



Town of Kitty Hawk Emergency Preparedness, Response and Recovery Plan

Updated June 4, 2018

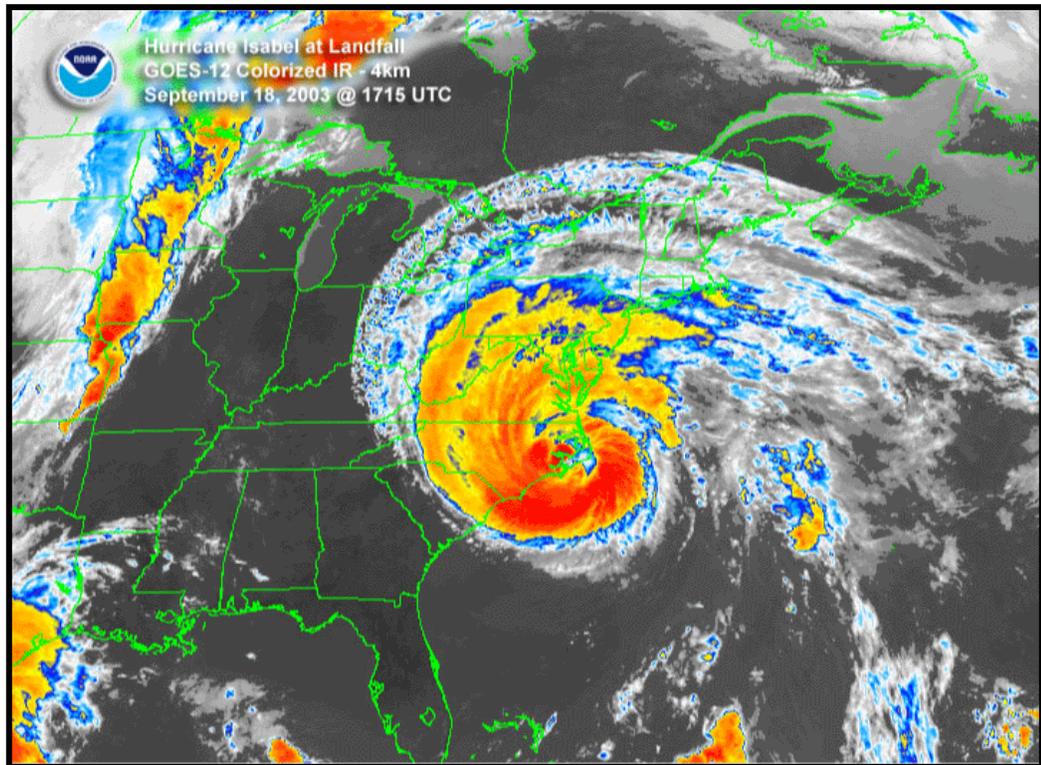


Table of Contents

Introduction

Plan Summary	5
Purpose	5
Scope	5
Plan Maintenance	5
Geographic Profile	5-6
Demographic Profile	6
Land Use	6
Hazard Analysis	6-8
Plan Activation	8

Local Preparedness

Purpose	9
Situation and Assumptions	9-10
Operations Direction and Control	10-11
Coordination with the State and Other Local Governments	11-12
The Dare County Control Group	12
Additional Town Personnel	12
Emergency Declaration	12-13

Standard Operating Procedures – Natural Disasters

Administration

Purpose and Scope	14
Department Operations	14
Duties Prior to Hurricane Season	14
72 Hours Prior to Storm	15-16
48Hours Prior to Storm	16
24 Hours Prior to Storm	16
During Storm	16-17
Post Storm	17

Finance

Purpose and Scope	18
Department Operations	18
Duties Prior to Hurricane Season	18
72 Hours Prior to Storm	18
48 Hours Prior to Storm	18-19
24 Hours Prior to Storm	19
During Storm	19
Post Storm	19-20

Planning and Inspections

Purpose and Scope	21
Department Operations	21
Duties Prior to Hurricane Season	21-22
72 Hours Prior to Storm	22-23
48 Hours Prior to Storm	23

24 Hours Prior to Storm	23
During Storm	23
Post Storm	24-25
Public Works	
Purpose and Scope	26
Department Operations	26
Duties Prior to Hurricane Season	26-27
72 Hours Prior to Storm	27
48 Hours Prior to Storm	27-28
24 Hours Prior to Storm	28
During Storm	28
Post Storm	28-29
Fire Department	
Purpose and Scope	30
Department Operations	30
Duties Prior to Hurricane Season	30-31
72 Hours Prior to Storm	31-32
48 Hours Prior to Storm	32-33
24 Hours Prior to Storm	33
During Storm	34
Post Storm	34-35
Police Department	
Purpose and Scope	36
Department Operations	36
Duties Prior to Hurricane Season	36
72 Hours Prior to Storm	36-37
48 Hours Prior to Storm	37
24 Hours Prior to Storm	38
During Storm	38
Post Storm	38-39
Fire and Hazardous Materials	
Purpose	40
Situation and Assumptions	40-41
Concept of Operations for Hazardous Materials	41-42
Facility Evacuation Plan	
Purpose	43
Reporting an Emergency – Facility Evacuation	43
Evacuation Procedures	43-44
Employee Accountability Procedures after Employee Evacuation	44
Facility Information	44-46
Rescue and Medical Duties	46
Training	47
Additional Information	47
Appendices	
A – Dare County Emergency Management Evacuation Guidelines	49-50

B – Dare County Emergency Management Reentry Guidelines	51
C – NIMS Compliance	52-53
D – Emergency Response Resources	54
E – Building Permit Process Following Storm Damage	55-56
F - Sample Declaration – State of Emergency Declaration	57
G – Emergency Management Ordinances.	58-63
H – Map of Storm Zone Assignment & Evacuation Routes	64
I - Contact Information	65
J - Kitty Hawk Damage Assessment Form	66
K - Temporary Notice of Condemnation or Unsafe Conditions	67

Introduction

A. Plan Summary

The Kitty Hawk Emergency Preparedness, Response, and Recovery Plan will establish a comprehensive framework of policy and guidance for emergency preparedness, response, recovery, and mitigation operations. The plan details authorities and responsibilities of each of the Town's departments during an emergency event. The plan describes a system for the effective use of Kitty Hawk's resources necessary to preserve the health, safety, and welfare of those persons affected during various emergencies. The plan also serves as the foundation for the maintenance of detailed standing operating procedures to implement Town response and recovery activities efficiently and effectively.

B. Purpose

The purpose of the Kitty Hawk Emergency Preparedness and Response Plan is to establish a plan for a systematic, coordinated, and effective response to and recovery from emergencies or disasters occurring in Kitty Hawk. The plan will be used to train and educate the Town's staff about what will be expected of them before, during, and after an emergency in Kitty Hawk. The staff will be able to use this plan as a step-by-step guide in preparing for, responding to, and recovering from these events. All town staff should review this plan and the Dare County Emergency Operations Plan on at least an annual basis to become familiar with these plans.

C. Scope

This plan is designed to address emergency events that could adversely affect the Town. The plan applies to each of the Town's departments. Each function is assigned to a Town department, which has been selected based on that department's authorities, resources, and capabilities in a particular functional area. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

D. Plan Maintenance

It shall be the responsibility of the Town Manager or his designated staff person to coordinate an annual review and update of this plan. This review/update should be conducted prior to the beginning of hurricane season (June 1st) each year. In addition to this annual review, the plan should be reviewed within one month after the occurrence of any event where the plan or a portion thereof has been activated.

E. Geographic Profile

The Town of Kitty Hawk is located in Dare County, North Carolina. It is on a barrier island and is bound on the East by the Atlantic Ocean, on the South by the Town of Kill Devil Hills, on the North by the Town of Southern Shores and the Currituck Sound, and on the West by the Albemarle Sound. Kitty Hawk has approximately four (4) miles of oceanfront beach and is four (4) miles wide at its widest point and three quarters (3/4) of a mile wide at its narrowest point. The major vehicular traffic arteries for the Town are U.S. 158, which connects the Town with Currituck County to the North and the Town of Kill Devil Hills to the South and Highway 12,

which connects Kitty Hawk with the Town of Southern Shores to the North and the Town of Kill Devil Hills to the South.

F. Demographic Profile

According to the 2010 census the permanent population of Kitty Hawk is 3,272. However, the Town's unique geographical location, natural and historic attractions are the basis for a very large tourist population. The population during peak tourist months (June through September) for the Town of Kitty Hawk is approximately 17,000 people.

The median age for residents of Kitty Hawk according to the 2009-2013 American Community Survey Five Year Estimates was 48 years old. There are 3,139 total households in Kitty Hawk 2000 according to the 2009-2013 ACS

G. Land Use

The pattern of development in Kitty Hawk is a unique mixture of resort beach and traditional Outer Banks Village. Kitty Hawk Village and Kitty Hawk Beach are two distinctly identifiable parts of the Town. Both the Village and Beach are characterized by low to medium densities, single-family residential served by small businesses. An estimated summary of current land use is shown below:

Use	Amount
Single-Family Residences	2152
Residential Condominiums	402
Apartments	7
Townhouses	106
Mobile Home Parks	2
Mobile Home Residences/Manufactured Homes	69
Multi Use (Commercial/Residential)	27
Retail/Service/Professional/Commercial	143
Wholesale/Distribution	5
Timeshares/Co-Ownership	20
State Owned Buildings	2
Federally Owned Buildings	1
Hospitals	1
Hotel, Motel, Cottage Court, Bed and Breakfast	11
Town Owned Buildings	8
Public Utility Buildings	6
Private Utility Buildings	1
Religious Buildings	11
Private Schools	2
Cemeteries	4
Non-Profit	2

H. Hazard Analysis

The Town is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards for the Town of Kitty Hawk are:

1. Hurricanes
2. Tropical Storms
3. Nor'easters
4. Severe Thunderstorms
5. Tornadoes/Waterspouts
6. Tidal Flooding/Over wash
7. Extreme Heat
8. Fire (Structure, Forest, or Grassland)
9. Tsunami
10. Motor Vehicle Accident
11. Hazardous Material Spill
12. Floods
13. Erosion
14. Rip currents
15. Winter storm
16. Earthquake
17. Transportation Infrastructure Impact
18. Shooter/Mass Casualties
19. Cyber Attacks
20. Pandemic Events
21. Public Health Events

The occurrence of any one or more of the emergency/disaster events previously listed could impact the Town of Kitty Hawk severely, and include several of the following consequences:

1. Loss of electrical power
2. Severance of road/highway network
3. Creation of a new inlet
4. Necessity for mass care and feeding operations
5. Evacuation of people from the town
6. Need for debris clearance
7. Multiple injuries and fatalities
8. Drastic increase in media attention
9. Damage to the communications network
10. Economic impact
11. Need for official public information and rumor control
12. Need for State or Federal assistance
13. Need to evacuate town resources
14. Re-entry of essential personnel and equipment
15. Re-entry of the public
16. Damage to vital records
17. Need for damage assessment
18. Need for auxiliary power
19. Contamination of private wells
20. Over taxing local resources
21. Need for additional staffing
22. Loss of or damage to facilities vital to maintaining essential services
23. Adverse environmental impacts
24. Need to effectively manage reconstruction
25. Coordination of staged resources
26. Damage to historical sites

27. Isolation of population

The severity of problems resulting from an emergency event will depend on factors such as time of occurrence, severity of impact, existing weather conditions, area demographics, and nature of building construction. Collateral events such as fire, floods, and hazardous materials incidents will also increase the impact on the community, multiply property losses, and hinder the immediate emergency response effort.

It is necessary for the Town to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the Town.

Officials of the Town are aware of the possible occurrence of an emergency event and they have acknowledged their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

I. Plan Activation

The Kitty Hawk Emergency Preparedness, Response, and Recovery Plan will be activated when an emergency event has occurred or is imminent. The Town Manager will be responsible for plan activation. Once the plan has been activated, all Town personnel will be responsible for reporting to their assigned base of operations and beginning their pre-event roles and responsibilities as laid out in the plan if such preparations have not already begun.

Once this plan is activated by the Town Manager, Town employees defined as exempt by the Town's Position Classification Plan shall receive overtime compensation for hours worked above the number allowed by the Fair Labor Standards Act in their standard work period.

This Plan does not account for every possibility that may arise during an emergency event. The level of activation of this Plan will depend on the magnitude of the situation. Employees should use their judgment when following the guidelines laid out in this Plan. Employees will be expected to fill whatever role is needed of them if this Plan is activated. Once this Plan is activated by the Town Manager all approved leave time, training, and travel is rescinded.

Local Preparedness

A. Purpose

The purpose of this section is to outline the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

B. Situation and Assumptions

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures. Response forces in Dare County will utilize the Incident Command System (ICS).
2. Many hazards threaten the Town and have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control Emergency Operations Center (EOC) function in order to conduct effective and efficient emergency operations.
3. The Town of Kitty Hawk will exercise independent direction and control of its emergency resources, outside resources assigned to the Town by the County EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the County EOC.
4. Centralized Town-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - a. There exists an imminent threat to the public safety/health;
 - b. Extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency/disaster situation.
 - c. Local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency/disaster situation.
 - d. The disaster affects multiple political jurisdictions within the County which are relying on the same emergency resources to resolve the emergency/disaster situation.
 - e. Town emergency ordinances are implemented to control the emergency/disaster situation.
5. The Town's Emergency Operations Center (EOC) serves as the central direction and control point for Town-wide emergency response activities. The EOC is located at Town Hall, 101 Veterans Memorial Drive or the Kitty Hawk Fire Department, 859 West Kitty Hawk Road. EOC to be determined by the Town Manager.
6. The EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to their EOC in a timely fashion.

7. Standard operating procedures have been developed to effectively direct and control disaster operations/recovery.
8. Emergency operations and coordination for all Town Departments will be carried out according to plans supporting standard operating procedures that exist for those Departments.

C. Operations Direction and Control

1. General

- a. The type and magnitude of any emergency event occurring in Kitty Hawk will dictate the need to activate the EOC.
- b. The EOC may be activated by the Mayor or the Town Manager.
- c. Notification of EOC personnel is the responsibility of the Town Manager
- d. Operational readiness of the EOC is the responsibility of the Town Manager.
- e. Administrative decisions regarding food supplies and other incidental needs for the primary EOC during activations is the responsibility of the Town Manager.
- f. Whenever the EOC is activated or activation of the EOC appears to be imminent, Dare County Emergency Management will be notified.
- g. Frequent staff reviews/briefings will be conducted.

2. Staffing

- a. In emergencies or disasters in Kitty Hawk, the Kitty Hawk Support Group will manage the direction and control of the situation. The Support Group consists of the members of the Town's Management Team.

Members of the Support Group are:

1. Town Manager
 2. Management Assistant
 3. Police Chief (or designee)
 4. Fire Chief (or designee)
 5. Public Works Director
 6. Finance Officer
 7. Director of Planning & Inspection
- b. The members of the Kitty Hawk Support Group will not be required to stay at the EOC throughout any event
 - c. The purpose of the Support Group is to obtain accurate and timely information from their staff members in the field, which will allow the support group, and the Control Group (during multi-jurisdictional incidents) to make decisions that are in the best interest of the Town.

- d. The Town Manager will serve as the Operations Officer of the Kitty Hawk EOC.
- e. Members of the Support Group will have many responsibilities leading up to and following an emergency event. Some of the general responsibilities of the Support Group are:
 - 1. Determine that adequate communication exists between the Town Manager and the Fire Department, Police Department and Public Works Department.
 - 2. Oversee the activation and implementation of the Kitty Hawk Emergency Preparedness, Response, and Recovery Plan
 - 3. Approve strategies pertinent to resolving the emergency/disaster situation.
 - 4. Coordinate emergency response actions with Dare County and neighboring municipalities.
 - 5. Support Group representatives will report public information to the Town Manager on a daily basis and Town Manager will report information to the Dare County Control Group.
 - 6. The Support Group members from the Police Department and Fire Department will make sure that preparations have been made to house all Town personnel who will be staying in Kitty Hawk in a safe location during the emergency
 - 7. The Town Manager will review and authorize the release of emergency public information statements to the Dare County EOC including the preparation of statements for release to the media and general public.
 - 8. Utilize communications equipment available to maintain a line of communications with their respective staffs. In the event that cell towers fail, staff can use the satellite phone at the Fire Department. The number for the satellite phone is 8816-2245-2462.
 - 9. The Support Group will meet on a daily basis or as needed as determined by the Town Manager and will provide pertinent information that can be sent to the County for distribution to the public.

D. Coordination with the State and Other Local Governments

The Town of Kitty Hawk has entered into the North Carolina State Mutual Aid Agreement, which will allow Kitty Hawk to receive aid from other participants in this agreement during emergency situations. Kitty Hawk has also entered into, or is seeking to enter into, other mutual aid agreements with municipalities located on the Outer Banks.

These agreements will provide resources that the Town will depend on during an emergency event. The Town recognizes that the State has emergency resources and expertise beyond the capabilities of local government. These resources can and will be used to relieve emergency or disaster related problems. Federal agency resources and expertise can be

mobilized to augment local and state efforts in relieving emergency or disaster related problems that are beyond the capabilities of both state and local governments.

In order to better coordinate with Federal, State, and other local governments, the Town hereby establishes the National Incident Management System (NIMS) as the Town standard for incident management.

Town staff will be required to complete the required NIMS and Incident Command System (ICS) training. A list of the training that will be completed by position is included in the appendix.

E. The Dare County Control Group

As required by NCGS 166A-2, it is the responsibility of county government to organize and plan for the protection of life and property from the effects of a multi-jurisdictional emergency or disaster. In multi-jurisdictional emergencies or disasters in Dare County, the Dare County Control Group will manage the direction and control of the situation. The Control Group will operate out of the Dare County Emergency Operations Center (EOC), which is located in Manteo. This EOC is the primary location from which County operations will be conducted during an emergency situation. Should the Dare County EOC become untenable, operations will relocate to an alternate EOC whose location is yet to be determined.

The Dare County Control Group is composed of:

1. Dare County Commission Chairperson
2. Six Municipal Mayors
3. Superintendent of the Cape Hatteras National Seashore
4. Dare County Sheriff

F. Additional Town Personnel

In addition to the Support Group, the following Town personnel will be required to stay throughout an emergency event:

1. All Town Fire personnel
2. All Town Police personnel
3. Public Works Supervisor
4. One Public Works Technician
5. Fire Inspector/Code Enforcement Officer

All other Town personnel will have the option to leave the island if a Dare County evacuation order is issued by the Dare County Control Group.

It shall be the responsibility of all Town employees who evacuate to monitor all available news sources, and stay informed about the situation in Kitty Hawk. Town personnel who have evacuated should return immediately once County re-entry is initiated.

G. Emergency Declaration by the Mayor

The Mayor may issue a declaration of a State of Emergency under the authority of G. S. 166A-19.22.

If a declaration of a State of Emergency is issued by the Mayor, the Police Department shall enforce any and all prohibitions and restrictions as stated in the declaration. The declaration may include evacuation orders, curfew, restrictions on alcoholic beverages, restrictions on dangerous weapons and substances, restrictions on access to areas, and miscellaneous restrictions as described in Sec. 10-22 to Sec. 10-27 of the Kitty Hawk Town Code.

Standard Operating Procedures Natural Disasters

Administration

A. Purpose and Scope

This section outlines the roles and responsibilities of the Town's Administration during a storm/emergency event. The positions covered by this section are the Town Manager, Town Clerk, Management Assistant, Office Assistant/Receptionist, and IT.

B. Department Operations

All Administration personnel will be based at Town Hall once the Kitty Hawk Storm Preparedness, Response, and Recovery Plan has been activated. All flow of information will go through the Management Assistant to the County EOC. Administrative personnel will operate out of the Town Hall unless the storm event requires personnel to leave. The work schedule for all Administration personnel will be determined by the Town Manager in accordance with the needs of the Town.

C. Duties Prior to Hurricane Season

The Administration Department will be responsible for conducting the following tasks to prepare for hurricane season. The Town Manager will ensure that all of these tasks are completed before June 1st each year.

1. Town Manager
 - a. Develop a list of Administrative staff that will stay even if essential personnel are evacuated.
2. Town Clerk
 - a. Make sure all necessary document templates are ready for use (declarations, cancellation notices, emergency meeting notices, press releases, etc.)
3. Management Assistant
 - a. Secure local housing arrangements for town personnel and individuals from outside the area who will be assisting after an emergency event
 - b. Update resource typing list for department resources in accordance with FEMA guidelines.

D. 72 Hours Prior to Storm

1. Town Manager
 - a. Activate the Kitty Hawk EOC (if necessary)
 - b. Distribute County re-entry permits
 - c. Begin securing office, equipment, and files
2. Management Assistant
 - a. Secure office, equipment, and all personnel files
 - b. Update employee point of contact list
 - c. Update all local media contact information
 - d. Distribute copies of FEMA public assistance forms for personnel and equipment time logs to each department
3. Town Clerk
 - a. Begin securing office, equipment, and files
 - b. Begin Preparation of the evacuation box

Contents of the Evacuation Box

1. Town of Kitty Hawk Code of Ordinances
 2. Latest Version of the CAMA Land Use Plan Update
 3. Video of Town Facilities
 4. Video and Pictures of Oceanfront
 5. Backup Data from All Town Computer Systems
 6. Copy of Current Year Budget Ordinance
 7. Copy of Town Zoning Map
 8. Hard Copy of Master Property List
 9. Thumbdrive with backup of Financial Edge Accounting Software
 10. Laptop
 11. Disk Containing Scanned Elevation Certificates
4. Office Assistant/Receptionist
 - a. Inventory all office supplies and generate list of needed supplies
 - b. Make sufficient copies of Dare County evacuation and re-entry information
 - c. Update employee point of contact list

5. Coordinate with Shoshin Technologies to ensure all back ups are complete.

E. 48 Hours Prior to Storm

1. Town Manager
 - a. Coordinate operations of the Town's EOC
2. Town Clerk
 - a. Complete preparation of the evacuation box
 - b. Complete securing office, equipment, and files
3. Office Assistant/Receptionist
 - a. Coordinate with Police Department Records Clerk and Fire Department
 - b. Office Assistant/Receptionist to purchase needed supplies
 - c. Secure office, equipment, and files
 - d. Assist the Town Clerk in completing the evacuation box
4. Information Technology
 - a. Perform complete backup of Administration, Finance and Planning Department computer systems.

F. 24 Hours Prior to Storm

1. Town Manager
 - a. Make a determination about the evacuation of essential personnel. If an evacuation of essential personnel is issued, the Manager will consult with Dare County Emergency Management to determine a safe location.
2. Management Assistant
 - a. Contact State Emergency Management and determine location of staging area and possible transportation back to Kitty Hawk for personnel who will be evacuating. Disseminate this information to all departments
3. Other personnel
 - a. Complete any necessary tasks prior to evacuation
 - b. Personnel evacuating will be allowed to do so at this time

G. During Storm

1. It shall be the responsibility of all personnel who have evacuated to monitor all available news sources, and stay informed about the situation in Kitty Hawk. Personnel who have evacuated can contact Emergency Management of Dare County at 252-475-5655 for situation updates.
2. Personnel who have remained will be in a safe place until the storm has passed and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

H. Post Storm

Unless otherwise directed, or prevented by storm-related damage to re-entry route, town personnel who have evacuated will return to work immediately after county re-entry is initiated.

1. Town Manager
 - a. Meet with FEMA officials and Finance Officer to begin eligibility process for public assistance funds.
2. Town Clerk
 - a. Assist public (phone calls, visitors to Town Hall)
3. Office Assistant/Receptionist
 - a. Assist public (phone calls, visitors to Town Hall)
4. Management Assistant
 - a. Assist departments with FEMA documentation
 - b. Post list of damaged houses on the Town web site.

Finance

A. Purpose and Scope

1. This section outlines the roles and responsibilities of the Town's Finance Department before, during, and following a storm/emergency event. The positions covered by this section are the Finance Director and the Finance Technician. Due to the size and staffing of this department, each of these responsibilities has been assigned to both staff members of this department.

B. Department Operations

1. All Finance Department operations will be based at Town Hall in the event of a Plan activation. The Finance Officer will be responsible for reporting to the Town's EOC as scheduled by the Town Manager. In the event that Town Hall is damaged or becomes untenable, all personnel will be moved to Kitty Hawk Fire Department. While the Plan is in effect, the work schedule for all Finance Department personnel will be determined by the Town Manager in accordance with the needs of the Town.

C. Duties Prior to Hurricane Season

1. The Finance Department will be responsible for conducting the following tasks to prepare for hurricane season. The Finance Officer will ensure that all of these tasks are completed before June 1st each year.
2. Establish procedures for the accounting of donated funds and goods following a storm/emergency situation.
3. Maintain a set of standard operating procedures for the Finance Department before, during, and after a storm/emergency situation.
4. Make sure that we have copies of their Federal ID numbers and proof of Workman's Compensation Insurance on file for contractors hired by any department.
5. Develop a list of staff that will stay even if essential personnel are evacuated.

D. 72 Hours Prior to Storm

1. Finance Director and Finance Technician
 - a. Secure all filing cabinets containing financial records for General Fund and Payroll operations including the past three years fiscal year's records and turn over an electronic copy of these records to the Town Clerk.

E. 48 Hours Prior to Storm

1. Finance Director and Finance Technician

- a. Evaluate and process any payroll that may fall within the window of the storm related event.
- b. Coordinate with Department Heads in processing requests and accounting related issues.
- c. Back up two copies of all General Fund and Payroll accounts, working aids and spreadsheets for the Finance Department. Distribute copies to Finance Technician and Finance Officer for off premise safety backups. Distribute electronic copy to the Town Clerk for the evacuation box.
- d. Determine petty cash requirements and obtain funds if necessary. Distribute funds and copies of check vouchers to Town Manager or designated representative for emergency use.
- e. Remove laptop with necessary backup files and discs and prepare to evacuate to a safe destination with Finance files and records. The destination will be determined by the Town Manager.
- f. Assist departments with FEMA documentation.

F. 24 Hours Prior to Storm

1. Finance Officer and Finance Technician
 - a. Complete any necessary tasks prior to evacuation.
 - b. Personnel evacuating will be permitted to do so at this time.

G. During Storm

1. It shall be the responsibility of all personnel who have evacuated to monitor all available news sources, and stay informed about the situation in Kitty Hawk.
2. Personnel who have remained will be in a safe place until the storm has passed and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

H. Post Storm

1. Personnel who have evacuated should return as soon as County re-entry procedures begin. Unless otherwise directed, or prevented by storm-**related** damage to re-entry route, town personnel who have evacuated will return to work immediately after county re-entry is initiated.
2. Contact temporary staffing service to obtain additional personnel if needed.
3. Set up office to process all disaster related expenses. Continue to work closely with Town Manager as requested on establishing normal financial operations.

4. Meet with FEMA officials and Code Enforcement/Inspections Official to begin eligibility process for public assistance funds.
5. Assemble all contracts and agreements related to outside services to Town of Kitty Hawk that would qualify for reimbursements because of storm/disaster damages.
6. Maintain accurate accounting of all disaster related expenditures with required backup logs and forms.
7. Keep files on all eligibility documentation and applications for public assistance as well as records of contacts with agents of state and federal government.
8. File for disaster assistance funds with state and federal government as soon as possible if eligible for public assistance funds.
9. Assist departments with FEMA documentation.

Planning and Inspections

A. Purpose and Scope

This section outlines the roles and responsibilities of the Town's Planning Department before, during, and following a storm/emergency event. The positions covered by this section are the Director of Planning and Inspections, Building Inspector, Code Enforcement/Inspections Official, and Administrative Zoning Technician.

B. Department Operations

All Planning Department operations will be based at Town Hall in the event of Plan activation. The Director of Planning and Inspections will be responsible for reporting to the Town's EOC once activation has occurred. In the event that Town Hall is damaged or becomes untenable, all personnel will be moved to Kitty Hawk Fire Department. While the Plan is in effect, the work schedule for all Planning Department personnel will be determined by the Town Manager in accordance with the needs of the Town.

C. Duties Prior to Hurricane Season

The Planning Department will be responsible for conducting the following tasks to prepare for hurricane season. The Director of Planning and Inspections will ensure that all of these tasks are completed before June 1st each year.

1. Director of Planning and Inspections
 - a. Coordinate with Town Staff in the development and maintenance of a reconstruction plan to be implemented following a major disaster.
 - b. Identify the projected need for additional building inspectors following a major disaster and secure agreements for obtaining certified personnel from other localities.
 - c. Contact prospective damage assessment team members and make sure they are willing to serve in this capacity. Enter into Memorandum of Agreement with individuals when possible.
 - d. Review and update the standard operating procedures for planning and reconstruction operations before, during, and after an emergency/disaster situation.
 - e. Develop a list of staff that will stay even if essential personnel are evacuated.
 - f. Photograph and catalog public facilities and sound/oceanfront properties.
2. Building Inspector
 - a. Review and improve damage assessment forms.
3. Code Enforcement Officer/Inspections Official

- a. Assist Director with photographing and cataloging public facilities and sound/oceanfront properties.
4. Administrative Zoning Technician
- a. Obtain current tax records from county and maintain a current master list of property owners.
 - b. Secure parcel information in preparation for damage assessment.
 - c. Establish a permitting process that addresses the requirements of FEMA, CAMA, and the Health Department while expediting the permitting process as much as possible for property owners.

D. 72 hours Prior to Storm

1. Director of Planning and Inspections
 - a. Obtain credit card from Finance Department for emergency purchasing needs.
 - b. Obtain all necessary FEMA documents from Finance Department.
 - c. Maintain a detailed and accurate log of all Planning Department activities. Log should include all receipts, expenditures, use of vehicles and equipment, hours, mileage, man-hours, for all storms related functions and expenditures. This will run continuously until storm operations cease.
 - d. Contact and organize damage assessment teams.
 - e. Photograph and video all sections of the beach.
2. Building Inspector
 - a. Conduct site visits to construction sites to inform contractors to secure building materials and trash.
 - b. Prepare necessary damage assessment forms, equipment, and supplies.
3. Code Enforcement Officer/Inspections Official
 - a. Assist Director of Planning and Inspections in preparing for damage assessment.
 - b. Video tape public facilities and oceanfront properties with verbal commentary noting development and potential threats or problem areas.
 - c. Prepare necessary damage assessment forms, equipment, and supplies.
 - d. Update damage assessment planning maps, property evaluation and insurance data.
4. Administrative Zoning Technician

- a. Organize damage assessment packages with forms, maps, etc.
- b. Arrange for transportation of assessment teams with the Police Department.
- c. Prepare pertinent technical reconstruction information packets for dissemination to the public following the storm/emergency event.
- d. Print adequate number of permit application forms and temporary condemnation notice placards.
- e. Assist the Director with maintaining a detailed and accurate log of all Planning Department activities. This duty will run continuously until the storm operation ceases.
- f. Assemble and maintain necessary equipment and supplies.

E. 48 Hours Prior to Storm

1. Director of Planning and Inspections
 - a. Have a damage assessment team meeting to review assessment forms and procedures.
 - b. Secure office, equipment, and files.
 - c. Determine what Planning Department personnel will be staying and who will be evacuating if a County evacuation is ordered. Obtain post storm contact information for those who plan to evacuate.
2. Building Inspector
 - a. On call to assist Fire Department with emergency electric/water cut-offs.
3. Administrative Zoning Technician
 - a. Organize damage assessment teams and vehicle assignments.

F. 24 Hours Prior to Storm

1. Director of Planning and Inspections
 - a. Complete damage assessment preparations.

G. During Storm

1. It shall be the responsibility of all personnel who have evacuated to monitor all available news sources, and stay informed about the situation in Kitty Hawk.
2. Personnel who have remained will be in a safe place until the storm has passed and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

H. Post Storm

1. Director of Planning and Inspections
 - a. Dispatch damage assessment teams to affected areas and supervise damage assessment process
 - b. Serve as Department liaison with public
 - c. Damage assessment team leader.
 - d. Compile damage assessment information for Dare County, State of North Carolina, FEMA, and other agencies.
 - e. Conduct survey of damaged areas and determine personal needs of the property owners. (if necessary)
 - f. Photograph and video all sections of the beach.

**When FEMA officials arrive in Kitty Hawk, the Director of Planning & Inspection will take over the duties of the Code Enforcement/Inspections Official*

2. Building Inspector
 - a. Damage assessment team leader
 - b. Write permits for repairs
 - c. Inspect work in progress
 - d. Discuss situation of damages and corrective actions with property owners
3. Code Enforcement Officer/Inspections Official
 - a. Compile, complete, and review damage assessment worksheets at the end of damage assessment shifts
 - b. Tour Town with FEMA and other emergency officials to assess damage
 - c. Prepare damage reports for transmission to the appropriate State and Federal agencies
 - d. Damage assessment team leader.
4. Administrative Zoning Technician
 - a. Issue permits as expeditiously as possible with priority given to critical facilities.

- b. Ensure condemned structure detail is provided for contact of owner/agent. Provide property damage, condemnation and other property information to property owners/agents/contractors.
- c. Serve as a resource/contact person for damage assessment teams.
- d. Assist with compiling damage assessment information.

Public Works

A. Purpose and Scope

This section outlines the roles and responsibilities of the Town's Public Works Department before, during, and following a storm/emergency event. The positions covered by this section are the Public Works Director, Public Works Supervisor, ~~Office Assistant/Receptionist~~, and the Public Works Technicians.

B. Department Operations

Designated Public Works Personnel will report to the Public Works Facility as instructed by the Public Works Director once the Plan has been activated. In the event that the Public Works Facility is damaged or becomes untenable, all personnel will be moved to Kitty Hawk Fire Department.

C. Duties Prior to Hurricane Season

The Public Works Department will be responsible for conducting the following tasks to prepare for hurricane season. The Public Works Director will ensure that all of these tasks are completed before June 1st each year.

1. Identify and present to Council a qualified firm(s) to complete emergency repair and restoration of Town roads and vital Town facilities following an emergency/disaster. The Town should enter into a MOA with the selected firm(s).
2. This should be done in accordance with applicable bid laws.
3. Identify and present to Council a qualified firm(s) to perform debris removal following an emergency/disaster. The Town should enter into a MOA with the elected firm(s). This should be done in accordance with applicable bid laws.
4. Identify and present to Council a qualified firm(s) to perform monitoring of debris removal activities following an emergency/disaster. The Town should enter into a MOA with the selected firm(s). This should be done in accordance with applicable bid laws.
5. Identify a list of qualified firm(s) to provide portable pumps for the removal of stormwater following an emergency/disaster.
6. Review "Stormwater flooding relief discharge Policy" from the State Division of Water Quality with staff that will be performing pumping operations following a storm event.
7. Develop and maintain resource lists with source, location, and availability of equipment, fuel and operational personnel to support response/recovery operations.
8. Identify manpower and equipment needs and procurement of necessary special emergency equipment.

9. Provide storage and access to fuel for emergency service vehicles during emergency/disasters.
10. Develop and maintain standard operating procedures for public works functions before, during, and after an emergency/disaster situation.
11. Update resource typing list for departmental resources in accordance with FEMA guidelines
12. Develop a list of staff that will stay even if essential personnel are evacuated.

D. 72 Hours Prior to Storm

1. Public Works Director
 - a. Secure portable pumps for post storm pumping operations upon consensus between the Town Manager and the Director.
 - b. Insure Emergency Fuel Tanks are full and fill as necessary.
 - c. Obtain credit card form Finance Department for emergency purchasing needs.
 - d. Contact and coordinate with debris removal, debris monitoring, facility repair, and pump contractors
 - e. Obtain all necessary FEMA documents from Finance.
 - f. Begin maintaining a detailed and accurate log of all Public Works Department activities. Log should include receipts, expenditures, use of equipment, hours, mileage, man-hours, and all storm related functions and expenditures. This will run continuously until storm operations cease.
 - g. Determine what Public Works Department personnel will be staying and who be evacuating if a County evacuation is ordered. Obtain post storm contact information for those who plan to evacuate.
 - h. Inventory all office supplies.
 - i. Work with the IT to back up all computer files & documents.

E. 48 Hours Prior to Storm

1. Public Works Director
 - a. Contact and coordinate with contractor hired by Town for post storm repair of Town facilities.
2. Public Works Supervisor and Technicians
 - a. Secure materials to board up Town facilities.

- b. Secure trashcans, construction materials, LP gas tanks, etc. (assisted by Fire Department)
- c. Board up and secure all public buildings. (assisted by Fire Department)
- d. Fill beach access cuts.

F. 24 Hours Prior to Storm

- 1. Public Works Director
 - a. Secure department vehicles, apparatus, and equipment.
- 2. Public Works Supervisor and Technicians
 - a. Remove Town owned signs at beach accesses.
 - b. Lock and secure all water valves to all town owned facilities. (assisted by Fire Department)
 - c. Personnel evacuating will be permitted to do so at this time.

G. During Storm

- 1. It shall be the responsibility of all personnel who have evacuated to monitor all available news sources, and stay informed about the situation in Kitty Hawk.
- 2. Personnel who have remained will be in a safe place until the storm has passed and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

H. Post Storm

- 1. Public Works Director
 - a. Coordinate with debris removal contractor.
 - b. Coordinate with DOT for the clearing of water and/or debris from Highways 158 and 12.
 - c. Complete FEMA Force Account Labor Summary Form, Materials Summary Record, Contract Work Summary Record, and Force Account Equipment Summary Record and submit forms to Town Manager.
 - d. Reconcile time sheets with FEMA reporting forms.
 - e. Report damage, plans for clean-up, plans for continued operation to Town Manager on an agreed upon schedule.
- 2. Public Works Supervisor and Technicians

- a. Set up pumps and begin pumping operations
- b. Remove debris and trees from roads as soon as possible

(a) Priorities

- (i) Regional Medical Center
- (ii) Fire Department
- (iii) Police Department
- (iv) Public Works
- (v) Town Hall
- (vi) US 158
- (vii) NC 12
- (viii) Woods Road
- (ix) Kitty Hawk Road
- (x) Twiford Street
- (xi) Lindberg Street
- (xii) Eckner Street and extension
- (xiii) Moore Shore Road

Fire Department

A. Purpose and Scope

This section outlines the roles and responsibilities of the Town's Fire Department before, during, and following a storm/emergency event. The positions covered include but are not limited to by this section are the Fire Chief, Fire Captain, Fire Captain/Ocean Rescue Director, Master Firefighter, Firefighter Engineer, Firefighter I, Office Assistant/Receptionist, and all part-time and volunteer firefighters.

B. Department Operations

All Fire Department operations will be based at the Kitty Hawk Fire Department in the event of Plan activation. The Fire Chief or his designee will report information to the Town Manager on a daily basis or schedule as agreed upon between the Town Manager and the Fire Chief. In the event that the Fire Department is damaged or becomes untenable, all personnel will be moved to the Kitty Hawk Town Hall. While the Plan is in effect, the Fire Chief will determine the work schedule for all Fire Department personnel in accordance with the needs of the Town while maintaining a safe work environment for all fire department personnel. The fire department will continue to provide essential emergency services to the public as long as the safety of responders is not endangered by event conditions.

C. Duties Prior to Hurricane Season

The Fire Department will be responsible for conducting the following tasks to prepare for hurricane season. The Fire Chief will ensure that all of these tasks are completed before June 1st each year.

1. Maintain status log of available firefighting resources during time of storm/emergency.
2. Secure an amateur radio operator to assist the Town with communications during a storm/emergency event
3. Maintain standard operating procedures for the Fire Department's emergency operations before, during, and following a storm/emergency.
4. Coordinate confidential, voluntary, registry of functionally & medically fragile persons and provide Administration with particular information.
5. Ensure Apparatus readiness.
6. Inventory all equipment.
7. Check physical condition of fire department building and facilitate any repairs necessary.
8. Ensure all fire department generators, stationary and portable have been serviced and are working.

9. Inventory and check all portable equipment, satellite phone, radios, batteries and chargers.
10. Develop alternate communications plan for the event of a total system failure.

D. 72 Hours Prior to Storm

1. Chief
 - a. Will work with Dare County Emergency Management to possibly obtain a ham radio operator.
 - b. Contact the Dare County Water Department to determine where water will be shut off and when. Make provisions to have fire department personnel present when water is to be shut off and a means to turn water back on in case of fire
 - c. Make contact with the Power Company to discuss possible power outages and the deliberate shut off of power to eliminate possible electrical hazards
 - d. Obtain credit card from Finance Department for emergency purchasing needs
 - e. Coordinate with the Public Works Director to determine which beach accesses to close
 - f. Supervise or appoint a Company Officer to supervise and coordinate Fire Department base of operations.
 - g. Coordinate and secure food for fire department personnel for five days.
 - h. Supervise and coordinate assigned crews.
1. Office Assistant/Receptionist
 - a. Inform all fire personnel that the storm preparedness, response, and recovery plan has been activated and determine what part-time and volunteer personnel will be available to the Department throughout the event Update list of personnel who will be available during storm/emergency event and those who will not and turn this over to the Chief. For those who will be leaving, obtain information to assist in making contact with them after the storm.
 - b. Construct an information board
 - c. Begin maintaining a detailed and accurate log of all fire department activities. Log should include receipts, expenditures, use of equipment, hours, mileage, man-hours, and all storms related functions and expenditures. This will run continuously until storm operations cease. If the Office Assistant/Receptionist evacuates, this log should be turned into the chief so that it can be re-assigned to someone who is staying.

2. Additional Fire Personnel

- a. Obtain two (2) military vehicles to be used in high water conditions
- b. Perform maintenance checks of all equipment and apparatus that may be needed during the event
- c. All personnel who will be staying throughout the event should secure personal homes and conduct other required personal business at this time
- d. Secure all equipment, hose, and other equipment carried on apparatus to withstand projected winds. Pay attention to all hose beds. Remove tarps but secure hose.
- e. Check the locks on the gate at First Flight Ridge Subdivision to ensure proper operation.
- f. Remove all Ocean Rescue equipment from the bathhouse

E. 48 Hours Prior to Storm

1. Chief or Designee

- a. Activate Fire Department Operations Center (Kitty Hawk Command). Setup 24-hour radio watch. Contact Dare Central Communications and have all emergency traffic routed through Kitty Hawk Command for dispatch.
- b. Instruct and assign apparatus use to minimize exposure to salt water
- c. Establish a first aid station at the Fire Department Command Post.
- d. Secure all loose items around exterior of station.
- e. Review alternate fueling procedures at Public Works and other possible fueling locations.
- f. Develop work schedules to ensure proper sleep/rehab time.

2. Office Assistant/Receptionist

- a. Contact list of persons with special needs to check on their status and ability to evacuate if necessary.
- b. Perform back up of department's computer files and secure departmental documents.
- c. Secure all departmental offices and office equipment.

3. Additional Fire Department Personnel

- a. 48 Hours Prior to the event, Fire Department Personnel will begin working in four companies assigned to four zones covering the entire Town (see map of Pre and Post Event Zone Assignments).
- b. Secure trash receptacles, construction materials, LP gas tanks, etc. within assigned zone.
- c. Assist Public Works Department in securing all Town owned buildings within assigned zone.
- d. Assist Public Works Department with filling of beach access cuts within assigned zone.
- e. Make note of any residences that are occupied.

F. 24 Hours Prior to Storm

1. Chief

- a. Make decision regarding the evacuation of department vehicles, apparatus, and equipment.
- b. Continue to meet with volunteer firefighters and officers to keep department personnel informed of possible tasks or activities that may be required by the fire department.

2. Additional Fire Department Personnel

- a. Assist the Public Works Department with the Removal of all town owned directional signs within assigned zone. (if necessary)
- b. Lock and secure all water valves to all town owned facilities within assigned zone.
- c. Conduct door-to-door evacuation checks within assigned zone and generate list of people not evacuating.
- d. Make a list of all possible fire and other emergency hazards during storm and arrange to eliminate or reduce hazards if possible. Establish plan of operation to control all potential hazards.
- e. Secure all loose equipment on apparatus and department vehicles.
- f. Establish security for Command Post.
- g. Personnel evacuating will be permitted to do so at this time.

G. During Storm

During the Storm only emergency calls will be answered. An “emergency” will be defined by the Fire Chief.

H. Post Storm

1. Chief

- a. Check with Dare County Water Department to determine where and when water can be reestablished in all areas.
- b. Contact power company and determine when power will be turned back on in areas in which it has been shut off.
- c. Arrange Critical Incident Stress debriefing if required for Town personnel.
- d. Complete FEMA forms.
- e. Reconcile FEMA forms with time sheets.
- f. Report to Town Manager of damages, emergency calls, planned clean up, on a pre-determined schedule.

2. Additional Fire Department Personnel

- a. Assist Public Works Department with the removal of debris and trees from roads as soon as possible within assigned zones.

Priorities

- (i) Regional Medical Center
- (ii) Fire Department
- (iii) Police Department
- (iv) Public Works
- (v) Town Hall
- (vi) US 158
- (vii) NC 12
- (viii) Woods Road
- (ix) Kitty Hawk Road
- (x) Twiford Street
- (xi) Lindberg Street
- (xii) Eckner Street and extension
- (xiii) Moore Shore Road

- b. Provide assistance to Police Department with roadblocks, traffic control, security, etc.
- c. Check on special needs citizens who did not evacuate
- d. Have assigned personnel secure apparatus and start damage assessment in assigned zones.

- e. Reestablish normal fire department operations as soon as possible.
- f. Begin damage assessment of roads and waterlines.

Police Department

A. Purpose and Scope

To provide traffic control, law enforcement, and security for the Town of Kitty Hawk, its citizens and visitors in preparing for, responding to, and recovering from a storm event. The positions covered by this section are the Police Chief, Lieutenant, Administrative Sergeant, Patrol Sergeant, Detective Police Officer III, Police Officer II, Police Officer I, Auxiliary Officers, and Records Clerk.

B. Department Operations

All Police Department operations will be based at the Kitty Hawk Police Department in the event of Plan activation. The Police Chief or his or her designee will be responsible for reporting to the Town's EOC once activation has occurred. The Police Chief or his designee will report to the Town Manager on a schedule established by the Town Manager. In the event that the Police Department is damaged or becomes untenable, all personnel will be moved to Kitty Hawk Fire Department. While the Plan is in effect, the Police Chief, in accordance with the needs of the Town, will determine the work schedule for all Departmental personnel. The Police Chief will prepare and submit a daily report to the Town Manager of any and all operational issues that may arise before, during, and after a storm.

C. Duties Prior to Hurricane Season

The Police Department will be responsible for conducting the following tasks to prepare for hurricane season. The Police Chief will ensure that all of these tasks are completed before June 1st each year.

1. Identify emergency law enforcement assistance needs. Develop and update necessary mutual aid agreements to support those needs.
2. Update the standard operating procedures for law enforcement operations before, during, and after an emergency/disaster situation.
3. Develop a list of staff that will remain in town, if essential personnel are evacuated.

D. 72 Hours Prior to Storm

1. Chief
 - a. Contact Dare County Emergency Management and surrounding law enforcement agencies to coordinate possible evacuation
 - b. Check with local grocery stores and secure emergency rations
2. Lieutenant
 - a. Inventory materials and supplies
 - b. Check the status of all Police Department storm vehicles

- c. Begin maintaining a detailed and accurate log of all Police Department activities. Log should include receipts, expenditures, use of equipment, hours, mileage, man-hours, and all storms related functions and expenditures utilizing "In House" and FEMA forms. This will run continuously until storm operations cease.
3. Additional Police Personnel
 - a. Continue daily operations
 - b. Officers on patrol during this time should make note of any special needs or potential problem areas within the Town and report them to the Town EOC
 - c. Pack clothing and personal supplies for at least one week and secure these items in their patrol vehicle
 - d. Bring portable radios, chargers, and batteries to the department and store in the area designated. All of this equipment should be labeled with the officer's call number for easy identification.

E. 48 Hours Prior to Storm

1. Chief
 - a. Coordinate with Dare County Emergency Management and surrounding law enforcement agencies in preparation for evacuation
 - b. Meet with department to review traffic control responsibilities and assignments during the evacuation process
2. Records Clerk
 - a. Coordinate with Administrative and Fire Department Office Assistant/Receptionist's for the purchase of needed food.
 - b. Administrative Sergeant
 - c. Perform back up of all computer files
3. Additional Police Personnel
 - a. Fuel all vehicles and other equipment that will be needed during response and recovery operations
 - b. Move all computer hardware and software to the second floor
 - c. Fill water buffalo's and move them to a secure location
 - d. Fill all water cans and move them to a secure location

F. 24 Hours Prior to Storm

1. Chief
 - a. Make decision as to the evacuation of department vehicles, apparatus, and equipment
2. Additional Police Personnel
 - a. Assist in County Evacuation (refer to the Dare and Currituck County Evacuation Plan)
3. Provide Security for Town EOC.
4. Hand out re-entry information if evacuated.

F. During Storm

During the storm only emergency calls will be answered. An “emergency” will be defined by the Police Chief or Officer In Charge.

G. Post Storm

1. Chief
 - a. Coordinate with State, County, and municipal law enforcement agencies for re-entry activities
 - b. Make recommendations about the establishment of a curfew if necessary
 - c. Contact Dare County Support Group with any information about road closings
 - d. Complete FEMA forms.
 - e. Reconcile FEMA forms with time sheets.
 - f. Report emergency calls, operation, and plans to the Town Manager.
2. Patrol Sergeant
 - a. Establish and coordinate staging areas near area(s) of significant damage
3. Additional Police Personnel
 - a. Assess overall condition of Town
 - b. Provide security for Town EOC
 - c. Seek out and assist injured persons
 - d. Enforce the provisions outlined in the Kitty Hawk or Dare County “State of Emergency” Declaration.

- e. Maintain law and order in Kitty Hawk
- f. Assist with traffic control for County re-entry
- g. Assist with the dissemination of emergency public information to groups of citizens affected and/or isolated by the emergency event.

Fire and Hazardous Materials

A. Purpose

This section provides information for the Town of Kitty Hawk response to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Federal Emergency Planning/Community Right to Know Act – SARA Title III.

B. Situation and Assumptions

1. Situation

- a. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.
- b. Hazardous material emergencies could occur from any one of several sources to include: shipping, roadway transportation, aircraft accident, or fixed facility accident.
- c. Evacuation or shelter in place may be required to protect portions of the population of Kitty Hawk.
- d. Certain hazardous material incidents will require response capabilities that are not currently available in Kitty Hawk or Dare County for example: Chlorine leak requiring use of level A equipment, significant fuel spill, unknowns washing ashore.
- e. Victims of a hazardous materials incident may require unique or special medical care not typically available in Kitty Hawk or Dare County.
- f. The release of hazardous materials may have short and/or long-term health, environmental and economic effects depending upon the chemical composition of the substance.
- g. Hazardous materials emergencies may require immediate emergency response actions.
- h. The Town of Kitty Hawk must respond to the incident in the initial phase without assistance from outside the jurisdiction to include: notification and warning of the public, evacuation or shelter in place, immediate first aid, and isolation of the scene.

2. Assumptions

- a. Planning and training prior to an incident will significantly reduce the risk to personnel.
- b. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, Section 304 in a timely manner.

- c. Emergency response personnel are knowledgeable in the use of available resources. The U.S. DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
- d. Response time for resources requested from outside the County will require a minimum of four (4) hours.
- e. Incidents in which the military can be identified as the responsible party, will generally be resolved by Federal resources.
- f. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

C. Concept of Operations for Hazardous Materials

1. Types of Incidents

There are several types of incidents involving hazardous materials:

- a. Incidents at fixed facilities
- b. Shipping incidents
- c. Roadway transportation accidents
- d. Unknown substances washed ashore.
- e. Pipeline ruptures (wastewater, natural gas, etc.)

D. Level of Response

The level of response required for an incident is determined by:

- 1. The quantity and the toxic effects of the material involved in the release.
- 2. The population and/or property threatened.
- 3. The type and availability of protective equipment required for the released material.
- 4. The probable consequences should no immediate action be taken.
 - a. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in-place shelter, evacuation, and isolation of the contaminated environment.
 - b. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.

- c. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation is controlled.
- d. The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. A point of contact, the Facility Coordinator, will be identified at each covered facility as defined by SARA, Title III, Section 302.
- e. Kitty Hawk recognizes the role of the U.S. Coast Guard and the existence of the Marine Safety Office at Hampton Roads, Virginia. In response to oil spills or other hazardous material spills in the ocean or the waterways near Kitty Hawk.
- f. Specific hazardous materials facility information has been gathered and is available to the response community through the Dare County Fire Marshal's Office.
- g. Coordination, if necessary, will be achieved through the Dare County Emergency Management Office or through direct contact with adjoining municipalities.
- h. Training programs for the Town's emergency responders are conducted in-house, through community college courses, and other offerings of related training.
- i. Exercise schedules for this plan are developed and maintained by Kitty Hawk Fire Chief.
- j. The Kitty Hawk Fire Chief or his/her designee will act as the Incident Commander for all hazardous materials responses in Kitty Hawk.

Town of Kitty Hawk Facility Evacuation Plan

A. Purpose

The purpose of this section is to establish emergency evacuation procedures for each Town facility.

B. Reporting an Emergency – Facility Evacuation

1. In the event of an emergency, employees should contact Dare County Communications by dialing 911.
2. After calling emergency communications to report the emergency, if the facility is not equipped with an alarm system, the facilities telephone systems PA should be used to order an evacuation of all occupants of the building. If the facility is equipped with an automated alarm system, the alarm system shall act as the order to evacuate.
3. If imminent danger exists, occupants should evacuate the facility first and then notify emergency communications by use of cell phone.
4. Due to the size of most Town facilities, an evacuation may be ordered by voice command.

C. Evacuation Procedures

In the event of fire or emergency, staff will be notified in one of the following ways or a combination thereof:

1. Verbal instructions over the building PA system.
2. Direct verbal instructions from employees.
3. Smoke alarm signal
4. Carbon Monoxide detector signal
5. Once an evacuation has been announced, all employees must:
 - a. Terminate all phone conversations
 - b. End all meetings
 - c. Vacate restrooms
 - d. Close office doors behind you; remain calm and head for the nearest available emergency exit

- e. Leave the building immediately
 - f. Leave building quickly and proceed to the facilities designated primary muster point and check in with the Evacuation Coordinator. If the primary muster point is inaccessible, occupants should proceed to the facilities secondary muster point. Occupants should remain at the muster point until further instructions.
6. Emergency escape procedures and route assignments shall be posted for the Smith Room at Town Hall and the Fire Department.
 7. In the event of a non-fire emergency such as an evacuation caused by a bomb threat, occupants should follow the same instructions as above.

D. Employee Accountability Procedures After Evacuations

At each Town facility, an employee will be designated as the Evacuation Coordinator for that facility. The Evacuation Coordinator is responsible for accounting for all employees assigned to that facility when an evacuation is conducted. The Emergency Evacuation Coordinator for each facility shall be:

1. Town Hall - Office Assistant/Receptionist
2. Fire Department - Office Assistant/Receptionist
3. Public Works Department - Public Works Supervisor
4. Police Department – Records Clerk
5. Each employee assigned to the evacuated facility should report to the Evacuation Coordinator at the facilities primary or back-up (if the primary muster point is unsafe) muster point, and be sure that the Evacuation Coordinator records their name.
6. The Incident Commander will communicate with management who will give direction as to whether it is safe to return to the building or whether employees should be dismissed. It is vital that staff receive direction from management and not from colleagues.

E. Facility Information

1. Kitty Hawk Town Hall
 - a. Location – 101 Veteran’s Memorial Drive
 - b. Primary Muster Point – Upper Parking lot
 - c. Back-up Muster Point – Intersection of Shelby Avenue and Veteran’s Memorial Drive
 - d. Two story building
 - e. Smoke Detectors – 2
 - f. Carbon Monoxide Detectors – 0

- g. Fire extinguishers – 4
 - h. Primary Alarm System – Telephone PA System
 - i. Hazardous materials stored in this facility include:
2. Kitty Hawk Police Department
- a. Location – 722 West Kitty Hawk Rd.
 - b. Primary Muster Point – Flagpole
 - c. Back-up Muster Point – Vacant lot/parking area across West Kitty Hawk Road
 - d. Two story building
 - e. Smoke Detectors – 0
 - f. Carbon Monoxide Detectors – 0
 - g. Fire extinguishers -1
 - h. Primary Alarm System – Telephone PA System
 - i. Hazardous materials stored in this facility include:
 - (1) Cleaning supplies (Kitchen)
 - (2) Cleaning solvents (Tool Room)
 - (3) Flammable and Combustible liquids (Tool Room)
3. Kitty Hawk Fire Department
- a. Location – 859 West Kitty Hawk Rd.
 - b. Primary Muster Point – Dumpster Pad.
 - c. Back-up Muster Point – Hydrant.
 - d. Two story building
 - e. Smoke Detectors – 23
 - f. Carbon Monoxide Detectors – 9
 - g. Fire extinguishers – 9
 - h. Primary Alarm System – Automated Alarm System

- i. Hazardous materials stored in this facility include:
 - (1) Cleaning supplies (Kitchen)
 - (2) Cleaning solvents (Tool Room)
 - (3) Flammable and Combustible liquids (Tool Room)
4. Kitty Hawk Public Works Department
- a. Location – 965 W. Kitty Hawk Rd.
 - b. Primary Muster Point – Smokey the Bear Fire Sign
 - c. Back-up Muster Point – Dumpster Pad
 - d. Two story building –
 - e. Smoke Detectors – 7
 - f. Carbon Monoxide Detectors –0
 - g. Fire extinguishers –8
 - h. Primary Alarm System –No
 - i. Hazardous materials stored in this facility include:
 - (1) 37.5 gallons of gasoline (yellow locker at the West end of the building)
 - (2) 35 gallons of diesel fuel (yellow locker at the West end of the building)
 - (3) 12 gallons of Paint, 20 aerosol paint cans, and 1 gallon of Thinner (red locker at the West end of the building)
 - (4) 10 gallons of pesticide (green locker at the West end of the building)
 - (5) 24 quarts of motor oil (tool room under work bench)
 - (6) 12 pints of 2 cycle oil (tool room on shelf)
 - (7) Cleaning supplies (storage room East end 2nd floor of building)

F. Rescue and Medical Duties

Some Town employees have training or certifications in CPR, first aid, and use of a fire extinguisher. Employees who have training in the use of a fire extinguisher may engage a small fire in its incipient stage through the use of a portable fire extinguisher. The employee should quickly make a decision as to the likelihood that the extinguisher is capable of suppressing the threat. If the employee has any doubt about the ability to suppress the fire, they should evacuate the facility immediately.

G. Training

1. All Town employees will receive training annually on safe and orderly evacuation procedures from their assigned work area. New employees or employees transferred to a new work area will also be trained on safe and orderly evacuation procedures as a part of their initial orientation.
2. Periodically, the Town's fire department will conduct CPR and first aid training as well as training in the proper use of small fire extinguishers.
3. Each employee will receive a copy of the Emergency Preparedness, Response, and Recovery Plan in their Coworker Handbook.

H. Additional Information

1. Additional information about the Town's emergency evacuation plan and procedures can be obtained from the Town's Management Assistant.

Appendices

Appendix A - Dare County Emergency Management Evacuation Guidelines

A. Policy

The responsibility for ordering a countywide evacuation rests with the Dare County Control Group. The Control Group is comprised of the Chairman of the Dare County Board of Commissioners or designee, the Municipal Mayors, the Dare County Sheriff and the Superintendent of the National Park Service.

B. Evacuation

1. Evacuation areas will be determined by the projected storm related conditions as supplied by the National Hurricane Center.
2. Persons should leave promptly once an evacuation order is given; visitors should take all belongings with them.
3. Evacuation will be done during daylight hours.
4. Evacuation route signs are in place to assist motorists.
5. Public information statements are routinely issued by Emergency Management on local radio, television stations, and the county website (www.darenc.com) to provide timely weather information and local condition reports.
6. Law enforcement will be at traffic control points.
7. All resident and non-resident property owners should plan to have their property secured prior to the onset of gale force winds (40 MPH).

C. Evacuation Information - Radio

- | | | |
|---------|-------|---|
| 1. WRSF | 105.7 | (Official Dare County Emergency Alert System Station) |
| 2. WOBR | 95.3 | |
| 3. WCXL | 104.1 | |
| 4. WNHW | 92.5 | |
| 5. WVOD | 99.1 | |
| 6. WYND | 97.1 | |

D. Evacuation Information – Television

1. Channel 191 (Primary Channel for Hurricane Information for Dare County)
2. Cable Channel 190
3. Weather Channels 57
4. Virginia Channels 3, 10, & 13
5. North Carolina Channels 5 & 9

Appendix B - Dare County Emergency Management Reentry Guidelines

A. Policy

A priority reentry process will be used by the Dare County Control Group to facilitate an orderly reentry following an evacuation.

B. Reentry Stages

1. Priority One – Critical need personnel identified by special permit issued by the Municipal Mayors and the Chairman of the Dare County Control Group.
2. Priority Two – Permanent residents – resident property owners that have a reentry permit identified with an “R”, a Dare County driver’s license or a current Dare County tax receipt and critical service personnel as identified by the Dare County Control Group
3. Priority Three – A non-resident improved property owner identified by a solid color permit or a current Dare County Tax receipt
4. Priority Four - General public

C. Reentry Information

1. May be obtained by calling: 1-877-629-4386

Appendix C - NIMS Compliance

In accordance with the NIMS Implementation Matrix for Tribal and Local Jurisdictions for Federal Fiscal Year 2006 - 2007, the Town has accomplished the following activities to remain in compliance with NIMS.

1. The NIMS was adopted by the Kitty Hawk Town Council in July of 2006. It is unknown if area associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations have adopted the NIMS.
2. The Management Assistant is designated as the NIMS implementation Coordinator for the Town of Kitty Hawk.
3. The Kitty Hawk Police Department and Fire Department utilize ICS for day-to-day operations.
4. The Town of Kitty Hawk is an active participant in the Dare County Control Group, the Coordination Group, and the Support Group. This participation allows the Town to communicate directly with the County, State departments and agencies, other municipalities, and non-governmental organizations (NGO's).
5. The Town of Kitty Hawk participates along with the other municipalities, the County, the National Parks Service, and the Dare County School System in the Dare County Joint Information Section. This participation allows information to be disseminated on at the County level when necessary. It also provides a pool of Public Information professionals to pull from to assist with information dissemination during localized events.
6. The Town has incorporated NIMS and ICS components into the Town's Emergency Preparedness, Response, and Recovery Plan. The Town also utilizes ICS when conducting emergency preparedness exercises.
7. The Town of Kitty Hawk is a member of the State of North Carolina Mutual Aid Agreement and also has mutual aid agreements with other local jurisdictions. The Town will annually solicit mutual aid agreements with the private sector for fuel.
8. The Town of Kitty Hawk has adopted the National Incident Management System (NIMS) in dealing with all emergency situations. All new hires will be required to complete the training courses listed for their respective position within 60 days of their date of hire. As additional courses are developed, staff will be notified if they are required to complete these courses and they will be expected to do so within 60 days of notification.
9. Department Heads selected the courses to be completed for each position in their respective department. By completing these courses, and adopting NIMS, the Town is in compliance with federal mandate for continued emergency preparedness, response, and mitigation funds. The courses necessary to meet these training requirements are:

10. The Kitty Hawk Emergency Preparedness, Response, and Recovery Plan incorporates corrective actions reviews into the Plan. Reviews of the Plan are required annually and within 30 days of Plan activation.
11. The Town's Police Department, Fire Department, and Public Works Department have inventoried the Town's response assets utilizing FEMA's Resource Typing Guidelines. A list of these assets is included in Appendix E.
12. The Town's Police Department, Fire Department, and Public Works Department have inventoried the Town's response assets utilizing FEMA's Resource Typing Guidelines. A list of these assets is included in Appendix E.
13. The Town of Kitty Hawk will make all asset requests through Dare County Emergency Management or directly through the North Carolina Department of Emergency Management.
14. Apply standardized and consistent terminology, including the establishment of plain language communications standards across public safety sector.

Appendix D - Town of Kitty Hawk Emergency Response Resources

Public Works

Resource	Type	Quantity
Dump Truck/Grapple – On Road	III	1
Cat Backhoe	II	1
Kubota Tractor	I	1
Equipment Trailer	II	1
5 Ton Transport Truck	II	1

Fire Department

Resource	Type	Quantity
Mobile Command Vehicle	IV	1
Portable Pumps	II	1
Portable Pumps	III	1
Engines	I	3
Fire Boat	III	1
Aerial (L)	I	1
Fire Boat(no motor or pump)	IV	1
2.5 Ton Transport Truck	II	1

Police Department

Resource	Type	Quantity
5 Ton Transport Truck	II	3

Appendix E - Building Permit Process Following Storm Damage

1. The Building Inspector will visit each site within the Town, which has significant damage following a storm event, and will determine if the structure is to be temporarily or permanently condemned. Any structure with suspected septic tank failure will be temporarily condemned until evaluated by the Town of Kitty Hawk and Dare County Department of Environmental Health. Such evaluation could result in lifting of the condemnation, identification of improvements to be made, and/or permanent condemnation.
2. If the structure is condemned, no one will be allowed to inhabit the structure. All power to the structure will be turned off and disconnected. At this time property owner(s) should begin the recovery process by applying for all of the appropriate permits within the designated time frame to ensure that civil penalties do not incur due to violation of North Carolina General Statutes and Kitty Hawk Town Codes. In these circumstances, the property owner or contractor must apply for a temporary power pole, and not pull power directly from the structure.
3. The power company will disconnect the power at the pole, if there is a problem after inspection by their employees. The Fire Chief or Building Inspector has the right to have the meter pulled, if it is determined that the electrical system inside the house has been damaged or if any of the components of the electrical system leading to the structure have been damaged.
4. Once the Building Inspector has temporarily or permanently condemned a structure and emergency personnel have secured the area, a damage assessment team will begin conducting damage assessments. Each damage assessment team will be composed of two people and the Town will be divided into four districts. The damage assessment teams will determine the type of structural damage and the approximate amount of damage that the structure has sustained.
5. Once the damage assessment has been completed Town staff will finalize the forms and copies of the forms will be forwarded to the Dare County Emergency Management Office. These forms are then used to determine the amount of Assistance the Town of Kitty Hawk will receive from Dare County, the State of North Carolina, and the Federal Emergency Management Agency (FEMA).
6. During recovery, citizens should come to the Town Hall and obtain information and pick up most of the appropriate applications to begin rebuilding. Building permits will be required for any structural repair as well as repairs made to electrical, plumbing, HVAC, and fuel piping systems. No permits will be issued the first week after the storm. The town offices are located at 101 Veterans Memorial Drive, Kitty Hawk, NC. The telephone number is (252) 261-3552.
7. If the structure that was damaged is located in one of the three Areas of Environmental Concern (AEC) covered by CAMA to include the Ocean Erodible Area AEC, Ocean Hazard AEC, or Estuarine Shoreline AEC, a CAMA Exemption Certificate from Minor Development will be needed before repairs can proceed.

8. A CAMA Exemption Certificate can be obtained from the Code Enforcement Officer of the Town of Kitty Hawk located at 101 Veterans Memorial Drive. The property owner must demonstrate that the structure was not damaged beyond 50% within the designated Areas of Environmental Concern. The Town's Building Inspector will assist in determining this as authorized by the Coastal Area Management Act (CAMA).
9. If the damage sustained by the structure is determined by the Building Inspector to be 50% or greater, the property owner must contact the Code Enforcement Officer at Town Hall to obtain the necessary forms in completing an application for a CAMA Exemption Certificate. This will include Contractor Affidavits, Appraiser Affidavits, and Property Owner Affidavits, site plans, and if applicable, a copy of a zoning certification and/or the Improvements Permit for installation of a septic tank issued by the Dare County Health Department is also to be submitted. If the building is substantially damaged or improved, all new construction, repairs, or improvements must be completed in accordance with National Flood Insurance Program (NFIP) standards and the Town's Flood Damage Prevention Ordinance. The Dare County Health Department's satellite office is located at 2601 N. Croatan Highway, Kill Devil Hills, N.C. or (252) 475-5080.
10. If an Exemption Certificate is issued, the property owner must next obtain a Building Permit from the Town Planning and Inspections Department. Documents needed when filing an application for a Building Permit are a septic release or permit from the Dare County Health Department, engineered plans, and CAMA Exemption Certificate, if applicable. This can be done by the property owner or the property owner's agent coming to the Kitty Hawk Town Hall located at 101 Veterans Memorial Dr., Kitty Hawk, N.C. 27949 and filing the application. After review the Building Inspector will issue a building permit. Structural, electrical, plumbing, HVAC, and fuel piping inspections will be required before a Certificate of Occupancy will be issued. Please contact the Planning and Inspections Department to schedule the inspections at (252) 261-3552.
11. If a CAMA Exemption Certificate is not issued, the property owner must obtain a building permit for demolition and remove the structure from the property within a reasonable time frame if the structure is not removed within the designated time, a Notice of Violation will be issued for violation of Kitty Hawk Town Codes.
12. If a property owner does not comply with the Notice of Violation, Civil Penalties will be assessed at a rate of \$100.00 per day for the first 10 days and \$500.00 per day thereafter, until the violation is abated.

Appendix F – Sample Declaration
--

**DECLARATION DECLARING A STATE OF EMERGENCY
IN THE TOWN OF KITTY HAWK**

WHEREAS, *(Name of Storm/Event)* is expected to strike North Carolina's coast on *(Date)*, and poses a significant threat of damage to persons, property, and the public health, safety and welfare; and

WHEREAS, the Town of Kitty Hawk has begun preparations to prepare for, respond to, and recover from any damage resulting from *(Name of Storm/Event)* so as to minimize injury, loss of life, damage to property, and to ensure public safety and welfare; and

WHEREAS, the Town of Kitty Hawk has determined that declaring a State of Emergency within the Town of Kitty Hawk furthers the Town's efforts outlined above.

THEREFORE, pursuant to its authority under Chapter 10 of the Town Code of Kitty Hawk North Carolina, Chapter 166A of the North Carolina General Statutes, the Kitty Hawk Town Council, through the Mayor, hereby declares a State of Emergency for the Town of Kitty Hawk effective *(month, day, year)*, at *(specific time)*. This Declaration shall remain in effect until further notice.

Declared this the _____ day of *(month and year)*.

Town of Kitty Hawk

Gary L. Perry Mayor
Town of Kitty Hawk

Appendix G – Emergency Management Ordinance

AN ORDINANCE AMENDING THE KITTY HAWK TOWN CODE

BE IT ORDAINED by the Town Council of Kitty Hawk that the Kitty Hawk Town Code shall be amended as follows:

Chapter 10, Emergency Management

These ordinances are enacted pursuant to the authority granted by N.C.G.S. §166A-31.

Sec. 10-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Declaration – A written finding and public announcement that a state of emergency exists by the mayor activating the ordinances adopted in this section pursuant to G.S. 166A-19.31.
2. Emergency – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, weather-related, or riot-related cause.
3. Emergency Area – The geographical area covered by a state of emergency

(Code 1990, § 6-16; Ord. No. 86-5, § 1(a), 4-7-1986)

1. Mayor – The mayor of the Town of Kitty Hawk or in his absence or disability, the mayor pro tem or such other person as may be designated by the Council to act in the person's stead.
2. State of Emergency – A finding and declaration by the mayor that an emergency exists under the authority of G.S. 166A-19.22.

Sec. 10-20. Declaration and restrictions.

1. In the event of an existing or threatened emergency endangering the lives, safety, health and welfare of the people within the town or any part thereof, or threatening severe damage to or destruction of property, the mayor may, pursuant to G. S. 166A-19.22 issue a public declaration to all persons of the existence of such state of emergency, and, in order to more effectively protect the lives and property of people within the town, may place in effect any or all of the restrictions authorized in this article adopted pursuant to the authority granted by G.S. 166A-19.31.
2. The mayor may declare an emergency area by the declaration, to include all or any part of the Town and such restrictions in any area specifically designated or described within the town limits with the application of all or any restrictions including specific hours of the day or night. He may exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting, and television broadcasting corporations operated for profit; and other such classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of people within the town.
3. The mayor by declaration may impose the prohibitions and restrictions specified in sections 10-22 through 10-27 in the manner described in those sections. The mayor may impose as many of those specified prohibitions and restrictions as he finds are necessary, because of emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The mayor shall recite his findings in the declaration.
4. The declaration and all amendments thereto shall be in writing. The mayor shall take reasonable steps to give notice of the terms of the declaration to those affected by it and shall post a copy of it in the town hall. The mayor shall send reports of the substance of the declaration to the mass communications media which serves the affected area. The mayor shall retain a written text of the declaration and furnish upon request certified copies of it for use as evidence. The Mayor shall immediately notify the County Director of Emergency Management of any declaration. The declaration shall take effect in an emergency area immediately upon publication of the declaration.
5. The mayor shall by declaration terminate the entire declaration of emergency or remove the prohibitions and restrictions when the emergency no longer requires them or when directed to do so by the town council.
6. The mayor may invoke the restrictions authorized by this article in separate declarations, and may amend any declaration by means of a superseding declaration in accordance with the procedures set forth in this section.

7. Any declaration issued under this article shall expire five days after its last imposition unless sooner terminated in writing under the procedures set forth in this section for declarations.

(Code 1990, § 6-17; Ord. No. 86-5, §§ 1(b), (c), 2, 9—12, 4-7-1986)

Sec. 10-21. Compliance with declaration.

1. No person shall violate any prohibition or restriction imposed by a declaration authorized by this article. Any person who violates any provision of a declaration shall be guilty of a Class 2 misdemeanor in accordance with G. S. 14-288.20A.

(Code 1990, § 6-18; Ord. No. 86-5, § 13, 4-7-1986)

Sec. 10-22. Evacuation orders.

1. The declaration authorized by the provisions of this article may direct and compel the evacuation of all or part of the population from any threatened or stricken emergency area of the town; prescribe routes, modes of transportation, and destinations in connection with evacuation; and control ingress and egress of an emergency area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent declaration.

(Code 1990, § 6-19; Ord. No. 86-5, § 3, 4-7-1986)

Sec. 10-23. Curfew.

1. The declaration authorized by the provisions of this article may impose a curfew prohibiting in certain emergency areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The declaration shall specify the geographical areas and the period during each 24-hour day to which the curfew applies. The mayor may exempt from some or all of the curfew restrictions classes of people whose exemption the mayor finds necessary for the preservation of the public health, safety, and welfare. The declaration shall state the exempted classes and the restrictions from which each is exempted.
2. Unless otherwise specified in the declaration, the curfew shall apply during the specified period of day until the mayor by declaration removes the curfew.

(Code 1990, § 6-20; Ord. No. 86-5, § 4, 4-7-1986)

Sec. 10-24. Restrictions on alcoholic beverages.

1. Any declaration authorized by the provisions of this article may prohibit the possession or consumption of any alcoholic beverage, including beer, wine, and spirituous liquor other than on one's own premises, and may prohibit the transfer, transportation, sale

or purchase of any alcoholic beverage within the area of the town described in the declaration. The prohibition, if imposed, may apply to transfers of alcoholic beverages by employees of alcoholic beverage control stores as well as by anyone else within the geographical area described. (Code 1990, § 6-21; Ord. No. 86-5, § 5, 4-7-1986)

Sec. 10-25. Restrictions on dangerous weapons and substances.

1. Any declaration authorized by the provisions of this article may prohibit the transportation or possession off one's own premises, or the sale or purchase of any dangerous weapon or substance as defined in N.C.G.S. 14-288.1 except lawfully possessed firearms as defined in G.S. 14-409.39(2) (handguns, rifles, and shotguns) and ammunition. The mayor may exempt from some or all of the restrictions classes of people whose possession, transfer, or transportation of certain dangerous weapons or substances is necessary to the preservation of the public's health, safety or welfare. The declaration shall state the exempted classes and the restrictions from which each is exempted.
2. In this section, the term "dangerous weapon or substance" means any of the following:
 - a. Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or any device as defined in G.S. 14-288.1, gasoline, or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property.
 - b. Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property when the circumstances indicate that there is some probability that such instrument or substance will be so used.
 - c. Any part or ingredient in any instrument or substance included in subsection (b)(2) of this section when the circumstances indicate a probability that such a part or ingredient will be so used.
 - d. If imposed, the restrictions shall apply throughout the emergency area of the town or such part thereof as designated in the declaration. (Code 1990, § 6-22; Ord. No. 86-5, § 6, 4-7-1986)

Sec. 10-26. Restrictions on access to areas.

1. Any declaration authorized by the provisions of this article may prohibit within the emergency area obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice, or barricade indicating that access is denied or restricted.

2. Areas within the emergency area to which access is denied or restricted shall be designated by the chief of police and his subordinates when directed in the declaration to do so by the mayor. When acting under this authority, the chief of police and his subordinates may restrict or deny access to any area, street, highway or location within the town if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency. (Code 1990, § 6-23; Ord. No. 86-5, § 7, 4-7-1986)Sec. 10-27. Miscellaneous restrictions.
1. Any declaration authorized by the provisions of this article may prohibit or restrict:
 2. Movements of people in public places.
 3. The operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate.
 4. Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the declaration.

This ordinance amending the Kitty Hawk Town Code shall take effect the ___th day of _____ 201___. Passed and adopted at a regular meeting held by the Town Council of Kitty Hawk the ___ day of _____, 201___, by a vote of ___ in favor and ___ opposed.

Gary L. Perry, Mayor

Lynn U. Morris, Town Clerk

APPROVED AS TO FORM:

Casey Varnell, Town Attorney

The undersigned certifies that the forgoing official ordinance designated ORINANCE AMENDMENT OF THE TOWN OF KITTY HAWK, NORTH CAROLINA was filed in the Kitty Hawk Ordinance Book on the _____ day of _____, 201___, at _____ o'clock _____.

Lynn U. Morris, Town Clerk

Appendix H – Map of Storm Zone/Evacuation Routes



Appendix I – Contact Information

Up-to-date contact information for all Town Personnel and addresses shall be kept on file at Town Hall. In addition, the Town shall maintain a list of all outside government agencies and important emergency personnel contacts (i.e. power company, phone company, information technology etc).

Appendix K – Temporary Condemnation Notice

NOTICE OF TEMPORARY CONDEMNATION

**TOWN OF KITTY HAWK
252-261-3552**



PURSUANT TO NCGS 160A-426, NOTICE IS HEREBY GIVEN BY THE KITTY HAWK BUILDING INSPECTOR THAT PORTIONS OF THIS BUILDING HAVE BEEN FOUND TO BE UNSAFE, UNSANITARY, OR HAZARDOUS.

THIS BUILDING IS CONDEMNED UNTIL THE SEPTIC SYSTEM IS APPROVED BY DARE COUNTY HEALTH DEPARTMENT AND THE BUILDING IS SAFE AND HABITABLE.

CONTACT TOWN HALL TO DETERMINE WHAT (IF ANY) PERMITS ARE REQUIRED.

ANY PERSON(S) WHO SHALL REMOVE THIS NOTICE SHALL BE GUILTY OF A MISDEMEANOR AND SUBJECT TO IMPRISONMENT OF NOT MORE THAN TWO (2) YEARS OR A FINE OR BOTH AT THE DISCRETION OF THE COURT.

**DO NOT ENTER, GO BENEATH
OR UPON THIS BUILDING.**

POSTED THIS _____ DAY OF _____ 2018.

KITTY HAWK BUILDING INSPECTOR