

TOWN OF DUCK
EMERGENCY OPERATIONS PLAN



Adopted July 19, 2017

TABLE OF CONTENTS

PROMULGATION STATEMENT.....3
STATEMENT OF PURPOSE..... 4
SITUATION AND ASSUMPTIONS (Hazard Analysis)5
CONCEPT OF OPERATIONS.....7
ORGANIZATION AND RESPONSIBILITIES.....8
PLAN DEVELOPMENT AND MAINTENANCE.....9

ANNEXES

Annex A--Direction and Control10
Annex B --Law Enforcement.....14
Annex C--Fire and Rescue15
Annex D--Damage Assessment16
Annex E --Communications17
Annex F --Resource Management18
Annex G--Public Information.....19
Annex H--Sample Hurricane Operations20
Annex I--Essential Information21
Annex J--Post Incident Response Outline22
Annex K --Glossary of Terms24
Annex L – Active Threat/Violent Incidents.....26

MISCELLANEOUS ATTACHMENTS –

- Hurricane Personal Preparedness Information
- NIMS Forms
- Important Phone Numbers
- Council Phone Numbers
- Town of Duck Employee Personnel Phone Numbers
- Town of Duck Police Department Personnel Phone Numbers
- Town of Duck Fire Department Personnel Phone Numbers
- Proclamation and Orders

PROMULGATION STATEMENT

This document serves as the Emergency Operations Plan for the Town of Duck.

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

This plan is designed to be scalable, flexible and adaptable allowing for its use with special events within the Town.

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

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

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


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

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

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

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

Approved by the Town Council this 19th day of July, 2017



Mayor

PURPOSE OF THE PLAN

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

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

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

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

A weather-related disaster (i.e. nor’easter, hurricane, etc.) poses the greatest threat to the Town of Duck. Guidelines are set forth to prepare for such a disaster, though the plan is designed to be adapted to other emergency incidents or events as appropriate.

Goals

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

- Maintain communications with necessary agencies.
- Identify hazard areas and safe areas.
- Preserve law and order.
- Provide fire and rescue response.
- Evacuate if necessary.
- Evaluate and preserve structural safety.
- Maintain accurate documentation throughout event.
- Utilize multi-agency coordination when necessary.
- Return the Town of Duck to operational level.

SITUATIONS AND ASSUMPTIONS

SITUATION:

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

The Town of Duck is a tourist destination, with a year-round population of approximately 520, and in the summer over 25,000.

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

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

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

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

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

VULNERABILITY:

Sound side and ocean front properties are at most risk of damage due to storm surge during storms.

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

All properties are at risk for ponding and flooding due to severe rain events.

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

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

Town of Duck Public Safety staffing does not increase with the increase in tourist population.

Acts of Terrorism are unpredictable and low frequency but requires awareness and response planning.

**ASSUMPTIONS:
(HAZARD ANALYSIS)**

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

Flooding can affect both sound side and ocean front properties in tropical storms and hurricanes. Severe rain events can cause ponding and flooding on properties throughout the Town. Also, areas of Duck Road are susceptible in heavy downpours and can impact travel.

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

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

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

National Emergencies, including criminal acts or threats by individuals or groups, are not as likely locally but their impact on resources could affect the Town.

Active Threat incidents involving individuals or groups locally is a low frequency-high risk emergency that requires awareness and planning.

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

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

All visitors and residents will not evacuate.

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

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

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

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

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

Public information will be vital for incident management.

CONCEPT OF OPERATIONS

General:

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

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

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

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

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

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

The primary EOC is located at Town Hall in conjunction with the Public Safety Building. An alternate location may be determined by the Incident Commander (IC).

Operations:

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

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

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

Alert the general population of the disaster, impending disaster or emergency incident.

Arrange for the evacuation of threatened areas if necessary.

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

ORGANIZATION AND RESPONSIBILITIES

Organization:

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

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

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

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

Responsibilities:

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

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

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

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

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

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

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

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

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

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

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

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

PLAN DEVELOPMENT AND MAINTENANCE

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

Maintenance of the Plan

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

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

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

Exercises shall be conducted annually.

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

**ANNEX A
DIRECTION AND CONTROL**

PURPOSE:

To identify personnel assigned to the emergency management team and outline duties of the essential positions in order to provide direction before, during and after disasters/emergencies. Emergency incidents are dynamic in nature and magnitude of the event will determine the level of personnel and positions required to effectively manage the situation.

The primary staff will consist of:

Town Council
Town Manager
Fire Chief
Deputy Fire Chief
Fire Officers and Firefighters
Police Chief
Law Enforcement Officers
Director of Community Development
Permit Coordinator
Building Inspector
Director of Public Information

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

MAYOR AND EMERGENCY OPERATIONS CENTER (EOC) LIASON:

Mayor or Designee

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

INCIDENT COMMAND (IC)

Town Manager or Designee

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

DIRECTOR OF PUBLIC INFORMATION OFFICER (PIO)

Town Manager, Director of Public Information or Designee

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

ANNEX A (con't)
DIRECTION AND CONTROL

SAFETY OFFICER

Designee

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

LIAISON OFFICER

Designee

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

OPERATIONS CHIEF

Designee

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

BRANCH DIRECTORS

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

PLANNING CHIEF

Designee

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

ANNEX A (con't)
DIRECTION AND CONTROL

LOGISTICS CHIEF

Designee

Anticipate and provide all incident support requirements

Ordering of all resources through appropriate procurement methods

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

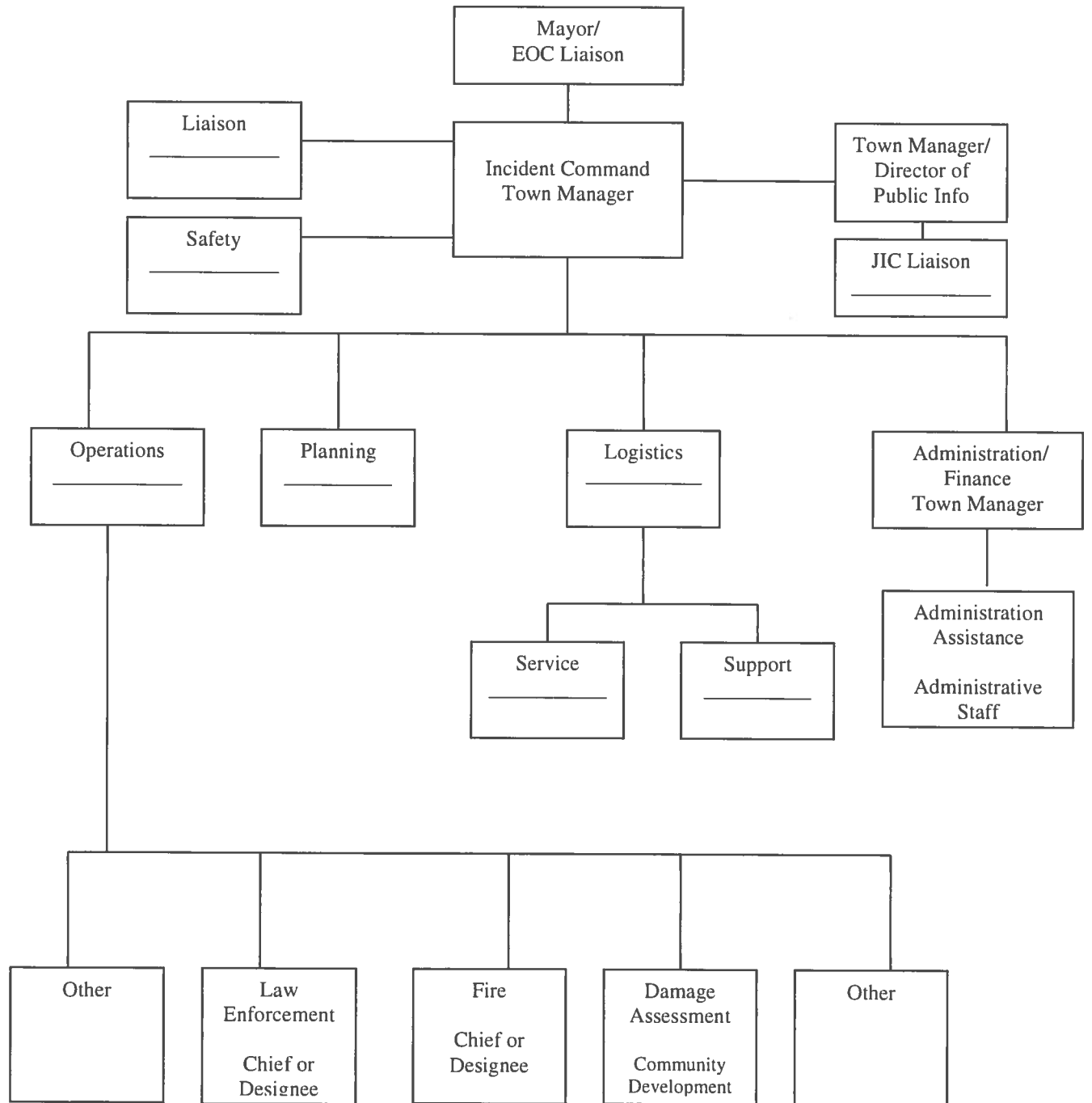
FINANCE/ADMINISTRATION CHIEF

Town Manager or Designee

Work with IC in estimating tracking and approving all incident expenses

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

ORGANIZATIONAL CHART



ANNEX B LAW ENFORCEMENT

PURPOSE

To provide resources and equipment for emergency response during a disaster or emergency incident and assist in minimizing damage to property, save lives and assist with recovery. Corresponds with ESF #13 Public Safety and Security.

MISSION

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

ORGANIZATION

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

Police personnel consists of:

- (1) Police Chief
- (1) First Sergeant
- (1) Sergeant
- (7) Police Officers
- (1) Administrative Assistant

Departmental vehicles:

- (2) Four-wheel drive SUVs
- (1) Four-wheel drive four door pick-up trucks
- (8) Two-wheel drive SUV
- (1) Patrol sedan
- (2) Six-wheel drive 5-ton truck

All sworn personnel are issued a variety of operational and personal protective equipment.

Specific tasks related to the mission of Law Enforcement are guided by Standard Operating Guidelines (SOG's) and policies.

ANNEX C FIRE AND RESCUE

PURPOSE

To provide for emergency response during a disaster or emergency incident and assist in minimizing damage to property, save lives and assist with recovery. Corresponds with ESF #4 Firefighting.

MISSION

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

ORGANIZATION

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

Fire personnel consists of:

- (1) Fire Chief
- (1) Deputy Fire Chief (career)
- (3) Captains (career)
- (1) Lieutenant (career)
- (2) Firefighters (career)
Part-time firefighters
Volunteer Fire Officers
Volunteer Firefighters
- (1) Shared Administrative Assistant

Departmental Vehicles:

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

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

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

Specific tasks related to the mission of Fire and Rescue are guided by Standard Operating Guidelines (SOG's).

ANNEX D DAMAGE ASSESSMENT

PURPOSE

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

MISSION

Provide a preliminary disaster assessment to be completed within 24 hours

Provide a detailed disaster assessment post-incident

Assist and identify needs in the community

Assist in computing damages

Assist in determination of proper resources for recovery

ORGANIZATION

The Director of Community Development is responsible for damage assessment activities.

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

Guidelines and procedures for identifying and recording damages will be outlined to ensure continuity in reporting.

ANNEX E COMMUNICATIONS

PURPOSE

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

MISSION

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

ORGANIZATION

Police and Fire personnel will utilize the Dare County 800 radios system and are centrally dispatched by Dare Central Communications.

Fire personnel also have VHF capability with portable and mobile radios.

The primary means of communication between the Dare County EOC and the local Town EOC will be determined by the Dare County EOC and the impacts of the emergency. This may include face to face meetings, phones or virtual teleconferencing.

Phones will be the primary means of communication amongst staff unless otherwise directed.

Surf Rescue maintains VHF radios and capabilities for the Town's use.

A Hamm radio is located at the Public Safety Building.

ANNEX F RESOURCE MANAGEMENT

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

Emergency Operations Center

Primary location:	Town Administrative Offices
Secondary:	Public Safety Building
Alternate:	IC determination

Debris Sites

Primary:	Designated by Dare County Emergency Management
----------	--

Holding Area Donated Goods-Town Hall or Public Safety Building

Morgue-Public Safety Shed

Debris Management-County/Town contract

General Supplies-Kelloggs, other local vendors

Food-local vendors, pre-determined supplies

Medical-first responder supplies from Duck Fire Department

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

Support Agencies and Volunteers-Staging of outside personnel resources will be coordinated and determined based on the agency/volunteer capabilities and nature of the incident.

ANNEX G PUBLIC INFORMATION

PURPOSE

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

MISSION

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

ORGANIZATION

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

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

The Town web site, the Town ListServ, social media tools such as Twitter, Facebook, Nixle, or ReGroup (current technology to reach residents and visitors in the area), and the Town event line will be used to issue emergency information.

Collaboration with the Joint Information Center (JIC) will be utilized when designated by the nature and magnitude of the event.

**ANNEX H
SAMPLE TIME FRAME HURRICANE OPERATIONS**

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

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

The Town Staff will begin preparation of securing Town interests.

72 HOURS TO LANDFALL

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

36-48 HOURS TO LANDFALL

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

18-24 HOURS TO LANDFALL

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

12-18 HOURS TO LANDFALL

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

LANDFALL

2-4 HOURS AFTER LANDFALL

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

4-6 HOURS AFTER LANDFALL

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

6-8 HOURS AFTER LANDFALL

Activate Mitigation Ordinance

ANNEX I ESSENTIAL INFORMATION

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

Boundaries of the disaster/incident/event area

Access points to the disaster/incident/event area

Status of local disaster/incident

Overall local priorities for response

Hazard specific information

Status of utilities

Status of communications

Status of roads

Status of food supplies

Status of law enforcement operations

Status of fire and rescue operations

Local weather conditions

Resource needs

Social/economic/political impacts

ANNEX J POST-INCIDENT RESPONSE OUTLINE

This annex outlines responsibilities post disaster or emergency incident.

The Disaster Area:

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

Governmental Offices - Locations & Relocations

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

Parameters for Governing

In the first 24 hours

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

In the next 48 hours

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

In the next 7 days

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

Communication groups requiring special attention

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

ANNEX J (con't)
POST-INCIDENT RESPONSE OUTLINE

Establish a Volunteer Center

- Identify a volunteer coordinator
- Identify a volunteer crew with specific qualifications
 - Knowledge of Duck
 - Knowledge of victims and disaster/incident area
 - Knowledge of how the Town functions
 - Qualifications as a communicator and organizer
 - Knowledge of Incident Command (IC) System

- Identify a suitable meeting location
 - Near the disaster/incident area
 - Safe access
 - Communication links
 - Adequate space and parking

Coordinate identified needs with offers to help

Press Releases and Notices to Victims

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

Liaison with local, state and federal officials

- Transportation
- Scheduling

Deal with physical loss of Town properties

- Insurance claim coordination
- Relocation operations

Consequences of disaster/incident

- The human toll
 - Loss of life
 - Home displacement
 - Family life disruptions
 - Social aspects of community life (residential, commercial, visitors)

- The cost to government
 - Loss of tax base
 - Changes to appraised value
 - Increased building and code enforcement activity
 - The need for sensitivity and creativity

ANNEX K GLOSSARY OF TERMS

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

Dare County Control Group: The executive group within local government who provide direction and control for multi-jurisdictional emergencies/disasters. This group consists of the Dare County Chairman of the Board of Commissioners, the Mayors of the six incorporated towns in Dare County, the Superintendent of the Cape Hatteras National Seashore and the Dare County Sheriff.

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

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

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

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

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

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

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

ANNEX K (con't)
GLOSSARY OF TERMS

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

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

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

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

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

Storm Surge Watch: The *possibility* of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 48 hours, in association with an ongoing or potential tropical cyclone, a subtropical cyclone, or a post-tropical cyclone. The watch may be issued earlier when other conditions, such as the onset of tropical storm-force winds, are expected to limit the time available to take protective actions for surge (e.g., evacuations). The watch may also be issued for locations not expected to receive life-threatening inundation, but which could potentially be isolated by inundation in adjacent areas.

Storm Surge Warning: The *danger* of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 36 hours, in association with an ongoing or potential tropical cyclone, a subtropical cyclone, or a post-tropical cyclone. The warning may be issued earlier when other conditions, such as the onset of tropical storm-force winds, are expected to limit the time available to take protective actions for surge (e.g., evacuations). The warning may also be issued for locations not expected to receive life-threatening inundation, but which could potentially be isolated by inundation in adjacent areas.

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

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

ANNEX L ACTIVE THREAT/VIOLENT INCIDENTS

PURPOSE

To provide guidelines for emergency response during an active threat/violent incident initiated by an individual or group.

SCOPE

This document is designed to assist the Town of Duck during acts of sustained violent threats and acts of terrorism as defined below. It is meant to be used in conjunction with the Town of Duck Emergency Operations Plan and the Dare County Response Guidelines to Acts of Terrorism. The focus of this document is to provide guidance in order to provide effective incident management operations.

DEFINITIONS:

Active Threat-sustained violent threats and criminal acts of violence by one or more persons that affect multiple victims.

Terrorism-criminal acts or threats by individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion, or violence against the government and its citizens.

Contact Team (CT)-law enforcement team assigned to identify and apprehend the suspect(s).

Force Protection Group (FPG)-law enforcement personnel assigned to protect fire rescue group personnel.

Rescue Group (RG)-fire department personnel trained and assigned to assist with victim removal.

Incident Command Post (ICP)-location of the tactical-level, on-scene incident command and management functions take place.

Cold Zone (CZ)-location of support functions such as command post, staging and treatment area (for mass casualty incidents).

Warm Zone (WZ)-location determined by Contact Teams to be cleared and secure for entry by Rescue Groups with Force Protection Groups.

Hot Zone (HZ)-location where Contact Teams are working to isolate and neutralize the threat.

Casualty Collection Point (CCP)-location where casualties are gathered until they can be safely moved to a treatment area.

Treatment Area (TA)- location designated in the cold zone where patients from the incident or removed from the casualty collection point will receive treatment and transport.

ASSUMPTIONS

Active threat/violent incidents pose a greater risk and first responders must be aware of the potential for personal injury or death.

Law enforcement personnel will engage to isolate and mitigate the threat, not treat victims.

Active threat/violent incidents will quickly tax municipal staff and volunteers.

Coordination between mutual aid agencies (law, fire and ems) and Dare County Emergency Management will be necessary and initiated early.

Public information regarding safety alerts will need to be initiated early.

CONCEPT OF OPERATIONS

Law enforcement is the lead agency for incidents involving acts of violence or terrorism. The immediate responsibility is to stop the threat and mitigate harm to victims. The incident and activation will be dependent on the threat level as determined by law enforcement. Coordinated efforts amongst all agencies (law enforcement, fire and ems) and the municipality is vital to operational success.

OPERATIONS

1. Scene Situational Awareness/Information Dissemination

- Scene size-ups and assessments should be coordinated with all agencies to ensure scene security and responder safety.
- Conduct briefings frequently to communicate operations with responders.
- Through coordination with the Incident Command Post, local and county emergency management; share information to local, state, and federal agencies as needed.

2. Command and Control

- Utilization of NIMS and the Incident Command System is critical for ensuring a successful operation.
- Law Enforcement will establish command and control be established to ensure control measures are implemented for life, safety and evidence preservation.
- Coordination with fire and law enforcement agencies is necessary for operations.
- Unified Command should be established as soon as practical.

3. Mutual Aid/Resources

- Ensure MOU's are valid
- Request mutual aid resources to manage incident.
- Request specialty resources as needed.
- Request mutual aid resources to provide continued service delivery.
- Coordinate and control mutual aid resources (staging).

4. Force Protection (Responder Safety)/Perimeter Security

- Coordinate with law enforcement agency to establish safe area.
- Establish entry points and control ingress and egress to scene.
- Identify credentialing system for responders and volunteers.
- Manage responders and volunteers (staging).

5. Notifications

- Local and county law enforcement officials.
- Municipal staff.
- Local elected officials.
- County emergency management

6. Public Information

- Identify PIO as soon as possible.
- Coordinate with JIC
- Use established media outlets to provide information on evacuations, shelter-in-place, etc.
- Establish off-site media staging.
- Establish off-site family information center.

7. Evacuation/Shelter-in-Place Management

- Coordinate with law enforcement to identify areas affected.
- Select evacuation routes and sites (with monitors).
- Communicate regularly with citizens sheltering in place.

8. Maintain Day to Day Service Delivery

- Identify and call for resources (personnel, equipment, and apparatus).
- Plan for multiple operational periods.

9. Responder Safety and Wellness

- Enforce use of Personal Protective Equipment (PPE).
- Provide medical monitoring, rest, and rehabilitation.

10. Victim Care and Management

- Utilize Rescue Groups as needed.
- Identify casualty collection points (CCP) and treatment areas (TA).
- Coordinate with Dare County EMS for triage and transport.

11. Mass Decontamination

- Identify and call for resources as needed.

12. Crime Scene Preservation

- Law enforcement to oversee preservation and debris removal.
- Utilize standard operating guidelines for agency response to crime scenes.
- Maintain chain-of-evidence process and preservation of site evidence.

13. Documentation/Reporting

- Ensure documentation of all response activities from notification to closure of incident.

14. Demobilization/Deactivation

Demobilization and deactivation in instances of sustained violent threats and/or acts of terrorism will be determined at the incident command level based on information from the Town of Duck Police command officer and the Town of Duck Fire command officer after consultation with the Town Manager. The Command Staff and Town Manager will establish a time for debriefing for all agencies associated with the incident.

15. Recovery

- Provide counseling and CISM (Critical Incident Stress Management) as needed.
- Continually assess resources (personnel, equipment, facilities) during recovery period.
- Prepare a post-incident analysis of the event.
- Be attentive to community needs in recovery process.
- Maintain media communication about the recovery.

MISCELLANEOUS ATTACHMENTS

WEATHER PREPAREDNESS

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

Emergency Light and News Sources

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

Toiletries

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

Food and Water

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

Clothing

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

Sleeping Arrangements

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

SECURITY OF RESIDENCE

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

Town of Duck Medical Information Form

Date Completed:

EMPLOYEE INFORMATION

First Name:

Last Name:

Date of birth:

Cell Phone:

Home Phone:

Address:

Position with Town:

Driver's License #

Organ Donor: Y or N

**Notify the Town Manager if any information changes for this form.
Always keep this information with you.**

Emergency Contact #1

Home phone:

Work phone:

Cell phone:

Relationship:

Emergency Contact #2

Home phone:

Work phone:

Cell phone:

Relationship:

Notes:

Insert Picture ID here

Town of Duck Medical Information Form

Date Completed:

EMPLOYEE INFORMATION

First Name:	
Last Name:	
Date of birth:	
Cell Phone:	
Home Phone:	
Address:	
Position with Town:	
Driver's License #	
Organ Donor: Y or N	
Family doctor:	
Doctor's phone:	
Pharmacy Name:	

Medical Conditions: Such as: diabetes, epilepsy, etc.

Medications: Prescription Meds, OTC Meds, Herb Remedies, Vitamins, Nutritional Supplements, Respiratory Therapies, etc.

Medicine Name	How & When you take?	Dosage:	Reason for Taking
Example: Tylenol	Caplets - By Mouth - Every 4-6 hours	500 mg	Arthritis

THIS IS STRICTLY VOLUNTARY & CONFIDENTIAL. IT WILL BE USED ONLY IN CASE OF EMERGENCY OR IF YOUR CONTACTS ARE NOT AVAILABLE.

Notify the Town Manager if any information changes for this form. Always keep this information with you.

Emergency Contact #1	
Home phone:	
Work phone:	
Cell phone:	
Relationship:	
Emergency Contact #2	
Home phone:	
Work phone:	
Cell phone:	
Relationship:	

Allergies: (Such as medications, food, latex, etc.)

Vaccines: Name & Date of last dose

Tetanus/Diphtheria/Pertussis:	
Flu:	
Other:	

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From:		Date To:
		Time From:		Time To:
3. Name:		4. ICS Position:		5. Home Agency (and Unit):
6. Resources Assigned:				
Name		ICS Position		Home Agency (and Unit)
7. Activity Log:				
Date/Time		Notable Activities		
8. Prepared by: Name: _____			Position/Title: _____	
			Signature: _____	
ICS 214, Page 1			Date/Time: _____	

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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

Utilities

DC Water Department	475-5990 General, 475-5606 Director, 256-0865 Emergency
NC Power	(888) 667-3000
Century Link Carolina Telephone	(252) 977-7100

Other

Coast Guard	441-1685
(Oregon Inlet)	(252) 995-6411 (24 hour SAR)
National Weather Service	(252) 223-5327 (Newport, NC)
Re-entry Information	(800) 342-8837
State Emergency Operations	(800) 858-0368 (Hazardous Materials Incident)
US Army Corps of Engineers	252-261-6840, 252-256-0181 Brian Scarborough

TOWN OF DUCK COUNCIL

Don Kingston	Home: (252) 255-4817	Cell: (703) 622-9035
Monica Thibodeau	Home: (252) 261-6278	Cell: (252) 207-7739
Nancy Caviness	Home: (252) 255-1050	Cell: (252) 255-8124
Chuck Burdick	Home: (252) 261-7576	Cell: (252) 202-5748
Jon Britt	Home: (252) 261-4369	Cell: (252) 202-6880

TOWN OF DUCK POLICE DEPARTMENT EMPLOYEES

Chief John Cueto	Home: N/A	Cell: (252) 722-3735
1 st Sergeant Jeffrey Ackerman	Home: N/A	Cell: (252) 305-9047
Sergeant Melissa Clark	Home: (252) 489-3687	Cell: (252) 722-5633
Tara Poulin	Home: (252) 489-1163	Cell: (252) 255-8088
Jason Garrett	Home: N/A	Cell: (252) 489-3670
Tammy Bybee	Home: N/A	Cell: (252) 489-5952
Jason Rigler	Home: (843) 991-8937	Cell: (252) 722-2856
Chuck Edwards	Home: (252) 473-8845	Cell: (252) 722-3470
Joseph Knight	Home: (252) 256-3113	Cell: (252) 722-5278
Christie Moseman	Home: (252) 202-1515	Cell: (252) 455-4849

TOWN OF DUCK EMPLOYEES

Chris Layton	Home: N/A	Cell: (252) 722-2057
Joe Heard	Home: (252) 473-5115	Cell: (252) 305-0409
Building Inspector	Home:	Cell:
Lori Ackerman	Home: N/A	Cell: (252) 207-5902
Sandy Cross	Home: N/A	Cell: (252) 384-3024
Denise Walsh	Home: (252) 715-3174	Cell: (252) 455-5709
Betsy Trimble	Home: (757) 871-8361	Cell: (252) 489-3311

Duck Fire

Membership Roster

Board Members - Pat Scarlett, Bob Mack, Rick Fagersten, Boyd Brannan, Kent Zimmerman
Office 252-261-3929, Duty Officer 252-455-2047, Fax 252-261-5961

Name	Rank	Unit #	Rescue 11	Primary #
Donna Black	Chief	Chief 11	EMT-I	255-8134
Bill Walker	Deputy Chief	DC 11	EMT	489-1963
Jared Smith	Captain	1120	EMT	599-0984
Jon Britt	Captain	1121	EMT	202-6880
Hayden Poulin	Captain	1122	EMT	982-6017
Jeffrey Del Monte II	Captain	1123	EMT	475-4482
Trey Batschelet	Captain	1124	EMT	207-4248
Anthony Bartolotta	Lieutenant	1125	EMT	202-2687
Bob Mack	Lieutenant	1126	FR	982-6243
Nancy Caviness	Support Lieutenant	1130	FR	255-8124
Jacob Dempsey	Master Firefighter	1132	EMT	216-5584
Zachary Watson	Master Firefighter	1133	EMT	843-224-2317
Wayne Kidd	Master Firefighter	1134	EMT	267-0711
Brandon Boyd	Firefighter	1135	EMT	475-4521
Mike Cartwright	Firefighter	1136	EMT	252-312-9504
Tanner Mann	PT Firefighter		EMT	489-9145
Matthew Munden	PT Firefighter		EMT-I	757-870-8071
Benjamin Williams	PT Firefighter		EMT	216-5592
Scott Davis	Firefighter		EMT-I	441-6253
Scott Hooper	Firefighter		EMT	489-5115
Chris Layton	Firefighter			722-2057
Colton Morse	Firefighter			564-4432
Todd Ahrens	Firefighter			717-424-6642
Boyd Brannan	Firefighter			261-6138
Joseph DeYoung	Firefighter			540-287-1875
Rick Fagersten	Firefighter			573-8000
Heather Kaas	Firefighter			757-438-0747
Randy Morton	Firefighter			804-514-0573
Harvey Murray	Firefighter			804-815-6663
Pat Scarlett	Firefighter			207-1268
Lauren Van Riper	Firefighter			305-6017
Steven Vogt	Firefighter			489-8279
Ben Vorndran	Firefighter			573-9183
Kent Zimmerman	Firefighter			540-290-1943
Sara Zimmerman	Firefighter		EMT	540-290-1942
Christie Moseman	Admin/FF		EMT	202-1515



TOWN OF DUCK, NORTH CAROLINA

PROCLAMATION NUMBER _____
EVENT _____

**PROCLAMATION OF THE MAYOR OF DUCK
ESTABLISHING A STATE OF EMERGENCY
IN THE TOWN OF DUCK AND
ENUMERATING THE PROHIBITIONS AND RESTRICTIONS
IMPOSED BY SAME**

WHEREAS, in accordance with **Ordinance #02-04 of the Town of Duck**, the office of the mayor is authorized and empowered to establish certain restrictions deemed essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the town; and

WHEREAS, the Town of Duck is under immediate impending threat from Hurricane _____ this _____ day of _____, (2017) (2018);

NOW THEREFORE BE IT PROCLAIMED that this proclamation shall declare to all persons the existence of a state of emergency and shall further implement the following provisions, restrictions and prohibitions:

1. Exemptions. The following classes shall be exempt from all or any part of such restrictions established by this proclamation, 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 such other 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 the people within the town.

2. Curfew. There is hereby established a curfew prohibiting the appearance in public of anyone who is not a member of the exempted class identified in Section 1 above, in the following geographical areas within the Town of Duck, and time periods in and during while this restriction shall apply:

a. _____ from
_____ o'clock ____ .m, _____, 201__ until _____ o'clock
_____.m, _____, 201__.

b. _____ from
_____ o'clock ____ .m, _____, 201__ until _____ o'clock
_____.m, 201__.

c. _____ from
_____ o'clock ____ .m, _____, 201__ until _____ o'clock ____
.m, _____, 201__.

d. _____ from
o'clock ____ .m, _____, 201__ until _____ o'clock ____ .m,
_____, 201__ .

3. Restrictions on possession, consumption or transfer of intoxicating liquor. There is hereby established a prohibition on the possession, consumption or transfer of intoxicating liquor, Other than on one's own premises, to be effective at o'clock ____ .m. on the _____ day of _____, 201__, which shall apply to the following geographical areas within the Town of Duck:

4. Restrictions on possession, transportation and transfer of dangerous weapons and substances. There is hereby established a prohibition on the transportation or possession off one's own premises, or the sale or purchase of any dangerous weapon or substance throughout the jurisdiction of the Town of Duck to be effective at _____ o'clock ____ .m. on the _____ day of _____ 201__. (For the purposes of this section, *dangerous weapon* or *substance* means: a) any deadly weapon, ammunition, incendiary device, explosive, 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 will be so destructively used; or c) any part of any ingredient in any instrument or substance included above.)

5. Restriction on access to areas. There is hereby established the following area restrictions and prohibitions Duck to be effective at _____ o'clock _____.m. on the _____ day of _____, 201__.

a. _____

b. _____

c. _____

d. _____

e. _____

Further, the TOWN OF DUCK POLICE CHIEF and his subordinates are authorized to restrict or deny access to any area, street, highway or location within the Town of Duck if, in their judgment, that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome this state of emergency or to prevent further aggravation of this state of emergency.

AND BE IT FURTHER PROCLAIMED that this proclamation shall expire five (5) days after its last imposition unless sooner terminated.

This _____ day of _____, 201__ .

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

ORDER NUMBER _____
EVENT _____

**STATE OF EMERGENCY DECLARED
IN DUCK, NORTH CAROLINA**

In accordance with the provisions of **Ordinance #02-04 of the Town of Duck**, State of emergency; restrictions authorized, a state of emergency has been declared to exist in Duck which is found to be as follows:

1. The threat of _____ endangers the lives, safety, health and welfare of the people within the Town;
2. There further exists a threat of damage or destruction of property.

This state of emergency is hereby declared in order to more effectively protect the lives and property of the people of Duck. Restrictions may be imposed as necessary and appropriate.

This _____ day of _____, 201__ .

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

ORDER NUMBER _____
EVENT _____

**ORDER OF THE MAYOR OF
THE TOWN OF DUCK, NORTH CAROLINA**

_____ Date _____ Time _____

Due to the hazardous surf conditions created by the threat of _____, and for the public safety of the citizens and visitors of the Town of Duck, and in accordance with the provisions of **Ordinance #02-04 of the Town of Duck**, State of emergency; restrictions authorized., Mayor _____ hereby enacts the following emergency order which shall act as temporary ordinance of the Town of Duck and be enforced as such:

1. That wading and/or swimming from the ocean beaches of the Town of Duck is prohibited from this date and time forward until this order is rescinded by Mayor _____ on the advice of Town staff.

Placed into effect this _____ day of 201__ at _____m.

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

ORDER NUMBER _____
EVENT _____

**ORDER TERMINATING A STATE OF EMERGENCY IN
THE TOWN OF DUCK, NORTH CAROLINA**

On _____, at _____ o'clock, _____m., there was established a local State of Emergency for the Town of Duck, by Proclamation Number _____, which also enumerated conditions and prohibitions imposed by same;

On _____, at _____ o'clock, _____m. it has been determined that the conditions which made this declaration of a State of Emergency no longer exist.

Thereby Proclamation Number _____, and all of the restrictions and orders thereof, is terminated.

This proclamation is effective immediately, this _____ day of 201__ , _____m.

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

**PUBLIC NOTICE OF RELOCATION OF
TOWN OF DUCK OFFICES**

The Municipal Complex at _____ was damaged during the effects of _____.

Certain Town offices are temporarily relocated to _____

Locations for all municipal departments and services are now as follows:

Administration/Board of Commissioners _____
Taxes and Finance _____
Planning and Inspections _____
Police _____
Fire _____
Public Services _____

All legal and public notices for the Town of Duck will now be posted at _____ locations:

Residents are urged to check one of these locations for Duck Town Council meeting information and public notices that may be of importance and interest.

Posted this _____ day of _____ 201__ .

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

**NOTICE OF EMERGENCY MEETING AND AGENDA
FOR THE DUCK TOWN COUNCIL**

Meeting Location: _____

Date and Time: _____

- I. Call to Order
- II. Discussion of local disaster and prioritized response needs
- III. Update on damage assessment
- IV. Discussion and direction of implementation of Storm Hazard and Post-Disaster Reconstruction Plan and essential Town services, including but not limited to limitations on utilities services, curfews, barricades, and public safety services.
- V. Other Business
- VI. Adjourn

Posted at: _____

Town Clerk

It is urgent public necessity that requires this meeting to be held upon _____ hours notice under the North Carolina Open Meetings Law, Article 33C of the North Carolina General Statutes.



TOWN OF DUCK, NORTH CAROLINA

**VOLUNTEER COORDINATION STATEMENT
BY THE DUCK TOWN COUNCIL**

The Town Council of Duck is requesting that all volunteers wishing to aid in disaster relief in the Town of Duck coordinate any planned volunteer efforts through the _____, located at _____, phone 252-__-____. It is especially important that volunteer individuals and groups coordinate assistance and relief efforts with the _____ to achieve maximum effectiveness.

The Town Council and staff wish to express its sincerest and most heartfelt appreciation to all those who have responded to Duck and Dare County during this time of need and emergency. We thank you all for your donations, kind wishes and prayers.

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

ORDER NUMBER _____
EVENT _____

**ORDER OF THE MAYOR
THE TOWN OF DUCK
PROHIBITING VENDING FROM MOBILE VEHICLES OR STATIONS**

Date: _____

There is hereby enacted a prohibition of all vending from mobile vehicles or stations at any location within the corporate limits of the Town of Duck.

Adopted this _____ day of _____, 201__ .

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

ORDER NUMBER _____
EVENT _____

ORDER OF THE MAYOR OF THE TOWN OF DUCK

FOR: _____

DATE: _____

TEXT:

Adopted this _____ day of _____, 201__

SEAL

Mayor

ATTEST:

Town Clerk



TOWN OF DUCK, NORTH CAROLINA

PRESS RELEASE

Christopher J. Layton
Town Manager

Release: IMMEDIATE
Date:

Contact: Denise Walsh
Phone: (252) 255-1234
Mobile: (252) 455-5709

**TOWN OF DUCK
BUSINESS HOUR CHANGES DUE TO EMERGENCY DECLARATION**

Duck, NC -- All offices and services of the Town of Duck will conduct business during our regular hours, from 9:00 a.m. until 5:00 p.m., with the following exceptions:

1. _____
2. _____
3. _____
4. _____
5. _____

Persons in Duck may contact the Town Hall at (252)_____ with questions or concerns about any Town services.

###



TOWN OF DUCK, NORTH CAROLINA

PRESS RELEASE

Christopher J. Layton
Town Manager

Release: IMMEDIATE
Date:

Contact: Denise Walsh
Phone: (252) 255-1234
Mobile: (252) 455-5709

**TOWN OF DUCK
DECLARES STATE OF EMERGENCY AND ESTABLISHES RESTRICTIONS**

Duck, NC -- In accordance with the provisions of **Ordinance #02-04 of the Town of Duck**, Mayor _____ has declared that a state of emergency exists in Duck and therefore establishes the following restrictions deemed essential to the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of the people within the Town:

That a curfew prohibiting the appearance in public of anyone, other than those identified as exempt from the provisions outlined in Ordinance #02-04 and the declaration of the state of emergency, is prohibited within the corporate limits of the Town of Duck from _____ o'clock _____ .m., _____, 201__ until further notice or until this state of emergency has been lifted.

Persons in Duck may contact the Town Hall at (252) _____ with any questions or concerns.

###



TOWN OF DUCK, NORTH CAROLINA

PRESS RELEASE

Christopher J. Layton
Town Manager

Release: IMMEDIATE
Date:

Contact: Denise Walsh
Phone: (252) 255-1234
Mobile: (252) 455-5709

TOWN OF DUCK URGES TOWN RESIDENTS TO SECURE LOOSE ITEMS DUE TO PENDING THREAT OF HIGH WINDS

Duck, NC -- Due to the severe weather and high wind conditions associated with _____, Town of Duck residents are asked to secure residential solid waste containers, lawn furniture, and other loose items that could be blown about and cause damage during the storm. Additionally, residents are asked to turn off and secure all LP (liquefied petroleum) gas tanks. Please take a moment to check your neighbor's property and be of assistance in securing these items for them as well.

Persons in Duck may contact the Town Hall at (252) _____ with any questions or concerns.

###



TOWN OF DUCK, NORTH CAROLINA

PRESS RELEASE

Christopher J. Layton
Town Manager

Release: IMMEDIATE
Date:

Contact: Denise Walsh
Phone: (252) 255-1234
Mobile: (252) 455-5709

**TOWN OF DUCK
LIFTS STATE OF EMERGENCY**

Duck, NC – The Town of Duck will lift its state of emergency on (Day, Date, Time, Year).

This will include the following:

The following restrictions will still be in place:

Persons in Duck may contact the Town Hall at (252) _____ with any questions or concerns.

###