

TOWN OF DUCK  
EMERGENCY OPERATIONS PLAN



**APPROVED**

**August 6, 2008**

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## PROMULGATION STATEMENT

Information contained in this document is the Emergency Operations Plan for the Town of Duck.

This plan provides a framework for use in performing emergency functions during a major disaster or emergency incident in the Town of Duck.

This plan can also be adapted for use with special events within the Town.

This Emergency Operations Plan includes the four phases of emergency management. They are:

**Prevention** - those activities which eliminate or reduce the probability of an incident, also known as mitigation;

**Preparedness** - those activities developed to save lives and minimize damage;

**Response** - immediate activities which prevent loss of lives and property and provide emergency assistance; and,

**Recovery** - short and long term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with the National Incident Management System (NIMS) concepts and terminology.

It will be tested, revised and updated as required. All recipients are requested to advise the Town Manager regarding recommendations for improvements.

Approved by the Town Council this \_\_\_\_ day of \_\_\_\_\_, 2009

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Mayor

(SEAL)

## **PURPOSE OF THE PLAN**

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the Town of Duck.

The goal of the plan is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of emergency events, **RESPOND** to matters of life safety and property protection, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency and disaster situations.

Emergency and disaster situations include, but is not limited to extraordinary fire, flood, storm, epidemic, accident, chemical spill, technological hazards created as a bi-product of our modern society, or other impending or actual calamity endangering or threatening to endanger health, life or property of constituted government.

A weather-related disaster (i.e. nor’easter, hurricane, etc.) poses the greatest threat to the Town of Duck. Guidelines are set forth to prepare for such a disaster, though aspects of this plan can be used for other disaster scenarios.

### **Goals**

**Priorities are (1) life safety (2) incident stabilization (3) preservation of property.**

- Maintain communications with necessary agencies.

- Preserve law and order.

- Provide fire and rescue response.

- Evacuate if necessary.

- Evaluate and preserve structural safety.

- Maintain accurate documentation throughout event.

- Return the Town of Duck to operational level.

## **SITUATIONS AND ASSUMPTIONS**

### **SITUATION:**

The Town of Duck located in Dare County covers 2.32 square miles. It is bordered on the south by the Town of Southern Shores, the north by the Currituck County line, east by the Atlantic Ocean and to the west by the Currituck Sound.

The Town of Duck is a tourist destination, with a year round population of approximately 520, and in the summer over 20,000.

North Carolina Highway 12 (Duck Road) is the only access and egress north and south.

The Duck Volunteer Fire Department services the Town of Duck and has mutual aid agreements with the fire departments of Dare County and Corolla (Currituck County).

The Town of Duck Police Department provides law enforcement and has mutual aid agreements with surrounding law enforcement agencies.

The nearest hospital is the Outer Banks Hospital located in Nags Head.

There are no public shelters in the Town of Duck or Dare County.

### **VULNERABILITY:**

Sound side and ocean front properties are at most risk of damage due to high water levels during storms.

All properties are at risk for wind and rain damage during tropical storms and hurricanes.

Areas of Duck Road are susceptible to ponding and flooding in heavy rains.

**ASSUMPTIONS:  
(HAZARD ANALYSIS)**

**Tropical Storms/Hurricanes** are the most probable natural cause of emergencies or disasters in the Town of Duck.

**Flooding** can affect both sound side and ocean front properties in tropical storms and hurricanes. Also areas of Duck Road are susceptible in heavy downpours and can impact travel.

**Drought:** Drought can be a problem in this sensitive vegetative environment making brush fire risk high.

**Hazardous Materials** incidents are possible and most likely related to the transport of fuels.

**Aircraft Crashes** can happen anywhere, small private planes and military aircraft are the most common in the Town's air space.

**National Emergencies,** including a possible attack by foreign interests, are not as likely locally but their impact on resources could affect the Town.

**Shortages:** The shortage of energy or food supplies could threaten the welfare of the population given the remote location and the potential for the interruption of deliveries.

**A weather-related disaster poses the greatest threat to the Town of Duck. The following are critical assumptions:**

All visitors and residents will not evacuate.

Areas of NC 12 will be deemed impassable due to flood waters, debris or fire/rescue operations.

Utilities (power, water, telephone) will be down for 24-72 hours (or longer).

The location of the Town office will be inaccessible due to flood waters.

All requests for assistance (law enforcement, fire suppression, rescue, medical assistance, structural repair, etc) may have to be handled initially by Town resources only.

Routine provisions will become a Town concern (shelter, food, water, sanitary necessities, etc.)

Small staff and volunteers will be overtaxed or could be unavailable.

## CONCEPT OF OPERATIONS

### **General:**

The operation of the plan shall be coordinated amongst all departments and agencies and not dependent upon any one individual.

The Town of Duck Emergency Operations Center (EOC) staff will collect, record and evaluate information in order to determine measures to be taken before, during and after disasters/emergencies.

The information will be evaluated and used to identify the need for critical resources to support response activities and minimize the effects of the emergency.

Problem areas and deployment of resources will be monitored and recorded.

Public information will be coordinated with the Joint Information Center (JIC) as necessary.

The EOC staff will prepare to operate the EOC—unsupported for 72 hours (or longer).

The primary EOC is located at the Public Safety Building. An alternate location is Kelloggs or a site to be determined by the Incident Commander (IC).

### **Operations:**

Operation of the plan commences when the Town Manager/Mayor/Fire Chief/Police Chief or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property

Alert and order the mobilization of the Town emergency management organization.

Activate the Town Emergency Operations Center. Size and composition of the staff is to be determined by the magnitude of the disaster.

Alert the general population of the disaster or impending disaster.

Arrange for the evacuation of threatened areas if necessary.

Alert the Dare County Emergency Management for assistance and coordination of other resource agencies.

## ORGANIZATION AND RESPONSIBILITIES

### **Organization:**

The Town Council will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.

The Town Manager shall be the Director of Emergency Management for the Town and responsible for the planning, coordination, organization, administration and operations of such activities.

The employees, equipment and facilities of all Town departments and boards shall participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.

Upon approval, the Emergency Management staff shall also include volunteer agencies and/or persons offering services.

### **Responsibilities:**

The Town operations plan consists of this basic plan with appropriate annexes to cover specific areas of responsibility and information during emergency operations

**ANNEX A. Direction and Control:** Emergency Management staffing at the Emergency Operations Center and specific functions within the Incident Command System

**ANNEX B. Law Enforcement:** Purpose, mission and organization regarding police responsibilities

**ANNEX C. Fire and Rescue:** Purpose, mission and organization regarding life safety, property conservation and incident stabilization

**ANNEX D. Damage Assessment:** Purpose, mission and organization regarding post-storm damage

**ANNEX E. Communication:** Organization regarding communications during a disaster/emergency

**ANNEX F. Resource Management:** Outlines resources and facilities available during a disaster/emergency

**ANNEX G. Public Information:** Outlines how information will be disseminated in an emergency event

**ANNEX H. Sample Hurricane Operations –** Sample time line for a hurricane event

**ANNEX I. Essential Information:** Includes a list of information to be gathered during a disaster/emergency

**ANNEX J. Post-Disaster Response Outline:** Includes an outline of responsibilities to be considered post-event regarding the governing of the Town

**ANNEX K. Glossary of Terms:** Includes a list of definitions of common terms

## **PLAN DEVELOPMENT AND MAINTENANCE**

This plan has been developed to address the disaster and emergency incidents that may affect the Town of Duck. Operations and terms have been developed to be consistent with the use of the National Incident Management System and the use of the Incident Command System.

### **Maintenance of the Plan**

The Town Manager will schedule a review of the plan annually.

The plan shall be reviewed after an actual emergency in order to identify changes or adjust operations to improve the plan's effectiveness.

Recommendations or suggestions to the plan by personnel shall be brought to the attention of the Town Manager.

Exercises shall be conducted annually.

All departments with specific duties within the plan shall be responsible for the training of its personnel.

**ANNEX A  
DIRECTION AND CONTROL**

**PURPOSE:**

To identify personnel assigned to the emergency management team and outline duties of the essential positions in order to provide direction before, during and after disasters/emergencies.

**The primary staff will consist of:**

Town Council  
Town Manager  
Fire Chief  
Deputy Fire Chief  
Fire Captain  
Fire Officers  
Police Chief  
Law Enforcement Officers  
Director of Planning and Zoning  
Building Inspector  
Public Relations Coordinator

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

**MAYOR AND EMERGENCY OPERATIONS CENTER (EOC) LIASON:**

Mayor or Designee

Gathers and disseminates information to and from the Dare County EOC and the Duck EOC.

**INCIDENT COMMAND (IC)**

Town Manager or Designee

Overall management of the incident  
Assessment of the incident priorities  
Assess resource needs and orders  
Coordinate with outside agencies

**PUBLIC INFORMATION OFFICER (PIO)**

Town Manager, Public Relations Coordinator or Designee

Develop and release information to the media, incident personnel and other agencies as appropriate  
Monitor the public's reaction to information  
Facilitate flow of public information between the Town and the Joint Information Center (JIC)

**ANNEX A (con't)**  
**DIRECTION AND CONTROL**

**SAFETY OFFICER**

Designee

Assess and communicate hazardous and unsafe situations  
Ensure a site safety and health plan is developed  
Develop safety measures or communication to assure personnel safety  
Correct unsafe acts or conditions  
Maintain awareness of active and developing situations  
Prepare and include safety messages in the Incident Action Plan (IAP)

**LIASON OFFICER**

Designee

Communicate with the IC representing agencies concerns and issues  
Maintain contact of and with all involved agencies

**OPERATIONS CHIEF**

Designee

Directing the execution of the IAP  
Activating and executing the Site Safety and Health Plan  
Directing the preparation of unit operational plans  
Requesting or releasing resources  
Making changes in IAP as necessary

**BRANCH DIRECTORS**

Law Enforcement- Police Chief or Designee  
Fire- Fire Chief or Designee  
Damage Assessment-Director of Community Development  
Others as required by the nature of the incident

**PLANNING CHIEF**

Designee

Working closely with OSC and IC in determining incident strategy and tactical objectives  
Planning for relief and replacement of staff as appropriate  
Completing necessary ICS forms for the Incident Action Plan  
Communicating and implementing the Incident Action Plan

**ANNEX A (con't)**  
**DIRECTION AND CONTROL**

**LOGISTICS CHIEF**

Designee

Anticipate and provide all incident support requirements

Ordering of all resources through appropriate procurement methods

Provide and establish all incident facilities, supplies, food service and medical services for incident personnel

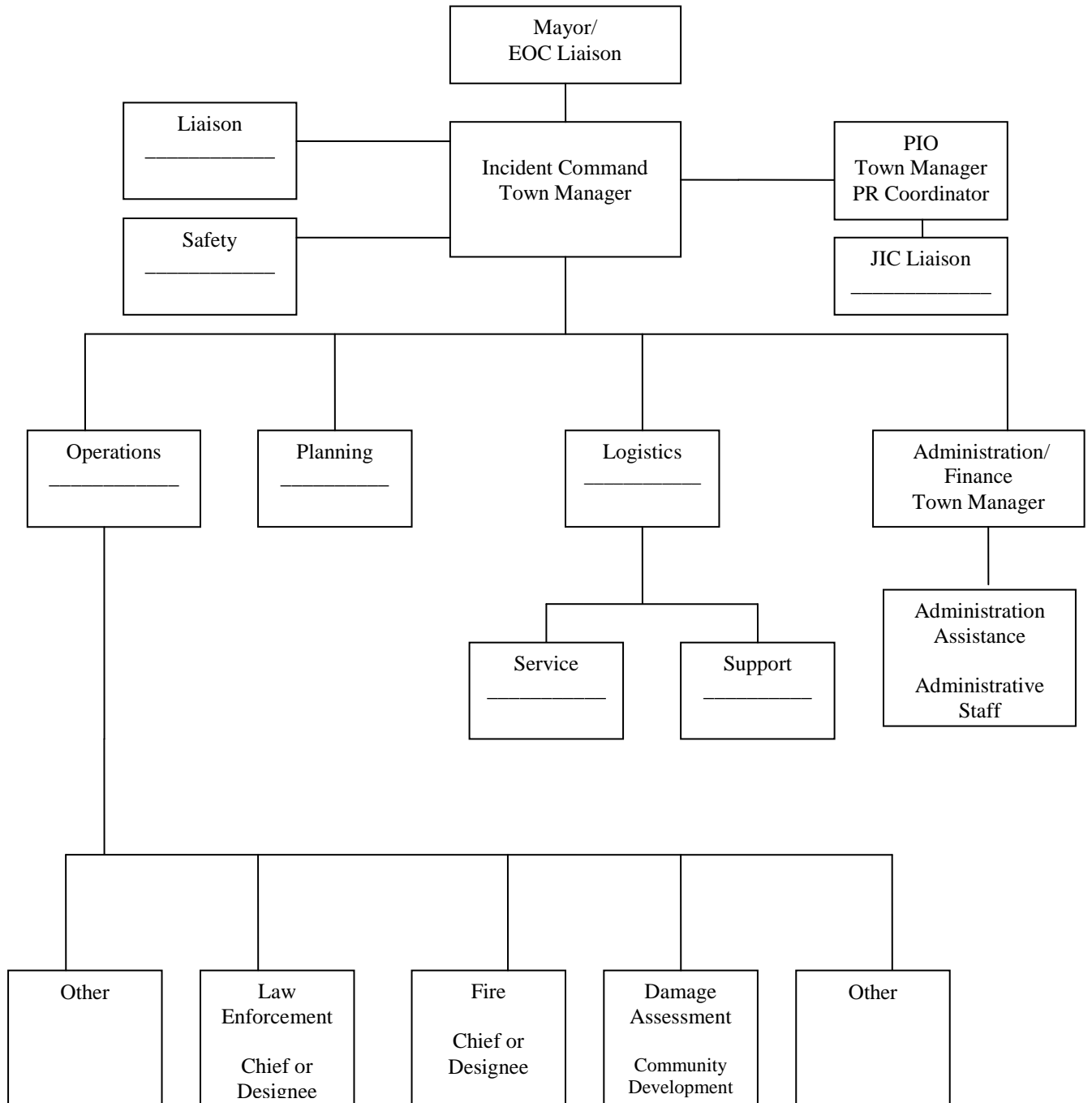
**FINANCE/ADMINISTRATION CHIEF**

Town Manager or Designee

Work with IC in estimating tracking and approving all incident expenses

Ensuring that all local, state and federal rules and laws are complied with in regard to spending

## ORGANIZATIONAL CHART



## **ANNEX B LAW ENFORCEMENT**

### **PURPOSE**

To provide resources and equipment for emergency response during a disaster or emergency incident and assist in minimizing damage to property, save lives and assist with recovery.

### **MISSION**

Protection of Life and Property  
Preserve law and order  
Emergency traffic and pedestrian control  
Assist in warning of citizens and evacuation  
Evacuation traffic control  
Assist in search and rescue operations  
Assist in disaster assessment activities  
Coordinate re-entry

### **ORGANIZATION**

The Police Chief is responsible for the daily and emergency operations of the department.

The department consists of:

(1)	First Sergeant
(1)	Sergeant
(1)	Corporal
(4)	Police Officers
(1)	Reserve Officer

Departmental vehicles:

(6)	Four wheel drive SUVs
(4)	Patrol sedans
(1)	Four wheel drive deuce ½
(2)	Four wheel drive ATVs

Traffic Control:

(400)	Traffic cones
(400)	Topper cones
(8)	Small barricades
(6)	High water signage
(2)	AM530 signage

All sworn personnel are issued a wide variety of equipment.

**ANNEX C  
FIRE AND RESCUE**

**PURPOSE**

To provide for emergency response during a disaster or emergency incident and assist in minimizing damage to property, save lives and assist with recovery.

**MISSION**

Provide fire protection and rescue services  
Assist in medical related calls  
Evaluate and preserve structural safety  
Assist in warning of citizens and evacuation  
Initiate search and rescue operations  
Assist in disaster assessment activities

**ORGANIZATION**

The Fire Chief is responsible for the day to day and emergency operations of the department.

The department consists of:

- (1) Deputy Fire Chief (career)
- (1) Captain (career)
- (2) Lieutenants (career)
- (5) Volunteer Officers
- (23) Volunteer Firefighters

Departmental Vehicles:

- (2) Engines
- (1) Ladder Truck
- (1) Brush Truck
- (1) Utility Truck (lights, generator, rehab 11)
- (1) Utility Pick-up Truck
- (2) 4 Wheel Drive Vehicles (Chief, DC)

Public Safety Building: Fire Base radio, Hamm radio  
Generator for building

Public Safety Trailer: Various emergency supplies (see attached list under resources)

## **ANNEX D DAMAGE ASSESSMENT**

### **PURPOSE**

To provide for a post-storm assessment of damages in order to give State Emergency Management and FEMA information regarding the extent of property damage.

### **MISSION**

Provide a preliminary disaster assessment to be completed within 24 hours  
Provide a detailed disaster assessment post-storm  
Assist in computing damages  
Assist in determination of proper resources for recovery

### **ORGANIZATION**

The Director of Planning and Zoning is responsible for damage assessment activities.

Personnel resources will be provided by Town staff, police personnel, fire personnel, and volunteers identified and approved by the Town.

## **ANNEX E COMMUNICATIONS**

### **PURPOSE**

To identify the means of communication that will be utilized during a disaster or emergency incident.

### **MISSION**

Provide the EOC staff the ability to communicate with all agencies during an emergency event.

### **ORGANIZATION**

Police personnel utilize UHF portable and mobile radios and are centrally dispatched by Dare Central Communications.

Fire personnel utilize VHF portable and mobile radios and are centrally dispatched by Dare Central Communications. The fire department has the ability to page locally through the base station located at the Public Safety Building.

Phones (landlines and cell phones) will be the primary means of communication between the Dare County EOC and the local Town EOC.

Phones shall be the primary means of communication amongst staff unless a designated frequency has been determined.

The Town has a series of handheld radios for use amongst staff.

Surf Rescue handheld radios shall be used.

A Hamm radio is located at the Public Safety Building.

AM 530, the Town web site, the Town ListServ, and the Town event line will be used to issue emergency information.

**ANNEX F  
RESOURCE MANAGEMENT**

This annex contains important information regarding resources/facilities identified for a disaster or emergency incident.

**Emergency Operations Center**

Primary location:	Public Safety Building
Secondary:	Kelloggs
Alternate:	IC determination

**Debris Sites**

Primary:	HD Newbern Property, Currituck County
Alternate:	Designated by Dare County Emergency Management

**Holding Area Donated Goods**-Public Safety Building

**Morgue**-Public Safety Shed

**Debris Management**-County contract, additional contracts bid out yearly

**General Supplies**-Kelloggs

**Food**-local vendors, pre-determined supplies from Sysco

**Medical**-supplies from Duck Fire Department

**Various emergency supplies (traffic control, pumps, tools, etc)**-Public Safety Trailer

**ANNEX G**  
**PUBLIC INFORMATION**

**PURPOSE**

To identify how information will be disseminated to the public during a disaster or emergency event.

**MISSION**

To provide the Town's various stakeholders with accurate information via all available media avenues before, during, and after an emergency event.

**ORGANIZATION**

The Town Manager, Public Relations Coordinator, or designee will be responsible for the dissemination of information for the Town of Duck.

All information from specific departments or individuals for release to the media shall be cleared through and released by the designated public information officer.

Public information will be coordinated with the Dare County Joint Information Center (JIC) as necessary.

**ANNEX H**  
**SAMPLE TIME FRAME HURRICANE OPERATIONS**

This annex contains a sample time frame for operations during a potential hurricane or nor'easter event.

The Dare County Emergency Operations Center (DCEOC) will notify the municipalities approximately 96 hours prior to possible landfall of a major storm.

The Town Staff will begin preparation of securing Town interests.

**72 HOURS TO LANDFALL**

The Town of Duck Emergency Management Team (EMT), Fire and Law Enforcement personnel should be getting personal affairs in order.

**36-48 HOURS TO LANDFALL**

Probable Evacuation at this point (Evacuation is ordered during daylight hours)  
Mayor/Designee contact the Duck Emergency Management Team (EMT)  
Operations: prepare for evacuation order by county or municipality  
Planning: begin documentation and status reporting as needed  
Logistics: gather and purchase supplies/resources and ready facilities

**18-24 HOURS TO LANDFALL**

Town Emergency Management Center activated to designated location  
Town Offices secured (building, files, computer, phones forwarded to local EOC, etc.)  
Council watch schedule established  
Status of Incident Command (IC) Sections reviewed

**12-18 HOURS TO LANDFALL**

Evaluate need to issue Proclamations for Municipal State of Emergency  
Issue Public Information in conjunction with JIC warning visitors and residents to seek safe shelter  
Upon completion of evacuation, law enforcement and designated fire units evacuate to Town EOC or designated location

**LANDFALL**

**2-4 HOURS AFTER LANDFALL**

Initiate public information as necessary  
Operations: Suppress fire and crime  
Initiate search and rescue  
Debris removal  
Activate damage assessment teams  
Submit initial situation and damage report to County EOC

**4-6 HOURS AFTER LANDFALL**

Emergency Management Team (EMT) meets as necessary to evaluate damage, make assignments, and adjust Incident Action Plan  
Continue evaluation of safety, sanitation and resource needs  
Determine debris collection and removal

**6-8 HOURS AFTER LANDFALL**

Activate Mitigation Ordinance

**ANNEX I**  
**ESSENTIAL INFORMATION**

The following is a list of Essential Information to be gathered:

Boundaries of the disaster area

Access points to the disaster area

Local weather conditions

Hazard specific information

Status of utilities

Status of communications

Status of roads

Status of food supplies

Status of law enforcement operations

Status of fire and rescue operations

Overall local priorities for response

Resource shortfalls

Status of local disaster situation

Social/economic/political impacts

**ANNEX J**  
**POST-DISASTER RESPONSE OUTLINE**

This annex outlines responsibilities post disaster or emergency event.

**The Disaster Area:**

- Check and inventory the physical areas for which you are responsible
- Check and inventory the equipment, supplies and materials for which you are responsible
- Check the records for which you are responsible

**Governmental Offices - Locations & Relocations**

- Identify all usable buildings and structures, including the resources of each building (i.e. centralization, communications capabilities, and suitability for temporary office spaces)
- Identify all Town services that will need temporary quarters, including minimum office space needs.

**Parameters for Governing**

In the first 24 hours

- Identify what must be done today.
- Identify anything scheduled for today that needs to be cancelled or be relocated
- Identify who requires notification.

In the next 48 hours

- Plan an emergency Town Council meeting if necessary
- Revise meeting schedules if necessary

In the next 7 days

- Resume as much routine as soon as possible
- Plan first regular Town Council meeting

**Communication groups requiring special attention**

- Town staff
- Town Council
- County, other municipalities and agencies
- Volunteers from other cities
- Victims

**ANNEX J (con't)**  
**POST-DISASTER RESPONSE OUTLINE**

**Establish a Volunteer Center**

- Identify a volunteer coordinator
- Identify a volunteer crew with specific qualifications
  - Knowledge of Duck
  - Knowledge of victims and disaster area
  - Knowledge of how the Town functions
  - Qualifications as a communicator and organizer
  - Knowledge of Incident Command (IC) System
  
- Identify a suitable meeting location
  - Near the disaster area
  - Safe access
  - Communication links
  - Adequate space and parking
  
- Coordinate identified needs with offers to help

**Press Releases and Notices to Victims**

- Notify about changes in meeting locations, office relocations, dates of meetings, etc.
- Provide contact information (emergency numbers, help line, etc.)
- Establish and staff aid stations, message centers, and command posts

**Liaison with local, state and federal officials**

- Transportation
- Scheduling

**Deal with physical loss of Town properties**

- Insurance claim coordination
- Relocation operations

**Consequences of disaster**

- The human toll
  - Loss of life
  - Home displacement
  - Family life disruptions
  - Social aspects of community life (residential, commercial, visitors)
  
- The cost to government
  - Loss of tax base
  - Changes to appraised value
  - Increased building and code enforcement activity
  - The need for sensitivity and creativity

## ANNEX K GLOSSARY OF TERMS

This annex covers common definitions used by the National Incident Management System and the Incident Command System

**Control Group:** The executive group within local government who make decisions about local response activities. This group consists of a member of the Dare County Board of Commissioners, who is the Chairman of the Control Group, the Mayors of the six incorporated towns in Dare County, the Superintendent of the Cape Hatteras National Seashore and the County Emergency Management coordinator.

**Support Group:** The local governmental departments and volunteers who will carry out the response activities upon the direction of the Control Group.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

**Hurricane:** When a tropical storm reaches winds of 74 mph or more, it is classified as a hurricane.

**Category One:** Winds of 74-95 mph. Damage is primarily to shrubbery, tree foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs, and/or storm surge 4 to 5 feet above the normal tide level. Low lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

**Category Two:** Winds of 96-110 mph. Considerable damage to shrubbery and tree foliage. Some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing material of buildings. Storm surge of 6 to 8 feet above normal tide levels. Coastal roads and low lying escape routes inland cut by water 7 to 8 hours before the arrival of the hurricane center. Considerable damage to piers. Marinas will be flooded and small craft in unprotected anchorages will be torn from their moorings. Evacuation of some shoreline residences and low lying areas shall be required.

**Category Three:** Winds of 111-130 mph. Foliage torn from trees with some large trees blown down. Practically all poorly constructed signs will be blown down. There will be damage to roofing materials of buildings; some window and door damage. Some larger structures near the coast will be damaged by battering waves and floating debris. Low lying escape routes inland will be cut by rising water 9 to 10 hours before the hurricane center arrives. There will be major erosion of the beaches. Massive evacuation of all residences within 500 yards of shore will possibly be required and single story residences on low ground within 2 miles of the shoreline.

**Category Four:** Winds of 131-155 mph. Shrubs and trees will be blown down and signs also. Extensive damage to roofing materials, windows and doors. There will be complete failure of roofs on many small residences and complete destruction of mobile homes. Storm surge 13 to 18 feet above normal tide level. Flat terrain 2 feet or less above sea level could be flooded inland as far as 6 miles. Major damage to lower floors of structures near shore due to flooding and battering of waves and floating debris. Low lying escape routes inland will be cut by rising water 11 to 12 hours before the hurricane center arrives. There will be major erosion of the beaches. Massive evacuation of all residences within 500 yards of shore possibly required and of single story residences on low ground with 2 miles of shore.

**ANNEX K (con't)**  
**GLOSSARY OF TERMS**

**Category Five:** Winds greater than 155 mph. Shrubs and trees will be blown down with considerable damage to the roofs of buildings and all signs will be blown down. Very severe and extensive damage to windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Storm surge greater than 18 feet above sea level.

Major damage to lower floors to all structures less than 15 feet above sea level within 500 yards of the shores. Low lying escape routes inland will be cut by rising water 12 to 13 hours before the hurricane center arrives. Massive evacuation of residential area on low ground within 5 to 10 miles of shore possibly required.

**Hurricane Warning:** A hurricane is expected to strike your area within 24 hours or less.

**Hurricane Watch:** A hurricane **may** threaten your area within 24 to 36 hours.

**Storm Surge:** The strong winds associated with hurricanes and tropical storms cause the sea level to rise above normal tidal heights, with giant wind-driven waves and strong unpredictable currents, sometimes covering 50 miles.

**Tropical Depression:** An area of low pressure rotary circulation of clouds and winds to 38 mph.

**Tropical Storm:** Counterclockwise circulation of clouds and winds 39 mph to 73 mph. The storm is assigned a name.

## MISCELLANEOUS ATTACHMENTS

**HURRICANE PERSONAL PREPAREDNESS SHEET**

The purpose of the Hurricane Personal Preparedness Plan is to provide personal information to the town regarding the Town Council, Emergency Management Members, and other Town Designees during a disaster and to give guidelines in preparation for such disaster.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Physical Address

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_

Vehicle Information: Make \_\_\_\_\_ Model/Year \_\_\_\_\_ Plate# \_\_\_\_\_

**EVACUATION INFORMATION:**

Category I: \_\_\_\_\_

Category II: \_\_\_\_\_

Category III: \_\_\_\_\_

In the event my family leaves home, and in the event I choose to or am directed to evacuate, our destination(s) will be: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the event I am injured, notify:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Medical Conditions: \_\_\_\_\_

Medications: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Organ Donor YES NO

Allergies: \_\_\_\_\_

**\*\*Copy of picture identification attached and on person throughout event.**

All Emergency Management Personnel should be prepared to function at least 3 days (or more) without outside support. Consider the following items if the Town of Duck Emergency Operations Center (EOC) goes operational:

**Emergency Light and News Sources**

- Flashlight/extra batteries
- Lanterns
- Portable radio/extra batteries
- Cell phone/charger

**Toiletries**

- Personal Hygiene Supplies
- Glasses/Contact Supplies
- Prescription Medications
- Aspirin, Tylenol, etc.
- Anti-bacterial handwash/wipes

**Food and Water**

- Food shall be provided for the Emergency Management staff.
- Some personal non-perishable items are encouraged.
- Water for drinking shall be provided, but bringing some is encouraged.
- Consider a minimum 3 gallons per person per day.

**Clothing**

- Outfits for 3+ days, consider worst case scenario of wet weather, heavy debris, etc.
- Rain Gear, Jeans, Boots, Gloves, Hats, Sunscreen, Insect repellent

**Sleeping Arrangements**

- All Emergency Management Team (EMT) personnel should bring sleeping bags, pillows, or other appropriate linens to the Emergency Operations Center (EOC).

**SECURITY OF RESIDENCE**

- Window area taped/boarded
- Doors braced
- Power shut off
- LP gas tanks secure and shut off
- Drapes or curtains closed
- Bath tub clean/filled with water
- Water supply to house cut off
- Loose yard items secured
- Boats/vehicles secured
- Tools/materials for damage control
- Waterproof container for documents and valuables
- Check with insurance agent about damage

## IMPORTANT PHONE NUMBERS

Town of Duck Office	255-1234
Town of Duck Hotline	255-1286
Duck Volunteer Fire Department	261-3929
Duck Law Enforcement	261-1112
Dare County Emergency Management	473-3355
Currituck County Emergency Management	232-2115
Dare Central Communications	473-3444
Currituck Central Communications	232-2216

### Dare County Sheriff's Office Contacts

Communications/Dave Cowan	473-1488
Administration	473-3481
Criminal Invest. Division	441-1451 or 441-1687
Civil Process	441-9101
Manteo District	986-2145

NC Highway Patrol (800) 441-7341

### Medical Centers

Beach Medical	261-9000
OB Hospital	449-4500 General
	449-5616 Triage
	449-5837 Nurse A
	449-5606 Nurse B near emergency
Albemarle Hospital	331-4632
Chesapeake Hospital	(757) 312-8121
Sentara/Norfolk General Hospital	(757) 668-3000

### EMS Stations

Station 1(KDH)	475-5718
Station 5 (Nags Head)	441-3939
Station 2(Manteo)	473-5359
Station 6(Rodanthe)	987-2229
Station 3(Hatteras)	995-4422
Station 8 (Manns Harbor)	473-2770
Station 4(S.S.)	261-5600
Dare Med Flight (Station 7)	473-4396

### Utilities

DC Water Department	475-6238(pager)
(pager-Sammy Midgett-Supervisor)	
NC Power	(888) 667-3000
Embarq Carolina Telephone	(252) 977-7100

### Other

Coast Guard	441-1685
(Oregon Inlet)	(252) 995-6411 (24 hour SAR)
National Weather Service	(252) 223-5327 (Newport, NC)
Re-entry Information	(800) 6262 or (800) 342-8837
State Emergency Operations	(800) 858-0368 (Hazardous Materials Incident)
US Army Corps of Engineers	261-3511 (Bill Berkemeir)