

**RESOLUTION 2009024 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE LEWISVILLE CONTINGENCY AND EMERGENCY OPERATIONS
PLAN**

WHEREAS, Town of Lewisville adopted the Lewisville Disaster Management Plan in September 2006 to be used in conjunction with the National Incident Management System (NIMS) plan adopted by the Lewisville Town Council on May 11, 2006; and

WHEREAS, the Lewisville Disaster Management Plan identifies specific duties and interactions in relation to the National Incident Management System (NIMS); and

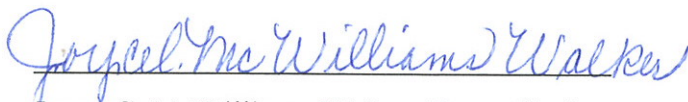
WHEREAS, there is a need to provide contingency and emergency operations on a local level;

NOW, THEREFORE, BE IT RESOLVED by the Lewisville Town Council, that the Lewisville Contingency and Emergency Plan is adopted as the standard for use in responding to local emergencies and disasters within the Town of Lewisville.

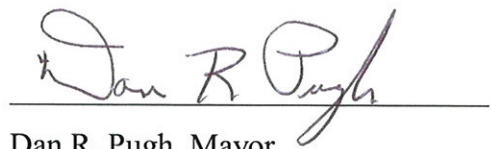
BE IT FURTHER RESOLVED THAT this plan may be amended as needed to support changes in NIMS or Forsyth County Emergency Management.

Adopted this the 14th day of May, 2009 by the Lewisville Town Council.

ATTEST



Joyce C. McWilliams Walker, Town Clerk



Dan R. Pugh, Mayor



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**TOWN OF LEWISVILLE
CONTINGENCY & EMERGENCY
OPERATIONS PLAN**



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PREFACE

To All Recipients:

Transmitted herewith is the Lewisville Contingency and Emergency Operations Plan for the Town of Lewisville, North Carolina. It provides a framework for use in performing emergency functions during a major emergency or disaster within the town limits.

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

Prevention - those activities that 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 that return all systems to normal or improved standards.

This plan is prepared in accordance with federal and North Carolina statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Town Manager who acts as the Emergency Management Coordinator regarding recommendations for improvements.

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EXECUTIVE SUMMARY

Background

Each municipality must have in place a Contingency and Emergency Operations Plan that outlines certain key functions and responsibilities for the handling of large-scale emergencies or disasters. While the Town of Lewisville relies on the County of Forsyth to provide Emergency Management services the reality is that in a county wide disaster or other wide area disaster, the County of Forsyth may not be able to immediately respond, therefore the Town of Lewisville would need to fulfill the responsibilities until such time as additional (County, State or Federal) assistance arrived. This usually ranges from 24 to 72 hours or possibly more in wide area events.

This Contingency and Emergency Operations Plan has been just over a year in development and meets federal and state statutes and guidelines for such plans. The plan is scalable both upwards and downwards based upon the level of the emergency or disaster. It relies on our limited town staff to provide direction and enables the Town to make effective use of Public Safety Committee members and other qualified volunteers in the event of its implementation.

Overview

The plan is designed in with four (4) phases in mind; Prevention, Preparedness, Response and Recovery. In the plan the various threats and vulnerabilities the Town may face from weather to man-made are addressed and some guidelines are provided for each major function (Public Works, Law Enforcement, Fire Department, etc) in responding to the event. The general concept of operations is to enable a rapid and coordinated response by Town agencies, private institutions and non-governmental agencies to a large-scale emergency or disaster. The response is scalable in the plan to grow or shrink depending upon the degree of the event. This prevents burnout of personnel and permits the Town to continue functioning, even in a large-scale event.

The decision to activate (approve) the plan resides with Town Council or designee, however once activated the implementation of the plan is self-triggering. This means that in an event that would require a large-scale response, the Plan is automatically put into action. Implementation of the Plan establishes a position of Emergency Management Coordinator and designates the Town Manager or other qualified designee (Paid or volunteer) to assume this role. During emergencies where the Plan has been implemented, the Town Council will receive updates and have legislative and administrative responsibilities as the situation demands.

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The plan also designates the Town Council, Town Mayor, and Town Manager as joint Emergency Management Directors thereby ensuring the Town retains overall responsibility for coordination and control of the situation. The Emergency Management Coordinator reports directly to the Directors and is responsible for training under the plan, establishing drills, and during emergencies for establishing and managing the Emergency Operations Center (EOC). Additionally the Plan clearly requires all expenses related to Emergency Management both prior to and during an emergency follow standard Town protocols for expenditures. The Plan has established procedures (annexes) covering everything from Direction and Control to Evacuation / Shelter to Hazardous Material emergencies. The Plan annexes in some cases reference already established protocols for Fire Department, Law Enforcement and Emergency Medical Service responses.

Direction and Control - General

The purpose of Emergency Management and the establishment of an EOC are to provide for a singular point of command and coordination. The EOC will be manned with appropriate personnel and consist of a primary staff and secondary staff. The primary staff will exercise direction and control of the situation and the secondary staff performs a support role. Primary staff consists of the Town Mayor, Town Manager, Emergency Management Coordinator, Fire Chief, Community Policing Lead Deputy or designee and the Public Works Director. Secondary staff consists of the Assistant Fire Chief, Other Town Staff, Forsyth County Sheriff's Office Representative, Communications Personnel and Public Safety Advisory Committee Members (as appropriate).

In Closing

It has taken just over a year to get our Plan into a statute complaint and workable form for the Town. The County of Forsyth and City of Winston Salem have been working for three years and still do not have a completed plan that meets the Federal standard. Through the implementation of this plan the Town is able to effectively respond to large-scale events affecting our residents and permit us to manage the situation from the onset until such time as the County, State or Federal Emergency Management arrives to assume overall coordination of the situation. Even with limited resources, we will be able to meet the emergent needs of our for the first 24-72 hours of the event which is the anticipated time it would take for other agencies in a wide scale event to be able to respond in any meaningful way to our residents. The next step after acceptance of the Contingency and Emergency Operations Plan by the Town Council is to actively train our staff in the plan and within 60-90 days exercise the plan, then based upon the results of that drill, make appropriate changes to the plan. The plan is a living document that needs to be tested annually, reviewed semi-annually and hopefully never used for real. But if the worst happens, we as a Town are prepared to respond.

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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 Lewisville, North Carolina.

The plan goal 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 inevitable events, **RESPOND** to the needs to save lives and protect property, 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 from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "**how**" to carry out its assignments in support of the plan.

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SITUATIONS AND ASSUMPTIONS

SITUATION:

The Town of Lewisville, located in Forsyth County, in the Piedmont section of the State near the City of Winston-Salem, has an area of 13.5 square miles and a population of approximately 13,000. (2007 estimate)

U.S. Hwy 421 provides major highway access to the Town.

There is no rail or air service within the town limits.

There is no public transportation within the town limits.

The Town has two paid/volunteer fire departments within the town limits that are dispatched and managed by the County of Forsyth. These are:

Lewisville Fire Department located at 216 Lewisville-Clemmons Road, and

Vienna Volunteer Fire Department located at 6328 Yadkinville Road.

Mutual Aid System - The Fire Departments have mutual aid agreements with the City of Winston-Salem, Town of Clemmons, Forsyth and Yadkin Counties.

Law enforcement is handled through the community policing provided by the Forsyth County Sheriff's Department from a Community Substation located at Town Hall. Dispatching services are provided by Forsyth Sheriffs Department.

The Town Public Works Department is located at town hall located on Shallowford Road and is responsible for most streets (except state maintained and private roads) within the Town. The State of North Carolina DOT maintains U.S. Hwy 421 and the state roads of Lewisville-Clemmons, Lewisville-Vienna, Williams and Shallowford.

The North Carolina DOT district garage is located in Winston-Salem at 300 Craft Drive.

There is one elementary school, Lewisville Elementary and one private school, Forsyth Country Day within the town limits. Forsyth County school buses transport the elementary school students.

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Primary industries in the Town are Kaplan School Supply.

The nearest hospital is the Forsyth Medical Center Hospital, located in Winston-Salem, approximately 8.3 miles outside the town center.

There are no nursing homes located within the town limits.

VULNERABILITY:

There are no major rivers within the town limits; however there are numerous stream and creek flows which have been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

ASSUMPTIONS: (HAZARD ANALYSIS)

FLOODS: Floods are not a prevalent issue within the town limits of Lewisville. Summer or fall storms are more likely to be responsible for minor flooding in low areas.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations occur infrequently in Lewisville North Carolina. The town is geared to handle most minor winter situations. However a potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Ice storms are the greatest winter weather threat to Lewisville and cause most power failures, however snow events may also cause power and transportation infrastructure issues.

WINDSTORMS: Violent windstorms are possible in Lewisville North Carolina. Hurricanes hit the eastern coast of North Carolina on an almost annual basis and frequently move inland bringing Tropical Storm type weather to the area with associated tornado activity. Additionally, during Spring and Summer months, severe thunderstorms may also develop tornados. Most windstorms result in downed trees, damaged phone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the nationwide drought of 2007; however Lewisville did not have to institute water restrictions as other communities did.

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WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some homes and subdivisions with single access roads may be in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt in Lewisville, North Carolina in the past and remain a geological possibility. In 2006 there were 7 earthquake events that affected Lewisville; however none were of sufficient strength to cause damage or even be noticed by most of the population. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war; however the threat of terrorist attacks remains high. Since Lewisville North Carolina is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials lead the list of potential hazards that could impact the town of Lewisville, North Carolina. There are hazardous materials transiting Lewisville on a daily basis via U.S. Hwy 421 as well as deliveries of fuels within the town. Fuels are the most widespread materials likely to create problems. Chemicals used in waste treatment are also sources of possible HAZMAT incidents.

Radiological Emergencies are possible from vehicles traveling on U.S. Hwy 421.

Aircraft Crashes can happen anywhere in North Carolina. Small private planes and military aircraft are more common in Lewisville air space. Commercial aircraft approaching Greensboro (GSO) and Winston-Salem (INT) airports transit the borders of the town and remain a potential threat for creating mass casualties. Both airports have aircraft ranging in size from regional jets holding up to 50 passengers to B-767 holding close to 250 passengers.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Lewisville, North Carolina. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

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CONCEPT OF OPERATIONS

GENERAL:

1. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, and other non-governmental agency.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual. Activation and hence implementation of this operations plan will be as directed by the Town Council or designee.
3. The Town of Lewisville utilizes the Forsyth County Office of Emergency Management as the primary coordinating agency for all activity in connection with Emergency Management. However, in a county or other multi-jurisdictional emergency, the response that Lewisville may receive may not be as timely as desired. Therefore the Town Manager or qualified designee (paid or volunteer) will assume the role of Emergency Coordinator for the town and work in coordination with the Forsyth County Office of Emergency Management.
4. The Town Council or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. The primary EOC is located in the Lewisville Volunteer Fire Department building. Alternate EOC is located in the Vienna Fire Department.

OPERATIONS:

Operation of the plan commences when the Lewisville Town Mayor, Emergency Management Coordinator, Fire 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 to a minimum.

1. Alert and order the mobilization of the Town emergency management organization.
2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster.
3. Alert the general population of the disaster or impending disaster.

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4. Arrange for the evacuation of threatened areas to safe zones or shelters as appropriate. (NOTE: Before an evacuation is ordered evaluation of need / availability and if possible arrangements for where to evacuatees are to be sent should be completed.)
5. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the Town's geographical boundaries.
6. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.
7. Alert Forsyth County and North Carolina State emergency management offices for assistance and coordination with other County / State agencies with disaster capabilities.
8. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

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ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION:

1. The Town Council will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Town Mayor, Town Manager, Fire Chief, etc shall be the Director of the Emergency Management forces of this Town and shall be responsible for organization, administration and operations.
3. The Emergency Management Coordinator (paid or volunteer), under the supervision of the Director(s), shall be responsible for the planning, coordination and operation of the Emergency Management activity in the Town.
4. The employees, equipment and facilities of all town departments, boards, institutions and committees will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
6. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department.
7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

RESPONSIBILITIES:

The Town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows:

ANNEX A. Direction and Control: Emergency Management Director(s). Includes staffing and functioning of the EOC and succession of command.

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ANNEX B. Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. Communications: Communications Officer. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D. Alert and Warning: Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E. Shelter: Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.

ANNEX F. Police – Community Corporal or other Forsyth County Sheriffs Department designee. Includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster.

ANNEX G. Fire and Rescue--Fire Chief: Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.

ANNEX H. Public Works: Public Works Director. Includes maintaining the Town's roads and assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX I. Emergency Public Information: Emergency Management Director(s). Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

ANNEX J. Resource Management: Emergency Management Director(s). Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

ANNEX K. Hazardous Materials: Fire Chief. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines responsibilities for responding to a HAZMAT incident within the town. Additionally, this annex includes information on handling radiological events including radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

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The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency Head.

ANNEX L. - Emergency Medical Services - This annex is adopted directly from the North Carolina Emergency Medical Services Plan for Forsyth County.

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ADMINISTRATION

EMERGENCY MANAGEMENT STAFF

The Town Council, Town Manager and Town Mayor shall be the directors of emergency management. The **Town Emergency Management Coordinator** will report to Emergency Management **Director(s)** and may be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director(s) shall have the general supervision of the Emergency Management program and Emergency Management Coordinator. This will include any direction and guidance necessary.

The **Director(s)** will be responsible for:

1. Chairing all Emergency Management meetings.
2. Provide expertise and guidance to the E.M. Coordinator preparing the Emergency Operations Plan.
3. Preparing and promoting ordinances when necessary.
4. Providing Town resources to the E.M. Coordinator in establishing and operating an EOC.
5. Provide guidance in the annual Emergency Management budget and preparation of reports.

The **Coordinator** shall be responsible for:

1. The preparation of the basic plan and its review and update.
2. With the approval of the Town Council/Town Manager, appoint service heads to the Emergency Management program as appropriate.
3. Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the Town Council.
4. Schedule training, drills, and exercises to train and test the local government's response

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capability.

5. Shall be responsible for coordination with the Forsyth County and North Carolina State Emergency Management office.
6. Will encourage participation by staff members for Emergency Management training courses and seminars.
7. Shall prepare annual reports for Emergency Management.
8. Be responsible for establishing and setting up the EOC once this Emergency Operations Plan has been activated by appropriate authority.
9. Be the EOC Manager and provide for adequate staffing.
10. Attend training courses, meetings and seminars and seminars at local, state and regional levels. NOTE: All fiscal expenditures must be approved and budgeted.

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RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director(s).
3. The Town does not have a central procurement warehouse or distribution system.
 1. Emergency supplies will be stored at appropriate locations based upon degree of emergency and support required.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
2. Support by County departments and/or agencies will be requested through the Forsyth County Office of Emergency Management by calling: **336-767-6161**
3. Support by State departments and/or agencies will be requested through North Carolina Division of Emergency Management by calling: **1-800-858-0368. (EMERGENCY ONLY)**
4. The Governor can activate military support. Requests for assistance will be coordinated through North Carolina Division of Emergency Management at the above number.

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PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

Town officials and dedicated citizens developed this Emergency Operations Plan (EOP) for the Town of Lewisville. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

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AUTHORITIES AND REFERENCES

FEDERAL STATUTES

1. The Federal Civil Defense Act of 1950, Public Law 81-920,
(As amended by Public Law 85-606)
The Disaster Relief Act of 1970, Public Law 91-606;
The Disaster Relief Act of 1974, Public Law 93-288 and,
Executive Order 11795; and
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
The Food Stamp Act of 1977, Public Law 95-113
The Atomic Energy Act of 1954, Public Law 83-703, As amended
3. The Act of January 5, 1905, Responsibilities of the American National Red Cross
4. The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title III
(SARA)

NOTE: Local EOPs seldom need all of the Federal Statutes as listed above. Those marked with (*) are the most applicable to North Carolina communities.

FEDERAL PUBLICATIONS

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)
Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

NORTH CAROLINA STATUTES

NC General Statute 166A: North Carolina Emergency Management Act

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical Subsections under "Authorities".

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EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town department/agency head to ensure that his or her personnel receive adequate training.

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.

NOTE: All fiscal expenditures must be approved and budgeted.

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ANNEX A - DIRECTION AND CONTROL

I. AUTHORITY:

1. U.S. Public Law 920, 81ST Congress 1950 (as amended)
2. NCGS 166A

II. PURPOSE:

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. (See Situation, Basic Plan).
2. The primary town EOC is located in the Lewisville Volunteer Fire Department, 216 Lewisville-Clemmons Road, Lewisville, North Carolina.
3. Alternate EOC is the Vienna Fire Department, Town Hall, or mobile units if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis exceeded, or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by direction of the Town Mayor, Town Manager, Fire Chief or the Emergency Management Coordinator.

The primary staff will consist of:

Town Mayor
Town Manager
Emergency Management Coordinator
Fire Chief
Community Policing Lead Deputy or designee
Public Works Director

Secondary Staff:

Assistant Fire Chief
Forsyth County Sheriffs Department Representative

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Other Town Staff as appropriate
Communications personnel
Public Safety Advisory Committee Member(s) as appropriate

(The type of Disaster/Emergency and response may require additional staff.)

B. Assumptions:

1. The EOC will be adequate for direction and control.
2. Communications will be available.
3. Close coordination will occur with neighboring jurisdictions, State officials, volunteers and industry.

IV. CONCEPT OF OPERATION:

The EOC staff, upon activation will prepare the EOC for operation, and:

1. Ensure that information is being received from field forces, recorded and evaluated.
2. Based on evaluation, coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
5. Issue information and advice to the general public. Be prepared to brief media and answer questions.
6. Prepare for possible 24 hour EOC operation, if warranted.
7. Determine procedures for damage assessment and recovery operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

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1. EOC Manager - Town Manager or designee has authority to:
 - A. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
 - B. Ensure promulgation of regulations to protect life and property and preserve critical Resources.
 - C. Request assistance from the State, or other political subdivision, where conditions in the town are beyond the control of local emergency management forces.
 - D. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people. (NOTE: Fiscal expenditures require Town finance approval.)
 - E. Maintain liaison with State and federal authorities and local authorities from nearby jurisdictions.
 - F. Coordinate the activity of public and private agencies, including volunteers, Red Cross, industry, etc.
 - G. Assume such authority and activity to promote and execute the emergency management plan.
2. Community Policing Corporal or Sheriff Department Designee:
 - A. Normal operational requirements of the Police Department and coordination with other services.
 - B. Determine traffic control points.
 - C. Coordinate with other services if an evacuation advisory is anticipated or issued.
 - D. Assist in warning.
 - E. Security of evacuated areas.

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- F. Security of EOC.
- G. Recommendation for requesting outside assistance, including military.
- 3. Assistant to Community Policing Lead Deputy or Sheriff Department Designee:
 - A. Emergency plan development for the Police Department.
 - B. Assume duties of the Community Policing Lead Deputy in his absence, or by his direction.
- 4. Fire Chief:
 - A. Normal operational requirements of the Fire Department and coordination with other services.
 - B. Coordinate with other services if an evacuation advisory is anticipated or issued.
 - C. Disseminate warnings to the public as required.
- 5. Assistant Fire Chief:
 - A. Assume the duties of Fire Chief in his absence, or by his direction.
- 6. Public Works Director, or in his absence, a lead man from the Public Works Department:
 - 1. Normal operational requirements of the Public Works Department and coordination with other services.
 - 2. Debris clearance from town roads.
 - 3. Coordination of emergency transportation through the Emergency Management Director.
 - 4. Damage assessment as directed by Emergency Management Director.

VI. ADMINISTRATION AND LOGISTICS:

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1. Town Manager/Emergency Management Director(s) have the responsibility for assuring that the EOC is physically opened.
2. First person at the EOC has responsibility for assuring that primary staff has been notified (not necessarily do the actual notification).
3. Department heads have a responsibility for providing communications to their department by bringing an appropriate communications device. Cellular telephone service may not be available and should not be relied on as a primary medium for communications.
4. Emergency Management Director(s) or Communications Officer, if one is designated, will arrange for additional telephones or extensions in the EOC if needed.
5. Emergency Management Coordinator has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.) A central distribution point will be determined based upon emergency need and supplies available. (The Town currently has no cots or blankets in storage.)
6. The Town's Public Works Department will be responsible for emergency power to the EOC or central distribution point should the need arise.

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ANNEX B – EVACUATION

I. AUTHORITY:

1. See Basic Plan.
2. Lewisville Emergency Management ordinance.
3. Forsyth County Emergency Management ordinance.

II. PURPOSE:

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

The Town of Lewisville has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries.

B. Assumptions:

The Town of Lewisville has a capability to offer some assistance if this happens.
Direction and control can be accomplished through the Emergency Operations Center.
Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

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V. CONCEPT OF OPERATIONS:

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

VI. ASSIGNMENT OF RESPONSIBILITIES:

- a. The Emergency Management Director is responsible for:
 - a. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or without the Town.
 - b. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
 - c. Such other regulations necessary to preserve public peace, health, and safety.
- d. The Emergency Management Coordinator responsible for:
 - 1. Development and coordination of evacuation plans.
 - 2. Maintain liaison with County, State and Federal authorities and authorities of other nearby political sub-divisions.
 - 3. Negotiating with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters. All agreements require appropriate authority approvals.
 - 4. Coordination of the activity of all other public and private agencies.
 - 5. Reviewing and updating this annex on an annual or as needed basis.

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- a. The Fire Chief is responsible for:
 - 1. Recommending and assisting in evacuation if situation warrants.
 - 2. Assisting in dissemination of warning.
 - 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Coordinator.
- a. Community Police Lead Deputy or designee is responsible for:
 - 1. Assisting in dissemination of the warning.
 - 2. Coordinating with Emergency Management Director or designee on transportation to shelters.
 - 3. Emergency traffic control and crowd control.
 - 4. Assisting in evacuation within capabilities and as requested by service heads or Director.
 - 5. Security of evacuated areas and shelters.
- E. The Public Works Director is responsible for:
 - 1. Clearing of debris from town roads.
 - 2. Coordination of emergency transportation through the Emergency Management Director or Coordinator.

VII. DIRECTION AND CONTROL:

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager/Emergency Management Director. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Coordinator who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlined in this annex under North Carolina assignment of responsibilities.

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VIII. COMMUNICATIONS:

Communications will primarily be by telephone, town radio, cellular phone and other volunteer emergency communications organizations such as HAM radio and REACT.

IX. TRAINING AND EXERCISE:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

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ANNEX C - COMMUNICATIONS

I. AUTHORITY:

See Basic Plan.

II. PURPOSE:

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Lewisville.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Emergency Management Coordinator will be responsible for coordinating all emergency communications activities during an emergency.
3. The North Carolina State Highway Patrol and/or Forsyth County Sheriffs Department have the responsibility for alert/notification of the town from outside hazards.
4. Lewisville has no community alert sirens installed.
5. Notifications may be made via cable channel 6, if available.
6. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

B. Assumptions:

1. See Basic Plans.

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2. Local radio and cable TV will be utilized for emergency warning and instructions to the public.

IV. MISSION:

To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Sheriffs Department: (Community Policing)

1. To maintain Police Department telephone and base and portable radio systems.

B. Fire Department:

- a. Maintain Fire Dept. base and portable radio system.
- b. Maintain telephone system at the EOC. Obtain additional telephone lines and cellular telephones during an emergency.
- c. Test all radio and telephone system periodically.
- d. Maintain statewide Emergency Management radio link.

C. Emergency Management Coordinator:

1. To provide liaison with County, State and Federal agencies.
2. Ensure that Forsyth County and North Carolina Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the Sheriff's Department and Fire Chiefs.
4. See that personnel are trained and that communications systems and tested.

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5. Coordinate with the local volunteer organizations.

VI. CONCEPT OF OPERATIONS:

In an emergency, the primary EOC will be located in the Lewisville Volunteer Fire Department at 216 Lewisville-Clemmons Road. The EOC will use telephones for primary communications.

The EOC has one (1) listed telephone lines and two (2) unlisted telephone line. (The unlisted line can be used for outgoing calls only) The local telephone company can easily add additional telephone lines to the EOC.

In addition to telephone communications, there may be local governmental radio communications available. The Fire Department base radio station is located (at the EOC.) The Forsyth County Sheriff's Department, Fire Department and Emergency Management Office share an 800 MHZ trunked radio communications system that permits interoperability. The Town of Lewisville does not share this system directly, however since the Lewisville Fire Department and Community Policing is provided by Forsyth County, this system is essentially available.

The Town has 10 cellular telephones that can be utilized in addition to the above telephone and radio systems. Additional cellular phone may be made available to the EOC in an emergency from local providers. There is excellent to good reception for cellular usage in the Lewisville area.

Another important communications resource to the EOC is local ham radio operator organizations. These personnel are equipped with their own portable radios that operate on the ham radio frequencies. Ham operators may be utilized in cooperation with local Ham radio groups on an as available basis.

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ANNEX D - ALERT AND WARNING

I. AUTHORITY:

See Basic Plan

II. PURPOSE:

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the general public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Fire Chief is the Warning Officer for the Town of Lewisville.
3. The Forsyth County Sheriff's Department, Forsyth County Fire Department or the North Carolina State Highway Patrol as appropriate have the responsibility for alert/notification and for contacting the Fire Chief.
4. Lewisville has no community alert sirens installed within the town limits.
5. All fire vehicles and Sheriffs Department vehicles are equipped with loud speakers.
6. Door to Door warning will be necessary for part of the population.
7. The Town has a viable alert notification system for Town response personnel and for notifying the respective schools within the town.

B. Assumptions:

1. See Basic Plans.

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2. Fire Vehicles and Sheriffs Department vehicles will be available.
3. Fire, Sheriffs Department and volunteers will be utilized for emergency warning and instructions.
4. Local radio, cable TV, reverse 911 and possibly Internet & cellular phones will be utilized for emergency warning and instructions to the public.
5. A telephone fan-out may be required for affected industries.
1. Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow Town officials sufficient time to evaluate necessary actions.
2. A requirement for warning may be local, area, state or national in origin.

IV. MISSION:

To notify the EOC staff and the general public if the situation or hazard requires.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Sheriffs Department:

1. To receive warning notification through the Fire Dept. from the County, State or from the public and disseminate as required.
2. Assist the Fire Department in warning the public.
3. To alert the EOC primary staff when EOC is activated.

B. Fire Department:

1. To disseminate a warning to the public using public address systems, town agencies, volunteers and the media as required.

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C. Emergency Management Coordinator:

1. To provide liaison with State and Federal agencies.
2. Assure that the State EMA office is aware of the local warning point and that procedures are up to date and operational for reception by Town of Lewisville (during normal business hours and the Lewisville Volunteer Fire Department if any warning disseminated from the State warning point or proper State agency.
3. Revise and update this annex annually or as necessary with the Sheriffs Department and Fire Chiefs.
4. See that personnel are trained and that warning functions are exercised.
5. Provide liaison with Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
6. Check with warning officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
7. See that Fire and Police make verification of warnings before dissemination.

VI. CONCEPT OF OPERATIONS:

The North Carolina State Highway Patrol / Division of Emergency Management have primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by either the Forsyth County Sheriffs Department or Forsyth County Fire Department by telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Fire Chief has the responsibility for public notification, assisted by the Sheriffs Department, and, the Town Manager has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation.

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VII. COMMUNICATIONS:

Town departments will use telephonic communications unless municipal radio frequencies are available. Primary communications with the media, Forsyth County, State and other surrounding local governments will be by telephone. Mutual Aid radio systems can be utilized as back-up if available and necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

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ANNEX E - SHELTER

I. GENERAL:

A. Authority:

1. See Basic Plan I.A.
2. U.S. Public Law 4, 58th Congress, January 5, 1905
3. U.S. Public Law 93-288, Disaster Relief Act of 1974
4. Statement of Understanding - FEMA and National Red Cross, January 22, 1982
5. Statement of Understanding - North Carolina and American National Red Cross, March 21, 1985

B. Purpose:

To define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan
2. The Town of Lewisville could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
3. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
4. Activation of shelters will be determined by the Emergency Management Director and will be dependent on the magnitude of the disaster.

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5. The American Red Cross has both the expertise and experience in operating public shelters.
6. Special needs for the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

B. Assumptions:

1. See Basic Plan.
2. The American Red Cross will recruit necessary volunteers to complement Red Cross staff in shelter operations.
3. The Red Cross will coordinate with the Emergency Management Director(s) for any additional support that can be provided by local government agencies.
4. There are no current shelters established within the Town of Lewisville limits. The closest established location is West Forsyth High School located on Lewisville-Clemmons Road. This shelter is not normally stocked. The Red Cross will obtain supplies through local sources when possible.

III. MISSION:

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

IV. EXECUTION:

A. Organization:

1. Emergency Management Coordinator will be liaison between the Town and the Red Cross Shelter Coordinator.
2. Members of the Red Cross and volunteers, recruited from State agencies or the local populace, will constitute each individual shelter organization.

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3. The Emergency Management Coordinator will coordinate outside shelter assistance requested from Town Departments and/or agencies. (Sheriffs Department, Fire, Water, Sewer, etc.)

B. Alert Notification:

1. Emergency Management Director(s) will notify The Red Cross Shelter Service of the need for shelter services.
2. Notification of other members of the Red Cross Chapter will follow Red Cross procedures.

C. Emergency Operating Center:

1. A Red Cross representative may report to the EOC when necessary to assist in the coordination of shelter operations.
2. Status charts may be utilized at the EOC to indicate the location of shelters and available spaces, etc.
3. A log of incoming and outgoing messages concerning shelter operations will be maintained.
4. Coordination with other emergency services will be accomplished through the Emergency Management Director(s).
5. Primary shelter communications will be by telephone. Radios or messengers may also be utilized when available. If additional radio communications are desired, request will be coordinated through the Emergency Management Director(s). The use of Amateur Radio Operators will be considered according to availability.

D. Concept of Operations:

1. The Red Cross and the Emergency Management Coordinator will coordinate designation of the shelters as part of this plan. The Red Cross will have a position reserved in the Lewisville Emergency Operations Center.
2. The Red Cross will be the sole operator of the Lewisville town emergency shelters. Assistance in feeding may be provided by volunteers.

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3. Fire inspections are routinely performed by the Fire Department in designated shelters.
4. Assistance in security, inside and outside, will be coordinated with the Forsyth County Sheriffs Department.
5. Health requirements and inquiries about victims will be a Red Cross responsibility, if necessary.
6. Public information concerning shelters will be coordinated through the Emergency Management Director(s).
7. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Emergency Management Director.
8. The Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

E. Training and Exercise

1. It is expected that the Red Cross will train shelter staff. Town shelter liaison and coordination duties will be developed and participating town personnel trained.
2. If additional or special training is required, it will be coordinated through the Emergency Management Director(s).
3. Shelter exercises will be held at the request of the Red Cross. Emergency Management Director(s) will coordinate exercises.

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ANNEX E - APPENDIX E-1 - SHELTER LISTING

There are no established shelter sites within the Limits of the Town of Lewisville. The nearest Red Cross approved / established site is West Forsyth High School located on Lewisville-Clemmons Road about halfway between U.S. Highway 421 and Interstate 40.

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ANNEX E - APPENDIX E-2 - AMERICAN RED CROSS

The State of North Carolina and the American Red Cross signed a memorandum of understanding, dated August 23, 1985, that provides for cooperation and coordination between the American Red Cross (ARC) and the State of North Carolina and its agencies 'in the event of technological and natural disasters and emergencies. The ARC is a member of the SERT and actively participates with the Division in its emergency preparedness efforts.

The American Red Cross (ARC) has responsibilities to satisfy human needs created by a disaster. ARC policies include "a program of both emergency mass care and assistance to individuals with urgent and verified disaster-caused needs."

In general the American Red Cross will:

1. Obtain damage assessment surveys of affected areas, and determine the kinds of services that must be provided.
2. Manage Red Cross Mass Care (feeding and sheltering) including 24-hour Disaster Health Services (physical and mental) for evacuees and to support personnel if their (support personnel) current plans are insufficient or need augmentation.
3. Provide food at fixed and mobile feeding stations.
- 4 Provide emergency information concerning welfare to evacuees.
5. Assist government agencies in disseminating official warnings.
6. Maintain a current inventory of Red Cross owned equipment and supplies and of available sources for additional supplies and equipment.
7. Maintain or establish agreements with organizations which have shelter facilities to be used for disaster mass care operations.
8. Recruit and train disaster personnel and maintain rosters of available paid and volunteer staff.

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ANNEX F – COMMUNITY POLICING

I. AUTHORITY:

1. Emergency Management Ordinance of Lewisville
2. North Carolina General Statutes: TBD
3. Public Law 920, 81st Congress (As Amended)

II. PURPOSE:

To provide for disaster and emergency response by the Forsyth County Sheriffs Department for the Town of Lewisville, North Carolina.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the town.
2. The geography of the town, 13.5 square miles, with paved and secondary roads would affect a response to disasters.
3. The town has a population of 13,000 (2007 census), located throughout the town with a large percentage clustered in communities, fire districts, housing developments, which can create a demand for response at widely separated locations.

B. Assumptions:

1. Assistance will be available from the North Carolina State Highway Patrol, Forsyth County Sheriff, and other area law enforcement agencies during a major disaster or emergency affecting Lewisville.

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2. Assistance may be secured from outside the town of Lewisville by requesting aid from the State of North Carolina through North Carolina Division of Emergency Management.
3. Assistance requested from the town of Lewisville Community Policing (Forsyth County Sheriff's Department) from outside areas will be provided at discretion of the Forsyth County Sheriff and Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

1. Protection of Life and Property.
2. Maintaining law and order.
3. Emergency traffic control
4. Crowd control
5. Assisting in evacuating.
6. Assisting in warning of residents.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies and equipment will be secured through area supply agencies and administered by the Community Policing Lead Deputy or his designee.
3. Emergency funding will be requested through the Emergency Management Director before, during, or after disasters or emergencies.
4. Legal questions will be referred to the town attorney.
5. Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VII. CONCEPT OF OPERATIONS:

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In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. All off-duty personnel will be called in.
2. All personnel will be placed on stand-by.
3. All equipment will be checked and prepared for use.
4. Feeding and lodging of emergency personnel will be instituted.
5. Security and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
6. Area law enforcement assistance is provided and coordinated through the (Forsyth County) Dispatch center.
7. Evacuation of endangered areas will be accomplished using mobile public address system followed by a door- to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
8. The Community Policing Corporal, or designee, will report to the EOC, if activated, to provide direction and coordination of law enforcement functions.
9. The Community Policing Corporal or designee will recommend activation of the EOC if circumstances indicate.
10. Alternate EOC may be mobile units.

VIII. ORGANIZATION AND ASSIGNMENTS

1. The Town of Lewisville is supported by the Forsyth County Sheriffs Department Community Policing Program. The Lewisville Community Policing Program currently has 4 personnel assigned.
2. The Forsyth County Sheriff is responsible for day-to-day and emergency operations of his department and for coordination with other governmental agencies.

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3. The Lewisville Community Policing Corporal has authority delegated by the Sheriff for the Town of Lewisville disaster planning and for maintaining and updating this police annex annually or on an as-needed basis and coordinating changes with Emergency Management.
4. The line of succession for the Department is as designated in the Forsyth County Sheriffs Department Emergency Operations Plan.
5. The officer in charge has the responsibility on-scene, of reporting to an established command post or of recommending or creating a command post if the situation indicates.

IX. DIRECTION AND CONTROL:

1. The Forsyth Sheriffs Department maintains a Community Sub-Station located at Lewisville Town Hall, 6550 Shallowford Road.
2. The Forsyth County Sheriff exercises direction and control of the Departments' emergency forces. This is accomplished at Sheriffs Department Headquarters under normal operating conditions and at the Town of Lewisville EOC if activated for an emergency.
3. Maps and markers, charts, etc., needed to display the following information will be located in the EOC and maintained by the Town Manager and the Emergency Management Coordinator:
 - A. Deployment of Personnel.
 - B. Location of vehicles.
 - C. Lodging (Shelter) areas.
 - D. Location of emergency command post (field).
 - E. Location and nature of problem(s).
 - F. Weather information.
 - G. Type and location of disaster area.
 - H. Location of identified high hazard areas.
 - I. Other pertinent information.

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X. COMMUNICATION:

1. Emergency Communications equipment is maintained and operated through the Forsyth County Sheriffs Department Headquarters by a full-time dispatcher.
2. Twenty-four hour dispatch is covered by Forsyth County Sheriffs Department. (911)
3. The Sheriffs Department have radio capability for communicating with surrounding Municipal Governments, Forsyth County Fire Department, and North Carolina State Highway Patrol.
4. Contact with Local Hospital is relayed through the Forsyth County Dispatch Center.

XI. TRAINING AND EXERCISES:

1. Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for Department personnel will be conducted in cooperation with the Lewisville Emergency Management Director and/or Coordinator.

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ANNEX G - FIRE AND RESCUE

I. AUTHORITY:

1. Emergency Management ordinance of Lewisville
2. North Carolina General Statutes (as amended)
3. U.S. Public Law 920, 81st Congress, 1950 (as amended)
4. North Carolina Mutual Aid Compacts

II. PURPOSE:

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

1. The Lewisville and Vienna Volunteer Fire Departments are part of the Forsyth County Fire Department system and are dispatched by the Forsyth County Fire Dispatch Office.
2. The Lewisville and Vienna Fire Departments have the primary responsibility of responding to emergencies in the Town where fire or threat of fire may exist.
3. It has a responsibility of responding to fire emergencies outside Lewisville through mutual aid compacts with Winston-Salem, and the Counties of Forsyth and Yadkin.
4. The Fire Department can expect assistance from other Town agencies and departments upon request.
5. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

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IV. MISSION:

- a. To limit or prevent loss of life and property from fires or threat of fires.
- b. To assist in warning and evacuation.
- c. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

1. The Fire Department is headed by a Chief appointed by the Board of Directors of the Fire Department.
2. The Fire Department is normally composed of approximately 50 personnel.
3. The Department is continuously in the process of re- evaluating pre-fire plans for schools, and major industries within the Town.
4. A copy of the resource inventory is included as part of this Annex and identifies the type and locality of major pieces of equipment (see Appendix 1)
5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Coordinator.

VI. CONCEPT OF OPERATIONS:

1. Operations of the Fire Department require a rapid and coordinated response.
2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Forsyth County Fire Dispatch Center if a response by the Department is required.
3. Auxiliary paging and telephone fan-out can be used as a back-up.

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4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance through the Forsyth County Fire Dispatch Center.
5. Initial Response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

A. Fire Chief or Designee:

1. Responding to fire or threat of fire.
2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
3. Assisting other Town agencies, if requested, when life or property is threatened.
4. Assisting in dissemination of warning.
5. Recommending and assisting in evacuation if situation warrants.
6. Requesting assistance from Mutual Aid System and other town agencies/departments.
7. Keeping proper authorities informed of situation.
8. Normal operation of the Fire Department.

B. Fire Department Officers

1. Must have ability and knowledge to service as officer-in-charge at an incident until superior officer or chief is on-scene and assumes control.

VIII. DIRECTION AND CONTROL:

Direction and control, as a function, is covered in Annex A.

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1. Requests for off-site assistance shall be requested by the Officer in charge through the Forsyth County Fire Dispatch Center.
2. A command post shall be established at the scene with responding agencies reporting on arrival.
3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer in charge shall assure that communications with the EOC are established and he or a designee shall go to the EOC to provide information and coordination.

IX. COMMUNICATIONS:

1. The Lewisville and Vienna Fire Stations have a base radio on the Forsyth County 800 MHZ trunked system and VHF frequencies. These frequencies are used both for toning out the Fire Department personnel and for two-way communications. On-Scene communications frequency is variable based upon Fire Combat channel assigned.
2. Fire apparatus is radio equipped with these frequencies.
3. Standard procedures call for a person to be stationed at the Fire Station base radios during heavy call volume periods that could be reasonably anticipated during a disaster situation. During normal day-to-day operations the base station is unmanned.
4. The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.

X. WARNING:

1. The Fire Chief, or Officer in charge if the Fire Chief is not available, has the responsibility as Town Warning Officer of disseminating severe weather warnings to appropriate Town staff.
2. The Fire Chief, or designee, has the responsibility of assisting in warning the population in an area recommended for evacuation.

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XI. SHELTER:

If shelters are identified for use, the Forsyth County Fire Marshals Office has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES

The Fire Chief has the responsibility for on-going training and exercising of the Department. It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

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ANNEX H - DEPARTMENT OF PUBLIC WORKS

I. AUTHORITY:

1. Emergency Management Ordinance of the Town of Lewisville
2. North Carolina Statutes Annotated, Title
3. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

II. PURPOSE:

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the Town of Lewisville Emergency Management ordinance.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the Town. (See Basic Plan)
2. The geography of the Town, 13.5 square miles, with business sections and numerous residential communities. There are no railroads and no major rivers within the town limits. Lewisville is located at the intersection of U.S. Hwy 421 and Williams Road, which could affect a response to disasters.
3. The distribution of the Town population 13,000 (2007 census), throughout the Town could create a demand for response to different locations.

B. Assumptions:

1. Assistance will be available from other Town departments, local communities, and State agencies, during/after a major disaster or emergency affecting the town.

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2. Assistance may be secured from outside of Lewisville and from the County of Forsyth through Forsyth County Office of Emergency Management.
3. Assistance may be secured from outside of Lewisville and from the State of North Carolina through North Carolina Division of Emergency Management.
4. Assistance requested from the Public Works Department will be provided by the requested departments / agencies and the Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

To provide manpower, vehicles, and equipment to maintain roadways and assist other Town departments, when requested, with personnel, material and equipment, before, during and after disasters or emergencies. The Town water supply and sewer system is managed by the City of Winston-Salem Utilities Commission who is responsible for ensuring continued or restoration of service.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies will be secured by the Town Manager as needed.
3. Emergency funding will be requested through Emergency Management Director before, during, and after disaster/emergencies.
4. Legal questions will be referred to the town attorney.
5. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VI. WARNING:

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1. The Department(s) of Public Works (Highways, Sewer and Water, etc.) will receive warning of a disaster or emergency through communications by telephone, municipal radio or messenger, or via the State fan out system. (As described in Annex D.)
2. They may also receive notification from:
 - A. The Emergency Management Director
 - B. The Sheriffs Department and/or Fire Department
 - C. The Emergency Management Coordinator
3. The Director is on 24-hour call and can be reached by telephone.
4. Personnel will be available on-call during winter months. "Winter" is determined by weather rather than by calendar.
5. A fan-out list for key personnel is maintained in the Public Works office.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. The Town Manager or designee, will report to the EOC, if activated, to provide direction and coordination of public works functions.
2. The Town Manager or designee, will recommend activation of the EOC if circumstances indicate.
3. Pre-impact preparations:
 - A. Notify key public works personnel
 - B. Assign duties and crews
 - C. Check all appropriate equipment
 - D. Check fuel supply

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4. If necessary to restore or maintain essential services:
 - A. Call in former or retired department employees.
 - B. Make use of local contractors.
 - C. Contact North Carolina Emergency Division of Management through the Forsyth County Emergency Management Director or designee for State and/or federal assistance.

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Director of Public Works is responsible for:

1. Day to day and emergency operations of the department, and coordination with other Town agencies.
2. An up-to-date inventory of departmental resources and personnel maintained at the Town office with a copy readily available to him/her at all times.
3. Clearing of debris from town roads.
4. Supplying emergency power, if needed, to emergency shelters.
5. Coordination of emergency transportation through the Emergency Management Director or Coordinator.
6. Emergency operations training for department personnel.
7. Maintenance and repair of department emergency vehicles by department personnel.
8. Maintaining and updating this annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Coordinator.
9. Reporting to the EOC, if opened, and/or recommending opening the EOC if the situation warrants.

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10. Emergency operations are under the general direction of the Emergency Management Director or Coordinator.

IX. DIRECTION AND CONTROL:

1. The Town Emergency Management office is located at Lewisville Town Hall.
2. The Director of Public Works office is located at Lewisville Town Hall.
3. Direction and control of emergency forces is accomplished from the town hall under normal operating conditions and from the Town of Lewisville EOC, if activated for an emergency.
4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the Director of Public Works and the Emergency Management Coordinator.

X. COMMUNICATIONS:

1. Day to day and emergency communications are maintained and operated from Town Hall.
2. The department has no radio capability for communicating with other municipal departments on any municipal frequency. Cellular communications is relied on.

XI. TRAINING AND EXERCISING:

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Town of Lewisville Emergency Management Director and/or Coordinator.

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ANNEX I - EMERGENCY PUBLIC INFORMATION

I. GENERAL:

A. Authority - See Basic Plan.

B. Purpose - To outline the role of the Public Information service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See paragraph II, A., Basic Plan.
2. Several radio and TV stations including cable (Lewisville uses cable channel 6 for community information) can provide information and instructions to the public during an emergency.
3. There are numerous radio and TV stations, including Cable (Lewisville uses cable channel 6 for community information) authorized as emergency broadcasting stations (EBS), and are hence authorized to provide immediate information and instructions during an emergency.
4. The Winston-Salem Journal newspaper will be asked to publish informational and instructional material when the situation warrants.

B. Assumptions:

1. See Paragraph II, B., Basic Plan.
2. Most all radio and TV stations, as well as the cable channel provider have emergency power to remain on the air in the event of a power failure.
3. It is unknown if the Winston-Salem Journal newspaper has emergency power.

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4. The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
5. The Public Information Officer or designee will ensure that the Emergency Public information package is printed and distributed to the public.
6. The Town Hall does not currently have back-up power capability that will limit the ability to update Cable Channel 6 and issue press releases.

III. MISSION:

To provide accurate and official information and instructions to the people through all available media before, during and after emergencies.

IV. EXECUTION:

A. Organization:

1. The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.

B. Warning:

1. The Public Information Officer, or designee, will be alerted by Emergency Management if required, when any emergency situation exists. (See Appendix K1, This Annex.)

C. Concept of Operations:

1. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the Emergency Management Director.
2. The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
3. All releases, information, instructions will be cleared with the Emergency Management Director before being disseminated to the Public.

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4. No releases will be made concerning bomb threats at the schools. This will be handled by the Superintendent of the Winston Salem – Forsyth County School System.

D. Assignment of Responsibilities:

The Public Information Officer, or designee, will be responsible for the following:

1. Maintaining a list of local news media personnel within the city together with their phone numbers.
2. Maintaining any other material necessary to carry out their assignment.
3. Maintaining a file of all news releases.
4. Establishing an information center at the EOC for the media.
5. Preparing appropriate news releases. (See Appendix K2.)
6. Coordinating information for public release with the other emergency services.
7. Contacting the Emergency Broadcast Station(s) to determine EBS entry.
8. Notifying the public of information and instructions outlined in the Emergency public information package and assuring that the package is up to date.

E. Training and Exercises:

1. Training - The Public Information staff will undergo training as necessary.
2. Exercises - Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

V. ADMINISTRATION AND COMMUNICATIONS:

A. Administration:

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1. The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director.

B. Communications:

1. The primary communications between the public information officer and news media will be by telephone.

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APPENDIX I-1

The following lists the types of information that should be released to the public after approval by the Emergency Management Director:

1. Nature of disaster
2. Location of disaster
3. Time of disaster
4. Agencies involved in response
5. Scope of agency involvement
6. Number of casualties
7. Nature and severity of injuries
8. Condition of casualties and where treated
9. Identification, age, sex, address of casualties

*** Assure that all attempts to notify next of kin have been accomplished before releasing names.**

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APPENDIX I-2

1. The PIO will establish a media room.
2. When the EOC is activated, access to the following area by the media will be allowed only with the Public Information Officer or a representative:
 - A. Town Manager's Office
 - B. Emergency Management Director's Office
 - C. Operations Room
 - D. Communications Room

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ANNEX J - RESOURCE MANAGEMENT

This Annex contains the lists of resources available to the Town of Lewisville, North Carolina in an emergency or disaster situation.

1. F-150 Truck
2. Snow plow attachment to F-150
3. Mercury Mountaineer
4. Two (2) chain saws
5. Pole saw
6. Rakes
7. Shovels
- 8.
- 9.
- 10.
- 11.
- 12.

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ANNEX K - HAZARDOUS MATERIALS

I. AUTHORITY:

1. U. S. Public Law 920, 81st Congress 1950 (as amended)
2. North Carolina General Statute
3. 29 CFR 1910.120 (OSHA Regulations)
4. Superfund Amendment and Reauthorization Act (SARA) Title III, 1986

II. PURPOSE:

To provide a hazard analysis of hazardous materials located within the limits of the Town of Lewisville. The analysis includes fixed facilities as well as hazards on railways and highways. This annex provides information regarding the town's response to a hazardous materials emergency. Information regarding follow-up procedures to a hazardous materials emergency is also included.

This annex lists hazmat training and plan exercise requirements.

III. HAZARD ANALYSIS:

1.1 Summary of Hazardous Materials Incidents

A few minor HAZMAT incidents have occurred in the Town of Lewisville in the last decade. Propane gas leaks in homes, and spills or leaks at storage facilities are not uncommon. Because propane is stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

1.2 Hazards Identification

The hazards identification provides information on the facility and transportation situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous

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material spill or release. The hazardous materials in use at the fixed facilities and in transportation and the associated nature of the hazards are indicated in this section.

1.2.1 Extremely Hazardous Substances

There are no businesses in Lewisville, which are required to submit Tier II forms to the North Carolina Division of Emergency Management.

A spill, release, or fire at these facilities could involve multiple chemical compounds. Identification of the specific chemicals involved and their associated hazards could be extremely difficult during an incident.

1.2.2 Flammable and Combustible Liquids

The largest quantities of hazardous materials used in Lewisville are flammable or combustible liquids: heating fuels and automotive fuels. The town has four automotive fuel dispensers, and several stores where flammable and combustible materials are stored and sold. There are no heating fuel distributors in Lewisville. By large, Lewisville residences and business heat using natural gas.

The town has four automotive fuel dispensing stations dispensing various grades of gasoline and diesel fuel from underground storage tanks. These tanks range in size up to 10,000 gallons. These facilities are permitted by the Underground Storage Tank Program of the North Carolina Department of Environment and Natural Resources. The Department has been notified of the existence of 25 underground storage tanks in Lewisville, nearly all of these are used for the storage of fuel oil and are not currently subject to the permitting requirement.

The types of HAZMAT incidents that should be anticipated at automotive fuel and heating fuel dispensing depots include spills, leaks, fires, and explosions. Spills typically result from improper valve lineups when transferring fuel or from over-filling a tank. The severity of a spill incident depends on the amount of product spilled, whether the spill is inside or outside a spill containment area, and the proximity of the spill to surface water.

Leaks can be considered a type of spill that occurs over a long period of time. If undetected, a small leak from an underground storage tank or above ground tank can result in the loss of hundreds of gallons of product with a high probability for the contamination of groundwater. In some cases, water supplies have been adversely impacted. Although the intensity of the response to leaks is less than the response to fires or spills, the ultimate costs of investigation and remediation can be

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significantly greater. The North Carolina Department of Environment and Natural Resource's Hazardous Materials Management Division will typically monitor a leak situation for several years.

The potential for fires and explosions is related to the flash point of the liquid. Gasoline and propane have lower flash points and can be easily ignited immediately after a breach of their containment if an ignition source, such as a highway flare or hot exhaust manifold, is present.

If the release occurs in a confined space, the probability of ignition and explosion is even greater. Fuel oil has a higher flash point and will generally ignite only if the liquid is heated to a temperature high enough to cause the release of a large volume of vapors.

1.2.3 Other Hazardous Materials at Fixed Facilities

A number of auto body repair facilities in the town use flammable cleaning solvents in small quantities. The materials are typically purchased in five to fifty-five gallon containers; inventories maintained on-site are generally not significant.

1.2.4 Transportation of Hazardous Materials Through Lewisville via:

1.2.4.1 Railroad

There is no railway service or lines through Lewisville.

1.2.4.2 Highway

Highway corridor monitoring information is unavailable for the town of Lewisville at this time. Vehicle accidents are most frequently caused by poor visibility or poor road conditions, but can be exacerbated by high traffic volume, vehicle equipment failure, and impaired driver response due to drinking or other conditions. Typical hazardous materials moving over North Carolina U.S. Hwy 421 are in bulk quantities that include fuel oil, gasoline, propane, and mixed gases.

1.3 Vulnerability Analysis

The impact of a hazardous materials release in Lewisville will depend on the location of the incident, the characteristics of the release, and the size and types of vulnerable populations and receptors in the impact area. The areas considered most vulnerable include the populated areas adjacent to U.S. Highway 421, water supplies, and the sensitive environmental areas adjacent to the tributaries of the Yadkin River.

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Major incidents occurring on North Carolina U.S. Hwy 421 could disrupt traffic and essential services along those corridors until corrective action has been completed. This corridor is identified as the most probable location of a major incident.

1.4 Risk Analysis

The probability of occurrence of a given hazardous materials incident scenario will depend on many factors. The following assessment assigns low, moderate, and high probabilities to a variety of potential incidents, and discusses the potential consequences of a release.

1.5 Radiological Protection

PURPOSE

To provide protection for the population of the town from the effects of radioactive materials.

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town on U.S. Hwy 421 or any state roadway. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director or Coordinator or Fire Chief (as appropriate) will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance and State assistance would immediately be requested by dialing the

HAZMAT Regional Response Team - (336) 373-2222

RADIOLOGICAL OFFICER / MONITOR

The town does not have a Radiological Officer therefore County or State assistance would be immediately required. The town has one (1) volunteer trained Radiological Monitor.

RADIOLOGICAL INSTRUMENTS

The town has zero (0) radiological detection instruments.

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POTENTIAL HAZARDOUS MATERIALS INCIDENTS

PROBABILITY AND IMPACT ASSESSMENT

Low Probability of Occurrence

Propane Gas Truck Accident - A release of thousands of pounds of propane gas (instantaneous or through a slow leak) could result from Propane truck accident. This could result in fires and explosions over a large area. The probability of this incident is considered low because of stringent DOT packaging requirements.

Spill at Electric Utility Substation - Quantities of transformer oils are stored in transformers and other electrical components at the electrical substations owned by the Duke Energy Corporation. This incident could result in the release of oil to soils or surface water. The probability of this incident is considered low because of the high security requirements at substations and the low frequency of events (such as transferring oil) that could lead to a spill.

Fixed Facility Accident Involving Flammable Liquids - The number of commercial, institutional, and industrial facilities storing flammable liquids or propane gas suggests that fires involving these materials will represent a limited potential for hazardous materials response activities in Lewisville. If this incident were to occur, structural fires could result where storage is near or inside buildings. Loss of life or extensive property damage often accompany these types of fires.

Moderate Probability of Occurrence

Vehicle Accident Involving Mixed Gases - This incident could result in the release of several hundred pounds of acetylene, carbon dioxide, oxygen, or other unidentified gases used commercially. The most probable hazard associated with these gases is their flammability. Small quantities of oxidants, toxic gases or asphyxiates (such as carbon dioxide) could also be present. The potential for harm beyond the immediate area of the incident would appear to be small unless bulk quantities are involved.

High Probability of Occurrence

Vehicle Accident Involving Flammable Liquids - Based on the large number of vehicles transporting flammable materials relative to other hazardous materials, this hypothetical incident is considered

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more probable than the others. The presence of a fire condition is likely. The incident would disrupt traffic flow and could result in casualties from smoke inhalation or burns to those people immediately involved in the accident or response. A spill of the liquid to surface water or soil is likely.

Fixed Facility Incident Involving Fuel Oil - Because these fuels are almost universally used for space heating in residences, farms, etc., small leaks or spills should be expected. The consequences of a release could be minor but could also involve structural fires with a large potential for property damage and loss of life.

IV. CONCEPT OF OPERATIONS:

2.1 First Responders Emergency Action Checklist

Most emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action shall be in accordance with these procedures.

FIRST RESPONDERS EMERGENCY ACTION CHECKLIST

1. If the scene is on a public highway, immediately take precautions to WARN other vehicles so that subsequent collisions will not occur. Establish traffic control.
2. Assess the situation for the presence of hazardous materials, downed wires, spilled fuels, unstable conditions. Record placard numbers, and other information to complete assessment in cruiser or engine. Maintain a safe distance from hazards. Stay upwind and upgrade.
3. Use the DOT Emergency Response Guidebook to identify hazardous materials and to identify the hazards of the specific materials involved.
4. Complete the Hazardous Materials Incident Information Summary form.
5. Notify the Sheriff Dispatch or Fire Dispatch. Dispatch will in turn notify the Emergency Management Coordinator. Provide incident information and recommendations for additional resources. If hazardous materials are present, do not attempt to extricate persons or stop leaks.

2.2 Hazardous Materials Incident Information Summary

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A supply of Hazardous Materials Incident Information Summary forms are kept at Lewisville and Vienna Fire Departments.

2.3 Notification of Response Agencies

TELEPHONE ROSTER (NOTE: All can be dispatched via 911)

Forsyth County EMS: (336) 703-2750

Lewisville Fire Department: (336) 945-5983

Winston –Salem Rescue: (336) 776-6262

Vienna Fire Department: (336) 945-5631

North Carolina State Highway Patrol: Troop E Communications: (704) 855-1047

Forsyth County Sheriff's Department: (336) 917-7001 Admin or (336) 727-2112 non-emergency

Lewisville Community Policing Office: (336) 727-2112

Lewisville Town Clerk: (336) 945-5558 ext 106

Baptist Medical Center: (336) 716-2255

Forsyth Medical Center: (336) 718-5000

Red Cross: Winston-Salem: (336) 724-0511

Winston Salem / Forsyth County Emergency Management: (336) 661-6440

*National Response Center: (800) 424-8802 or (202) 267-2675

*North Carolina Hazmat Regional Response Team 5: (336) 373-2222

*** For a chemical release of a CERCLA hazardous substance or a SARA Extremely Hazardous Substance above the reportable quantity, immediate notification must be provided to the National Response Center and the North Carolina HAZMAT Hotline.**

The information contained on the Hazardous Materials Incident Information Summary form should be reported. Under state and federal law, primary responsibility for notifying these agencies belongs to the carrier or facility owning or transporting the material.

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Written report requirements are included in Section 3.1 of this annex. The written reports need to be filed as part of the incident recovery portion of the response.

2.4 Direction and Control

During a hazardous materials incident requiring implementation of this plan, the Incident Commander shall direct and coordinate all response activities. A command post may be established at the scene or at police headquarters as deemed appropriate by the nature of the incident. The emergency services in the field shall maintain communications with the Incident Commander by radio or telephone.

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**INCIDENT COMMANDERS EMERGENCY ACTION
CHECKLIST**

1. Evaluate the release using all available product hazard, monitoring and release quantity information. Define the threat to area residents or others in the area. Establish "Hot Zones," and restricted access areas.
2. Identify immediate steps to protect the lives of area residents, other persons traveling on the highway or railroad, and emergency responders. Establish Personal Protection Protocols as appropriate to the identified hazards.
3. Implement the Alerting and Warning provisions of this plan as appropriate.
4. Identify additional resources that may be required. Call for backup forces to wait in nearby staging area.
5. Establish the hazard zone. Establish entry and exit checkpoints for contamination areas.
6. Notify local and state authorities of the incident.
7. Prepare public information statements.
8. Coordinate the emergency response activities of emergency r rescue, fire, and police services.
9. Based on the evolving nature of the incident, continuously re-evaluate the need to evacuate residents and others in the area.
10. Within the limits imposed by the exposure hazards of the in incident and the training levels of the responders, contain spill materials by building dams or dikes. Remove uninvolved materials from threatened areas if feasible. Apply cooling water spray to containers threatened by fire.

2.5 Alerting and Warning

Public warning of a hazardous materials incident can be made over local radio and television stations if necessary by activating the Emergency Broadcast System. EBS can be activated through the 24-hour Forsyth County 911 Center or Winston-Salem / Forsyth County Emergency Management

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Office. Callers should provide the information summarized on the Hazardous Materials Incident Information Form.

WINSTON SALEM / FORSYTH COUNTY EMERGENCY MANAGEMENT: (336) 661-6440

FORSYTH COUNTY 911 CENTER: 911

Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door to door warning procedures may also be used.

2.6 Emergency Information

The Emergency Management Coordinator will disseminate official information and instructions to the public when in his/her judgment a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required involving more than one family for more than 12 hours, a place of refuge will be designated.

A sample emergency message would be: "At (.. time), Lewisville emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals.

Residents of (the specific area involved) are advised to leave the area immediately.

All efforts are being made to control the release. Local, state and Federal officials have been notified. Additional details will be released as they become available."

2.7 Protective Actions for Citizens

If there is an immediate life-threatening situation, the Emergency Management Coordinator may order a precautionary evacuation of affected areas. Once the decision to evacuate has been made, the following procedures will be carried out:

1. Persons in the designated area will be notified by loudspeaker or word of mouth that the area must be evacuated. The Forsyth County Sheriff's Department will assume primary responsibility for carrying out these Alerting and Warning procedures.
2. The Sheriff (Community Policing Lead Deputy or designee) will set up road blocks to control access to and from the area.

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Sheltering of residents or others in buildings may be an effective alternative to evacuation when the duration of a release is expected to be short and when mass evacuation could result in greater exposure to risk. Persons who take shelter in-place should observe the following procedures:

- a. Close all doors and windows.
- b. Disconnect air conditioners and fans.
- c. Lower the thermostat setting of any heater to minimize the intake of external air.
- d. Do not leave the structure until an "all-clear" has been so sounded or an official announcement has been made that the emergency situation has ended or been down graded.

2.8 Law Enforcement

The North Carolina State Highway Patrol and the Forsyth County Sheriff's Department will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection to the homes and businesses in the evacuated area.

2.9 Fire and Rescue

Hazardous materials incidents are often accompanied by fire and injured persons. The Incident Commander shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present are not to be entered by persons that have not been trained to the Technician or Specialist level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear proper protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

2.10 Health and Medical Services

The Town of Lewisville receives ambulance service from Forsyth County EMS with emergency airlift provided by Air Care (Baptist Medical Center). Medical services are provided by the Baptist Medical Center and Forsyth Medical Center in Winston-Salem located 10 and 8.3 miles respectively from town center.

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Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading reading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed.

2.11. Ongoing Incident Assessment

Incidents evolve with time. If the situation is not brought under control quickly, a fire may involve other structures, pressures may build up and rupture fluid systems or structures may collapse. The Incident Command must anticipate these possibilities. The impact of an unstable, evolving incident on hazardous materials releases must be continuously reevaluated and response and resource allocations adjusted to best deal with the incident.

2.12 Local Resources

The Town of Lewisville has, through its various operating departments and private contractors, the following equipment and other resources that could be used in a hazardous materials incident:

Lewisville Fire Department: (336) 945-5983 or 911

Vienna Fire Department: (336) 945-5631 or 911

Engines, with radio communications and DOT guidebook.
Dispatch desk also has copy of DOT guidebook.

Forsyth County Sheriff: (336)727-2112

North Carolina State Highway Patrol: (704) 855-1047

Cruisers, with radio communications and DOT guidebook.
Dispatch desk also has copy of DOT guidebook.

North Carolina Department of Transportation – Division 9: (336) 703-6500

Dump trucks, front end loader, sand stockpile.

Housing and Food for Evacuees:

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American Red Cross: (336) 724-0511

Earth Moving Equipment

List sources of:

TBD

2.13 Spill Containment

Spills of petroleum products and other hazardous materials are an anticipated effect of most hazardous materials incidents. Confinement of a liquid spill to the smallest possible area will minimize the potential for release of the materials to surface waters as well as the amount of contaminated soil that will result. This is usually accomplished by constructing earth berms or dikes to pool the liquid in an area where it could be recovered or removed for disposal. Earth materials and earth moving equipment are required to construct these containment areas. The Incident Commander will be responsible for assuring that persons involved in spill containment are not exposed to hazardous materials without appropriate personal protective clothing and equipment.

V. INCIDENT RECOVERY

3.1 Written Reports

Any carrier or person in charge of a facility when a release of a hazardous material occurs is responsible for preparing written reports documenting the incident. The reports must be completed within 14 days of the release and must be filed with:

1. North Carolina Division of Emergency Management
4701 Mail Service Center
Raleigh, NC 27699-4701
2. Town of Lewisville Public Safety Committee
6550 Shallowford Road
Lewisville, North Carolina 27023
3. North Carolina Department of Environment and Natural Resources

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1601 Mail Service Center
Raleigh, NC 27699-1601
Raleigh, North Carolina

4. North Carolina Division of Environmental Health
2728 Capital Blvd. 1630 MSC
Raleigh NC 27699-1630

5. North Carolina Department of Labor and Industry
NCOSHA
1101 Mail Service Center
Raleigh, N.C. 27699-1101

6. U.S. EPA National Response Center
Region 4
61 Forsyth Street
Atlanta, GA 30365-3415

7. (Carriers Only: DOT Form F 5800.1)
Information Systems Manager, DHM-63
Research and Special Programs Administration
Department of Transportation
Washington, DC 20590-0001

Written reports must include the cause of the release, actions taken to respond to and control the release, known or suspected health risks and any medical requirements of exposed persons, and actions taken to avoid recurrence.

3.2 Ongoing Incident Assessment

After the immediate risks to life associated with an incident are brought under control, additional hazards may still be present that will need to be monitored and remediated. For example, the first hazard associated with a spill of petroleum products may be the fire risk. Once this risk has been addressed by containing the materials, an amount of contaminated soil may remain with a considerable threat to groundwater, surface water air quality or drinking water quality. Often the

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facility at which the release has occurred will have the best equipment for monitoring airborne releases.

A post-incident investigation should also be conducted to determine the cause of the release and the efficiency of the response operation; and to identify corrective measures that could be taken to prevent recurrence. Conditions which contributed to the cause of the incident should be identified. These might include: personnel error, violation of standard operating procedures, regulatory violations, mechanical or construction defects, defects in the training of facility or carrier employees, or acts of God.

Normally the assessment of environmental damage or impacts on public health from a hazardous materials incident is the responsibility of the North Carolina Department of Environment and Natural Resources, Hazardous Materials Management Division or the North Carolina Department of Health.

3.3 Resource Inventory and Maintenance

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Sheriff's Department and Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

VI. TRAINING AND PLAN ASSESSMENT:

4.1 Training of Responders

4.1.1 First Responder Awareness Level Training

The Town of Lewisville Fire Departments (Lewisville and Vienna) have volunteer firefighters trained to the awareness level in accordance with 29 CFR 1910.120(q)(6)(I). The primary purpose of this level of training is to allow for the initiation of the provisions of this emergency response plan by persons that may witness or discover a hazardous material release. Lewisville, through the Forsyth Technical Community College will continue to train volunteer firefighters and members of the police department to this response level. The North Carolina Fire and Rescue Commission certifies fire department personnel upon completion of training.

Persons trained to this level have developed an understanding of the following aspects of incident response:

1. Hazardous materials recognition and the risks associated with them in an incident.

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2. Potential outcomes possible when hazardous materials are present at an incident.
3. Ability to recognize and identify hazardous materials from placards and other warning labels.
4. An understanding of the responsibilities of the first responder awareness individual for communications, site security and hazard recognition.
5. Ability to assess the need for additional emergency response resources and to make the necessary notifications to obtain their response.

4.1.2 First Responder Operations Level Training

The Town of Lewisville Fire Departments (Lewisville and Vienna) have trained several members at the operations level in accordance with 29 CFR 910.120(q)(6)(I I). The primary purpose of this level of training is to contain a release of hazardous materials from a safe distance, to keep it from spreading and to prevent exposures. Through the Forsyth Technical Community College, Lewisville encourages members of the Fire Department to enroll in operations level training courses and anticipates training one or two individuals at this level each year. Additionally the department provides in-house continuing education.

Firefighters trained to this level have developed the following capabilities above the awareness level training:

1. Knowledge of basic hazard and risk assessment techniques.
2. Selection and use of personal protective equipment.
3. Understanding of basic hazardous materials terms.
4. Knowledge of basic control, containment and/or confinement operations within the limits of equipment and resources available to their units.
5. Knowledge of basic decontamination procedures.
6. Understanding of the relevant standard operating procedures and termination procedures. Additional Town of Lewisville firefighters (Lewisville and Vienna) will complete first responder operations level training as time and resources permit.

4.1.3 Hazardous Materials Technician

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The primary purpose of this level of training is to allow aggressive response to a release by plugging or patching or otherwise stopping the release. In addition to the training required for Operations level response, hazardous materials technicians have knowledge in the following areas:

1. Procedures for implementation of the employer's emergency response plan.
2. Use of field survey equipment for the identification and verification of known and unknown materials.
3. Use of the Incident Command System with the response unit.
4. Selection and use of personal protection equipment.
5. Hazard and risk assessment techniques.
6. Use of equipment and techniques for containment of releases.
7. Decontamination.

The Forsyth County and Winston-Salem Fire Departments maintain a Hazardous Materials Response Unit with personnel trained to this level. None are assigned to Lewisville.

4.1.4 Hazardous Materials Specialist

The hazardous materials specialist assists the hazardous materials technician in any containment response activity and in addition may coordinate the release of technical information to the media pertaining to exposure risks. In addition to the training and knowledge required for the technician level, hazardous material specialists have knowledge in the following areas:

1. Procedures for the implementation of the State Emergency Response Plan.
2. Preparation of Site Safety and Health Plan.

4.1.5 On Scene Incident Commander

The incident commander shall have at least 24 hours of training equal to the first responder operations level and in addition have knowledge in the following areas:

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1. Implementation of the Town Incident Command System.
2. Implementation of the Town Emergency Response Plan.
3. Hazards and risks to employees working in protective clothing.
4. Implementation of the State Emergency Response Plan and the Federal Regional Response Team.
5. Decontamination procedures.

The Town of Lewisville does not have any individuals trained at the Hazardous Materials Technician or Specialist levels at the present time.

4.1.6 Certification of Training Levels

Awareness level certification can be achieved by a competency demonstration or formal training. Certification at the operations level requires completion of eight hours of training or a combination of experience and competency demonstrations. Hazardous materials technician, specialist and on-scene incident commander levels require 24 hours of classroom training in addition to the competency demonstration of skills and knowledge described for each level.

Training courses are available through the North Carolina Fire Marshal's Office, the North Carolina Fire Service Training Council and the Local Emergency Planning Committee.

4.2 Testing the Plan

This plan will be tested annually to identify operational deficiencies and procedural improvements that should be adopted. The Lewisville Emergency Management Coordinator will initiate the exercises and chair a committee that will evaluate the response.

He/she will also be responsible for the implementation of procedural improvements. In addition to annual testing of the plan, an assessment of the plan should also be completed after each incident that required the plans' implementation.

Assessment of the plan at either of these two times should focus on the following aspects of the incident:

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1. Were the appropriate persons listed on the telephone rosters notified?
2. Were individual names and telephone numbers current?
3. Were state and federal response agencies notified?
4. Were responders informed of the hazards of the materials at the scene prior to entry?
5. Were additional materials discovered after the initial size up?
6. Was the recommended personal protective equipment appropriate to all exposure hazards discovered?
7. Was response equipment in working order?
8. Were all persons at risk evacuated to a safe area?
9. Was the public kept advised of the severity of the incident and the progress of corrective actions?
10. Were all written reports properly prepared and filed?
11. Did all aspects of the response comply with current OSHA, North Carolina Health Department, North Carolina Department of Environment & Natural Resources, and State Fire Marshal's Office regulations?

4.3 Updating the Plan

Annually or as a result of the assessment completed under section 5.2, the plan should be reviewed for necessary modifications. Revision pages will be issued to all holders of the plan. Revisions will be recorded on the Revision Sheet (page iii of the plan).

PERSONNEL

The training chart in the **FORMS** section identifies Town of Lewisville personnel and the level of hazardous materials response training at which they have currently been certified.

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ANNEX L - EMERGENCY MEDICAL SERVICES

This Annex is adopted directly from the North Carolina Emergency Medical Services Plan for Forsyth County.

NORTH CAROLINA EMERGENCY MEDICAL SERVICES (MCI)
FORSYTH COUNTY
MASS CASUALTY INCIDENT PROTOCOL

Section I. Dispatch Protocol

- i. Any agency or department receiving information of an incident where the potential of mass casualties exists shall immediately notify the Forsyth County 911 Center - Fire Dispatch and relay the information they have received.
- ii. The FCEMS will, without further confirmation, notify the following personnel there is a potential Mass Casualty Incident (MCI).
 1. All Forsyth County EMS personnel,
 2. Fire Departments,
 3. State Highway Patrol and other appropriate law enforcement agencies and,
 4. Appropriate Lewisville area hospitals.

Section II. Response Protocol

- a. The first arriving unit; state or local police, sheriff, fire officer, or EMS crew chief; will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, and report, or cause to be reported, the information to the FCEMS.
- b. Based on the information received from the scene a Mass Casualty Incident may be declared.
 1. The basic criteria for the declaration of an MCI shall be any incident that will overload the capabilities and resources of the local medical community and EMS system.

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- a. Upon receiving confirmation of an MCI the FCEMS through the Forsyth County 911 Center – Fire Dispatch will dispatch additional Forsyth EMS personnel to assist in the incident.

Section III. Communications

1. All responding units shall switch to channel the assigned Combat Channel after signing on with Forsyth County Dispatch.
2. All EMS units shall turn off any PL or CG on their radio equipment when outside of their normal response district.
3. The following channels/frequencies shall be used by the specified officers/agencies.
 1. As assigned by Fire Dispatch: Communications directed toward (hospital) for medical control and ambulance departure information.
 2. As assigned by Fire Dispatch: On scene coordination and direction of EMS units and coordination between the officers.
 3. As assigned by Fire Dispatch: NCEMS and Fire dispatching and communications directed toward NCEMS from the EMS Control officer.

Section IV. Incident Management

A. Incident Commander.

1. Will initially be assumed by the most senior member of the first arriving unit and will be relinquished to the highest ranking fire officer upon his/her arrival, or the highest ranking law enforcement officer upon his/her arrival if the nature of the incident requires command under law.

B. EMS Control Officer.

1. Shall be the most senior member of the service who's area the incident occurred and will appoint the following officers to manage the patient care.
 - a) Primary Triage Officer
 - b) Secondary Triage Officer

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- c) Triage Master
- d) Loading Officer

Section V. Officer's Duties and Responsibilities

A. Incident Commander.

1. Shall establish a Command Post with the following components.
 1. A flashing green light for identification.
 2. Representatives from the fire department(s), law enforcement, EMS, Emergency Management, and any other agencies as required by the nature of the incident. All representatives must have radio communications equipment for command and control of their personnel on scene.
 3. The location shall be up wind from, higher in elevation than, and within sight of the scene. The Command post may be located in a building or vehicle.
2. Shall hold all personnel from entering the scene until it is determined safe to do so.
3. Shall order and direct all personnel and equipment.
4. Shall maintain as safe a working environment as possible.
5. Shall update the media, outside agencies, and departments as to the status of the incident.

B. EMS Control Officer.

1. Shall report to the Incident Commander and become the EMS representative at the Command Post.
2. Shall establish, in conjunction with the Incident Commander, a decontamination area (if necessary), scene perimeter, treatment area, and staging area for the incoming EMS units.
3. Shall notify local ED's of the number of patients and the magnitude of the incident.

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4. Shall request additional medical units as required through Fire Dispatch.
5. Shall oversee and direct all EMS operations and make the necessary decisions on the same.

C. Primary Triage Officer.

1. Shall perform a primary survey on each patient to identify and immediately correct any life threatening injuries involving airway obstruction and serious external bleeding. Shall spend no more than 15 seconds per patient.
2. Shall report back to the EMS Control on all he/she observes in the scene.
3. Shall oversee the extrication of, and be responsible for, all the patients being removed from the scene to the treatment area.
4. Shall hold this position until all patients are removed from the scene.

D. Secondary Triage Officer.

1. Shall perform a second primary survey and sort and tag all patients so they may be extricated from the scene and treated in the appropriate order as follows.
 - a) RED, Priority 1, Rapid transport, Code 3.
 - b) YELLOW, Priority 2, Delayed transport, Code 2.
 - c) GREEN, Priority 3, No transport required.
 - d) BLACK, Priority O, Clinically dead.
2. This position is held until all patients are removed from the scene.

E. Triage Master.

1. Shall direct all patient care in the treatment area.
2. Shall receive and constantly review patient condition.
3. Shall assign medical personnel to groups of patients for treatment.

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4. Shall report to the EMS Control Officer on status of patient treatment.
5. Shall report the following information on each patient to transported hospital ED.
 - a) Mettag number,
 - b) Approximate age and sex,
 - c) Major characteristics of his/her injuries,
 - d) and vital signs.
6. Shall determine patient distribution to appropriate local hospitals.

F. Loading Officer.

1. Shall assign each patient to an ambulance for transport to appropriate local hospital.
2. Shall communicate the following information on each patient upon his or her departure to hospital.
 - a) Mettag number,
 - b) transporting ambulance,
 - c) and ETA,
3. Shall ensure each ambulance has a driver.
4. Shall maintain flow of ambulance traffic.

Section VI. Officer Identification.

- A. The officers shall be identified as follows.
1. EMS Control Officer: Orange vest lettered with EMS Co.
 2. Primary Triage Officer: Orange vest lettered with PTO.
 3. Triage Master: Orange vest lettered with TM.

Section VII. Equipment and Personnel

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- a. All available equipment from EMS units will be brought to the Triage Master in the treatment area.
- b. Long boards, cervical collars, and straps shall be the only equipment brought into the scene for the removal of the patients. No treatment shall be performed in the scene.
- c. All arriving EMS personnel shall report to the EMS Control Officer for assignment. All ambulance operators shall remain with their units.

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APPENDIX 1 - SCHOOL PLANS

I. AUTHORITY:

1. U.S. Public Law 920, 81st Congress 1950 (as amended)

II. PURPOSE:

To identify schools located in city/town of Lewisville and Identify emergency procedures used by the schools to protect students and staff.

III. LIST OF SCHOOLS:

Name of School Address Phone

1. LEWISVILLE ELEMENTARY
2. FORSYTH COUNTRY DAY

School Emergency Plan - Synopsis

Emergency Building Evacuation

If Fire Alarm rings:

School will evacuate based upon established Forsyth County School evacuation plans. Students and staff will leave the building upon hearing the Building Evacuation Signal and line up outside as if having a Fire Drill.

Staff Responsibilities

Each staff member shall supervise and account for (head count) the students that he/she is teaching at the time of the alarm. Each teacher shall see that the classroom windows and doors are closed. The custodian and/or principal shall check to see that the building is completely evacuated.

Student Responsibility and Behavior

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File out of the building in an orderly manner and remain quiet to receive instructions from their teacher. Students will obey staff instructions.

Fire Drill Safety Plan

1. Person pulls alarm box at nearest station...then calls Fire Department.
2. All people inside the school should evacuate building.
3. Children exit side classroom doors after turning off lights, closing windows, checking bathroom and closing doors.
4. Children form lines a safe distance away from the building.
5. Teacher takes a head count.
6. Secretary takes Attendance Register with teachers.
7. Children sent home on District buses.
1. Person made aware of emergency will ring fire bell.
2. Each teacher will account for children in room once they are outside.
3. In the event of permissible time, children will be dressed in outside clothing and lined up on the playground.
4. The custodian and principal will check the building to make certain it is empty of students.

BOMB THREAT

1. Keep phone receiver off the hook.
2. Remain as calm as possible.
3. Ring fire alarm and await further directions from the principal.
4. Record the date and time call was received.
5. Determine the duration of the call.
6. Record wording of the message as exactly as possible.
7. Make description of the caller's voice.

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- Was it male or female? Young, middle-aged, old?
 - Tone of voice? Was voice disguised or have an accent?
 - Did you recognize the voice? Describe any background noise.
8. Report bomb threat immediately to the principal, and call the Forsyth County Sheriff's Department. (911)
 9. Report threat to the superintendent's office.
 10. All information concerning bomb threat will be reported to the superintendent's office.

EMERGENCY BUILDING EVACUATION

1. Activate the audible alarm or warning system.
2. Each staff member shall supervise and account for (head count) students the teacher is teaching at the time and shall accompany that group out of the building to his/her designated area outside.
3. Custodian and/or principal shall check to see that the building is completely evacuated.
4. School register shall be removed from the building by the staff member responsible for maintaining the register.
5. Backup computer diskettes shall also be removed from the building.
6. Student emergency telephone numbers will be removed from the office.

TEMPORARY SHELTER

In the event students need to be removed from the School building and premises, they will be transported to an alternate location, or parents are notified and students are sent home as appropriate under the Forsyth County School plan.

EMERGENCY NUMBERS

Emergency telephone numbers are listed by each telephone in the School.

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APPENDIX 2 – FIRE DEPARTMENT EQUIPMENT LISTS

LEWISVILLE FIRE DEPARTMENT - Station 11 - Lewisville-Clemmons Road

Truck #	Make/Type of Truck	Pump Size	Water Carried
111	2008 Rosenbauer Pumper	1250 gpm	1000 gal
211	2002 Luverne Pumper/Tanker	1250 gpm	1000 gal
311	2004 Ford F-550 Brush Unit	350 gpm	300 gal
411	1992 Saulsbury Pumper	1250 gpm	500 gal
511	2002 Ford Explorer/Command Vehicle		
611	1998 Saulsbury Rescue	30 kw Generator with Tower	
711	2000 Chevrolet Pickup/Utility Vehicle		
811	2001 Ford Excursion - Quick Response Vehicle		
Truck 11	1991 LTI 75' Ladder Truck	1500 gpm	300 gal

VIENNA FIRE DEPARTMENT - Station 21 - Yadkinville Road

121	1989 Pierce Pumper	1250 gpm	750 gal
221	2000 Pierce Pumper/Tanker	1500 gpm	1000 gal
321	1999 Ford Brush Unit	350 gpm	250 gal
421	1986 Ford tanker	1000 gpm	1000 gal
721	1991 Frontline Volvo Rescue	25 kw Generator	
FCFD MVU	Mobile Ventilation Fan		

VIENNA FIRE DEPARTMENT - Station 20 - Mount Tabor Station - Robinhood Road

120	2003 Pierce Pumper/Tanker	1500 gpm	1000 gal
320	1993 Chevrolet Tanker	350 gpm	1000 gal

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LEVEL OF TRAINING

[illegible]

**RESOLUTION 2009024 OF THE LEWISVILLE TOWN COUNCIL
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HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY	
Caller Name:	Caller Phone:
Receiver Name:	Date/Time:
Location:	
Nature of Incident:	
Weather Conditions:	
Local Terrain Conditions:	
Material and Hazard Class Involved:	
Physical State of Material:	
Known Exposure Hazards:	
Other Physical Hazards (fires, flooding, utility lines, ice, etc.)	
Amount of Material Released:	
Persons at Risk:	
Injuries or Deaths:	
Personnel On-Scene:	
Additional Resources Required:	
Carrier Name (If Transportation Related):	
Placard Information:	
This form is intended to allow an efficient and complete first assessment of the incident to allow follow-up action to be directed and appropriate response resources to be allocated.	