



ATTACHMENT 3 (DEBRIS ESTIMATION) ESTIMATING DEBRIS QUANTITY

CF = cubic feet & CY = cubic yards

WORKSHEET 1				
Sector:				
Description:		N = Number	M = Multiplier	CY = (N x M)
A. Homes (1800-2000 square feet)				
B. Mobile Homes				

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY = (CF/27) x.33
Subtotal [sum the right column]					

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY (CF/27)
Subtotal [sum the right column]					

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. B = Business/Commercial/Residential
Density Multiplier

Density
Light
Medium
Heavy

B =
1.0
1.2
1.3



WORKSHEET 2	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]				
B. Mobile Homes [from Worksheet 1]				
C. Other Buildings [from Worksheet 1]				
SD = Structural debris (A + B + C)				
V = Vegetation Multiplier [see note]				
ST = Subtotal (SD x V)				
D. Debris Piles [from Worksheet 1]				
E. SV = Sector Volume (ST + D)				
TOTAL [add entries in row E above]				

Note:

V= Vegetative Multiplier:

Vegetative CoverV =

None

1

Light 1.1 Medium 1.3 Heavy 1.5

ESTIMATING DEBRIS REMOVAL TIME

WORKSHEET 3	A. Truck Capacity (CY)	B. Units Available	C. Group Capacity (AxB)
<i>Equipment</i>			
Dump Truck, Light			
Dump Truck, Medium			
Dump Truck, Heavy			
Capacity Per Cycle (CY) [sum the right column]			

ESTIMATING REQUIREMENTS FOR TEMPORARY DEBRIS SITES

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

WORKSHEET 4		
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 5]		
B. CY per acre assuming 10' stack height ¹		
C. Acres for debris storage only (A/B)		
D. Multiplier for processing, roads, & buffers		
E. Required facility area in acres ²		

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$CY = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

TDSR sites should be identified for the temporary staging and reduction of vegetative and woody debris only. EOC and/or field staff should (coordinate to) identify additional TDSR sites as needed. These may include “homeowner drop-off sites”.

The applicable entity should operate the TDSR sites and only contractor or county/city vehicles (or others specifically authorized by the county or city) should be allowed to use the sites. Additional sites may become available as plans develop.

Curbside segregation of debris and disaster-generated or related wastes should be an element of Ritchie County’s disaster recovery program. Debris removal and disposal personnel may be required to aid in the segregation and waste stream management processes. Waste and debris should be classified into the following five (5) categories, with responsibility as shown.

- **Household trash and garbage:** N & N Sanitation per regular schedules (to the extent possible)
- **Leaves and lawn litter, placed in plastic bags, placed by curb or shoulder of road:** N & N Sanitation per regular schedules (to the extent possible)
- Vegetative and clean, woody debris, suitable for chipping, grinding or burning, should be loosely stacked and placed by curb or road shoulder.
 - i. This may include logs, stumps, root balls, limbs, branches, or complete trees.
 - ii. Any reduction of size of woody debris to make suitable for chipping, grinding or burning should be part of the contractor’s responsibility for removal and disposal (on the assumption that emergencies causing this amount of debris will likely require the services of debris removal contractors).
- **Construction and Demolition (C&D) debris, furniture, furnishings, appliances, etc. suitable for being land filled or recycled, stacked by curb or shoulder:** If applicable, it should be the contractor’s responsibility for removal and disposal, including ensuring that all C&D debris is directly hauled to the nearest landfill. Depending on the scope of the emergency, this type of debris may be handled by N & N Sanitation per regular scheduled bulk-pickups.

- **Household Hazardous Waste (HHW) – including televisions, home computers and CRTs, separated from all other types of waste and debris, placed at curb or road shoulder:** Resources procured by the EOC (or debris management center) may be granted the responsibility for the removal and collection of this household hazardous waste. Services, if necessary, should be requested by an approved task order.

Citizens should be advised to separate all waste and debris, to the extent practicable, into the above categories. Failure by the citizens to perform this separation does not relieve the county (or its agents or contractors) of its curbside separation responsibilities, to the extent practicable.

Any HHW mixed in with other debris and collected during the debris removal should be removed and set aside at the TDSR site. EOC staff may designate HHW drop-off locations for use by residents. The following items are considered HHW and may be collected at drop-off locations:

- Cleaning products,
- Batteries,
- Workshop/Painting supplies,
- Aerosol spray cans,
- Indoor pesticides,
- Lawn and garden products,
- Automotive products,
- Fluorescent light bulbs,
- Propane tanks and other compressed gas cylinders,
- Flammable products, and
- Home-office electronics (such as computers, TV's, monitors, lithium, and cadmium batteries).

Personnel collecting debris should set up a lined containment area and separate any HHW inadvertently delivered to a TDSR site.

Commercial and industrial hazardous waste such as chemicals, gas containers, transformers, and any other form of hazardous or toxic matter should be set aside for collection and disposal by the WV Department of Environmental Protection (WVDEP) or a licensed clean-up contractor



Appendix 7

Damage Assessment Forms

This appendix contains copies of damage assessment reports and forms that are used by state agencies per the *West Virginia Emergency Operations Plan*. The use of these forms at the local level may increase efficiency and effectiveness when relaying local damage assessment information to the WVEMD.

*NOTE: These forms are taken directly from the WVEOP. Appropriate credit is hereby given to the WVEMD and the authors of the plan.

Damage Assessment Procedures - Housing

Damage assessors are to follow the general instructions below to complete the Tally Sheets:

1. Enter in the space titled “Disaster Area Covered by this Tally Sheet”, the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Use the hash-mark system, e.g. four vertical lines and one diagonal line to represent a linear count of five.
3. Trace on your map the areas you assessed so that the limits of the damaged areas can be graphically portrayed.
4. Print all information legibly. Completed Tally sheets should have your name, date, and the time of the damage assessment and a readily discernible description and location of the damaged area(s) assessed.

Damage assessment teams are normally composed of two or three members, one of whom is to be familiar with the damaged area(s).

Although it is important to obtain accurate damage assessment, teams are not able to spend a long time at any one location. Normally, interior inspections should not be made. In some cases, particularly if access has been obstructed, it may be necessary to walk through apartment complexes and mobile home parks. Nevertheless, damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations that you are unable to handle satisfactorily, it is important that you apprise the WVDHSEM of the situation. Do not hesitate to talk to local people about what happened in a particular area during the disaster. Their information helps complete the Tally sheet. However, under no circumstances, should you make a comment regarding whether or not Federal assistance will be provided.

Filling out the Tally Sheet

Personnel performing a drive-through assessment of a portion of the disaster area should use the Tally Sheet to record their findings. Three decisions must be made:

1. What degree of damage has the structure sustained;
2. The type of structure; and
3. Whether or not the structure is habitable.

The number of individual units which have sustained damage is tallied with respect to the severity of damage, and the status of their habitability. Making these three decisions, however, does not provide the user of this data with a complete understanding of the true impact of, and needs created by, the disaster in the area observed. Related assessment data on impacts and needs are covered on the second page of the Tally Sheet. It is essential that this information be provided as a part of the drive through, since this information is required to interpret the numerical data in a meaningful way.

For the damage assessment data to be meaningful, it is important that all personnel involved have a common understanding of damage criteria and of the categories of private structures. For purposes of this procedure, the damage criteria are defined as follows:

1. Destroyed

Item/Building is a total loss or is damaged to the extent that it is not usable and not economically repairable.

2. Major Damage

Item/Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

3. Minor Damage

Item/Building is damaged and may be used under limited conditions; may be restored to service with minor repairs.

4. Affected Habitable

Homes only – minor damage to structure (porch, roof, underpinning, minor basement flooding) and suspected damage to contents. Structure is usable without repairs.

The Tally Sheet contains two categories: Homes and Recreational Dwellings.

1. Homes

Damage to personal possessions within a home is not considered in assessing the percent of damage to a home. Limit damage assessment to the structure itself. Townhouses, condominiums, mobile homes (only those used as primary residences), rental units and farm dwellings, fall under Category 1. Damage to farm improvements, farm land and crops are obtained from the Agriculture Stabilization and Conservation Service. The assessment for this category is confined to damage to the farm home itself.

2. Recreational Dwellings

Record damage to recreational dwellings, trailer and motor homes are in this category.

The assessment data section on the Tally Sheet contains several questions which should be answered as accurately and concisely as possible. The seven items are as follows:

1. Estimate the percentage of utilities that have been rendered inoperable due to the disaster.
2. Specify the high water mark level on the houses. When possible, if facilities are located upstream, (i.e. industries, sewage package plants, etc.), note if the water mark level indicates the presence of sewage or chemicals. Comment on the destructiveness of the flood waters.
3. Specify the prevalent types of damaged home structures or construction, i.e., single family dwelling, frame and stucco or Lewisry, etc.
4. Specify whether damaged homes have basements and whether they are raised floor or concrete slab.
5. Comment on the presence of mud, silt and debris in and around the homes.
6. Comment on all types of insurance coverage on homes, farms and contents.
7. Comment on unusual conditions and other factors that may be helpful for a complete understanding of the nature and severity of the damage.



PRELIMINARY DAMAGE ASSESSMENT HOMES

State: _____ County: _____ City: _____

Subdiv: _____ Date of Assessment: _____

Type of Disaster: _____

Assessment Team: _____

	Pri	Sec	Affected	Minor	Major	Dest.	%Own	%Ins	%Low\$
Single Family Homes									
Apts/ Condo									
Mobile Homes									
Totals									

No. of Households

ROADS/
BRIDGES

No. of affected bridges



Damage Assessment Procedures - Business

Damage assessors are to follow the general instructions to complete the Tally Sheet.

1. Enter in the space titled “Disaster Area Covered by this Tally Sheet”, the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Trace on your map the areas you assessed, so the limits of the damaged areas can be graphically portrayed.
3. Print all information legibly. Completed Tally Sheets should have your name, date and the time of the damage assessment and a readily discernible description and location of the damaged area(s) assessed. Damage assessment teams are normally to be composed of two or three members, one of whom should be familiar with the damaged area(s).

Since the urgency of obtaining accurate damage assessment is paramount, you are not able to spend an inordinate amount of time at any one location. Damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations which you are unable to handle, you should apprise the WVEMD.

Under no circumstances should you make a comment regarding whether or not Federal assistance will be provided.



BUSINESS DAMAGE ASSESSMENT

TALLY SHEET

Areas Assessed (include Street/Highway Boundaries): _____

Date: _____ Time: _____ Assessor: _____

Business	Number Of Employees	Structural Damage	Inventory Loss	Equipment/ Machinery	Total Losses	Degree Damage
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Agriculture Natural Disaster Damage Assessment Report

COUNTY EMERGENCY BOARD (CEB)

When required by the State Emergency Board (SEB) Chairperson, prepare report within time specified by SEB Chairperson. Consult with other board members and indicate CEB concurrence in report.

1. Reproduce form for Damage Assessment Report locally, as needed.
2. Use term “farm” or “farmers” to cover farms, ranches, farmers, ranchers or agriculture operations.
3. Report losses of agriculture damages separately, completing only items 1 through 9 and other applicable items of the form.
4. Complete specific items as follows:
 - a. Item 3 Enter:
 - 1) Total number of farmers in county.
 - 2) Number of farmers who sustained losses as a result of natural disaster, based on a general survey, including discussions with knowledgeable persons.
 - b. Item 4:
 - 1) Indicate:
 - a) Type of natural disaster. Example: Drought, flood, windstorm, excessive rainfall, hailstorm, blizzard, early freeze or frost, hurricane, or tornado. If a major animal or poultry disease outbreak occurs, immediately following a natural disaster, state how abnormal weather may have contributed to the spread of disease to epidemic stages.
 - b) Actual date or dates on which natural disaster occurred. Enter for use in incident period.
 - 2) Where only part of county is involved, attach map delineating area affected.
 - c. Items 5 through 9:

List all principal commercial crops, including pastures and timber, in the order of their importance to the county’s agricultural economy.

d. Items 5 through 14:

- 1) Crops and livestock – Use price information furnished by the SEB Chairperson in establishing dollar losses of crops (including pastures and timber) and livestock.
- 2) Agriculture Operations – Use information furnished by the SEB Chairperson in estimating unit and dollar losses of agriculture operations.

e. Items 15 through 20:

Use the value of farm buildings and equipment as determined by the CEB in estimating dollar losses.

f. Item 21:

Include damage and losses to farmland, fences, timberland, drainage outlets, irrigation systems, etc.

5. Submit written report to SEB Chairperson with copies to:

- a. Appropriate county government representatives.
- b. CEB members.

Guide To Public Assistance Damage Assessment Categories

CATEGORY A: DEBRIS CLEARANCE

Debris clearance includes residue deposited as a result of flood, hurricanes and tornadoes and snow and ice storms. It also includes:

- Clearance of channels and waterways when danger to improved property exists.
- Clearance of water supply reservoirs.
- Clearance of public roads, streets, highways and drainage ditches alongside.
- Clearance from other public property such as County Courthouse and municipal buildings.
- Clearance of private property, when in the public interest.
- Removal of debris from private non-profit facilities.

CATEGORY B: PROTECTIVE MEASURES

Protective measures include action taken to preserve life or to prevent imminent damage to public and private property. It also includes:

- Cost of barricades and sandbagging.
- Pay for additional police and guards. (Separate regular and overtime costs).
- Cost of evacuation.
- Cost of pumping.
- Cost of search and rescue.
- Cost of boarding up windows in public facilities.
- Emergency demolition costs.
- Emergency stream and channel clearance costs.
- Costs associated with Emergency Operations Centers.
- Costs associated with emergency mass care and sheltering operations.

CATEGORY C: ROADS AND BRIDGES

Roads and bridges include damage to the Federal Aid System (FAS), non-FAS, local government and orphan facilities. Report FAS and non-FAS separately. It also includes:

- Cost of constructing detours and bypasses.
- Cost of gravel or bituminous materials to repair damaged shoulders to prevent erosion.
- Shoulders, embankment and drainage ditches washed out.
- Bridges damaged or destroyed.
- Mud slides covering roads.
- Culverts washed out.
- Manholes, curbs, sidewalks, and gutters washed out.
- Roads, streets and highways washed out.

CATEGORY D: WATER CONTROL FACILITIES

- Dams or reservoirs destroyed or damaged.
- Levees or dikes destroyed or damaged.
- Drainage channels destroyed or damaged.

CATEGORY E: PUBLIC BUILDINGS AND EQUIPMENT

Public buildings and equipment includes all publicly-owned buildings, equipment, vehicles, supplies and inventory. It also includes:

- Local government-owned buildings destroyed or damaged.
- Public schools destroyed or damaged.
- Public institutions of higher education destroyed or damaged.
- Hospitals and other health facilities destroyed or damaged.

- Penal institutions destroyed or damaged.
- Armories destroyed or damaged.
- Publicly-owned bus and trolley lines destroyed or damaged.

CATEGORY F: PUBLIC UTILITY SYSTEMS

- Storm drainage systems destroyed or damaged.
- Sewage systems destroyed or damaged.
- Water systems destroyed or damaged.
- Public telephone, electric and/or gas utility systems destroyed or damaged.

CATEGORY G: RECREATION/OTHER

- State-owned parks and recreational facilities destroyed or damaged.
- Local government-owned parks and recreational facilities destroyed or damaged.
- Cost of providing emergency communications.
- Cost of providing temporary public transportation.



Public Assistance Damage Assessment Report

Agency: _____ Date: _____

Name: _____ County: _____

Provide as much detail as possible. Use descriptive words where dollar figures are not available. Provide statistical data, as outlined below for each requested county.

Cat A. Debris Clearance

1. Public Property \$ _____

2. Streams \$ _____

Cat B. Protective MeasuresLife and safety,
Health, property
Stream/drainage \$ _____**Cat C. Road Systems** FAS NON-FAS

1. Shoulder Damage \$ _____ \$ _____

2. Bridges \$ _____ \$ _____

a. # destroyed _____

b. # damaged _____

**3. Slides (not to be
Included in Cat A)**

a. Estimated # _____

b. Cost of Removal \$ _____ \$ _____

4. Roadway Washouts
(Do not include bridge approaches)
Approximate

Total Cost – Cat. C \$ _____ \$ _____



County: _____

Cat D. Water Control Facilities

(Dikes, levees, dams, drainage
channels, and irrigation works)

\$ _____

Cat E. Public Buildings & Equipment (Buildings, supplies,
inventory, vehicles, equipment, transporta- tion systems)

\$ _____

Cat F. Public Utility Systems

(Water, storm drainage, sanitary
sewerage, light/power/telephone)

\$ _____

Cat G. Recreation/Other

(Park and Recreational Facilities)

\$ _____

Other – Describe

\$ _____

Public Assistance Totals

\$ _____



PUBLIC ASSISTANCE DAMAGE ASSESSMENT

County: _____ Town: _____ Date: _____

Name of Facility: _____ Category: _____

Address: _____

Owner or Contact: _____

Construction Type: Wood Frame _____ Lewisry _____ Other _____

1. Bldg. Condition: _____ Safe for Occupancy
_____ Habitable, Repairs Necessary
_____ Uninhabitable – Keep Out
_____ Demolition Recommended
_____ Estimated Repair Costs

2. Exterior Wall Condition: _____ No Damage _____ Windows Gone
_____ Siding Damage _____ Holes in Wall _____ Wall Bowed (which wall)
_____ Wall Unsafe(which wall) _____ Wall Gone (which wall) _____

Comments: _____ \$ _____

3. Roof Condition: _____ No Damage _____ Holes in Roof _____ Roof Gone
_____ Shingle Damage _____ Structural Damage _____ Roof Unsafe

Comment _____ \$ _____

4. Foundation Condition: _____ No Damage _____ Crawl Space _____ Basement

_____ Building Shifted _____ Building off Foundation _____ Foundation Cracked
(which walls) _____ \$ _____

Comment _____ \$ _____



5. Floor Condition: First Floor ____ No Damage

Second Floor ____ No Damage

____ Holes in Floor ____ Floor Shifted ____ Structural Damage

6. Interior Walls: ____ No Damage ____ Shifted ____ Structural Damage

Comment: _____ \$ _____

7. Heating System: ____ No Damage ____ Duct Damage ____ Appliance Damage

Comment: _____ \$ _____

8. Plumbing System: ____ No Damage ____ Fixture ____ Piping Damage

Comment: _____ \$ _____

9. Electrical System: ____ No Damage ____ Fixture Damage ____ Circuit Breaker
Damage

Comment: _____ \$ _____

10. Utilities Condition:

Electric ____ No Damage Gas ____ No Damage

Water ____ No Damage Sewer ____ No Damage

Telephone ____ No Damage

Comment: _____ \$ _____

11. Additional Comments: _____

Total \$ _____

Field Inspector: _____

Reporting Agency: Name: _____

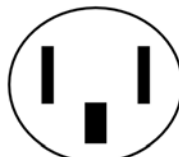
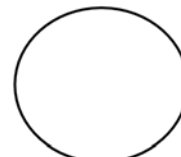
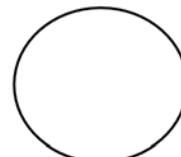


Appendix 8: Emergency Generator Forms

The following forms may be used if the procurement of emergency generators is necessary. These forms should be filled out collaboratively by personnel in the Administrative Section of the Ritchie County Emergency Operations Center (EOC) and representatives needing the generator. EOC staff should provide said forms (via email or fax) to prospective resource providers to ensure that generators appropriate for the need are procured and deployed.



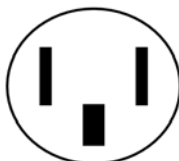
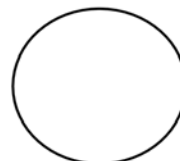
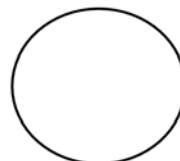
EMERGENCY GENERATOR INFORMATION (Existing Installation)	
1	Facility Name:
2	Facility Address:
3	Facility Type: <input type="checkbox"/> EOC <input type="checkbox"/> Communications Ctr <input type="checkbox"/> Medical Facility <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/Rescue Facility <input type="checkbox"/> EMS Facility <input type="checkbox"/> Water Pumping /Treatment <input type="checkbox"/> Wastewater Pumping/Treatment <input type="checkbox"/> Other (specify)
4	Facility Point of Contact: Phone:
5	If more than one generator exists, provide generator number or location within facility:
6	Electrical Requirements; Kilowatts: Volts: Amperes: Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other:
7	Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
8	Fuel Tank Size: Gallons: Pounds:
9	Fuel Tank Type: <input type="checkbox"/> Attached to generator <input type="checkbox"/> Separate tank
10	Generator Weight: <input type="checkbox"/> Pounds: <input type="checkbox"/> Tons:
11	Starting: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual/Recoil <input type="checkbox"/> Other:
12	Generator Support: <input type="checkbox"/> Pad/Permanent Installation <input type="checkbox"/> Skid <input type="checkbox"/> Trailer
13	Generator in Weather Housing: <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
15	Is Generator Hard Wired to Electrical System? <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Required (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:

15A-125V
NEMA 1-15R15A-125V
NEMA 5-15R20A-125V
NEMA 5-20R30A-125V
NEMA 5-30R30A-250V
NEMA 6-30R30A-125/250V
NEMA 5-30R50A-125/250V
NEMA 10-50R50A-250V
NEMA 6-50R

If illustrations don't match what you have, draw your receptacles here.



EMERGENCY GENERATOR INFORMATION (Additional Equipment)	
1	Facility Name:
2	Facility Address:
3	Facility Type: <input type="checkbox"/> EOC <input type="checkbox"/> Communications Ctr <input type="checkbox"/> Medical Facility <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/Rescue Facility <input type="checkbox"/> EMS Facility <input type="checkbox"/> Water Pumping /Treatment <input type="checkbox"/> Wastewater Pumping/Treatment <input type="checkbox"/> Other (specify)
4	Facility Point of Contact: Phone:
5	Electrical Requirements: Kilowatts: _____ Volts: _____ Amperes: _____ Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other: _____
6	Fuel Available: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
7	Site Access: Site accessible for emplacing trailer-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No Site accessible for unloading/positioning skid-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:

15A-125V
NEMA 1-15R15A-125V
NEMA 5-15R20A-125V
NEMA 5-20R30A-125V
NEMA 5-30R30A-250V
NEMA 6-30R30A-125/250V
NEMA 5-30R50A-125/250V
NEMA 10-50R50A-250V
NEMA 6-50R

If graphics don't match what you need,
draw additional graphics here.



ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle



ICS 219-1: Header Card

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

[illegible]



ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.



ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the crew/team's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Crew/Team ID #(s) or Name(s):			
Manifest:		Total Weight:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Method of Travel to Incident:			
<input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other			
Home Base:			
Departure Point:			
ETD:		ETA:	
Transportation Needs at Incident:			
<input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other			
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-2 CREW/TEAM (GREEN)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-2 CREW/TEAM (GREEN)			

**ICS 219-3: Engine Card**

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code & any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.



Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-3 ENGINE (ROSE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-3 ENGINE (ROSE)			

**ICS 219-4: Helicopter Card**

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return



Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Pilot Name:			
Home Base:			
Departure Point:			
ETD:		ETA:	
Destination Point:			
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-4 HELICOPTER (BLUE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-4 HELICOPTER (BLUE)			

**ICS 219-5: Personnel Card**

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of transportation at the incident.



Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.
Block Title	Instructions
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the crew's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	Name:	Position/Title:
<i>Front</i>		
Date/Time Checked In:		
Name:		
Primary Contact Information:		
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Weight:
Method of Travel to Incident: <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		
Home Base:		
Departure Point:		
ETD:	ETA:	
Transportation Needs at Incident: <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		
Date/Time Ordered:		
Remarks:		

ST/Unit:	Name:	Position/Title:
<i>Back</i>		
Incident Location:		Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____		
Notes:		
Incident Location:		Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____		
Notes:		
Incident Location:		Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____		
Notes:		
Incident Location:		Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____		



		Notes:
Prepared by: Date/Time:		Prepared by: Date/Time:
ICS 219-5 PERSONNEL (WHITE CARD)		ICS 219-5 PERSONNEL (WHITE CARD)

**ICS 219-6: Fixed-Wing Card**

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> Assigned – Assigned to the incident O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft O/S Pers – Out-of-service for personnel reasons Available – Available to be assigned to the incident O/S Mech – Out-of-service for mechanical reasons ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked-In:			
Pilot Name:			
Home Base:			
Departure Point:			
ETD:		ETA:	
Destination Point:			
Date/Time Ordered:			
Manufacturer:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-6 FIXED-WING (ORANGE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-6 FIXED-WING (ORANGE)			

**ICS 219-7: Equipment Card**

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code & any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.



Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-7 EQUIPMENT (YELLOW)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-7 EQUIPMENT (YELLOW)			



ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code & any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.



Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none">• Assigned – Assigned to the incident• O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft• O/S Pers – Out-of-service for personnel reasons• Available – Available to be assigned to the incident• O/S Mech – Out-of-service for mechanical reasons• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).



ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Front			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type	Name/ID #	
Back			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)			

Mid Ohio Valley Plan for **ANIMALS IN DISASTER**



November 2006

Published By:

Mid Ohio Valley Animal Emergency Preparedness Committee, in conjunction with the Mid Ohio Valley Health Department, Wood County Office of Emergency Management, WV Department of Agriculture, Humane Society of Parkersburg, Wood County LEPC and animal welfare organizations.

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**MID OHIO VALLEY ANIMAL EMERGENCY PREPAREDNESS COMMITTEE
PLAN FOR HANDLING ANIMALS IN DISASTER**

I. PURPOSE

To protect the animal community, the public health, the environment, and to assure the humane care and treatment of animals in case of a large scale natural, manmade, or technological disaster or other situation that could cause animal suffering.

II. INTRODUCTION

The Mid Ohio Valley region consists of six counties that include Calhoun, Pleasants, Ritchie, Roane, Wirt, and Wood. There are 1950 square miles with a population of 134,000. It is estimated that approximately 60 % of households have pets and animals of some type. To some people these animals are like children and are a big part of their lives. To others they are an important way to make a living, and some animals provide a very necessary role as service animals.

When it comes to emergencies, animals, whether house pets, livestock, or in the wild, have often been overlooked by emergency planners and the general public. This is changing in the United States and elsewhere. Congress has passed H.R. 3858 and Senate Bill 2548 establishing the Pets Evacuation and Transportation Standards (PETS) Act. This legislation will amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency operations plans take into account the needs of individuals with pets and service animals in the event of a major disaster or emergency.

In the last few years there have been emergencies and disasters in the Mid Ohio Valley, including major floods in September 2004 and January 2005. A Presidential Disaster Declaration was received in September 2004. Data shows that the Mid Ohio Valley is vulnerable to all types of emergencies, including but not limited to, flooding, winter storms, severe thunderstorms, effects of hurricanes, hazardous materials, and an influx of people in the event of a disaster in the nation's capital or other urban area.

In emergencies and disasters, the first priority is to the protection of life, property, and the environment. In the past, this has not included a coordinated response for the evacuation, care, and sheltering of animals. Although the protection of human life is the highest priority in emergency response, recent disasters show that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety. It is much more efficient and effective to develop plans to address animal issues prior to an incident than during one. The following issues highlight why animal preparedness is necessary.

A. REFUSAL TO EVACUATE AND EARLY RETURNS TO UNSAFE AREAS

Since human evacuation shelters do not allow pets in facilities, pet owners requiring sheltering must chose between deserting their animals, refusing to evacuate, or evacuating their animals to

a pre-determined site. Without advanced planning, this can be a difficult decision. Farmers who depend on animals for their livelihood are often unwilling to leave their animals unsupervised in the event of a disaster. Some key factors to consider are:

- Up to 25 % of pet owners will fail to evacuate because of their animals.
- 30 – 50 % of pet owners will leave pets behind, even with advance notice of evacuation.
- Approximately 50 –70 % of people leaving animals behind will attempt to reenter a secure site to rescue their animals. This represents 5- 15 % of the total population directed to evacuate.

The 10 – 25 % of individuals who refuse to evacuate, or attempt to return to the evacuated areas because of their animals, risk injury, exposure to hazardous materials, and their own lives, as well as those of emergency response personnel who must rescue them. The most effective way to minimize human and animal health and safety risks is for individuals and responding agencies to be properly prepared to address animal issues well in advance of a disaster.

B. PUBLIC HEALTH and SAFETY RISKS CAUSED BY ANIMALS AT LARGE

Animals that are not cared for by their owners during a disaster may become a public health and safety risk. Loose and displaced animals are possible carriers of diseases such as rabies, and plague, and can become a nuisance or a danger to the public.

C. PUBLIC HEALTH RISKS CAUSED BY ANIMAL CARCASSES

Another public health concern and safety risk is the presence of animal carcasses. Decaying carcasses can contaminate water sources or lead to disease outbreaks. Timely carcass removal is critical. The methods for environmentally acceptable disposal of animal carcasses are limited, and can become particularly difficult and expensive when there are many large animal carcasses.

D. ECONOMIC CONSIDERATIONS

The loss of production animals due to a disaster can result in a major economic loss to individual farmers and ranchers as well as local, state, and national economies.

E. PUBLIC RELATIONS CONSIDERATIONS

Society views animals as dependant upon human care and support. Many pets are considered an integral part of their families. Animals attract media attention. This is particularly true in a disaster. Failure to deal with these issues can result in significant public outcry and negative media coverage.

F. CONTROL OF SELF RESPONDERS

Experience has shown that when animals are impacted by disasters, a number of self responders will arrive to help with the situation. These well meaning, but untrained and emotionally driven individuals can, at times, be disruptive and create law enforcement challenges. These situations may encourage the arrival of rescue groups. These individuals can be well trained and helpful. Effective control and accountability of these responder rescue groups is critical. This may include an understanding of and training in the National Incident Management System and Incident Command. An emergency animal plan allows for appropriate identification and utilization of available resources within the structure of the animal response plan. This will minimize the intrusion of untrained and unsolicited volunteers in a crisis situation.

III. THE COUNTY'S ROLE

A. Integrating the Animals In Disaster Plan into the county Emergency Operations Plan

Animal issues, like all other disaster response activities, are addressed in the County Emergency Operations Plan. It shall be the responsibility of County Emergency Management to include the approved Animals in Disaster Annex into the County EOPs.

The detailed plan outlines plans to effectively prevent and respond to animal issues during emergencies and disasters, facilitates mutual aid activities relating to animal issues, and the utilization of broader regional, state, and federal resources.

B. The Roles of County Emergency Management Agencies in the Mid Ohio Valley Region.

The Emergency Management Agencies coordinate local, state, and federal resources, in support of local government responding to animal issues. During a disaster, if local resources are insufficient to meet the existing need, emergency management agencies may request state assistance through the State Emergency Operations Center at the West Virginia Department of Homeland Security and Emergency Management.

IV. DEFINITION OF "ANIMAL"

For the purpose of responding to animal issues during disasters, Mid Ohio Valley Animal Emergency Preparedness Committee defines animals as, "affected livestock, companion animals, service animals, exhibition animals, captive wildlife, and exotic pets." This definition excludes non-captive wildlife.

V. PLANNING GROUP and STAKEHOLDERS

It is important to have a wide range of groups concerned about animal issues and as many stakeholders as possible included in the planning process. It is also most important to foster cooperation, understanding, and commitment to work within the plan in our community.

A. Government Agencies

- Wood County Commission
- Wood County Office of Emergency Management
- Pleasants County Commission
- Pleasants County Emergency Services
- Ritchie County Commission
- Ritchie County Emergency Services
- Wirt County Commission
- Wirt County Emergency Services
- Roane County Commission
- Roane County Emergency Services
- Calhoun County Commission
- Calhoun County Emergency Services
- West Virginia Department of Agriculture
- City Animal Control Units
- WV Division of Homeland Security & Emergency Management

B. Industry Groups

- Veterinarians and Veterinary Clinics
- WVU Extension Office
- Humane Society
- Pet Food and Supply Businesses
- Home Owners Associations
- Animal Transporters
- Commercial Animal Industries
- Cattleman and Farmers
- Kennel and Boarding Facilities
- Animal Shelters
- Wildlife Control and Removal Services
- Public Health Agencies

C. Voluntary Organizations

- Medical Reserve Corps
- Community Emergency Response Teams
- Local Fair Boards
- 4-H and FFA Groups
- Mid Ohio Valley Chapter – American Red Cross

VI. LOCAL ISSUES RELATIVE TO DISASTER PLANNING

A. Types of Disasters Likely in the Mid Ohio Valley

- Flood
- Severe Thunderstorm/ Lightning/Hail/Wind
- Severe Heat
- Winter Storm
- Drought
- Wildfire
- Tornado
- Effects of Hurricane
- Civil Disturbance
- Transportation Accident/Airplane, Bus, Train
- Hazardous Materials Emergency – Fixed facility or transportation
- Terrorism – Bio Terrorism
- Public Health Emergency – Pandemic Flu

B. Animal Population in the Mid Ohio Valley

1. The total number of households in the Mid Ohio Valley with pets is estimated at 33,000 based on the percent of United States households owning pets which is 60%.
2. Production animals in the Mid Ohio Valley are, but not limited to the following:
 - Cattle
 - Horses
 - Swine

C. Location of Animal Population

In the Mid Ohio Valley, the largest pet population exists in the urban areas of the six county region. The largest equine population obviously exists in the more rural areas of the region.

D. Local Resources

The resources available for animal survival during a disaster are included in this section.

KENNELS

1. Winding Road Kennel Inc. 1886
Winding Road
Parkersburg, WV 26104
(304) 428-3518
2. Hocking Hills Kennel
138 Emory Lane
Little Hocking, Ohio 45715
(740) 423-6770
3. Ohio Valley Kennels
State Route 7
North Reno, Ohio 5750
(740) 373-7400
4. Fen's Mountain Kennel
Fowler Road Route 16
Harrisville, WV 26262
(304) 643-4668
5. Four Paw's Kennels 1400 Broadway Ave.
Parkersburg, WV 26101
(304) 485-1321
6. Devoted Care Pet Sitting Services
1368 Cave Hill Road
Little Hocking, Ohio 45715
(740) 989-273
7. The K-9 Training Barn Davisville, WV 26142
(304) 422-5784
8. Animal Groom & Board
Rt. 21
Ripley, WV 25271
(304) 372-3587
9. Best Friends Grooming 745 Silver Globe Road
Marietta, Ohio 45750
10. The Doghouse

4611 46th Street
Vienna, WV 26105
(304) 295-9224

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FOOD

1. Apex Feed & Supply
Rosemar Road
Vienna, WV 26105
(304) 295-9751
2. C & H Feed & Seed
436 South Church Street
Ripley, WV 25271
(304) 372-8663
3. F & S Feed
Rt. 14 South
Mineral Wells, WV 26150
(304) 489-9500
4. Halls Feed & Farm Supply
Rt. 50, Ritchie Industrial Park
Pennsboro, WV 26415
(304) 659-3282
5. Pampered Reptile
120 Maple Street
Marietta, Ohio 45750
(740) 374-4474
6. Parkersburg Pet Supply 1504 36th Street
Parkersburg, WV 26101
(304) 485-7387
7. Patriot Pets 2609 21st Ave.
Parkersburg, WV 26101
(304) 424-7387
8. Pet Supplies Plus 4010 Murdoch Ave.
Parkesburg, WV 26101
(304) 422-5100
9. Petland – Marietta
239 Captain D. Seeley MIA Drive
Marietta, Ohio 45750
(740) 373-5294

10. Reese's Country Store
Rt. 50 & Rt. 31
Deerwalk, WV
(304) 679-3502 7
11. Seamans General Merchandise
State Rt. 50 & Route 339
Barlow, Ohio 45712
(740) 678-2450
12. Tractor Supply
101 Tara Lane
Parkersburg, WV 26101
(304) 489-1028
13. Wal Mart
701 Grand Central Ave.
Vienna, WV 26105
(304) 422-3522
14. Wal Mart
2900 Pike Street
Parkersburg, WV 26101
(304) 439-5743
15. Wal Mart
Marietta, Ohio 45750
(740) 376-9030
16. Ward's Farm Supply Inc. 310 Hickory Street
Parkersburg, WV 26101
(304) 485-7133

Stables

1. Double C Ranch
County Road 63
Coolville, Ohio 45723
(740) 667-6311
2. Meredith Manor
Rt.1 Box 66
Waverly, WV 26184
(304) 679-3128
3. Stanleyville Stables Marietta, Ohio 45750
(740) 236-0149
5. West Virginia Interstate Fairgrounds
Butcher Bend Road
Mineral Wells, WV 26150
(304) 489-1301

4. Withawind Farm
13441 State Rt. 339
Watertown, Ohio 45786
(740) 749-3297

E. Liability Issues

There could be various areas where liability issues may arise. Individuals releasing animals into the care of the emergency shelter must sign a Mid Ohio Valley Animal Emergency Preparedness release form.

11. Releases

The release form is in the **Appendix** section of this document

12. Volunteer Workers

Volunteers may assist at the animal shelter to provide the following assistance

- Set – up
- Daily cleaning
- Registration
- Pet visitation schedules
- Enforcement of Rules
- Management of Feeding Areas.

VII. PREPARATION

A. County Animal Coordinator

The Mid Ohio Valley Animal Control Officers will serve as the point of contact on animal issues in event of disaster. These persons or an alternate representative will staff the Emergency Operations Center during a disaster and will coordinate with the EMA Director to staff all activities relative to animal issues.

These individuals may also serve in or supply information to the Joint Information Center so that information can be distributed to the public and media by the Public Information Officer.

1. Supplies (not comprehensive)

The following is a list of supplies to locate and/or obtain for animal care and sheltering.

a. Non Medical Animal Care Supplies

Small Animals

Pet carriers	Shovels
Cat Litter	Chlorine bleach
Collars	Disinfect
Cages	Water hoses
Food and water dishes	Muzzles (dog & cat)

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b. Large Animals

	Halters		Pitchforks
Lead Ropes		Buckets	
	Blankets		Water hoses
	Bedding		Fly spray
	Wheelbarrows		Chlorine Bleach
	Rakes		Disinfect
	Lime		Trailers and Trucks for Transport

c. Veterinary Supplies

Latex gloves
Medications
Vaccines
IV Fluids
Leg wraps
Bandages
Shot box
Up to elbow leather gloves
Ambulatory clinics

2. Transportation

The following are possible sources of animal transportation resources

a. **Small Animal**

Animal care and control vehicles
Humane Society
Public and/or private vans, trucks, and trailers

b. Large Animals

Private horse trailers
Horse transport companies
Farming livestock transport
Dairy livestock
Livestock yard vehicles
Feedlot transport
Animal care and control vehicles
WV Department of Agriculture

3. Volunteer Resources

The following is a list of groups that could supply volunteers and help gather other needed resources.

Humane Society
Dept. of Agriculture
School groups (4-H, FFA, etc)
CERT Community Emergency Response Teams
Kennel clubs
Veterinarians
Public Health
Volunteer Action Center

4. Pet Owner Responsibilities (when appropriate)

Pet owners will be advised ahead of time (through various methods, including, news media, speaking engagements, websites, etc.) that certain supplies should be brought with pets to the shelters by the owners. This includes but not limited to crates, cages, food, water, medicine, collars, tags, leashes, harnesses, kitty liter, newspapers, chew toys or other comfort items.

Pets must be crated and caged, allowing them to stand up, sit down and turn around.

Must show proof of vaccinations, however, rabies tag requirement are waived during a disaster.

B. Organization of Response Activities

The following is an outline of response activities, as identified in the Mid Ohio Valley Animal Preparedness Plan

1. MANAGEMENT - Is responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations. Management duties include:

- a. Liaison - The Animal Care and Control Managers serve as the liaison and will communicate with staff from other agencies in the EOC.
- b. Public Information Officer – The emergency management agency has the responsibility for the operation of the Joint Information Center and the release of information to the media, personnel involved in emergency response, and other appropriate agencies and organizations.

2. PLANNING AND INTELLIGENCE

Planning and intelligence is responsible for collecting and evaluating information during response and recovery activities.

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PLANNING AND INTELLIGENCE ANALYSIS

a. Situation and Status Analysis

May be assigned to provide information on animal rescue care and sheltering

b. Documentation

c.

Compiles records and data pertaining to the response efforts

d. Mobilization and Demobilization

Mobilization and demobilization works with operations and logistics to help plan for the mobilization of personnel, equipment, supplies, and facilities. It also prepares for demobilization and monitors its execution.

3. OPERATIONS

The Operations section will coordinate all operations in support of the emergency through the EOP.

Animal issues may be assigned to deal with:

- a. Care and Sheltering
- b. Disease Control
- c. Animal Identification System

4. LOGISTICS

Logistics is responsible for providing facilities, services, personnel, equipment and materials. The following is a list of logistical activities needed for responding to animal issues:

- a. Communications
- b. Transportation
- c. Facility Coordination
- d. Resource Tracking

5. FINANCE

Finance is responsible for tracking financial activities. The following is a list of activities that need to be tracked for costs incurred in case of future reimbursement.

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- a. Employee Time Reporting
- b. Procurement of Supplies and Materials.
- c. Workers Compensation and Claims
- d. Cost Accounting for Response Activities
- e. Damage Survey

EXERCISES

The plan will be tested periodically through Tabletop and Functional Exercises

VOLUNTEER TRAINING

Training programs through national, state, and local groups will be sought to assure that the volunteers dealing with animals, particularly in stressful and chaotic situations such as disasters, possess the necessary special skills to perform this function.

VIII. RESPONSE

Response is putting the plan to work. To ensure a smooth response, some things to consider are:

- a. Develop SOPs that specifically outline the response duties of the personnel and organizations.

- b. Develop a data base or make a binder for forms that are needed in each shelter facility.
- c. Develop a notification system to be activated in the event of a disaster.
- d. Update the resource list, plan and SOPs often

VIII. RECOVERY

During the recovery stage of a disaster, the following activities must be coordinated:

A. Shelter Closure and Redistribution of Supplies

Develop guidelines to decide when closure is appropriate and how it will be done. This will be coordinated with the closure of human shelters. Animal shelters can usually be closed 48 hours after the closure of human shelters. Owners may make special arrangements and can do so on a case by case basis.

B. Removal and Disposal of Animal Carcasses

Animal Control agencies will be responsible for oversight and removal and disposal to assure that there are no negative environmental impacts. Facility incinerator and mobile incinerators will be used as much as possible and other resources including burial will be coordinated by Animal Control agencies.

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C. Unclaimed Animal Adoption or Euthanasia Procedures

Unclaimed animals will receive an extended holding time of 10 days following the demobilization of the animal shelter. At the end of ten days, if the animal remains unclaimed, procedures for adoption will be initiated. Euthanasia will be used as a last resort.

X. MITIGATION

Mitigation activities will include as assessment of the response activities and assurance that all needed supplies are available.

XI. OTHER PLANNING RESOURCES

The following is a list of disaster planning and information resources available from other agencies and non – profit organizations:

West Virginia Department of Agriculture
www.wvagriculture.org

State Information
www.wvflu.org

Local Information www.movhd.com/pandemicflu

FEMA Resources

www.fema.gov/doc/emergency/nims/508-1animalhealthresources.doc

FEMA Independent Study: IS 10 Animals in Disaster <http://training.fema.gov/EMIWeb/is10.asp>

Federal Website

<http://pandemicflu.gov/issies/#panimals>

American Red Cross

www.redcross.org

Humane Society of the United States www.hsus.org/hsus_field/hsus_disaster_center