

BASIC PLAN

January 1, 2010

I. PURPOSE

This plan predetermines, to the extent possible, actions to be taken by the emergency organizations of Shelby County, Tennessee, its municipalities, and cooperating private institutions to prevent emergencies/disasters; to reduce the vulnerability of City and County residents to emergency/disaster; to respond effectively to the actual occurrence of emergencies/disasters; and to provide for recovery in the aftermath of any emergency/disaster involving extensive damage or other debilitating influence on the normal pattern of life within the community.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Shelby County covers an area of 784 square miles, bordered to the South by the state of Mississippi and to the West by the state of Arkansas, with an approximate population of 906,825 (2008). The County is governed by a County Mayor and a Board of Commissioners.
2. The City of Memphis, County Seat of Shelby County, covers 340 (2002) square miles and is located in the Southwest corner of Shelby County, with an approximate population of 669,651 (2008). The City of Memphis is governed by a Mayor and City Council.
3. Shelby County and the resident municipalities are exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Possible Natural Hazards include, but may not be limited to, Drought, Earthquake, Tornado, Severe Weather, and Flood. There is also the threat of an event involving weapons of mass destruction, hazardous material accident, fixed or in transit; major transportation accident, train, bus, aircraft; terrorism, civil strikes and civil disorder.

BASIC PLAN

B. Assumptions

1. Shelby County and the resident municipalities will continue to be exposed to the hazards noted, as well as others which may develop in the future.
2. The local county and municipal governments are primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and damage to property.
3. Proper implementation and execution of this plan in conjunction with public awareness and education will reduce or prevent the loss of life and property of the residents of Shelby County.
4. While it is likely that Shelby County and the resident municipalities will have the needed resources to carry out emergency/disaster response and recovery operations, it could be possible that outside (state and federal) assistance may be needed in catastrophic events. Shelby County and its municipalities must be prepared to carry out disaster response and short-term recovery operations on an independent basis for at least 72 hours.

III. CONCEPT OF OPERATIONS

A. General

1. Local, State and Federal Roles: It is the responsibility of municipal and county government to protect life and property from the effects of hazardous events. The Shelby County Office of Preparedness has primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested through the Shelby County Office of Preparedness to the Tennessee Emergency Management Agency. TEMA, in turn, will coordinate federal assistance through the Federal Emergency Management Agency. FEMA assistance is provided as necessitated by the nature and scale of the emergency/disaster.

BASIC PLAN

2. Relationship Between Emergency and Normal Functions: This plan is based on the concept that the emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that an emergency/disaster is a situation in which the daily routine no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. However, in a large-scale emergency/disaster, it may become necessary to draw on the citizen's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency/disaster. Efforts that would normally be required of those functions will be redirected through the EOC to accomplish the emergency task.
3. Comprehensive Emergency Management: This plan is designed to be consistent with the State of Tennessee's commitment to a comprehensive approach to emergency management by addressing all hazards; natural, technological and those pertaining to national security. The plan utilizes a Unified Emergency Management System and includes the 4 phases of emergency management. The plan heavily emphasizes the capabilities of Shelby County and resident municipal governments to respond to and accomplish short term recovery from large scale emergencies/disasters.
4. Category of Disasters: This plan is based on the concept of classifying emergencies/disasters into two categories.
 - a. Localized Emergency/Disaster: A sudden and dramatic emergency that requires multi-agency response to an event that has caused localized damage and injury or potential injury and damage beyond the normal day-to-day response of emergency agencies.

BASIC PLAN

- b. Catastrophic Disaster: A major wide-spread, regional disaster that would involve most county and municipal resources and possibly require outside state or federal assistance due to the large number of injuries and massive destruction of life-lines and structures.
5. Emergency Response and Recovery: Basically, emergency response and recovery take place simultaneously. This overlap of response and recovery impacts disaster planning and post-disaster actions. Response and Recovery actions are placed into 3 categories.
- a. Emergency Response: Actions taken immediately after the emergency/disaster to save lives.
 - b. Continued Emergency Restoration Actions: To take care of immediate needs of emergency/disaster victims and initiate restoration of essential services.
 - c. Recovery: Addressing the complex issues of land use, codes and ordinances, infrastructure, finance, and other long term recovery and reconstruction actions.

6. Phases of Emergency Management

- a. Mitigation: Those activities that either prevent the occurrence of an emergency/disaster or reduce the communities' vulnerability in ways that minimize the adverse impact of a damaging event.
- b. Preparedness: Activities, programs, and systems that exist prior to an emergency/disaster are used to support and enhance response to an emergency/disaster. Planning, training, and exercising are among the activities conducted under this phase.
- c. Response: Activities and programs designed to address the immediate and short-term effects of the onset of an emergency/disaster. Effective response helps to reduce casualties, damage, and to speed recovery. Response activities

BASIC PLAN

include direction and control, warning, evacuation, and other similar operations.

- d. Recovery: The events and activities necessary to return life styles and systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

7. Intra Jurisdictional Relationship

- a. Operational Areas: For emergency/disaster planning and response purposes, Shelby County is divided into four Operational Areas to correspond with state and federal planning efforts; northwest, southwest, northeast, southeast.
- b. State Operational Areas: The State of Tennessee is divided into three geographic divisions; east, middle, and west. Shelby County is one of 21 counties in the West Tennessee Region. The West Tennessee Regional TEMA EOC is located in Jackson. The Middle Tennessee Regional EOC is located in Nashville. The East Tennessee Regional EOC is located in Blount County. The State EOC is located in Nashville at TEMA Headquarters. The TEMA EOC in Jackson will coordinate state support for Shelby County and resident municipalities and serves as our channel for obtaining state and federal resources.
- c. Mutual Aid: The Shelby County Office of Preparedness is a subdivision of the City of Memphis Public Service Division contracted with Shelby County for like services and, through its Shelby County affiliation, responsible to the other municipalities within the county to provide like services. Being bordered by the state of Arkansas to the west, the state of Mississippi to the south, Tipton County to the north and Fayette County to the east presents the possibility of experiencing an emergency/disaster which may cross state and county lines. EMA has the responsibility to coordinate mutual aid response across jurisdictional borders, and to develop memorandums of understanding and agreements with both government and private sectors for resource use.

BASIC PLAN

8. Direction and Control

- a. Ultimate responsibility for emergency management lies with the Chief Elected Official of each political subdivision. In Shelby County and the resident municipalities, the Mayors exercise direction and control of the emergency/disaster through the Director of Emergency Management and the provisions set forth in the Memphis/Shelby County Emergency Management Plan, the Code of Ordinances, City of Memphis, Section 8 and TCA 58-2-101- Disasters, Emergencies, Military Affairs.
- b. Each municipality is a separate individual Planning and Operations Zone and the full authority over emergency/disaster operations within that zone will rest with the Chief Elected Official of that jurisdiction.
- c. The Emergency Operations Center is the central point for emergency management operations within Shelby County and has direct contact with the State Emergency Operations Center. Each jurisdiction, division, or agency may establish a Disaster Command Center for its respective jurisdiction to coordinate the resources within their control. However, requests for resources outside the control of the jurisdiction or division and all emergency/disaster information will be coordinated through the Emergency Management Agency's Emergency Operations Center.

9. Continuity of Government

- a. A community's ability to respond to an emergency/disaster must not be restrained by the absence of an elected official or key department head. In an emergency/disaster situation the Director of the Shelby County Office of Preparedness may activate the plan and invoke emergency power in the absence of the Mayor. The Memphis/Shelby County EOC will become the center of Local Government control during emergency/disaster

BASIC PLAN

operations. Each jurisdiction will follow their COOP/COG plan.

b. Succession of Command for each of the following is:

1. Shelby County Office of Preparedness

- a) Director
- b) Deputy Director

2. Shelby County, Tennessee - Chief Elected Official

- a) Mayor
- b) Chief Administrative Officer
- c) Chairperson, County Commission

3. Arlington, Tennessee

- a) Mayor
- b) Vice-Mayor
- c) City Manager

4. Bartlett, Tennessee

- a) Mayor
- b) City Manager

5. Collierville, Tennessee

- a) Mayor
- b) Vice Mayor
- c) City Administrator

6. Germantown, Tennessee

- a) Mayor
- b) City Administrator

BASIC PLAN

7. Lakeland, Tennessee

- a) Mayor
- b) City Manager

8. Memphis, Tennessee

- a) Mayor
- b) Chief Administrative Officer
- c) Chairperson, Memphis City Council

9. Millington, Tennessee

- a) Mayor
- b) City Manager

- c. The line of succession of the other municipalities divisions, departments, and agencies will be addressed by that respective municipality.
- d. Preservation of important records and measures to ensure reconstitution, if necessary, and continued operation of local government or national security emergencies are essential in order to provide normal government operations after a emergency/disaster. All vital records of both public and private nature recorded by all county and municipal officials must be protected, preserved, and backed up at an offsite facility. These would include legal documents, property deeds, tax records, etc. Each division, department, and agency in county and municipal government will develop a plan for relocation of its operation in the event of an emergency/disaster to an off-site location.

BASIC PLAN

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most divisions, departments, and agencies within Shelby County and the resident municipalities have emergency functions in addition to their normal duties. Each division, department, and agency is responsible for developing and maintaining its emergency management procedures as an addendum to this plan.

B. Emergency Service Managers (ESM) and Emergency Service Coordinators (ESC)

1. The jurisdictions of Arlington, Bartlett, Collierville, Germantown, Lakeland, and Millington will appoint a single Emergency Services Manager and at least one alternate to represent their municipality's interests in planning, response and recovery efforts in the EOC. Each division, department, agency director or chief in Memphis and Shelby County will appoint an Emergency Service Coordinator (ESC) and at least one alternate to represent that group at the EOC in planning, response, and recovery operations.
2. The ESM/ESC will have the power to commit resources for that group without having to go to the higher level of authority.
3. Each organization will provide its ESM/ESC with a tone/voice pager and radio transmitter compatible with the EMA radio system. The ESM/ESC shall remain immediately available and be on-call to EMA on a 24 hour basis for emergencies and shall keep the EOC informed in the event he/she is out-of-service (out of town, ill, etc.). This ESM/ESC will insure needed supplies, equipment, and records necessary to his/her specific Emergency Support Function are available to the EOC in the event of activation. In the event the primary ESM/ESC is not available, that person, or other person of authority, will notify and ensure that the first alternate ESM/ESC is available and on-call.

BASIC PLAN

C. Emergency Operations Center (EOC)

1. Emergency Operations Center: In order to provide the most efficient response and resource allocation to a multi-agency, multi-jurisdictional emergency/disaster, all response and recovery activities will be coordinated through the Emergency Operations Center (EOC). The Emergency Management Agency's EOC is the central coordination point for Emergency Response and Recovery activities. The Chief Elected Official of each jurisdiction shall ensure and direct that appropriate ESMs/ESCs are assigned and are active in the EOC.
 - a. Alternate EOC Sites: The Mobile Emergency Operation Center (MEOC) can be located anywhere in Shelby County and serve as a temporary EOC if needed. Alternate EOC sites are currently being equipped. These locations will not be listed in the plan due to the possibility of a terrorist attack. This information will be given out on a need to know basis only.
 - b. Alternate work sites for all departments will be addressed in their respective plans and operating procedures.
2. Local Disaster Control Center: Each major incident may include a local Disaster Control Center (DCC) which will serve as the command post for the individual agency response effort. Each DCC will report to the EOC and provide situation updates when possible or necessary.

D. Emergency Support Functions

1. To respond more effectively to emergencies/disasters and to better coordinate and maintain continuity with the State and Federal Response Plan, emergency planning, response and recovery efforts are grouped into one of 16 Emergency Support Functions (ESF) and a Terrorism Incident Annex as described in the State and Federal Response Plans. The ESCs assigned to EMA will be utilized to make up these functional groups. These ESFs identify the primary and support departments/divisions required for catastrophic disaster response. The rolls of primary and support may vary according to the scope and location of the actual event.

BASIC PLAN

2. The Primary Agency is responsible for direction and control functions within the group when the ESF is activated.
3. The Support Agencies are tasked with providing resource or logistical support to the operation of the ESF, when activated. Each agency functions as per its normal routine when the ESF group is not activated.

E. Task Responsibilities

1. Direction and Control: The Mayors of their respective jurisdictions will exercise direction and control of the emergency/disaster activities and coordinate planning, response, and recovery through the Director of Emergency Management.
2. Disaster Management Team: Team will support the Director of Emergency Management including, but not limited to, the respective heads of Law Enforcement, Fire, Public Works, and the Chief Elected Official for Shelby County and the resident municipalities.
3. Primary Responsibility For Disaster Response: The Director of The Shelby County Office of Preparedness has the primary responsibility for overall emergency/disaster coordination and Emergency Operations Center (EOC) activities. In a declared emergency/disaster, all County and municipal divisions will coordinate their activities with the EOC through their Emergency Service Manager (ESMs)/Emergency Service Coordinators (ESCs).
4. Cost Recovery: In a declared emergency/disaster, all officials within Shelby County and its municipalities will remain responsible for maintaining as accurate a record as possible of all expended resources for cost recovery.

BASIC PLAN

5. Special Provisions:
 - a. Local Government Fire Department Mutual Aid Agreements will automatically be in effect in order to expedite emergency/disaster response regardless of traditional jurisdictional boundaries (however keep in mind that Local Government may not have resources to send).
 - b. Local Government Law Enforcement Mutual Aid Agreements will automatically be in effect in order to expedite emergency/disaster response regardless of traditional jurisdictional boundaries (however keep in mind that Local Government may not have resources to send).

- F. Emergency Support Function (ESF) Concept: Each agency is responsible for developing its own respective plans and Standard Operating Procedures (SOPs) for carrying out its assigned missions. The Primary agency, however, is also responsible for the following:
 1. Coordinating the development of an ESF Standard Operating Procedure (SOP) that governs the functions of the various organizations assigned to that ESF during activation.
 2. Conducting planning sessions during non-emergency periods for the purpose of developing policies, plans, and procedures for coordinating the local response to an emergency/disaster (with respect to that particular ESF).
 3. During emergency activation, coordinating the flow of messages into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the EOC.
 4. Each ESF, by definition, may be utilized as a stand-alone annex. However, the ESFs are used in conjunction with one or more additional ESFs to facilitate the City/County response to a particular event. A description of each ESF and its components follows:

BASIC PLAN

ESF 1 TRANSPORTATION

Lead Agency: Local Government Public Works/Roads
Departments

Support Agencies: Local Government Law Enforcement
Local Government General/Support Services

ESF 2 COMMUNICATIONS

- **2-1 Communications Systems**

Lead Agency: Local Government Chief Elected Official

Support Agencies: Shelby County Office of Preparedness
Local Government Fire Departments
Local Government Law Enforcement
Local Government/Private EMS/Ambulance
Services
Local Government Public Works Departments
Local Government/Private Radio Repair Services
Shelby County Board of Education
City of Memphis Board of Education
Shelby County E-911 System
Radio Amateur Civil Emergency Services

- **2-2 Warning**

Lead Agency: Shelby County Office of Preparedness

Support Agencies: Local Government Law Enforcement
Local Government Fire Departments
Memphis/Shelby County Health Department
Tennessee Emergency Management Agency
Tennessee Highway Patrol
NOAA-National Weather Service
Radio Amateur Civil Emergency Services

ESF 3 INFRASTRUCTURE

- **3-1 Building Inspection and Condemnation**

Lead Agency: Local Government Code Enforcement/Building
Departments

Support Agencies: Local Government Public Works Departments
Local Government Fire Departments
Shelby County Tax Assessor's Office

BASIC PLAN

- **3-2 Route Clearance and Bridge Inspection**

Lead Agency: Local Government Public Works/Roads
Departments

Support Agencies: Local Government Law Enforcement
Local Government Fire Department
Local Government/Private EMS/Ambulance
Services
City of Memphis Police Aviation Unit
Tennessee Department of Transportation

- **3-3 Debris Removal**

Lead Agency: Local Government Public Works/Sanitation
Departments

Support Agency: Local Government Park/Recreation Departments

- **3-4 Water and Wastewater Systems**

Lead Agencies: Memphis Light Gas & Water
Local Government Public Works/Water
Departments

Support Agencies: Local Government Public Works/Sewer
Departments
Memphis/Shelby County Health Department

ESF 4 FIREFIGHTING

Lead Agency: Local Government Fire Departments

Support Agency: Shelby County Office of Preparedness

ESF 5 INFORMATION AND PLANNING

- **5-1 Disaster Intelligence**

Lead Agency: Shelby County Office of Preparedness
(Planning Officer)

Support Agency: Local Government Legal Departments
Local Government Law Enforcement
Local Government Fire Departments
Local Government/Private EMS/Ambulance
Services
City of Memphis Police Aviation Unit

- **5-2 Public Information**

Lead Agency: Local Government Chief Elected Official

Support Agencies: Shelby County Office of Preparedness

BASIC PLAN

- **5-3 Damage Assessment**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government Code Enforcement/Building
Departments
Local Government Public Works Departments
Local Government Park/Recreation Departments
Shelby County Tax Assessor's Office
Memphis/Shelby County Office of Planning and
Development
American Red Cross

ESF 6 Human Services

- **6-1 Shelter and Mass Care Operations**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government Park/Recreation Departments
Local Government Public Works
American Red Cross
Shelby County Board of Education
City of Memphis Board of Education
Memphis and Shelby County Health Department
Salvation Army
Volunteer Memphis
Local Government Law Enforcement
Local Government Fire Departments
Memphis Light, Gas, and Water Division
Memphis Area Transit Authority (MATA)
Shelby County Division of Community Services

- **6-2 Special Needs Population Shelters**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government Park/Recreation Departments
American Red Cross
City of Memphis Human Services
Shelby County Board of Education
City of Memphis Board of Education
Memphis/Shelby County Health Department
Salvation Army
Local Government Law Enforcement
Memphis Area Transit Authority
Aging Commission of the Mid-South

BASIC PLAN

- **6-3 Disaster Victim Services**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: American Red Cross
Shelby County Division of Community Services

ESF 7 RESOURCE SUPPORT

- **7-1 Logistics**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government General/Support Services
Local Government Public Works Departments
Local Government Park/Recreation Departments
Local Government Finance Departments
Chamber of Commerce

- **7-2 Resource Management**

Lead Agency: Local Government Finance Departments
Support Agencies: Shelby County Office of Preparedness
Chamber of Commerce

- **7-3 Staging Areas**

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government Fire Departments
Local Government/Private EMS/Ambulance Services
Local Government Law Enforcement
Local Government Public Works Departments
Local Government General/Support Services

BASIC PLAN

ESF 8 HEALTH AND MEDICAL

- **8-1 Emergency Medical Services**

Lead Agency: Local Government/Private EMS/Ambulance Services

Support Agency: Memphis/Shelby County Health Department
Local Government Fire Departments
Local Government Law Enforcement
Shelby County Sheriff's Emergency Services
Shelby County Medical Examiners Office
Shelby County Office of Preparedness
Memphis Med-Comm
Memphis Area Hospital Disaster Planning Council
Regional Hospital Coordinator

- **8-2 Public Health**

Lead Agency: Memphis/Shelby County Health Department

Support Agency: Shelby County Office of Preparedness
American Red Cross
Local Government Public Works Departments
Memphis Light Gas & Water
Local Hospitals

- **8-3 Crisis Intervention Support**

Lead Agency: Shelby County Office of Preparedness

Support Agency: All Tasked Local Agencies

ESF 9 URBAN SEARCH AND RESCUE

Lead Agency: Local Government Fire Departments

Support Agencies: Shelby County Office of Preparedness
Local Government/Private EMS/Ambulance Services
Local Government Law Enforcement
Local Government Public Works Departments
City of Memphis Police Aviation Unit
Tennessee Task Force One

BASIC PLAN

ESF 10 HAZARDOUS MATERIALS

Lead Agency: Shelby County Office of Preparedness
Support Agencies: Local Government/Private Hazardous Materials Teams
Local Government Fire Departments
Local Government Public Works Departments
Local Government Law Enforcement
Local Government/Private EMS/Ambulance Services
Memphis/Shelby County Health Department
Local Emergency Planning Committee (LEPC)

ESF 11 FOOD

Lead Agency: Shelby County Community Services Agency
Support Agencies: Local Government Park/Recreation Departments
City of Memphis Human Services
City of Memphis Board of Education
Shelby County Office of Preparedness
Salvation Army
Metropolitan Interfaith Association
Memphis Food Bank
Memphis/Shelby County Health Department

ESF 12 ENERGY

Lead Agency: Memphis Light Gas and Water
Support Agency: Shelby County Office of Preparedness

ESF 13 LAWENFORCEMENT

- **13-1 Traffic control**

Lead Agency: Local Government Law Enforcement
Support Agencies: Local Government Public works Departments
Tennessee Highway Patrol (THP)

- **13-2 Security/Crime Control**

Lead Agency: Local Government Law Enforcement
Support Agencies: Shelby County Attorney General's Office
Tennessee Fire Marshal's Office

BASIC PLAN

- 13-3 Institutions/Jails

Lead Agency: Local Government/Private Jail/Detention Facilities

Support Agencies: Local Government Law Enforcement
Tennessee Highway Patrol (THP)
Tennessee Bureau of Investigation (TBI)

- 13-4 Evacuation/Movement

Lead Agency: Local Government Law Enforcement

Support Agencies: Local Government Chief Elected Official
Local Government Fire Departments
Local Government Hazardous Materials Teams
Memphis Area Transit Authority (MATA)
Local Government/Private EMS/Ambulance Services
Local Government Code Enforcement/Building Departments
Shelby County Board of Education
City of Memphis Board of Education
Shelby County Sheriff's Emergency Services
Shelby County Office of Preparedness

- 13-5 Search and Rescue

Lead Agency: Shelby County Sheriff's Emergency Services

Support Agencies: Local Government Fire Departments
Local Government/Private EMS/Ambulance Services
Local Government Law Enforcement
City of Memphis Police Aviation Unit
Shelby County Office of Preparedness

- Annex 1 Terrorism

Lead Agency: (Crisis) Local Government Law Enforcement

Lead Agency: (Consequence) Shelby County Office of Preparedness

Support Agencies: All Tasked Local Agencies

BASIC PLAN

ESF 14 VOLUNTEERS AND DONATED GOODS

- **14-1 Donations**

Lead Agency: Shelby County Office of Preparedness
Support Agency: Local Government Finance Departments
Local Government Public Works Departments
Local Government Law Enforcement
Local Government General/Support Services
Shelby County Volunteer Organizations Active in Disaster

- **14-2 Untrained Volunteers**

Lead Agency: Shelby County Office of Preparedness
Support Agency: Shelby County Volunteer Organizations Active in Disaster
Volunteer Memphis
Hands on Memphis

- **14-3 Organizationally Untrained Volunteers**

Lead Agency: Shelby County Office of Preparedness
Support Agency: Shelby County Volunteer Organizations Active in Disaster

ESF 15 RECOVERY

- **15-1 Assistance Programs**

Lead Agency: Local Government Chief Elected Official
Support Agencies: Shelby County Office of Preparedness
Local Government Public Works Departments
Local Government Finance Departments
Shelby County Board of Education
City of Memphis Board of Education
Memphis Light Gas and Water (MLG&W)
American Red Cross (ARC)

- **15-2 Recovery and Reconstruction**

Lead Agency: Local Government Chief Elected Official
Support Agencies: Shelby County Office of Preparedness
Local Government Finance Departments
Local Government Office of Planning and Development
Chamber of Commerce

BASIC PLAN

ESF 16 ANIMALS IN DISASTER

Lead Agency: Local Government Animal Control

Support Agencies: American Red Cross
Local Government Parks/Recreation Services
Local Government Public Works Department
Memphis/Shelby County Health Department
Tennessee Wildlife Resource Agency
UT Agriculture Extension Service
Memphis/Shelby County Library Information Center
Exotic Animal Rescue League
Memphis/Shelby County Veterinarian Medical Association
Memphis Zoological Society
Shelby Farms Equestrian Alliance
American Society for the Prevention of Cruelty to Animals
Shelby County Voluntary Organizations Active in Disasters
Shelby County Office of Preparedness

G. Plan Activation

1. The Chief Elected Official of any jurisdiction in Shelby County, as well as the Director of the Shelby County Office of Preparedness, have the authority to activate this plan in whole or in part in the event that, in their judgement, the safety or welfare of the citizens of the jurisdiction are threatened. Any member of the Disaster Management Team may request plan or EOC activation.
2. Division, department, and agency heads of Shelby County, the resident municipalities governments and other officials legally administering their office may activate their respective sub-function of this plan on their own initiative if, in their judgement, the safety or welfare of citizens of the jurisdiction are threatened. If this occurs the EOC should be immediately notified.

BASIC PLAN

3. Shelby County Office of Preparedness will evaluate emergencies reported to the EOC, categorize them, and assign one of three Emergency Levels. These will be utilized to determine the level of EOC notification or activation necessary to assist in bringing the event to a successful end.

Level 1 Emergency: Any unexpected occurrence that can be met with a single department's normal available resources – routine daily operations.

Level 2 Emergency: Any unexpected occurrence, or potential occurrence, that requires response by two or more city/county departments above a routine capacity or where outside agencies have responded to render assistance. Response upsets the NORMAL working routine of all responding departments. (May require a partial EOC/plan activation), (i.e., Tornado Watch, expected civil disorder, air crash alert 2 etc.).

Level 3 Emergency: Any extraordinary occurrence, or potential occurrence, of such magnitude that all city/county departments and resources must be utilized, or where a combination of city/county departments or outside agencies have been mobilized to handle the situation. (i.e., Tornado touchdown, major haz-mat, civil unrest, air crash alert 3)

Level 4 Catastrophic: A major wide-spread regional disaster where outside resources may be required due to the wide spread destruction. (Full EOC/plan activation.) (i.e., major earthquake)

4. EOC Priority List

First 2 Hours

1. Establish Unified Command System
2. Notify all of the agencies with a role in the plan
3. Determine the size and nature of the area affected by the emergency/disaster
4. Determine the number of people, buildings and businesses affected by the emergency/disaster
5. Conduct search and rescue operations as needed

BASIC PLAN

6. Open shelters as needed
7. Determine if the area needs access control and set up road blocks
8. Begin clearing roads and streets
9. Begin to determine the types and amount of outside assistance you may need
10. Notify Tennessee Emergency Management (TEMA)
11. Begin public information activities and issue protective actions for the public if necessary
12. Hold one or more EOC Staff briefings
13. Activate mutual aid agreements
14. Consider the need to declare a State of Emergency

2-4 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Consider the need for 24 hour operations and the establishment of 12 hour shifts
4. Continue shelter operations as needed
5. Inform the hospital(s) of potential casualties
6. Begin preparations for establishing a Pass System
7. Activate damage assessment team
8. Assign people to handle request for assistance and to track the needs of Special Populations
9. Assign people to track request for information on emergency/disaster victims
10. Assign people to track offers of assistance and donations
11. Continue clearing roads and streets
12. Determine how debris will be disposed
13. Begin to determine the public health effects of the emergency/disaster
14. Begin to consider the needs of Special Populations
15. Begin to take care of the needs of the responders
16. Hold one or more EOC Staff Briefings

BASIC PLAN

4-12 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over
4. Consider the need for ongoing mutual aid
5. If necessary, activate the Pass System
6. Continue to inform the hospital(s) of potential casualties
7. Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to TEMA
8. Continue clearing roads and streets
9. Take debris to an appropriate land fill
10. Prepare a prioritized list of repairs to critical facilities and transportation routes
11. Begin clean up activities on public and private property
12. Continue to track the request for assistance and the needs of Special Populations
13. Continue to track request for information on emergency/disaster victims
14. Continue to track offers of assistance and donations
15. Continue shelter operations as needed
16. Address the public health needs of the emergency/disaster victims and responders
17. Take care of the personal needs of the responders
18. Conduct EOC Staff briefings
19. Brief the next shift
20. Coordinate with utilities in the restoration of service
21. Anticipate and address Public Health issues

12-24 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the Pass System if necessary
4. Continue damage assessment activities and submit to TEMA
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Inform the hospital(s) of casualties as necessary
8. Continue cleanup activities on public and private property

BASIC PLAN

9. Take debris to an appropriate landfill
10. Coordinate with utilities in the restoration of service
11. Continue shelter operations as needed
12. Keep records of all expenses
13. Anticipate and address Public Health needs
14. Track the request for assistance and the needs of special populations
15. Continue to track request for information on emergency/disaster victims
16. Conduct several EOC Staff briefings during each shift
17. Brief the next shift

24-48 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the Pass System if necessary
4. Continue damage assessment activities
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate landfill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of all expenses
12. Anticipate and address Public Health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on emergency/disaster victims
15. Coordinate activities of volunteers assisting with clean up efforts
16. Begin planning for reentry and long-term recovery
17. Conduct several EOC Staff briefings during each shift
18. Brief the next shift

BASIC PLAN

Beyond 48 Hours

1. Continue public information activities
2. Continue operation of the Pass System if necessary
3. Continue damage assessment activities and submit to TEMA
4. Provide updated damage estimates to the state
5. Consider the need for ongoing mutual aid
6. Inform the hospital(s) of casualties as necessary
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate landfill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address Public Health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on emergency/disaster victims
15. Coordinate the activities of volunteers assisting with clean up efforts continue planning for reentry and long term recovery
16. Provide people to participate in the Preliminary Damage Assessment, conduct several EOC Staff briefings during each shift
17. Brief the next shift

H. Staffing

Standard Operating Procedures for staffing the Emergency Operations Center is a stand alone document under a separate cover and on file in the EOC.

I. Security

1. Security for the Shelby County Office of Preparedness's Emergency Operations Center will be provided by Local Government Law Enforcement agencies.
2. Upon LEVEL III activation of the EOC, security will be provided by Local Government Law Enforcement and coordinated by law

BASIC PLAN

enforcement agency of the jurisdiction in which the EOC (or alternate EOC) is located. Security at this level will include, but not necessarily be limited to: the physical boundaries of the Emergency Operations Center and the Emergency Management Office spaces, as well as walk-in and drive-in access to the building in general.

J. Readiness

Daily operations of the Emergency Operations Center will be at Ready Status Level I. However, a posture capable of moving to the next higher readiness status within 60 minutes will be maintained at all times.

K. Joint Information Centers (JIC)

Any event that requires the activation of the EOC to LEVEL III or higher will require the activation of a Joint Information Center (JIC). The JIC will be co-located in the immediate area of the Emergency Operations Center and will be staffed by the Public Information Officer for Shelby County and any other jurisdiction involved in response and/or recovery activities. In addition, any individual agency having direct contact with the news media will send a representative to the JIC and ensure that all information released to the media is coordinated through the EOC.

L. Incident Command

The standards and concepts of the standard Incident Command System (All Hazard) will be initiated and used by any and all emergency response elements within Shelby County. The senior officer of the primary agency on the scene will assume the duties and responsibilities of the Incident Commander (IC) and will direct scene operations and activities. All other units and agencies responding will provide a representative to the Command Post (as established by the IC) and will operate in conjunction and cooperation with the IC. All agencies and units responding will retain command and control of their respective forces.

BASIC PLAN

M. Mutual Aid Assistance

During emergency/disaster operations, each department will conduct all activities and functions necessary to resolve the situation. Outside assistance will not be requested or used until local resources and assets have been exhausted. If activated to level III or higher, all requests for mutual aid assistance as well as state and federal resources will be made through the Emergency Operations Center.

N. Disaster Declaration

1. A Disaster Declaration can be issued only by the Chief Elected Official (CEO) of a jurisdiction (mayor or city manager) or, in their absence, by the Director of the Shelby County Office of Preparedness.
2. The chain of authority must be followed for declaration requests. The local jurisdiction must make an assistance request to the state via the Emergency Operations Center and the county must make all requests for federal assistance through the TEMA EOC.
3. A Disaster Declaration allows for expanded authority by the CEO (i.e. curfew, price control, rationing, etc.) To maintain law and order within their jurisdiction and for the public good during the response to and recovery from emergency/disaster situations.

V. ADMINISTRATION AND LOGISTICS

A. General

Administrative procedures are frequently designed for good cause. However some administrative procedures will be suspended, relaxed, or made optional under threat of, or as a result of an emergency/disaster situation.

BASIC PLAN

B. Administrative Procedures

Plans have been developed by Financial and Legal Divisions to bypass or exclude certain administrative procedures in the event of an emergency/disaster situation which may affect a timely response to the protection of life and property.

C. Cash Donations

All cash donations made by the public to the Emergency Operations Center for disaster relief operations will be received by representatives of ESF5 (Information and Planning). The ESF 5 representative and the involved Local Government Finance Department will disperse funds to those in need in accordance with pre-determined guidelines based on FEMA Family Grant Programs.

D. Records

Will be maintained by all Divisions and processed by the Financial Division for actual cost of response and recovery operations. Documentation and applications will be submitted by Shelby County Office of Preparedness for reimbursement for those items covered under Public Law 93-288, as amended.

E. Plan Development and Maintenance

1. All divisions, departments, agencies, and groups are responsible for developing and maintaining their respective segments, annexes, tabs, and attachments as set forth in this plan. They will also develop all SOPs needed to support this plan and maintain a list of alternate work sites, personnel recall list, departmental resources, and a plan for continuing operations after an emergency/disaster.
2. The Director of the Shelby County Office of Preparedness will insure that all officials involved in this plan conduct an annual review of the plan. The Director will coordinate all review and revision efforts.

BASIC PLAN

3. The Plan will be activated at least once a year in the form of an exercise, to be designed and directed by the Shelby County Office of Preparedness. The attack portion will be exercised as well as all hazards in accordance with FEMA guidelines.
4. The Director of the Shelby County Office of Preparedness will compile all reports and submit them to the State in accordance with the current state and federal contracts and requirements.
5. Local Planning efforts are the responsibility of the Director of the Shelby County Office of Preparedness. Response plans will be developed and updated utilizing the ESF Concept during regular or special meetings scheduled by the Director.
6. The Local Emergency Planning Committee, under Title II, SARA, will assist in the development of the Hazardous Materials Plans for Shelby County.

BASIC PLAN

NIMS Resolution Annex

Item #: 7

Prepared by: Cynthia Banks

Commissioner: LILLARD

Approved by: Kathy Kirk

RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) ESTABLISHED BY THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY AS THE COUNTY'S STANDARD AND BASIS FOR INCIDENT MANAGEMENT FOR ALL EMERGENCY RESPONSES

WHEREAS, The President of the United States of America in Homeland Security Directive Number 5 has directed the Secretary of the United States Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, To facilitate the most efficient and effective incident management, it is critical that federal, state, local and tribal government organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, exercises and resource management and designated incident facilities during domestic incidents, emergencies or disasters; and

WHEREAS, The NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the County's ability to utilize federal funding to enhance local, regional and state agency readiness, maintain first responder safety and streamline incident management processes; and


WHEREAS, The Incident Command System components of NIMS are already an integral part of various incident management activities in the County, including current emergency management training programs; and

WHEREAS, The United States Department of Homeland Security has mandated that all federal emergency funding and grants are conditioned upon the adoption of NIMS.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That Shelby County does hereby establish the National Incident Management System (NIMS) as the County's standard for incident management.

BE IT FURTHER RESOLVED, That this Resolution shall go into effect at the date of its adoption for all emergency responses by all departments and agencies of Shelby County.




A C Wharton, Jr., County Mayor

Date: August 26, 2005

ATTEST:


Clerk of County Commission

ADOPTED: AUGUST 22, 2005