

**Hurricane Isabel
Incident Action Plan
6:00 AM 9/19/03**



**Operational Period
6:00 PM – 6:00 AM
Emergency Programs
Division**

NCDA&CS

Hurricane Isabel
Team 2 Incident Action Plan and Situation Report
September 19, 2003
06:00 AM

I. NCDA&CS Incident Plan Overall Objectives

- Provide timely and coordinated response to minimize harm to NC's Agricultural community, Operations and Food Supply, and to facilitate recovery from the effects of Hurricane Isabel.
- Provide for the safety of all assigned incident personnel in the execution of all incident operations.
- Develop close collaboration and coordination with Agriculture industry and interests in North Carolina to identify issues that may arise as a result of the storm.
- Be prepared to respond on a department wide level to support tasks assigned to NCDA&CS through the SERT/ NCEM addressing agricultural interests.
- Maintain a good understanding of the current storm situation and ability to forecast needs based on best current available information.
- Integrate NCDA&CS command structure with outside agencies both public and private to make effective and efficient use of resources available.

II. General Situation

AT 9 PM EDT THURS SEP 19 2003... Isabel weakens to a tropical storm... The hurricane warning has been replaced by a tropical storm warning.

AT 11 PM EDT THURS SEP 19 2003...The tropical storm warning has been discontinued from Currituck Beach Light North Carolina southward.

AT 2 AM EDT FRI SEP 19 2003...Isabel continues to weaken over northern Virginia... A tropical storm warning remains in effect from north of Currituck Beach Light North Carolina to Moriches Inlet New York...including Chesapeake Bay...the tidal Potomac and Delaware Bay. Warnings will likely be lowered along portions of the North Carolina and Virginia coasts later this morning.

AT 5AM EDT FRI SEP 19 2003...The tropical storm warning has been discontinued from Chincoteague Virginia southward...and for Chesapeake Bay from Smith Point southward.

The following counties have reported extensive power outages, severe damage to public and private buildings, and roads blocked by fallen trees: **Bertie, Camden, Chowan, Halifax, Hertford, Lenoir, Martin, Pasquotank, Perquimans, Washington**

III. Incident Action Plan for Operational Period: 6 PM, 9-18-03 - 6AM, 9-19-03

A. OPERATIONS:

- Determine need to initiate conference calls for crop assessment.
- Task staff in operations to submit 204 forms at end of shift/workday as appropriate and to log in and out appropriately.
- Orient next shift staff to task tracker and have some one designated to document completed tasks from Operations Journal.
- Prepare material and power point for Commissioner's briefings –using at 0800.

Continuing Action Items:

- Maps/databases of eastern counties to allow strategic planning of resources in CRC are tasked to ISS though Logistics: Current request is for water table data as affected by Hurricane Isabel precipitation.
- Coordinate collection of industry information: suggest two daily conference calls (0800 and 1600) involving industry reps to discuss status/needs. Identified needs and questions will be fielded at any time.
- Continue setting up branches to focus on specific areas on 6 specific areas of focus: Field Operations, Search & Rescue, Shelters, Veterinary Services, Mortality/Disposal, and Food Assessment. Develop wall-charting system to facilitate communications with branches.

Field Operations, Jim Tickel:

- Will conduct conference call Friday am and others as appropriate.
- When deployed, Assessment teams will report to Dr. Kirkland, Quinn, Huffman or Tickel as assigned. All requests for assistance will need to be routed through county em (EM 2000).
- Industry contacts will be made through usual day-to-day contacts (ie. Kirkland's and Quinn's inspectors and their usual contacts as well as through Jimmy Randolph, industry liaison.
- Dr. Betty Herring will be deployed to Eastern Branch 0800 Friday.

Search & Rescue, Phil Snyder: w/ Humane Society of the United States:

Respond to reports of animals in danger due to Hurricane Isabel and seek appropriate care and shelter.

Shelters, Jodi Jackson/SART/CART:

Sheltering section will contact every county in Eastern Region every six hours.

Veterinary Services: Prepare response to animals in need of Veterinary Services. Dr. Sherri Nutter/CART/SART

Mortality/Disposal, Jimmy Kittrell:

- Gather producer contact information, extension contacts, public health, animal control and animal facility information. Contact information for NCDA & CS has been given to these contacts. Other needed contacts have been gathered, as well as IAP and dead disposal info.
- Plan for expected mortality including possible poultry, swine, and goat mortality in areas hit by high winds or flooding. Also plan for isolated incidents or other injury or mortality due to downed trees, damaged fencing and buildings.
- Develop transportation plan for hauling dead animals to rendering or landfill difficult
- Develop burial alternatives in case of large volumes of water make burial difficult.
- Address question regarding disposal: Should owner county EOC, Extension or proceed directly with burial?

Food Assessment, Don Howell and Steve Wells:

Initiate damage assessments: respond as conditions in area allow.

Resolve the following issues:

- Communicate to Emergency Management Coordinators the necessity for transportation access to impacted areas by feed delivery companies following the storm. Involve EOC liaison to establish this information link with EOC.
- Determine what indemnity may be paid without a federal emergency declaration should there be substantial agricultural losses. (It was decided to not pursue this issue until the storm has past and assessments have been made.)

B. LOGISTICS:

- Continue to solicit and coordinate NCDA&CS staffing resources for the CRC and Field Staff for primary 0600 to 1800 staffing and reduced staffing 1800 to 0600. Provide supplemental staffing from 1200 to 2000 for at least the next two days.
- Identify and notify a safety officer for 0600 to 1800 each day.
- Continue to track all action requests on NCDA&CS Tracker System
- Continue to monitor CRC Main Telephone (807-4320) and the EM2000 Tracker System
- Continue to notify NCEM EOC of number of CRC staff members planning to eat at the EOC: Breakfast (0630) by 0100, Lunch (1200) by 0800, and Dinner (1800) by 1300.
- Contact Rendering Plants, Landfills, and Composters in Northeast North Carolina to determine their status, planned schedule for resuming operation, pick-up and process capacities, and rates.
- Obtain unique industry impact maps for storm path from ISS.
- Coordinate efforts with Safety, Medical Advisor, Operations, and Planning to assure staff is refreshed and alert.

C. PLANNING:

- Develop Incident Action Plan for the next operational period.
- Develop Situation Report for the past operational period.
- Continue development of incident safety procedures and identify pertinent web-links for information, workers comp forms, etc.
- Continue development of Incident Communications Plan/Calling Tree protocols.
- Update wall charts detailing current action plans for Operations, Logistics, Planning, and Finance and enlarge posters for CRC.
- Log any suggested revisions/amendments to the EP DIV CRC Operations Manual received or developed during each duty shift
- Continue to monitor TASK TRACKER System for and enter task requests from other Sections into the system
- Continue to develop Q&A's list of frequently asked questions and answers to assist staff answering phones
- Continue development of demobilization procedures and form.

D. FINANCE:

- Identify and obtain three accounting processing assistants (Time unit leader, Procurement unit leader, Cost unit Leader) for each team.
- Identify and obtain two administrative staff support for each team.
- Write Finance procedures for reporting, forecasting and tracking expenditures and other procedures as needed.
- Finance must follow-up with Divisions to ensure Hurricane Isabel reporting procedures are followed.
- A purchase request from ISS for eight needed computers and approved and assigned to purchasing agent to complete order. The order must flow through e-procurement as indicated by Departmental policy.
- EM 2000 licenses have been requested from Emergency Management with David Wray following up to expedite this issue.
- A mission specific scope of work was requested from SART.
- Develop tracking system for total expenses for all divisions; overtime hours worked, regular hours worked, and expenses
- Relay information concerning how to correctly fill out the 204 form. Form must contain total hours worked during the day (both Isabel and regular Ag job duties), and total number of Isabel hours worked during the day. Also, please include the Ag division that you work for by your name on the form. This information is included in time keeping procedures.
- Update spreadsheets on employee time costs as information becomes available.
- Need to reconcile missing or incomplete information on 204 Forms