

UPSHUR COUNTY EMERGENCY OPERATIONS PLAN

ANNEX C: NOTIFICATION AND WARNING

Related Federal ESFs	<ul style="list-style-type: none">• ESF #2: Communications• ESF #5: Emergency Management
Related State Annexes	<ul style="list-style-type: none">• Annex B: Notification and Warning
Purpose	The purpose of this annex is to describe the process for the dissemination of warning information to emergency services organizations and the general public in Upshur County during emergency conditions.
Primary Agencies	<ul style="list-style-type: none">• Upshur County Office of Emergency Management (UCOEM)
Support Agencies	<ul style="list-style-type: none">• Upshur County 9-1-1 Communications Center• Local Media Outlets
Authorities	<ul style="list-style-type: none">• Public Law (PL) 93-288, Section 202, as amended

APPROVED

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UPSHUR COUNTY COMMISSION


I. SITUATION AND ASSUMPTIONS

A. Situation

1. The Upshur County warning point is located at the 9-1-1 Communications Center at 181 Pallottine Drive in Buckhannon
2. The following print and broadcast media are available locally.
 - a. Emergency Alert System (EAS): WWLW (FM 106.5)
 - b. Newspaper: *The Record Delta*, *The Inter Mountain*
 - c. Radio: WBUC (AM 1460, FM 93.5), WWWC (FM 95.1), WFBY (FM 102.3), WBRB (FM 101.3), WWLW (FM 106.5)
 - d. Television: WBOY, WBOY-D, WDTV, WNPB, WAFX, Channel 3
3. EOC staff members are accessible by landline telephone, and/or cellular phone.
4. According to Census 2000 information, approximately 2.1% of Upshur County's population (approx. 491 persons) speaks a language other than English at home. (*NOTE: This does not mean that they cannot understand English.)
5. Any hazard incident could necessitate the dissemination of warnings.

B. Assumptions

1. Existing forms of warning will require augmentation in order to provide sufficient warning to large segments the population.
2. The use of mobile public address systems and/or door-to-door notification by emergency response personnel will be required when a quick onset emergency (e.g. hazardous material spill) occurs necessitating an evacuation.
3. The warning system will withstand the effects of most hazards that could affect the county.
4. Some people directly threatened by the hazard may misunderstand, not hear, or ignore warning information.

II. CONCEPT OF OPERATIONS

A. General

1. Warnings can be disseminated by one (1) or a combination of the following:
 - a. National Oceanic and Atmospheric Administration (NOAA) weather radio,
 - b. Nixle Public Notification Software
 - c. AM and FM commercial radio stations,
 - d. Suddenlink cable,
 - e. Commercial television stations,
 - f. EAS,
 - g. Upshur County Office of Emergency Management (UCOEM) website,
 - h. Lewis Upshur Local Emergency Planning Committee (LEPC) website,
and
 - i. Siren and Public Address (PA) system-equipped emergency vehicles.

2. The West Virginia State Police (WVSP) is the point of contact for the National Warning System (NAWAS) and operates the West Virginia portion of the system.

B. Activation and the Warning System

1. Emergency services organizations (i.e. law enforcement, Emergency Medical Services [EMS], and the fire service) should be notified of emergency incidents by dispatchers in the comcenter.
2. Support agencies can be notified as follows.
 - a. Hospitals: EMS agencies, other emergency services providers, and/or telephone
 - b. Upshur Buckhannon Health Department: WV Bureau for Public Health, Centers for Disease Control (CDC), telephone, cellular phone, or emergency services providers
 - c. American Red Cross: Telephone, pager, or cellular phone
 - d. Upshur County Schools: Telephone or emergency services providers
 - e. WV Wesleyan: Telephone or emergency services providers
 - f. Nursing homes: Telephone or emergency services providers
 - g. Covered facilities: Telephone or emergency services providers

3. The UCOEM Director should be notified of the following situations:
 - a. When deemed necessary by the Incident Commander
 - b. Hazardous material spills of reportable quantities, releases, or fires (including biohazard threats and vehicle accidents) beyond the control and containment of first responders.
 - c. Confirmed explosions (other than small transformers);
 - d. Confirmed explosive devices located.
 - e. Confirmation of wide areas of air, water, or soil contamination or odors;
 - f. Multiple reports received or illness in a specific area of the county;
 - g. Aircraft incidents;
 - h. Whenever there is a request from the US Environmental Protection Agency (USEPA) or WV Division of Environmental Protection (WVDEP) for action;
 - i. Reports of prolonged widespread electricity outages;
 - j. Acts of Terrorism or terrorism alerts received via teletype;
 - k. Major structure fires (including multiple buildings, schools, nursing homes, hospitals, apartment complexes, industrial sites, etc.);
 - l. Train derailments
 - m. Search or rescue operations.
 - n. Coal Mine Incidents and
 - o. Any incident at a School requiring a Law enforcement or multiple EMS resource response.
4. The UCOEM Director will notify additional EOC staff members via telephone or cellular phone.
5. Notifications to the State
 - a. Prior to the activation of the EOC, the UCOEM Director should notify the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).
 - b. Once the EOC is activated, the Disaster Analysis Section of the EOC should assume the responsibility for maintaining communications with the State EOC (SEOC).
 - c. The SEOC should be notified on any significant changes in emergency

conditions.

- d. Eteam will be used to notify the state (especially since Eteam posts can be viewed throughout West Virginia). Additional means of notifying the state include telephone, facsimile, or email.

C. Special Needs Populations

1. Warnings for the hearing impaired can be via print media, crawlers on television stations and/or the Lewis Upshur LEPC and UCOEM websites, or by door-to-door notifications from responders.
2. Warnings to nursing homes can be provided via weather radio, telephone, AM/FM radio, and/or television. Staff in nursing homes can disseminate warnings to residents.
3. Upshur County maintains a Special needs Registry that provides location and type of special need of the citizen.

D. State and Federal Support

1. State
 - a. State resources may be notified of an incident in many ways, including county, local, and other sources.
 - b. According to the *West Virginia Emergency Operations Plan*, local and county warning points are to relay warnings to the state level.
 - c. If a notice is received by the state warning point, it should activate the NAWAS warning terminals to disseminate messages to county warning points.
2. Federal
 - a. If federal assistance is necessary, the appropriate state agency should make requests for those resources.
 - b. The US Department of Homeland Security (DHS) is responsible for notifying deploying federal agencies via guidelines outlined in Emergency Support Function (ESF) #5 of the National Response Framework (NRF).
 - c. ESF #2 communications guidelines may be employed internally by federal agencies. Local and state communication with federal forces should be coordinated at the incident when federal forces arrive.

III. ROLES AND RESPONSIBILITIES

A. Roles

1. Those that receive the notifications outlined in this annex should ensure full notification of their personnel.
2. The Upshur County E 9-1-1 Communications Center and Upshur County Office of Emergency Management are the primary agencies responsible for disseminating warnings.

B. Responsibilities

1. Primary Agencies
 - a. Upshur County Office of Emergency Management
 - i. Notify local support agencies if necessary.
 - ii. Provide notifications and warnings to the WVDHSEM.
 - iii. Notify EOC staff as necessary.
 - iv. Coordinate with local media outlets as necessary.
 2. Support Agencies
 - a. Upshur County 9-1-1 Communications Center
 - i. Dispatch emergency services organizations.
 - ii. Receive warning information via telephone, NAWAS, EAS, Weapon/Nlets, etc.
 - iii. Notify the UCOEM Director of significant emergency incidents.
 - b. Local Media Providers
 - i. Publishes emergency press releases as requested by the UCOEM.
 - ii. Relays accurate information to the public.

IV. DIRECTION AND CONTROL

- A. The shift supervisor in the 9-1-1 center should ultimately coordinate the warnings that are issued by the communications center.
- B. The UCOEM Director should maintain control over the warning information released from either the UCOEM or EOC.

V. CONTINUITY OF GOVERNMENT

- A. The following agencies serve as the warning point for Upshur County:
 - 1. E 9-1-1 Communications Center,
 - 2. Upshur County Sheriff's Department, and
 - 3. UCOEM.

- B. UCOEM Director
 - 1. UCOEM Director
 - 2. Designated on-call EOC staff person
 - 3. The UCOEM Director should notify the comcenter if another EOC staff member is on-call (as well as provide the name of the on-call staff person).

VI. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. Individual agencies should maintain their own internal protocols for documenting the receipt of warnings.
 - 2. UCOEM personnel (including EOC staff) should keep records of when they provide notifications to support agencies and the state.

- B. Logistics
 - 1. Most notifications should be provided via telephone, cellular phone, or email.
 - 2. The following warning systems are available in the comcenter:
 - a. National Warning System (NAWAS) – Dedicated telephone circuit providing state and national information.
 - b. Emergency Alert System (EAS) – A federally-coordinated warning system using commercial and public radio and television stations to broadcast emergency warnings to the general public.
 - c. Nixle Public Notification Software.

 - 3. The UCOEM Facebook and the Lewis Upshur LEPC websites have the capability to display crawling messages.
 - a. The UCOEM Director should ensure that messages are displayed on the

UCOEM website as necessary.

- b. The Lewis Upshur LEPC Chair should ensure that messages are displayed on the LEPC website as necessary.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The UCOEM Director, 9-1-1 Director and Assistant 911 Director should collaborate in the maintenance and improvement of this annex.
- B. The annex should be reviewed, updated, and modified as necessary, but not less than annually.