

**TENTATIVE AGENDA & MEETING NOTICE
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, APRIL 2, 2013
8:30 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING
COMMISSIONERS' BOARD ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: March 19, 2013, Regular Meeting March 19, 2013, Closed Session		1
	3	APPROVAL OF THE APRIL 2, 2013 AGENDA		11
8:35	4	WATAUGA COUNTY ARTS COUNCIL PROPOSAL	MS. CHERRY JOHNSON	13
8:40	5	PROPOSED AMENDMENTS TO THE WATAUGA COUNTY EMERGENCY OPERATIONS PLAN	MR. JEFF VIRGINIA	37
8:45	6	PLANNING AND INSPECTIONS MATTERS	MR. JOE FURMAN	
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8:50	7	TAX MATTERS	MR. LARRY WARREN	177
		A. Monthly Collections Report		
		B. Refunds and Releases		
8:55	8	PROPOSED RESOLUTION TO PROTECT THE PARKS AND RECREATION TRUST FUND (PARTF)	MR. STEPHEN POULOS	179
9:00	9	BUDGET AMENDMENTS	MS. MARGARET PIERCE	183
9:05	10	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	185
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		Land Acquisition – G. S. 143-318.11(a)(5)(i)		
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10:30	15	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

March 19, 2013, Regular Meeting

March 19, 2013, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, MARCH 19, 2013**

The Watauga County Board of Commissioners held a regular meeting on Tuesday, March 19, 2013, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Nathan Miller, Chairman
David Blust, Vice-Chairman
Billy Kennedy, Commissioner
John Welch, Commissioner
Perry Yates, Commissioner
Stacy Eggers, IV, County Attorney
Deron Geouque, County Manager
Anita J. Fogle, Clerk to the Board

Chairman Miller called the meeting to order at 5:30 P.M.

Commissioner Yates opened the meeting with a prayer and Vice-Chairman Blust led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Miller called for additions and/or corrections to the February 22 and 23, 2013, special meeting minutes, March 4, 2013, special meeting minutes, and the March 5, 2013, regular meeting and closed session minutes.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the February 22 and 23, 2013, special meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the March 4, 2013, special meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Welch, seconded by Commissioner Yates, moved to approve the March 5, 2013 regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Welch, seconded by Commissioner Yates, moved to approve the March 5, 2013, closed session meeting minutes as presented.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Miller called for additions and/or corrections to the March 19, 2013, agenda.

County Manager Geouque stated that Appalachian Regional Healthcare Systems had requested that Item # 10 be withdrawn from the agenda to be presented at a future date, potentially April 16, 2013.

The County Manager stated that Ms. Margaret Pierce would present the FY 2013 Audit contract as Ms. Brown had a previously scheduled appointment during this meeting.

Chairman Miller requested to add consideration of scheduling a public hearing for May 21, 2013, to allow citizen comment on the potential dissolution of the Social Services Board which would leave the Department of Social Services under the direction of the Board of Commissioners.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to approve the March 19, 2013, agenda as amended.

VOTE: Aye-5
Nay-0

BOARD OF EDUCATION REQUEST FOR LOTTERY FUNDS

Ms. Ly Marze, Watauga County Schools Finance Officer, presented a request for approval of an Education Lottery Fund application in the amount of \$201,000 which was sought for a Capital Improvement Project at Valle Crucis Elementary School including the renovation of crawl space area, replacement of timbers in the foundation and repairs to the associated roof deck. The project was estimated to begin in June 2013 and end in August 2013.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the Education Lottery Fund application for the Capital Improvement Project as presented by Ms. Ly Marze.

VOTE: Aye-5
Nay-0

PROPOSED AUDIT CONTRACT FOR FY 2013

Ms. Margaret Pierce, Finance Director, presented the proposed contract with Bryce Holder, CPA, PA, for services to conduct the County's FY 2013 financial audit in the amount of \$45,400. The fee for audit services was \$42,400 and the fee for statement review and preparation was \$3,000.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to approve the contract with Bryce Holder CPA, PA, for the County's Fiscal Year 2013 audit in the amount of \$45,400.

VOTE: Aye-5
Nay-0

PRESENTATION OF THE PROPOSED 2013 WATAUGA COUNTY COMPREHENSIVE TRANSPORTATION PLAN (CTP)

Mr. Phil Trew, High Country Council of Governments Planning Director, introduced Mr. David Graham, High Country Council of Governments Planner; Ms. Pam Cook and Mr. Cooper Sellers, with the NC Department of Transportation (NCDOT); as well as Steering Committee Members, Mr. Joe Furman and Mr. Dean Ledbetter.

Mr. Trew gave a background of the development of the proposed transportation plan which was developed over a 24 month period and included 2010 census data. The plan would act as a tool for local governments and the NCDOT to use to improve transportation overall in the area.

Mr. Cooper Sellers highlighted the major points of interest.

Mr. Trew stated that the Town of Blowing Rock had endorsed the adoption of the plan. The plan would also be presented to the Towns of Beech Mountain, Boone, and Seven Devils. If the plan was not adopted then local governments and the NCDOT would have to rely on the current plan which was adopted in 2003.

This report was for information only at this time. Mr. Trew planned to return at a later date with a formal request for adoption.

REQUEST FOR SUPPORT OF THE DELAYED HARVEST FISHERY

Mr. Kevin Hining with the North Carolina Wildlife Resources Commission (WRC) requested permission to designate a one mile portion of the Watauga River adjacent to the County's Watauga Gorge River Access as Delayed Harvest Trout Waters. Areas along the Watauga River have been designated Delayed Harvest in Foscoe and Valle Crucis. However, the property located in Foscoe was no longer available for Delayed Harvest. In an effort to continue opportunities for anglers and the impact that they provide to the County's economy, the WRC requested the Board support the one mile designation of the Watauga Gorge River Access as Delayed Harvest Trout Waters.

The Delayed Harvest Program did not require water quality or property restrictions. If the Board approved the designation, the WRC would stock several thousand catchable trout from October through May in the river. There was no cost to the County should the Board wish to participate in the program.

Commissioner Welch, seconded by Commissioner Yates, moved to support the designation of the one mile portion of the Watauga River adjacent to the County's Watauga Gorge River Access as Delayed Harvest Trout Waters.

VOTE: Aye-5
Nay-0

COOPERATIVE EXTENSION MATTERS

A. Presentation of Amended Watauga County Farmland Preservation Plan

Mr. Jim Hamilton, Cooperative Extension Director, reviewed proposed amendments to the Agricultural Development and Farmland Preservation Plan for Watauga County. The recommended changes were submitted by the ad hoc committee which Mr. Hamilton was directed to form with the purpose of reviewing the plan and recommending changes. Members of the ad-hoc committee included: Bill Moretz (at the time, president of the Watauga County Farmers Market and longtime farmer); Keith Honeycutt (Economic Development Commission, Former Commissioner, and Sales Representative at Hollar & Greene); Dale Cornett (at the time, President of the Watauga Christmas Tree Association); Ricky Critcher (Chair of the Voluntary Farmland Preservation board and longtime farmer); Sheila Greene (co-owner of North Fork Farms, cattle producer)—was not able to attend meetings; Richard Boylan (Area Extension Agent for alternative and organic agriculture); Blake Brown (cattle farmer and state tobacco economics specialist and participant in first draft of plan); and Kelly Coffey (current chair of Voluntary Farmland Preservation board and part of High Country Council of Governments, and owner of Raven Rocks Farm)

Mr. Hamilton stated that the ad hoc committee met late in 2011 and early 2012 and shared comments via email regarding proposed changes to the document. Mr. Hamilton then took the collective comments and individual feedback and made substantial edits to the plan. The plan was trimmed to a 17 page document (from the original 100+ page document) which contained the essential background and recommendations that were in the original plan. Mr. Hamilton briefly reviewed the plan which was tailored to include all farmers. Mr. Hamilton stated that the Cooperative Extension and Soil and Water Conservation were already performing many of the recommendations. The Watauga County Planning and Inspections Department was working to modify the County's Sign Ordinance as well to allow farmers more ability to advertise.

Commissioner Yates, seconded by Commissioner Welch, moved to schedule a public hearing on April 16, 2013, at 6:00 P.M. to allow citizen comment on the proposed amendments.

VOTE: Aye-5
Nay-0

B. Amendments to the Watauga County Voluntary Farmland Preservation Program Ordinance

Mr. Kelly Coffey, Chairman of the Watauga County Voluntary Farmland Preservation Board, presented proposed amendments to the Watauga County Voluntary Farmland Preservation

Program Ordinance. The proposed changes reflected State modifications to NCGS 106-581.1 as well as the addition of the Soil and Water Conservationist as consultants to the Natural Resources Conservation Service when determining whether or not a farm qualified for the program.

Chairman Miller stated that public hearings were historically held prior to adopting amendments to County Ordinances.

Vice-Chairman Blust, seconded by Commissioner Kennedy, moved to schedule a public hearing on April 16, 2013, at 6:00 P.M. to allow citizen comment on the proposed changes to the Watauga County Voluntary Farmland Preservation Program Ordinance.

VOTE: Aye-5
Nay-0

**REQUEST FOR ACCEPTANCE OF NC SENIOR MEDICARE PATROL GRANT/
CONTRACT**

Ms. Angie Boitnotte, Project on Aging Director, requested the Board accept a grant in the amount of \$1,000 from the North Carolina Senior Medicare Patrol (NCSMP). A minimum of two (2) group education outreach events on how to read a Medicare Summary Notice were required to be held prior to June 30, 2013, if the funds were accepted.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to accept the \$1,000 grant from the North Carolina Senior Medicare Patrol as presented by Ms. Boitnotte.

VOTE: Aye-5
Nay-0

**REQUEST TO SET A PUBLIC HEARING REGARDING THE POTENTIAL DISSOLUTION
OF THE SOCIAL SERVICES BOARD**

Chairman Miller requested to schedule a public hearing for May 21, 2013, to allow citizen comment on the potential dissolution of the Social Services Board which would leave the Department of Social Services under the direction of the Board of Commissioners.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to schedule a public hearing for Tuesday, May 21, 2013, at 6:00 P.M. to allow citizen comment regarding the potential dissolution of the Social Services Board.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Proposed Community Pride Week Proclamation

County Manager Geouque presented a proposed proclamation declaring the week of April 29 - May 4, 2013, as Community Pride Week in Watauga County.

Commissioner Kennedy, seconded by Commissioner Yates, moved to adopt the Community Pride Week proclamation as presented by the County Manager.

VOTE: Aye-5
Nay-0

B. Boards & Commissions

County Manager Geouque stated that the Blowing Rock Town Council recommended Ms. Natalie Bovino be appointed as an extra-territorial jurisdiction (ETJ) representative on their Planning Board. The Town Council also requested, due to time constraints, that the Board's second reading be waived and a vote be considered at this meeting.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to waive the first reading and appoint Ms. Natalie Bovino as an ETJ representative on the Town of Blowing Rock Planning Board.

VOTE: Aye-5
Nay-0

County Manager Geouque stated that each Commissioner nominated a representative to the Watauga County Planning Board whose term will run concurrent with the term of the appointing Commissioner. Planning Board members must live within the appointing Commissioners District and action must be taken by the entire Board of Commissioners to make these appointments.

Commissioner Welch nominated Mr. Neil Hartley and Commissioner Kennedy nominated Mr. Dennis Scanlin.

Commissioner Yates, seconded by Vice-Chairman Blust, moved to waive the first readings and appoint, to the Watauga County Planning Board, Mr. Neil Hartley, with a term to run concurrent with Commissioner Welch's term, and appoint Mr. Dennis Scanlin, with a term to run concurrent with Commissioner Kennedy.

VOTE: Aye-5
Nay-0

C. Announcements

County Manager Geouque announced the following:

- On March 25, 2013, at 10:00 AM a ceremony designating the portion of US 421 through Watauga County as a Blue Star Highway will be held in the Town of Boone Council Chambers. The NC Board of Transportation approved the designation as part of the military recognition effort. The Mayor of the Town of Boone, former NCDOT Board of Transportation member Sam Halsey, and new NCDOT Board of Transportation (Division 11) member James Palmero will be present.
- Blue Ridge Electric Membership Corporation's 2013 Community Leaders Council spring luncheon will be held on Thursday, April 11, 2013, at the Meadowbrook Inn in Blowing Rock at 12:00 P.M.
- The 2013 Watauga County Economic Development Summit will be held on Wednesday, April 17, 2013, from 1:00 to 5:00 P.M. at the Blowing Rock Art and History Museum in Downtown Blowing Rock.
- County Manager Geouque stated that budget work sessions had been scheduled for May 9 and 10, 2013; however, there was a scheduling conflict with one or more commissioners.

By consensus, the Board agreed to reschedule the second budget work session; therefore, the work sessions will be held on Thursday, May 9, 2013, beginning at 4:00 P.M. and Monday, May 13, 2013, beginning at 4:30 P.M.

PUBLIC COMMENT

Ms. Margaret Buck shared her concerns regarding Agenda 21 and provided three books related to the topic which she requested be donated to the public library if the Board chose not to keep them.

CLOSED SESSION

At 6:43 P.M., Commissioner Kennedy, seconded by Commissioner Welch, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Economic Development Incentive Matters, per G. S. 143-318.11(a)(4).

VOTE: Aye-5
Nay-0

Commissioner Yates, seconded by Vice-Chairman Blust, moved to resume the open meeting at 7:42 P.M.

VOTE: Aye-5
Nay-0

ADJOURN

Vice-Chairman Blust, seconded by Commissioner Welch, moved to adjourn the meeting at 7:42 P.M.

VOTE: Aye-5
Nay-0

Nathan A. Miller, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 3:

APPROVAL OF THE APRIL 2, 2013, AGENDA

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AGENDA ITEM 4:

WATAUGA COUNTY ARTS COUNCIL PROPOSAL

MANAGER'S COMMENTS:

Ms. Cherry Johnson, Director of the Watauga County Arts Council (WCAC), will present a request to lease the 377 Shadowline property (New River Building) for the purpose of establishing the Blue Ridge ArtSpace. Activities such as visual arts galleries, art and music classes, and a gift shop are planned for the space. The proposal is to lease the building at a rate of \$1 per year for an initial term of five (5) years, with optional five (5) year renewals. Based on the analysis for the USDA lease, the going rate for office space is between \$10 to \$18 a square foot. The Watauga County Arts Council is currently leasing space at the AEC for \$195 per month. The lease runs from November 2012 through May 2013. The County currently funds the Art Council in the amount of \$8,800 a year. This space was discussed at the Board's retreat for potential County use based on a plan being developed for current and future County spacing needs.

Should the County entertain the lease option, WCAC is requesting the County to be responsible for upkeep and maintenance of the exterior including the parking lot, exterior structural components, heat pumps, and grounds. Also, requested is the ability to sublet to other non-profits. Due to previous issues with subletting, staff would recommend County approval for any subleases.

Property owned by the County may be leased or rented for such terms and upon such conditions as the Board may determine, for up to ten (10) years. Property may be rented or leased only pursuant to a resolution of the Board authorizing the execution of the lease or rental agreement adopted at a regular Board meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the Board's intent to authorize the lease or rental at its next regular meeting.

No public notice need be given for resolutions authorizing leases or rentals for terms of one year or less. Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

The Board has several options regarding this property. Option 1, would be to lease the facility to WCAC with the Board to consider the terms of the agreement, such as lease amount, maintenance and upkeep of the facility, and possibly using all or a portion of the \$8,800 annual funding to subsidize the lease; Option 2 would be to use the building for County space; Option 3, would be to lease the facility to WCAC and continue to market the building for sale and allow first right of refusal to the WCAC; Option 4, would be to continue marketing the sale of the building; and Option 5, would be to use some variation of the options proposed.

Staff seeks Board direction.



MEMORANDUM

To: Deron Geouque, Watauga County Manager

From: Watauga County Arts Council
Cherry Johnson, Executive Director

Date: March 26, 2013

The Watauga County Arts Council would like to be included on the April 2, 2013 Agenda of the Watauga County Commissioners to present a brief digital Prezi presentation.

We are requesting that the Watauga County Commissioners lease a building located at 377 Shadowline Drive to the Watauga County Arts Council and its partners, the Michael Patricelli Craft Enrichment Program and the Community Music School, for the purposes of establishing the Blue Ridge ArtSpace of Watauga County. Within this space we propose to provide for the citizens of Watauga County and its visitors a gift shop, four visual arts galleries, classes in crafts and fine arts, and music classes for all ages. We are anticipating serving at least 5000 county residents and other visitors within the first year utilizing the space.



Please find attached a draft copy of a lease agreement outlining the terms of our proposal. Having met with each of the Watauga County Commissioners individually, we are hoping that the Commissioners will be able to vote to approve our proposal at their April 2nd meeting.

Proposed Terms of Lease Agreement between Watauga County (LANDLORD) and the Watauga County Arts Council (WCAC)

PREMISES. The premises to be leased is 377 Shadowline Drive in Boone, NC.

TERM. The initial term would be for 5 years, with an option to renew every 5 years.

RENTAL RATE. The rental rate proposed is a nominal rate of \$1 per year.

SECURITY DEPOSIT. Unless requested, there would be no security deposit.

RIGHT OF FIRST REFUSAL. For as long as WCAC is a tenant in the buildings, it would have the right to purchase the building if it is offered for sale.

OPTION TO PURCHASE. For as long as WCAC is a tenant, WCAC would have the option to purchase the property at fair market value, to be based on a valid appraisal.

UTILITY BILLS. WCAC would be responsible for all utilities associated with the premises.

USE OF PREMISES. The use of the premises shall be limited to meetings, events and activities that are typically associated with the operation of the WCAC as well as its co-tenants.

TAX AND INSURANCE. WCAC would be responsible for any ad valorem taxes assessed against the property or its contents, and for maintaining liability insurance for its use of the building and will hold harmless and indemnify Watauga County for any claims associated with its use of the building.

REPAIRS BY LANDLORD. Watauga County shall be responsible for the following repairs and maintenance: The upkeep and maintenance of the exterior including the parking lot, exterior structural components, heat pumps, and grounds.

REPAIRS BY TENANT. WCAC shall be responsible for the following repairs and maintenance: The upkeep and maintenance of all aspects of the interior including cleaning and minor repairs.

ALTERATIONS. WCAC shall be entitled to make alternations to the interior of the building provided they are approved in writing by the County, approval not to be unreasonably withheld.

REMOVAL OF FIXTURES. WCAC shall have the right to remove fixtures which they have installed for their own purposes at the end of the lease.

ASSIGNMENT AND SUBLETTING. WCAC shall have the right to sublet the space to non- profit organizations organized under the laws of North Carolina, which are operating in Watauga County, and which serve the citizens of Watauga County.



Making the ARTS
a Presence in Our Community
since 1981

Business Plan

2013

Watauga County Arts Council

PO Box 366, DTS

Boone, NC 28607

wcac@watauga-arts.org

www.watauga-arts.org

(828) 264-1789

Preface

The plan which is presented within this document represents what we conservatively feel is a reasonable expectation of the future of the Arts Council and its partner organizations, the Michael Patricelli Craft Enrichment Program and the Community Music School, in the next five year period if the Watauga County Commissioners agree to grant our request. However we feel that an even brighter future is certainly possible if the energy and enthusiasm of the community is captured as we anticipate it could be.

For many years the Watauga County Arts Council has been one of the most highly respected arts councils in North Carolina. We have a strong track record of serving the county and creating better communities through our efforts. We feel that we are up to the challenge of partnering with the Watauga County Commissioners through the presentation of this plan, carrying out the operations which are outlined within, and reporting back regularly on our progress.

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Board of Directors and Advisory Council Members
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Watauga County Arts Council

The mission of the Watauga County Arts Council is officially stated as “To sponsor and encourage the cultural arts in Watauga County, North Carolina.” It operates as a not-for-profit organization under the slogan of “Making the ARTS a Presence in Our Community.”

Our goal is to sustain and grow the organization while serving all of Watauga County.

Our objectives are to find funding and other resources to allow us to complete our mission; to continue to offer quality programming; to expand our program offerings in accordance with the needs of the county; and to develop and continue working in partnership with other groups and entities.

Situation - 1981 to 2013

In 1981, a core group of Watauga County residents who love the arts and wanted to protect Appalachian culture and crafts gathered together and formed the Watauga Arts Council. Their goal was to create activities and events that share their love of the arts with the community, educate children, continue the tradition of artistry and craftsmanship in the High Country, and provide artists with the assistance they need to grow and develop their voice. In the years since, the Watauga County Arts Council has grown from this seed of committed individuals to an organization that includes many of the community’s citizens as its supporters, benefactors and celebrators. The WCAC counts its largest success as having remained a nonprofit agency that succeeds in its mission through the generous gifts, grants and donations of local individuals, business entities, and local government. The organization also enjoys the support and largess of state artistic organizations’ contributions.

One of the primary tasks of the WCAC quickly became the reallocation (or subgranting) of state funding through the Grassroots Grants Program to other organizations and groups who were presenting arts-related programs across the county. That activity has remained constant throughout the organization’s thirty-two year history.

The WCAC spent its first 5-6 years operating wherever it could find meeting, exhibition, and programming space. In 1986 a contractual agreement for contract services was developed with the Town of Boone to provide administrative services for the newly acquired Jones House Community Center and to develop the cultural programming presented there. This relationship lasted for 26 years and was considered a model partnership not only throughout North Carolina but even in other states. Under this partnership agreement the Arts Council’s Executive Director was responsible for working with the Jones House Advisory Board to manage and oversee the facility as a community center and, for many years, was assisted by an administrative assistant who was also partially funded through the partnership. The partnership was dissolved in mid-2012.

The partnership with the Town of Boone also served as a model for other partnerships implemented by the WCAC, the most notable of which was the Community Arts in Education Partnership which began in the early-90’s and was formalized in 1998 with Watauga County Schools and Appalachian State University’s Office of Cultural Affairs. These three partners shared responsibility for a joint coordinator to implement educational programming throughout the county. That partnership was dissolved in mid-2012 due to major funding cutbacks suffered by Watauga County Schools and a change in the mandates which directed the activities of the ASU partner.

Throughout its tenure at the Jones House, the WCAC was continuously serving the entire county despite being headquartered in downtown Boone. Among its programs were a strong visual arts

emphasis featuring the work of local artists in three galleries at the Jones House and the Arts Placement Program which placed local art in varied businesses across the county. The WCAC also pioneered many programs which were later placed under the leadership of other community organizations or which resulted in the founding of such organizations, including the First Friday Art Crawl, public art planning and sculptural displays, the Children's Playhouse, and the Blue Ridge Community Theatre. The WCAC, with its Arts in Education partnership, developed a strong touring arts program for Watauga's school children and continued the Mountain Arts Program (an artist in residence program in the schools) as well as expanding and strengthening the very popular Summer Arts Camp. After successfully producing a video showcasing local shape note traditions, the WCAC established a folklorist position in 2005 and began offering traditional music lessons to children. One of its most well-known programs was the Summer Concerts on the Lawn which grew exponentially and became an icon of the community in national publications as well as becoming a major tourism draw for the entire area with an average weekly audience of well over 250 for its 15-16 performances each summer.

Organizational Structure

The organization is governed by a Board of Directors which is assisted by an Advisory Council made up of supporters and former members of the Board. The Executive Director works with the Board to promote the purpose and long range goals of the Arts Council. The Executive Director is responsible for providing management, leadership, and supervision for all programs sponsored by the Arts Council and oversees the work of the staff and volunteer workforce. The activities of the Arts Council are divided into administrative and programming activities (see Figure 1).

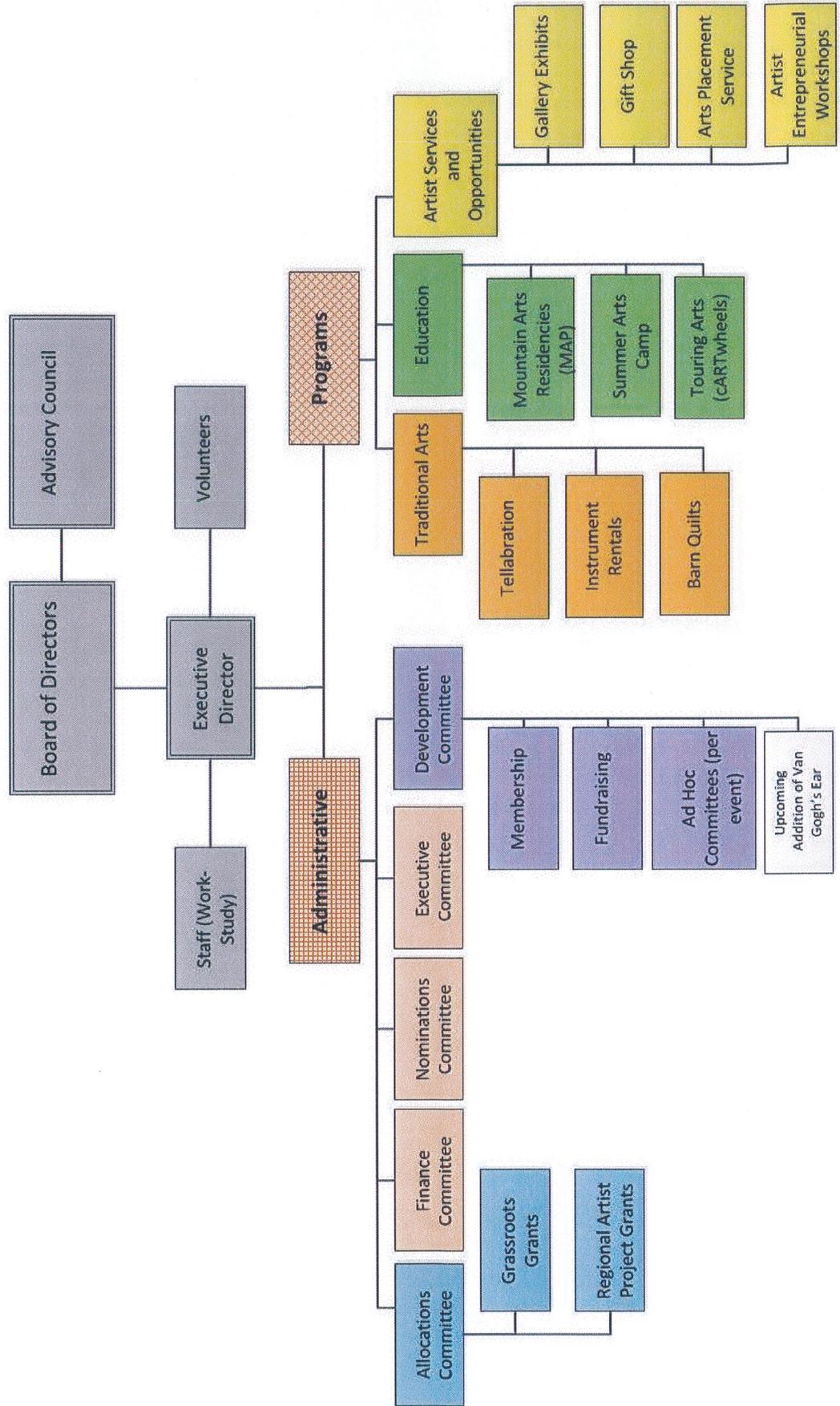
Physical Location

When the Arts Council had to leave its home of 26 years at the Jones House Community Center, we were blessed by three generous donations of temporary space in which to continue our programming and operations. Cheap Joe's Art Stuff is very generously sharing their warehouse space, allowing the Arts Council a place to store equipment, files, and other less frequently used, but necessary items.

The Watauga Committee of 100 donated the use of a three-room office suite in the Appalachian Enterprise Center, which is where we moved from the Jones House. This arrangement continued until November, when the management of the Appalachian Enterprise Center changed, at which point we consolidated our belongings into a single office which we plan to lease for \$195/month through May, 2013.

The partnership of Kenneth Wilcox, Roger Wright, and John Winkler under the auspices of the Winkler Organization also donated the use of Suite A of the Green Building located at 783 West King Street for the purposes of a gallery space. During the summer of 2012, the WCAC established this new gallery which showcases a monthly featured art exhibition plus a monthly exhibit of the work of artists who participate in art classes at the Lois Harrell Senior Center and the Cove Creek Center. The space also includes a new gift shop offering the works of area artists for sale. Gift shop and gallery artists are required to be members of the Arts Council at a minimum annual rate of \$35 each and then the Arts Council charges a 25% commission on each sale. Currently we have over 70 local artists in the gift shop. To manage the gallery and gift shop and as a result of the transition to new gallery space, the artists of the Serendipity Gallery have developed a strong volunteer core which assists the Executive Director in keeping the gallery and gift shop open on weekends. In October the Arts Council decided that it would be wise to relocate our primary office to the gallery and gift shop in order to have the space open during weekdays whenever staff or volunteers are present. The gallery and gift shop space remains available for lease and is occasionally shown to prospective tenants. We are currently paying \$300/month to help cover the electric expenses in hopes of being able to remain in the space until late spring when we hope to relocate.

Watauga County Arts Council Current Organizational Structure

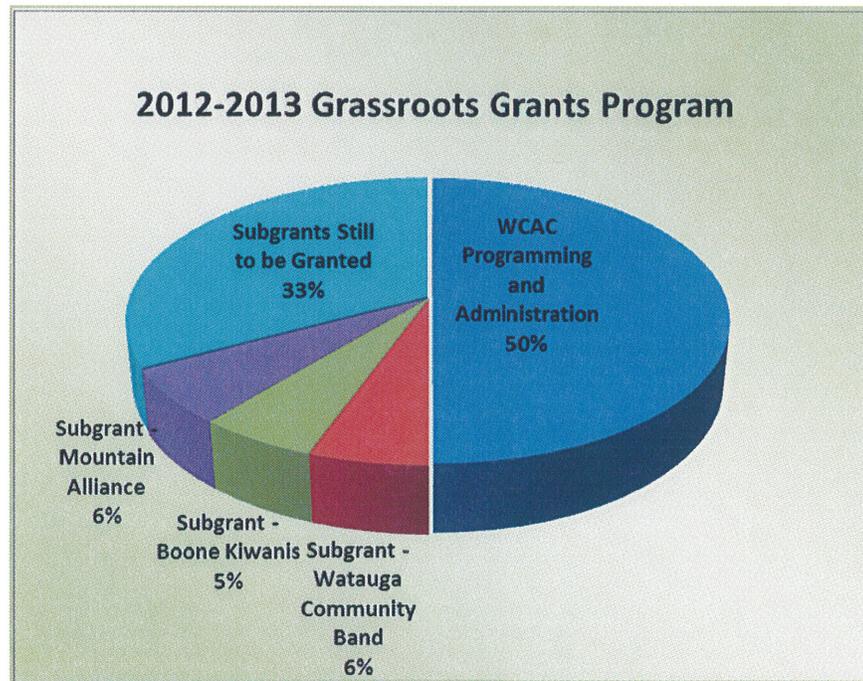


Watauga County Arts Council Current Services and Partnerships

The Watauga County Arts Council has developed numerous programs over its thirty-two year history and many of these programs have been very successful. However with the recent changes in its location and financial structure, the Arts Council has chosen to view this period as an opportunity for re-thinking, re-examining, and re-organizing. We have considered our former programming carefully within the context of the needs of today's community and determined that the need for some programs no longer exists. Some programs have been adopted by other organizations within the community. We feel that it is time to discontinue offering these programs. Other programs remain pertinent to the needs of our county. We are continuing these and have also developed certain new programs:

Grassroots Grants

The Grassroots Arts Program of the North Carolina Arts Council is a program offered in partnership with the North Carolina Legislature and the North Carolina Arts Council. Projects which are eligible for this grant program are those artistic and cultural activities sponsored by any non-profit community based organization. Organizations throughout the county are encouraged to apply.



As the Designated County Partner for Watauga County, we are responsible for offering grants to local non-profit organizations who are either artistically based organizations or who are offering programming which is artistically based. This program has been offered since the early 1980's and we are annually awarded funds on a per capita basis. In the past several years this amount has been around \$15,000 per year, half of which is sub-granted to other organizations and half of which is put into the programs we offer the community. These funds must be matched one-to-one by the local community. The primary source for these matching funds has historically been the local government allocations we have received from Watauga County and the Town of Boone.

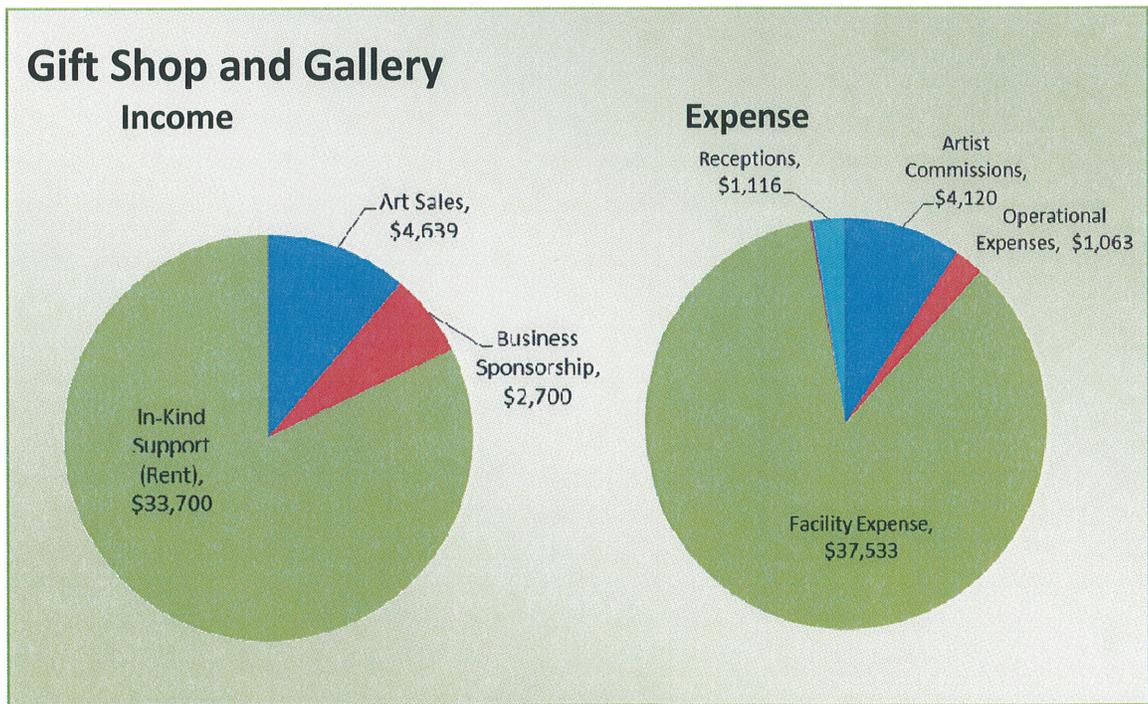
Gallery - The Gallery Program’s mission is to create an atmosphere and opportunity for area artists to show their work celebrating and sharing their diverse visions and talent with friends, neighbors and visitors to our area. By providing a place for artists to exhibit their work, the Arts Council hopes to encourage and develop existing and potential arts activity in the county.

Main Gallery (established artists) The Main Gallery of the WCAC features monthly invitational exhibitions by established local artists. These range from group exhibitions to showcasing individual artists. New exhibits are featured at our monthly gallery receptions.

Serendipity Gallery (senior artists) The Serendipity Gallery was established in the mid-80’s by the Watauga County Arts Council’s Board of Directors and was originally called the Senior Gallery since it was charged with the mission of serving senior adult artists. It was renamed in 2011 at the request of the participating artists. Art exhibits are curated by art instructor, Marsha Holmes, who teaches weekly art classes at the Lois E. Harrell Senior Center and the Cove Creek Community Center through the Watauga County Project on Aging. The exhibits change monthly and feature both themed exhibits and individual artist exhibitions.

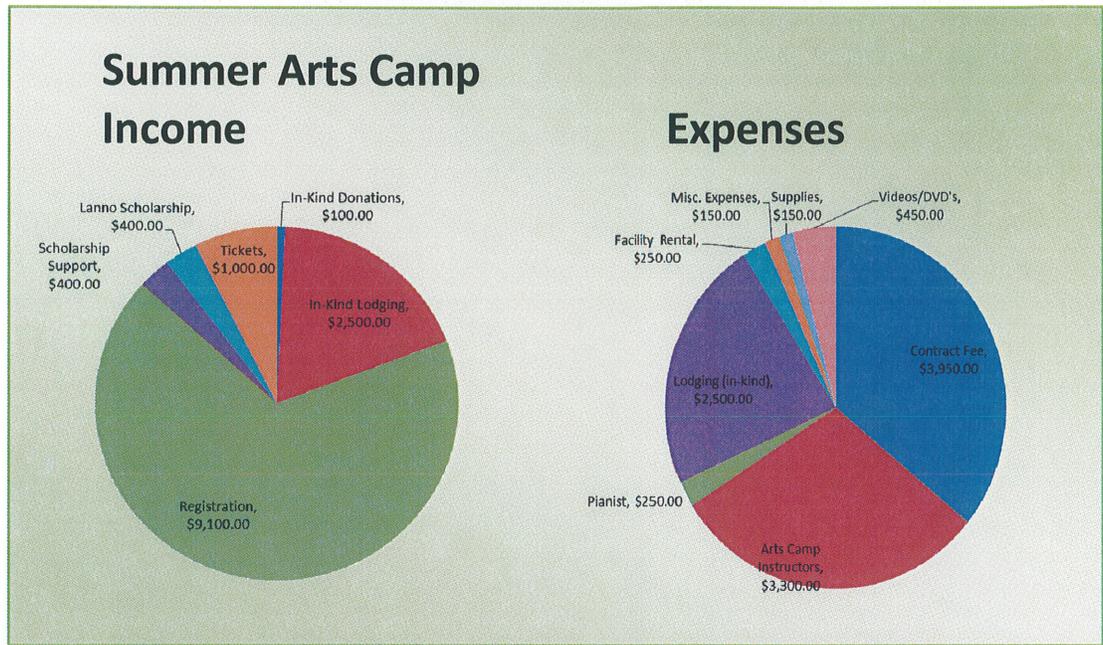
WCAC gallery exhibitions have been sponsored for more than ten years by Cheap Joe’s Art Stuff.

Gift Shop – Over 70 local artists are showcased in the WCAC’s new Gift Shop. Work is sold on a commission basis with the Arts Council handling marketing and sales. The current commission rate is 25% in all of our sales programs, compared to the 40-60% charged by professional galleries.



Summer Arts Camp

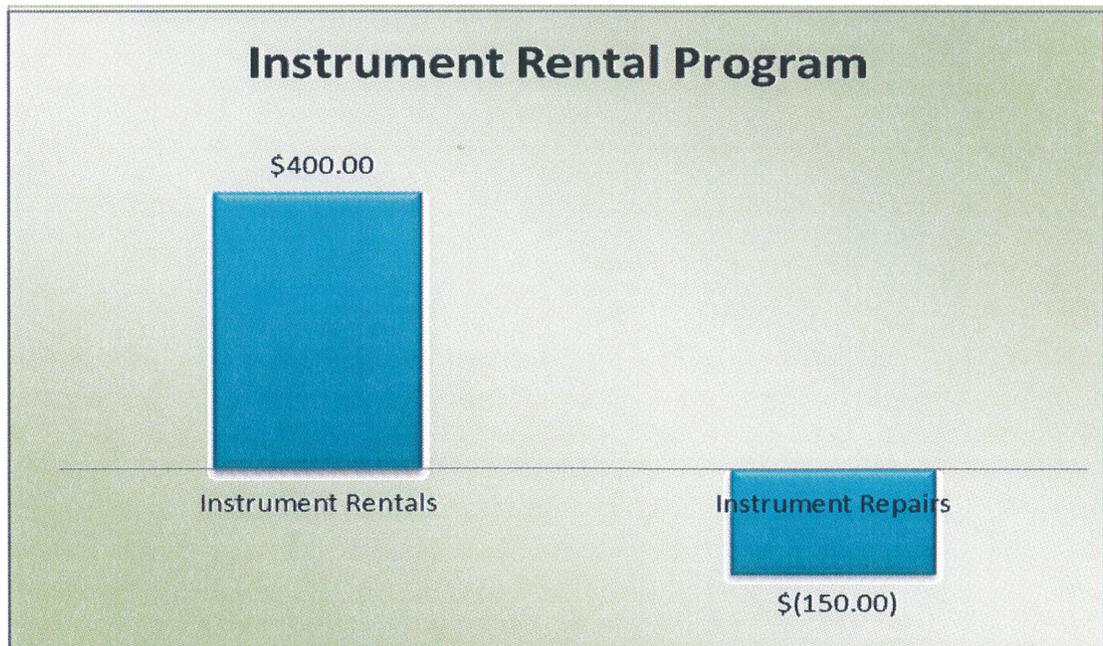
Summer Arts Camp is a week-long experience for children ages 6-15. Classes include music, storytelling, visual arts, theatre, and more. Children also get to rehearse and star in a theatrical production produced by Missoula Children’s Theatre.



We normally make approximately \$3,000 profit on this program each year and then funnel these funds to school programming during the next school year.

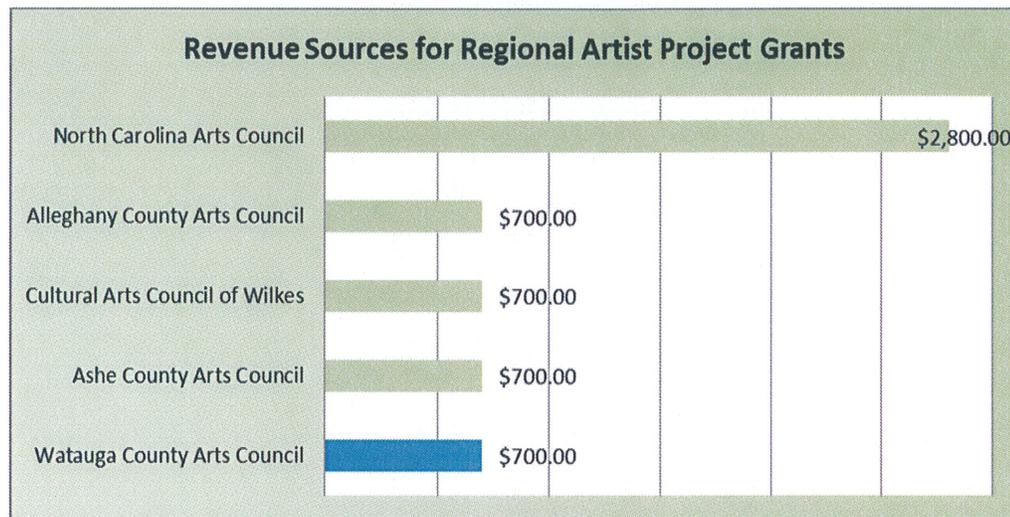
Instrument Rental

The Watauga County Arts Council owns a number of fiddles, banjos, and guitars as well as a few mandolins and dulcimers. These are leased for a small damage deposit and rental fee to community members taking music lessons.



Regional Artist Project Grants

The Regional Artist Project of Northwest North Carolina Grants Program is a partnership between the arts councils of Alleghany, Ashe, Watauga, and Wilkes Counties and the North Carolina Arts Council. It is intended to provide project support that will have a significant impact on the advancement of the careers of visual, performing, literary, and inter-disciplinary artists. Regional artist applicants are exceptionally talented individuals pursuing their career in the arts and have completed the basic education in their respective art form. The grants provide financial support to developing professionals by funding a project pivotal to the advancement of their careers as artists. Grant awards generally range from \$200 - \$1,000. Artists from all over the four-county region participate in this program and Watauga County consistently has more winning applicants than any other county in the partnership.

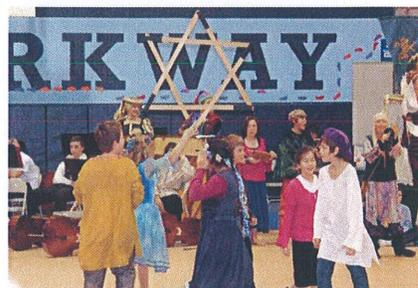


Regional Artist Project Grant Winners 2012-2013				
Artist		County	Purpose of Grant Awarded	Amount
Kim	Abernethy	Watauga	Week-long workshop at Wild Acres	\$ 850.00
Susan	Owen	Watauga	Purchase Plasma Cutter	\$ 875.00
Leigh Ann	Henion	Watauga	Travel Funds for Research	\$ 700.00
Grace	Dorsey	Watauga	Bead Camp Workshop	\$ 775.00
Austin	Leonard	Watauga	Purchase of Prints	\$ 400.00
Susan	Van Wyk	Ashe	Supplies for Plein Air	\$ 400.00
Hollis	Wild	Ashe	Workshop and Materials	\$ 400.00
Cheryl	Roberts	Ashe	Workshop and Materials	\$ 300.00
Collee	Riddle	Wilkes	Publication Costs	\$ 300.00

cARTwheels - This program provides exceptional quality and professionally presented touring programs for all of the students of Watauga County. It also offers arts related professional development workshops for teachers. Working in partnership with Watauga County Schools, the Arts Council is presenting two 50-minute performances by the John Brown "Little Big Band" for Watauga County School students in April. This will be preceded in March by a teacher workshop for Watauga County teachers given by John Brown, providing teachers with tools to integrate the performance with the standard curriculum and to make the experience more meaningful for students. Funding for this program is being provided by a grant from the North Carolina Arts Council.



Mountain Arts Program - The Mountain Arts Program (MAP) places artists from the western region of the state in schools for programs ranging from single day visits up to full week-long residencies (up to five groups of students). Students are given a hands-on experiences in everything from drama to pottery, creative writing to mask-making, visual art to music, photography to creative movement, and much more.



Through a combination of Grassroots Grants funds and a grant the WCAC procured from the annual Blowing Rock Tour of Homes project of the St. Mary of the Hills Episcopal Church, we are offering a number of free residencies to the county schools on a first-come, first-serve basis.

Tellabration – This is a world-wide celebration of storytelling held annually on the Saturday before Thanksgiving. Our local celebration is held around the pot-bellied stove at the Mast General Store in Valle Crucis and features several local storytellers, some of whom have a state-wide reputation. This past year's Tellabration was sponsored by Deerfield Ridge Assisted Living.



Additional Partnerships

The Arts Council also has contractual relationships with businesses and organizations which we call Program Partners. Past program partners have included the Town of Boone, Appalachian State University, Watauga County Schools, as well as short-term partnerships with neighboring arts councils for specific projects.

In our efforts to expand our services throughout Watauga County, the WCAC has been reaching out to the Town of Blowing Rock and is also currently exploring a relationship with the Inn at Crestwood which may result in offering an additional gallery space for area artists. With the Blowing Rock Chamber of Commerce we are helping to plan a major month-long celebration of the arts next September which will be called "Arts Rock". During this month a smorgasbord of arts experiences will be offered to visitors and patrons. Among these will be the Arts Council's annual Artful Palette. The

centerpiece of the month's activities is the upcoming North Carolina Watermedia Society's Annual Conference and Exhibition, which will happen at the BRAHM museum in early September.

Other business partners include our longstanding relationship with Cheap Joe's Art Stuff, who sponsors our galleries for \$3,000 per year, Mast General Store; which hosts the annual Tellabration; and Deerfield Ridge, which sponsors the storytelling artists at the annual Tellabration. We are also revising our Business of the Month program to make it a more effective marketing tool for both the Arts Council and the twelve businesses who agree to participate. This group of elite business partners are all sponsoring members of the WCAC and each takes a month during which they are highlighted and during which they offer some sort of benefit to card-carrying WCAC members (for example a discount, a free dessert, etc.).

Each year we partner with the NC Cooperative Extension through the annual Farm City Banquet by offering an Arts in Agriculture Award which highlights the relationships between the arts and agriculture through a different medium each year. This past year's featured medium was photography and a medium for the upcoming year will be chosen by the WCAC's Board of Directors in late spring.

Proposed Services and Partnerships

As the Arts Council enters this new phase of its organizational life, we are excited about the many options and possibilities which exist. Many long-held dreams now have an opportunity to come to life should the necessary space become available. We would like to create a space which we propose to call the Blue Ridge ArtSpace. In such a space we could develop and offer the following programs (and more) in the coming months and years:



Entrepreneurial Workshops for Artists – Recognizing that producing artists are actually entrepreneurs seeking to produce and sell their work, the WCAC, in partnership with Handmade in America, has already begun developing a series of workshops designed to provide artists with tools for showing, marketing, and selling their work. We would like to expand these even further, utilizing instructors and experts from the local community as well as bringing in experts from outside the High Country. We will need a space capable of holding a group of 10-20 people for this purpose.

Craft Classes for Community Members – Working in partnership with the Michael Patricelli Craft Enrichment Program, we are planning to offer classes in a variety of art forms which will be available to community members for a fee. Classes will range from sewing to drawing and painting to ceramics and will be offered on a regular basis throughout the year. The majority of the classes offered by the Craft Enrichment Program are offered on the ASU campus, despite being an independent and privately sponsored program. However, each term that available space is shrinking as the university's needs expand. The result is that the Craft Enrichment Program must offer fewer classes each term and certain art forms have now been totally eliminated from their offerings. Through a partnership with the Arts Council, the Craft Enrichment Program is hoping to bring back some of these classes.

Through this partnership, we could register approximately 150+ students per teaching cycle. Currently they operate three teaching cycles and we have discussed adding additional shorter term classes as the opportunities arise. The Arts Council would receive a \$22.50 stipend per student for handling the administrative activities. This would generate an estimated \$3,500 per cycle or a total of \$10,500 per year. In addition, the added proximity of students

producing art products would inevitably increase interest in becoming gift shop artists to sell their works.

Community Music School - The ASU Community Music School is interested in sharing space with the Arts Council. This program offers music lessons for community members of all ages. Through such an arrangement, the Arts Council would charge a fee for utilization of the space on a pre-arranged schedule. The Community Music School is currently housed on campus. Although the Broyhill Music Center might seem an obvious location for the CMS, its space needs are simply too great to accommodate the added students and faculty that the CMS serves. Additionally, parking is especially problematic for parents whose children are enrolled in the program. Instead, the CMS would benefit greatly from an off-campus site that ideally provides six classroom/studios for private lessons and adequate parking for an average of six teachers and twelve students/parents at a time. Current enrollment is approximately 100 students.

Watauga Education Foundation – The Watauga Education Foundation does not currently have office space and has expressed an interest in sharing space with the Arts Council. We feel our missions are compatible and that having another non-profit within the building would increase exposure and traffic for all.

Children’s Gallery – This new gallery will feature rotating monthly exhibitions of the artwork of the children attending local schools, including charter and home-school students. Having their artwork displayed in a professional gallery setting empowers and encourages young artists to develop their artistic talents and gives them a sense of affirmation and confidence.

Open Door Gallery - A new space would offer us the opportunity to re-establish the Open Door Gallery. The mission of this gallery is to serve new and emerging artists, including student artists. For many of the artists the Open Door Gallery is their first public exhibition experience in a professional setting and gives them the necessary experience and preparation for future exhibition opportunities.

Studio and Gallery Hop – From the new location the WCAC is planning to host a monthly county-wide “Second Saturday Studio and Gallery Hop”. Patrons would obtain a map for that month’s Hop, visit the participating galleries and studios of their choice during the day, and then return to the WCAC’s Blue Ridge ArtSpace in early evening for a multi-disciplinary event showcasing new exhibitions, performances, and literary artists. During this event, the arts would quite literally have a chance to come to life as each room of the building would contain some art form either being showcased through exhibitions or taking place through demonstrations or interactive hands-on activities. To encourage patrons to return for the ArtSpace activities, a drawing would be held with the entries being the patrons’ maps which have been stamped or signed by a specified number of galleries or studios which were visited.

Potential Benefits

The Watauga County Arts Council's mission is "To sponsor and encourage the cultural arts in Watauga County" and it operates under the slogan "Making the ARTS a Presence in Our Community."

According to Americans for the Arts, the arts are significant economic contributors to local economies. They note that nonprofit arts organizations generate \$135 billion in economic activity annually, supporting 4.1 million jobs and generating \$22.3 billion in government revenue. In North Carolina this impact is more than \$1 billion/year. The average impact per county in North Carolina is approximately \$10 million. In the most recent local study, the impact of the arts in Watauga County has been documented at more than \$26 million each year; more than two and a half times that of other NC counties.

The Watauga County Arts Council is instrumental in contributing to the success of the arts as an economic contributor to the county in an impressive number of ways:

Arts are good for jobs..... An analysis of Dun & Bradstreet data counts 905,689 businesses in the U.S. involved in the creation or distribution of the arts that employ 3.35 million people—representing 4.42 percent of all businesses and 2.15 percent of all employees, respectively. The nonprofit arts and culture industry generates \$1.24 billion in direct economic activity in North Carolina, supporting more than 43,600 full-time equivalent jobs and generating \$119 million in revenue for local governments and the State of North Carolina.

Arts are good for local merchants . . . The typical arts attendee spends \$24.60 per person, per event, not including the cost of admission, on items such as meals, parking, and babysitters. Attendees who live outside the county in which the arts event takes place spend twice as much as their local counterparts (\$39.96 vs. \$17.42)—valuable revenue for local businesses and the community. Some specific Arts Council programs are our galleries and gift shop and our Arts Placement Program where local artists can market their work by exhibiting in restaurants and other businesses throughout the county. The presence of high quality original art increases the attractiveness of a business and draws additional customers.

Arts are the cornerstone of tourism . . . Arts travelers are ideal tourists—they stay longer and spend more. The U.S. Department of Commerce reports that the percentage of international travelers who include museum visits on their trip has grown annually since 2003 (17 to 24 percent), while the share attending concerts and theater performances increased five of the past seven years (13 to 17 percent since 2003). In North Carolina, audiences in 2010 spent more than \$582.6 million, with each person spending an average of \$23.37 in the community. This spending does not include the cost of admissions.

In the most recent study, the total direct economic impact of arts patrons in Watauga County was computed to be the sum of the amount directly spent by arts patrons for arts events, \$6,178,106, plus the additional amount spent by arts patrons visiting Watauga County to attend an arts event, \$4,911,169. The total economic impact of arts patrons in Watauga County was estimated to be \$11,089,275.

Request

Given the importance of the arts to Watauga County, the Watauga County Arts Council would like to utilize the Shadowline Building for the purposes of establishing a community arts center which we propose to call Blue Ridge ArtSpace.

- Within this space will be located the Watauga County Arts Council, the Craft Enrichment Program, and the Community Music School.
- The Arts Council will maintain four galleries and a gift shop; will offer community arts activities, classes, and workshops; and will provide community meeting space for organizations and private events.
- The Craft Enrichment Program will offer a variety of craft classes to community members which will include such things as weaving, spinning, quilting, stained glass, and possibly ceramics.
- The Community Music School will offer private music lessons in a variety of instruments for young musicians from Watauga and surrounding counties.

We acknowledge that the Shadowline Building is currently for sale, but recognize that continued vacancy creates maintenance problems and reduces the overall value of a property. We would propose that the County allow the Arts Council to occupy and do business from this location and contribute to the basic care of the building. This would include interior painting and refurbishing of the workspaces shown in the proposed usage diagram. We would further propose that the Arts Council pay the county a nominal fee of \$1.00 per year for this usage for a period of five years.

Our agreement with the County might be structured according to a lease arrangement in which the obligations of both the Arts Council and the County are laid out. The Arts Council is open to covering utilities, general liability insurance, basic incidental maintenance, and minor renovations such as interior painting. The County will retain normal landlord responsibilities. The details of this lease will be subject to subsequent negotiations.

The Watauga County Arts Council is in a period of transition. In spite of the difficulties which we have faced in the past year, the Arts Council has persevered in its mission to promote and support the Arts in our county. We are not asking for your support for our maintenance, but as an affirmation of our contributions and a recognition of our promise for the future. We feel that your involvement with the Arts through the Arts Council will send a message to our citizens recognizing the importance and value of the Arts to our economic and cultural lives.

Projected Utilization of Shadowline Building by Watauga County Arts Council

(In partnership with Michael Patricelli Craft Enrichment Program and ASU Community Music School)



Appendix



Making the ARTS
a Presence in Our Community
since 1981

**Watauga County Arts Council
2013 Officers**

President - Pat Lanno
Vice President - Doyle Pace
Secretary - Jennifer Teague
Treasurer - TBD

Board of Directors

Beth Carrin
Tom Hearron
Marsha Holmes
Pat Lanno
Susan Lutz
Pat Moritz
Doyle Pace
Barbi Quatrano
Jennifer Teague

**Blue Ridge ArtSpace
Planning Committee**

Pat Lanno
Shelby Lane
Doyle Pace
Mike Wise

Advisory Council

John Bond
Kay Borkowski
Unal Boya
Velma Burnley
Andrea Capua
Harry Davis
Hank Foreman
JoAnn Hallmark
Sandy Kadyk
Shelby Lane
Joe Miller
Roland Moy
Jimmie Owen
Jonnie West
Mike Wise

Executive Director
Cherry Johnson



Department of Technology and Environmental Design
 Katherine Harper Hall/W. Kerr Scott Hall
 397 Rivers Street
 ASU Box 32122
 Boone, NC 28608-2122
 (828) 262-3110
 Fax: (828) 265-8696
 tec.appstate.edu

To whom it may concern,

I am writing in support of the proposal being presented by the Watauga County Arts Council as a partner in their new endeavor which we feel will be mutually beneficial. The Michael Patricelli Craft Enrichment Program was established in memory of Michael Patricelli by his wife, Baben. He had been enrolled in the Industrial Arts Department at Appalachian and then had gone on to develop a very successful craft catalog business. Since the inception of the program we have offered a wide variety of courses in arts and crafts. Among these are basket making, collage, jewelry making, sewing, quilting, spinning, weaving, pottery, painting, and many more. The classes are targeted at the broader community despite being located primarily on the ASU campus. ASU faculty and local professional artists who are experts in their fields teach these classes.

Offering these classes on the ASU campus has had its pros and cons. Among the advantages are the availability of larger classroom spaces with equipment and amenities borrowed from the university curriculum. But among the disadvantages have been less than ideal parking, and more importantly the shrinking space which is available for our classes as the university continues to thrive and grow. Over the years we have had to discontinue offering many classes because we simply did not have the space for them. We have, on occasion; utilized community spaces elsewhere in the community but these have had a limited availability.

With this need for space, we have recently developed further our long-time partnership with the Watauga County Arts Council and were soon joined in this endeavor by the ASU Community Music School, which has similar needs and concerns. We are together seeking a space which could be shared by all three entities to create an arts center which offers space for learning activities in virtually all the arts and which would engage the community in the arts beyond any levels already achieved in our area.

With the Watauga County Arts Council taking the lead, we are working together to acquire a mutual space which would enable us to continue and expand the arts and their impact on the cultural and economic life of Watauga County. We ask and encourage your support of this proposal.

Sincerely,
 Eric Reichard
 Director of Michael Patricelli Craft Enrichment Program

A handwritten signature in cursive script that reads "Eric Reichard".



Hayes School of Music
 ASU Box 32096
 Boone, NC 28608-2096
 (828) 262-3020
 Fax: (828) 262-6446
 music.appstate.edu

March 18, 2013

Watauga County Board of Commissioners

To Whom It May Concern:

I offer greetings from Appalachian State University's Hayes School of Music. One of our community outreach programs is the Community Music School, which provides opportunities for private music study to young people in the Watauga County area. Currently housed in the University's Broyhill Music Center, and with an enrollment of nearly 100, the Community Music School is seeking to find a space in the town of Boone or the surrounding area that will accommodate its students and faculty more comfortably and efficiently. Given that the Community Music School continues to grow without advertising, we believe that an adequate location could provide us the opportunity to increase the number of young musicians served, perhaps even doubling our enrollment. Our current space on campus will not allow for such growth of the program.

With such expansion and need for space in mind, we have recently entered into a partnership with the Watauga Arts Council that we believe will be mutually beneficial. With these colleagues, we are seeking a space to be shared by the Community Music School, the Watauga Arts Council, and our local Craft Enrichment Program. Such a facility would provide numerous benefits to the community, through the establishment of a center where art making of many kinds and cross-disciplinary conversations occur among students, artist-teachers, and the public.

Along with the other two organizations, we have identified a likely building, known as the Shadowline Building, and we are very hopeful that our proposal for occupying it will be approved. We believe that our partnership with the Watauga Arts Council and the Craft Enrichment Program will be best served by a shared venture in a facility that will encourage the public toward deepened connections with the arts.

I would be glad to provide further information about the Hayes School of Music, our Community Music School, and our partnership with arts colleagues of Watauga County.

Sincerely,

A handwritten signature in black ink, appearing to read "William L. Pelto". The signature is fluid and cursive, with a long horizontal line extending to the right.

William L. Pelto, Ph.D.
 Dean, Hayes School of Music
 Appalachian State University

Blue Ridge Artspace
Draft Scheduling Grid

												Usage Legend:				
												Crafts	Music	WCAC		
Monday																
Room	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00			
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Gift Shop																
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Room	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00			
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Gift Shop																
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Gift Shop																
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Gift Shop																
Saturday																
Room	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00			
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Gift Shop																
												Once/Month: 2nd Saturday Studio and Gallery Hop - all rooms are involved in some sort of arts activity open to the public (i.e. performances, artist receptions, book signings, demonstrations, etc.). This is co-sponsored by all partners.				
Sunday																
Room	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00			
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Gift Shop																

AGENDA ITEM 5:

PROPOSED AMENDMENTS TO THE WATAUGA COUNTY EMERGENCY OPERATIONS PLAN

MANAGER'S COMMENTS:

Mr. Jeff Virginia, Emergency Services Director, will present changes to the Watauga County Emergency Operations Plan (EOP). The revised EOP includes the removal of the Blowing Rock Police Department Communications Center, population changes, and the addition of several media outlets.

Board action is required to accept the changes as presented.

1

STATEMENT OF APPROVAL

The undersigned agree to the responsibilities assigned to their organization in the Watauga County Emergency Operations Plan.

Chair, Watauga County Board of Commissioners

Date

BASIC EOP/INTRODUCTION

2

FOREWORD

The Watauga County Emergency Operations Plan was developed to address multiple hazards, which threaten a jurisdiction. Through use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources. IEMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions

The basic plan serves as a summary document and outlines specific responsibilities of county agencies. The sixteen (16) functional annexes define how each function works when in emergency situations. Defining the roles of each response agency reduces the confusion, chaos and conflict during an emergency; and significantly decreases the vulnerability of the public and their property to hazardous threats.

This plan meets the requirements of North Carolina planning guidance and the legal responsibilities identified in North Carolina General Statutes, Chapter 166A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

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INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by the Watauga County response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

Basic Plan:

To be used by chief executives and policy officials.

Annexes:

Address the Common Functions for use by the operational managers.

SOPs:

Standard Operating Procedures are not contained in this plan, but must be developed by each operational manager and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the emergency operations center to insure integration of services when two or more agencies work together.

Each section of the plan contains a purpose statement for that section. All individuals with assigned responsibilities should be familiar with the entire plan, however added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those things that do occur but not specifically addressed herein.

DISTRIBUTION LIST

Copies of this plan have been distributed to the following:

Finance.....1
 County Manager’s Office.....2
 Planning and Inspections.....1
 Library.....2
 Emergency Management.....5
 Health Department.....1
 Cooperation Extension Service.....1
 Forestry Services.....1
 Mental Health.....1
 Personnel.....1
 Sheriff.....2
 Communications.....1
 Social Services.....1
 Tax Department.....1
 Watauga Medical Center.....1
 Blowing Rock Hospital.....1
 Volunteer Rescue Squads.....2
 Fire Departments.....13
 County Schools.....2
 Emergency Medical Services.....2
 Red Cross.....1

BASIC PLAN

WATAUGA COUNTY EMERGENCY OPERATIONS

I. PURPOSE

This plan predetermines actions to be taken by the governmental agencies and private organizations of Watauga County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. General description of area. Watauga County is located in North Carolina Emergency Management Western Region, Area 12 and FEMA Region IV. Its geographic location is the Northern Mountains section of the State of North Carolina. It is bound on the East by Wilkes County, on the South by Caldwell County, on the North by Ashe County and the Tennessee State Line, and on the West by Avery County. The current population of the county and municipalities within the County is 51,079. Because Watauga County is a year-round resort area with visitors consisting of skiers, hikers, leaf viewers, and day-trippers, the anticipated peak population can reach up to 100,000.
 - a. The following governmental services, which may have expanded duties during a disaster, are provided by Watauga County:
 1. Emergency Medical Services (contracted)
 2. Animal Control
 3. Education
 4. Law Enforcement (Sheriff)
 5. Health Department
 6. Hospital
 7. Fire Marshal/Emergency Management
 8. Landfill Operations
 9. Libraries
 10. Mental Health

11. Social Services
12. Building Inspections
13. Volunteer Fire Departments
14. Volunteer Rescue Squads
15. County Maintenance
16. Parks and Recreation
17. Tax Appraisal Office
18. Finance

b. The following municipalities provide services that may be expanded during a disaster or their duties may be directly impacted by the hazard;

1. Town of Beech Mountain – Road maintenance, Fire and Rescue Services (Volunteer), Law Enforcement, and Communications. Emergency Medical Services are provided by Avery County. Sanitation and Recycling (contracted). Water and Sewer Services.
2. Town of Blowing Rock – Fire and Rescue Services (Paid and Volunteer). Law Enforcement, Sanitation, Water and Sewer (treatment of water and sewer is contracted). Building and Grounds maintenance for town facilities and roads. Parks and Recreation Services.
3. Town of Boone – Water and Sewer, Sanitation, Building, Facilities and Road Maintenance, Fire and Rescue Services (Paid and Volunteer), Law Enforcement, and Parks and Recreation. Communications services are for the city only.
4. Town of Seven Devils – Law Enforcement (Public Safety), Water (Wells), Street Department (14 Miles of town owned roads). Fire service (paid and volunteer). Property Services are provided on a demand basis with the homeowners being billed for services. Emergency Medical Services are provided from Watauga and Avery Counties.

2. The major traffic arteries are:

U.S. Hwy. 321 and 421, N.C. Hwy. 105, U.S. Hwy. 221 and N.C. Hwy. 194.

3. Railroads are:

The only functioning railroad is Tweetsie Railroad, which is a tourist attraction and serves no services other than a ride over a short distance.

4. The County contains the following airports:
Bamboo

5. Gas lines are:

Frontier Energy Corp. provides Natural Gas to Watauga County.

6. Water Distribution:

The town of Boone, Town of Blowing Rock, Town of Beech Mountain, Appalachian State University, and the Town of Seven Devils provide public water treatment and distribution systems in the county. Boone, Blowing Rock and ASU are interconnected. Beech Mountain and Seven Devils are not and therefore are reliant on a stand alone back up system. Most of these locations would rely on back up generators from outside resources to continue operations.

7. The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards (natural, technological and national security) for Watauga County are:

a. Potential Hazards

- Earthquakes
- Mudslides

- Dam Failure
 - Mass Casualty Accident/Mass Fatality
 - Civil Disorder (Evacuation/Re-entry)
 - Severe Weather
 - Hazardous Material Release
 - Major Fire (Forest, Industrial, or Multi-Family)
 - Power Failure
 -
- b. The County has experienced many hazards, all of which have at some time caused disruption to communities, great amounts of damage and in some cases created casualties. These hazards being natural, technological and civil are:
1. Historical Hazards
 - Major Fires
 - >Large Structural
 - >Forest or Grassland (wildland/Urban Interface)
 - Flooding
 - Severe Weather
 - >Tornados
 - >Winter Storms
 - >Cold Weather
 - >Hurricanes (Latent Effects)
 - >Severe Thunderstorms
 - >Drought
 - Hazardous Materials
 - >Transportation Accidents
 - >Fixed Facility
 - >Unknowns
 - Airplane Crashes
 - Civil Disturbances and Unrest

B. Assumptions

1. The occurrence of one or more of the disaster events previously listed could impact Watauga County severely and include several of the following possibilities:
 - Loss of electric power
 - Failure of water distribution systems
 - Severance of road/highway network
 - Necessity for mass care and feeding operations

EOP BASIC

- Evacuation of people from the county
 - Need for debris clearance and removal
 - Multiple injuries and fatalities
 - Drastic increase in media attention
 - Damage to the emergency communications network
 - Damage to the telephone network
 - Economic Impact
 - Increased number of vermin/vectors
 - Need for official public information and rumor control
 - Need for State or Federal assistance
 - Re-entry of essential personnel and equipment
 - Re-entry of the public
 - Damage to vital records
 - Need for damage assessment
 - Need for auxiliary power
 - Need for coordination of donated goods
 - Contamination of private wells
 - Over taxing local resources
 - Depth of Staffing problems
 - Loss of facilities vital to maintaining essential services
 - Environmental impact/wildlife, natural resources and agricultural
 - Management of reconstruction
 - Coordination of staged resources
 - Isolation of populations
 - Vandalism
2. The occurrence of one or more of the previously listed hazards could result in a true catastrophic disaster situation, which would grossly overwhelm local and state resources.
 3. It is necessary for the County 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 needed and available in most major disaster situations affecting the County.
 4. Officials of Watauga County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.

5. Watauga County and the municipalities within may have to operate with no outside assistance for a period of 24 to 72 hours. Services will be met as soon as reasonably possible, but each community should prepare to be self-supportive for as long as possible and identify shortfalls that may occur rapidly.

III. CONCEPT OF OPERATION

1. As required by General Statutes 166A-2, it is the responsibility of Watauga County Government to organize and plan for the protection of life and property from the effects of an emergency/disaster.
2. Watauga County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:
 - a. Mitigation –
Through the planning, building, and fire inspection programs the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and also prevent sub-standard building construction and/or construction in flood prone areas. Mitigation programs offered through the Federal Emergency Management Agency are used to help reduce identified vulnerabilities. Education of the public about potential disaster effects and how to avoid associated problems is a program used, that also helps to prevent injury and death from disasters.
 - b. Preparedness-
Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies are able to prepare for potential disasters. County agencies are offered training and equipment in preparation for a disaster and each department is responsible for seeing that their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Watauga County to help them also be prepared.

- c. Response –
When a disaster occurs, the county and municipal agencies respond either as direct assistance to the disaster area or as support to the first responder’s on-scene. The response agencies should act within their scope of training and can call upon outside resources as needed to mitigate further damages.
 - d. Recovery -
After the immediate short-term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what activities need to take place to restore the community to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from the State and Federal Government will be needed.
3. Watauga County provides many emergency services to the citizens of the county on a daily basis. These services will be expanded during a disaster to facilitate more detailed assistance to the residents of Watauga County. Some of the services overlap into city/town government jurisdictions. While the cities/towns within the county provide many services such as emergency medical, social services, mental health, sheltering of evacuee’s, emergency management, rescue and fire protection.
 4. Each city/town government in Watauga County will maintain their operations in the event of a disaster. However, if city/town government’s resources prove to be inadequate during an emergency event, requests for County resources may be needed to keep the city/town governments normal operations functional. There are city/town governments, in the county, that will be able to remain completely functional without outside resources, but some towns may become totally dependent on the county resources.
 5. As requests for resources become overwhelming, the county will coordinate with adjoining counties for additional available assistance while also working with North Carolina Emergency Management to utilize state resources as county capabilities become exhausted.

When these requests concern compensation or liability issues, then the appropriate personnel will be contacted before requests are made.

6. When needed the Watauga County Commissioners can declare a “State of Emergency”, as directed by State Statute 166A-8, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Municipalities can independently declare a “State of Emergency” in the event of a disaster or by resolution they can accept a County “State of Emergency” if one is declared.
7. Local governments will use their normal channel for requesting state assistance and/or resources, through the Western Branch of Emergency Management to the State Emergency Operations Center. If state resources have been exhausted, the State of North Carolina through the Emergency Operations Center will arrange to provide the needed resource(s) using the Emergency Support Functions as described in the Federal Response Plan.
8. The Federal Response Plan establishes the basis for fulfilling the Federal government’s role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster of any kind, which results in a required Federal Response.
9. Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with state agencies to provide the needed resource(s).
10. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President’s Representative to coordinate overall delivery of Federal Assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the state, under the overall direction of the Federal Coordinating Officer.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization: Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining standard operating procedures and notification/recall rosters. Specific responsibilities are outlined below under the section entitled “Responsibilities” as well as in the Common Functions section of this plan. Responsibilities for certain organizations which are not a part of local government are also presented.
- B. Responsibilities
1. Chairman, County Commissioners/Mayor of Cities or Towns
 - a. Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
 - b. Declare a State of Emergency at the County/Municipal level and assume direction and control of emergency operations within the designated jurisdiction.
 - c. Request assistance from State government through the Watauga County Emergency Management Coordinator, as needed, to control an emergency.
 - d. Insure that information, damage assessment and other reports are forwarded through the Western Branch Office to the State Division of Emergency Management regarding an emergency.
 - e. Nominate the Local Emergency Planning Committee, as identified by Title III of SARA, for appointment by the North Carolina State Emergency Response Commission.
 2. County Manager/City or Town Manager
 - a. Ensure County/City/Town agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.

- b. Ensure that exercises and tests of the emergency systems are conducted on a periodic basis through the Emergency Management Coordinator.
 - c. Ensure that representatives for EOC staff are designated to report to the EOC upon activation to assist with providing direction and control.
 - d. The County Manager, when directed, acts on behalf of the Chairman, County Commissioners in the control of emergency operations and implementation of emergency policies/ordinances as appropriate through the Emergency Management Coordinator.
 - e. Ensure that financial records of expenditures are kept during emergencies.
 - f. Ensure, through the Chairman of the LEPC, that facilities within Watauga County having hazardous materials are reporting and planned for as required.
3. Emergency Management Coordinator
- a. Perform assigned duties according to state statutes and local ordinances.
 - b. Responsible for emergency planning, hazardous materials protection systems, development of procedures in accordance with Federal and State guidelines and coordination of emergency operations within the jurisdiction.
 - c. Establish, equip, and ensure readiness of the primary and back-up County Emergency Operating Center (EOC) to include status boards and other display devices and provide for operations on a continuous basis as required by providing food, water and other supplies for an effective operation.
 - d. Ensure adequate training and exercising of plans for the emergency management organization.
 - e. Recruit, equip, and insure training of disaster analysis staff.

- f. Maintain current list and inventory of available resources identifying personnel and agencies to support emergency operations to include notification and recall rosters of county and city/town agencies and mutual aid agreements for the use of these resources.
- g. Coordinate exercises and tests of the emergency systems within the jurisdiction and ensure a critique of exercises and actual incidents to assess and update procedures and plans as needed.
- h. Maintain liaison with utility companies and the N.C. Department of Transportation to arrange for back-up water, power, telephone service, and clearing of roads, for the EOC, during emergencies and for coordination of information with the utilities and the N.C. Department of Transportation.
- i. Assure all agencies maintain administrative and financial records as required.
- j. Alert and activate, as required, the County Emergency Management Organization when informed of an actual or impending emergency within the County.
- k. Receive requests for assistance from municipalities and agencies within the County and direct aid to areas where needed, supplementing county resources with requests to the State.
- l. Ensure that narrative and operational journals are kept during the emergency and that the EOC staff acknowledge and authenticate reports.
- m. Ensure necessary information, reports and briefings are issued on schedule.
- n. Serve as the Community Emergency Coordinator s defined by Title III of SARA supporting the LEPC in maintaining liaison with the Facility Emergency Coordinators.

- o. Coordinate planning and response efforts with other political subdivisions for incidents that could affect multiple jurisdictions.
- p. Provide for adequate coordination of recovery operations among private, state or federal agencies and organizations.
- q. Develop and maintain, with the Public Information Officer (PIO), a public information and education program and disseminate information in coordination with the PIO during an emergency.
- r. Identify potential evacuation areas in accordance with the county's hazard analysis and develop warning and evacuation procedures along with identifying routes of egress. Include the relocation of county residents into other jurisdictions when needed.
- s. Identify special needs populations and groups requiring assistance during potential evacuations and assure that institutions housing special needs populations have evacuation and relocation procedures.
- t. Along with Red Cross, designate and activate reception and shelter areas within the county to receive evacuees and coordinate with adjoining counties as needed for shelter services.
- u. Initiate the return of the population to the evacuated area at the direction of the Chairman of the County Commissioners.
- v. Develop a network of trained radiological monitors for radiological operations within the county.
- w. Identify and arrange for survey of potential shelter locations within Watauga County that will house special needs and institutionalized populations as well as the general population.
- x. Work with the Western Branch Office in securing and equipping Disaster Application Centers.

- y. Develop procedures for notifying key officials and activating the Emergency Alerting System.
 - z. Set priorities on available resources and implement resource controls.
 - aa. Serve as the lead agency for coordination of search activities for lost persons.
4. Public Information Officer (Emergency Management Coordinator, Communications and Emergency Services Director)
- a. Prepare procedures for the conduct of public information services during disasters to include the use of the Emergency Alerting System and verification/authentication of all received sources of information.
 - b. Establish and maintain current inventories and agreements for public information resources and keep a working relationship with the media.
 - c. Coordinate all media releases pertaining to emergency planning and operations and clear all information with appropriate agencies.
 - d. Provide for public rumor control and establish a phone bank for providing emergency information on contacts for missing relatives, restricted areas and continued emergency services.
 - e. Develop media advisories for the public and assist in the preparation and review of emergency public information materials for hazards affecting the county.
 - f. Provide emergency public information materials for the special populations including non-English speaking groups and visually impaired.
5. Sheriff
- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the County during disasters.

- b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
 - c. When requested, provide security for the EOC, reception centers, shelters, and equipment during the disaster period.
 - d. Serve as the lead agency for direction and control during civil disturbance and other law enforcement activities coordinating with City/Town law enforcement agencies as appropriate.
 - e. Provide security and control access/re-entry to the damaged area(s) and vital facilities.
 - f. Develop and maintain procedures for the relocation and housing of prisoners.
 - g. Provide as available transportation resources for the movement of critical personnel and equipment.
 - h. Assist in warning and notifying affected populations of an existing, or impending emergencies.
 - i. Provide a representative to the EOC to assist with decision making and law enforcement coordination.
6. City/Town Law Enforcement Agencies
- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the Municipality during disasters.
 - b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
 - c. Provide security and control access/re-entry to the damaged area(s) and vital facilities.

- d. Assist in warning and notifying affected populations of an existing or impending emergency.
- e. Coordinate municipal law enforcement activities with other city, county, and state agencies.

7. Fire Marshal

- a. Analyze fire potential and plan for coordination of structural fire fighting operations throughout the County.
- b. Develop mutual aid agreements with county fire departments.
- c. Prepare inventories of fire equipment and personnel and provide, within the capabilities of the County, protective equipment, instruments and clothing to perform assigned tasks in a hazardous material incident.
- d. Provide personnel to assist with staffing EOC operations.
- e. Provide coordination of county fire department operations and mutual aid from surrounding counties or municipalities.
- f. Serve as a technological advisor to county agencies and decision makers for potential hazards associated with hazardous materials and fire.
- g. Provide hazardous materials decontamination and monitoring support, including documenting exposures of personnel and the public.\
- h. Coordinate support personnel to assist in traffic control and damage assessment operations.
- i. Conduct fire inspections, to include shelter operations, during the recovery period.
- j. In conjunction with law enforcement, fire service agencies, and the transportation coordinator, establish staging areas for incoming resources from outside the county.

- k. Coordinate local fire departments to provide equipment for possible decontamination, as needed.
8. County Emergency Medical Services Director
- a. Plan and develop procedures for dispatch and coordination of emergency medical activities, using an incident command system, throughout the County during disasters and mass casualty incidents.
 - b. Develop mutual aid agreements to supplement emergency medical services.
 - c. Coordinate with the hospital disaster coordinator on use of other medical facilities within the County for mass casualty incidents and expansion of the emergency medical system.
 - d. Provide for the initial decontamination and treatment of patients contaminated by hazardous materials.
 - e. Maintain liaison with American Red Cross and other volunteer agencies to support first aid and to supplement emergency medical resources.
 - f. During a disaster report to the EOC and establish a system, along with the Health Department and Department of Social Services, to check on residents with special medical needs.
 - g. Provide for the transport of medical supplies, oxygen, etc. to medical facilities and special needs patients.
 - h. Activate the Critical Incident Stress Debriefing (CISD) Team for assistance with emergency workers and victims of the disaster.
 - i. Provide a support role to Red Cross or Department of Social Services for shelter operations and to the County Medical Examiner during a mass fatality incident.
9. Fire Departments
- a. Assist in warning and notifying the affected population of an existing or impending emergency.

- b. Deploy fire personnel and equipment during emergencies.
- c. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- d. Support rescue operations to include confined space and structural collapse rescue.
- e. Provide hazardous material decontamination support.
- f. Maintain fire security in evacuated areas.
- g. Assist in debris clearance for emergency access in the disaster area.
- h. Provide First Responder Medical Support, in the departments that provide this service, to the community.
- i. Watauga County Fire Commission will provide a liaison to the Emergency Operation Center when it is activated.
- j. Develop and maintain Standard Operating Procedures and Resource Manuals

10. Rescue Squads

- a. Rescue of injured and entrapped victims during emergency operations to include high and low level, trench, and confined space rescues.
- b. Provide for and support water rescue and victim recovery operations.
- c. Provide a support role for emergency operations as needed for public warning and traffic control.
- d. Deploy rescue personnel and equipment in an emergency.
- e. Support the evacuation of special institutions and handicapped/disabled individuals.
- f. Support search and rescue services for lost individuals and for individuals unable to evacuate due to injury.

- g. The Chief of the Watauga County Rescue Squad, Boone FD and the Blowing Rock Rescue Squad or their liaison reports to the Emergency Operations Center to assist in coordination of rescue operations.
- h. Provide emergency back-up services to the county emergency medical services to include off-road vehicles to reach isolated areas.
- i. Support shelter operations by providing medical and transportation resources.

11. Social Services Director

- a. Plan for coordination of social services operations during disaster.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency/evacuation procedures in conjunction with the Fire Marshal and Emergency Management Coordinator.
- c. Develop agreements with other agencies for supplemental support of DSS activities.
- d. Coordinate emergency activities during response and recovery with American Red Cross, Aging, and other volunteer organizations to include sheltering, mass care, and clothing.
- e. Provide trained personnel for the staffing operation or support of DSS or Red Cross Shelters.
- f. Provide for the operation of Special Needs Shelters.
- g. Report to the Emergency Operations Center upon activation to provide coordination and decision making support for DSS services.
- h. Provide emergency benefits within the resources of the Department of Social Services.

- i. Coordinate with the Health Department to provide support personnel and services during disasters.

12. County Communications Director

- a. Plan and develop procedures for direction of communications and warning systems, including two-way radio systems throughout the County, developing methods of communicating between EOC, field forces, shelter facilities, adjacent jurisdictions and Area/State EOC.
- b. Receive and disseminate warning information and insure information related to emergency/disaster situations is provided to emergency workers, key officials, special locations such as schools, hospitals, nursing homes etc. and the Emergency Operations Center.

13. Watauga County Maintenance

- a. Plan for emergency repair of vital county facilities and utilities to include providing emergency power, water, and sanitation during disasters.
- b. Assist Red Cross and DSS with shelter marking and upgrading.
- c. Assist with debris clearance and removal at county facilities and shelters.
- d. Develop mutual aid agreements with the municipalities.

- e. Provide county maintenance resources to assist with emergency incidents in the county.
- f. Provide representation to the EOC for coordination of public works activities and assistance with damage assessment.

14. City/Town Public Works

- a. Provide for debris removal within City/Town jurisdictions.
- b. Provide for confined space rescue support to the rescue and fire services.
- c. Provide City/Town resources to support emergencies outside incorporated jurisdictions within the scope of mutual aid agreements.
- d. Develop standard operating procedures and mutual aid agreements.
- e. Plan for emergency repair of water, sewer, and road systems within the jurisdiction.

15. Health Director

- a. Develop procedures for emergency public health operations including agreements with surrounding counties for assistance.
- b. Plan for inspection of food, water, and sanitation in shelters and public eating areas during disasters.
- c. Provide nursing staff capabilities within public and special needs shelter to assist with medical and medication needs.
- d. Implement emergency health awareness and public information programs through the County Public Information Officer.
- e. Report to the EOC for coordination of health department activities to evaluate, detect, prevent and control

Communicable disease, waste disposal and vector/vermin control.

- f. To assist with evaluation of potential contamination by using the State lab and the Boone Water Plant.
- g. Assist with recommendations for determining hazardous material exposure levels for emergency workers and the public, providing for exposure inhibiting or mitigating drugs and vaccines.
- h. Coordinate with mental health agencies to provide for identified needs.
- i. Provide health department facilities for use as mobile and fixed emergency care centers.
- j. Provide information and personnel, upon request, to assist state agencies with monitoring and the gathering of samples from food handlers and processors during a hazardous materials incident.

16. Medical Examiner

- a. Respond to notifications of fatalities from local authorities, identify needed resource equipment and establish an adequate morgue system for mass fatalities.
- b. Supervise the relocation and transportation of the remains of the deceased.
- c. Develop procedures for the recovery, registration, identification and cause of death of the deceased utilizing the State Medical Examiners Office as a support agency when needed.
- d. Issue death certificate, notify next-of-kin and release the remains and personal effects to proper representatives.
- e. Issue press releases in conjunction with the Public Information Officer.

- f. Coordinate with funeral directors, pathologist, American Red Cross, dentist, X-Ray technicians and law enforcement agencies for assistance.

17. Superintendent of Schools

- a. Support transportation operations during evacuations of return of evacuees.
- b. Provide support personnel (school counselors, bus drivers, and cafeteria staff) to support disaster operations.
- c. Coordinate letters of agreement to provide school facilities to be used as shelters for mass care and feeding, temporary medical facilities, and Disaster Application Centers.
- d. Provide school system fuel, vehicles, and facilities to support emergency operations.
- e. Assist with the coordination of transportation operations and keep EOC advised of status.
- f. Direct and plan for the evacuation of school populations in high hazard areas.

18. Finance Officer (County/City/Town)

- a. Plan for assisting in the acquisition of available resources for emergency purposes.
- b. Develop financial accounting record procedures for county/city/town agencies to report their emergency expenses.
- c. Develop procedures for the procurement and delivery of essential resources and supplies.
- d. Serve as back-up in the absence of the County/City/Town Manager.
- e. Insure that response agencies initiate documentation of all cost incurred subsequent to the disaster.

19. Damage Assessment Officer (County Tax Office)
 - a. Assist the Emergency Management Coordinator with developing, training, and equipping personnel for the purpose of conducting damage assessment within appropriate jurisdictions.
 - b. Report to the Emergency Operations Center to organize and deploy damage assessment teams and provide for a system to collect data and prepare damage assessment reports for County and State Officials.
 - c. Along with the Emergency Management Coordinator develop, review, and annually update procedures for damage assessment reporting and accounting.
 - d. As damage assessment reports are compiled, identify, maintain and distribute to the appropriate agencies a list of vital facilities requiring priority repairs.

20. American Red Cross
 - a. Serve as lead agency for providing shelter/mass care operations coordinating with the Department of Social Services and the Health Department for staff support.
 - b. Coordinate damage assessment activities with the county damage assessment officer.
 - c. Provide shelter managers and supplies for shelter operations.
 - d. Provide for training of managers and staff for shelter operations.

21. Agricultural Extension Agent
 - a. Coordinate public information distribution with the Health Department and the County Public Information Officer.
 - b. Assist the EOC in identifying and coordinating assistance for agricultural needs within the county.

- c. Coordinate agricultural damage assessment teams with the county damage assessment officer.

22. Animal Control

- a. During shelter operations provide for the use of Animal Control facilities and equipment to be used to assist persons evacuating with domestic animals.
- b. Provide vehicles and staff to assist with transportation of vital personnel and equipment during emergency operations.

V. CONTINUITY OF GOVERNMENT

A. General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

B. Line of Succession

- 1. The line of succession of the County Board of Commissioners proceeds from the chairman to the members of the board in accordance with County policy.
- 2. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate annexes.

C. Preservation of Vital Records

- 1. It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.

2. Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.

D. Relocation of Government

1. The County provides for the relocation of the governing body to the EOC during times of emergency if necessary.
2. If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed.

VI. ADMINISTRATION AND LOGISTICS

A. General

1. The emergency services dispatching operations center operates continuously 24 hours per day and is administered by the Watauga County Communications and Emergency Services Office.
2. The operational readiness of the EOC is the responsibility of the Emergency Management Coordinator.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by County/City/Town Governments.
2. Narratives and operational journals of response actions will be kept by each agency with an assigned function during the disaster period.

C. Consumer Protection

1. Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

D. Non-Discrimination

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.
2. This policy applies equally to all levels of government, contractors, and labor unions.

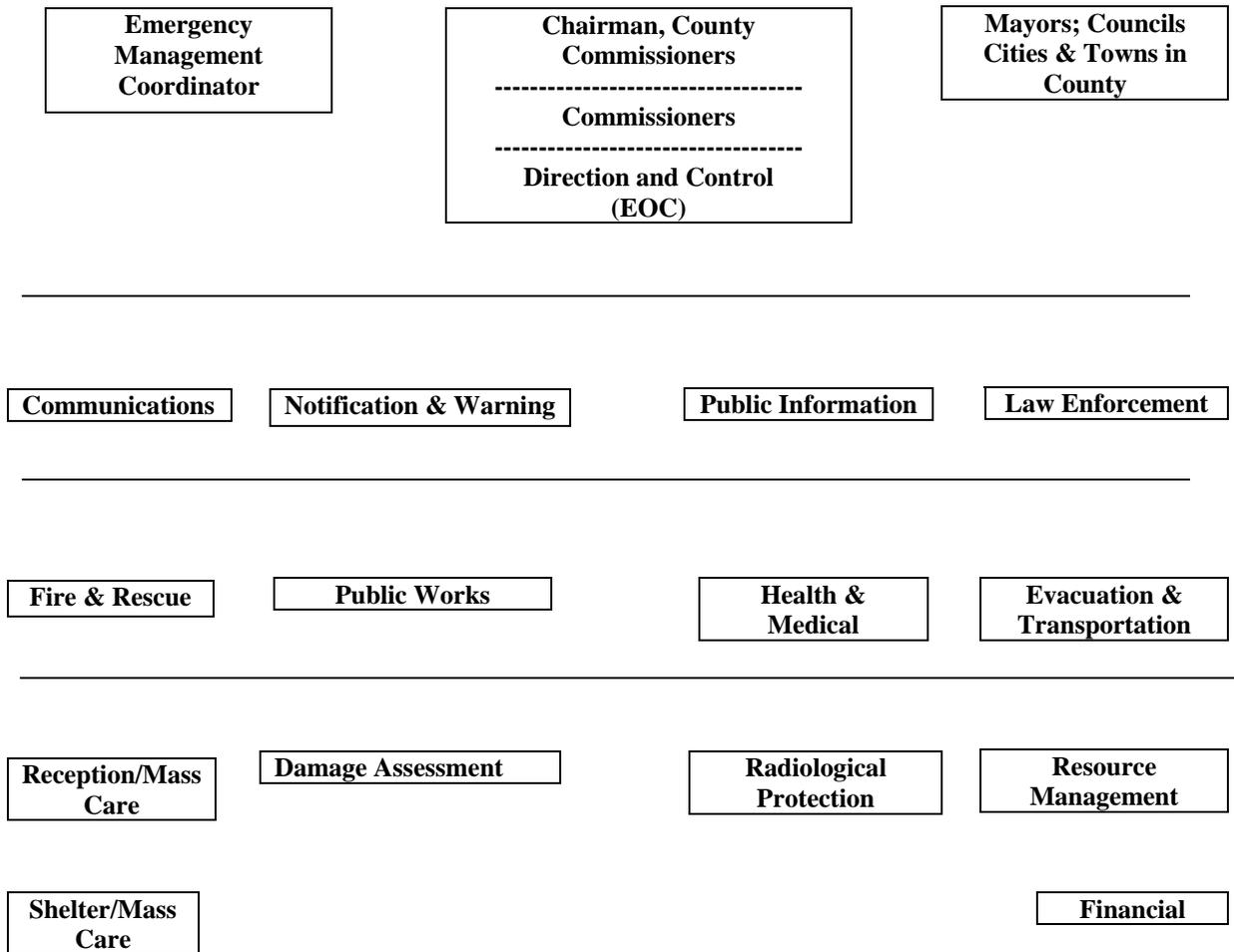
E. Agreements and Understandings

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Management Coordinator to the State Emergency Management Western Branch Office. From there, such requests are forwarded to the State EOC.
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The County Manager will insure development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts through the Emergency Management Coordinator. This shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four year exercise plan to insure a readiness posture for those who have an emergency responsibility.

**BASIC PLAN
APPENDIX 1
ORGANIZATIONAL STRUCTURE
FOR EMERGENCY OPERATIONS PLAN**



**BASIC PLAN
APPENDIX 1
ATTACHMENT 1
FUNCTIONAL RESPONSIBILITY MATRIX**

	D I R E C T / C O N T R O L	C O M M U N I C A T I O N	N O T I F I C A T I O N	W A R N I N G	E P I	L A W E N F O R C E	F I R E	R E S C U E	P U B L I C W O R K S	H E A L T H	E M S / M E D I C A L	I D / M O R T U A R Y	E V A C U A T I O N	T R A N S P O R T A T I O N	S H E L T E R / M C	D A M A G E A S S E S S	R A D P R O T E C T	R E S O U R C E M G M T
CHAIR CO. COMMISSION	P															S		
COUNTY MANAGER/ADMIN.	S															S		S
EM COORDINATOR	S		S	S	S		S	S			S		S		S	P	P	P
SHERIFF	S	S	S	S	S	P						S	P		S		S	
COMMUNICATIONS DIR.		P	P	P	S													
COUNTY MAINT.					S				P						S	S		S
SUPT. OF SCHOOLS													S	P	S			
COUNTY HEALTH DIRECTOR										P		S			S		S	
MEDICAL EXAMINER								S		S	S	P						
AMERICAN RED CROSS															P	S		
CHIEF RESCUE SQUAD				S				P		S	S		S	S				
FIRE ASSOC. PRES.		S	S	S			P	S			S		S		S			S
SOC. SERVICES DIRECTOR										S			S		S			
RADIOLOGICAL OFFICER																		P
AGRICULTURAL EXT.					S					S						S	S	
ANIMAL CONTROL															S			

*** S – SUPPORT P – PRIMARY**

**APPENDIX 2
WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
COUNTY MAP**

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3
AUTHORITIES AND REFERENCES**

The following authorities and references are listed for reference purposes only and are Not included in the planning document. A support document with some of the referenced items will be distributed to certain key individuals. Anyone who needs access to these references that does not have a copy of the support document should contact the Watauga County Emergency Management Office.

- A. Emergency Management Act of 1977, N.C. General Statutes 166-A.
- B. Federal Communications Commission (FCC) rules and regulations.
- C. Public Law 93-288 as amended by Public Law 100-707.
- D. National Security Decision Directive #259.
- E. Watauga County Emergency Management Ordinances.
- F. Watauga County State of Emergency Ordinance.
- G. Local Mutual Aid Agreements and Understandings.
- H. Part 73, Subpart G and H, Federal Communications Commissions Rules and Regulations.
- I. North Carolina Emergency Management Act of 1977 as amended, NC G.S. 166A-1, et. Seq.
- J. N.C. Executive Order 17.
- K. N.C. General Statutes 115C-242 (6).
- L. N.C. General Statutes Article 36A of Chapter 14.
- M. N.C. Executive Order 18.
- N. Nuclear Attack Planning Base 1990 (NAPB 90), April 1987.
- O. N.C. General Statutes 147-33.
- P. Local Government Emergency Planning (CPG 1-8).

- Q. Standards for Local Civil Preparedness, CPG 1-5.
- R. Radiological Defense Preparedness, CPG 2-1.
- S. Radiological Defense Manual, CPG 2-6-2.
- T. Civil Defense Emergency Operations Reporting System, CPG 2-10/1-4,6.
- U. Federal Emergency Management Agency. Guide for the Design and Development of a Local Radiological Protection System, CPG 1-30.
- V. Federal Emergency Management Agency. Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents, FEMA-REP-5.
- W. N.C. General Statutes 104E.
- X. Standard Operating Procedure for Nuclear Attack Reporting, 1989.
- Y. Handbook for Applicants Pursuant to P.L. 93-288, DR & R1 FEMA, 3-81.
- Z. Digest of Federal Disaster Assistance Programs: DR & R 21, FEMA, June, 1985.
- AA. Federal Disaster Assistance Program, DR & R 18, Jan., 1987.
- BB. Disaster Recovery Manual, N.C. Department of Crime Control and Public Safety, Division of Emergency Management, May 1989.\
- CC. The Hazardous Chemical Right to Know Act, Article (8), Chapter 95 of N.C. General Statutes.
- DD. Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA).
- EE. Statement of Understanding between the State of North Carolina and the American Red Cross.
- FF. American Red Cross 3000 Series Disaster Regulations.
- GG. Shelter Management Handbook (FEMA-59).

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX A
DIRECTION AND CONTROL

I. PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

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.
2. Many hazards exist within or near the County which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (Emergency Operations Center) function in order to conduct effective and efficient emergency operations.
3. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the Watauga County Emergency Operations Center, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the Watauga County Emergency Management Coordinator prior to activation.
4. Centralized county-wide direction and control (Emergency Operations Center 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/multi-jurisdiction response and coordination are necessary to resolve or recover from the emergency situation;

EOP/ANNEX A

III. CONCEPT OF OPERATION

A. General

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control, and restoration of normal operations within Watauga County.
2. The responsibility for the direction and control of disaster situations is vested in the County Board of Commissioners and is routinely exercised through the Emergency Management Coordinator.
3. The Emergency Management Coordinator will activate, organize and operate the Emergency Operations Center in a flexible manner based on the magnitude of the situation.
4. The organizational structure if the Emergency Operations Center will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation, and the demands of the emergency. Municipalities, when needed, will provide liaison contacts to the County Emergency Operations Center for inter-jurisdictional coordination when the
5. The Chairman of the Board of Commissioners, along with appropriate administrative staff, will be notified by the Emergency Management Coordinator when Emergency Operations Center activation is warranted to direct and control emergency operations.
6. The Emergency Operations Center is the operational area from which emergency response activities can be directed, controlled and coordinated. It will be managed in accordance with the County Emergency Operations Center Standard Operating Procedures.
7. On-scene activities of emergency response personnel will be managed utilizing an Incident Command System.

B. Staffing

Personnel assigned to the Emergency Operation Center will operate in one of the following five (5) functional groups as assigned by the Emergency Management Coordinator:

1. The Executive Group, under the direction of the Chairman of County Commissioners and or Mayor of a Municipality, consists of elected officials, jurisdictional management/liaison representatives, and public information officials. This group is responsible for:
 - a. The approval of policies and strategies pertinent to the emergency/disaster situation.
 - b. Assuring briefings of the Emergency Operations Center staff occur for the purpose of coordinating information.
2. The Operations Group, under the direction of the Emergency Management Coordinator, consists of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, rescue, EMS, others as appropriate). This group is responsible for the direct supervision of county operations including the allocation of resources necessary to implement the approved strategies and policies.
3. The Planning Group, consisting of technical advisors pertinent to the type of emergency/disaster, may be established to:
 - a. Collect, evaluate, display and disseminate information regarding the incident and status of resources;
 - b. Maintain a journal, post data and maintain status boards;
 - c. Analyze the predictable probable course of emergency incident events;
 - d. Develop strategies (action plans) and alternatives to control operations for the incident; and,
 - e. Anticipate resource requirements.
5. The Logistics Group of representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.

5. The Finance Group, under the direction of the County Finance Officer, may be established to:
 - a. Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
 - b. Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

IV. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the Emergency Operations Center will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the individual participating agencies.
- B. In the event that the primary Emergency Operations Center is not functional, the alternate Emergency Operations Center will be activated.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX B
COMMUNICATIONS**

I. PURPOSE

This annex describes the County's communications system and presents available communications sources to be used by County government agencies during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the County. Properly coordinated, these facilities provide for effective and efficient response activities
2. The Emergency Communications Center is located in the Watauga County Communications Center at 184 Hodges Gap Rd in the Town of Boone. An alternate communications center is located in the Boone Police Department with the same capability to assist with communications as needed.

B. Assumptions: It is assumed that the communications system will survive and/or withstand the effects of a disaster. This annex will provide coordination of all communications systems during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency communications systems and services used by the County are controlled by Communications and Emergency Services Director.
2. The County Warning Point is operated 24 hours a day and serves as the Emergency Communications Center.
3. Emergency calls are generally received through the E-911 telephone service and dispatched according to communications

center standard operating procedures and Computer Aided Dispatch (CAD).

3. As the emergency escalates, the staffing of the Emergency Communication Center may be expanded as required.
4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.
5. Appropriate backup communications personnel will be notified when needed for the expansion of communications capability.
6. The Town of Boone receives most of their 911 calls directly at their communications center located at the Police Department. However, occasions occur when calls are received and dispatched through the Watauga County Communications Center.

B. Specific

1. Telephone Service

- a. Telephone and 911 services in the County are provided by Skyline Telephone and AT & T Telephone Companies.
- b. In the event of telephone communications loss, the telephone companies with services in Watauga County will be provided with a list of essential users for priority restoration, by the emergency management office.
- c. Essential users will receive priority telephone service and restoration during emergencies.

2. Two-Way Radio Systems

- a. The County two-way radio system is designated as a principal system to be used for direction and control activities. It provides voice communications between mobile units operated by department heads or chiefs of emergency services and the County Emergency Communications Center. The principal operators are:

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- (1) Sheriff
- (2) Municipal Law Enforcement Chiefs
- (3) Emergency Management Coordinator/Fire Marshal
- (4) Fire Chiefs
- (5) Rescue Chiefs
- (6) Emergency Medical Services Director

b. The following City/County departments, agencies and organizations operate two-way radio systems:

- (1) Sheriff's Department
- (2) Board of Education
- (3) County Volunteer Fire Department(s)
- (4) Blowing Rock Police Department
- (5) Boone Fire/Police Departments
- (6) City/Town Public Works Departments
- (7) Rescue Squad(s)
- (8) Hospital
- (9) Emergency Medical Service
- (10) Emergency Management/Fire Marshal
- (11) County Maintenance and Utilities
- (12) Seven Devils Police Department
- (13) Watauga County Parks and Recreation
- (14) Watauga County Landfill Operations

EOP/ANNEX B

3

c. Other two-way communications systems which may be used to communicate with the State EOC and surrounding counties during emergencies include:

- (1) Division of Criminal Information (DCI)
- (2) North Carolina Inter-City Police Network
- (3) Civil Air Patrol Radio Systems
- (4) State Emergency Management FM Voice Radio Network
- (5) Commercial Telephone
- (6) RACES and ARES

d. The following communications systems can be accessed from the county communication center:

- (1) Sheriff's Department Radio System
- (2) County Fire Protection Network
- (3) Hospital System
- (4) EMS/Rescue Squad Radio System
- (5) The Local Area Police Network
- (6) The State Emergency Management network
- (7) NCSHP VIPER SYSTEM

4. Other Communications Systems

The following communications systems are available but not operated from the communication center:

- a. Civil Air Patrol Squadron
- b. Watauga County RACES Network

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- c. Watauga County ARES Network

IV. DIRECTION AND CONTROL

- A. The Watauga County Emergency Management Coordinator will be notified when a major emergency situation has occurred or is imminent. The Emergency Management Coordinator will then inform County officials in accordance with the County procedures.
- B. Authority to direct and control the use of communications systems and services available to County departments and agencies is delegated through the Watauga County Communications and Emergency Services Director.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

- A. Watauga County Communications and Emergency Services Director
- B. Communications Center Supervisor
- C. Communications Center Shift Supervisor

EOP/ANNEX B

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WATAUGA COUNTY EMERGENCY OPERATIONS PLAN ANNEX C

NOTIFICATION AND WARNING

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will normally initiate notification and warning.
2. Broadcast media will be relied upon to assist in the dissemination of warning and public information to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.
4. Emergency service vehicles are available for warning the general public.
5. Special Needs groups or persons in group quarters may have to be provided special warning and notification.

B. Assumptions

1. Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.
2. Use of mobile public address systems and/or house to house alert warning may be necessary when the urgency of the particular hazard requires immediate evacuation actions or when there is a failure of other warning systems.

III. CONCEPT OF OPERATION

A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means. The following systems are used in Watauga County for receipt and dissemination of warning:

1. National Warning System (NAWAS)
2. National Weather Service (NWS) National Oceanic & Atmospheric Administration Weather Radio Service
3. Emergency Alerting System (EAS)
4. State Operated Two Way Radio Systems
5. N.C. Division of Criminal Information (DCI)
6. Local Government Radios
7. Sirens, horns, or mobile public address systems
8. Telephone Reverse Communications System

B. Receipt and Dissemination of Warning

1. The N.C. Highway Patrol serves as the State Warning Point in the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies and on occasion the public.
2. Warning received from the site of an emergency or from the State Warning Point is normally reported to the Watauga County Communications Center, which serves as the County Warning Point.
3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established procedures.
4. Jurisdictions adjoining Watauga County will be notified through the communications center or by the quickest possible method, in the event an incident occurs within Watauga County that may cause adverse affects across jurisdictional lines. The Watauga County

EOP/ANNEX C

2

Emergency Management Coordinator will assume that facilities have been identified which can cause problems to adjoining counties, and that lines of communications remain open to provide a timely warning.

- C. Dissemination of Warning to the General Public of major emergencies will be by:
 - 1. Emergency Alert System (EAS)
 - 2. Weather alert radios
 - 3. Mobile public address systems as appropriate
 - 4. House to house alert by emergency personnel

- D. Dissemination of Warning to Special Populations
 - 1. Hearing impaired, special needs groups, persons in group quarters and Non-English speaking groups are notified by the most expedient means possible. Emergency messages will ask citizens to assist in the notifications and evacuations of these special groups.
 - 2. Public schools, hospitals, large industry, and other special warning locations will be educated in the most expedient means to receive notification and warning information. Each affected organization will determine the best means of notifying their populations.

IV. DIRECTION AND CONTROL

- A. The Chairman of the County Commission or designee has the authority to direct and control the County warning system.
- B. The Communications Director is designated as the County Warning Coordinator and will follow established County warning procedures.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession is:
 - 1. Board of Commissioners

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- 2. Communications Office Director

3. Emergency Management Coordinator

- B. Lines of succession for agencies that support the warning operation are in accordance with their agencies established policies.
- C. The decision by local government to disseminate the emergency alerting warning and protective actions instructions over the CPCS-I (or over the primary stations within Watauga County).
- D. The preparation of the information to be disseminated in written form.
- E. The activation of the EAS procedure.
- F. The termination of the procedure when it is no longer required.

APPENDIX 1 EMERGENCY ALERTING SYSTEM PLAN (EAS)

I. PURPOSE

This appendix provides specific instructions and procedures for Watauga County Government and suggested procedures for the Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Watauga County over the Emergency Alerting System (EAS).

II. DEFINITIONS

- A. **Emergency Alerting System (EAS):** The EAS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or operational (local) area levels.
- B. **Primary Station:** Broadcasts or rebroadcasts a common emergency program for the duration of the activity of the EAS at National, State or Operation (local) area level. The EAS transmission of such stations are intended for direct public reception as well as inter-station programming.
- C. **Common Program Control Station (CPCS):** This is a Primary Station in an Operational (local) Area, which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

III. CONCEPT OF OPERATIONS

This plan calls for:

- A. The prompt reporting of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warning as well as other hazards such as dam failures, hazardous materials and other threats to the citizens of Watauga County as shown in the Basic Plan.
- B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency service.

**ANNEX D
APPENDIX I
NEWS MEDIA OUTLETS**

NEWSPAPERS:

WATAUGA DEMOCRAT

PO BOX 3050
BOONE NC 28607
PHONE: 264-3612
FAX: 262-0282
TRI-WEEKLY DISTRIBUTION

THE BLOWING ROCKET

PO BOX 1026
BLOWING ROCK NC 28605
PHONE: 295-7522
FAX: 295-7507
WEEKLY DISTRIBUTION

THE MOUNTAIN TIMES

PO BOX 1815
BOONE NC 28607
PHONE: 264-6397
FAX: 264-8536
WEEKLY DISTRIBUTION

WINSTON-SALEM JOURNAL

JOURNAL NORTHWEST BUREAU
PO BOX 56
BOONE NC 28607
PHONE: 264-3549

BLOWING ROCK NEWS David Rogers, 828-262-9850 EDITOR@BLOWINGROCKNEWS.COM

RADIO STATIONS:

WATA AM 1450

WZJS FM 100.7

WECR FM102.3

WXIT AM

PO BOX 72

BOONE NC 28607

PHONE: 828-278-9515

FAX: 264-2412

24 HOUR OPERATION

WVIO 1510 AM

BLOWING ROCK NC 28605

PHONE: 295-9002

FAX: 295-9002

WASU 90.5

SUITE 332 WEY HALL

BOONE NC 28607

PHONE: 262-3170

FAX: 262-2543

24-HOUR OPERATION

WKBC 97.3

PO BOX 938

NORTH WILKESBORO NC 28659

PHONE: 910-667-2221

FAX: 910-667-3677

24-HOUR OPERATION

TELEVISION STATIONS:

WBTV CHANNEL 3
1 JULIAN PRICE PLACE
CHARLOTTE, NC 28208
PHONE: 704-374-3691
FAX: 704-374-3671

WCYB CHANNEL 5
101 LEE STREET
BRISTOL VA 24201
PHONE: 540-645-1522 (24-HOUR)
FAX: 540-645 1423 (24-HOUR)

WSOC CHANNEL 9
PO BOX 34665
CHARLOTTE NC 28208
PHONE: 704-335-4871 (24-HOUR)
FAX: 704-338-4736

MOUNTAIN TELEVISION NETWORK
643 GREENWAY ROAD
BOONE NC 28607
PHONE: 262-0990
FAX: 262-0038

CABLE COMPANIES

CHARTER COMMUNICATION
755 George Wilson Rd
BOONE NC 28607
Phil.stewart@chartercom.com
964-5468
Douglas.mast@chartercom.com
964-1195
FAX: 262-5705

SKYLINE
157 Seven Devils Rd
Banner Elk NC 28604
Karen Powell PIO
Karen.powell@skyline.org
336-876-6117
Mike Lewis 336-1350 ext. 6302
Safety

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX D
EMERGENCY PUBLIC INFORMATION**

I. PURPOSE

This annex presents a plan of action to provide prompt, authoritative and understandable emergency information to the public for natural, technological, and civil disturbance emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The County is served by the news media outlets listed in ANNEX D, APPENDIX 1.
3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
4. The public may accept as valid rumors, hearsay, and half-truth information, which may cause unnecessary fear and confusion.

B. Assumptions

2. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public.
3. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems on

emergency vehicles and 1 door-to-door sweeps may be initiated.

3. Demand for information may be very heavy; therefore, sufficient staff will be provided and trained for this.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Information (EPI) efforts will focus on specific, event-related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC.

B. Execution

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.
2. The County Public Information Officer (PIO) will coordinate with County media to provide information and education programs relating to emergency management.
3. Emergency Public Information documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.
4. The Watauga County Public Information Office will coordinate, as needed, a bank of phones to assist county residents with problems associated with the disaster.
5. Support staff to the public information officer will come from different county agencies, which will reassign staff to be used temporarily. Expansion and demobilization of this assignment will be made depending on demand of the general public.

6. The Public Information Officer will coordinate locations and time for press briefings and releases. A briefing room will be set up for this purpose and the location will be determined at the time of the disaster.
7. On-Scene Public Information Officers will be designated by the Incident Commander of each incident. If needed the on-scene information officer will coordinate their information releases with the County PIO. The Incident Commander may also request public information personnel through the county emergency management office.

IV. DIRECTION AND CONTROL

- A. General – The Public Information Officer, at the approval of the county manager or emergency management coordinator, is responsible for all news releases and public information disseminated at the County level. In times of emergency the Public Information Officer will operate from the EOC if appropriate.
- B. Educational and Public Information Programs – The Public Information Officer will provide the media with information on new developments affecting emergency management. The Public Information Officer also will utilize other types of information and programs on emergency management such as delivering lectures or presentations, organizing tours of the EOC, distributing educational brochures and showing films.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Public Information Officer
2. Emergency Management Coordinator
3. Fire Code Enforcement Officer

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX E
LAW ENFORCEMENT

I. PURPOSE

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation – During emergencies law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state and county law enforcement agencies are available to support local law enforcement agencies within Watauga County.
- B. Assumptions – Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will be available through existing mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

- A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.
- C. Law enforcement agencies will have a responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency operations.
- D. During technological, natural or civil disturbance threat or actual occurrence, the Watauga County Sheriff or designee will coordinate law enforcement operations from the County Emergency Operations Center if needed. Municipal law enforcement directors of their designees will be responsible for directing law enforcement activities within their local EOCs. Coordination among law enforcement agencies will ensure security for vacated hazard

areas, essential industries, prisoners, evacuating populations and congregate care facilities. Law enforcement agencies will establish road blocks, checkpoints, and traffic control points and secure parking areas as needed.

- E. Expansion and relocation of the county jail facilities will be carried out utilizing mutual aid agreements with surrounding counties.
- F. The County Sheriff or his designee may participate in the decision process when there is a need or potential for making a State of Emergency Declaration.
- G. In the event of a search, the Watauga County Sheriff's Office will make the determination as to whether the search is of a criminal nature or an actual "lost person" search. If the search is of a criminal nature, the Watauga County Sheriff's Department will serve as the lead agency. If the search is for a "lost person", then the Watauga County Emergency Management will serve as the lead agency. Resources and logistical support needed, from outside the County will be coordinated through the Emergency Management Office.

IV. DIRECTION AND CONTROL

- A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies.
- B. Assistant Coordinators for Law Enforcement are Chief's of Police in their respective municipalities.

V. CONTINUITY OF GOVERNMENT

- A. The chain of command within an organized law enforcement organization is established by organizational policy to ensure continuous leadership and does not change during emergency operations.
- B. The line of succession is:
 - 1. Sheriff
 - 2. Captain
 - 3. Deputy Sheriff

- C. Records vital to the law enforcement function will be protected during emergency situations.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX F
FIRE PROTECTION**

I. PURPOSE

This annex provides for the coordination of fire protection activities to ensure the safety of life and property within the County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention and control operations are daily problems faced by fire service personnel. Several hazards faced by the fire service become more significant during emergency situations including civil disturbances and hazardous materials accidents.

B. Assumptions

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATION

- A. During emergencies, the fire service is prepared to support operations utilizing available expertise, equipment and manpower. This includes providing support services and monitoring of weather conditions as needed during severe weather and flooding.
- B. In an emergency, which requires a number of emergency services (eg Fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.
- C. If fire or threat of fire is involved, the fire chief or designee of the district in which the fire or threat has occurred is the incident commander and they will coordinate their activities with the Emergency Operations Center when activated. The exception to this is when a wildland fire is occurring and the N.C. Forest Service maintains Incident Command. Unified Command will take place as wildland fires threaten structures or urban interface.

- D. If no fire or threat of fire exists, the incident commander will be determined by prior mutual consent of the chiefs of emergency services on the scene and will be dependant upon the agency with the most involvement.
- E. Under the North Carolina Hazardous Material Right-to-Know Law, the Fire Chief should survey facilities within his/her jurisdiction to identify types and volumes of hazardous materials located within the County. They should consider this information when developing response plans and procedures for hazardous materials accidents within the district. Coordination of facility emergency response plans with the County Emergency Operations Plan will be included in fire service planning. The Watauga County Local Emergency Planning Committee has the responsibility for the development of the county response plan in addition to development of site specific plans for industries that pose a significant hazard to the community because of the hazardous materials on site.
- F. When responding to a situation involving hazardous materials, the fire departments will observe standard operating procedures set up by their individual department and dependent on their level of training.
- G. Determining that a release of hazardous materials has occurred will depend on the information received by the Emergency Communications Center from a facility or transportation incident. Upon arrival of the emergency responders, further determination will be made as to the extent of spread and amount of release as well as confirmation of the name of the product.
- H. First Responder Medical Services is a function provided by some of the fire service agencies in Watauga County. Coordination of this program is through Watauga County Emergency Medical Services. These duties may be expanded to support rescue operations when needed.
- I. Debris blocking emergency routes may become a great impedance to the ability of emergency response agencies ability to provide rapid services. The fire service will assist with debris clearance when resources are not committed to other higher priority incidents.
- J. By North Carolina Law, the fire service may also be used to assist with traffic control.

IV. DIRECTION AND CONTROL

- A. Each fire department exercises control over its personnel through a board of directors who uses an officer system for management. The exception to this would be the municipalities of Boone, Blowing Rock, and Seven Devils where they operate through an officer system for management of personnel.
- B. Coordination of fire service in an emergency is accomplished by the Fire Marshal along with the Chairman or liaison of the Watauga County Fire Commission, utilizing mutual aid agreements developed with local units, and statewide, through the State Emergency Response Team.
- C. When the EOC is activated, the County Fire Marshal will normally be located in the Emergency Operations Center to support the coordination of fire fighting forces. The Chairman of the Fire Commission or designee will also report to the EOC to act as liaison for the fire service. The designee of the municipality will report to the EOC to act as liaison for the municipal fire service.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession for fire is:
 - 1. Fire Marshal
 - 2. Fire Code Enforcement Officer
 - 3. Fire Commission Chairman

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX G
EMERGENCY MEDICAL SERVICES**

I. PURPOSE

This Annex provides guidance for assistance to the general public for administering medical services during a natural, man-made, or technological emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to physical harm or bring about other internal medical problems.
2. A well-planned medical support network is essential during emergency situations.
3. Depending on the nature of the incident, complications may include traumatic injury or even death.

B. Assumptions

1. A large-scale emergency may result in increased demands on hospitals, medical, and emergency medical transport services personnel.
2. Many injuries both minor and relatively severe, will be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance will arrive after this critical period.
5. Resources available through area and regional medical services mutual aid agreements will be provided.
6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional

resources and/or assume control of the response.

7. Catastrophic disasters may affect large areas of the County and medical resources may be damaged, destroyed, or unavailable.
8. Standard operating guidelines will be developed to guide emergency medical responders in the treatment of patients and personnel involved with radiological and hazardous materials incidents.

III. CONCEPT OF OPERATIONS

- A. Disaster operations for Emergency Medical Services (EMS) will be an extension of normal agency and facility duties.
- B. Coordination between emergency medical services, rescue, and fire service providers is necessary to ensure emergency operational readiness. The Emergency Medical Services Director will be the lead coordinating person for this function.
- C. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
- D. EMS capabilities will be expanded by volunteer rescue squads and fire service agencies serving their respective response areas.
- E. During mass casualty incidents, EMS will serve as lead agency and establish patient triage, holding, treatment and transportation areas.
- F. When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Communications Center.
- G. Transfer of authority on-scene will be in accordance with established procedures.
- H. During EOC operation, the EMS Director or designee will be responsible for providing coordination for medical services and supplies. Requests from individual residents for non-emergency but urgent medical assistance will be funneled through this function.

- I. When needed, the rescue squads, fire service, and law enforcement agencies can be asked to provide emergency transportation of essential medical supplies to home health care recipients.

IV. DIRECTION AND CONTROL

- A. The Emergency Medical Services Director will direct and control EMS operations. For on-scene incidents, the senior EMS officer will assume direction and control.
- B. The EMS manager will maintain communications with field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.
- C. The EMS Director will coordinate efforts between the County EMS and the Volunteer Rescue Squads in the event of an emergency situation.

V. CONTINUITY OF GOVERNMENT

- A. Line of Succession
 1. Emergency Medical Services Director
 2. Assistant Emergency Medical Services Director
 3. Supervisor on Duty

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX H
VOLUNTEER RESCUE SQUADS**

I. PURPOSE

This annex describes the Rescue Squads/Fire Department activities to ensure the safety of life within Watauga County during emergency and disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

Life saving operations become a daily problems faced by volunteer rescue squad personnel. Several hazards become more significant during emergency situations such as fire or coming in contact with toxics, explosives, medical waste, and other hazardous materials during extrication of victims from buildings or motor vehicle accidents.

B. Assumptions

Existing rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATIONS

- A. During emergencies the volunteer rescue squads are prepared to support each other utilizing available expertise, equipment and manpower.
- B. In an emergency, which requires a number of emergency services (eg. EMS, fire, rescue, law enforcement, etc.) to respond , all units, regardless of service, will be coordinated by an incident commander.
- C. If an emergency occurs one or both volunteer rescue squads will be called upon by Watauga County to assist in extrication from buildings, motor vehicle accidents, drowning, high/low level rescue and confined space rescue.
- D. Locating missing or lost individuals will be a support function of the rescue squads to the Watauga County Emergency Management Office.

- E. Watauga County EMS is the lead agency in providing emergency medical care on the scene of any medically related incident. Volunteer Rescue Squads lead role is extrication and rescue, and to be a support agency in providing basic emergency medical care.
- F. Volunteer rescue services provide back-up medical transport services to the county. They also provide off road transportation into remote areas where emergency medical services are unable to travel.
- G. Rescue services will serve as a support agency to fire service operations for structural fires and forest fires to supplement emergency medical service needs.

IV. DIRECTION AND CONTROL

- A. Direction and Control of local volunteer rescue squads is exercised by each rescue squad chief of their individual personnel.
- B. Coordination of rescue activities in the event of an emergency/disaster will occur between the County EMS Director and the Chief of the Watauga County Rescue Squad, Boone Fire Chief or the Chief of the Blowing Rock Rescue Squad utilizing mutual aid agreements developed with local jurisdictions.
- C. The Chiefs of the Watauga County Rescue Squad, Boone FD and the Blowing Rock Rescue Squad, or their designee, will coordinate rescue activities from the Emergency Operation Center upon activation.

V. CONTINUITY OF GOVERNMENT

- A. Watauga Rescue Squad Chief
- B. Assistant Watauga Rescue Squad Chief

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX I
PUBLIC WORKS**

I. PURPOSE

The purpose of this annex is to provide essential public works services during an emergency/disaster to reduce the impact of the emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency there is frequently a need for manpower and equipment to remove obstructions or debris from roads and at government facilities and for restitution of essential utilities.
2. The municipalities that have public works capabilities are discussed in the Basic Plan under Situations.
3. The Town of Boone, Town of Blowing Rock, Town of Beech Mountain and the Town of Seven Devils each provide potable water in to their residents. Any problems with these water systems or drought situations could affect a large portion of the county.

- B. Assumptions – Public works departments have a limited but immediate capability to provide emergency services for debris removal, restitution of essential utilities and shelter upgrading.

III. CONCEPT OF OPERATION

- A. In non emergency periods, the role of public works in the county or within municipalities is confined to trash collection, landfill operations, building, ground and street maintenance, water and sewage utility service, equipment operations and maintenance.
- B. During emergencies, the public works function expands and coordination of public works emergency operations is essential. Public works arranges for support services for emergency response agencies, shelter operations and the Emergency Operations Center and coordinates with the private sector for additional resources to supplement public works.

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- C. The Watauga County Maintenance Director will serve in the Emergency Operations Center for the coordination of debris removal and restoration of county owned facilities. This position will also serve as a coordination point to assist municipal public works agencies in getting support resources for the recovery and restoration of city/town streets and facilities.
- D. Each municipality will serve its own community within the scope of the public works activities that are provided to the citizens. When their capabilities are exhausted they can coordinate with other municipalities where there are existing mutual aid agreements or they can utilize the County Emergency Operation Center to assist in acquiring assistance.
- E. The State of North Carolina maintains roads within the county and will provide the function of debris clearance and removal on these maintained roads. Within the municipalities there is a mixture of state maintained roads and city/town maintained roadways. Prior agreements between North Carolina Department of Transportation and the cities/towns will determine responsibility for debris clearance/removal and repair of these roads.
- F. The Emergency Operations Center will serve to coordinate with the North Carolina Department of Transportation with information about critical areas or needs, for the clearance of debris from roadways, to provide emergency vehicles and power company access.

IV. DIRECTION AND CONTROL

- A. The Watauga County Maintenance Director will assist in coordinating maintenance activities during emergencies and coordinate with other response forces in the municipalities or North Carolina Department of Transportation.
- B. The Watauga County Maintenance Director will maintain direct communication with on-site personnel via the public works radio system or telephone.
- C. When notified of an emergency situation, the Maintenance Director will determine the county maintenance resources to be committed to disaster response and alert appropriate personnel.

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- D. On-site control of county maintenance activities will be coordinated by the designee of the Maintenance Director or by the respective municipal public works director as well as the North Carolina County Road Supervisor.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Maintenance Supervisor
2. Maintenance Mechanic Crew Chief

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX J
PUBLIC HEALTH SERVICES**

I. PURPOSE

This annex provides for protection of the public during disasters which can lead to situations that would cause a need for expansion of the daily activities provided by the Watauga County Health Department, New River Mental Health Agency and the Watauga County Medical Examiner.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to public health problems.
2. A well-planned health support network is essential during emergency situations.
3. Depending on the nature of the incident, complications may include general health problems, communicable disease, contamination of food and water and mental health ailments.
4. The release of toxic or hazardous materials may result in air, water or soil contamination in addition to public exposure.
5. A mass fatality in Watauga County would severely affect the capability of the county medical examiners office and outside resources would be needed.

B. Assumptions

1. A large-scale emergency may result in increased demands on health related personnel.
2. Many injuries, both minor and relatively severe, will be self-treated by the public.
3. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
4. When local resources can no longer meet the demand of the

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situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.

5. Catastrophic disasters may affect large areas of the County and health resources may be damaged, destroyed, or unavailable.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations for public health services will be an extension of normal agency and facility duties.
2. Coordination between health/medical providers is necessary to ensure emergency operational readiness.

B. Health

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease. This service is unique to the county and includes services to the municipalities.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.
3. Private water supplies may need to be inspected by the health department due to their proximity to flood areas or a hazardous materials incident. The health department will respond to requests by residents as needed in addition to identification of areas that may need mandatory inspection.
4. As incidents dictate, the Director of the Watauga County Health Department will make recommendations for immunizations or other preventive measures.
5. Air quality monitoring is a function of the N.C. Division of Air Quality that may be called upon during a known or suspected hazardous materials release or widespread respiratory problems.

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6. Nursing and medication (advice on medication and finding available supplies) support during shelter operation can be provided from the health department.
7. Through the home health services section, the health department can provide the EOC with information on residents that require auxiliary power to operate home health care equipment as well as those that may need daily medical care.
8. The health department may provide clinical areas that can be used to support minor injuries that have resulted due to widespread disaster problems.

C. Mental Health

1. New River Mental Health Agency will coordinate activities with the Emergency Management Coordinator to provide services for the public and emergency workers.
2. Mental Health will be a support agency for coordination of Critical Incident Stress Debriefing Teams and any needed follow up. Request for debriefing teams will be directed to the Watauga County Emergency Management Office.

D. Mortuary

1. The Watauga County Medical Examiner will take charge of the proper recovery of human remains.
2. Coordination with the North Carolina Medical Examiners Office will be essential in the event of mass fatalities and the need for identification and determination of cause of the Emergency Management Coordinator and the County Medical Examiner.
3. Expansion of morgue capability will be done utilizing resources from the state and the county.

IV. DIRECTION AND CONTROL

- A. Emergency public health operations will be directed from the EOC by the Health Director.

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- B. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.
- C. The Health Director will maintain control and communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

V. CONTINUITY OF GOVERNMENT

A. Health

The line of succession is:

1. Director of Public Health
2. Nursing Supervisor
3. Environmental Health Supervisor

B. Mortuary

The line of succession is:

1. Medical Examiner
2. Assistant Medical Examiner
3. North Carolina Medical Examiners Office

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX K
EVACUATION AND TRANSPORTATION**

I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the County population during an emergency threat while outlining the organization and direction of transportation resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuations may be needed in the event of a county-wide disaster.
2. A hazard analysis has been completed which identifies the types of threats and the areas and population in the County that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the County that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of hospitals, nursing homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles.
3. Particular areas of the County, or special populations within the

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County, will need additional time to accomplish an evacuation.

4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly to do so by public officials.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government public officials. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a county level by the Chairman of the County Commissioners, or his designated elected representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance
 - a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
 - b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points. The evacuation area will identify at least two routes of egress when possible.

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One lane of each route will be kept open to permit ingress of emergency vehicles.

- c. Traffic movement is directed to designated reception areas and shelters within the County and in adjacent counties if needed.
 - d. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.
2. Staging Areas and Pick-up Points and Routes
- a. The County will determine designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the County.
 - b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes will be designated for the rural areas. If possible, emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicle are assisted.
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
- a. Institutions within the County are responsible for developing procedures for evacuation of their facilities.
 - b. Ambulatory patients and staff of medical facilities within the county may be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering should be included for facilities in the danger zone from hazardous materials releases.
 - c. Schools will develop evacuation procedures. Buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and “walk-away”

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evacuations. Parents will be advised of the location of reception centers.

- d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The Emergency Management Coordinator will arrange pick-up of these individuals by the county rescue squads, and/or fire departments. The County Department of Social Services and the Health Department will advise the Emergency Management Coordinator of individuals known to need transportation assistance.
 - e. Each prison and detention center within the County will develop procedures for the relocation of prisoners to jails outside of the threatened area.
 - f. Evacuation from parks and recreation areas will be coordinated by the Watauga County Sheriff's Office or municipal police department as appropriate. Evacuation of State or Federal parks and recreation areas in the County will be coordinated by the local field staff of the Sheriff's Office in coordination with Department of Environment, Health, & Natural Resources and the Federal Forest Service. County, State, and Federal Parks representatives should advise the Emergency Management Coordinator and Sheriff's Office/Police Departments of the scheduled special events which may draw crowds to the parks or recreation areas.
 - g. Large employers within the County have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.
4. Emergency Public Information Brochures
- a. Warnings to the public and information concerning evacuation will be broadcast over the Emergency Alerting System network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. DIRECTION AND CONTROL

- A. Direction and control of evacuation is the responsibility of the Chairman, County Board of Commissioners or Mayor of a municipality. In the Chairman's/Mayor's absence, the commissioner/councilman next in line of succession will serve as replacement representative.
- B. During large scale evacuations involving the relocation of the population from an entire municipality, County, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.
- C. When an emergency situation requires timely evacuation or before the Emergency Operations Center can be activated, the "on-scene" commander can call for evacuation in accordance with the County's State of Emergency ordinance.

V. CONTINUITY OF GOVERNMENT

- A. Evacuation

The line of succession is:

- 1. Sheriff
- 2. Captain
- 3. Deputy Sheriff

- B. Transportation

The line of succession is:

- 1. Emergency Management Coordinator
- 2. Fire Code Enforcement Officer
- 3. Emergency Medical Services Director

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- C. Continuity of government will be maintained by relocating government operations. Lines of succession to all key positions will be established and all essential records will be protected.
- D. When evacuees are relocated outside the County, a representative will be appointed to act as liaison between the County and the reception area government. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- E. Lines of succession to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX L
SHELTER AND MASS CARE**

I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provisions of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, and fires.
2. The Watauga County Emergency Management Office and the American Red Cross have identified and surveyed potential shelters in the county and have determined which would be appropriate to use during disasters.

B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

III. CONCEPT OF OPERATIONS

- A. The North Carolina Department Human Resources through the NC Division of Social Services (NCDSS) and the Watauga County Department of Social Services (County DSS) is responsible for shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina and Watauga County Emergency Management under

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NC General Statute 166A-9, will provide shelter and mass care to the general population. The Department of Human Resources will assure that shelter care is made available to compliment American Red Cross services, and in those situations in which American Red Cross cannot provide shelter and mass care.

- B. The Department of Human Resources will support county social services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross, Salvation Army and other volunteer organizations to provide care for disaster victims.
- C. The Watauga County Emergency Management Coordinator and the American Red Cross will coordinate shelter locations. Operations will mutually be supported with shared personnel and support services of American Red Cross and Watauga County Department of Social Services whenever possible.
- D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans, which are approved by Watauga County Social Services and the Watauga Emergency Management Office, for continued care of their clientele when in shelters.

IV. DIRECTION AND CONTROL

- A. The Director of Social Services will coordinate with American Red Cross on shelter/mass care operations for the County.
- B. The American Red Cross will direct and control ARC shelter/mass care operations in conjunction with Watauga County Social Services.
- C. Assumption of financial responsibility dictates direction and control.

V. CONTINUITY OF GOVERNMENT

The line of succession for shelter and mass care is:

1. Director of American Red Cross
2. Director of the Watauga County Social Services
3. Watauga County Emergency Management Coordinator

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ANNEX L
APPENDIX 1
SPECIAL NEEDS SHELTERING AND CARE

I. PURPOSE

This Appendix provides for the protection of the special needs groups in the general population from the effects of hazards through the identification of special needs shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Watauga County has within the general population, special needs individuals and special needs groups that will require individual and/or special assistance in the event evacuation is required.
2. Some persons with special needs may, with minimal assistance, be able to function in a mass care shelter, while those persons with special health needs requiring constant care and/or life support systems, will require a special needs shelter or a medical facility.

B. Assumptions

1. Any person with special needs for whom care can be provided by that person or by family members should be accepted in the shelter serving his family and his community.
2. Sheltering for special needs will be unique to the county and the special needs shelter may be in a separate designated area of a building housing a mass care shelter, or in a separate facility depending on the resources available in the county.
3. Private and government operated residential facilities caring for special needs groups, such as nursing homes, rest homes, group homes for the mentally ill or developmentally disabled, etc., are responsible for their clients continual care during and after the time an evacuation is authorized, to include financial responsibility.
4. Private and government operated facilities caring for special needs groups for less than 24 hours, such as day care, pre-school, day health, are responsible for their clients continual care during and after an

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evacuation is authorized until or unless the client is released to a parent or a responsible adult.

III. CONCEPT OF OPERATIONS

- A. Sheltering for special needs populations will be accomplished through the coordinated efforts of private facilities, governmental agencies, and county-to-county mutual aid agreements.
- B. The Department of Human Resources (DHR) has lead responsibility for sheltering and mass care in North Carolina. Within DHR, the Division of Social Services (DSS), and Watauga County Department of Social Services (County DSS) are designated as the lead agencies to insure that shelter care is provided for special needs groups. This will involve team planning for special needs shelters with public agencies, private facilities, and the medical profession.
- C. The local emergency management coordinator will assist county DSS and other local agencies with issues related to special needs sheltering. Including coordination of operation of special needs shelters when a publicly operated special needs shelter is necessary.
- D. Divisions under the Department of Human Resources that operate residential facilities are required to have current plans in place for the evacuation and sheltering of special needs populations. Any (residential) facility for local groups must have prior approval of DHR.
- E. Private facilities will be responsible for the evacuation and sheltering of their patients, to include transport to and from shelters.
- F. Sheltering needs of special needs groups may be met; in the county if any appropriate facility is available; in adjoining counties; with prior approval from DHR in certain DHR state operated facilities; or, in shelters administered by county departments of social services.

IV. DIRECTION AND CONTROL

- 1. The Director of Social Services will direct and control special needs shelter operations for the public.
- 2. Private facilities will be responsible for direction and control of their shelters, or if housed in government provided space, for their

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clients, subject to overall and control of the public shelter operator.

3. Department of Human Resources will provide direction and control for agency facilities

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX M
DAMAGE ASSESSMENT/RECOVERY**

I. PURPOSE

This annex presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events, which may affect the County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An initial damage assessment will determine the severity and magnitude of the disaster, and identify what type supplemental assistance is necessary to recover from its effects.
3. If a disaster occurs of such magnitude that it could result in a Presidential Declaration of “major disaster” or “emergency”, a county-wide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions and resources needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required to restore the affected area to pre-disaster condition.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

Initial responsibility for damage assessment and recovery operations lies with county and municipal government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the Watauga County Emergency Operating Center or city/town emergency operations center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
2. Damage assessment/recovery personnel will be assigned to the Emergency Operations Center organization. The municipalities will coordinate their damage assessment with the county emergency operations center and request assistance as needed to conduct damage assessment in their jurisdiction.
3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. Damage assessment personnel will be comprised of representatives from the Building Inspections Department, Tax Department, Emergency Management Department, Red Cross, Watauga County Maintenance Department, Watauga County Parks and Recreation, and Watauga County Agricultural Office. These personnel will report to the affected areas to conduct the Individual Damage Assessment as teams to prevent double reporting.
4. The DAO will organize, equip, and assign teams to the affected areas to conduct the initial damage assessment.
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
6. The Emergency Management Coordinator (EMC) will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.

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7. The Emergency Management Coordinator will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management (NCEM), Western Branch Office by the quickest means available. The Director of the North Carolina division of Emergency Management may be authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the North Carolina Emergency Management Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of state/local/private resources appear to be insufficient, he may request a joint federal/state/local Preliminary Damage Assessment (PDA) be conducted.
9. The Governor may request a Presidential Declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
10. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel and other resources.
11. The President, under a “major disaster” declaration may authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - I. temporary housing;
 - II. individual and family grants (IFG);
 - III. disaster unemployment assistance;
 - IV. disaster loans to individuals, businesses, and farmers;
 - V. agricultural assistance;
 - VI. legal services to low-income families and individuals;
 - VII. consumer counseling and assistance in obtaining insurance benefits;
 - VIII. social security assistance;
 - IX. veteran’s assistance
 - X. casualty loss tax assistance.

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- b. Public Assistance (PA)
 - I. debris removal;
 - II. emergency protective measures
 - III. permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
12. In the event a major disaster or emergency is declared:
- a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
 - c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
 - d. For Individual Assistance only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
 - e. If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of counties, cities, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants.
 - f. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
 - g. Each PA applicant (including local government entities) will appoint a "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

IV. DIRECTION AND CONTROL

- A. The local officials, in conjunction with the Emergency Management Coordinator, will direct and control recovery activities from the EOC.
- B. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordinator of damage assessment activities.
- C. All County departments will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession is:
 - 1. Tax Office Director
 - 2. Planning & Inspections Director
 - 3. Building Inspectors
- B. Lines of succession for agencies supporting damage assessment are in accordance with the agency's established procedure.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX N
RESOURCE MANAGEMENT**

I. PURPOSE

This annex provides a system of identifying and locating resources within the County and a method of activating those resources during an emergency. The preservation, conservation, and replenishment of these resources is also included.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Watauga County has many resources that can be used in the event of a disaster, to reduce the impact on local government and the public served.
2. Each city/town within Watauga County has resources that may be used in a disaster situation. When there is not a direct impact on a municipality their resources may be called upon, by prior agreement, to assist in damaged areas.

- B. Assumptions – The required resources will be available to provide for the assistance to the endangered population.

III. CONCEPT OF OPERATION

- A. County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to an emergency situation.
- B. Municipal departments and agencies will use their resources and equipment during emergencies and will maintain control over the management of their resources. Use of these resources outside the incorporated limits will be by requests of other municipalities or the Watauga County Emergency Management Coordinator under prior agreement.

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- B. The Finance Officer will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- C. A resource manual identifying resources, the control agency and the procedures needed to activate these resources at any time, will be kept in the Office of Emergency Management.
- D. The Emergency Management Coordinator will also identify those resources and capabilities that are available in local businesses, industry and other contributing organizations, and develop the mutual aid agreements required to acquire those resources to support the County under emergency conditions.
- E. As key resources become depleted or unusual needs occur, requests for assistance will go to the State of North Carolina through the Division of Emergency Management. The State can as needed expand its resources by making requests to the Federal Government for assistance.

IV. DIRECTION AND CONTROL

- A. Utilization of resources under the operational control of local government response forces will be coordinated by the Emergency Management Coordinator under the direction of the Chairman, County Board of Commissioners.
- B. The commitment of resources from outside government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. Mutual aid agreements, developed pre-disaster, will determine who will move, operate, maintain, and bear the cost of operation for equipment used under emergency conditions.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession for resource management is:
 1. Emergency Management Coordinator
 2. Fire Code Enforcement Officer

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3. Planning and Inspections Director

- B. Resource Management does not fall under a centralized control element, but is coordinated from the Emergency Operations Center during emergency operations.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX O
ANIMAL CONTROL AND PROTECTION**

I. PURPOSE

To control, protect and to ensure the humane care and treatment of animals (domesticated) during an emergency situation that could cause animal suffering.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
2. Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
4. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry.

B. Assumptions

1. Watauga County will be able to expect outside assistance from the State and private sector.
2. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
3. Personnel with proper training and protective equipment will be available to re-enter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

III. CONCEPT OF OPERATIONS

- A. The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.

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- B. The Watauga County Animal Control and Shelter Office will be the lead agency for situation assessment and determination of resource needs. As needed, the county will protect animals affected by any disaster to include rescue, shelter, control, feeding, and preventive immunization of animals left homeless. Lost, or strayed as a result of the disaster. The local humane society or other similar organizations will be asked to assist in this effort.
- C. During emergencies requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Watauga County Emergency Operations Center.
- D. Wild animals out of their natural habitats that are in danger either to themselves or humans will be handled by the North Carolina Wildlife Resources Commission personnel if the animals are not thought to be rabid.
- E. Shelters that have been established for disaster victims will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care.

IV. DIRECTION AND CONTROL

- A. The Watauga County Animal Control Office will direct and control all activities related to animal protection and control during a disaster.
- B. As needed the Animal Control Office will coordinate their efforts with State agencies.

V. CONTINUITY OF GOVERNMENT

- A. Line of Succession
 - 1. Chief Animal Control Officer
 - 2. Animal Control Officer

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**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX P
DONATED GOODS MANAGEMENT FUNCTION**

I. PURPOSE

This section, of the plan, describes the function of managing goods and services that are donated, in the event of a major disaster, for relief of residents of Watauga County or for the collection of goods donated by the residents of Watauga County to be shipped to victims in other disaster areas.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in confusion and loss of control of donated resources.
3. The timely release of information to the public regarding needs of victims and points of contact is essential to management of donated goods and services.
4. At the national level, several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross, and the Salvation Army. The State of North Carolina will also establish a telephone line when the situation dictates.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. The distribution of donated goods must be coordinated with the identification of unmet needs.

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B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store incoming donated goods and volunteer resources.
2. Adequate personnel for donated goods operations will be available.
3. Multiple local distribution sites will be able to be made convenient to the affected populations.
4. A central reception and distribution site will be established, by the state, away from the disaster area.
5. An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit an influx of unwanted goods.
6. Local transportation will be available to ship the donated goods to other disaster locations.
7. That there will be a surplus of some donated goods that will require disposal.
8. Citizens and businesses in the county will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
9. Some donors will seek to bypass the distribution system established by the county.
10. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.

III. CONCEPT OF OPERATIONS

A. General

1. The goal in donations management is to establish an approach whereby goods and services, if they cannot be discouraged, will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.

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2. Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods.
3. After a disaster, emergency management along with local officials and private voluntary organizations must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center Common Function for Donation Management.

B. Receipt of Donated Goods

1. A lead agency will be designated for the reception and distribution of donated goods and services.
2. The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
3. The lead agency will coordinate with other relief agencies working on the disaster to ensure need are met without duplication of efforts.
4. A central reception and sorting center for donated goods will be established by the county as needed and separate locations convenient to the affected area(s) of the county can be used as distribution centers.
5. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
6. Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and by the county public information office.
7. Request for needed goods and re-supply of needed goods will be channeled through the state EOCA Common Function Donations Management and the state distribution center when it has been established.
8. Upon receipt of donated goods they should be sorted and packaged in a manner suitable for distribution.

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9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.
10. Designated donations.
 - a. A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.
 - b. Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving the donation will follow its own policies and procedures for handling the logistics involved.
 - c. Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
 - d. Distribution of a designated donation will be accomplished by the receiving organization's procedures and under various other plans, such as, mass feeding or sheltering.
11. Unsolicited/undesigned goods.
 - a. Unsolicited/undesigned goods are those donations, which have arrived, but have not been requested by an agency.
 - b. Every effort will be made to designate every shipment to a specific agency.
 - c. As a last resort, shipments which are unsolicited and undesigned will be directed to the reception center.
 - d. Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted, classified, and stored a need arrives.
12. Transportation
 - a. The transportation of goods from the donor to the receiving organization will be the responsibility of the donor. Exceptions to this will be on a case by case basis and only the most desperately needed items.

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- b. Transportation of donated goods from the reception center to the distributions points will be accomplished using local, state, or in some cases federal resources.

13. Voluntary Services

- a. Persons calling may wish to volunteer their personnel time and services.
- b. The phone bank operators, or others taking inquiries from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization or other organized group of their choice.
- c. The local emergency management office and local officials will identify potentially needed volunteers who have specific technical skills.
- d. Public-Sector volunteers will be registered through the Donations Management lead agency and will be called upon by agencies seeking particular skills.
- e. The American Red Cross will coordinate the housing and feeding of public volunteers.

IV. DIRECTION AND CONTROL

- A. Watauga County Emergency Management will assign a lead agency for direction and control of Donations Management.
- B. The designated lead agency using various volunteer agencies will organize and direct donations management activities. Their activities will be coordinated with the emergency management coordinator.

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V. CONTINUITY OF GOVERNMENT

A. Line of Succession

1. Watauga County Emergency Management
2. Volunteer Church Groups
3. Volunteer Civic Groups

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX Q

MITIGATION

PURPOSE

This annex outlines the mitigation procedures that Watauga County engages through its various departments in an effort to protect its citizens from the effects of natural and man made disasters.

SITUATION AND ASSUMPTIONS

Situation

Day to day mitigation efforts are performed by the various departments and divisions of Watauga County Government in accordance with county ordinances, state code, as well as through state and federal laws and regulations.

The county is susceptible to many hazards which have the potential to cause disasters and/or major damage to both citizens and/or property.

In response to these hazards, Watauga County engages in daily efforts to mitigate the effects of such hazards through regulation and enforcement in the interest of public safety and the health and well being of its citizens.

Assumptions

Current mitigation programs enforced by the county through its various departments play a significant role during a local emergency and/or disasters in the protection of its citizens from hazards wrought by both natural and technological hazards.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

Existing mitigation programs enforced by Watauga County are as follows:

Planning & Inspections Department

Subdivision Ordinance
Erosion Control Ordinance
Federal Flood Insurance Program
Building Code Enforcement
Watershed Protection Ordinance
Ridge Law/Building Height

Environmental Health

- Sanitation
- Water and Septic Tank
- Solid Waste Ordinance
- Hazardous Waste Management

Fire Marshal/Emergency Management

- Civil Emergencies
- State Fire Code
- Hazardous Materials Ordinance
- Blasting

Sheriff's Office:

- Civil Disorder
- Terrorism
- Mass Gatherings

CONCEPT OF OPERATIONS

On-going evaluation and assessment of the programs and program needs will be conducted by all agencies to increase awareness of potential hazards and the necessary responses that may be made on behalf of the county to further enhance mitigation efforts.

Following an emergency/disaster an evaluation of the county's mitigation programs and their effectiveness should be made relative to the impact of the damages incurred to the citizens of the county.

Identified areas in which hazard mitigation could be improved, so as to lessen the impact of a future disaster, shall be recommended by the county department head in the form of a written synopsis and forwarded to the County Manager.

Hazard assessment relative to mitigation functions is necessary and vital as a federally declared disaster occurring in any portion of the state makes all counties eligible to apply for hazard mitigation grants.

ADMINISTRATION AND LOGISTICS

The post disaster review is to be performed for the purpose of identification of needed mitigation staging for Watauga County. Recommendations for such review should be made in the following succession:

- A. Department Heads to County Manager.

VULNERABILITY ASSESSMENT

Watauga County is vulnerable to the broad range of threats to include but not limited to the following:

- Flooding
- Winter/Ice Storms
- Tornadoes/Severe Storms
- Earthquakes
- Dam Failure
- Civil Disorder/Terrorism
- Lost Persons
- Hazardous materials Incidents

As such, mitigation of these threats, which would lessen their effects on the citizens and their effects on the citizens and their property in Watauga County will be of primary concern and purpose of this Annex.

PLAN DEVELOPMENT AND MAINTENANCE

The Office of the Fire Marshal/Emergency Management will review and amend this Annex on an annual basis.

AUTHORITIES AND REFERENCES

NCGS 166-A
County Ordinances

APPROVAL

This Annex is approved by the undersigned:

County Manager

Director, Planning & Inspections

Emergency Management Coordinator

Operation Services Director

Director, Appalachian District Health Dept.

**BASIC PLAN
APPENDIX 4
GLOSSARY**

All Hazards Shelter – Public or private building that provides adequate protection to the population from the blast, fire and radiation generated by a nuclear explosion.

Annex (functional) – Parts of the EOP that begin to provide specific information and direction; should focus on operations, what the function is and who is responsible for carrying it out, emphasize responsibilities, tasks, procedures, and operational actions that pertain to the function being covered, including activities to be performed by anyone with a responsibility under the function. Should clearly define and describe the policies, procedures, roles, and responsibilities inherent in the various functions before, during, and after any emergency period.

Appendix, Hazard-specific (of Annex) – addresses each hazard that threatens the jurisdiction. Unique characteristics of various hazards will not be adequately covered in the functional annexes; to properly treat such unique factors is the purpose or role of the hazard-specific appendixes to the functional annexes.

CERCLA – The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; establishes authority to tax chemical and petroleum industries to finance a \$1.6 billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible for hazardous substance releases to clean them up or to reimburse EPA for costs or cleanup. Reauthorized via SARA (Codified as: 42 USC 9601 et. Seq.)

Civil Air Patrol – Volunteer pilots who offer their time and aircraft for emergency use in search and rescue, messenger service, light transport flights, air borne communications, and reconnaissance support.

Command Post – A centralized base of operations established near the site of a hazardous materials incident.

SERC – State Emergency Response Commission for the state in which the facility is located. Oversees local committees' information and operations; approves submitted

local, response plans; intermediary between federal and local officials in SARA compliance. See “SERC”.

LEPC – The Local Emergency Planning Committee for the Emergency Planning District in which the facility is located; required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State Commission).

Community Emergency Coordinator – A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

Community Information Coordinator – Official designated by the Committee to receive and public requests for facility information required under Title III.

Comprehensive Cooperative Agreement (CCA) – for each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each State via FEMA Regional offices. Mechanism for distribution of Title III training grants.

Comprehensive Emergency Management (CEM) – Public or private buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Congregate Care Facilities (CCF) – Public or private buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Continuity of Government – Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This included the protection and maintenance of agency and departmental vital records.

Challenged – The state of being mentally or physically handicapped.

Damage Assessment/Estimation – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident, and chemical explosion.

Department of Crime Control & Public Safety (CCPS) – The North Carolina department responsible for state crime control and disaster preparation and response.

Disaster – 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 or paramilitary cause.

Division of Emergency Management (EM) – The North Carolina state agency tasked with protecting the general public from the effects of natural or man-made accidental, military or paramilitary cause.

Emergency Broadcast System (EBS) – A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EBS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/manmade emergencies or disasters at national, state, or local levels. This system keeps the public informed.

Emergency Management – Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

Emergency Management Assistance (EMA) – FEMA program of financial contributions to assist the States and their political subdivisions to develop a capability for civil defense by assisting them on a 50-50 funds-matching reimbursement basis.

Emergency Management Coordinator (EMC) – The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Medical Technician (EMT) – Person nationally or state-certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

Emergency Operations Center (EOC) – The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating from an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks

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coordinate their actions from this center. The EOC should have adequate workspace, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government, and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24 hour basis, depending on the situation.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Operations Exercise – Emergency operations training for Emergency Operating Center (EOC) personnel, including civil government officials, under conditions of a simulated emergency.

Emergency Public Information – Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes. During an emergency it is essential that the community have the capability to disseminate, in a timely manner, official emergency public information. An effective public information program is instrumental in saving lives and limiting the loss of property. A Public Information Official (PIO) must be appointed to provide a single source of information to the media. Information thus will be non-conflicting, and key officials will be free to concentrate on the response. The PIO must have the capability to fully utilize the media to provide fast, accurate, official information and instructions to the public. A center should be designated where press conferences will be given and news releases issued. This will be the only source of information for the media, so that key emergency operating facilities and activities will not be disrupted by media attempts to gain access. (See PIAT and JPIC)

Emergency Response – The response to any occurrence, which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

Emergency Response Guidebook (ERG) – published and distributed by DOT for response personnel's initial use on-scene at HazMat events. Latest issue is dated "1987". Earlier editions should be discarded.

Emergency Worker – Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also, any person engaged in operations required to minimize the effects of a fixed nuclear facility emergency. Environment – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

EPA – U.S. Environmental Protection Agency: primary CERCLA agency; chair of NRT. Title III Hotline (800) 535-0202; in Washington, D.C. (202) 479-2449, 8:30 a.m. – 4:30 p.m. Monday – Friday, (Also known as CEPP Hotline).

Evacuation – A population protection strategy involving orderly movement of people away from an actual or potential hazard, and providing reception centers for those without their own resources for temporary relocation.

Evacuee – that individual which is moved to an area of less risk.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carries out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Exercise Scenario – Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

Exposure/Exposed – When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

SARA Extremely Hazardous Substance – EPA list of 300-plus substances named in Appendix D of 40 CFR Part 300, as described in SARA section 302(a)(2). Section 3032, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

Federal Emergency Management Agency (FEMA) – A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidential declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

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Fire Department – A paid or voluntary professional fire department with jurisdiction over Local Emergency Response; receives reports from facilities under Title III.

Flash Flood Warning – Means a flash flood is imminent within an area, take immediate action.

Flash Flood Watch – Indicates that a flash flood is possible or probable within an area, stay alert.

Foreseeable Emergency – Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

Full Protective Clothing – Clothing that will prevent gases, vapors, liquids, and solids from coming in contact with the skin. Full protective clothing includes the helmet, self-contained breathing apparatus, coat and pants customarily worn by firefighters (turn-out or bunker coat and pants), rubber boots, gloves, bands around legs, arms and waist, and face mask, as well as covering for neck, ears, and other parts of the head not protected by the helmet, breathing apparatus, or face mask.

General Statute (G.S.) – The specific form of state law, codified and recorded for reference.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazard Identification – The Hazard Identification is part FEMA’s CPG 1-35, of the “Hazard Identification, Capability Assessment, and Multi-Year Development Plan” (HICA/MYDP, op. cit.) information system, which is completed (and updated annually) by State and local emergency management organizations. The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

HazMat, Hazardous Materials – any substance or material in a particular form or quantity, which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property. Substances so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined via rulemaking

process, under authority of PL 93-633.

Hazardous Material Incident (Stationary) – Uncontrolled, unlicensed release of hazardous materials from a fixed site.

Hazardous Materials Response Team – A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, fire fighting, rescue, and containment; not responsible for cleanup operations following incident.

Hazardous Materials Transportation Incident – Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

Hazardous Wastes – Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. Seq.) because of public health and safety concerns. Under RCRA, a hazardous waste is fully regulated from “cradle to grave”—that is, from its time of creation until properly discarded.

HICA-MYDP – Hazard Identification, Capability Assessment, and Multi-Year Development Plan. (See CPG 1-35)

Hurricane – Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

ICS – Incident Command System : combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

In-Place Sheltering – Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. In-place sheltering is defined as “the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals”. All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

Integrated Emergency Management System (IEMS) – A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies. IEMS utilizes a strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provides for special requirements of individual emergency situations. Seeks function-based annexes which can be adapted

EOP/GLOSSARY

to varied hazard events.

Joint Public Information Center (JPIC) – A center established near the scene of a disaster or emergency for issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with workspace. A JPIC is established for written and verbal new releases to the media. The Joint Public Information Center provides a central location where news media representatives can receive accurate current information concerning the incident. (See PIAT)

Liability – An obligation to do or refrain from doing something; a duty which eventually must be performed; an obligation to pay money; also used to refer to one's responsibility for his conduct.

Liable – To be responsible for; to be obligated in law. (See liability).

Local Government – Political subdivision of the State.

Mitigation – Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

Mutual Aid Agreements – Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

NOAA – National Oceanic and Atmospheric Administration: central agency in development of CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in coastal and marine areas. SSCs serve as members of the OSC's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard data assessment and general communications. The SSC serves as principal point-of-contact for members of the scientific community.

National Warning System (NAWAS) – The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action.

National Warning System (NWS) – A Federal Agency tasked with forecasting weather

EOP/GLOSSARY

and providing appropriate warning of imminent natural disaster such as hurricane, tornados, tropical storms, etc.

On-Scene Commander – Official who directly commands and allocates local resources and supervises all local operations at the scene.

PL – Public Law, citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

Public Information Officer (PIO) – On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

Reception Center – A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (NOTE: Reception and shelter facilities may be at the same location.)

Recovery – Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include, temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

Risk – The probability that damage to life, property, and the environment will occur.

Risk Analysis – Assesses probability of damage (or Injury) due to hazardous materials release and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios. Use the Chemical Profiles in the CEPP technical guidance or a similar guide to obtain information.

Risk Area – An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all direction and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominate wind directions.

Rumor Control Center – A center established to provide a contact point for the public

to call for additional information. The center is located adjacent to the JPIC.

SARA – Superfund Amendments and Reauthorized Act of 1986 (PL99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SERC – State Emergency Response Commission, designated by the Governor, responsible for establishing hazmat planning districts and appointing/overseeing Local Emergency Planning Committees.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Shelter Manager – An individual who provides for internal organization, administration, and operation of a shelter facility.

Staging Area – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of persons to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees. Several of these areas should be designated to each evacuating jurisdiction.

Standard Operating Procedures (SOP's) – Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

State Emergency Operations Plan – Plan designated specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance. (See EOP, op. cit.)

State Emergency Response Team (SERT) – A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate all recovery activities.

State Warning Point (SWP) – The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Traffic Control Points – Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

EOP/GLOSSARY

Tornadoes – Spawned by hurricanes sometimes produce severe damage and casualties. If tornado is reported in your area, a warning will be issued.

Vulnerability – The susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

Vulnerability Analysis – Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

Warning – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance or war.

Warning Point – A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Warning Signal – An audible signal, sounded on public outdoor warning devices.

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN GLOSSARY

ACRONYMS AND ABBREVIATIONS

ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CCA	Comprehensive Cooperative Agreement
CCF	Congregate Care Facility
CCPS	Crime Control & Public Safety (NC Dept. of)
CEM	Comprehensive Emergency Management
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government; also Council of Governments
CPG	Civil Preparedness Guide
DAO	Damage Assessment Officer
DCI	Division of Criminal Information (formerly Police Information Network)
DHR	Department of Human Resources
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DSS	Department of Social Services

EOP/GLOSSARY

EBS	Emergency Broadcast System
EHNR	Environment, Health, & Natural Resources (formerly NRCD)
EHS	Extremely Hazardous Substances
EM	Emergency Management
EMA	Emergency Management Assistance (Federal program)
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FRC	FEMA Regional Coordinator
GS	General Statute
HAZMAT	Hazardous Materials
HICA/MYDP	Hazard Identification, Capability Assessment/Multi-Year Development Plan
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JPIC	Joint Public Information Center

EOP/GLOSSARY

LEPC	Local Emergency Planning Committee
mR	milliroentgen
NAWAS	National Warning System
NCDS	North Carolina Division of Social Services
NCEM	North Carolina Division of Social Services
NCERC	North Carolina Emergency Response Commission
NCGS	North Carolina General Statutes
NCNG	North Carolina National Guard
NCP	National Contingency Plan
NFPA	National Fire Protection Association
NHFC	National Hurricane Forecast Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On Scene Contact
OSHA	Occupational Safety and Health Act
PIO	Public Information Officer
RADPRO	Radiation Protection
RO	Radiological Officer
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBI	State Bureau of Investigation
SERC	State Emergency Response Commission (See NCERC also)

EOP/GLOSSARY

SERT	State Emergency Response Team
SOP	Standard Operating Procedure
SWP	State Warning Point
USCG	United States Coast Guard
WERS	Weapons Effect Reporting Station

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AGENDA ITEM 6:

PLANNING AND INSPECTIONS MATTERS

A. Acceptance of Community Development Block Grant (CDBG) 2012 Scattered Site Housing Program Grant Funds

MANAGER’S COMMENTS:

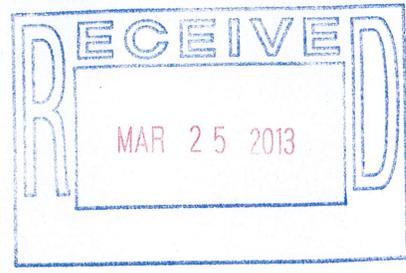
Mr. Joe Furman will request the Board accept the Community Development Block Grant (CDBG) Scattered Site Housing funds in the amount of \$225,000. Prior approval was given by the Board to apply for the funds.

Board action is requested to accept the Community Development Block Grant (CDBG) Scattered Site Housing funds in the amount of \$225,000.

- Marge
- Joe 040213 BCC Meeting
- 4-2-2013 Agenda



**North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division**



Pat McCrory, Governor

**Sharon Allred Decker, Secretary
Richard B. Self, Director**

March 22, 2013

The Honorable Nathan Miller, Chair
Watauga County Board of Commissioners
814 West King Street, Suite 205
Boone, North Carolina 28607

Dear Chair Miller:

It is my pleasure to notify you officially that Watauga County has been awarded a \$225,000 Community Development Block Grant (CDBG) of 2012 Scattered Site Housing funds. I am happy to support your efforts to improve the housing conditions of very low-income households in your community.

The Community Assistance Division (CA), which administers the CDBG Program, will contact you about certain grant conditions that must be met before funds may be obligated. We look forward to working with you and other officials.

If you have any questions regarding this grant, please contact Richard B. Self, Director, of Community Assistance, at (919) 571-4900.

Sincerely,

Sharon Allred Decker

cc: Richard B. Self, Director

AGENDA ITEM 6:**PLANNING AND INSPECTIONS MATTERS*****B. Proposed Amendments to the Watauga County Sign Ordinance*****MANAGER'S COMMENTS:**

Mr. Jim Hamilton, Cooperative Extension Director, previously reviewed with the Board the amendments to the Watauga County Farmland Preservation Plan. One of the recommendations was to amend the County sign ordinance to accommodate agricultural business signage. Mr. Joe Furman will present the changes as recommended by the Planning Board for Commissioner consideration. The Board may adopt the changes as presented, remand the ordinance back to the Planning Board for further consideration, or recommend changes to the proposal.

A public hearing will need to be scheduled once the Board approves the proposed changes. Staff seeks direction from the Board.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

AN ORDINANCE TO REGULATE SIGNS IN WATAUGA COUNTY

Pursuant to the authority granted counties in North Carolina General Statute 153A-121, the Board of Commissioners of Watauga County do order and ordain the following:

Purpose

The purposes of this ordinance are to promote the safety and general welfare of the citizens of Watauga County and to maintain the aesthetically pleasing environment of the mountain setting through regulation of signs. Specifically, the purposes are as follows:

- A. To provide for the safety of vehicular and pedestrian traffic by limiting visual interference of distractions.
- B. To protect the public from injury due to collapse, fire, decay, or abandonment of signs;
- C. To maintain the aesthetically pleasing environment which is unique to the mountains by regulating the size and location of signs.

It is also acknowledged that the County's economic well being is heavily dependent upon the resort and tourism industry. This dependence makes the preservation of the environment from unreasonable signage a matter of critical importance to the County.

A. Definitions.

1. Sign. Any surface, fabric or device bearing lettered, pictorial or sculptured matter designed to convey information visually and exposed to public view, or any structure (including billboard or poster panel) designed to carry the above visual information.
 - a. Sign Face. The part of the sign that is or can be used to identify, advertise, or communicate information or for visual representation which attracts the attention of the public for any purpose. The sign structure shall not be included as a portion any of the aforementioned sign face criteria are displayed on or designed as part of the sign structure.
 - b. Sign Structure. A supporting structure upon which any sign may be fastened, affixed, displayed, or applied, provided however said definition shall not include a building, fence, wall or earthen berm.
2. Advertising Sign (Billboard). A sign directing attention to a business, commodity, service, or entertainment which is conducted, sold or offered on premises other than the premises upon which the sign is located.

3. Business Sign. A sign directing attention to a business, commodity, service or entertainment conducted, sold or offered on the same premises.
4. Identification Sign. A sign identifying only the name of the individual, family, organization or enterprise occupying the premises, or the profession of the occupant, or the name of the building on which the sign is displayed.
5. Attached Sign. A sign permanently attached to the building located on the premises.
6. Detached Sign. A free standing sign, including those mounted on towers or stations, not affixed to the building.
7. Illumination. A lighted sign shall be one which is illuminated only by light cast upon the sign from a concealed source; a luminous sign is one illuminated by any type of internal or external electrical light source.
8. Portable Sign. Any sign which is attached to a mobile vehicle or is not permanently affixed to a building, structure, or the ground.
9. Temporary Sign. A sign or advertising display intended to be displayed for no longer than six (6) months to inform the public of an unusual or special event, or as otherwise specified in this ordinance.
10. Changeable Electronic Variable Message Sign. A sign (other than a public variable message sign, which is erected by a town, city, county, state for federal government or agency for traffic communication purposes) which results in illuminated display or messages or information by the use of a matrix of electric lamps, i.e., digital, LED (light emitting diode) or similar or refined display technology, movable discs, movable panels, light apertures, or other methods, which allow the message change to be actuated by a control mechanism rather than manually changing of message.

B. Signs Permitted Without Limitation. Signs Exempt from Permit Requirements but Subject to Ordinance Provisions. The following shall be permitted without limitation, except as ~~those~~ described in Sections B and C of this ordinance.

1. Signs to regulate traffic.
2. Signs required to be posted by law.
3. Warning signs and no-trespassing signs.
4. Signs established by governmental agencies.
5. Signs indicating bus stops, taxi stands, and similar transportation facilities.

6. Signs giving information concerning the location or use of accessory off-street parking facilities or loading and unloading facilities. Signs shall not exceed two (2) square feet.
7. Identification signs on premises of one and two-family dwellings (name and/or address).
8. Temporary real estate signs advertising specific property for sale, lease, rent, or development. Such signs shall be removed within five (5) working days after the sale, lease, etc. of the property. Signs advertising single-family residential property shall not exceed sixteen (16) square feet. Signs advertising large tract, commercial or multi-family property shall not exceed thirty two (32) square feet.
9. Temporary signs not exceeding sixteen (16) square feet **directing to the premises of advertising yard sales or real estate for sale.**
10. Subdivision and multi-family complex identification signs not exceeding fifty (50) square feet in area.
11. Signs not exceeding thirty-two (32) square feet involved in campaigns of religious, charitable, civic, fraternal, political and similar organizations. Such signs shall be placed no more than sixty (60) days prior to an event, such as an election, and shall be removed within seven (7) days after completion of campaign unless permitted in accordance with Section E. Political signs shall not be placed upon property owned and/or leased, **and with permission granted** by the County or the County Board of Education except after 6 pm on the day before an election, and shall be removed no later than the day after the election.
12. Signs not exceeding fifty (50) square feet on premises of schools, colleges, hospitals, nursing homes, community recreation centers, parks, libraries, museums, art galleries, playgrounds, golf courses, country clubs, and similar uses.
13. Signs not exceeding six (6) square feet which are on the premises of residences and are advertising home occupations.
14. Identification and directional signs on premises of or directing to the premises of churches.
15. **Identification and directional signs on premises of or directing to the premises of sales of Watauga-grown agricultural commodities or locations of agritourism.**
16. Flags or emblems of political, civic, philanthropic, educational or religious organizations erected on private property.

C. Prohibited Signs.

1. Signs that are structurally unsafe and thereby endanger the public safety shall be removed unless they are repaired and made to comply with the requirements of the North Carolina State Building Code.
2. Flashing and moving signs are prohibited. A sign provided as a public service showing the time and temperature shall not be considered a flashing sign. Changeable electronic variable message signs are not considered flashing and moving provided the signs comply with the following provisions:
 - a. The sign does not contain or display flashing, intermittent, or moving lights, including animated or scrolling advertising;
 - b. The sign facing remains in a fixed position for at least eight (8) seconds (for off-premise signs) and one (1) hour (for on-premise signs);
 - c. If a message is changed electronically, it must be accomplished within an interval of two (2) seconds or less;
 - d. The sign must contain a default design that will freeze the sign in one position if a malfunction occurs;
 - e. A changeable electronic variable message sign shall be equipped with a control system that automatically adjusts light emission level to ambient light conditions so as to not cause glare or excessive brightness. In no case shall the light level of any such sign exceed 300 nits (candelas per square meter) between the time of sunset and sunrise, nor 5,000 nits at other times. No more than 25% of the sign message may be white. Notwithstanding the acceptable light levels, internal illumination shall not be at an intensity that is distracting to vehicular traffic; and
 - f. Subsequent to installation, Watauga County shall have the ongoing discretion to require that brightness, frequency, colors or other qualities be adjusted in order to address safety concerns.
3. Advertising and business signs that are tacked, nailed, posted, pasted, painted, glued, or otherwise attached to trees or rocks.
4. No source of illumination on a sign, such as floodlights, spotlights, unshielded bulbs, etc. shall shine directly into any public right-of-way. Internal illumination shall not be at an intensity that is distracting to vehicular traffic.

D. On Premises Signs.

1. Attached business and industrial identification signs.

Permitted number and area of signs:

Wall signs shall be limited to signs 10% of each wall. The roof shall be considered as a wall and separately from each wall. Only visible portions of the roof may be used when calculating sign area. Projecting signs shall be limited to one (1) twenty-four (24) square foot for each street/road front.

Permitted illumination:	Luminous-lighted.
Permitted location:	Signs shall be mounted flush against the building extending not more than ten (10) feet above the parapet of the building, or may project from the wall of the building (sign face is perpendicular to wall). Projecting signs must not extend into a street/road right-of-way and may not exceed twenty-four (24) square feet in area.

2. Detached business and industrial identification signs

Permitted number of signs:	One (1) per street/road front, plus an additional sign may be utilized for each two hundred (200) feet of street/road frontage. (There must be a distance of 200 feet between each sign located on the same premises when the signs are located on the same street/road. This spacing requirement does not apply to signs on premises of adjacent businesses.) Permanent subdivision signs shall not exceed fifty (50) square feet. Produce signs shall be limited to two (2) detached signs per business. Each sign may not exceed twenty-four (24) square feet.
Maximum area of signs:	Fifty (50) square feet. If a property and/or business industry owner is eligible for more than one (1) detached sign (due to road frontage) and he waives the right to erect more than one (1) detached sign and also waives the right to have any advertising sign(s) on his property, he may petition the Planning Board for a permit to erect one (1) detached sign with an area of up to one hundred fifty (150) square feet.
Permitted illumination:	Luminous-lighted
Permitted location:	Behind street/road right-of-way

Maximum height: Thirty five (35) feet in height above the street/road or natural grade level, whichever is higher, depending upon terrain.

3. Changeable electronic variable message signs are subject to Section C.2 to the extent applicable.

E. Advertising Signs.

1. Newly erected advertising signs shall not be permitted.
2. Maintenance of existing advertising signs shall be in accordance with Sections J and L.
3. No existing advertising signs may be converted to or replaced with a changeable electronic variable message sign.

F. Special Sign Regulations.

1. For the purpose of this sign regulation an industrial or business complex or a shopping center consisting of two (2) or more businesses located in a unified building or group of buildings may have business and/or identification signs as permitted in Section D.1 in this ordinance. The center as a whole may have one (1) detached directory sign per street front. The center or complex sign shall not exceed fifty (50) square feet and each business and/or identification sign shall not exceed twenty-five (25) square feet.
2. Three (3) temporary signs shall be permitted on the site of any construction work bearing the name of the buildings, business, owner or those furnishing services or materials used on such construction work. Such sign(s) shall be removed within five (5) working days after completion of construction.

G. Portable Signs.

1. Advertising (off-premises) portable signs shall be prohibited except as specified in Section B.
2. Electrical cords for any portable sign may not extend across any surface where they will be traversed by vehicular or pedestrian traffic. If it is essential for a cord to extend across such a surface, then the cord must be buried or secured overhead. Furthermore, an electrical sign must comply with the National Electrical Code and display the Underwriter's seal of approval. Coupled with this provision all signs must be clearly marked with the name, address and telephone number of the person, firm, or corporation erecting or maintaining the sign.
3. All portable signs must have some type of tie down provisions to prevent them from becoming a hazard during high winds.

H. Permit Required.

For signs regulated by Sections D, E, F, and G of this ordinance, a permit shall be required in accordance with the North Carolina State Building Code, ~~Subsection 2301.3~~ Appendix H. Such permit shall be obtained from the Watauga County Department of Planning and Inspections. Applications for permits must be accompanied by a fee which will be set from time to time by the County Commissioners and must show the following information:

1. Ownership of the property on which the signs will be located.
2. Name and address of the sign owner.
3. Plans showing the exact location of the sign with respect to the building driveway or street access, property line and parking areas.
4. Size, shape, design and method of attachment for the sign.

~~For signs proposed to be located on Highways 321, 221, 421, and 105, evidence of N.C. DOT approval shall be required.~~

I. Variances and Appeals.

1. Appeal: With Request for Variance. Recognizing that the strict application of the requirements of this chapter may work an undue hardship on certain applicants, variances from the strict application of the provisions of this chapter may be granted by the Watauga County Board of Adjustment. Each application for a variance shall be in writing and shall state the reasons for the request for variance. The basis for a claim of hardship shall not be economics alone. The Board of Adjustment shall grant the variance, grant the variance with conditions, or deny the variance within sixty (60) days of the date of appeal from the decision of the County administrative official.
2. Appeal: Without Request for Variance. Any sign owner or applicant who alleges that a County administrative official acted erroneously in enforcing this ordinance may appeal the decision of that administrative official to the Board of Adjustment as specified in I.1. above.
3. Every decision of the Board of Adjustment shall be subject to review at the instance of any aggrieved party by the Superior Court by proceedings in the nature of certiorari. The appeal to Superior Court must be filed within thirty (30) days of the filing by the secretary of the Board of Adjustment to the decision in the office of the Department of Planning and Inspections.

J. Maintenance of Signs.

All sign supports, braces, poles, wires, and anchors thereof shall be constructed and kept in good repair as specified in the North Carolina State Building Code, Section 2301. They shall be maintained in safe conditions, free from deterioration, missing parts, and peeling paint. Any sign

not in compliance with these standards shall be deemed a nuisance and the following action may be taken.

1. The Building Inspector or his agent shall give written notice to the owner specifying the sign indicated and telling what needs to be done to bring the sign into compliance.
2. The owner of the sign shall respond to the notice within two (2) weeks and shall have sixty (60) days to complete said repairs. Additional time shall be granted by the Building Inspector only upon delay of parts when it has been clearly shown that the parts have been ordered.
3. Failure to complete repairs in the specified time shall result in the Building Inspector causing the sign to be repaired, removed or altered at the expense of the owner(s).
4. In the event of a sign which is damaged in excess of 60% of its replacement value, such shall be restored or repaired only in compliance with the provisions of this ordinance.

K. Obsolete or Abandoned Signs.

1. Signs or parts of signs which advertise or pertain to a business, product, service, commodity, event, activity, or purpose which no longer exists or that has not been in use for ninety (90) days or more shall be deemed to be an abandoned sign. Signs which are associated with seasonal business such as ski shops, Horn in the West, etc., shall not be considered obsolete or abandoned provided there is clear intent to continue the business in the up-coming season.
2. Obsolete or abandoned signs are prohibited and shall be removed by the owner or his agent within thirty (30) days of termination of the business, activity, event, etc.
3. Failure to remove such signs or parts of signs shall result in written notice from the Building Inspector. Failure to comply with this notice shall result in the sign being removed at the owner's expenses.

L. Non-Conforming Signs.

1. Intent - Signs in existence prior to the adoption of this ordinance and which do not conform to the provisions of this ordinance are declared non-conforming signs. It is the intent of this section to recognize that the eventual elimination of non-conforming signs is just as important to the health, safety, welfare, and appearance of Watauga County as is the prohibition of new signs which would violate this ordinance. It is also the intent of this section to allow sign owners a reasonable period of time to remove or bring into compliance such signs. This section provides a period of compliance which avoids any unreasonable invasion of established property rights.
2. General Provisions for Non-Conforming Signs – A non-conforming sign may be continued provided that it:

- a. Shall not be modified in any way which increases its degree of non-conformity.
 - b. Shall not be expanded or relocated, unless such relocation brings the sign into conformance with this ordinance.
 - c. Shall not be re-established after damage or destruction in excess of sixty (60) percent of its replacement value at the time of the damage or destruction, except as provided in Subsection J.4.
 - d. Shall not be structurally changed or replaced with another non-conforming sign. Advertising copy shall not be considered a structural change.
3. Removal and Compliance Schedule for Non-Conforming Signs:

- a. Signs which do not comply with Section J, Maintenance of Signs; and Section K, Obsolete or Abandoned Signs; shall come into compliance in accordance with the notification schedule therein.
- b. Signs prohibited in Section C, Prohibited Signs and Section G, Portable Signs shall be removed or brought into compliance within thirty (30) days of adoption of this ordinance.
- c. In cases where signs exceed the other requirements of this ordinance (square footage, height, setback) such signs may be amortized-provided North Carolina General Statutes-do not require cash compensation according to the following schedule.
- ~~d. In cases where signs exceed the other requirements of this ordinance (square footage, height, setback) such signs may be amortized—provided North Carolina General Statutes—do not require cash compensation according to the following schedule.~~

ORIGINAL COST OF SIGN	MUST CONFORM WITHIN
Less than \$1000	2 years from effective date of ordinance
\$1000 - 3000	3 years from effective date of ordinance
\$3001 - 5000	5 years from effective date of ordinance
over \$5000	7 years from effective date of ordinance

- e. Non-conforming signs shall be removed except as regulated by N.C.G.S. 136-131.1 or brought into conformity according to the time schedules herein. Failure to comply shall result in Watauga County instituting penalties and/or remedies as per Section M and N of this ordinance.

M. Penalties for Violation.

Any person violating provisions of this ordinance shall be given ten (10) working days to comply. Failure to comply within ten (10) working days shall be a misdemeanor and upon conviction shall be punished for each offense by a fine not exceeding fifty (50) dollars or by imprisonment not to exceed thirty (30) days, or both. Each day such violation continues shall be deemed a separate offense.

N. Remedies.

In case any sign is erected, constructed, reconstructed, altered, repaired, converted or continued in violation of this ordinance the Building Inspector or any other appropriate County authority, as outlined in Sections J, K, L, may institute an action for injunction, or other appropriate action or proceeding to prevent or abate such violations.

O. Interpretation and Conflicts.

1. Minimum requirements. The standards and provisions of this ordinance shall be interpreted as being the minimum requirements necessary to uphold the purposes of this ordinance.
2. Other regulations, ordinances, etc. Whenever this ordinance imposes a higher standard than required by other regulations, ordinances or rules, or by easements, covenants, or agreements, the provisions of this ordinance shall govern.
3. Statutes. When the provisions of any applicable state or federal statutes impose higher standards, the provisions of such statutes shall govern unless it is determined that such higher standard is not being enforced. In such case, the provisions of this ordinance shall govern until such time as the higher standard is enforced.

P. Severability.

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been legislative intent to pass said ordinance without such unconstitutional provision, and the remainder of said ordinance shall be deemed and held to be valid as if such portion had not been included. If to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

Q. Effective Date.

This ordinance shall take effect and be in force from its adoption by the Watauga County Board of Commissioners. Adopted this the 16th day of April 1985. Amended this the 18th day of April, 2005. Amended this the 20th day of October, 2009. Amended this the day of , 2013.

ADOPTED this the ____ day of _____, 20__.

_____, Chairman
Watauga County Board of Commissioners

SEAL

Anita J. Fogle, Clerk to the Board

TRANSPORTATION - DIVISION OF HIGHWAYS T19A:02E.0200

SECTION - 0200 - OUTDOOR ADVERTISING

.0201 DEFINITIONS FOR OUTDOOR ADVERTISING CONTROL

(a) Commercial or Industrial activities for Unzoned Areas. Those activities generally are recognized as commercial or industrial by zoning authorities in the state, except that for the purpose of controlling outdoor advertising none of the following activities shall be considered commercial or industrial:

1. Outdoor advertising structures;
2. Agricultural, forestry, ranching, grazing, farming, and related activities, including, but not limited to, wayside fresh produce stands;
3. Transient or temporary activities;
4. Activities not visible from the main traveled way;
5. Activities more than 660 feet from the nearest edge of the right of way;
6. Activities conducted in a building principally used as a residence;
7. Railroad tracks and minor sidings;
8. Any commercial or industrial activity engaged in or established primarily for the purpose of qualifying an area for the establishment of outdoor advertising. It shall be conclusively presumed that any such activity is for the primary purpose of qualifying an area for outdoor advertising which:
 - (A) does not regularly have an attendant or individual, who is an employee of the business, present during normal working hours;
 - (B) has not earned within the immediate past year a gross annual income of at least twenty-five thousand dollars (\$25,000), except that, in those cases where the business has been in continuous operation at the same location for at least two years, there shall be no gross annual income requirement. Evidence of gross annual income shall be furnished by the sign owner as required by the District Engineer; and
 - (C) derives the majority of gross income from coin/currency operated vending devices. Any sign erected using the criteria stipulated in Subparagraph .0201 (a) (8) shall be removed at the sign owner's expense if any provision of

Subparagraph .0201(a) (8) is violated or is no longer in existence within 24 months of the date of issuance of the permit;

9. Any outdoor advertising activity or any other business or commercial activity carried on in connection with an outdoor advertising activity.
 - (b) Zoned Commercial or Industrial Areas. Those areas which are zoned for business, industry, commerce, or trade pursuant to a state or local zoning ordinance or regulation.
 - (c) Unzoned Commercial or Industrial Areas:
 - (1) Those areas which are not zoned by state or local law, regulation, or ordinance, and on which there is located one or more permanent structures devoted to a commercial or industrial activity or on which a commercial or industrial activity is actually conducted, whether or not a permanent structure is located thereon, and the area along the highway extending outward 800 feet from and beyond the edge of such activity. Each side of the highway will be considered separately in applying this definition;
 - (2) All measurements shall be from the outer edges of the regularly used buildings, parking lots, storage or processing and landscaped areas of the commercial or industrial activities, not from the property line of the activities, and shall be along or parallel to the edge or pavement of the highway.
 - (d) Traveled Way. The traveled way of a highway on which through traffic is carried. In the case of a divided highway, the traveled way of each of the separated roadways for traffic in opposite directions is a main-traveled way. It does not include such facilities as frontage roads, turning roadways, or parking areas.
 - (e) Main-traveled Way. The traveled way of a highway on which through traffic is carried. In the case of a divided highway, the traveled way of each of the separated roadways for traffic in opposite directions is a main-traveled way. It does not include such facilities as frontage roads, turning roadways, or parking areas.
 - (f) Sign. A sign is any outdoor sign, display, light, device, figure, painting, drawing, message, placard, poster, billboard, or other thing which is designed, intended, or used to advertise or inform, any part of the advertising or information contents of which is visible from any part of the main traveled way of the interstate or federal-aid primary highway system.
 - (g) Maintain. To allow to exist.
 - (h) Scenic Area. A scenic area is any area of particular scenic beauty or historical significance as determined by the federal, state, or local officials having jurisdiction thereof, and includes interests in land which have been acquired for the restoration, preservation and enhancement of scenic beauty.

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AGENDA ITEM 7:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

Tax Administrator Larry Warren will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.

AGENDA ITEM 7:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Warren will present the Refunds and Releases Report.

Board action is required to accept the Refunds and Releases Report.

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AGENDA ITEM 8:

**PROPOSED RESOLUTION TO PROTECT THE PARKS AND RECREATION TRUST FUND
(PARTF)**

MANAGER'S COMMENTS:

Mr. Stephen Poulos, Parks and Recreation Director, will present a resolution requesting the North Carolina General Assembly maintain the dedicated revenues generated by the seventy-five cents deed stamp tax for the Parks and Recreation Trust Fund. The County has been a beneficiary multiple times of the North Carolina Parks and Recreation Trust Fund. Projects funded include the Rocky Knob Park, Brookshire Park, Watauga County Recreation Complex, and the old Watauga High School site.

Board action is requested to accept the resolution as presented.

STATE OF NORTH CAROLINA

DRAFT

COUNTY OF WATAUGA

**A RESOLUTION TO MAINTAIN AND SUPPORT THE CURRENT INTEGRITY AND FUNDING
FOR THE PARKS AND RECREATION TRUST FUND (PARTF)**

WHEREAS, North Carolina is known for its unique and scenic natural resources and opportunities for recreation with a long tradition of citizens and visitors enjoying parks, mountains, rivers, greenways, beaches and more. Generations of residents and visitors have delighted in these landscapes and park facilities; and

WHEREAS, the Parks and Recreation Trust Fund (PARTF) was established with bi-partisan support on July 16, 1994 to fund improvements in the state's park system, to fund grants for local governments and to increase the public's access to the state's beaches and coastal waterways; and

WHEREAS, since its inception, the Parks and Recreation Trust Fund has provided \$161 million via 722 grants to 370 local governments in 99 counties and has been matched with \$312 million of local and private dollars for the purchase of local park land, building and renovation of facilities and development of greenways and trails; and

WHEREAS, North Carolina's population has grown to make it the 10th most populous state in the nation. With projections for significant growth to continue in the coming decades, more state and local parks are needed to meet the increased demands; and

WHEREAS, parks are identified as key contributors to North Carolina's tourism industry that generates nearly \$20 billion in annual economic impact; and

WHEREAS, parks in North Carolina are experiencing record visitation levels including over 14.25 million visitors to state parks in both 2011 and 2012; and

WHEREAS, the Parks & Recreation Trust Fund has leveraged funds that allowed our State to acquire land for state parks and state natural areas, and protected nearly 83,000 acres and made major additions to the Mountains-to-Sea State Trail; and

WHEREAS, the Parks & Recreation Trust Fund has funded capital improvement projects in the state parks such as visitor centers and exhibit halls, which provide tremendous opportunities to educate students and all citizens about North Carolina's outstanding natural resources, and other capital projects including campgrounds, picnic areas, boating facilities, trails and swimming beaches; and local capital projects including construction of community centers, athletic fields and greenways; and

WHEREAS, the annual economic impact to local economies of all tourists visiting the state parks system was estimated at more than \$400 million in sales and income, as well as nearly 5,000 jobs according to a 2008 study; and

WHEREAS, a portion of The Parks & Recreation Trust Fund is designated for the Public Beach and Coastal Waterfront Access Program to improve access to beaches and coastal waterways by funding public boat ramps and public beach accesses; and

WHEREAS, access to parks, recreation facilities and open space provides cost-effective opportunities for citizens of all ages to participate in health and wellness activities thereby reducing costs associated with obesity, heart disease, diabetes and high blood pressure; and

WHEREAS, research has documented that structured park and recreational opportunities in local communities can prevent crime and provide positive activities and directions for young people; and

WHEREAS, dedicated, recurring funding of the Parks & Recreation Trust Fund allows for structured and objective planning and efficient management of the system at both the state and local levels for today and for future generations; and

WHEREAS, the success of The Parks and Recreation Trust Fund is due to the dedicated funding source provided by a portion of the deed stamp tax, and is recognized nationally as a model for efficiency and accountability.

NOW, THEREFORE, BE IT RESOLVED, that the Watauga County Board of Commissioners requests the members of the General Assembly to maintain dedicated revenues generated by seventy-five cents of the deed stamp tax for The Parks and Recreation Trust Fund.

ADOPTED this the _____ day of _____, 2013

Nathan A. Miller, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 9:

BUDGET AMENDMENTS

MANAGER'S COMMENTS:

Ms. Margaret Pierce, Finance Director, will review budget amendments as included in your packet.

Board approval is requested.



WATAUGA COUNTY

FINANCE OFFICE

814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

MEMORANDUM

TO: Deron Geouque, County Manager
 FROM: Margaret Pierce, Finance Director
 SUBJECT: Budget Amendments-FY 2012/13
 DATE: March 26, 2013

The following budget amendments require approval of the Watauga County Board of Commissioners:

<u>Account#</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103586-332006	Senior Health Information Program		\$1,000
105550-449901	Senior Health Information Program	\$1,000	

Per Board action 03-19-13 approving the grant application; to recognize receipt of North Carolina Senior Medicare Patrol (NCSMP) Grant funds to conduct two (2) group education outreach events on how to read a Medicare Summary Notice.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103612-361280	Special Programs		\$19,020
106128-412600	Salaries – Part Time	\$15,600	
106128-418100	FICA Expense	\$1,250	
106128-418600	Worker’s Comp.	\$315	
106128-431101	Travel – Contracted	\$1,150	
106128-439500	Employee Training	\$50	
106128-469500	Contracted Services	\$655	

To recognize the increase in the enrollment of the Fun in the Sun summer camp and the associated revenues and expenditures.

<u>Account#</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
105911-470008	ADM – Hardin Park Roof		\$13,643
105911-470007	ADM – Parkway School Roof		\$10,150
103300-349910	NC ADM Capital Fund	\$23,793	
105911 -470006	Cove Creek Roof Replacement		\$107
103300-349909	NC Lottery Funds	\$107	

To revert funds not needed on completed school capital projects funded with ADM or Lottery revenue per the Watauga County Board of Education report submitted to the NC DPI.

AGENDA ITEM 10:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Announcements

MANAGER'S COMMENTS:

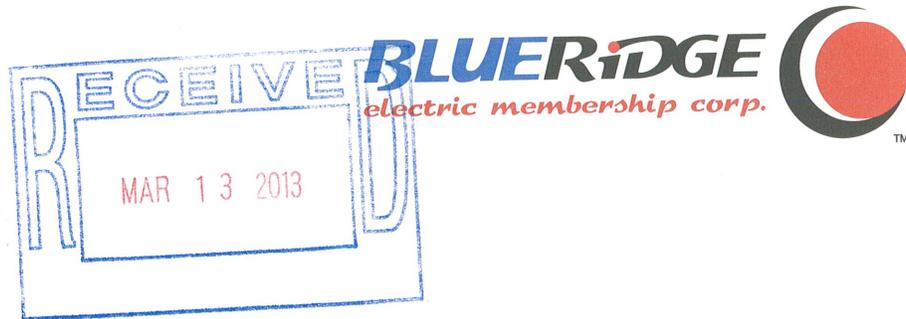
Blue Ridge Electric Membership Corporation is holding the 2013 Community Leaders Council spring luncheon on Thursday, April 11, 2013, at the Meadowbrook Inn in Blowing Rock at 12:00 P.M.

The 2013 Watauga County Economic Development Summit is scheduled for Wednesday, April 17, 2013, from 1:00 to 5:00 P.M. at the Blowing Rock Art and History Museum in Downtown Blowing Rock.

Doug Johnson
Chief Executive Officer

March 9, 2013

Deron Geouque
814 W King Street
Boone, NC 28607



Dear Deron,

The purpose of our Community Leaders Council (CLC) is to provide you with information about energy policy, regulations and legislation, and to create a dialogue with leaders about the economic vitality of northwest North Carolina. For 2013 we want to place strategic attention on how our local economy is recovering and performing. It is my hope that this focus will lead to specific actions and recommendations for creating better economic prosperity for our citizens and communities.

For this year's spring luncheon, I would like to invite you to a discussion focused on the local and regional economies of Watauga County and northwest North Carolina. Our featured speaker will be Dr. Harry Davis, Professor of Banking at Appalachian State University and Economist, North Carolina Bankers Association. We have asked Dr. Davis to focus his comments on our four primary counties—Watauga, Ashe, Alleghany, and Caldwell. In addition I have asked him to give us insight about where we are showing signs of recovery and where we need to place strategic emphasis.

Please plan to attend the 2013 Watauga Community Leaders Council spring business luncheon on **Thursday, April 11, beginning at noon at the Meadowbrook Inn in Blowing Rock.**

You may RSVP for the luncheon in one of three ways: complete and return the enclosed postage-paid RSVP card, email LuAnn Bradshaw at lbradshaw@blueridgeemc.com, or call LuAnn Bradshaw at 828-264-8894 extension 3207.

I look forward to seeing you and hearing your insights about this critical area on April 11.

Best regards,

Doug Johnson
Chief Executive Officer

DJ: lb

(828) 758-2383 Fax (828) 754-9671
1216 Blowing Rock Blvd. NE PO Box 112
Lenoir, NC 28645
djohnson@blueridgeemc.com



SAVE THE DATE!!!!

**2013 Watauga County Economic Development Summit
Blowing Rock Art and History Museum
Downtown Blowing Rock
April 17, 2013**

1:00 PM – 5:00 PM

Agenda will include:

Overview of the Regional Economy

Update on Activities of Economic Development Commission

Thought provoking session led by Jared Nichols

<http://www.thejarednicholsgroup.com/>

What If.....

How can we thrive in a volatile and uncertain future?

Sponsored By

Watauga County Economic Development Commission

Plenty of Parking on Site & nearby!

For additional information contact:

Watauga County Economic Development Office

828-264-3082

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AGENDA ITEM 11:

PUBLIC COMMENT

AGENDA ITEM 12:

BREAK

AGENDA ITEM 13:

CLOSED SESSION

Attorney/Client Matters – G. S. 143-318.11(a)(3)
Land Acquisition – G. S. 143-318.11(a)(5)(i)

AGENDA ITEM 14:

POSSIBLE ACTION AFTER CLOSED SESSION