

# **Wake County Emergency Operations Plan**

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## 1 INTRODUCTION

The Emergency Operations Plan (EOP) for Wake County, NC, outlines the County's response framework for emergencies and disasters, serving as the foundation for managing both planned and unplanned events. It establishes coordination before, during, and after an event in accordance with local, state, and federal emergency response guidance. The plan details the functions, structure, stakeholders, activities, personnel, resources, capabilities, mutual aid processes, and goals of Wake County during emergencies or disasters.

The EOP emphasizes response operations, which include actions taken immediately after an incident to save and sustain lives, meet basic human needs, and reduce property loss and impacts on critical infrastructure and the environment. These operations also aim to lessen the physical, psychological, social, and economic effects of an incident.

Designed to be read and understood before an emergency occurs, the EOP outlines the activities of Wake County employees and partner agencies within a county-wide emergency management system. Wake County recognizes that effective preparedness requires a collaborative approach, involving a wide range of individuals, agencies, organizations, and other whole-community partners. This inclusive approach ensures that everyone who lives, works, or travels in Wake County receives the most effective response possible.

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## 2 EOP STRUCTURE

The Wake County Emergency Operations Plan is supported by a wide range of documents. Some of these documents are stored separately for ease of use.

### 2.1 Base Plan

The base plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities Wake County will utilize to guide emergency management efforts. Essential elements of the Base Plan include high-level overviews of:

- Services that are provided by governmental departments and agencies and how resources are mobilized.
- Methods for carrying out emergency operations and the process for rendering mutual aid.
- Systems for providing public information.
- Continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations, which outlines the relationships and responsibilities of county government and its departments.

Appendices are part of the main base plan and provide additional information that supports the document. The Emergency Operations Base Plan is utilized congruently with all appendices and supporting documentation during emergency response and recovery operations.

### 2.2 Annexes

Annexes are stand-alone documents that provide greater details or supplementary material while supporting the main document. The Wake County Emergency Operations Plan organizes the annexes by either function or hazard type. Annexes are supported by Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOG) that outline specific tasks for each position listed within the plan.

#### 2.2.1 Functional Support Annexes

Functional support annexes contain plans that describe and identify key operational functions for emergency purposes not described within the base plan. These annexes build upon the base plan and provide roles and responsibilities of stakeholders, government, and non-government agencies to carry out specific emergency functions.

## 2.2.2 Hazard-Specific Annexes

Hazard-specific annexes contain plans that describe operational response information applicable to a particular threat or hazard. These annexes include hazard-specific information and provide the roles and responsibilities of stakeholders, government, and non-government agencies to meet operational response needs during a particular type of disaster event.

## 2.3 Standard Operating Procedures (SOPs)

SOPs are documents that support a specific plan by providing formal, written guidelines or instructions for performing the duties of a role within incident response. When developing SOPs, planners should also consider how any activities delineated within the EOP interact with, support, or require support from other partners. SOPs must also ensure inclusionary planning for vulnerable people, including those with access and functional needs.

Documents that support SOP/SOGs are either referred to as job aides or attachments.

## 2.4 Job Aides

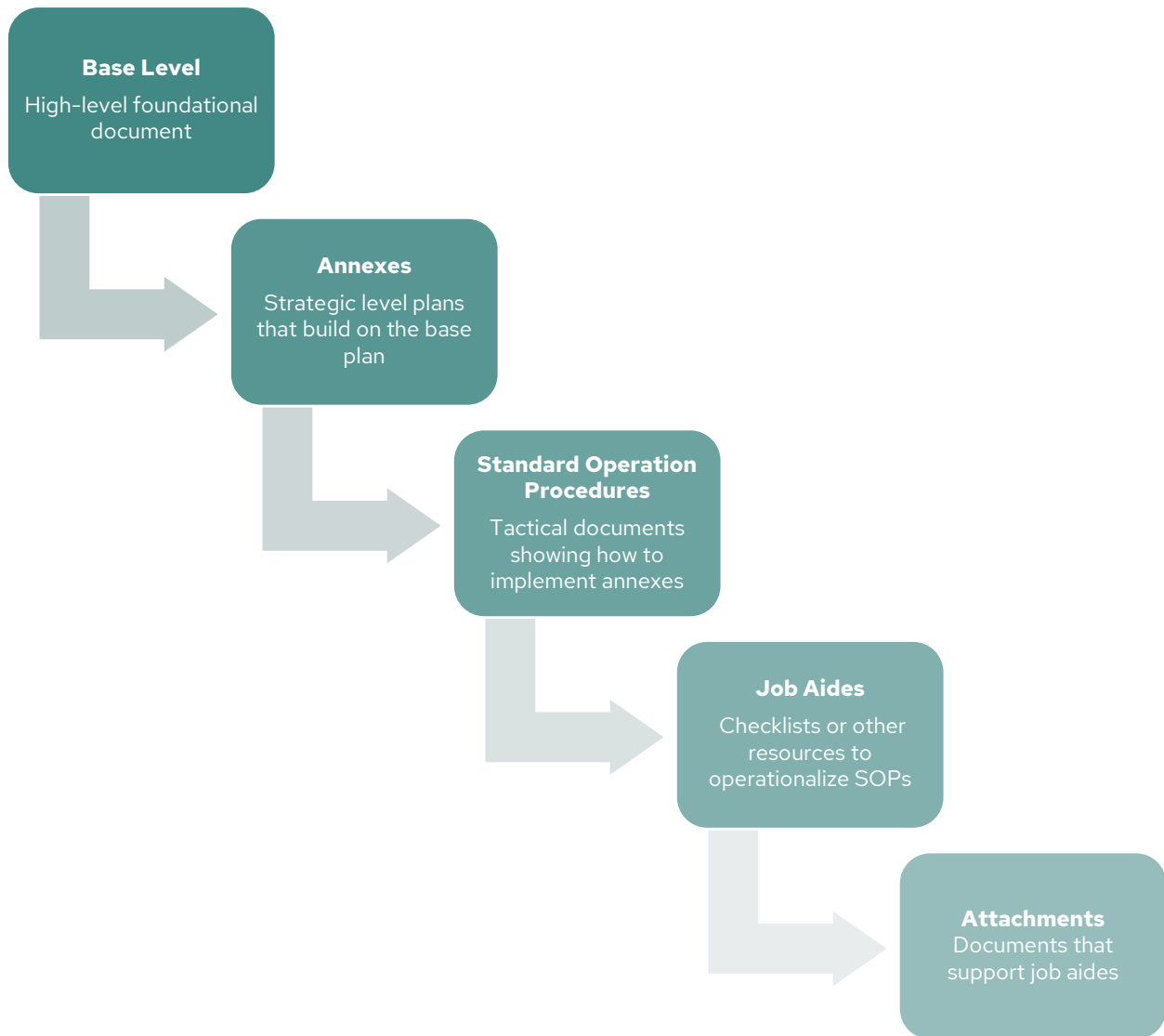
Job aides are documents that provide written instructions for performing a task so that the task is performed uniformly across the incident. Job aides assist responders in implementing their SOP/SOGs.

## 2.5 Supporting Plans/Documents

Additional plans and procedures developed in support of the EOP, such as mutual aid agreements, mitigation plans, Wake County departmental Standard Operating Procedures (SOPs), and any related procedures, are incorporated by reference and maintained separately from the Base Plan. Some of these supporting plans may be appended to the end of the Base Plan as deemed appropriate. Where supporting plans are inconsistent with the general principles described in the Wake County EOP, the Wake County plan will supersede supporting plans.

### 2.5.1 Memorandum Of Understanding (MOU)

MOUs are also referred to as Memorandums of Agreement (MOAs). These agreements are worked out before an event to specify the mutually accepted expectations of all parties for the use of resources, personnel, equipment, or facilities during an emergency. Wake County also participates in mutual aid agreements, which will be discussed later in this document.



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## 3 PROMULGATION

### 3.1 Wake County Emergency Operations Plan Promulgation

The primary role of government is to provide for its residents' safety and welfare through certain services. Said welfare and safety is rarely more threatened than during disasters. Emergency management aims to ensure that measures for protection, prevention, mitigation, response, and recovery exist so that public welfare and safety are preserved.

The Wake County Emergency Operations Plan provides a comprehensive framework for county-wide emergency management and addresses the roles and responsibilities of governmental organizations. The planning process engages local, State, Federal, private, and other whole-community stakeholders, organizations, and resources that may be obligated to address disasters and emergencies in Wake County.

The Wake County Emergency Operations Plan ensures consistency with current policy guidance. The plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance. Minor updates to this document will be completed in the course of normal business operations, and material changes will be presented to the Wake County Board of Commissioners.

Therefore, in recognition of the emergency management responsibilities of the Wake County government and with the authority vested in the Wake County Board of Commissioners, the Wake County Emergency Operations Plan is hereby promulgated.

This plan supersedes all previously dated versions of the Wake County Emergency Operations Plan.

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Date

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Chairman, Wake County Board of Commissioner

## 4 STATEMENT OF APPROVAL AND IMPLEMENTATION

The undersigned agrees to the responsibilities assigned to the named agency or jurisdiction in the Wake County Emergency Operations Plan. By signing this Statement of Approval, I agree to implement the roles and responsibilities outlined in this plan with the equivalent departments within my jurisdiction or organization. Any revisions to emergency operations plans within my jurisdiction or organization should be consistent and allow integration with this plan.

\_\_\_\_\_  
Date Chairman, Wake County Board of Commissioner

\_\_\_\_\_  
Date Mayor, City of Durham

\_\_\_\_\_  
Date Mayor, City of Raleigh

\_\_\_\_\_  
Date Mayor, Town of Angier

\_\_\_\_\_  
Date Mayor, Town of Apex

\_\_\_\_\_  
Date Mayor, Town of Cary

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Date Mayor, Town of Fuquay-Varina

\_\_\_\_\_  
Date Mayor, Town of Garner

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Date	Mayor, Town of Holly Springs
Date	Mayor, Town of Knightdale
Date	Mayor, Town of Morrisville
Date	Mayor, Town of Rolesville
Date	Mayor, Town of Wake Forest
Date	Mayor, Town of Wendell
Date	Mayor, Town of Zebulon
Date	Chairman, Raleigh-Durham International Airport

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## 5 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

### 5.1 Purpose

The purpose of the Wake County Emergency Operations Plan (EOP) is to describe and define the actions and roles necessary to provide a coordinated response to planned events, emergencies, or disasters affecting Wake County. This plan establishes the mechanism to determine necessary actions by Wake County departments, agencies, private organizations, and other partners to protect life, property, the environment, and the economy.

### 5.2 Scope

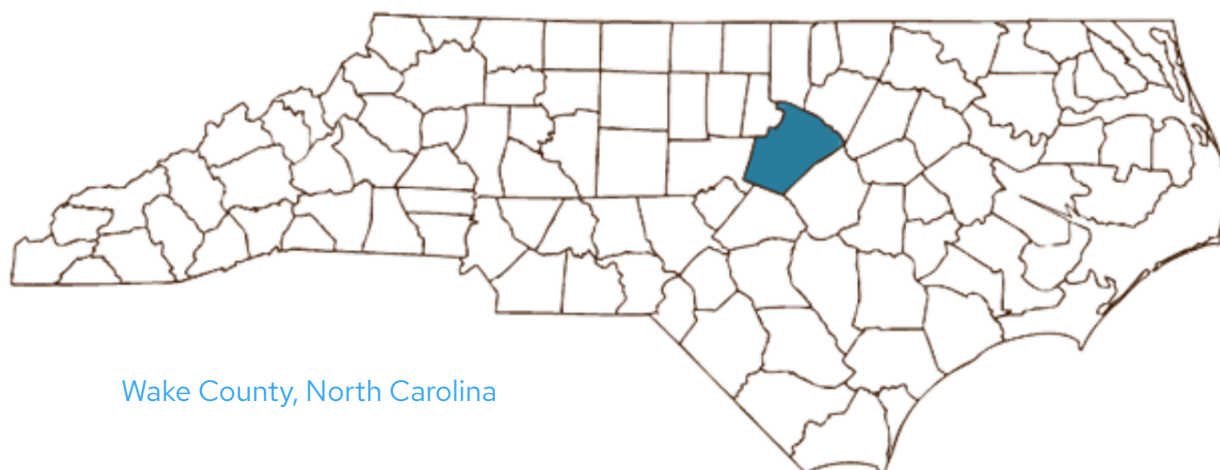
This plan applies to all participating departments, agencies, partner organizations, and other identified stakeholders within Wake County. It may be activated in support of planned events, local emergency situations, and major disasters affecting the entire county or a portion of the county and in support of disaster response elsewhere in the State or country. The precipitating event may be anticipated or in progress when this plan is activated.

It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, protect the environment, and guide the recovery of the economy.

### 5.3 Situation Overview

This section provides a general outline of Wake County's characteristics and an overview of steps taken to prepare for disasters. A detailed analysis of historic hazards, existing vulnerabilities, assessed risks, and potential terrorist threats is provided in the Wake County Threat Hazard Identification and Risk Assessment (THIRA).

Any emergency or disaster, individually or in combination with other emergencies, may cause a serious situation within the County. These incidents will vary in size and intensity. For this reason, planning efforts are made as general as possible so that significant latitude is available in their application and considering the potential for simultaneous occurrence of emergencies or disasters in multiple locations.



Wake County, North Carolina

### 5.3.1 Geography

Wake County is located in the North Carolina Emergency Management Central Branch, Area 7, and U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) Region IV. Wake County lies in the Piedmont region of North Carolina and is bounded on the east by Nash County, the south by Harnett and Johnston counties, the north by Franklin and Granville counties, and the west by Durham and Chatham counties. Wake County contains the state capital and comprises 12 municipalities, 20 townships, and approximately 500 square miles of unincorporated communities (see Appendix F).

### 5.3.2 Topography

Wake County occupies a total area of 860 square miles, of which 835 square miles is land and 25 square miles is water. Some topographic markers are Harris Lake, Lake Crabtree, Crabtree Creek, Lake Johnson, the Neuse River, and portions of Falls Lake.

### 5.3.3 Population Characteristics

Wake County, North Carolina, is home to over 1 million residents, with thousands more visiting regularly to study, work, and relax. According to the 2022 North Carolina State Demographer, the county has a population of approximately 1.1 million people. During daytime hours, the population is estimated to exceed 1.9 million due to the influx of workers, students, and visitors attending significant events such as the North Carolina State Fair and traveling through Raleigh-Durham International Airport (RDU).

## 5.3.4 Risk Profile

### 5.3.4.1 NATURAL HAZARDS

#### 5.3.4.1.1 Climate

Wake County has a subtropical climate with four distinct seasons and moderate temperatures in the fall, winter, and spring. The county's average annual rainfall is 44.7 inches, the average annual snowfall is 4.7 inches, and the average annual precipitation is 45.23 inches.

#### 5.3.4.1.2 Severe Weather

Wake County is susceptible to a variety of severe weather events. These include, but are not limited to, tornados, damaging winds, heavy rainfall, and hail. Severe weather events can cause cascading effects such as impacts on transportation systems, utilities, or critical infrastructure.

### 5.3.4.2 HUMAN-CAUSED

#### 5.3.4.2.1 Domestic/International Terrorism

According to the Federal Bureau of Investigations, terrorism remains a significant threat to the safety of residents across the United States. Terrorism is defined as acts dangerous to human life that are a violation of the criminal laws of the United States or of any State that appear to be intended either to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping. There are three major types of terrorism.

##### 5.3.4.2.1.1 *International Terrorism*

Violent, criminal acts committed by individuals and/or groups inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored).

##### 5.3.4.2.1.2 *Domestic Terrorism*

Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

##### 5.3.4.2.1.3 *Lone Offenders*

Terrorist threats have evolved from large-group conspiracies toward lone-offender attacks. These individuals often radicalize online and mobilize to violence quickly. Without a clear group affiliation or guidance, lone offenders are challenging to identify, investigate, and disrupt.

#### 5.3.4.2.2 Targets

Wake County is a high-profile area with numerous potential targets. As the host of North Carolina's capital, it features several major sports teams, event venues, religious institutions, and a variety of both soft and hard targets. These diverse locations and events present potential opportunities for terrorist attacks.

#### 5.3.4.2.3 Resources

There are significant law enforcement and intelligence resources available within Wake County. The Raleigh Police Department has a bomb squad, as do several other law enforcement agencies at the state and federal levels within Wake County. There are also several special tactical response teams as well as fusion centers operating within Wake County.

#### 5.3.4.2.4 Hazardous Materials

Wake County has a variety of industries as well as educational, agricultural, and governmental facilities located throughout the county. As a result, a large amount of hazardous material is produced, stored, used, and transported throughout Wake County.

All fire departments in Wake County are trained to the Operations Level for hazardous materials response. The Raleigh Fire Department has one of seven Hazardous Materials Regional Response Teams (RRTs) within North Carolina. It is classified as a FEMA Type II Hazardous Materials team. Type II teams are qualified to respond to, assess, and mitigate a large-scale, complex, and sustained-duration incident that may involve multiple hazards comprised of known and/or unknown hazardous materials.

#### 5.3.4.2.5 Transportation

Multiple major transportation corridors cross Wake County, including major U.S. interstate highways, rail, aviation, and pipeline routes.

##### 5.3.4.2.5.1 *Major Motor Vehicle Traffic Arteries*

- Interstate 40
- Interstate 87
- Interstate 440
- Interstate 540
- U.S. Highway 1
- U.S. Highway 64
- U.S. Highway 70
- U.S. Highway 264
- U.S. Highway 401

- North Carolina Highway 42
- North Carolina Highway 50
- North Carolina Highway 54
- North Carolina Highway 55
- North Carolina Highway 96
- North Carolina Highway 97
- North Carolina Highway 98
- North Carolina Highway 231

#### 5.3.4.2.5.2 *Railroads*

- Norfolk-Southern Railway
- CSX Transportation, Inc.
- Passenger rail operations

#### 5.3.4.2.5.3 *Major Pipelines*

- Colonial Pipeline Company
- Dixie Pipeline Company
- Cardinal Pipeline Company
- Piedmont Natural Gas Company
- Public Service Company of North Carolina

## 5.4 **Planning Assumptions**

Wake County Office of Emergency Management considers the following assumptions to be fact for planning purposes and to execute the Wake County EOP. These assumptions indicate areas where adjustments to the plan must be made ad hoc, as any emergency or disaster evolves.

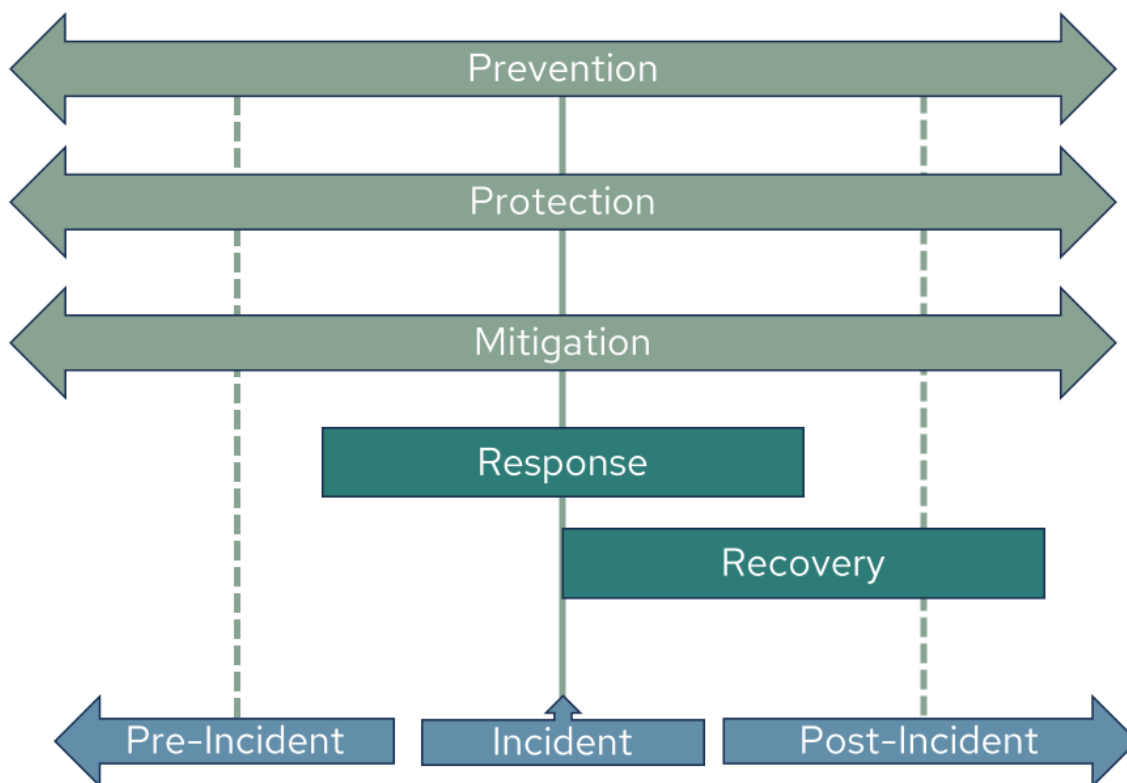
- Wake County officials are aware of the possible occurrence of an emergency or major disaster and their subsequent responsibilities in executing this plan.
- Wake County possesses sufficient resources to manage day-to-day emergencies. When Wake County resources are deemed insufficient, Wake County expects assistance from response organizations and departments from neighboring jurisdictions, the State of North Carolina, and/or the Federal government to supplement Wake County efforts in an efficient, effective, and coordinated response.
- State and Federal disaster assistance, if provided, will supplement rather than substitute for Wake County resources and efforts.
- Wake County does not expect any supplemental or outside assistance for at least 96 hours following the beginning of an emergency or disaster situation.
- Recovery planning will be implemented when Wake County begins emergency response actions necessary to protect the public.

## 6 CONCEPT OF OPERATIONS

This section provides a clear methodology to realize goals and objectives for executing the EOP. It includes an overview of the phases of emergency management, the general framework Wake County uses to manage emergencies, and how state and federal partners work with Wake County.

### 6.1 Phases of Emergency Management

Wake County recognizes that most emergencies occur with little or no warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. This response is coordinated through five emergency management phases, implemented in the Presidential Policy Directive 8: National Preparedness. The National Preparedness Goal (NPG), published in September 2015, identifies 32 core capabilities grouped into five mission areas. While not every emergency or disaster will require coordination through all five phases, general response activities and emergency operations are accomplished through phase-specific objectives.



## 6.1.1 Prevention

The prevention phase includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Wake County's goal during the prevention phase is to identify threats and hazards as well as share information with assisting parties. With this goal in mind, Wake County coordinates across all disciplines to ensure intelligence and information is shared in a timely manner. Prevention activities include the following:

- Intelligence and information sharing
- Critical infrastructure and key resource identification and risk analysis

## 6.1.2 Protection

The protection phase includes activities to safeguard the homeland against acts of terrorism and human-made or natural disasters. Wake County's goal during the protection phase is to increase readiness and resiliency. Protection activities include the following:

- Wake County EOP activation, training, exercise, and updates.
- Public information, education, and outreach
- County- and department-level policies and procedures

## 6.1.3 Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for Wake County focus on the protection of life, property, the environment, and the economy. All response phase decisions are designed as protective measures and are made via the execution of a decision process that is outlined below.

### 6.1.3.1 *PRE-IMPACT RESPONSE PHASE*

Hazard Control and Assessment. Wake County will act to perceive and assess the threat or hazard and begin to select control and mitigation strategies. Primary operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Intelligence gathering and assessment of the evolving situation.
- Resource allocation and coordination.
- Incident access and control.

### 6.1.3.2 *IMPACT RESPONSE PHASE*

Protective Action Implementation. In this phase, Wake County will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Deploying law enforcement.
- Coordinating emergency medical services (EMS), fire services, search, and HazMat.
- Ordering protective actions.
- Providing public health and medical care.
- Determination of the need for mutual aid.

### 6.1.3.3 *ASSESSMENT AND ALLOCATION OF SHORT-TERM NEEDS*

Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Shelter operations.
- Continued medical treatment.
- Access and security adjustments.
- Determination of the need for (continued) mutual aid.

## 6.1.4 **Recovery**

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, Wake County will shift the operational focus to recovery. Recovery operations may continue for an extended time frame. Strategies will be developed for short-term and long-term recovery. Recovery priorities may include the following:

- Physical restoration of essential services, facilities, and infrastructure.
- Facilitating search for funding sources.
- Making recommendations on restoration priorities.
- Coordinating and assisting with the recovery of other whole community and social services.
- Assisting as necessary with economic recovery.

### 6.1.4.1 *SHORT TERM RECOVERY*

Short-term recovery happens during days and weeks immediately following the disaster and is focused on addressing immediate needs. Short-term recovery phase activities will be simultaneous with the post-impact response phase.

- Impact area security
- Temporary shelter/housing
- Infrastructure restoration
- Debris management
- Emergency demolition
- Repair permitting
- Donations management
- Disaster assistance

#### 6.1.4.2 LONG TERM RECOVERY

Long-term recovery happens months and years following the disaster, and is focused on rebuilding the physical, social, environmental, and economic components of an area.

- Land use practices
- Building construction practices
- Public health/mental health recovery
- Economic development
- Infrastructure resilience
- Historic preservation
- Environmental recovery
- Disaster memorialization

### 6.1.5 Mitigation

The mitigation phase transcends all phases of emergency management, as it involves actions that occur before, during, and after an emergency or disaster event. Mitigation focuses on eliminating or reducing the impact of hazards that threaten life, property, the environment, and the economy. All mitigation actions and the mitigation planning process are detailed in the Wake County Multi-Jurisdictional Hazard Mitigation Plan (2024).

The county is responsible for identifying potential improvements to reduce or remove the hazard vulnerability. All incident documentation, including damage assessments, situation reports, and action plans, will be reviewed to identify potential mitigation strategies that could be included in a future revision of the Wake County Hazard Mitigation Plan.

## 6.2 National Incident Management System (NIMS)

NIMS is a nationwide standardized approach to incident management and response. It establishes a uniform framework and vocabulary for emergency responders at all levels of government to utilize to conduct response operations. Wake County utilizes NIMS for organizing

emergency response operations in the field, in the emergency operations center, and integrates it into emergency plans across the county.

## 6.3 State and Federal Emergency Functions

### 6.3.1 Federal

Federal assistance will be provided to Wake County via the State under the overall direction of the Federal Coordinating Officer, as described in the North Carolina EOP (NC EOP Basic Plan, Concept of Operations). Federal assistance may consist of a Presidential Declaration of Emergency to facilitate supplemental Federal response and financial or technical assistance if resources are needed beyond the capabilities of the State of North Carolina. Some types of federal assistance may still be available even if there is not a federally declared event.

### 6.3.2 State of North Carolina

The North Carolina Department of Public Safety (NCDPS) maintains responsibility for statewide emergency operations coordination, including mutual aid requests as well as the coordination and communication link between the State and Federal disaster response systems. This coordination is managed by the Division of Emergency Management and assisted by the State Emergency Response Commission (SERC). The SERC acts in an advisory capacity to the Secretary of Public Safety, who serves as the State Administrative Agent to coordinate activities of the North Carolina State Homeland Security Program and the Domestic Preparedness Regions.

## 6.4 Emergency Operations Center (EOC)

The Wake County Emergency Operations Center (EOC) serves as a centralized hub for coordinating multi-agency operations, managing emergency response information, allocating resources, and tracking costs. It supports emergency responders, county departments, volunteer organizations, stakeholders, and, when necessary, state and federal agencies. While the EOC does not oversee tactical field operations, it enhances field response efforts by securing additional resources, sharing critical information, and planning for evolving incident needs. Upon activation, the EOC establishes communication and coordination with the Incident Commander (IC).

Initial incident response in Wake County is managed by Public Safety Answering Points (PSAPs) and dispatchers. The Wake County EOC is activated when a hazard poses, or is expected to pose, conditions requiring a significant deployment of resources from multiple sources. Its operational framework aligns with the North Carolina EOC to ensure seamless integration if state-level assistance is needed. The authority to activate the Wake County EOC rests with the Director of the Wake County Office of Emergency Management or their designated representative.

### 6.4.1 Activation Levels for EOC

#### **Level IV (Monitoring Activation)**

This level may be implemented whenever WCEM receives notice of an incident that may escalate to threaten the safety of the public. Information will be disseminated to pre-identified personnel via the Wake County EOC Standard Operating Procedure (SOP) during this activation. Personnel may partially staff the EOC to monitor conditions.

#### **Level III (Event-specific Activation)**

This activation is in response to a hazard-specific event that requires coordination. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

#### **Level II (Limited Staff Activation)**

This level may be implemented for a significant event. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

#### **Level I (Full Staff Activation)**

This level builds upon Level II and may include representatives from affected municipalities and representatives from agencies that support the functional branches, including North Carolina and Federal agencies. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

### 6.4.2 EOC Deactivation

The EOC Manager determines EOC deactivation or a change in activation level in consultation and agreement with Incident Commanders. The EOC Manager determines the need to deactivate or change activation level for an EOC based on incident stabilization, recovery needs, demobilization of field resources, public information needs, and on meeting of incident objectives.

## 6.5 Continuity Of Operations Plan

Continuity of Operations ensures that each organization within the county government can continue to perform its Mission Essential Functions (MEF), provide essential services, and deliver core capabilities during a disruption to routine operations. The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations capabilities. These procedures will designate who will make decisions if a manager is unavailable.

## 6.6 Continuity Of Government

Continuity of Government (COG) is a coordinated effort within the executive, legislative, and judicial branches to ensure that governance and essential functions continue to be performed before, during, and after an emergency. COG planning is intended to preserve essential functions and the statutory and constitutional authority of all levels of government across the United States. Wake County maintains a Continuity of Government (COG) plan that specifies and details issues of succession of command and authority.

## 7 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In addition to routine day-to-day responsibilities, all departments and divisions in Wake County maintain obligations to emergency functions to provide the most effective and efficient emergency operations in Wake County. Each department is responsible for understanding these obligations, as well as maintaining workforce development practices, training, and plans (as necessary) to maintain its own emergency preparedness as well as to participate in the Wake County Disaster Service Worker program, in which all Wake County employees are assigned specific roles they may be asked to perform during a disaster within Wake County. In addition, each department and division must appoint representatives to lead, and to coordinate required and requested emergency operations via the Wake County EOC. These EOC representatives must have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocating resources and personnel or providing additional services to the public can lead to serious consequences within the increased tempo of the EOC environment.

### 7.1 Incident Command System

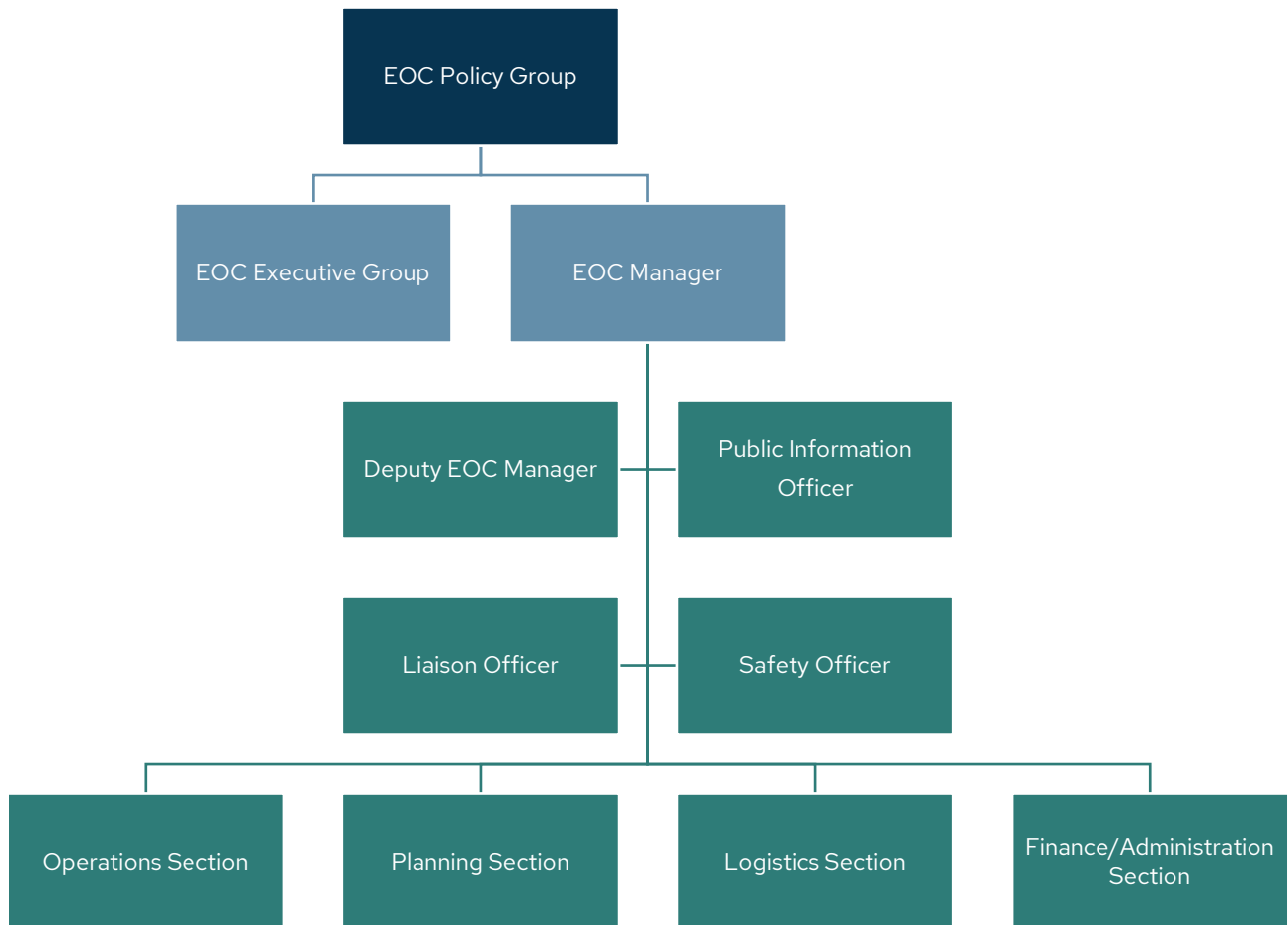
The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It enables incident managers to identify the key concerns associated with the incident, often under urgent conditions, without sacrificing attention to any component of the command system. ICS is used in the EOC as well as in the field daily for ease of communication.

The organizational structure used in Wake County during emergencies originates from three sources: the State of North Carolina Emergency Operations Plan, National Incident Management System (NIMS), and the Incident Command System (ICS) structure. The organizational structure is configured this way to maximize compatibility with State assets and incident commanders in the field. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS.

ICS is structured to facilitate activities in several major functional areas.

ICS Functional Area	Wake County EOC Group	Responsibilities
Unified Coordination Groups	<ul style="list-style-type: none"> <li>• EOC Policy Group</li> <li>• EOC Executive Group</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Group: Make policy decisions for the incident.</li> <li>• Executive Group: Make policy decisions for county employees and county business operations based on the needs of the incident.</li> </ul>
Command	<ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• Public Information Officer (PIO)</li> <li>• Liaison Officer</li> <li>• Safety Officer</li> <li>• Intelligence Officer (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Manager: Make strategic decisions for EOC response.</li> <li>• PIO: Coordinates communication about the incident and response.</li> <li>• Liaison: Works with partner agencies to exchange information and determine needs.</li> <li>• Safety: Ensures that safety protocols are being followed during response operations.</li> <li>• Intelligence: Conducts information management.</li> </ul>
Operations	Operations Section	<ul style="list-style-type: none"> <li>• Ensures that all essential emergency-related information and resource requests are received, processed, internally coordinated, and executed.</li> </ul>
Planning	Planning Section	<ul style="list-style-type: none"> <li>• Responsible for collecting, evaluating, processing, distributing, and cataloging information about the emergency to all functional elements and agencies.</li> </ul>
Logistics	Logistics Section	<ul style="list-style-type: none"> <li>• Obtains and provides essential personnel, facilities, equipment, and supplies and maintains an inventory of designed critical resources.</li> </ul>
Finance and Administration	Finance and Administration Section	<ul style="list-style-type: none"> <li>• Provides general administrative and finance support related to EOC activities.</li> </ul>

The organization chart below shows how the sections above are operationalized in the Wake County EOC.



## 7.2 EOC Policy Group

As required by North Carolina General Statute 166A 19.15, the Wake County Government will provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.

The Wake County EOC Policy Group is responsible for overseeing county operations, including emergency operations. Its members include the Chairman of the Board of County Commissioners, the Wake County Attorney, the Wake County Manager, the Wake County Sheriff, and others as needed and dictated by the collective Policy Group and as an incident requires.

Position	Duties
Chairman of the Board of County Commissioners	<ul style="list-style-type: none"> <li>• Issues emergency proclamations declaring States of Emergency or evacuation orders (see Appendix 7: Wake County State of Emergency Declaration Procedure).</li> <li>• Terminates States of Emergency or evacuation orders.</li> </ul>
Wake County Legal Counsel	<ul style="list-style-type: none"> <li>• Advises the EOC Policy Group on pertinent regulations and laws required for the acquisition and/or control of critical resources.</li> <li>• Advises the EOC Policy Group on the necessary ordinances and regulations to provide the legal basis for evacuation and/or population control.</li> <li>• Commences civil proceedings, as necessary and appropriate, to implement and enforce emergency actions and in cooperation with the Wake County District Attorney.</li> </ul>
Wake County Manager	<ul style="list-style-type: none"> <li>• Assures that members of the EOC Policy Group are aware of situation updates.</li> <li>• Serves as the liaison between the Chair of the Board of Commissioners and the EOC.</li> <li>• Appoints the EOC Manager.</li> </ul>
Wake County Sheriff	<ul style="list-style-type: none"> <li>• Assists in decision-making efforts and policy development on emergency operations and public affairs as required.</li> <li>• Advises the EOC Policy Group on law enforcement and public safety requirements and obligations.</li> </ul>

### 7.3 EOC Executive Group

The Wake County EOC Executive Group oversees daily county operations during an emergency. This group includes representatives from the County Manager's Office and select members of the Senior Leadership Team, with additional members added as needed. The specific composition of the group for any incident is determined by the collective Executive Group based on the incident's requirements. This is not a standing group and has no permanent assignments; it is activated only when an incident necessitates changes in daily county operations.

### 7.4 Command Staff

Command Staff coordinates the overall county response effort and operates in conjunction with neighboring county resources as well as Federal and State assets that may be involved in emergency activities. Activities overseen by Command Staff are reported directly to the Wake County Policy Group. Command Staff includes the following members: the EOC Manager, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer(s).

Position	Duties
EOC Manager	<ul style="list-style-type: none"> <li>• Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal)</li> <li>• Evaluates incoming information and direct response efforts</li> <li>• Keeps the Policy Group and the EOC staff updated</li> <li>• Prioritizes emergency efforts taking place across the county when limited resources are available</li> <li>• Approves Incident Action Plans (IAPs) for each operational period</li> <li>• Delegates and designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation, including: <ul style="list-style-type: none"> <li>• Serving as liaison with State and Federal agencies participating in response and recovery efforts</li> <li>• Maintaining coordination with appropriate governmental, public, and private enterprises to ensure their cooperative support in the event it is needed</li> <li>• Ensuring necessary narrative and operationally essential records are maintained during emergencies, and that appropriate information and reports are provided to higher, adjacent, and support jurisdictions</li> </ul> </li> </ul>
Public Information Officer (PIO)	<ul style="list-style-type: none"> <li>• Collects and distributes accurate and timely information regarding emergency events as approved by the EOC Manager or their designee*</li> <li>• Advises the EOC Manager on public information matters</li> <li>• Leads and oversees communications functions in the Joint Information Center (JIC)/Joint Information System (JIS)</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in command and general staff meetings (the primary responding agency will take the lead in releasing information)</li> <li>• Establishes and maintains ground rules with the media and is the central clearinghouse for public communications and releases.</li> </ul> <p>*The Incident Commander/Unified Command or their designee must approve the release of all incident-related information.</p> <p>Note: Wake County appoints a single PIO per incident. All other PIOs participate as Assistants or as part of the JIS or JIC.</p>
Safety Officer	<ul style="list-style-type: none"> <li>• Monitors incident operations at an EOC level and advises the EOC Manager on pertinent life safety protective actions for the incident as a whole</li> <li>• Assumes responsibility for the safety of the EOC</li> <li>• Directs EOC staff and other personnel to appropriate actions in the event of an emergency at the EOC location</li> <li>• Holds the authority to suspend part or all of response or recovery operations if work conditions become unsafe for responders</li> </ul>
Liaison Officer(s)	<ul style="list-style-type: none"> <li>• Obtains cooperating and assisting agency information</li> <li>• Contacts and briefs assisting/cooperating agency representatives and mutual aid cooperators</li> <li>• Interviews agency representatives concerning resources and capabilities and restrictions on use and provide this information at planning meetings</li> <li>• Works with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues</li> <li>• Manages partnerships with outside organizations, including private, corporate, and non-governmental organizations</li> </ul>
Intelligence Officer (staffed by choice of the EOC Manager or their designee)	<ul style="list-style-type: none"> <li>• Coordinates collection and handling of sensitive or critical intelligence</li> <li>• Analyzes and shares intelligence related to county, State, and National security, classified information, or other operational information, such as risk assessments, medical intelligence, and surveillance</li> <li>• Develops and manages information-related security plans and operations</li> <li>• Protects sensitive information of all types and ensures its transfer only to those needing access and maintain proper clearance</li> </ul>

## 7.5 General Staff

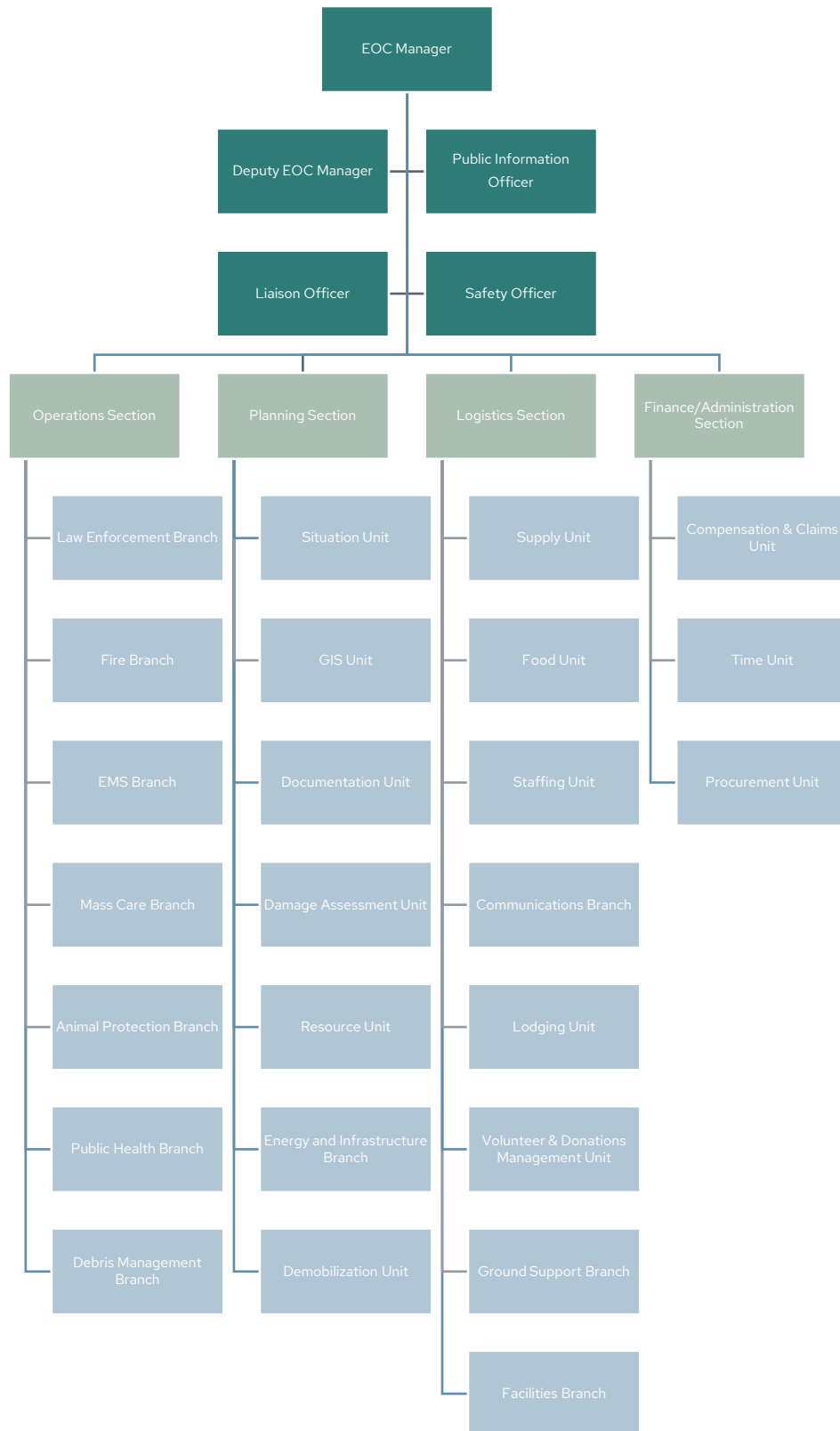
General Staff direct the majority of EOC staffing and operations. In addition to the responsibilities outlined below, each section maintains a detailed Annex to the functions outlined in this Wake County EOP Basic Plan. The General Staff comprises the chiefs responsible for the four functional sections: the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance and Administration Section Chief.

Section	Units/Branches
Operations	<ul style="list-style-type: none"> <li>• Fire               <ul style="list-style-type: none"> <li>○ Coordinates fire and technical rescue activities to ensure the safety of life and property within Wake County.</li> </ul> </li> <li>• EMS               <ul style="list-style-type: none"> <li>○ Coordinates and provides emergency medical assistance and treatment to residents following an emergency or disaster situation.</li> </ul> </li> <li>• Law Enforcement               <ul style="list-style-type: none"> <li>○ Coordinates law enforcement to maintain law and order, traffic control, and other law-related needs as they arise during emergency or disaster situations.</li> <li>○ Minimizes the impact of civil disturbances upon the residents and property of Wake County.</li> </ul> </li> <li>• Public Health               <ul style="list-style-type: none"> <li>○ Provides and coordinates health surveillance, mental health, and environmental health response requirements.</li> <li>○ Coordinates the maintenance of and integrity of essential services, including solid waste, air, and water quality monitoring.</li> <li>○ Manages all medical countermeasures.</li> </ul> </li> <li>• Animal Protection               <ul style="list-style-type: none"> <li>○ Provides direction and coordination of wild and domesticated animal-related issues before, during, and after an emergency or disaster situation.</li> </ul> </li> <li>• Debris Management               <ul style="list-style-type: none"> <li>○ Coordinates the collection, removal, and disposal of debris following a disaster.</li> </ul> </li> <li>• Mass Care               <ul style="list-style-type: none"> <li>○ Provides protection for the population from the effects of hazards by coordinating shelter facilities, family assistance centers, and radiological reception centers.</li> </ul> </li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Situation               <ul style="list-style-type: none"> <li>○ Determines needs, gathers information, and turns information into intelligence.</li> </ul> </li> <li>• Documentation</li> </ul>

	<ul style="list-style-type: none"> <li>○ Ensures information and documentation is correctly preserved and easily accessible both during and after a disaster.</li> <li>● Resource <ul style="list-style-type: none"> <li>○ Coordinates tracking and/or directing resources needed for ground support of operations functions.</li> </ul> </li> <li>● Geographic Information Systems (GIS) <ul style="list-style-type: none"> <li>○ Create incident-specific data collection tools, maps, and dashboards.</li> </ul> </li> <li>● Damage Assessment <ul style="list-style-type: none"> <li>○ Coordinates damage assessment for the impacted area.</li> </ul> </li> <li>● Energy/Infrastructure <ul style="list-style-type: none"> <li>○ Facilitates restoration of energy systems following an emergency or disaster situation.</li> <li>○ Coordinates providing emergency power and fuel to support emergency response operations.</li> </ul> </li> <li>● Demobilization <ul style="list-style-type: none"> <li>○ Coordinates all demobilization activities, short-term recovery operations, and reentry.</li> </ul> </li> </ul>
Logistics	<ul style="list-style-type: none"> <li>● Food <ul style="list-style-type: none"> <li>○ Ensures personnel at all duty stations have sufficient food and water.</li> </ul> </li> <li>● Lodging <ul style="list-style-type: none"> <li>○ Coordinates lodging for response personnel.</li> </ul> </li> <li>● Staffing <ul style="list-style-type: none"> <li>○ Ensures adequate staff are present to meet operational needs.</li> </ul> </li> <li>● Supply <ul style="list-style-type: none"> <li>○ Orders, receives, distributes, and stores supplies and equipment.</li> </ul> </li> <li>● Communications <ul style="list-style-type: none"> <li>○ Supports and provides all required telecommunications, radio support, and phone bank operations for disaster incidents.</li> </ul> </li> <li>● Volunteer/Donations Management <ul style="list-style-type: none"> <li>○ Coordinates receiving and tracking donations offered to support emergency response and disaster recovery operations.</li> <li>○ Establishes volunteer staging and facilitates volunteer training and assignment to emergency response operations, as required.</li> </ul> </li> <li>● Facilities <ul style="list-style-type: none"> <li>○ Coordinates fleet management, repair of facilities and utilities, lodging for responders, and long-term sheltering requirements.</li> </ul> </li> <li>● Ground Support <ul style="list-style-type: none"> <li>○ Coordinates storage, staging, and maintenance of resources acquired, procured, and/or donated to support emergency response and disaster recovery operations.</li> </ul> </li> </ul>

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Finance and Administration	<ul style="list-style-type: none"><li>• Time<ul style="list-style-type: none"><li>○ Ensures proper recording of personnel time and equipment-use time, in coordination with the Logistics Section.</li></ul></li><li>• Procurement<ul style="list-style-type: none"><li>○ Administers all financial matters pertaining to vendor contracts.</li><li>○ Assists in identifying sources for equipment and facilitates requirements for rental and supply of needed resources.</li></ul></li><li>• Compensations/Claims<ul style="list-style-type: none"><li>○ Coordinates tracking of financial expenditures resulting from the incident.</li></ul></li></ul>
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## 7.6 Disaster Service Worker Program

The Disaster Service Worker (DSW) program is intended to efficiently mobilize county staff to fulfill critical roles during a disaster. When the EOC is activated, the EOC Manager or their designee may activate the DSW program to ensure adequate staffing to support EOC activities. All county employees are considered Disaster Services Workers and will be assigned a secondary job. Employees identified as Continuity of Operations Employees will respond in their traditional roles. In contrast, other employees may be required to perform work to support the EOC that is outside the scope of their regular duties. Employees receive training in their assigned roles, which may include online, in-person, and hands-on training.

## 7.7 Non-governmental, Private Sector, and Volunteer Organizations

Nongovernmental organizations (NGOs), private-sector businesses, and volunteer organizations are vital to emergency response operations. Businesses and industries own or have access to substantial support resources. Community-based organizations, volunteer networks, and other NGOs provide valuable resources before, during, and after a disaster. The Volunteer and Donations Management Branch will manage coordination with these groups to ensure that the resources from these organizations are used effectively. Organizations will be encouraged to coordinate through established Voluntary Organizations Active in Disasters (VOADs) that are registered with North Carolina Voluntary Organizations Active in Disasters (NCVOAD).

## 8 DIRECTION, CONTROL, AND COORDINATION

Coordinating response and recovery activities through one central location provides an efficient emergency response. When activated during a county emergency, the Wake County EOC acts as the base of direction, control, and coordination for emergency management operations in the county. Command, control, and coordinating mechanisms described in this plan are implemented when:

- The Emergency Operations Center (EOC) is activated during or in advance of an event; or
- A State of Emergency is declared within Wake County; or
- Municipal resources are exceeded, and assistance from Wake County is requested in either an advisory or field-response capacity.

Once a municipality or Wake County issues a State of Emergency proclamation, the issuing governmental body has additional authority to address the situation effectively as per North Carolina General Statute 166A.

### 8.1 Incident Command Post

An Incident Command Post (ICP) is a central location for field-level coordination and response. An ICP is typically located near the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command. Command posts are structured following the Incident Command System, and agencies within the ICP may disseminate information to an Emergency Operations Center (EOC) when it is activated and deemed necessary. ICPs are always activated when an emergency occurs and may receive liaisons from other agencies when deemed appropriate.

Immediate response is accomplished within the affected area by the first responders who arrive at the incident and function within their established field-level plans and procedures. Details on specific activities, techniques, and procedures necessary to accomplish assigned tasks are included in department plans and SOPs. Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency, or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC) or Unified Command (UC). The IC/UC may implement an Area Command to oversee multiple incidents that are being handled simultaneously or to oversee the management of a very large or evolving incident that has multiple response teams engaged. Area Command may also be utilized during incidents that involve a large geographic area or multi-incident situations.

## 8.2 Multiagency Coordination

Larger-scale emergencies and planned events include one or more responsible jurisdictions and/or multiple departments and agencies. Management personnel from the responsible jurisdictions can form a Unified Command and/or Multiagency Coordination (MAC) Group. Unified Command and MAC Groups provide situation assessments, determine resource requirements, establish a logistical system, and allocate resources. Any affected jurisdiction may activate its EOC and any additional resources needed to support the MAC.

### 8.2.1 Coordination with Local Jurisdictions

There are 12 core municipalities within Wake County, each with an EOC. Each municipality should exercise its full authority in executing locally designed EOPs and procedures; however, such activities should be coordinated with the Wake County EOC if activated. Depending on the scope of the event, both a local EOC and the county EOC may be activated.

Significant emergency situations affecting the unincorporated portions of the county will be under the auspices of Wake County government. Emergencies that affect multi-jurisdictional areas, the county, and municipalities will be managed in a cooperative effort, with each entity providing mutual support as required. Regardless of if the county EOC is activated, the Wake County Office of Emergency Management may provide coordination either in the EOC, the field, or both.

### 8.2.2 Coordination with State and Federal Resources

State and Federal officials will coordinate their operations through the Wake County EOC via EOC Liaison Officer(s) or other designated representatives.

## 8.3 Succession of Command & Delegation of Authority

The line of succession of the Board of County Commissioners proceeds from the Chair to the Vice Chair to members of the Board, in accordance with county ordinance and State law, as indicated in the Wake County Continuity of Operations Plan and Continuity of Governance plans.

## 9 MUTUAL AID AND MUTUAL ASSISTANCE

Mutual aid and mutual assistance are support from one jurisdiction or agency to another. The purpose of mutual aid and mutual assistance is to provide personnel and logistical support to meet the immediate requirements of an emergency when the resources normally available to the requesting department(s) are insufficient to meet the needs of an event.

### 9.1 Mutual Aid Background and Considerations

Within the State of North Carolina, there are three main types of mutual aid.

#### 9.1.1 Direct Mutual Aid

Organizations may have reached agreements with other agencies, or local communities may call another community or county directly to request additional equipment or personnel. All coordination is done by the participating agencies, with logistics and reimbursements specified in the applicable mutual aid agreement. This is the most common form of mutual aid. If this mutual aid utilizes the Statewide Mutual Aid Agreement, the requestor must also notify the North Carolina Division of Emergency Management (NCEM) 24-hr Watch for documentation of the mutual aid response.

Some services, such as HazMat, may be provided through contract instead of mutual aid agreements. If these services are needed, all services will be provided as per the pre-existing contract.

#### 9.1.2 State-Coordinated Mutual Aid

Communities overwhelmed by a catastrophe may ask NCEM to coordinate its aid and record keeping. Logistics and reimbursement are then coordinated between NCEM and county emergency managers. The appropriate NCEM Regional Coordination Center will work with Division staff and the local government providing aid to coordinate resource delivery. Local governments who provide aid should be informed of the nature of their deployments and if the resource requires reimbursement of response costs.

#### 9.1.3 Interstate Mutual Aid

Requests for out-of-state resources are coordinated through the Emergency Management Assistance Compact. Resources deployed through this system are considered State resources and are coordinated through NCEM. Local governments providing aid will be reimbursed by NCEM, which will then seek reimbursement from the requesting state.

## 9.2 Mutual Aid Processes

Wake County has chosen to participate in North Carolina's Mutual Aid System. While signing the agreement enables Wake County to receive or provide assistance to another community, there is an understanding that meeting the needs of one's own municipal residents remains the first priority. Each municipality may decline to provide assistance when resources are needed for their residents.

## 10 COMMUNICATIONS AND INFORMATION

Communication will be coordinated between the Wake County EOC and all responding supporting agencies through various communication devices, channels, and methods. If the Wake County EOC is activated, all incident-related information, updates, resource requests, etc. should be shared via the Incident Management System in addition to any other chosen communication methods. The Incident Management System will be the system of record for all incident-related information.

Communication should be a two-way flow (both top-down and bottom-up) through the established ICS structure. All communications should use plain language and avoid acronyms.

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that Wake County executes as part of routine, day-to-day operations. As required, the Communications Branch Director will establish procedures to activate additional EOC communications support personnel and expand the EOC communications capability. These procedures will address the provisions for EOC message handling, which include record-keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

### 10.1 Information Gathering and Dissemination

During an emergency or disaster requiring activation of the Wake County EOC, the EOC will coordinate all forms of gathering information (raw data) and disseminating intelligence (data that has been analyzed and put into context).

Coordination of disaster intelligence may require the following activities:

- Identification of types of information needed.
- Determination of where information is expected to come from.
- Identification of what sections will use the information.
- Establishing how the information will be disseminated.
- Verifying the authenticity or veracity of the information.
- Timely and accurate information sharing to responders, partner agencies, and the public.

Disaster information is managed primarily under the Planning Section but may come into the EOC through any functional branch or via Command Staff or Policy Group representatives. Information dissemination will be handled through liaison officers, general staff, or the Joint Information Center/Joint Information System based on the intended audience. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

As mentioned above, the Incident Management System will be the system of record for all incident-related information.

## 10.2 Public Information

Public information will be managed through the PIO, Joint Information System (JIS), and Joint Information Center (JIC), if established. Information will be coordinated to flow through one central point to ensure accuracy, quality, and efficiency in dissemination.

The PIO maintains responsibility for all actions and efforts surrounding the following:

- Media management
- Public relations strategy
- Videography and photography
- Public information administration and multi-agency/department coordination

## 10.3 Communications Systems

Wake County utilizes various communications systems, including phones, radios, e-mail, and other electronic communication methods. During an emergency, communication will occur as described in the communications plan for the incident, which may vary depending on the situation and function. Amateur radio operators or law enforcement personnel may be assigned to field locations to provide additional communication capabilities. Request for these services will flow through the EOC.

The communications network between county, municipal, and State law enforcement agencies will be structured to obtain maximum benefit from radio and telephone communication resources.

### 10.3.1 Two-Way Communications Systems

The two-way radio system is designated to be used for operational direction and control activities. It provides voice communications between mobile, portable, and fixed stations.

Wake County departments, agencies, and organizations that operate two-way radio systems include the following:

- Wake County 800 MHz radio system
- Cary 800 MHz radio system
- NC Voice Interoperability Plan for Emergency Responders (VIPER)

Other two-way communication systems that may be used to communicate during emergencies include the following:

- Amateur Radio Emergency Service (ARES)
- Radio Amateur Civil Emergency Service (RACES)
- Military Auxiliary Radio System (MARS)
- Civil Air Patrol (CAP) Radio Systems
- Commercial Telephone
- VOIP (Voice Over Internet Protocol) Phones

## 11 ADMINISTRATIVE PRACTICES, LOGISTICS, AND FINANCE

Adherence to standard administrative and financial procedures is critical to ensure that resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

The Finance and Administration section will develop a method for collecting financial documentation from departments as needed for submission as part of the county's reimbursement application process.

### 11.1 Administrative Practices

#### 11.1.1 Documentation

During an emergency or incident, it is important to keep specific records related to staff assignments and costs related to the response to and recovery from the emergency/incident. Proper documentation allows Wake County to obtain state and federal assistance related to disaster recovery. During an EOC activation, the Documentation Unit will determine the preferred method of creating, sharing, and preserving documentation pertaining to the incident.

In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organizations. During a response, entities ensure that adequate documentation is collected through the Documentation Unit at the incident and EOC for personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Finance and Administration Section in the EOC is responsible for cost recovery records and assisting in collecting any missing information.

All Wake County departments operate based on established Wake County policies, such as the Wake County Code of Ordinances. In addition to these, response activities adhere to the North Carolina General Statutes and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement-eligible costs. Maintenance of administrative records continues throughout all phases of an emergency.

### 11.2 Logistics

This section describes the logistics and resource management mechanisms used to identify and acquire resources for emergency response and operations. Within Wake County, resource management coordination activities follow ICS and established mutual aid processes.

### 11.2.1 Resource Management

Resource management includes providing or obtaining goods or services, executing logistical or administrative activities for Wake County emergency response operations, and coordinating the use of the resources to facilitate an effective and efficient result. Wake County resources, as well as mutual aid and donated resources and services, will be managed according to policies and procedures of the Logistics Section as well as Wake County policy.

Wake County will administer and leverage its Incident Management Software to account for all resources, personnel, and other support to emergency operations.

### 11.2.2 Resource Requests

Any EOC staff member, ICP, municipalities, partner agency, or authorized field personnel can initiate resource requests. Resource requests will be managed through the Incident Management Software. Requests will be filled based on incident needs rather than the time requested.

## 11.3 Finance

During an EOC activation, the Finance and Administration Section supports the purchasing, financial, and administrative coordination of a response. The Finance and Administration Section is responsible for distributing approved forms for this purpose and collecting and processing them during and after an emergency.

### 11.3.1 Emergency Purchasing and Acquisition

The EOC Manager or their designee may authorize emergency purchases, acquisitions, and other procurements to support and facilitate objectives of Wake County emergency operations. Purchases must be made in accordance with Wake County emergency purchasing guidance.

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures.

### 11.3.2 Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector per existing contracts or negotiated emergency agreements. A list of all current and active mutual-aid agreements

(MAAs) between Wake County and a third party is available within the Office of Emergency Management.

There will be no discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency preparedness, response, or relief and assistance functions. Consumer complaints concerning alleged unfair or illegal business practices during emergencies will be referred to the North Carolina Attorney General's Office.

## 12 PLAN DEVELOPMENT, APPROVAL, AND MAINTENANCE

The Wake County Emergency Operations Plan is intended to be read and understood before an emergency occurs. Upon completion, the Plan is approved by the Wake County Board of County Commissioners and the senior elected official of all municipalities within Wake County. Upon formal approval by the Chair and adoption by the County Commissioners, this Plan becomes the official Wake County EOP.

The Emergency Management Director is responsible for coordinating the plan development and maintenance process.

### 12.1 Plan Development

This plan has been developed to guide and structure emergency operations within Wake County. It describes county-wide response functions and capabilities and should be used by each function identified within this plan to develop their own SOPs specifically for their own operations. When developing SOPs, each function is to take into consideration all the activities identified in this plan directly related to their own functions, as well as how those activities interact with, support, or require support from other partners identified within this plan. Functions must ensure that their SOPs include planning for people with access and functional needs. If, at any time, any function identifies a conflict in how their field response or support activities are performed in comparison to what is described in this plan or identifies a conflict between their listed activities and/or responsibilities within this plan and how they relate to or support another functions' listed activities, such conflict is to be immediately reported to the Office of Emergency Management.

### 12.2 Plan Maintenance and Evaluation

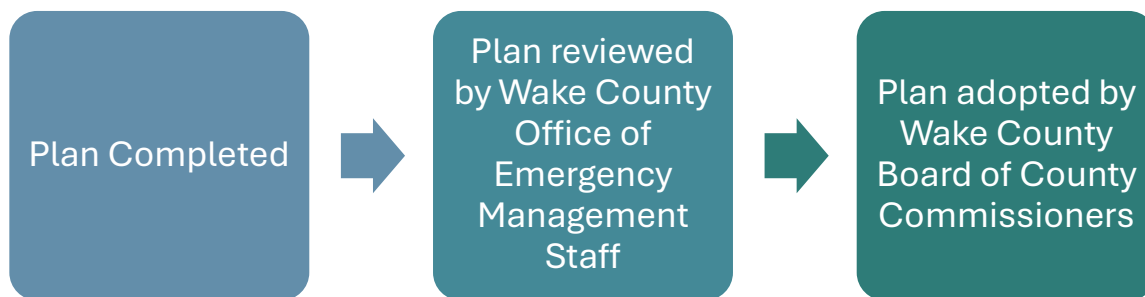
The Emergency Management Director is responsible for performing periodic reviews of plans and standard operating procedures (SOPs) with appropriate agencies and departments. The revision process will incorporate necessary changes based on periodic tests, drills, exercises, or actual events. Appropriate signatures and approval dates will identify revisions to this plan. Wake County will annually review, update (if needed), and ensure this plan is current.

Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas.
- Changes to the Wake County concept of operations for emergency or disaster response.

- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to an emergency or disaster situation.
- Significant deficiencies in this plan or its components revealed by a training exercise or an actual emergency.
- Changes to Wake County ordinances, State requirements, or Federal planning standards.

### 12.3 Plan Approval Process



## 13 AUTHORITIES AND REFERENCES

Wake County Ordinance Chapter 70 assigns the responsibilities of the Wake County Office of Emergency Management. Key sections are included below.

### **§ 70.02 PURPOSES.**

(B) The Office of Emergency Management shall be the coordinating agency for all activity in connection with emergency management within the county including the municipalities within the geographical limits of the county; it will be the agency through which the Board of Commissioners and municipal councils will exercise the authority and discharge the responsibilities vested in them during states of disaster or local emergency.

(E) The Office of Emergency Management shall be the central coordinating agency for activities and programs relating to emergency and disaster prevention, mitigation, preparedness, response and recovery, homeland security, among agencies and officials of the county and with similar agencies and officials of other counties, the state and federal agencies; and with other private and quasi-official organizations.

### **§ 70.06 EMERGENCY POWERS AND DUTIES.**

(A) The Director shall promulgate a local emergency plan which shall be approved by the Board of Commissioners and which shall be activated whenever a local state of emergency is declared by the Board of Commissioners pursuant to local ordinance and G.S. § 166A, or when the Governor of the state declares a state of disaster in all or any part of the county.

(B) During states of declared disaster or local emergency, the Board of Commissioners may delegate to the Director the power to implement the additional plans as are necessary for the efficient administration of state or federal disaster plans and for the preservation of the public safety, health and welfare.

(C) During states of declared disaster or local emergency, the Director is authorized to utilize all available county resources as reasonably necessary to cope with an emergency, including the transfer and direction of personnel or functions of county agencies or units thereof for the purpose of performing or facilitating emergency services to the full extent allowed by G.S. 166A-19.15 or subject to the direction and guidance of the Board of Commissioners.

### **§ 70.07 DIRECTOR; DAY-TO-DAY DUTIES AND RESPONSIBILITIES.**

(A) (1) The Director shall be responsible to the Board of Commissioners, through the County Manager, in regard to all phases of the emergency management activities. The Director shall be responsible for the planning, coordination and operation of emergency management and homeland security activities in the county. The Director shall maintain communication with state and federal authorities and authorities of nearby political subdivisions to ensure the most effective operation of the emergency management plans.

(B) The Director's duties shall include, but not be limited to, the following:

- (1) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the county and its municipalities for emergency management purposes;
- (2) Developing and coordinating of plans for the immediate use of all facilities, equipment, manpower and resources of the county for the purpose of minimizing or preventing damage to persons and property; and protecting or restoring governmental services and public utilities necessary for the public health, safety and welfare;
- (3) Negotiating and entering into agreements with owners or persons in control of real property for the use of buildings and properties for emergency management purposes, pursuant to the agreements designating suitable buildings;
- (4) Educating the populace through public information programs about procedures required for the protection of its persons and property in case of disaster, as defined herein;
- (5) Conducting public exercises to ensure efficient operation of the emergency management forces and to familiarize residents with emergency management plans, procedures and operations;
- (6) Coordinating the activity of other public and private agencies engaged in any emergency management activities and implementing state disaster procedures; and
- (7) Negotiating and entering into agreements with other political subdivisions for mutual aid assistance providing such agreements are consistent with the state emergency management program and plans.
- (8) Coordinating and maintaining a county wide public alert and warning system.
- (9) Coordinating a program to maintain situational awareness of complex incidents and events to ensure a coordinated response per local plans.

The Wake County EOP is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein. This document has the concurrence of the North Carolina Division of Emergency Management, and by that authority, the concurrence of all other branches of the state government that operate under their direction and/or coordination.

The following listed authorities and references support and/or were consulted during the drafting and subsequent revisions and updates to this plan.

## 13.1 Authorities

### 13.1.1 Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended
- National Security Decision Directive #259, U.S. Civil Defense, February 4, 1987
- Nuclear Attack Planning Base, 1990 (NAPB 90) April 1987
- Superfund Amendments and Reauthorization Act (SARA), Title III, The Emergency Planning and Community Right-To-Know Act of 1986
- 2018 Edition of the North Carolina State Building Code - Fire Code

### 13.1.2 State

- North Carolina (N.C.) General Statutes 58-9; 118-38; 143-166.1, 143-507 through 517, 153-A and 160-A
- N.C. General Statutes 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987
- North Carolina General Statute, Chapter 95, Article 8, The Hazardous Chemical Right-To-Know Act
- North Carolina Hazardous Materials Right-To-Know Law

## 13.2 References

### 13.2.1 Federal

- Comprehensive Preparedness Guide (CPG) 101 version 3.0, September 2021
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003
- Presidential Policy Directive 8: National Preparedness, 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Pets Evacuation and Transportation Standards Act of 2006 10/6/2006 - Public Law.
  - Pets Evacuation and Transportation Standards Act of 2006 - Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

### 13.2.2 State

- North Carolina Emergency Operations Plan
- State of North Carolina Radiological Emergency Response Plan

### 13.2.3 County

- Wake County Continuity of Operations/Continuity of Government Plan
- Wake County Threat and Hazard Identification and Risk Assessment
- Wake County Hazard Mitigation Plan
- Wake County Animal Protection Plan

## 14 APPENDIXES

### 14.1 Appendix A: Acronyms

AUXCOMM	Auxiliary Communications
CAP	Civil Air Patrol
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
DHS	U.S. Department of Homeland Security
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
G.S.	General Statute
GIS	Geographic Information Systems
GSA	General Services Administration
HazMat	Hazardous Material
THIRA	Threat Hazard Identification and Risk Assessment
HNPP	Harris Nuclear Power Plant
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MAA	Mutual-aid Agreement
MOU	Memorandum of Understanding
NCDPS	North Carolina Department of Public Safety
NIMS	National Incident Management System
PIO	Public Information Officer
PSAP	Public Service Answering Point
RRT	Regional Response Team
RDU	Raleigh-Durham International Airport
SOP	Standard Operating Procedure
WCEM	Wake County Emergency Management

## 14.2 Appendix B: Glossary

**Alert:** An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from Wake County Emergency Management.

**Applicant:** A State agency, local government, or private nonprofit facility submitting a project application or request for direct Federal assistance under the Disaster Act or on whose behalf the Governor's Authorized Representative takes such action.

**Community-Based Planning:** is the concept that planning must not only be representative of the actual population within the community but also must involve the whole community in the planning process.

**Direction and Control (D&C):** The Emergency Operations Center Policy Group is comprised of representatives from the Wake County Board of Commissioners, municipal leadership, and legal advisors as deemed necessary.

**Disaster:** An event, the effects of which cause loss of life; human suffering; property damage, both public and private; and severe economic and social disruption. Disasters can be natural or human-caused, major accidents, or enemy attack. Disasters are differentiated from day-to-day emergencies and accidents that are routinely responded to by local emergency organizations and may be of such magnitude or unusual circumstance as to require response by all levels of government—Federal, State, and local.

**Emergency:** A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private-sector organizations to protect lives and limit damage to property. Examples of emergency situations that could result in a disaster include an accident involving hazardous material that threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm, such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare. In addition, an emergency is any of the various types of catastrophes included in the definition of a "major disaster" that requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health, and safety or to avert or lessen the threat of a disaster.

**Emergency Alerting System (EAS):** A network of broadcast stations and interconnecting facilities that 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 natural emergency as provided by the Emergency Alerting System Plan.

**Emergency Operations Center (EOC):** The site from which civil government officials (municipal, State, and Federal) exercise direction and control in an emergency.

**Emergency Operations Plan (EOP):** A document that describes actions to be executed, provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on predetermined assumptions, objectives, and capabilities.

**Emergency Public Information (EPI):** Information that is disseminated before, during, and/or after an emergency designed to instruct and transmit direct orders to the public via news media.

**Federal Coordinating Officer (FCO):** Responsible for the coordination of all Federal disaster assistance efforts in an affected area. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs, The FCO is located in the Disaster Field Office.

**Federal-State Agreement (FEMA-State Agreement):** The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

**Floodplain:** Any normally dry land area that is susceptible to being inundated by water from any natural source. This area is usually low land adjacent to a river, stream, watercourse, ocean, or lake.

**Governor's Authorized Representative (GAR):** The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

**Hazard Area:** Area designated by the Federal government or locally through a hazard vulnerability analysis that is relatively more likely to experience the direct effect of certain natural or human-caused disasters.

**Hazard Mitigation:** Any cost-effective measure that will reduce the potential for damage to a facility or structure from a disaster event.

**Hazardous Materials (HazMat):** Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when

released into the environment. These are four traditional classes: chemical, biological, radiological, and explosive; however, the U.S. Department of Transportation lists 15 different classes.

**Local Government:** Any city, town, or other political subdivision within the State of North Carolina.

**Point of Distribution (POD):** A site established and operated by a jurisdiction where the general public can obtain basic life-sustaining emergency relief commodities (e.g., food, water, ice, tarps). These sites are typically not established to dispense medicines, vaccines, or other health care supplies.

**Policy Group:** The governing body of a local jurisdiction; it may include members of mutual-aid associations and the mayors of the towns, cities, and communities in the jurisdiction.

**Reception Area:** A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack and designated for the reception, care, and logistical support of hazard evacuees.

**Resources:** Manpower; raw or basic materials; finished goods; and products, services, and facilities.

**Staging Area (SA):** A pre-selected location having larger parking areas and cover for equipment, vehicle operators, and other personnel (i.e., a major shopping area or school). SAs provide a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees.

**Standard Operating Procedure (SOP):** A set of instructions having the force of a directive covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

**State:** State of North Carolina

**State Coordinating Officer (SCO):** The State official designated by the Governor to act as his or her principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

**State Emergency Operations Center (SEOC):** Facility designated as the area of mobilization of all resources of the State during times of emergencies.

**State Emergency Plan:** State plan designed specifically for State-level response to emergencies or major disaster and that sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

**Vulnerability:** The degree to which people, property, the environment, or social and economic activity—in short, all elements at-risk—are susceptible to injury, damage, disruption, or loss of life.

## 14.3 Appendix C: Adoption of the National Incident Management System

*Wake County Board of Commissioners Meeting  
January 17, 2006*

\*\*\*\*\*

### APPROVAL OF AMENDED WAKE COUNTY EMERGENCY OPERATIONS PLAN AND ADOPTION OF RESOLUTION ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM FOR USE IN WAKE COUNTY

The federal government has introduced and incorporated two standards for emergency operations—the National Incident Management System (NIMS) and the National Response Plan. In order to provide for a smooth and effective transition in event of a major disaster, Wake County Public Safety/Emergency Management staff have amended Wake County’s Emergency Operations Plan so that it is consistent with the new federal standards. The amendments are technical and organizational in nature, and affect the Emergency Operations Plan as follows:

- Wake County’s Emergency Operations Center (EOC) chain of command and general structure is modified.
- The Plan’s focus on assignment of EOC tasks and responsibilities by department has been shifted to a focus on assignment by function.

Wake County’s emergency management ordinances require approval by the Board of Commissioners of amendments to the County’s Emergency Operations Plan.

In order to retain eligibility for a wide range of federal grant programs—including disaster recovery grants—Homeland Security Presidential Directive 5 requires that all state and local governments adopt NIMS as the common national incident command system, to monitor its use and to provide for primary and continuing education in NIMS operations. Public Safety/Emergency Management staff recommends that this adoption be undertaken by the Board of Commissioners by resolution.

Upon motion of Commissioner Gardner, seconded by Commissioner Ward, the Board unanimously approved an amendment to the Wake County Emergency Operations Plan and the approval of a resolution to adopt the National Incident Management System (NIMS) for Use in Wake County.

RESOLUTION-2006-02  
ENDORSING NATIONAL INCIDENT MANAGEMENT SYSTEM  
AND ESTABLISHING COMMITMENT TO USE OF  
THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN WAKE COUNTY  
FOR MANAGEMENT OF TECHNOLOGICAL, NATURAL AND  
TERRORISM EMERGENCIES BY WAKE COUNTY AGENCIES

WHEREAS, in Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide framework for federal, state, local and tribal governments to work together more effectively and efficiently to respond to domestic emergency incidents, regardless of cause, size or complexity, the use of which would form one basis for federal emergency- and disaster-related grant eligibility; and

WHEREAS, the National Commission of Terrorist Attacks (the "9-11 Commission") strongly and continuously recommended adoption of a standardized Incident Command System; and

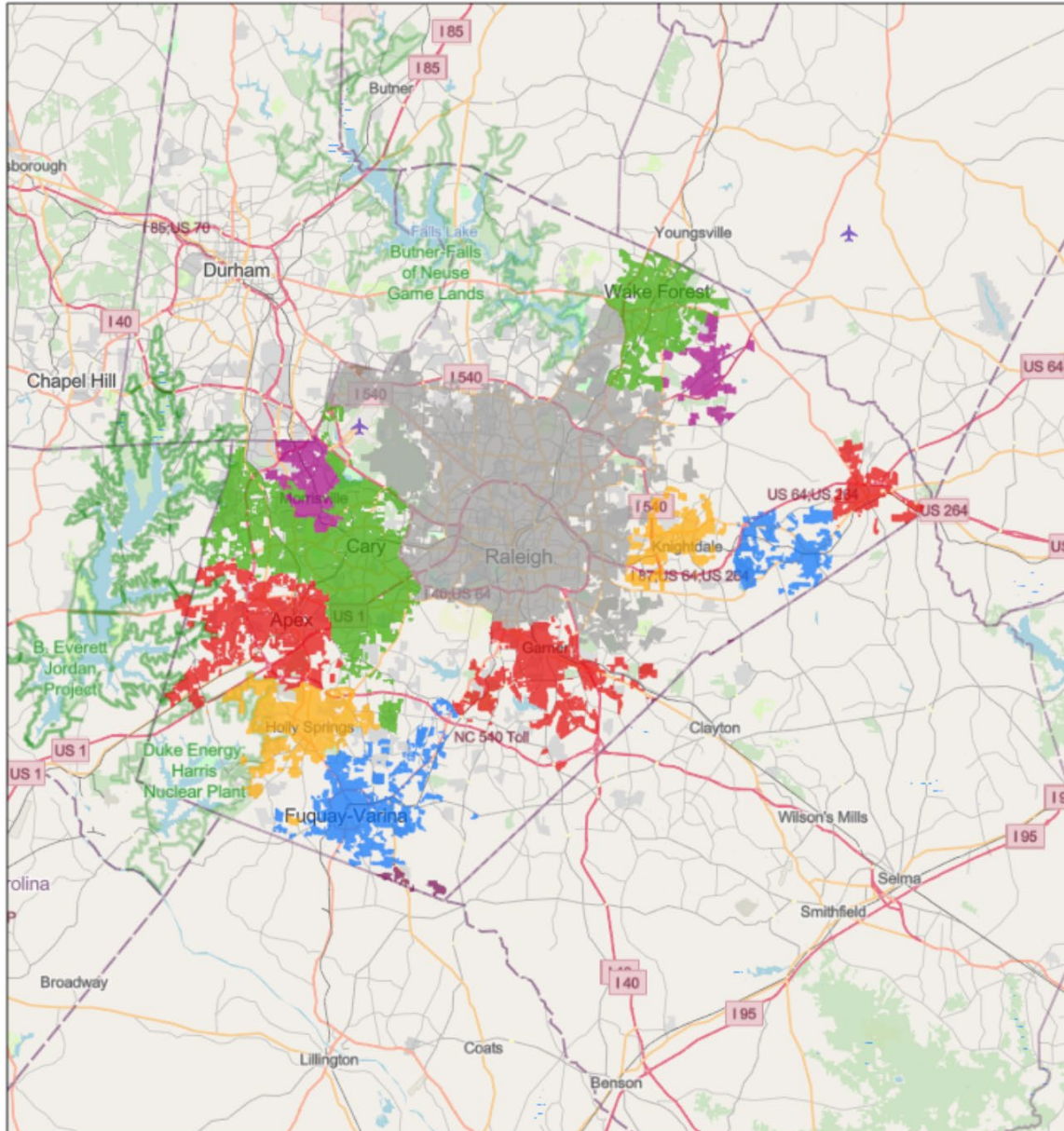
WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, training in, and use of, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve first-responder ability to safely and effectively manage emergency incidents, particularly in major emergencies that involve response of local, county, state and federal agencies; and

WHEREAS, many of the Incident Command System components of NIMS are already in general use by most first-responder agencies in Wake County.

NOW, THEREFORE, BE IT RESOLVED BY THE WAKE COUNTY BOARD OF COMMISSIONERS THAT the National Incident Management System (NIMS) generally, and the incident command system standards contained in NIMS in particular, be adopted as the emergency management standard for all Wake County agencies that might be called upon to respond to a technological, natural or terrorism emergency, regardless of extent or severity, that all Wake County agencies adopt and apply incident-management training and education programs that are consistent with NIMS incident command standards, and that all Wake County agencies maintain incident-management skills and practice incident-management techniques at a frequency that will support a continuing level of readiness to apply NIMS incident command standards as an integral element of response to technological, natural and terrorism emergencies, and that all municipalities, authorities and agencies in Wake County similarly commit to adoption, education in, maintenance of and use of NIMS generally and NIMS incident command standards in particular.

## 14.4 Appendix D: Wake County Political Boundary Maps



February 6, 2025

Corporate Limits in Wake County, NC

 Feature layer by [WakeCountyGovernment](#)

Item created: Nov 20, 2024 Item updated: Nov 20, 2024

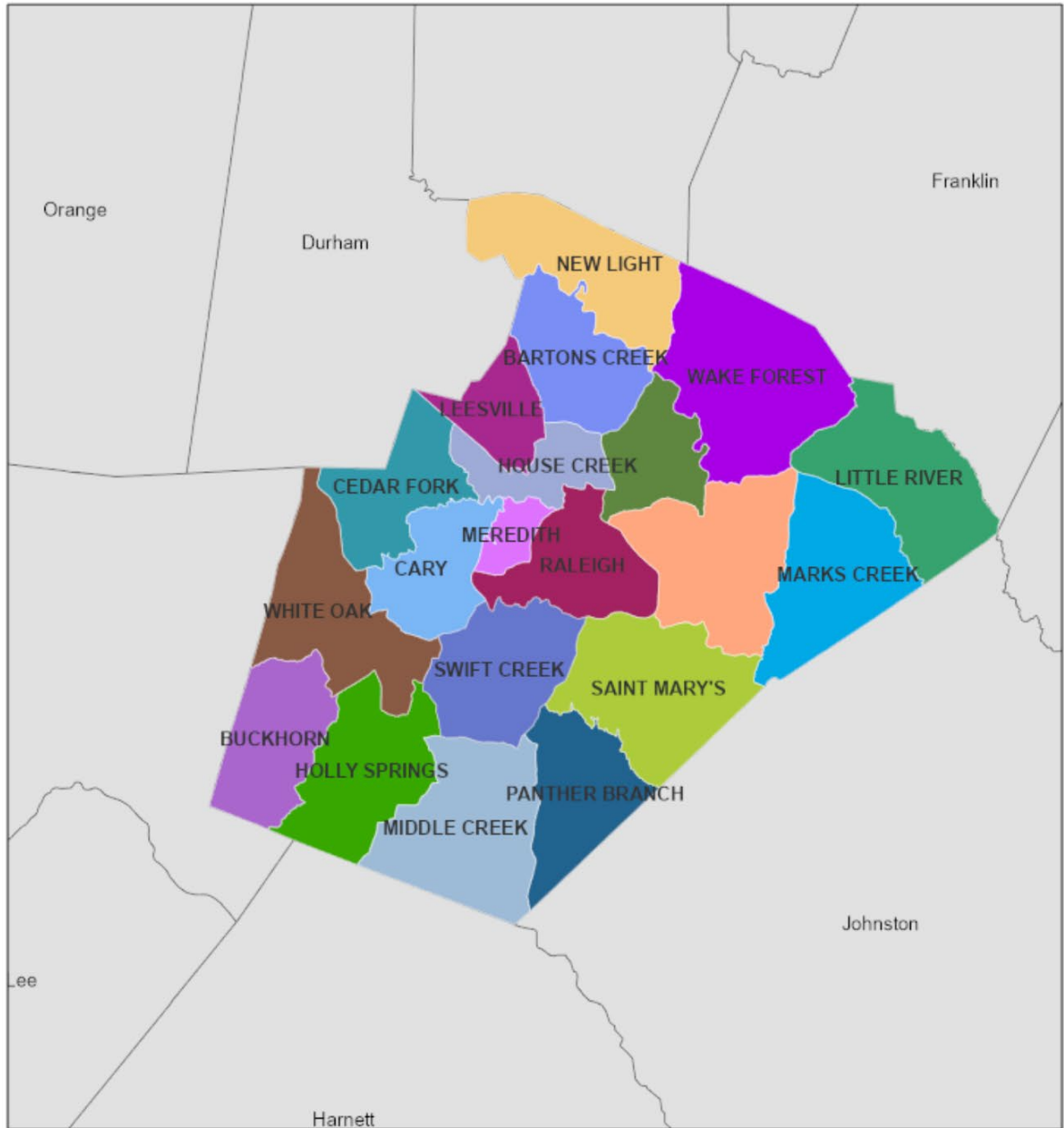
 **Authoritative**

1:577,791



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

### Township map with surrounding counties



February 6, 2025

1:577,791



Townships in Wake County, NC

Feature layer by [WakeCountyGovernment](#)

Item created: Jun 20, 2016 **Item updated: Aug 27, 2020**

City of Raleigh, Wake County

Authoritative

## 14.7 Appendix E: Wake County State of Emergency Declaration Procedure

Countywide	Department: Fire/Emergency Management	Division: Emergency Management
Supersedes: N/A		Effective Date: 01-15-2011
Authority: N.C.G.S. 166A, Article 1; N.C.G.S. Chapter 14, Article 36A; Wake County Code of Ordinances Chapter 70, Article 7		
Originating Department: Emergency Management		

### 14.7.1 Emergency Management Document # 100.04.02

#### **Purpose**

This procedure outlines the process by which the Chairperson of the Board of County Commissioners should declare a State of Emergency (SOE) in Wake County.

#### **Procedure Statement**

- A disaster or emergency situation has taken place OR is anticipated to take place in the near future.
- The Emergency Management Director, or his/her designee, shall consult with the County Manager or his/her designee, discussing the need for a declaration.
- The Emergency Management Director, or his/her designee, should contact county municipalities to seek decision to join in county SOE declaration.
- The Emergency Management Director, or his/her designee, drafts SOE declaration document based on the template located in Appendix E, and provides draft to county municipalities.
- Municipalities respond with decision to join or not to join county in SOE declaration.
- The Emergency Management Director, or his/her designee, submits declaration to County Manager, or his/her designee, for approval.
- The County Manager, or his/her designee, reviews declaration and submits document to County Clerk.
- The County Clerk acquires the signature of the Chairperson of the Board of County Commissioners, authorizing the SOE declaration. \*
- The County Clerk returns copy of signed proclamation to Emergency Management Director, or his/her designee.
- The County Clerk publishes proclamation.
- Proclamation takes immediate effect.
- The Emergency Management Director distributes copies of signed proclamation to participating municipalities for record-keeping purposes.

- Proclamation automatically expires five calendar days from enactment, unless rescinded by proclamation by the Chairperson of the Board of County Commissioners.

\*If the Chairperson of the Board of County Commissioners is incapacitated or unavailable, obtain authorization through line of succession established by county.

## **Definitions**

*County Municipalities* – Incorporated cities, towns, and villages within Wake County.

*Disaster* – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause. An actual or imminent threat where action or assistance, outside the routine practices, is or may be needed to protect the population.

*Incapacitated* – A state of unavailability by virtue of distance, injury, death or other cause which renders the subject unable to fulfill his or her prescribed duties.

*Line of Succession* – The order in which authority travels from one official to another in the case of incapacitation.

*Proclamation* – A formal order from an elected representative that establishes executive policy.

*Publish* – Make proclamation document available for public inspection through both traditional and electronic means.

*Rescind* – To terminate a previously issued order, as with the removal of temporary restrictions on travel, firearms possession, or alcohol sales.

*State of Emergency* – The condition that exists whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, public safety authorities are unable to maintain public order or afford adequate protection for lives or property, or whenever the occurrence of any such condition is imminent.

## **Applicability**

This procedure applies to all Wake County personnel involved in the declaration of a state of emergency; including the Emergency Management Director, County Manager, County Clerk, the Chairperson of the Board of County Commissioners, and anyone designated to execute this procedure by said officials.

### **Procedure Responsibility and Management**

- The Wake County Emergency Management Director will initiate any SOE declaration in the county.
- WCEM personnel may review this procedure on an annual basis; additionally, personnel will include analysis of the procedure's effectiveness in the After-Action report of a declared SOE.
- This procedure will be disseminated to all pertinent county personnel and will be made available to all incoming Emergency Management staff.
- Contact Wake County Department of Emergency Management at 919-856-6480 for additional information regarding this procedure.

### **Related Policies, Procedures, and Publications**

N.C. General Statutes Chapter 166A, Article 1

N.C. General Statutes Chapter 14, Article 36A

Wake County Code of Ordinances Chapter 70, Article 7

### **Attachments**

Attachment 1: State of Emergency Declaration Template

Attachment 2: State of Emergency Termination Template

## 14.7.2 Attachment E-1: State of Emergency Proclamation Template

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

### PROCLAMATION OF A STATE OF EMERGENCY

By the Chairperson of the Board of Commissioners of Wake County

WHEREAS... Briefly describe nature of the emergency (e.g. hurricane, tornado, terrorist attack, biological or chemical agent, etc.).

WHEREAS... Briefly describe the local nature of the threat, including the likelihood and severity of its occurrence.

WHEREAS... Outline the negative consequences of such an emergency, and highlight the importance of sound preparation.

WHEREAS... Explain any additional declarations (Stafford Declaration, State Declaration of Emergency, World Health organization warning, etc.) considered when making proclamation.

NOW, THEREFORE, pursuant to the authority contained in Article 1 of N.C.G.S. Chapter 166A, Article 36A of N.C.G.S. Chapter 14, and Chapter 70, Article 7 of the Wake County Ordinance, I \_\_\_\_\_, Chairman of the Wake County Board of Commissioners, do hereby proclaim that a State of Emergency exists within the County of Wake.

I further proclaim that the ordinances set forth below, which are contained in Chapter 2-5 of the Wake County Ordinance, are necessary in order to maintain an acceptable level of public order, services, and protection of lives, safety and property during this emergency, and that the same shall be in effect within the County of Wake and, by request of the chief elected officials of (names of included municipalities until this Proclamation expires or is rescinded. I hereby order all county employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the emergency ordinances set forth below.

I further proclaim that the Emergency Management Plan adopted by the County of Wake, and all applicable mutual assistance compacts and agreements are in effect and shall remain in effect until this proclamation expires or is rescinded. All emergency management personnel subject to my control are hereby ordered to cooperate in the implementation of the provisions of the County's Emergency Management plan and all

applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

I hereby delegate to the Wake County Emergency Management Director, and/or his designee, all power and authority granted to me and required of me by Chapter 166A and Article 36A of Chapter 14 of the North Carolina General Statutes, and by Wake County Ordinance Chapter 70 Article 7, for the purpose of implementing the referenced Emergency Operations plan, and to take such further action as is necessary to promote and secure the safety and protection of those dwelling in the County.

(Special Sections – Re-number and use as necessary)

### **Evacuation**

I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from (area to be evacuated). Citizens are free to use any type of transportation, but they are to use only \_\_ (mode of transport) \_\_ in leaving the county. Evacuation is to occur as soon as possible. Further proclamation concerning evacuation will be issued as needed.

### **Curfew**

Unless a member of the County's law enforcement agency or the emergency management program, every person who is located (location of area affected by curfew) is to be inside a house dwelling from the hours of \_\_ (start of curfew) \_\_ (am/pm) to \_\_ (end of curfew) \_\_ (am/pm).

### **Alcoholic Beverages**

There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Wake except that possession or consumption is allowed on a person's own premises.

### **Access to Restricted Areas**

The Sheriff or Chief of Police and his or her subordinates may restrict or deny access to any area, location, or street where such a restriction is necessary in order to help overcome this emergency or to prevent the emergency from worsening.

These restrictions on access shall be indicated by means of barricades, posted notices, or orders to anyone in the area. No person shall obtain access or attempt to obtain access to any area, location, or street to which the Sheriff or Chief of Police or his or her subordinates have restricted access according to the above directive.

I direct that copies of this Proclamation be disseminated to the mass communications media for publication and broadcast, and that a copy of this Proclamation be posted at the Wake County Courthouse and other public buildings as appropriate.

---

This proclamation shall become effective immediately upon endorsement and shall automatically expire five (5) calendar days unless sooner rescinded pursuant to N.C.G.S. 14-288.16.

Proclaimed this the \_\_\_\_ day of \_\_\_\_ 20\_\_, at \_\_\_\_ (a.m.) (p.m.)

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CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

### 14.7.3 Attachment E-2: State of Emergency Termination Template

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

TERMINATION OF STATE OF EMERGENCY  
By the Chairperson of the Board of Commissioners for Wake County

WHEREAS, on \_\_\_\_\_(date)\_\_\_\_\_, at \_\_\_\_\_(time)\_\_\_\_\_  
(a.m./p.m.), I determined and proclaimed a local state of emergency for the County of Wake; and

WHEREAS, on \_\_\_\_\_(date)\_\_\_\_\_, at \_\_\_\_\_(time)\_\_\_\_\_  
(a.m./p.m.), I ordered the evacuation of all civilians from the area, imposed a curfew, imposed restrictions on the sale and transfer of alcoholic beverages, and ordered the implementation of the Emergency Operations plan and mutual assistance compacts and agreements; and

WHEREAS, I have determined that a state of emergency no longer exists in the County of Wake;

NOW THEREFORE, I thereby terminate the above-referenced proclamation of a local state of emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the \_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)

---

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

## **14.8 Appendix F: Wake County Critical Assets and Infrastructure**

A list of critical assets and infrastructure within Wake County is maintained as a separate document by Wake County Emergency Management.