

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA

August 12, 2024
6:00 p.m. Room 312

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Mayor's Report**
 1. Termination of Term of Recreational Easement Bull Run Steam Plant Reservation.
 2. Motion to approve updated changes to the Anderson County Personnel Policy/Employee Handbook and file with the Anderson County Clerk.
 3. Gate Installed: need guidance on responsibility should something happen to the gate.
 4. Natural Resource Damage Assessment & Restoration Grant.
 - a. Lost Bottom Park – requesting motion to authorize the mayor to pursue NRDAR grant.
 - b. Blockhouse Valley Landfill – Presentation – requesting motion to authorize the mayor to pursue NRDAR grant (planning).
 5. EMS Training Facility Grant – requesting a motion to approve the additional county property adjacent to the Glen Alpine Convenience Center at 3065 Norris Freeway as the project location.
 6. ENA Phone Pilot Project
- 6. Discussion about speeding on Old Lake City Highway** – requested by Chairman Isbel
- 7. Anderson County Veterans discussion** – deferred from July Operations Meeting
- 8. Basic Emergency Operations Plan** – by EMA Director Brice Kidwell
- 9. Discuss Commission Committees and Boards** – requested by Commissioner Palmer
- 10. Strategic Planning Discussion**

Unfinished Business

New Business

Adjourn



ANDERSON COUNTY GOVERNMENT

TERRY FRANK
COUNTY MAYOR

August 7, 2024

Commissioner Tim Isbel
Chairman, Anderson County Operations Committee

RE: Agenda

Dear Chairman Isbel and Honorable Members of Operations,

I wish to add the following items to the Agenda:

- 1. Termination of Term of Recreational Easement Bull Run Steam Plant Reservation.**
Action Item: Pursuant to the attached motion from the Anderson County Conservation Board that notes, "...effective December 1, 2025, the Conservation Board and Park Director will no longer maintain nor be responsible for the playground structure and wooden pavilion, I am requesting a motion to approve the Termination of Term of Recreational Easement Bull Run Steam Plant Reservation with an effective date of December 1, 2025. While the Conservation Board possesses the authority to accept and maintain the facilities, the agreement for easement resides with Anderson County Government, thus the reason this termination agreement is coming to you. Factors that contributed to Conservation Board decision-making were that the structures are nearing end of life, the Steam Plant will begin decommissioning/demolition, along with the location of new industry Type One Energy.

Attachments: Termination agreement; Five Things to Know about the Future of the Claxton Community Park; and minutes from the Conservation Board relinquishing maintenance of the Park.

Background: There is record of correspondence between the Optimist Club of Claxton and TVA regarding a license agreement for the Bull Run Fossil Plant Reservation, that includes discussion of the possibility of Anderson County assuming ownership and maintenance of the "Kids Fort."

Records indicate that Anderson County, through its then-agent County Executive Rex Lynch, filed an Application Form Land Use for a project described as, "Wooden Fort Playground structure has already been erected on this site." The application further noted that the playground structure has been completed and "continuing maintenance will be provided by the Conservation Dept. of Anderson County Govt. to keep the structure in good condition."

In a letter from Anderson County Conservation Board Chairman Charlie King, dated February 12, 2002, it notes County Commission voted to accept an agreement with TVA to bring the "Claxton Kid's Palace into the County system." Notable, however, was that T.C.A required approval from the Commissioner of Environment and Conservation.

Minutes of the Conservation Board from Feb. 11, 2002 note the Anderson County Conservation Board voted to accept the "Claxton Kid's Palace into the County system," and noted that a "letter will be written to the Commissioner of Environment and Conservation seeking approval for the acquisition of this Kid's Palace as required by TCA 21-104."

While we were unable to locate the letter, proposal and plans submitted to the Commissioner of TDEC, we were able to locate correspondence to the Anderson County Conservation Board from Commissioner Milton Hamilton approving the 30-year lease/land use of the Kid's Palace Park located on TVA's Bull Run Fossil Plant Reservation. At that time, a 30-year lease was executed.

I have met with officials/representatives of TVA several times to discuss their assistance with the decommissioning of the playground, any related clean-up, and also assistance with new playground structures/amenities. They are willing to assist Anderson County with the clean-up process, at a savings to the county. In addition, we are working on other park investments.

2. **Action Item: Motion to approve updated changes to the Anderson County Personnel Policy/Employee Handbook and file as required by law with the Anderson County Clerk.** These changes come with recommendation for approval by the Anderson County Human Resources Advisory Committee. (Updates attached, along with 8/6/24 minutes of the HR Advisory Committee).
3. **Gate installed:** TVA has installed the gate at the Historic Black Cemetery Gate per the agreement approved last month. Picture and Agreement attached. **I need some guidance on responsibility should something happen to the gate.**
4. **Natural Resource Damage Assessment & Restoration Grant.** I have attached a brief regarding the NRDAR process. Currently, a draft Grant Program Manual is open for public comment. I am seeking authorization to work on two separate grant applications.

- a. **Lost Bottom Park.** We have a design for Lost Bottom Park. I am currently in conversation with TVA for possible partnership for two Claxton area projects in light of the pending wind-down of Claxton Park. I know they are also having conversations with Claxton Commissioners, as well. Lost Bottom is one of the locations where I am hoping for assistance. In 2023, I obtained a schedule of "Probable Costs" that were estimated at \$1,181,700. Upgrades for Lost Bottom would include Dock Boat and Kayak Launch, Boardwalk, Fishing Pier Addition, Playground, Fencing, Landscaping, Signage, parking, drinking fountain, covered kiosk. The Anderson County Conservation Board authorized me to pursue this, and also to work with Pellissippi Blueway on any support they may be able to lend to the project. For this application, I'm looking at construction cost assistance. **Action Item: Requesting motion to authorize the mayor to pursue NRDAR grant for Lost Bottom Park.**
 - b. **Blockhouse Valley Landfill.** Landfill to Landmark. With American Nuclear Clean-up very actively in progress, we are truly ready for next steps of the Landfill property. I would like to pursue a planning grant for the landfill property. **PRESENTATION (BRIEF) Action Item: Requesting motion to authorize the mayor to pursue NRDAR grant (planning) for Blockhouse Valley Landfill Property.**
5. **EMS Training Facility Grant.** We have received notice of funding for our Anderson County EMS training facility and are working on firming up a location. **Action Item: I am requesting a motion to approve the additional county property adjacent to the Glen Alpine Convenience Center at 3065 Norris Freeway as the project location.** There is a lot of demand for this property for industry or commercial, but because of the sensitivities of co-locating next to our convenience center, and the already stressed traffic on and off of 441 and community concern, maintaining county functions at that location makes the most sense. I would like to propose if this is the location, that commission would be willing for me to develop the site plan with the idea in mind that this could be a location for a future fire station for Andersonville Volunteer Fire Department. In other words, our site plan could locate the EMS facility in a design manner that envisions an eventual AVFD station.
 6. **ENA Phone Pilot Project** and central 865-457-5400 number. Status and discussion.

Sincerely,



Terry Frank

This instrument prepared by:

TVA TRACT NO. XBRSP-6RE,S.1X
(BRSP-17,Q2; BRSP-18,Q1; BRSP-19,Q1)

Lorie M. Hunt, Attorney
Tennessee Valley Authority
1101 Market Street, BR 4B-C
Chattanooga, Tennessee 37402-2801
Telephone: (423) 751-6317

TERMINATION
OF
TERM RECREATIONAL EASEMENT
BULL RUN STEAM PLANT RESERVATION

This TERMINATION OF TERM RECREATIONAL EASEMENT, effective as of the ____ day of _____, 2024, among the UNITED STATES OF AMERICA (hereinafter sometimes referred to as "USA"), acting by and through its legal agent, the TENNESSEE VALLEY AUTHORITY (hereinafter sometimes referred to as "TVA"), an executive branch corporate agency and instrumentality of the United States of America, created by the Tennessee Valley Authority Act of 1933, as amended, and ANDERSON COUNTY, TENNESSEE (sometimes hereinafter referred to as "ANDERSON COUNTY").

W I T N E S S E T H:

WHEREAS USA/TVA granted to ANDERSON COUNTY a Term Recreational Easement on October 24, 2002, the same recorded in Book 1309, page 632 in the Office of the Register of Anderson County, Tennessee, identified in TVA's land records as Tract No. XBRSP-6RE, for a term of thirty (30) years (Easement); and

WHEREAS USA/TVA and ANDERSON COUNTY mutually desire to terminate said Easement prior to the natural expiration of its thirty year term; and

WHEREAS USA/TVA, at its sole cost, has agreed to remove and dispose of all facilities and/or equipment placed upon the Easement area by ANDERSON COUNTY or its agents or contractors, and said removal and disposal of all facilities and/or equipment shall be subject to the completion of all appropriate TVA environmental or other reviews and approvals;

NOW THEREFORE, in consideration of the foregoing premises and the mutual promises contained herein, USA/TVA and ANDERSON COUNTY hereby declare said Grant of Term Recreational Easement – Bull Run Steam Plant Reservation is terminated and cancelled effective as of the date shown above.

USA/TVA and ANDERSON COUNTY acknowledge that all rights, duties, and obligations owing to each other under said Easement have been satisfied and performed, and that, to the best of their respective knowledge and belief, no defaults exist under the Easement.

ANDERSON COUNTY further acknowledges that the requirements of covenant 7. of the Easement, its release and indemnification of USA/TVA, survives this termination and remains the continuing obligation of ANDERSON COUNTY; provided, however, that said release and indemnification does not apply to pollution or contamination that occurs after the effective date shown above, unless such pollution

or contamination is caused by the act or omission of ANDERSON COUNTY, its officers, agents, employees, or contractors.

This Termination may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the TENNESSEE VALLEY AUTHORITY, acting herein for itself and as legal agent of the UNITED STATES OF AMERICA, and being duly authorized to do so, has caused this instrument to be executed by its authorized officer this the _____ day of _____, 2024.

TENNESSEE VALLEY AUTHORITY,
for itself and as legal agent of the
UNITED STATES OF AMERICA

By: _____
AARON B. NIX
Senior Manager, Realty Services

STATE OF TENNESSEE)
) SS
COUNTY OF HAMILTON)

On the _____ day of _____, 2024, before me appeared AARON B. NIX to me personally known, who, being by me duly sworn, did say that he is the Senior Manager, Realty Services of the TENNESSEE VALLEY AUTHORITY, an executive branch corporate agency and instrumentality of the United States of America, and that said instrument was signed and delivered on behalf of said corporate agency and as legal agent of the UNITED STATES OF AMERICA; and said AARON B. NIX acknowledged said instrument to be the free act and deed of the UNITED STATES OF AMERICA, as principal, and the TENNESSEE VALLEY AUTHORITY, as its agent.

WITNESS my hand and official seal of office in Chattanooga, Tennessee, on the day and year aforesaid.

NOTARY PUBLIC

My Commission Expires: _____

IN WITNESS WHEREOF, ANDERSON COUNTY, TENNESSEE has caused this instrument to be executed by its authorized officer this _____ day of _____, 2024.

ANDERSON COUNTY, TENNESSEE

By: _____
TERRY FRANK
Its: Mayor

STATE OF TENNESSEE)
) SS
COUNTY OF ANDERSON)

Appeared before me, the undersigned authority, a Notary Public in an for said County, TERRY FRANK, to me personally known, who, being by me duly sworn, did say that she is the MAYOR of ANDERSON COUNTY, TENNESSEE, a municipal corporation, and that said instrument was signed, sealed, and delivered on behalf of said municipal corporation, and she, as such Officer, acknowledged said instrument to be the free act and deed of the municipal corporation on the day and year therein mentioned.

WITNESS my hand and official seal of office this the _____ day of _____, 2024.

The name and address of the legal owner is:

OWNER: United States of America
 Tennessee Valley Authority
 1101 Market Street, BR 4B
 Chattanooga, Tennessee 37402

[Tax Exempt -
T.C.A. §67-5-203(a)(1)]

Tax Map and Parcel: p/o 101 009.00

Prepared by:

TVA TRACT NO. XBRSP-6RE

Janice K. Pulver
Janice K. Pulver, Attorney
Tennessee Valley Authority
1101 Market Street, SP 3L
Chattanooga, Tennessee 37402-2801
(423) 751-2096

State of Tennessee, County of ANDERSON
Received for record the 26 day of
NOVEMBER 2002 at 1:48 PM. (RECN 198650)
Recorded in Book 1309 Pages 632- 640
State Tax \$.00 Clerks Fee \$.00,
Recordings \$.00, Total \$.00,
Register of Deeds TIM SHELTON
Deputy Register VETTA BROWN

GRANT OF TERM RECREATIONAL EASEMENT

BULL RUN STEAM PLANT RESERVATION

THIS GRANT OF TERM EASEMENT, made and entered into by and between the UNITED STATES OF AMERICA (sometimes hereinafter referred to as "GRANTOR"), acting herein by and through its legal agent, the TENNESSEE VALLEY AUTHORITY (hereinafter sometimes referred to as "TVA"), a corporation created and existing under an Act of Congress, known as the Tennessee Valley Authority Act of 1933, as amended, and ANDERSON COUNTY, TENNESSEE, (sometimes hereinafter referred to as "GRANTEE").

WITNESSETH:

WHEREAS TVA is authorized by Public Law 87-852 to grant to an applicant, on behalf of the United States of America, such easements affecting federal property in its custody and control as TVA's Board of Directors determines will not be adverse to the interests of GRANTOR; and

WHEREAS in considering GRANTEE's application, TVA's Board of Directors has determined that the use of the land hereinafter described for the purposes hereinafter defined, and subject to the exceptions, reservations, covenants, conditions and/or limitations hereinafter set forth, will not be adverse to the interests of the GRANTOR; and

NOW, THEREFORE, in consideration of the sum of ELEVEN THOUSAND THREE HUNDRED AND NO/100 DOLLARS (\$11,300.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the United States of America, acting by and through its legal agent TVA, does hereby bargain, sell, transfer, and convey unto GRANTEE, an easement and right-of-way for a term of thirty (30) years from the date hereof, subject to the exceptions, reservations, restrictions, covenants, conditions, and/or limitations hereinafter set forth, for the following uses and purposes, namely: the right to enter upon TVA Tract No. XBRSP-6RE to construct, maintain, and operate a public recreational area and appurtenances thereto, in accordance with plans approved in advance and in writing by TVA, all in, on, over, across, upon, through or under said tract of land located in the First Civil District of Anderson County, Tennessee (hereinafter referred to as the "easement area") and more particularly described in Exhibit A and shown on Exhibit B, both of which are attached hereto and made a part hereof.

Furthermore, GRANTOR conveys to GRANTEE the right to use, for purposes of ingress and egress to and from the easement area, any access road or roads, as located or as relocated at the sole discretion of GRANTOR, in, on, over, across, and upon TVA's property known as the Bull Run Steam Plant Reservation. Provided, by the acceptance hereof, GRANTEE agrees that it shall be responsible for any maintenance costs associated with its use of said road or roads. Provided further, it is understood and agreed that the provision of road access to and from said easement area does not imply an undertaking on the part of the GRANTOR to maintain any road or roads, and it shall not be liable for

BR 1309 PG 632

the maintenance of said road or roads or for any damages resulting from the construction, maintenance or use thereof.

In the event GRANTEE shall cease to use such easement area for the purpose for which this easement is granted for a period of two (2) consecutive years or more or shall, regardless of the time period, initiate use of the area subject to such easement for some other purpose or shall abandon such easement or commit any breach of any of the conditions contained herein, in whole or in part, then GRANTOR, TVA, or their successors or assigns, may terminate the easement by written notice to GRANTEE, its successors and assigns, and take possession of the easement area as if this grant of easement had never been made. Such termination shall be effective as of the date of such notice; provided, however, that GRANTEE, its successors and assigns, shall have the right during a period of ninety (90) days immediately following the date of such notice of termination to remove any improvements placed by it on the easement area; and provided, further, that GRANTEE, its successors and assigns, shall restore the easement area to TVA's satisfaction, including any regrading or reseeding TVA may deem appropriate. Title to any such improvements not removed within such 90-day period shall become the property of TVA at TVA's option and may be removed at GRANTEE's expense. Any failure of GRANTOR, TVA, or their successors or assigns, to exercise such power of termination shall not be construed as a waiver of any of the conditions or rights of the GRANTOR, TVA, or their successors and assigns.

The easement area is conveyed subject to such rights as may be vested in the county and/or third parties to rights-of-way for roads, telephone lines, electric power distribution lines and other utilities.

GRANTOR reserves on and over the easement area: the right, for itself, its successors and assigns, to enter upon the easement area at all reasonable times to do any and all things which may be necessary or incidental to the operation of the Bull Run Steam Plant Reservation. To the extent that the exercise of the right to enter shall not unreasonably interfere with the rights granted hereunder, this right shall include, but not be limited to, by reason of lack of specific enumeration, the right to enter upon the easement area to inspect and examine the same; to access adjoining lands; and to construct, operate, and maintain boundary markers and survey monuments, gas pipelines, waterlines, sewerlines, electric power transmission lines, communication lines, and/or other facilities.

GRANTEE, by accepting this grant of easement, covenants and agrees on behalf of itself, its successors and assigns, that the following shall constitute real covenants which shall attach to and run with the easement hereby conveyed:

1. GRANTEE shall obtain all required permits for and shall control all emissions of pollutants that might be discharged directly or indirectly into the atmosphere, into any stream, lake, watercourse, reservoir, surface or subterranean waters, or into or over the ground from any part of the easement area in full compliance with all applicable standards and requirements relating to pollution control of any kind now in effect or hereafter established by or pursuant to federal, state, or local statutes, ordinances, or regulations.
2. All land-disturbing activities on the easement area shall be conducted in accordance with the best management practices as defined by Section 208 of the Clean Water Act and implementing regulations, to control erosion and sedimentation so as to prevent adverse impact on water quality and related aquatic interests.
3. GRANTEE shall not permit or suffer any offensive use of the easement area and shall keep the easement area at all times in a clean and sanitary condition.
4. GRANTEE further agrees that it will conduct its operations on the easement area in compliance with all regulations, procedures, practices, and standards which TVA has prescribed or may prescribe for

BK 1309 PG 633

the Bull Run Steam Plant Reservation and its own operations thereon concerning water and air pollution, traffic control, and other matters which are in TVA's judgment necessary to protect the environment, the public, and/or TVA's operations and facilities, including any and all facilities which are presently in existence or are hereafter installed. In the event GRANTEE's activities upon the easement area, in the opinion of TVA, could damage TVA's power facilities or operations or harm or pose a threat of harm to the environment or public, GRANTEE shall immediately cease such activities upon notification by TVA, and GRANTEE shall not resume such activities until such regulations, procedures, practices, standards, or controls as TVA may reasonably prescribe to avoid such damage or harm have been met to the satisfaction of TVA.

5. GRANTEE shall conduct all activities on the easement area in compliance with all applicable laws and regulations.
6. No substances listed as hazardous (collectively, "Hazardous Substances") under the Resource Conservation and Recovery Act of 1976, as amended, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, the National Oil and Hazardous Substance Pollution Contingency Plan, or any other federal, state, or local law or regulation (collectively, "Environmental Laws") shall be brought onto or used on the easement area in violation of applicable Environmental Laws. No Hazardous Substances shall be disposed of or (within the meaning of applicable Environmental Laws) released on the easement area or abutting property by GRANTEE, its agents or contractors. If a release (as defined in applicable Environmental Laws) occurs, GRANTEE shall notify TVA within twenty-four (24) hours and shall notify federal, state, and local authorities in accordance with applicable laws and regulations. GRANTEE shall provide TVA copies of all correspondence and reports submitted to regulatory authorities in connection with any such release of Hazardous Substances on the easement area or the abutting property. GRANTEE shall, at its own expense, promptly and in accordance with any timetables prescribed by any governmental authority having controlling jurisdiction remediate any release of Hazardous Substances on the easement or the abutting property resulting from the act or omission of the GRANTEE or its contractors.
7. GRANTEE hereby releases and agrees to indemnify and hold harmless TVA, the United States, and their officers, agents, and employees from any claims, costs, expenses, or liability resulting from GRANTEE's activities on the easement area or from pollution or contamination of any kind occurring on or under, or emanating from, the easement area, which pollution or contamination occurs during the term of this easement or results from activities that occur during the term of this easement and was not caused by TVA or the United States and did not migrate to the easement area from other lands of TVA or the United States. The foregoing release and indemnity includes, without limitation, any claims for response costs under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, and any amendments thereto. In the event this easement is assigned or transferred to any other party, the foregoing release and indemnity shall remain the obligation of GRANTEE, as well as the assignee or transferee of this easement.

Notwithstanding any other provision that may be interpreted to the contrary, the requirements of this covenant 7. shall survive the expiration or termination of this grant of easement for whatever reason and shall remain the continuing obligation of GRANTEE; provided, however, that this release and indemnity shall not apply to pollution or contamination that occurs after the expiration or termination of this easement, unless such pollution or contamination is caused by the act or omission of the GRANTEE or its contractors.

8. GRANTEE may not assign, transfer, or convey this easement or any interest therein without TVA's written consent.

9. GRANTEE shall be responsible for and shall pay when due all taxes and assessments of whatever kind which are properly assessed upon the easement area due to GRANTEE's use thereof.
10. GRANTEE shall not disturb or alter in any way the existing state of any archeological sites, human remains, funerary objects, sacred objects, objects of cultural patrimony, or any other archeological resources which may be discovered or identified on or under the easement area as provided for in the Native American Graves Protection and Repatriation Act and the Archeological Resources Protection Act. Upon the discovery of any such items, GRANTEE shall immediately stop all activity in the area of the discovery, make a reasonable effort to protect such items, and notify TVA's Cultural Resources staff by telephone at 865-632-1578. GRANTEE shall also provide written notification of such discovery to TVA, Cultural Resources, Post Office Box 1589, Norris, Tennessee, 37828. GRANTEE shall not resume work in the area of the discovery until approved by TVA.

It is expressly understood and agreed that neither GRANTEE nor TVA will be considered the agent of the other for any purpose under this grant of easement. The United States, TVA, and their agents and employees undertake no obligation or duty (in tort, contract, strict liability, or otherwise) to GRANTEE, or any other party for any damages to property (real or personal) or personal injuries (including death) arising out of or in any way connected with the acts or omissions of GRANTEE, or any other persons.

GRANTOR makes no warranties or representations to GRANTEE or any other party, either express or implied, as to the adequacy, condition, safety, reliability, merchantability, suitability, or adaptability of the property for the purpose granted, or any means of access to or egress from the property provided or made available by this easement grant.

GRANTEE agrees to indemnify the GRANTOR and TVA against and save them harmless from all claims, damages, demands, actions, costs, and charges to which they or either of them may be subject or which they or either of them may have to pay by reason of any injury to any person or property, or loss of life or property suffered or sustained by any person whomsoever, resulting from or in any way connected with the condition or use of this easement area, including any means of ingress thereto or egress therefrom, except liability for personal injuries, property damage, or loss of life or property caused by the sole negligence of the GRANTOR or TVA.

TO HAVE AND TO HOLD said easement and right-of-way unto GRANTEE, its successors and assigns, for a term of thirty (30) years from the date hereof; subject, however to the conditions set forth herein.

And TVA does hereby covenant that the UNITED STATES OF AMERICA is seized and possessed of the easement area; that TVA as legal agent of the UNITED STATES OF AMERICA is duly authorized to convey the easement and right-of-way in, on, over, across, upon, through and under the same; that said easement area and right-of-way are free and clear of liens and encumbrances; and that, subject only to such exceptions, conditions, covenants, restrictions, reservations, and/or limitations as may be expressly mentioned above, it will warrant and defend the title thereto against the lawful demands of all persons claiming by, through, or under the UNITED STATES OF AMERICA or TVA, but not further or otherwise.

Wherever in this instrument the context requires, the singular number and masculine gender as herein used may be read as plural and feminine or neuter, respectively. The word GRANTEE shall be understood to include the successors and assigns of GRANTEE as approved by TVA.

BK 1309 PG 635

The name and address of the owner of the aforescribed easement is:

EASEMENT OWNER: Anderson County, Tennessee
100 North Main Street, Room 208
Clinton, Tennessee 37716
Telephone Number: 865-457-6200

The name and address of the legal owner is:

OWNER: United States of America
Tennessee Valley Authority
1101 Market Street, SP 3L
Chattanooga, Tennessee 37402-2801

[Tax Exempt -
T.C.A. § 67-5-203(a)(1)]

Tax map: 101

Parcel: 9 (Part of)

jkp:djb
xbrsp\6re\leaseament

EXHIBIT A
TO
GRANT OF TERM RECREATIONAL EASEMENT

BULL RUN STEAM PLANT RESERVATION

A parcel of land lying in the First Civil District of Anderson County, State of Tennessee, being on the Bull Run Steam Plant Reservation opposite Clinch River Mile 48L, as shown on US-TVA Drawing No. 49 MS 422 B 508(D) R.0 and being more particularly described as follows:

Commencing at an angle iron (found) (Coordinates: N. 599,696.07, E. 2,547,319.03), being Corner No. 3IE-2; thence N27°06'28"W, 88.77 feet to an angle iron (set), being Corner No. 6RE-1 and the Point Of Beginning:

Thence leaving the point of beginning and with the southwestern line of the herein described parcel N34°44'42"W, 383.65 feet to an angle iron (set), being Corner No. 6RE-2; thence leaving the said southwestern line and with the northwestern line of the herein described parcel N53°55'20"E, 205.25 feet to an angle iron (set), being Corner No. 6RE-3; thence leaving the said northwestern line and with the northeastern line of the herein described parcel S40°06'37"E, 158.12 feet to an angle iron (set), being Corner No. 6RE-4; thence continuing with the said northeastern line N59°08'01"E, 39.35 feet to an angle iron (set), being Corner No. 6RE-5; thence continuing with the said northeastern line S31°22'14"E, 24.88 feet to an angle iron (set), being Corner No. 6RE-6; thence continuing with the said northeastern line S60°14'59"W, 39.76 feet to an angle iron (set), being Corner No. 6RE-7; thence continuing with the said northeastern line S12°56'21"E, 103.88 feet to an angle iron (set), being Corner No. 6RE-8; thence leaving the said northeastern line and with the southeastern line of the herein described parcel S23°38'51"W, 210.87 feet to the point of beginning and containing 1.568 acres, more or less.

Positions of corners and directions of lines are referred to the Tennessee State Coordinate System and NAD 27 Horizontal Datum. The elevations for establishing the contours are based on NGVD 1929.

Located on VTM Quad CLINTON, TN. 137-SW.

This description was prepared from Reservation Maps 49 MS 421 K 506-3, R.0, 43 MS 421 B 511-D-11 R.1, Land Sale Map 49 MS 422 B 507(D) R.0 and a survey dated April 8, 2002, by:

A. J. Monsees, RLS
Tennessee Valley Authority
MR 4B-C
Chattanooga, TN 37402-2801
TN License No. 1843

BK 1309 PG 638

Subject property was acquired by virtue of the following instruments of record in the office of the Register of Deeds of Anderson County, Tennessee: 1) Warranty Deed dated November 20, 1961, from John E. Crowder and wife, Agnes J. Crowder, in Deed Book D, Volume 8, page 289 for TVA Tract No. BRSP-17; 2) the Warranty Deed dated November 13, 1961, from James R. Wilmoth and wife, Dorothy Wilmoth, in Deed Book D, Volume 8, page 185, for TVA Tract No. BRSP-18; and 3) Warranty Deed dated February 15, 1962, from Luther Hicks, Ernest T. Wallace, W. L. Moorehead and Charles Hughes, Trustees of Edgemoore Baptist Church of Clinton, Tennessee, in Deed Book F, Volume 8, page 185, for TVA Tract No. BRSP-19.

06-05-2002
date received 6/5/02



Anderson County Government Employee Handbook

THIS HANDBOOK WAS PREPARED BY:

ANDERSON COUNTY GOVERNMENT
HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT
100 N. MAIN STREET, ROOM 102
CLINTON, TN 37716

YOU MAY CONTACT US IN THE FOLLOWING WAYS:

TELEPHONE

865-264-6300

E-MAIL

hr@andersoncountyttn.gov

FAX NUMBER

865-264-6259

Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Anderson County and any of its employees.

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1 INTRODUCTION

This document has been developed by the Human Resources and Risk Management Department in conjunction with the Human Resources Advisory Committee in order to familiarize employees with Anderson County Government and provide information about working conditions, key policies, procedures and benefits affecting employment at Anderson County Government.

1.2 Changes in Policy

This manual supersedes all previous employee manuals and memorandums.

While every effort is made to keep the contents of this document current, Anderson County Government reserves the right to modify, suspend or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

It is the intention of Anderson County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments may be made periodically in the following process:

- Approved by the Human Resources Advisory Committee
- Reviewed by the Law Director
- Approved by the County Commission (if required), and
- Communicated to all Anderson County employees.

It is your responsibility to ensure you have the most up-to-date version of the Handbook. An updated copy will be made available on your secure employee self-service portal. All questions pertaining to information found in this handbook should be referred to the Human Resources and Risk Management Director.

1.3 Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain and administer separate personnel policies and procedures, and at their discretion may supplement the policies set out in this Handbook. In these cases, the Elected Officials will provide the Handbook and Policies for their employees. A copy of these documents are on file in the Human Resources and Risk Management Department.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Anderson County is a person who regularly works directly for Anderson County Government on a wage or salary basis but does not include Independent Contractors or employees of any temporary staffing service that may be used to provide assistance to the County.

- Full-Time Regular Employees are those that work a normal, full-time work schedule of thirty (30) hours or more per week on a continual basis. These employees may be exempt or non-exempt, as defined by the Fair Labor Standards Act (FLSA). There is a copy of the FLSA on file in the Human Resources and Risk Management Department.
- Part-Time Regular Employees are those who work less than thirty (30) hours per week on a continual basis. These employees may be exempt or non-exempt. **Part-Time Employees who work a minimum of 20 hours per week are eligible for County offered supplemental (e.g. life, cancer, accident, etc.) and free benefits (e.g. telehealth, wellness, etc.). For a complete listing of related benefits, contact your Human Resources and Risk Management Department.**
- Temporary Employees are those who work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment, which will not exceed more than six (6) months **in a calendar year** as set forth in the Affordable Care Act (ACA) guidelines. **Temporary employees are not eligible for County offered benefits, leave, or any other incentives.** These employees may be exempt or non-exempt. Temporary or Seasonal County Employees do not include workers who are employed by a temporary staffing service that may be used to provide assistance to the County.
- Seasonal Employees are those who work either full-time or part-time with the understanding that their employment is **during an increase of business**, which will not exceed more than six (6) months **in a calendar year** as set forth in the Affordable Care Act (ACA) guidelines. **Seasonal employees are not eligible for County offered benefits, leave, or any other incentives.** These employees may be exempt or non-exempt. Temporary or Seasonal County Employees do not include workers who are employed by a temporary staffing service that may be used to provide assistance to the County.

2.1 Employment Classification

Employees of Anderson County are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime or compensatory pay for hours worked in excess of forty (40) hours per workweek.

If you are a “**non-exempt**” employee, you are covered by the overtime provisions of the Fair Labor Standards Act. Typically, you will receive time and one-half in compensatory time or overtime pay for any time actually worked beyond forty (40) hours in one week, instead of receiving actual pay for overtime worked, in accordance with applicable wage and hour law. (Time off such as holidays, annual leave, or sick leave does not count as time worked).

If you are an “**exempt**” employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those bona

vide executive, administrative and professional positions. Exempt employees do not receive compensatory time regardless of time worked.

Classifying a position as "exempt" is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. Responsibility for classifying Anderson County positions as exempt or non-exempt lies with the Human Resources and Risk Management Department and the Law Director, who should consult with the appropriate manager/supervisor with responsibility for the position.

2.2 Probationary Period for New Employees

Anderson County monitors and evaluates every new employee's performance for six (6) months to determine whether further employment in a specific position or with Anderson County is appropriate.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Anderson County Government will recruit, hire, train, promote, and make all other employment related decisions without regard to race, color, religion, gender (except where gender is a bona fide occupational qualification), age, national origin, marital status, genetic information, political opinions or affiliations, Vietnam era or qualified special disabled veterans, recently separated veterans and other protected veterans and physical or mental disability (except where physical or mental abilities are bona fide occupational qualifications).

Anderson County Government will ensure that all hiring decisions are in accordance with the principle of equal employment opportunity by imposing only valid selection requirements. This shall include, but not be limited to, the following areas: work assignments, employment, placement, promotion, demotion, or transfer, recruitment and recruitment advertising, referrals, layoff, recall, termination, training, educational and tuition assistance, social and recreational programs, wages, other forms of compensation and job requirements.

Equal Employment Opportunity Grievance Procedures

It is the policy of Anderson County to establish a procedure for employees to follow in order to bring grievances of discrimination to the attention of management.

Procedure:

- If there is a **question or complaint regarding employment or hiring practices** that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (who is the Human Resources and Risk Management Director). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
- The EEO Officer will **review the complaint** with your Director or Department Head and any other person with knowledge of the situation.
- You will be **advised in writing of the results** of the review and Anderson County's decision regarding the complaint.
- A record of the complaint and findings will become a part of the complaint review record, and **the file will be maintained separately from your personnel file**.
- If you do not agree with the decision of the EEO Officer, you have the **right of appeal** with the Anderson County Human Resources and Equal Employment Opportunity Commission.

3.2 At Will Employment

No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will, with the exception of those specified Sheriff's Department employees covered by Civil Service Board rules and regulations. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for a discriminatory or illegal purpose.

These personnel policies have been prepared to provide you with general guidelines of the policies, rules and current employee benefits. These policies are for Anderson County Government. They do not apply to any fee offices unless specifically adopted by a fee office in accordance with the law. They are not a contract, promise or guarantee, and the policies, procedures and benefits described are subject to change, added to or removed by Anderson County at any time. Changes will be communicated to you, and your continued employment will constitute acceptance of such changes.

3.3 Americans with Disabilities Act

Anderson County Government complies with the Americans with Disabilities Act of 1990, US Code Annotated 101-336 (ADA), which prohibits discrimination on the basis of disability with respect to selection and hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment as amended by the ADA Amendments Act of 2008 (ADAAA). A copy of the ADA and ADAAA is kept on file in the Human Resources and Risk Management Department.

We will make every effort to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. Employees in need of accommodation due to a disability should make the need known to their supervisor/manager or the Human Resources and Risk Management Department. Anderson County will treat all employee accommodation requests and related information confidentially.

3.4 Immigration Law Compliance

The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from hiring and employing an individual for employment in the U.S. knowing that the individual is not authorized with respect to such employment; continuing to employ an individual knowing that he or she is unauthorized for employment; and hiring any individual, including a U.S. citizen, for employment in the U.S. without verifying the individual's identity and employment authorization on Form I-9.

All offers of employment are contingent on verification of the candidate's right to work in the United States. **On or before the first day of work, every new employee is required to complete section one of the I-9 form and will be asked to provide original documents verifying his or her-their right to work, as required by state and/or federal law, and sign Federal Form I-9, Employment Eligibility Verification Form. When a new hire does not present acceptable identification documents by the end of three business days after the first day of work, employees shall be terminated for failing to comply.**

3.5 Employee Background Check

Prior to making an offer of employment, Anderson County may conduct a job-related background check and/or driver's license verification where needed. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check. When appropriate, a criminal record check is performed to protect Anderson County's interest and that of its employees and clients. All background checks will be conducted in compliance with applicable federal and state law.

3.6 Anniversary Date

The first day an employee reports to work is their official anniversary date. This anniversary date is used to compute the following benefits:

- Vacation Time
- Personal Time
- Insurance Benefits
- Retirement Benefits
- Other opportunities within Anderson County Government

3.7 New Employee Orientation and Onboarding

The formal welcoming process, or "employee orientation," is conducted by the Human Resources and Risk Management Department, and includes an overview of Anderson County and its Policies.

Elected Officials and department heads are to present new employees to the Human Resources and Risk Management Department on or before the first day of employment with Anderson County Government. The Human Resources and Risk Management Department will schedule the required in-person orientation meeting regardless of employment status.

Anderson County offers a secure employee OnBoarding system that allows new full and part-time staff members to complete required New Hire documentation electronically prior to their first day of work. Additionally, the OnBoarding procedure(s) can be completed in the Human Resources and Risk Management Department's onsite kiosk.

3.8 Personnel Records and Administration

The central personnel files are public record and are maintained in the Human Resources and Risk Management Department. To review a file, contact the Human Resources and Risk Management Department to complete a Public Records Request Form.

Tennessee law (TCA Sections 10-7-502 through 10-7-507, on file in the Human Resources and Risk Management Department) requires that "all state, County and municipal records...shall at all times, during business hours, be open for...inspection by any citizen of Tennessee." The statute

applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so (Medical records are not part of the personnel file).

There is, however, restricted access to certain types of employee information (according to Public Chapter No. 176).

3.9 Change of Personal Data

It is important that you promptly report any change of your personal information to the Human Resources and Risk Management Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure the Human Resources and Risk Management Department always has:

- Your correct mailing address and contact numbers such as telephone, mobile phone, etc.;
- Your marital status;
- Any increase or decrease in number of dependents;
- Any changes affecting Social Security records;
- Your correct beneficiary;
- Email Address

Anderson County offers an employee self-service portal that allows employees to self-initiate, submit and track changes electronically. This method is a secure, efficient paperless method of completing and updating forms which can now be done from any desktop computer. The Human Resources and Risk Management Department also has an onsite kiosk center available for employee use in updating their data.

3.10 Safety

Anderson County takes safety very seriously, and works hard to provide, a safe workplace for employees. To help keep this safe environment, it is very important that you immediately report unsafe conditions or violations of safety rules. In addition, Anderson County believes that the prevention of accidents must be an integral part of every employee's job and must be considered equal to all other responsibilities.

Any workplace accidents, incidents, injuries or safety hazards must be reported immediately to your direct supervisor and the Human Resources and Risk Management Department. You are required to complete a Workers Compensation Accident Report and send it to the Human Resources and Risk Management Department within twenty-four (24) hours. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your supervisor will also have to file a report, as well as any witnesses to the incident.

For additional information about any safety concerns, please consult the Human Resources and Risk Management Department.

Personal Protective Equipment

Elected Officials and Department Heads shall have discretionary authority to institute protective measures and office policies including wearing of personal protective equipment ('PPE') to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in decreasing health and safety risks to acceptable levels.

PPE is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, airborne pathogens, contact contagions or other workplace hazards or public health emergencies. PPE may include items such as gloves, masks, safety glasses, shoes, earplugs or muffs, hard hats, helmets, respirators, coveralls, vests, body armor, full body suits, reflective vests and clothing, ultraviolet lighting (UV/UVC) or any other item(s) deemed suitable by the elected official or department head needed to help minimize workplace hazards or the spread of harmful disease

All employees should understand that although PPE is helpful and effective when workplace hazards are present, it does not eliminate the hazard at the source and may result in employees being exposed to the hazard if the equipment fails; therefore, employees should take additional steps to ensure the PPE is fitted correctly, comfortable, in good condition, free from defects, clean and sanitized when need. There is no absolute and failsafe protection that is 100% effective and PPE should not be substituted for sound decision-making, personal hygiene, the frequent washing of hands and used PPE items, refraining from touching your face, and the sanitizing of the workspace.

Notwithstanding any policy to contrary, all employees shall have the ability to voluntarily wear PPE at their discretion when they believe it is necessary to protect the employees' health, safety and welfare or their fellow co-workers and family members.

Employee Safety is a top priority of Anderson County Government. Safety training and the implementation of safety procedures and equipment are key components to ensuring all employees have the knowledge and tools to perform their job duties in a safe, effective manner. PPE Training and applicable safety sheets, also known as white papers, are located on the Human Resources and Risk Management section of the County web site, <https://www.anderson-county.com/humanresources/>. Onsite training can also be scheduled by contacting the Human Resources and Risk Management Department. The Human Resources Department should be consulted when questions arise about the proper PPE needed for a specific workplace hazard or illness, when PPE training is needed, and interpretation of applicable OSHA laws and regulations.

3.11 Employee ID Badge System/Security

Employees may be issued a photo identification (ID) badge upon employment with Anderson County Government. The employee identification card is provided for the purpose of identifying those who are employed by Anderson County Government or provide ongoing service to the County, and may be used to obtain access to certain areas of Anderson County Property (Appendix 9.1).

3.12 Personal Property

Anderson County Government assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office or assigned parking areas.

3.13 Nepotism

You are not permitted to directly supervise a relative. Direct or immediate supervision includes, but is not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision, or the evaluation process of another employee.

Violations as a result of marriage, living arrangement, promotion, or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

For the purpose of this policy, relative means: parent, step-parent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, step-brother, sister, sister-in-law, foster sister, step-sister, grandparent, son-in-law, daughter-in-law, grandchild, aunt, uncle or other person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent is also included within this definition.

3.14 Weather-Related and Emergency-Related Closings

At times, emergencies such as severe weather, fires, power failures or other non-weather related emergencies can disrupt County operations. In such instances, the County Mayor will decide on the delayed opening and/or closure, and may consult with other Elected Officials before deciding. Official notification will come from the County Mayor's office and include the three major television news stations (WBIR, WATE and WVLT), local radio station WYSH, the County phone system and the Anderson County Government website.

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of County offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave.

If you have no compensatory time or annual leave, then the time is charged as leave without pay.

If you make the effort to report on time and actually report within a reasonable period of time (based on the circumstances of the event), you will not be required to use leave for that absence. Your supervisor will determine if you must use accrued leave for late arrival.

Official Closings Due to Inclement Weather or other non-weather emergency: The County Mayor will decide if Anderson County offices will be closed on normal work days during inclement weather. Closing information will be given to local media outlets. Each department should develop a notification process.

- **Regularly active full and part time employees who** are scheduled to work during an inclement weather closing, you will receive administrative pay for your regularly scheduled working hours during the period of closing.
- If you are among the critical emergency service personnel who must work, you will receive wages plus compensatory time for the hours actually worked.
- If you are not scheduled to work during an inclement weather closing, you will not be paid for the closing.
- If you are on pre-approved annual, sick or any other leave with pay during the declared times of closing, you will receive administrative leave with pay and will not have to charge that time to your leave.

Teleworking: Teleworking is defined as a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite. The primary use of Teleworking would be during weather or emergency related closings or restrictions.

You must receive pre-approved authorization from your Department Head to participate in Teleworking. Supervisors may ask you to perform duties outside of your job description in an effort to pull together as a team to ensure essential office duties are carried out. At any time, Teleworking privileges may be revoked, and you will be required to physically report to work. Additionally, you will be considered on-call when Teleworking to ensure availability during crucial work hours.

While working remotely, you must take steps to preserve the security and confidentiality of the County's and Department's information. You must keep confidential documents and materials in secure locations and maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. Any suspected loss or theft of Employer documents, materials, or information, as well as any suspected hacks or breaches of security, must be reported to your supervisor immediately.

Teleworking arrangements do not change the basic terms and conditions of employment, including rate of pay and benefits. You are expected to comply with all County and Departmental policies, procedures and performance standards.

Sample Teleworking agreements can be obtained from the Human Resources and Risk Management Department.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Anderson County Government's rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the County's business.

4.2 Work Schedule

The normal workweek consists of forty (40) hours. Core business hours are 8:00am to 5:00pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours. Some elected office holders have the legal ability to modify the workweek hours.

4.3 Attendance and Punctuality

You are an important member of the Anderson County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or Director, or to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances are not eligible for rehire.

4.4 Absence and Tardiness

Employees who are not at work, or who are always late, place co-workers and departments at a disadvantage. Because of this, employees who are repeatedly late for work, or who have unexcused absences from work, will be disciplined, to include possible loss of employment.

- If you have to be late or miss work, make sure to call your immediate supervisor with as much notice as soon as possible, at least thirty (30) minutes before and not later than fifteen (15) minutes after the start of work on the first day of absence. Follow any additional guidelines set by your supervisor concerning tardiness/absences.
- Be sure your supervisor gets your message; do not rely upon your co-workers delivering your message.
- You are expected to complete your scheduled work shift. Failure to complete a scheduled work shift without permission may result in disciplinary action or loss of accrued time off.

- You are expected to leave for and return from breaks and lunch within a specified time schedule. Exceeding the time schedule set for lunch and breaks may result in disciplinary action.

Excessive absenteeism as determined by your supervisor in conjunction with the Human Resources and Risk Management Director will be grounds for discipline up to and including termination.

4.5 Meal and Break Periods

It is Anderson County Government's policy that each department is responsible for implementing a Lunch Break procedure. It is the Department Head or Elected Official's responsibility to their employees to implement a fair and equitable plan for lunch breaks that meets or exceeds TCA 50-2-103(h). This information will be relayed to the employee upon the first day he or she reports to duty, by their direct supervisor.

4.6 Grooming and Appearance

Employees are expected to present themselves in a manner that reflects the values and professionalism of the organization. Appropriate dress and grooming contribute to a positive workplace atmosphere and promote respect among colleagues and clients. All employees are required to present a clean, well-groomed appearance and maintain a high level of personal hygiene through regular bathing. Attire must be suitable for a professional work environment, including any uniforms mandated by the employee's applicable departmental guidelines. If a supervisor determines an employee's appearance and/or hygiene does not meet the established standards, they may require the employee to leave the work area to make the necessary adjustments to adhere to these guidelines.

Employees working near heavy machinery should not wear loose clothing or jewelry that poses a safety hazard.

4.7 Harassment Policy

Anderson County Government strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees and Elected Officials should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of Anderson County Government.

For that reason, Anderson County Government will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Anderson County will seek to prevent, correct, and discipline behavior that violates this policy. ~~In keeping with this commitment, we will not tolerate harassment of County employees by anyone, including any supervisor/manager, Elected Official, coworker, vendor, consultant, or visitor of this Government entity.~~

All employees and Elected Officials, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include

verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

Anderson County Government, in compliance with all applicable federal, state and local antidiscrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Anderson County Government's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VI of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to also comply with the prohibitions stated in these anti-discrimination laws.

Discrimination is violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Anderson County Government prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any written, verbal or physical conduct designed to threaten, intimidate or coerce an employee, coworker, or any person working for or on behalf of Anderson County Government. Verbal taunting (including but not limited to racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome including but not limited to a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Anderson County Government's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as

the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

There are two types of Sexual Harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisor capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the review of a complaint.
- Serving as an investigator of a complaint.
- Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships

Anderson County Government strongly discourages romantic or sexual relationships between a Director, Elected Official or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts.

In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation.

The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of Anderson County Government enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources and Risk Management Director or other appropriate County officer. Because of potential issues regarding quid pro quo harassment, Anderson County Government has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to Anderson County Government, the County will review the situation with Human Resources and Risk Management Director in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot

amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact Human Resources and Risk Management Department, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

4.8 Violence in the Workplace

Anderson County Government provides a safe workplace for all employees and Elected Officials. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct

Anderson County Government does not tolerate any type of workplace violence committed by or against employees. Employees and Elected Officials are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making verbal or non-verbal threatening and unethical remarks.
- Libel gestures and written communication.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the Human Resource and Risk Management Department (HR). Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of reviews will be discussed with them. Anderson County Government will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring

HR takes reasonable measures to conduct background reviews to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

Safety

Anderson County Government conducts annual inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situations

Although Anderson County Government does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the HR Department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given. Call emergency services (911) when the situation dictates a response from police, fire or emergency medical services.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Violations of this Policy by employees or those who encourage such conduct by others will be subject to appropriate corrective or disciplinary action, up to and including termination of employment.

Supervisory personnel who fail to take appropriate action upon learning of such conduct will be subject to corrective action or disciplinary action as well, up to and including termination of employment.

This policy applies to full-time and part-time employees and Elected Officials of Anderson County Government including interns. It does not apply to independent contractors, but other contract employees are included. This policy applies to any sponsors program, event or activity including, but not limited to, sponsored recreation programs and activities; and the performance by officers and employees of their employment related duties. The policy include electronic communications by any employee.

4.9 Bullying in the Workplace (Harassment)

Statement of Commitment, Values and Purpose

Anderson County Government is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide high quality service in an atmosphere of respect, collaboration, openness, safety, and equality. All employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to full-time and part-time employees and Elected Officials of Anderson County Government including interns. It does not apply to independent contractors, but other contract employees are included. This policy applies to any sponsors program, event or activity including, but not limited to, sponsored recreation programs and activities; and the performance by officers and employees of their employment related duties. The policy includes electronic communications by any employee.

Definition of Abusive Conduct

Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults and epithets
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an employee's work performance in the workplace.

Abusive Conduct Does Not Include:

- Disciplinary procedures in accordance with adopted policies of Anderson County Government.
- Routine coaching and counseling, including feedback about and correction of work performance.
- Reasonable work assignments, including shift, post and overtime assignments.
- Individual differences in style of personal expression.
- Passionate, loud expression with no intent to harm others.
- Differences of opinion on work-related concerns; or
- The non-abusive exercise of managerial prerogative.

Employer Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- Provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- Provide good examples by treating all with courtesy and respect;
- Ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- Be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- Respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

Employee Retaliation (Including Witnesses)

Employees shall treat all other employees with dignity and respect. No employee or Elected Official shall engage in threatening, violent, intimidating, or other abusive conduct or behaviors. Employees and Elected Officials are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

Retaliation

Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

4.10 Confidential Information and Nondisclosure

In the course of your work, you may have access to confidential information about Anderson County Government, Elected Officials or other employees. It is your responsibility to keep any confidential information confidential. This does not include information that is routinely made open to the public. If you have any doubt, don't disclose the information and contact your direct supervisor, the Human Resources and Risk Management Department or the Law Director.

4.11 Ethical Standards

You have an individual responsibility to deal ethically and professionally in all aspects of the County's business and to comply fully with all laws, regulations and to comply with Anderson

County policies. You are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting yourself with the various laws, regulations, and policies applicable to your assigned duties (Appendix 9.2).

Anderson County Government staff, Elected Officials, supervisors, directors, and managers shall uphold the highest standards of intellectual honesty and integrity in their day to day conduct, on and off the clock.

By acting as good stewards, County employees will treat colleagues, vendors, and citizens with dignity and respect while performing assigned duties and professional responsibility in an honest and ethical manner as to further Anderson County Government's mission.

Furthermore, all employees and Elected Officials shall comply with all federal, state and local government laws, regulations and policies; refrain from discrimination, harassing, or intimidation of co-workers, Elected Officials, Department Heads or citizens.

It is also advised that Anderson County employees represent and protect human health and safety by reporting inappropriate conduct to the Human Resource and Risk Management Department.

During paid County work hours, employees are expected to devote their full-time attention and activities to Anderson County business. Employees will be subject to discipline up to, and including termination for conducting personal activities for profit during paid County work hours.

Theft of County property and funds will be investigated fully and those employees found to be responsible will be terminated and referred for criminal prosecution.

4.12 Use of Equipment

Anderson County Government will provide employees with the equipment and supplies needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Anderson County—unless it is approved for a job that specifically requires use of County equipment outside the physical facility.

4.13 Use of Computer, Internet, Phone and Mail

Computers and related items and software are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to, hardware, software, and computer files and documents.

The Multi-Factor Authentication (MFA) policy sets requirements for access to the Anderson County Government network and email systems and is designed to minimize the potential security exposure to Anderson County from damages which may result from unauthorized use of internal and external services. Multi-factor authentication (MFA) adds a layer of security which helps deter the use of compromised credentials. (Appendix 9.5)

Employees do not have personal privacy rights or any reasonable expectation of privacy when it comes to information composed, created, received, downloaded, retrieved, stored, transmitted, viewed or sent using Anderson County Government's electronic communications devices. While the County respects the privacy and security needs for all individuals, authorized County representatives have the right to access and review electronic files, messages, mail, websites accessed, etc. for legitimate business reasons.

The County has the right to monitor any and all of its computers. This includes, but is not limited to:

- Monitoring your Internet usage;
- Reviewing any downloaded or uploaded material;
- Reviewing information technology sent or received by you; and/or
- Monitoring the content of stored files on your computer.

Electronic communications and the internet are for use on job-related activities during work hours. However, it is okay to use email and the Internet for personal (not for profit) use on a very limited basis. Remember, this is a privilege, and any and all communications may be monitored, and if you abuse this privilege, the County may take it away from you. Any use of the County's information technology systems to violate any policy of the County, including but not limited to the Harassment Policy or the Code of Ethics, is also a violation of the policy and will be grounds for discipline up to and including termination.

Passwords: Employees shall maintain the confidentiality of all computer information and resources to which they have access by using passwords that are not obvious and easy to detect. Employees will not share passwords or disclose password to anyone.

Prohibited Uses: Inappropriate, illegal, threatening, and/or sexually explicit material is strictly prohibited; this includes, but is not limited to: the creation, receipt, transmission, sending, download, display, viewing, circulation or storage of such material. The email system may not be used to solicit or to conduct personal business ventures.

4.14 Social Media Policy

At Anderson County Government, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all Elected Officials and employees who work for Anderson County Government. Elected Officials, Department Heads, and supervisors should contact the Human Resources and Risk Management Department for guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Anderson County Government, as well as any other form of electronic communication.

The same principles and guidelines found in Anderson County Government policies and their

basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, citizens, suppliers, people who work on behalf of Anderson County Government or legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the Anderson County Government Statement of Ethics Policy, the Anderson County Government Information Policy, the Anderson County Government Violence in the Workplace and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, citizens, suppliers, or people who work on behalf of Anderson County Government. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers or by utilizing Human Resource & Risk Management Department's Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, harassing, or intimidating, that disparage customers, citizens, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or County policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched and unearthed. Never post any information or rumors that you know to be false **or have not verified for truthfulness** about Anderson County Government, fellow associates, members, citizens, customers, suppliers, or people working on behalf of Anderson County Government.

Post Only Appropriate and Respectful Content

Do not create a link from your blog, website, or other social networking site to an Anderson County Government website without identifying yourself as an Anderson County Government associate.

Express only your personal opinions. Never represent yourself as a spokesperson for Anderson County Government unless authorized.

If Anderson County Government is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent

those of Anderson County Government, fellow associates, members, customers, suppliers or people working on behalf of Anderson County Government.

If you do publish a blog or post online related to the work you do or subjects associated with Anderson County Government, make it clear that you are not speaking on behalf of Anderson County Government. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Anderson County Government".

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the County Equipment Policy. Do not use Anderson County Government email addresses to register on social networks, blogs or other online tools utilized for personal use. Additionally, if you access your social media using Anderson County Government equipment, your account may be subject to monitoring without notice or prior consent.

Retaliation is Prohibited

Anderson County Government prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in a review. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in a review will be subject to disciplinary action, up to and including termination.

If you have questions or need further guidance, please contact your Human Resource and Risk Management Department.

4.15 Use of Computer Software

Anderson County Government does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117) on file in the Human Resources and Risk Management Department.

4.16 Smoking Policy

As required by Tennessee law, smoking is prohibited in County owned enclosed spaces, including County owned vehicles. Smoking is only allowed in designated outdoor areas, which can be identified by asking your supervisor or appropriate signage.

4.17 Substance Abuse Policy

Anderson County Government is committed to providing a safe work environment and to fostering well-being and health of its employees and Elected Officials.

That commitment is jeopardized when any Anderson County employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes, or sells drugs in the workplace, or abuses alcohol on the job,

Therefore, Anderson County has established the following policy, pursuant to T.C.A. §§ 50-9-100 *et. Seq.*:

- It is a violation of County policy for any employee or Elected Official to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- It is a violation of County policy for any employee or Elected Official to report to work under the influence of, or while possessing in ~~his or her~~ **their** body, blood or urine, illegal drugs in any detectable amount.
- It is a violation of County policy for any employee or Elected Official to report to work under the influence of, or impaired by alcohol during work hours.
- It is a violation of County policy for any employee or Elected Official to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained, or in a manner, or for a purpose other than is prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medication.
- Violations of this policy are subject to disciplinary action up to and including termination.
- It is the responsibility of the County's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for the employees' constitutional rights with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Anderson County.

The County offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling for employees who need or request it. If an EAP refers to a treatment provider outside the EAP network, cost may be covered by the employee's medical insurance, but the cost of such outside services are ultimately the employee's responsibilities.

Confidentiality is assured. NO information regarding the nature of the personnel problem will be made available to supervisors or any other Anderson County employee, nor will it be included in the permanent personnel file.

Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline, not a substitute for discipline.

The EAP can be accessed by an employee through self-referral or through referral by a supervisor. Human Resources and Risk Management Department will **make EAP information available on the secure employee portal and may** distribute information about the EAP to

employees for their confidential use.

General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status.

Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the Human Resources and Risk Management Director should be contacted and the employee will be sent home or to a medical facility by taxi or other safe transportation alternative, dependent on the determination of the observed impairment and accompanied by the supervisors or another employee. If necessary, a drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

Employees or applicants shall only be subjected to drug and alcohol testing based on articulable manifestations constituting reasonable suspicion of drug or alcohol use on the job, or random and pre-employment drug testing protocol for safety sensitive positions, or a search warrant based on probable cause.

Opportunity to Contest or Explain Test Results

Employees and job applicants for safety sensitive positions who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officers within five (5) working days after receiving written notification of the test result from the medical review officer. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the County. Any employee or applicant may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Job Application Drug Testing

All job applicants for safety sensitive positions at Anderson County will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Safety Sensitive positions are those employees who perform job duties fraught with such risks of injury to others that even a momentary lapse of attention can have a disastrous consequence, such as, but not limited to employees, driving emergency vehicles or heavy equipment, carrying firearms or other weapons, employees using machinery that require constant attention, or testing required by law.

Applicant(s) will be required to submit to urinalysis testing at a laboratory chosen by Anderson County, and by signing a consent agreement will release Anderson County from liability.

If the physician, official, or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.

Anderson County will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol that prevent employees from performing their jobs properly and Anderson County will not tolerate such behavior.

Employee Drug Testing

Anderson County has adopted testing practices to identify employees who use illegal drugs on or off the job, or who abuse alcohol on the job. It shall be a condition of employment for all safety sensitive employees to submit to substance abuse testing under the following circumstances:

- When there is reasonable suspicion of impairment has been observed. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective manifestations of impairment and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based on, but not limited to, the following:
 - Observable phenomena while at work such as direct observation of substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse;
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - A report of substance abuse provided by a reliable and credible source;
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the County;
 - Information that an employee has caused or contributed to an accident while at work while under the influence of drugs or alcohol; or
 - Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working, or while on the employer's premises, or while operating the employer's vehicle, machinery or equipment.
- When reasonable suspicion of impairment has been observed and the employee has caused or contributed to an on-the-job injury that resulted in a loss of work-time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to County property occurs, but only if reasonable suspicion is observed.
- As part of a follow-up program to treatment for drug abuse and upon consent of employee or additional reasonable suspicion has been observed.
- Routine fitness-for-duty drug or alcohol testing for safety sensitive positions. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical

examination where the examinations are required by law, regulation, or part of the covered employer's established policy, or one that is schedule randomly for all members of an employment classification group identified as safety sensitive.

Alcohol Testing

The consumption of alcoholic beverages on Anderson County's premises is prohibited. An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level test at any detectable amount, while on duty shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

Important Information for Job Applicants and Employees

When an employee or job applicant for safety sensitive positions submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medication and substances which may alter or affect the outcome of a drug or alcohol test.

This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. A copy of the information form should be kept by the job applicant or employee for their personal use.

If the job applicant or employee has a positive confirmed test result, a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA §§ 50-9-100 *et. seq.*, Drug- Free Workplace Programs.

The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court.

Substance abuse testing for job applicants and employees who apply for safety sensitive positions will include a urinalysis screen for the following drugs:

- Any controlled substance not medically prescribed to the applicant or employee.
- Any "Alcoholic Beverage", all liquid medication containing ethyl alcohol (ethanol). Please read the label for content. For example; Vicks Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
- Amphetamines: "Speed, "uppers", etc.
- Cannabinoids: THC, marijuana, hashish, "pot", "grass", "hash", etc.
- Cocaine: "coke", "crack", etc.

- Phencyclidine: PCP.
- Opiates: Narcotics, Heroin, Codeine, Morphine.
- Benzodiazepines.
- Methamphetamines.

**An employer must test for these substances in order to be certified. The Rules & Guidelines of the Drug-Free Workplace Program do not prohibit an employer from testing for a broader range of substances.*

4.18 Complaint Procedure

Anderson County Government will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a valid complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. All employees are responsible to help assure that we avoid harassment in the workplace. If you feel that you have witnessed harassment, you are to immediately notify the supervisor, manager, department head, elected official or the Director of Human Resources and Risk Management Department.

Formal/Informal Complaint

A complaint is defined as a statement by an employee about a problem or situation which concerns the employee and which the employee wishes to bring to the attention of the County. There are two types of complaints that can be used as a tool to ensure a proper outcome:

- **Informal Complaint** - Informal complaints may be submitted orally or written and may be presented to the employee's supervisor, manager, department head, Elected official or the Director of Human Resources and Risk Management Department. The County may respond to an informal complaint within ten (10) working days of being received. The objective of any complaint procedure is to be thorough while maintaining confidentiality.
- **Formal Complaint** - Formal complaints must be submitted in writing, signed, and dated to the employee's supervisor, manager, Department Head, Elected Official, or the Director of Human Resources and Risk Management Department. The formal complaint procedure can be found below.

Complaints concerning allegations of criminal conduct will be referred to the proper law enforcement authority or District Attorney General's Office for review. Normal time limitations embodied in this handbook for notifications and responses to allegations and complaints will not apply to cases involving criminal conduct or referrals to third-party investigators.

Anderson County's goal is to remain within the timeline set forth throughout; though, the goal is to conduct the review discretely while compiling all-inclusive data to ensure the procedure remains confidential and conclusive.

When formal/informal complaints relate to an isolated event, and is not an ongoing situation, the employee must bring the matter to the attention of the County within 30 days of its occurrence.

If such a complaint remains unresolved ten days after it is submitted, the employee may proceed with filing a formal grievance, as set forth below. The employee has a maximum of 60 days from the date of the event, or adverse decision, (whichever is later), to file a formal complaint. Failure to follow this timeframe may result in the grievance being rejected. However, complaints may be accepted when it is determined timeliness was clearly beyond the control of the employee.

Complaint Process Reporting

Employees:

Any employee who feels he or she has been subjected to abusive conduct is encouraged to report the matter orally or in writing to a supervisor including his or her supervisor, manager, appointing authority, elected official, or to the Human Resources and Risk Management Director. Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified above.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations, and any witnesses. Formal complaints must be documented in writing.

Witnesses:

An employee who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct (as defined herein) should report any and all incidents as set forth herein.

Supervisors:

Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to the Human Resource and Risk Management Director. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of employees involved.

If you feel wronged by an employment action or decision, including disciplinary action such as a warning, suspension, termination, or by an Anderson County Government policy being incorrectly applied, the best course of action is to discuss these differences with your direct supervisor, Department Head and/or the Human Resources and Risk Management Director in an attempt to reach a prompt and fair resolution of the problem.

If you are having a problem or question related to your work, supervisor, or co-worker, you should consult your immediate supervisor as soon as possible.

- If your supervisor seems unwilling or unable to address the matter, you have the option to discuss your concerns with your Department Head or Elected Official.
- If your problem or complaint is a situation that constitutes a violation of the Ethics Policy, Federal, State, or local laws and the Department Head or Elected Official seems unwilling or unable to address the matter, you have the right to discuss your concerns with the Director of Human Resources and Risk Management or Ombudsman/County Law Director.
- You can also ask to speak to any other departmental supervisor or the Human Resources and Risk Management Director without your supervisor being present. However, in this case, the person with whom you meet has the right to share information from this meeting with your supervisor.

Confidentiality

To the extent permitted by law, Anderson County Government will maintain the confidentiality of each party involved in an abusive conduct investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the employer from maintaining confidentiality of public records. Therefore, Anderson County Government cannot guarantee confidentiality.

The employee assistance program (EAP) provides confidential counseling services to Anderson County employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to Anderson County Government of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the County of an issue or complaint).

During the complaint procedure, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the County's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the County and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the review will be kept confidential to the extent possible and in accordance with any existing state or federal law.

Informal Complaint Procedure

The person complained against, known as the respondent, will be notified that an allegation has been made against them and informed of the review procedure.

Review

Reviews of alleged abusive conduct shall be conducted as soon as practicable and in accordance with the policies and practices of Anderson County Government. The objective of the review is to ascertain whether the behaviors complained of occurred, and therefore, will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors.

All interviews will be appropriately documented. The review will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The reviewer will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the findings.

Formal Complaint Procedure

Anderson County Government has established the following procedure for lodging a formal complaint of alleged harassment, discrimination, violence, or retaliation of Anderson County Policy violations. The County will treat all aspects of the procedure confidentially to the extent reasonably possible.

- An individual who feels harassed, discriminated, or retaliated against may initiate the

complaint procedure by filing a complaint in writing with Anderson County Government's Human Resources and Risk Management (HR) Director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the Human Resources and Risk Management Department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately report it to the HR Director.

- If an individual employee witnesses what is suspected to be harassment, ~~he/she~~ **they** should also file a written complaint with the HR Director.
- Upon receiving a complaint or being advised by a supervisor or manager that a violation of policy may be occurring, the HR Director will notify the Elected Official or Department Head and review the complaint with the County's legal counsel.
- Within five (5) working days, ~~when applicable~~ **if possible**, of receiving the complaint, the HR Director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint; and
- Initiate the review to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- During the review, the HR Director, together with legal counsel, other management **or HR** employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
- Within fifteen (15) working days, if possible, of the complaint being filed (or the matter being referred to the HR Director), the HR Director or other person conducting the review will conclude the review and submit a written report of ~~his or her~~ **their** findings to the appropriate County representatives.
- If it is determined that harassment or discrimination in violation of this policy has occurred, the HR Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- If the review is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR Director may recommend appropriate preventive action.
- Within five (5) working days, if possible, after the review is concluded, the HR Director will meet with the complainant and the respondent separately, notify them of the findings of the review, and inform them of the action being recommended.
- The complainant and the respondent may submit statements to the HR Director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR Director in which the findings of the review are discussed.

- Within ten (10) working days, if possible, from the date the HR Director meets with the complainant and respondent, the County representatives involved will review the report and any statements submitted by the complainant or respondent, discuss results of the review with the HR Director and other management staff as may be appropriate, and decide what action, if any, will be taken. The HR Director will report the County's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The County's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Corrective Action

In the event of a finding of abusive conduct, the employer will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies of Anderson County Government.

Any employee or Elected Official who engages in conduct that violates this policy, or who encourages such conduct by others, will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action up to and including termination, or changes in job duties or location.

Supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include, but is not limited, to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While Anderson County Government encourages all employees to raise any concern(s) under this policy and procedure, Anderson County Government recognizes that intentional or malicious false allegations can have a serious impact on innocent people. Individuals falsely accusing another of violations of this policy will be disciplined in accordance with the disciplinary policy of Anderson County Government.

Any employees exhibiting continuing emotional or physical effects from the incident in question should be informed of established employee assistance programs or other available resources.

When abusive conduct has been confirmed, the employer will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

4.19 Promotions, Transfers and Reassignments

Promotions: Anderson County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective criteria of each vacancy and the candidates involved.

Transfers: It is the policy of Anderson County that it may, at its discretion, initiate or approve

employee job transfers. You may request a voluntary job transfer by applying for a posted position.

Reassignments: When you reassign from one County department to another, all unused annual and sick leave will be transferred. Retirement and any other fringe benefits also will be transferred with the employee. Any compensatory time shall be used or paid out before transfer.

4.20 Suspensions and Demotions

The Department Head or Elected Official, or the appointed supervisor, may suspend you without pay for matters of poor performance or inappropriate conduct. You may *not* take annual leave, sick leave or compensatory leave ("comp time") while on suspension.

4.21 Employment Termination/Resignation

Your employment with Anderson County Government is a voluntary agreement between you and the County. We regret when it becomes necessary to terminate the employment of one of our employees. An employee's service will terminate and no further time of service will accrue if any one of the following conditions occurs:

- You resign,
- You are discharged,
- You fail to report to work for three (3) consecutive days without notification,
- You fail to report to work at the termination of a leave of absence or a vacation,
- You signify your intent to leave employment and leave the premises.

You may resign at any time; however, Anderson County requests that you submit your intent to resign in writing at least two (2) weeks prior to the effective date of resignation. Whenever an employee desires to resign, the County may choose to either allow you to continue to work until the effective date of resignation, request that you cease work immediately depending on the circumstance surrounding the resignation, or any mutually acceptable combination of the above. When you resign, all property of Anderson County Government must be returned immediately.

On occasion, you may wish to revoke the notice of resignation. Revocation of the resignation notice is treated on a case-by-case basis; strictly at the discretion of your supervisor, Department Head or Elected Official. There is no guarantee that the employee may return to the same position.

4.22 Exit Interview

Anderson County is dedicated to the development and retention of employees. And as such, the exit interview plays an integral part in understanding why employees choose to leave. It is important to capture information about our work environment and the factors that may lead to your choice to leave the County.

During this interview, the Human Resources and Risk Management Department representative will share any information with you about termination of benefits and your right to continue, your benefits as an individual. We will also answer any questions you have concerning the

termination of these benefits. The Human Resources and Risk Management Department will meet with Elected Officials or Department Heads to provide information obtained at the exit interview in an effort to improve the departmental operations.

4.23 Solicitations and Distributions

Non-employees are not permitted to solicit verbally or by distribution of written material to Anderson County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Anderson County employees made to other Anderson County employees are permitted only in non-work areas and during non-work hours.

5 COMPENSATION POLICIES

5.1 Job Classification

All job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge, and abilities necessary for the job. The Human Resources and Risk Management Department keeps job descriptions on file. When you begin a new position, you should receive a copy of your job description.

5.2 Base Compensation

Anderson County Government strives to pay salaries that are competitive with those in our community and industry, while recognizing individual effort and contribution to the success of the County, as well as the current economic condition of the County. Each position is rated according to experience, knowledge, training, duty, complexity, leadership, effect of errors, communication, problem solving, physical demands, potential work hazards, stewardship/responsibility, and education.

Employees are generally hired at the Minimum Rate of the position's pay grade, but may receive a different amount depending on experience and skill level or other relevant factors.

5.3 Timekeeping Procedures

The recording of work hours is considered a legal record of time worked and is used as a means to accurately compensate employees. The maintenance of these records serves many purposes, such as, ensuring you are paid in a timely manner and monitoring holiday and accrued leave hours. Each office is responsible for maintaining proper time records within their department.

It is the responsibility of each non-exempt employee to ensure that his or her time records are accurate and correct. Your supervisor will explain to you the official time recording method specified for your department.

Only your supervisor can authorize corrections or changes to the time record.

Anyone who willfully falsifies a time record will be subject to immediate dismissal.

5.4 Overtime Pay

In accordance with the Fair Labor Standards Act, Anderson County generally grants nonexempt employees compensatory time off instead of payment for the time worked in excess of forty (40) hours in a workweek. Compensatory time will be granted at time and one-half for all time worked in excess of forty (40) hours.

Overtime is calculated based on time worked, not time compensated. Time not worked (e.g., sick pay, vacation pay, jury duty pay, or similar compensation for non-worked days) does not count toward the forty (40) hours of worked time. Overtime must be approved in advance. Failing to do so may warrant disciplinary action.

With approval, you may use accrued compensatory time within a reasonable period after making the request if your absence does not unduly disrupt the operations of the department.

Compensatory time is cumulative to a maximum of 240 hours (160 hours of actual overtime worked) for all eligible Anderson County employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

If your additional work hours were for public safety activity, an emergency response activity, or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).

5.5 Payroll and Paydays

Anderson County Government pays its employees on a bi-weekly basis. Payroll checks are paid by direct deposit, and pay stubs will be available every other ~~Thursday~~ **Friday**. Some pay dates may occur earlier due to holidays.

6 EMPLOYEE BENEFITS

6.1 Benefits Summaries and Eligibility

Anderson County Government has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. The various benefit programs are not only an important part of your compensation; they also provide security and protection for you and your dependents.

In accordance with ACA guidelines, you are typically eligible for benefits when you work an **average minimum** of thirty (30) hours per week, on a regular basis. These benefits include: medical coverage, vision coverage, dental coverage, flexible benefits, disability, life insurance, and retirement. Specific eligibility requirements for any particular benefit are subject to the terms and conditions of the particular benefit and governed by the relevant plan documents.

Anderson County Human Resources and Risk Management Department will determine the effective date of coverage for your benefits. Typically, it is the first of the calendar month following thirty (30) days of continuous employment. For example, if you were hired on January 5th, coverage would go into effect March 1st.

For complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are **made available on your secure employee portal provided to you separately** or contact the Human Resources and Risk Management Department for another copy.

Generally benefits end the last day of the month in which you actively work. If you do not receive paychecks to cover the entire month **of coverage (and have premiums deducted)**, you may be required to submit a personal check to cover your portion of benefit costs.

6.2 Health Insurance and Dental Insurance

You must enroll for coverage within (30) days of employment or **sixty (60) days** an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided at new hire orientation. Although Anderson County pays the largest portion of the insurance cost for employees, you are also expected to share in the cost of health benefits.

6.3 Identification Cards

If you enroll in medical, **vision** or dental benefits, identification cards will be mailed to your home address. If you ~~should~~ **do** not receive your card, or lose it, please contact the Human Resources and Risk Management Department to request a new identification card.

6.4 ~~Short Term Disability Insurance~~

~~Eligible employees are covered by Anderson County Government short term disability plans after one hundred eighty (180) days of continuous full time employment. This base benefit is paid in full by the County on your behalf. Short Term Disability insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain short term disability benefits.~~

6.5 Life, Accidental Death and Dismemberment Insurance

The Anderson County Government Group Life Insurance covers all eligible employees. This insurance is payable in the event of the employee or dependent's death, in accordance with the policy, while the employee is insured. Accidental Death and Dismemberment Insurance is in the same amount of, and is in addition to, the employee's life insurance coverage. The summary plan booklet provided by our insurance company includes details on employee life insurance and accidental death and dismemberment coverage.

While Anderson County provides a basic Life and AD&D insurance policy, employees have the option to purchase additional coverage at their own expense. This information will be provided to employees during new hire orientation.

6.6 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Anderson County Government or loss of eligibility to remain covered under Anderson County's group health, vision, FSA, and dental insurance program, employees and their eligible dependents may have the right to continued coverage under Anderson County's group program for a limited period of time at their own expense. More information on COBRA is available in the Human Resources and Risk Management Department.

6.7 Insurance Deductions

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken. Your medical, dental, vision, life insurance, and any voluntary product deductions will be taken out of twenty-four (24) pay periods per year. There will be two (2) pay periods each year in which no insurance deductions will be taken.

If you miss a paycheck due to a work absence or unpaid time, you are responsible to contact Human Resources and Risk Management Department at 865-264-6300 to make payment arrangements. Insurance payments are due the 1st day of each month.

Benefit Coverage and Premiums During Leave (Including Workers' Compensation)

Health, pharmacy, vision and dental insurance benefits (core benefits), will continue at the level and under the conditions that coverage would have been provided if you had continued active employment. During any period of leave approved, the County shall continue to contribute the employer's portion toward the employee's core benefits. You will be eligible to continue these core benefit coverages provided you pay the related premiums equal to the employee contribution rates in effect at the time and any subsequent increase that may occur during the leave. During any period of leave approved, the County shall continue to cover the cost of your employer paid group term basic life insurance.

During any period of leave approved, you shall make arrangements with the Human Resources and Risk Management Department to pay the cost of other benefits for which you would ordinarily be responsible during any period of unpaid leave. Payment will be required in advance of the leave date or as soon as practicable after the start of the leave date and will cover the anticipated duration of the leave. The Human Resources and Risk Management Department shall terminate any benefits for which you have not made appropriate payment after such payment is past due for thirty (30) days. You shall be obligated to repay to Anderson County Government any insurance premiums which the County paid on your behalf.

All plan benefits are subject to vendor contractual language. Under no circumstances will Anderson County Government or its agents be held responsible for the vendor's implementation of certificate guidelines.

6.8 Annual Enrollment/Transfer Period

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during annual enrollment/transfer period. You are required to review your notices, home mailings, emails and department memos for information about the benefits for the upcoming year.

The Human Resources and Risk Management Department conducts Insurance Board of Trustees meetings along with open enrollment meetings for those needing assistance and information regarding the benefits. Additionally, plan year benefits and modifications are communicated via an Employee Benefit Guide. The Guide is made available prior to enrollment and uploaded on the County's employee portal for your convenience.

It is your responsibility to stay informed of benefit changes.

6.9 Workers' Compensation

You are protected under the State of Tennessee Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when you are performing tasks you were hired or directed to perform.

If you should experience an on-the job injury or illness you are required to report the incident to your supervisor immediately, and complete a Workers Compensation Packet in its entirety and submit to the Human Resources and Risk Management Department within twenty-four (24) hours of the injury:

- Choose a physician from the panel of primary physicians provided to you by your supervisor,
- Keep all appointments with physicians as scheduled or notify the Human Resources and Risk Management Department to have the appointment rescheduled,
- Notify the Human Resources and Risk Management Department and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty.
- Give your supervisor a copy of Return to Work forms you receive from the physician.

If you require emergency medical treatment, you should use the emergency room at any local hospital. Notification to the Human Resources and Risk Management Department should be made immediately.

The Risk Management Insurance provider has final authority to determine if a claim is accepted as a Workers' Compensation injury or is rejected and should be applied to your medical insurance.

6.10 Retirement Plan

Anderson County Government participates in the Tennessee Consolidated Retirement System (TCRS). Membership to the retirement plan is mandatory for all full-time employees and the five percent (5%) employee contribution will begin **the first day of the month following after** the six (6) month probation period. For those new hires who have prior TCRS membership, the TCRS probationary period will be waived and payroll deductions will start the following month after your date of hire. Anderson County Government contributes to the retirement fund for all eligible employees. TCRS information is available in the Human Resources and Risk Management Department or on the state website at <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>

Effective fiscal year 2021, Anderson County part-time and full-time, regular employees will have the option to participate in the State of Tennessee's 401k and 457b. These optional retirement plans are available without County matching funds. The State's 401k and 457b information is available in the Human Resources and Risk Management Department or on the site website at <https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing>.

If you are considering retirement from Anderson County, you need to schedule a meeting with the Human Resources and Risk Management Department approximately three (3) months before your retirement date.

120 Day Contract Provision:

In accordance with T.C.A., Section 8-36-805, retired TCRS members can accept temporary employment without suspension of retirement benefits. The retired member must have been

retired 60 days and cannot accrue additional retirement credits as a result of employment.

Additionally, compensation cannot exceed 60% of the retiree's final year's salary plus 5% compounded annually since retirement. Disability retirees are subject to a disability earnings limitation in addition to these limits on the number of days worked and salary.

Law Enforcement and EMS Retiree Return to Work Option

In accordance with TCA § 8-36-809 and TCA § 8-36-811, retired TCRS law enforcement officer or emergency medical services employee ("EMS") members may return to work with a Tennessee Consolidated Retirement System ("TCRS") covered employer without the suspension of benefits if certain conditions are met, except those who are receiving a disability benefit. Through this reemployment opportunity for TCRS retirees, members will receive a salary and draw a retirement benefit; however, the member's monthly retirement benefit will be reduced to seventy percent (70%) while reemployed with a TCRS-covered employer. Once the form has been approved for the qualifying retiree, TCRS will reduce the member's monthly gross benefit by 30%. While working under these Return-to-Work provisions, the member will not accrue additional TCRS service credit.

The department head must approve and TCRS paperwork. **TCRS paperwork** must be provided to the State and filed with the Human Resources & Risk Management Department prior to start date.

7 TIME-OFF BENEFITS

7.1 Holiday Policy

Time off work to enjoy the holidays is important to everyone. Anderson County Government provides paid holidays to all full-time employees. Part-time and temporary employees are not eligible to receive paid holidays. Anderson County Government will generally observe the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas

However, Anderson County Commission will annually establish a holiday calendar. Once approved by County Commission, the holiday calendar for that year will be distributed to employees.

Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked. The employee may elect to receive compensatory leave time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

If you are eligible for paid holidays, you will receive pay for each holiday, whether or not you are scheduled to work on those days, or time off the preceding or following work day. The amount of pay is prorated to the number of hours you work each week, not the hours in a day. This means you will receive the same amount of pay for each holiday. If the holiday falls on a day when you are scheduled to work fewer hours than the holiday credit hours you receive, you will take the remaining hours another day. If the holiday falls on a day when you are scheduled to work more hours than the holiday credit you receive, you will need to "make-up" those additional hours.

If a holiday falls within your vacation period, the day will be treated as a holiday and not as annual leave. If you are off sick the day before and/or the day after a holiday, your supervisor may request a doctor's certificate in order for the employee to be eligible for holiday pay.

Hours per Week	Holiday/Vacation Credit
40	8.00
39	7.75
38	7.50
37	7.50
36	7.25
35	7.00
34	6.75
33	6.50
32	6.50
31	6.25
30	6.00

7.1.1 Veteran's Day Policy – Sheriff's Department and EMS

Effective 2023, all Sheriff's Department and EMS employees receive the right to observe Veteran's Day so long as they are compliant with Tennessee Annotated Code 15-1-105 that states that the employee must be a veteran within the statutory definition with the requisite documentation such as a DD Form 214 or other comparable certification. The veteran employee must also request, in writing, Veteran's Day off at least thirty (30) days in advance, pursuant to T.C.A. § 15-1-105(b)(1). There can be no more than three (3) veteran employees off to ensure that public health and safety is not negatively impacted due to their absence, per T.C.A. § 15-1-105(b)(3).

7.2 Vacation Time

Time away from work allows you to pursue personal interest, relax and enjoy outside activities. Anderson County Government encourages employees to take their vacation days each year. Your annual vacation time is based upon the length of continuous service (employment) you have with the County as of your anniversary (hire) date of each year. An employee is not eligible to use vacation time until the employee has completed six (6) months of continuous service, at which time five (5) days of vacation will be available. The remaining five (5) days will be available on the employee's anniversary date. Vacation hours will be pro-rated from your anniversary date through June 30th. From that point forward, vacation hours will be applied on

or around July 1st as a lump sum. The following schedule is based upon a 40 hour work week. Employees who work less than forty (40) hours per week will have adjusted vacation leave (number of hours per week divided by five (5) days).

Years of Service	Days of Leave
0-3	10
4-7	12
8-11	15
12-15	18
16-19	21
20-23	23
24+	25

Vacation time may be accumulated and carried forward to the next year in an amount not to exceed one hundred sixty (160) hours. Any accumulated hours exceeding the one hundred sixty (160) hours limit will convert to sick time, for retirement purposes.

Vacation leave may be used only at times approved in advance by the employer. All efforts will be made to accommodate your request; however, vacation leave is normally approved to meet the work requirements and needs of the County. Subject to your supervisor's approval, vacation leave may be taken at any time as long as you schedule in advance.

Upon the termination of employment, you will be entitled to payment for any unused vacation time which has accrued as of the termination date.

7.3 Sick Leave

The purpose of sick leave is to give employees time to visit a doctor or to recover from an illness or injure. ***If you are sick – by all means, stay home!***

Sick leave is considered a privilege and not a right. Full time employees will receive full pay for a work day, with the exception of EMS 24-hour shift employees who will receive pay based on a twelve hour day. Sick leave in the amount of twelve (12) work days per year is earned at the rate of one (1) work day per month. If an employee is in a paid status for one-half the month, he/she will be credited one day of sick leave for the month. Accumulated sick leave has no value except for the purpose granted, and in the event of retirement **from Tennessee Consolidated Retirement**, accumulated sick leave may be credited toward retirement provided this is permitted under the rules and regulations of the Tennessee Consolidated Retirement System. Otherwise, all unused sick leave shall be forfeited. **and will not be paid out to employees upon the end of employment. It is the employee's responsibility to ensure any unused sick leave is reported to Tennessee Consolidated Retirement for immediate or future credit.**

You may qualify for sick leave pay when unable to perform assigned work due to the following:

- An employee's own illness;
- An employee's ~~medical or dental~~ **wellness** appointment which cannot be accomplished during off-duty hours;
- To care for an employee's child, spouse, parent, or a relative residing in employee's home as a result of an illness;
- To accompany a spouse, child, or parent to ~~medical or dental~~ **wellness** appointments;
- Enforced quarantine of the employee in accordance with community health regulations;
- Childbirth, adoption, or foster care placement;
- Maternity leave on an employee, because of pregnancy, childbirth, or related medical condition, may use up to four (4) months of accrued sick leave;
- On-the-job injury.

You are required to notify your immediate supervisor as soon as possible, at least thirty (30) minutes before and not later than fifteen (15) minutes after the start of work on the first day of absence. You should have a continued line of communication with your supervisor regarding extended sick leave absences. Partial sick days may be taken in increments of two (2) hours, but not less. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time charged to sick leave.

The Department of Labor regulations require an employee to be incapacitated for three (3) full days **for the same condition** before the employee's health condition invokes the protection of Family Medical Leave. Absences more than three (3) days to care for a sick or injured member of the employee's family is considered a Family and Medical leave eligible event as well (refer to Section 7.7 Family and Medical Leave for more information).

In order to substantiate extended periods of time taken off due to your personal or family related illness, the County may request a doctor's verification of the illness if you are absent three (3) or more consecutive workdays or if your absences are excessive.

The physician's statement must include the dates of absence due to illness, job restrictions (if any), expected prognosis, and projected return to work date. If you are unable to return to work on the estimated date, another statement must be obtained with another estimated or firm date of return. If you do not furnish this statement, you may be subject to disciplinary action up to and including discharge.

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days of leave needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or compensatory leave time available, subject to supervisor's approval.

7.4 Bereavement Leave

In the case of an immediate family member's death, you may take up to a maximum of three (3) paid working days to arrange and/or attend the funeral of an immediate family member without charge to your leave time. Two additional days of sick leave may be granted to provide a total of five days absence for this purpose. Any additional time off must first be approved by the employee's supervisor and shall be vacation leave, compensatory time leave, or leave without pay. Immediate family members include:

- Spouse (current)
- Parent
- Son or Daughter
- Brother or Sister
- Grandparent
- Grandchild
- Step-relative and In-laws of those above categories

You may use up to three (3) consecutive days of accrued leave for the bereavement of other persons not listed above. This leave will be deducted from your sick leave balance. If no sick leave remains, you must use compensatory time or take vacation leave. If no compensatory time or vacation leave time is available, it will be considered leave without pay. Amount of leave and approval will be from your direct supervisory.

7.5 Jury and Witness Duty

All employees are entitled to take a leave of absence for jury **or subpoenaed witness** duty. If you receive a jury summons **or witness subpoena**, you must notify your supervisor immediately. You must ~~advise your immediate supervisor as soon as a summons or notification is received and also must provide to the supervisor~~ a copy of the notification letter **to your supervisor**. Witness duty must pertain to job-related business ~~for to receive an excused absence with regular pay. This also includes a subpoena to court on non-work related issues.~~

For any non-work-related witness duty, you must provide a copy of the subpoena to your supervisor to receive an excused absence and approval of leave. You may utilize accrued personal or vacation hours to cover your leave. ~~This also includes a subpoena to court on non-work-related issues.~~

If you complete at any time during jury or witness duty your assignment within three (3) hours, you are expect to return to work immediately.

7.6 Military Reserves or National Guard Leaves of Absence

Regular, full-time employees who are members of any military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders. While on leave, the employee will receive their regular compensation for a period not to exceed 30 working days or equivalent

to 240 hours per calendar year, plus any additional days that may result from a call to active duty by the Governor pursuant to the explicit terms of Tenn. Code Ann. 58-1-106.

Such requested leave shall be supported with copies of the armed forces order and submission of verified attendance record signed by the commanding officer upon return to regular, full-time County employment.

Regular, full-time employees will be granted a leave of absence without pay for the purpose of being inducted into or otherwise entering military duty. If not accepted, the employee will be reinstated at the same rate of pay and without loss of seniority, benefits or status. If accepted for service, the employee may be eligible for reinstatement upon being released from active duty upon meeting the conditions set out in T.C.A. Title 8, Chapter 33 relative to employees in military service, and in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. 4301-4333.

Employees in military service shall be governed by the requirements of, and shall have all of the rights and benefits conferred upon such persons by state law found in T.C.A. Title 8, Chapter 33, and under USERRA, which is on file with the Human Resources and Risk Management and Risk Management Department.

Leave exceeding this limit may be charged to accrued annual leave, holidays, compensatory time, or the employee may elect to take leave without pay. Employees who elect to utilize leave must submit the request to their supervisor who then must communicate the leave with the Human Resources and Risk Management Department.

An employee required to report for military training shall show the appropriate orders to their supervisor. A Change of Status form shall be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources and Risk Management Department. USERRA Section 4312 (c) / 20 CFR 1002.9-103 states reemployment rights are subject to cumulative length of service to not exceed five (5) years. Department Heads should communicate all employee military leave to the Human Resources and Risk Management Department to ensure required record keeping of cumulative military leave.

In accordance with Section 4317 (b) / 20 CFR 1002.168 of USERRA mandating regular, full-time employee's benefits be reinstated immediately upon reemployment, all returning military personnel must report to the Human Resources and Risk Management Department as soon as possible to complete benefit enrollment.

7.7 Family/Medical Leaves of Absence

All employees who: 1) have been employed by Anderson County Government for at least twelve (12) months, and 2) have been employed for at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave, shall be entitled to benefits under the Family and Medical Leave Act (FMLA). Eligible employees should provide as much notice as possible, but at least a thirty (30) day notice, of their intention to take FMLA. Notice should be made to the Human Resources and Risk Management Department. Required Department of Labor (DOL) Notification Forms can be retrieved from your HR Department. In emergency situations, less notice may be given. Employees entitled to FMLA may take up to a total of twelve (12) weeks of leave per year:

- The birth or adoption of a son or daughter and to care for the newborn;
- The placement with the employee of a son or daughter for adoption or foster care;

- To care for the employee's spouse, son or daughter, or parent, with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of ~~his or her~~ **their** job;
- **Maternity Leave:** Employees who ~~are disabled~~ **qualify under the ADA as a person with a disability** because of pregnancy, childbirth, or related medical conditions may also be entitled to take a Family and Medical Leave of Absence;
- The employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active duty as a member of the National Guard or military reserves, or regular armed forces.

Military Caregiver Leave

An employee who is the spouse, parent, child or next of kin of a current or past member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to twenty-six (26) weeks of FMLA leave in a twelve (12) month period, for certain specific qualifying reasons related to the care of the family member.

Leave Duration

An eligible employee is entitled to take a total of twelve (12) weeks of unpaid leave under FMLA during a twelve (12) month period; the twelve (12) month period begins on the first day of the first approved day of FMLA. A rolling twelve (12) month period, measured backward from the date the leave commences, will be used to determine the amount of FMLA leave available to an employee.

For example:

- An employee who becomes eligible for FMLA on September 1, 2010 does not have an established FMLA twelve (12) month period until the employee requests this leave for a particular purpose.
- Pursuant to an appropriate first request, the above employee goes on a FMLA on January 15, 2011. This employee's twelve (12) month leave period runs from January 15, 2011 to January 14, 2012. On January 15, 2012, or any date thereafter, the employee is eligible for a second twelve (12) weeks of FMLA, provided that the employee has worked 1250 hours during the previous twelve (12) months.
- **In addition to FMLA twelve (12) weeks of unpaid leave, and in accordance with Tenn. Code § 4-21-408, eligible employees who give three (3) months' advance notice may elect supplementary absence for an additional four (4) weeks, not to exceed four (4) months, for adoption, pregnancy, childbirth and nursing an infant.**

An employee's entitlement to an FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement. The right to take FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement, or adoption or foster care of a child. An expectant mother may take FMLA before the birth of a child for prenatal care or if ~~her~~ **their** condition makes ~~her~~ **their** unable to work. In any case in

which husband and wife are both employees of Anderson County Government, the combined (total) number of workweeks of leave entitlement under this policy is twelve (12) weeks during any twelve (12) month period.

In some cases, FMLA leave may begin before the actual placement or adoption of a child if an absence from work is required for the placement or adoption or foster care to proceed.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of twenty-six (26) weeks of leave in a twelve (12) month period, including the types of leave listed above in this paragraph.

Intermittent Leave

In certain circumstances, FMLA leave may be taken on an intermittent or reduced leave schedule. Leave taken for childbirth or placement (adoption or foster care) may not be taken on an intermittent or reduced schedule. This leave may be taken only within twelve (12) months of the date of the birth or placement of the child.

A pregnant employee may take intermittent leave for prenatal examinations or for her own condition, such as for periods of severe morning sickness.

Leave taken to care for a spouse, child, or parent or for the serious health condition of the employee or for military caregiver leave may be taken on an intermittent or reduced schedule when medically necessary.

- For example, one who takes intermittent leave under this policy, who normally works a five (5) days a week schedule and who takes one day of leave under this policy will use one-fifth of one week of leave available. With this intermittent schedule, the employee could take one day (one-fifth of a week) for up to fifty-two (52) weeks (or one year) to get the full twelve (12) weeks of FMLA.
- Under a reduced schedule for FMLA, if a full-time employee who regularly works five (5) days a week must take off one half of the workweek, one half week (or two and one half days) of leave under this Policy is used each week. Thus it could take the employee up to twenty-four (24) weeks to use the entire entitlement of FMLA.
- An exempt employee taking FMLA by the hour is not a violation of the employee's exempt status under the Fair Labor Standards Act.

If leave is taken on an intermittent or reduced work schedule, the County retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits that better accommodates the employee's leave schedule.

Notification Procedure

You are responsible for notifying your immediate supervisor and the Human Resources and Risk Management Department, preferably in writing, that a leave of absence will be required. The Human Resource and Risk Management Department will provide you with the required forms as mandated by the Department of Labor (DOL). FML forms must be submitted to the Human Resources and Risk Management Department by you or your provider in accordance with Federal Guidelines, which is currently fifteen (15) days from the time you receive the required forms. If FML is approved, the Human Resources and Risk Management Department will notify you and your supervisor, as required by the DOL.

The Human Resources and Risk Management Department is responsible for compliance with

this policy ensuring that all employees eligible for FMLA are granted time off in a non-discriminatory manner. The Human Resources and Risk Management Department is responsible for ensuring that you are provided with a written notice detailing the specific expectations and your obligations and explaining the consequences of a failure to meet these obligations. Medical certification is required for leave due to your own serious health condition or that of a family member **before** approving a request for Family or Medical leave or **before** an employee may return to work at the conclusion of a leave. All FML Forms must be submitted to the Human Resources and Risk Management Department to ensure the County remains compliant with Health Insurance Portability and Accountability Act (HIPPA) guidelines.

During FML, your immediate supervisor and/or the Human Resources and Risk Management Department may request you to report periodically (~~typically every two weeks~~) on the status of the situation and your intention to return to work. If the amount of leave that you need changes, you must notify the Human Resources and Risk Management Department within three (3) business days of the date you know of the change and circumstances. The Human Resources and Risk Management Department will provide the requirements of the requested extension and notify your supervisor of the change. You are responsible for remaining in contact with your supervisor or the Human Resources and Risk Management Department during your **intermittent** absence.

Pay During Leave

All FMLA absences are **considered** unpaid. However, you shall first take any paid leave available under the provisions and limitations of Sick Leave; then exhaust any accrued compensatory time under the provisions of Compensatory Leave; then ~~may choose~~ **will be required** to exhaust any paid Annual Leave available under the provisions of Annual Leave, **including Vacation and Personal Leave**, and then shall be in a leave without pay status for the balance of the twelve (12) week leave period. Any sick and/or annual leave time taken will be regarded as part of FMLA leave.

You will continue to accrue sick and annual leave time during an approved FMLA leave of absence if you remain in pay status; however, employees taking leave shall not accrue sick and annual leave time while in a no pay status. You are considered to be in a pay status any time the County is paying your salary/wages.

Benefits Coverage and Premiums during Leave

Health, pharmacy, vision, and dental benefits (core benefits) will continue at the level and under the conditions that coverage would have been provided if you had continued active employment. During any period of leave approved, the County shall continue to contribute the employer's portion toward the employee's core benefits. You will be eligible to continue Group Insurance coverage provided you pay the related premiums equal to the employee contribution rates in effect at the time and any subsequent increase that may occur during the leave. During any period of leave approved, the County shall continue to cover the cost of your employer paid group term life insurance.

During any period of leave approved, you shall make arrangements with the Human Resources and Risk Management Department to pay the cost of other benefits for which you would ordinarily be responsible during any period of unpaid leave. Payment will be required in advance of the leave date or as soon as practicable after the start of the leave date and will cover the anticipated duration of the leave. The Human Resources and Risk Management Department shall terminate any benefits for which you have not made appropriate payment after such payment is past due for thirty (30) days. You shall be obligated to repay to Anderson

County Government any insurance premiums which the County paid on your behalf, if you fail to return to Anderson County Government employment after an approved period of leave, and if you fail to return to work.

All plan benefits are subject to vendor contractual language. Under no circumstances will Anderson County Government or its agents be held responsible for the vendor's implementation of certificate guidelines.

Return to Work

It is your responsibility to timely respond to any inquiry concerning your intention to return to work and to advise the County, specifically the Human Resources and Risk Management Department, as soon as you know that you will not be returning to work.

When you are due to return to work from FMLA from injury or illness to yourself, you must present a fitness for duty certificate that you are able to resume work. The County may delay reinstatement until the certification is submitted by you. A fitness for duty certification from an employee's health care provider that you are able to resume work shall be in accordance with Anderson County Government's customary and uniformly applied procedures. A fitness for duty certificate must be completed by the same health care provider that attended the illness that necessitated the FMLA absence.

Examples of situations where your right to reinstatement may be limited follow:

- If you fail to provide a required fitness-for-duty certificate;
- If you are unable to perform the essential functions of the job, with or without reasonable accommodation;
- If you fraudulently obtain FMLA Leave

If you are unable to return to work on the estimated date, you must notify the Human Resources and Risk Management Department prior to the return date and must obtain a new statement with another estimated or firm date of return. If you fail to notify Anderson County Government or furnish this statement you may be subjected to disciplinary action up to and including discharge.

An employee who returns from FMLA within twelve (12) weeks from the commencement of the leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The Department of Labor Notice of Rights can be found in Appendix 9.3. For additional information concerning FMLA, employees should consult with the Human Resources and Risk Management Department.

7.8 Voting Leave

Anderson County Government strongly encourages its employees to fulfill their civic responsibility to their community by expressing their right to vote. The purpose of this policy is to compensate employees of Anderson County Government for time required to vote during work hours in local, state, or national elections.

Anderson County strongly encourages its employees to utilize the early voting period to lessen the burden of staffing shortages, or exercise their voting privileges during regularly scheduled off days; however, if necessary and previously approved by the employee's supervisor, any employee entitled to vote in an election in this state may be absent from work for a reasonable period of time, not to exceed three (3) hours, necessary to vote while the polls are open in the County where the employee resides. An employee who is absent from work to vote may not be subjected to any penalty or reduction in pay for such absence, if the employee complies with this policy.

If the shift of an employee begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls of the County where the employee is a resident, the employee may not take time off under this section.

Supervisors reserve the right to stagger personnel in order to cover business needs and specify the time the employee may be absent. Request for such absence shall be made to the employer before twelve o'clock (12:00) noon of the day before the election. Employees may not use voting leave to extend scheduled work hours to exceed total scheduled work hours.

To be eligible for voting leave, employees must:

- Have prior approval from their supervisor,
- Be registered to vote,
- Vote, and
- Be scheduled to work on Election Day during the hours of 7:00am and 7:00pm local time.

Overtime is calculated based on time worked, not time compensated. Time spent on voting leave will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.

7.9 Maternity/Paternity Leave

In accordance with Tennessee Code Annotated 4-21-408 (copy on file in Human Resources and Risk Management Department), Maternity/Paternity leave is granted to employees for a maximum of sixteen (16) weeks, with the first twelve (12) weeks of leave falling under the Family Medical Leave Act (FMLA) and remaining four (4) weeks as maternity/paternity leave. TCA 4-21-408 is an unpaid leave benefit. You must be employed full-time for at least twelve (12) months to receive maternity/paternity leave.

You must provide at least four to six (4-6) weeks advance notice of your anticipated date of departure, except in those cases where medical emergency prevents this notice, and state the length of your requested leave and your intention to return to full-time employment after leave.

You are required to use your accrued **Sick and Compensatory** leave (~~vacation, sick, comp~~) **including Vacation and Personal** leave, and then shall be in a leave without pay status for the balance of your maternity/paternity leave. Accrued leave and maternity/paternity leave are used at the same time – you do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and /or

bonding with the infant. If the County finds that you pursued other employment opportunities or worked part-time or full-time for another employer during the period of maternity/paternity leave, then the County does not have to reinstate you at the end of your leave period.

Pregnancy Workers Fairness Act

As required by the federal Pregnant Workers Fairness Act (PWFA), Anderson County will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the County's operations.

An employee may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the Human Resources and Risk Management Department (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation. Upon receipt of a request for accommodation, HR will contact the employee to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. Each accommodation request will be individually assessed.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Anderson County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Pay During PWFA Leave

All PWFA absences are considered unpaid. However, you shall first take any paid leave available under the provisions and limitations of Sick Leave; then exhaust any accrued compensatory time under the provisions of Compensatory Leave; then will be required to exhaust any paid Annual Leave available under the provisions of Annual Leave, including Vacation and Personal Leave, and then shall be in a leave without pay status. Any sick and/or annual leave time taken will be regarded as part of PWFA leave.

You will continue to accrue sick and annual leave time during an approved PWFA leave of absence if you remain in pay status; however, employees taking leave shall not accrue sick and annual leave time while in a no pay status. You are considered to be in a pay status any time the County is paying your salary/wages.

The County prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

7.10 Personal Leaves of Absence

If you exhaust all your vacation and sick leave and still need time off for personal or health reasons that may or may not qualify for other federal leave accommodations, you may apply for an unpaid leave of absence for a period of up to three (3) months if you are a full-time

employee. The request for leave must be given to your supervisor and your department director at least thirty (30) days prior to the start of the requested leave unless the leave is an emergency.

Your supervisor (or department director) may or may not approve your request for a leave of absence. The decision is at ~~his/her~~ **their** discretion, unless the leave qualifies under ~~the FMLA or the Tennessee Maternity Leave Act~~ **State and Federally mandated leave**. Some of the matters considered in approving the request are your length of service, employment record, and the reason for the absence.

If your leave is approved you will be responsible for continuing to report periodically to your supervisor if requested.

While you might originally request a leave of absence for a period of three (3) months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one (1) year. You do not accrue sick and vacation leave while you are on an **unpaid** approved leave of absence.

You must notify your supervisor of the anticipated date of your return to work prior to that date. Your supervisor is responsible for immediately notifying the Human Resources and Risk Management Department.

If you fail to return to work at the conclusion of your leave of absence, you will be terminated from employment. If you are unable to return to work, you are responsible for requesting an extension (in advance) from your supervisor or department director.

There may be changes in your employee benefits during a leave of absence. Please contact the Human Resources and Risk Management Department to determine what changes you may experience.

7.11 Paid Personal Leave or Administrative Leave

At the discretion of the Elected Official or Department Head, paid personal leave or administrative leave may be granted.

Paid administrative leave must be for a good cause or substantial allegation or wrong doing determined by the employer. Administrative leave is not available in conjunction with or following a decision by employer or employee for voluntary or involuntary termination.

It is the County's general policy to grant up to three (3) days of paid personal leave to its employees. This leave must be granted in advance. The privilege of personal leave is permissive only and may be restricted or eliminated when it is not convenient for the employee to take personal leave or where the employee takes excessive personal leave. Personal leave is earned at the rate of twenty-four (24) hours per year and is applied at the beginning of each fiscal year, July 1st. Personal leave will be prorated at two (2) hours per month from date of hire until June 30th for employees hired mid-year. Personal leave that is remaining at the end of the fiscal year will be converted to sick leave and accumulated on the records of the employee as sick leave.

8 ACKNOWLEDGMENT

I, _____ acknowledge that I have received a copy and/or link to the Anderson County Employee Handbook, and I do commit to read and follow these policies. Policies that have been discussed are as follows (but are not limited to):

(Check/Initial acknowledging that said policy was given to you)

_____ Section 3 Employment Policies

- 3.1 Equal Employment Opportunity & Grievance Procedures
- 3.3 Americans with Disabilities Act

_____ Section 4 Standards of Conduct

- 4.6 Harassment & Complaint Process
- 4.7 Violence in the Workplace & Enforcement
- 4.8 Bullying in the Workplace & Complaint Process
- 4.17 Complaint Process

I am aware that if, at any time, I have questions regarding Anderson County Government policies I should direct them to my supervisor or the Human Resources and Risk Management Department.

I know that Anderson County Government policies and other related documents do not form a contract of employment and are not a guarantee by Anderson County Government of the conditions and benefits that are described within them. Nevertheless, the provisions of such County policies are incorporated into the Acknowledgement, and I agree that I shall abide by its provisions.

I also am aware that Anderson County Government, at any time, may on reasonable notice, change, add to or delete from the provisions of the County policies.

Employee's Printed Name

Position

Employee's Signature

Date

9 APPENDICES

9.1 Employee Badge / Building Access System

1. PURPOSE:

- a. To help ensure the safety and security of the employees of Anderson County Courthouse, Jolley Building, General Sessions II and all satellite office locations, it is the policy of Anderson County Government that all employees, including volunteer employees, are required to visibly display their badge on their person while on Anderson County property. In addition, contractors and their employees may also be required to obtain a badge by the issuing official and display identification including their name and the company they work for. This Policy further establishes uniform procedures for employee badge policies regarding utilization, distribution, replacements and return and/or destroy upon termination.

2. ORGANIZATIONS AFFECTED

- a. All Anderson County Government Departments and Offices, as well as any persons providing on-going services to Anderson County Government.

3. DEFINITIONS

- a. **Anderson County Government Employee Badge:** A badge provided by the organization for the purpose of identifying those who are employed by Anderson County Government or provide on-going service to the County. The badge will contain the facial photo, name, ACG Department affiliation and select credentials of the wearer.
- b. **Access Control System:** The badge system in place is to provide a reasonably safe and secure environment for the Anderson County Courthouse, Jolley Building, General Sessions II and all satellite offices.
- c. **Issuing Official:** Elected Officials, Department Heads or their designees who are authorized to request issuance, door access deletion/addition, replacement or surrender of badge for their assigned locations only.
- d. **Badge Office:** A facility maintained by the Anderson County Sheriff Office with assistance from the Human Resources and Risk Management Department and/or IT Department, as approved by the ACSO, for the issuance and management of badges.
- e. **Official Capacity:** Includes any time while in Anderson County Government property working for or representing the County, including break periods.
- f. **Property:** Any property owned or leased by Anderson County Government.

4. PROCEDURE:

- a. Select employees and other persons formally associated with or acting on behalf of Anderson County Government that perform activities on the property, will be issued an official Anderson County Government employee identification badge. The badge will be issued by an Issuing Official, and must be worn prominently on the outer clothing between shoulder and waist with the photo side out when an employee is in an official capacity.
- b. It is the responsibility of the Issuing Official to ensure that every individual required to possess a badge obtains it the first day they begin work at Anderson County Government. To obtain a badge, the Issuing Official must complete the required badge form.
- c. Multiple Locations: If an employee must have access to multiple locations due to the nature of their position, each Department Head must approve the Multi-Location Employee Badge form via signature as the Issuing Official, authorizing access to their individual department.
- d. Use of Identification Badge will:
 - i. Provide reliable and controlled identification.
 - ii. Provide a cost-efficient and controlled method of obtaining access to certain areas of the property.
 - iii. Confirm to other members of the workforce the authorized presence of a person.
- e. The face of the badge will contain the following:
 - i. Name (first, middle initial, last). If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names will be allowed. *Security Exception:* If an individual feels the appearance of their full name on the badge may present a significant personal threat, they can petition for an exception to the policy. To do so, the individual should submit a request to the Department Head stating the reason for the request. The Department Head will evaluate and approve or disapprove the request. If approved, the Department Head will file a request with the Badge Office to issue a replacement badge. At a minimum, the replacement badge will bear the possessor's last name and office on the front.
 - ii. Photograph – a full-face color image with exceptions for ACCSO personnel and any others deemed necessary by the Issuing Official who require no photo for their own security.
 - iii. Credentials – a maximum of nine (9) alpha character may appear on a separate line.
 - iv. Department – the responsible department or organization issuing the badge.

- v. Anderson County Seal – the County seal along with Anderson County Government will appear on the badge.
- f. The official badge may not be defaced, pierced or visually obstructed in any manner. Stickers, pins or other items affixed to the badge will impair its purpose and performance.
- g. The badge will be used solely by the person authorized by the Issuing Official, and under no instances will it be transferred to another individual. If an employee is found to allow others to utilize their badge in any capacity, they may face disciplinary actions up to termination.
- h. Employees will only be authorized to be issued on badge.
- i. Lost, damaged or stolen badges must be reported immediately to the issuing department and to the Badge Office. Failure to do so may result in disciplinary action, due to the possibility of unauthorized usage and/or access to government offices. A replacement badge will be provided when:
 - i. Person's name changes (supporting documentation required);
 - ii. The badge breaks (old badge turned in);
 - iii. Badge is lost or misplaced (subject to applicable fee).
- j. The badge will be maintained until the relationship with Anderson County Government has been terminated, or upon demand of the employee's supervisor or department head. If an employee terminates employment or transfers from one department to another, it is the responsibility of the Issuing Official in the department which the employee is leaving to obtain the badge from the employee and submit the change to the Badge Office for destruction. In the case of a transfer, it is the responsibility of the Issuing Official in the employee's new department to ensure that the employee is issued a new badge with appropriate department listed. Upon termination of employment, the Badge Office will suspend the badge in the system immediately allowing the buildings and staff to remain secure.
- k. Issuing Officials are responsible for establishing their office procedure that assures adherence to all guidelines contained in this policy. Disciplinary action is strongly recommended to be taken if an employee chooses not to abide by the Policy.

5. BADGE TO SERVE AS KEY CARD

- a. There will be a series of badge readers throughout the Anderson County Courthouse, Jolley Building and various satellite locations. The employee badges will serve as keys to access certain areas, as well as the courthouse after hours. Courthouse doors will automatically lock and unlock during designated times.
- b. To ensure that the building will be unlocked for certain meetings after hours, the individual responsible for the meeting must submit in writing/email the request to the designated person(s) at the Anderson County Sheriff's Office.

- c. The badge DOES NOT have the ability to lock any interior office doors. The assigned badge only has the ability to serve as a way to gain entry while tracking the entries for security purposes. You must physically lock the interior doors, as they DO NOT have strikes on them.
- d. Elected Official and Department Heads will have the authority to request reports for their assigned locations/offices/doors only. Reports will be supplied within seven (7) days of the request.

6. ACCESS CONTROL SYSTEM

- a. It is the responsibility of the Anderson County Sheriff's Office as the Badge Office to monitor the function, proper operation, individual programming and issuance of badges for the access control system. Additionally, the IT Director and the Human Resources and Risk Management Department may be called upon to assist with the programming and issues with the access control system.
- b. Issuing Officials will be responsible for authorizing the level of access each employee has to their specific department.
- c. Elected Officials, Department Heads/Managers, etc. will orient individuals on the specific procedures for entering and exiting the department to ensure their staff remain in compliance with this policy as well as each departments' procedures.
- d. In the event of an emergency, two temporary access badges will be maintained in the Sheriff's Office Dispatch and must be logged out by the temporary user(s). These badges will only be used in situations such as a bomb threat or medical emergencies.
- e. The temporary access badges will be a different color than the standard "white" issued cards.

9.2 Receipt of Anderson County Government Badge Policy

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Employee Badge Policy. I further acknowledge that I will read the Policy and any questions which I have will be addressed to my Supervisor, Human Resources and Risk Management Department and/or the Anderson County Sheriff's Office.

Employee's Printed Name

Position

Employee's Signature

Date

9.3 Code of Ethics – Anderson County Government

Section 1. Definitions.

(1) "County" means Anderson County Tennessee, which shall include all boards, committees, commissions, authorities, corporations, or any other instrumentalities of Anderson County Government appointed or created by the County, or an official of the County, and including the County School Board, the County Election Commission, the County Health Department, and Utility Districts of the County.

(2) "Official and employee" means and includes any Anderson County official, singular or plural, whether elected or appointed, officer, employee, or any member of any board, agency, commission, authority or corporation (whether compensated or not) or any person employed or appointed by Anderson County.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, decided or otherwise acted upon in an official capacity.

Section 2. Disclosure of Personal Interest in Voting Matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes of the meeting, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, abstain from voting on the measure.

Section 3. Disclosure of Personal Interest in Non-Voting Matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote; including but not limited to, managing, supervising, or awarding any contract, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of discretion shall disclose, before the exercise of discretion when possible, the personal interest on the authorized Disclosure Form and file that form with the County Clerk. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of Gifts and Other Things of Value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the County:

- (1) For the performance of an act, or refraining from performance from an act, that he or she would be expected to perform or refrain from performing in the regular course of his or her County duties; or
- (2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing County business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screens, immunizations, vaccines, amenities, or items necessary to the performance of the official or employees' duties that are provided by the County, or in connection with a conference, meeting, or employee fair sponsored by the County, other governmental entity, or an established and recognized state-wide association of county government officials or by an umbrella or affiliate organization of such state-wide association of county government officials, or professional organization, association, licensing board or Chamber of Commerce sponsored event.

Nothing contained within this policy shall prevent employees from obtaining secondary employment for off-duty time, provided that such employment is approved by the supervising department director or elected official.

Section 5. County Ethics Commission.

A County Ethics Commission (hereinafter "Commission") consisting of sixteen (16) voting members shall be appointed to serve two (2) year terms, subject to the initial term provision recited below, with no term limits, and shall consist of the following membership:

- A) County Mayor, or designee;
- B) Chairman of the County Legislative Body, or designee;
- C) County Clerk, or designee;
- D) Circuit Court Clerk, or designee;
- E) Clerk and Master, or designee;
- F) Director of Schools, or designee;
- G) Highway Superintendent, or designee;
- H) Member of the Judiciary – as selected by the Honorable Judges of the County and Seventh (7th) Judicial District, or designee;
- I) Assessor of Property, or designee;
- J) Register of Deeds, or designee;
- K) Sheriff, or designee;
- L) Trustee, or designee;
- M) Member of the County Legislative Body as selected by their membership, or designee;
- N) Member of the County School Board as selected by their membership, or designee;
- O) County Mayor Appointment;
- P) County Legislative Body Appointment; and
- Q) Ombudsman/Law Director, ex officio.

Designees and appointees can be selected from other County Officials, employees or citizens.

Initial Terms shall run from July 1, 2007 until September 30, 2010. Subsequent two (2) year membership terms shall begin on October 1, 2010.

The Commission shall convene as soon as practical after their appointment and elect a Chair and Secretary. All meetings, with the exception of executive sessions, shall be open to the public and publicly noticed in a newspaper of general circulation in the County for at least one time no less than five (5) days prior to the meeting. The Ethics Commission Secretary shall prepare an agenda for each meeting subject to approval by the Commission Chair. All meeting notices, agendas and supporting materials shall be mailed or hand-delivered to members no less than five (5) days prior to the scheduled meeting.

A majority of Commission members present shall constitute a quorum. The Commission shall act officially by majority vote of the entire membership. Death of a member and abstentions for stated cause shall reduce the needed majority vote accordingly.

The Commission shall have original jurisdiction to hear and decide all violations of this Code.

Unless specifically governed herein, or by state law, the Commission shall conduct all meetings in accordance with Robert's Rules of Order, most recent edition.

The official records, minutes and closed investigations of the Commission shall be maintained by the Secretary and filed in the Office of the Anderson County Clerk, where they shall be open for public inspection during reasonable business hours.

Section 6. Complaints.

Questions and complaints regarding violations of this Code of Ethics or any violation of state law governing ethical conduct should be directed to the Ombudsman for the Commission. Complaints shall be in writing and signed by the person making the complaint. At least one witness shall sign the complaint attesting to the authenticity of the signature only. All complaints shall be as specific as possible and shall set forth in reasonable detail the facts upon which the complaint is based. Complaints will be received by U.S. Mail only addressed to the following:

Anderson County Ethics Commission
101 South Main Street, Suite 310
Clinton, TN 37716

The Commission or Ombudsman shall investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for such action to end or seek retribution and/or restitution for any activity that, in the Commission's judgment constitutes a violation of this Code of Ethics. If a member of the Commission or the Ombudsman is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint. If the Ombudsman is the subject of the complaint, the Chair of the Ethics Commission shall receive and investigate the complaint and otherwise serve and act in the role of Ombudsman.

Section 7. Ombudsman.

The County Law Director shall serve in the position of Ombudsman and shall receive and investigate all complaints regarding violations of this Code of Ethics. The Ombudsman shall make an initial inquiry to determine if the act complained of lies within the original jurisdiction of this Code and Commission, as defined herein. If the Ombudsman determines that jurisdiction is vested with the Commission then the alleged violation will be investigated and referred to the Commission for further action. The Ombudsman is charged with presenting evidence and prosecuting cases brought before the Commission for a requested hearing. The Ombudsman shall cause reasonable notice to be given to the affected official or supervising department head when an ethics complaint is received. All ethical violations defined herein will be referred to the Commission.

After the investigation is complete, or within ninety (90) days of the postmark on the complaint, whichever comes first, the Ombudsman shall report the matter to:

- 1) The Commission, if the act complained of falls within the original jurisdiction of the Commission; and
- 2) The Department Head or Elected Official, Board, or Commission supervising the official or employee for additional action; and/or
- 3) Local law enforcement agency or the District Attorney General if criminal activity is suspected; and/or
- 4) State Ethics Commission or the State Election Commission if the act complained of falls within the appropriate jurisdiction; and/or
- 5) The District Attorney General or Law Director for ouster investigation and appropriate action; or
- 6) The Ombudsman shall dismiss the complaint for lack of reasonable supporting and corroborating evidence, lack of jurisdiction, lack of merit, lack of cooperation from the complainant, or complainant's unwillingness to testify before the Commission or Court of law, or withdrawal of the complaint by the complainant.

Section 8. Enforcement Options.

Prior to making a decision on any available enforcement options the Ethics Commission may, by majority vote, request a hearing to receive additional information regarding any ethics complaint noticed to the Commission by the Ombudsman. When Ethics Commission hearings are conducted the accused employee or official shall have the right to be represented by counsel, appear and be heard before the Commission and present all relevant evidence in support or defense of their alleged conduct. Accused employees or officials shall be notified by certified mail of the hearing date no less than five (5) days prior to the hearing. Continuances shall be granted for good cause only. Continuance requests shall be in writing and directed to the Commission Chair for decision.

The Commission may, upon majority vote:

- 1) Refer the matter to the Law Director for a legal opinion and/or recommendation for action; or
- 2) In the case of an official, refer the matter to the County Legislative Body for possible public censure by resolution of the County Legislative Body if such body finds such action warranted;
- 3) In the case of an employee, refer the matter to the official or department head responsible for supervision and control of that employee for possible disciplinary action if the official or department head finds such discipline warranted;
- 4) In a case involving possible violations of state statute, refer the matter to the District Attorney General for possible ouster or criminal prosecution.

When interpreting and enforcing the provisions of this Code the Commission and/or Ombudsman shall use the standard of what an objective reasonable person would have done, or would have perceived was done, under the facts and circumstances given. When a violation of this policy also constitutes a violation of a personnel policy or civil service policy, the violation shall be dealt with as a violation of the personnel or civil service policy provisions rather than a violation of this policy.

Section 9. Applicable State Laws.

In addition to the ethical principles set out in this Code, state law also provides a framework for the ethical behavior of County officials and employees in the performance of their duties. Officials and employees should familiarize themselves with state laws applicable to their office, position and the performance of their duties. To the extent that an issue is addressed by state law, (law of general application, public law of local application, local option law, or private act), the provisions of state law, to the extent they are more restrictive, shall control. The following is a brief nonexclusive survey of selected state laws concerning ethics in County government. For the full text of these statutes see the identified Tennessee Code Annotated (T.C.A.) sections.

Campaign Finance – T.C.A. Title 2, Chapter 10. Part 1 (Campaign Financial Disclosure) requires candidates for public office to disclose contributions and contributors to their campaigns. **Part 3** (Campaign Contribution Limits) limits the total amount of campaign contributions a candidate may receive from an individual and sets limits on the amount a candidate may receive in cash.

Conflict of Interest – T.C.A. §12-4-101 is the general conflict of interest statute that applies in all counties. It prohibits anyone who votes for, lets out, or in any manner supervises any work or contract from having a direct financial interest in that contract, purchase, or work, and it requires disclosure of indirect financial interests by public acknowledgment.

Conflict of Interest – T.C.A. §49-6-203 applies to the Department of Education or School Board in all counties and prohibits the direct and indirect conflict of interest in the sale of supplies for use in public schools.

Conflict of Interest – T.C.A. §5-1-125 applies in all counties and prohibits county officials and employees from purchasing surplus county property except where it is sold by public bid.

Conflict of Interest – T.C.A. §54-7-203 applies in all counties that are governed by the County Uniform Highway Law. It prohibits officials and employees in the Highway Department and members of the County Legislative Body from having any personal interest in purchases of supplies, materials, machinery, and equipment for the Highway Department.

Conflict of Interest – T.C.A. §5-21-121 is part of the County Financial Management System of 1981, lawfully adopted and in effect in Anderson County. It prohibits the director, purchasing agent, members the committee, members of the county legislative body, or other officials, employees, or members of the board of education or highway commission from being financially interested or have any personal interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the county.

Conflict of Interest – T.C.A. § 12-4-101 govern disclosures and abstentions from voting due to conflicts of interest related to members of the County Legislative Body.

Conflict of Interest Disclosure Statements – T.C.A. §§8-50-501 et seq. requires candidates and appointees to local public offices to file a disclosure statement with the State Ethics Commission listing major sources of income, investments, lobbying activities, professional services provided, bankruptcies, certain loans, and other information, and to keep these statements up to date.

Gifts – T.C.A. § 5-21-121 provides that no firm, corporation, partnership, association or individual furnishing any such supplies, materials or equipment, shall give or offer not shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation

Honorarium – T.C.A. §2-10-116 prohibits elected officials from accepting an honorarium, (including money or anything of value, but not including reimbursement for actual expenses) for an appearance, speech, or written article in their official capacity.

Private Use of Public Property – T.C.A. §54-7-202 applies to the Anderson County Highway Department. It prohibits the private use of equipment, rock, and other highway materials.

Court Sales – T.C.A. §39-16-405 prohibits judges, clerks of the court, court officers, and employees of court from bidding on or purchasing any property sold through the court for which such person discharges official duties.

Rules of the Supreme Court – Rule 10, Cannon 5, (Code of Judicial Conduct), establishes ethical rules for Judges and other court personnel when exercising judicial functions.

Rules of the Supreme Court – Tennessee Rules of Professional Conduct, establishes ethical rules for Tennessee attorneys.

Fee Statutes – T.C.A. §§8-21-101, 8-21-102, and 8-21-103 set out circumstances where fees are authorized, prohibit officials from requiring payment of fees in advance of performance of services except where specifically authorized and set penalties for charging excessive or unauthorized fees.

Consulting Fee Prohibition for Elected County Officials – T.C.A. §§2-10-122 and 2-10-124 prohibit officials from receiving compensation for advising or assisting a person or entity in influencing County legislative or administrative action.

Crimes Involving Public Officials – T.C.A. §§39-16-101 et seq. and the following sections prohibit bribery, soliciting unlawful compensation, and buying and selling in regard to offices.

Official Misconduct – T.C.A. §39-16-402 applies to public servants and candidates for office and prohibits the unauthorized exercise of official power acting in an official capacity exceeding the servant's power, refusal to perform a duty imposed by law, violating a law relating to the servant's office or employment, and receiving a benefit not provided by law.

Official Oppression – T.C.A. §39-16-403 prohibits abuse of power by a public servant.

Bribery for Votes – T.C.A. §§2-19-121, 2-19-126, and 2-19-127 prohibit bribery of voters in an election.

Misuse of Official Information – T.C.A. §39-16-404 prohibits a public servant from obtaining a benefit or aiding another person in obtaining a benefit from information which was obtained in his/her official capacity and is not available to the public.

Public Official Ouster Law – T.C.A. §8-47-101 sets out conduct that is punishable by ouster from office, including misconduct in office and neglect of duties. Ouster cases may be filed by either the Law Director or District Attorney General.

9.4 Notice of Rights (FMLA)

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 Revised February 2013

9.5 Multi-Factor Authentication Policy

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Employee Badge Policy. I further acknowledge that I will read the Policy and any questions which I have will be addressed to my Supervisor, Human Resources and Risk Management Department and/or the Anderson County Sheriff's Office.

I. INTRODUCTION

The purpose of this policy is to define the Multi-Factor Authentication (MFA) requirements for access to the Anderson County Government network and email systems. This policy is designed to minimize the potential security exposure to Anderson County from damages which may result from unauthorized use of internal and external services. Multi-factor authentication (MFA) adds a layer of security which helps deter the use of compromised credentials.

II. SCOPE

This policy applies to all staff members of the Anderson County Government community who access restricted or confidential data outlined within this policy, and for those who may require remote (off site) access to email and the other services within the County's network environment. There may be extraordinary instances when a member has a legitimate need to use the services outside the scope of this policy. The Department Head and IT Director must approve, in advance, exception requests based on the balancing of the benefit versus the risk to the County. Exceptions for individuals with disabilities will be addressed on an individual basis with the County's Human Resources and Risk Management Department (HR).

III. DEFINITIONS

Multi-factor Authentication (MFA) is a method of authentication that requires more than one verification method to ensure it is really you logging into your account. MFA adds a critical second layer of security when users sign-in to their County PC workstations & Microsoft Office 365 Email. It does this by requiring more than one method of verifying that it is really you logging into the account.

Local Access is any access to organizational information systems by users (or processes acting on behalf of users) where such access is obtained by direct connections without the use of networks.

Network Access is access to organizational information systems by users (or processes acting on behalf of users) where such access is obtained through network connections (i.e., nonlocal accesses).

Remote Access is a type of network access that involves communication through external networks (e.g., the Internet).

IV. POLICY

With new technological advances, it is easy for individuals to inadvertently fall victim to highly sophisticated phishing attacks. This could give a hacker unauthorized access to the County network and information system (Network).

The Anderson County Information Technology Department (IT) has taken several steps to protect and monitor our Network. As part of its efforts, the IT Department has established a Multi-Factor Authentication (MFA) Policy which provides a crafted method of protection for Local Government data processing that utilizes and stores sensitive personal and financial information.

In order to access Government resources and the Network, all individuals will be required to engage in one additional step beyond the normal logon process. Individuals will be required to register a second approved device. The MFA system will send a message to the device which the individual must use to authenticate. Upon successful completion of this two (2) step authentication process, the individual will be able to access the system.

Any exceptions to this policy must be approved by the appropriate department head and the IT Director.

V. ENFORCEMENT

This policy regulates the use of all MFA access to the Anderson County Government network(s) and users must comply with established appropriate and acceptable use policies per the Anderson County Employee Handbook.

All Elected Officials and Department Heads shall ensure their staff and contracted staff use MFA for County access and for all user accounts managed systems.

IT network data and email processing services will be terminated immediately if any suspicious activity is observed. Service will remain disabled until the issue has been identified and resolved. Any Anderson County Government employee found to have intentionally violated the any of the County's acceptable use policies will be subject to loss of privileges. If the matter involves illegal or criminal conduct, the matter will also be referred to the proper law enforcement authority. By choosing to use Anderson County Government systems, you hereby agree to all terms and conditions listed above.

VI. USER REQUIREMENTS

All members are required to register their user credentials for remote access to the County's MS Office 365 environment. If a staff member does not register their user credentials, they will not be permitted remote access to the County's MS Office 365 service.

The County's determined verification method is:

1. Multifactor Authentication App from the App Store or Playstore
2. SMS Text Message with a code
3. Hardware Token that uses Randomly Generated OTP (one-time password)
4. Hardware Token that uses FIDO (USB Key)

VII. LOST OR STOLEN DEVICE

All lost or stolen devices should be reported immediately to the IT Department, so that device may be denied access to the County's MS Office 365 services.

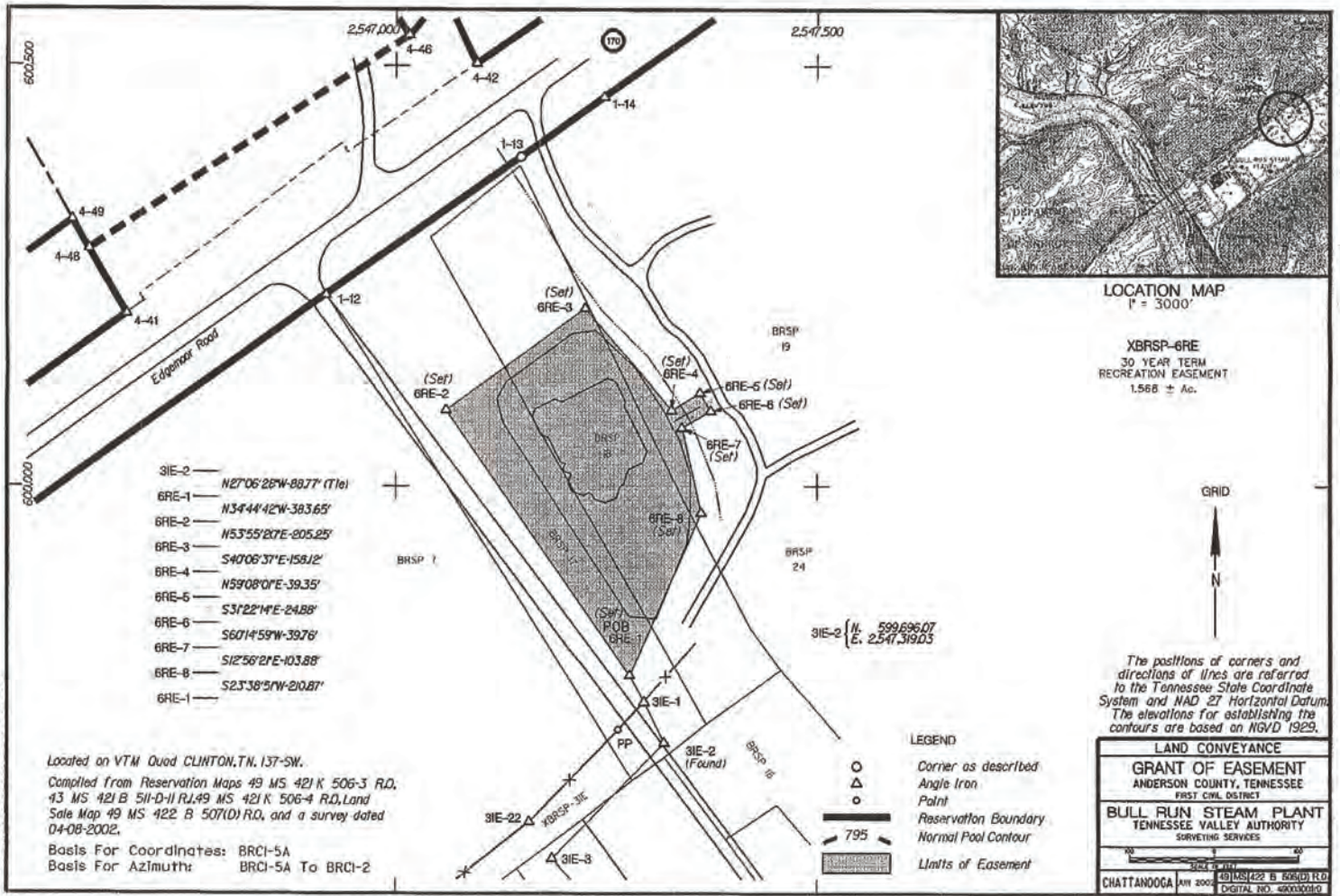
Staff are responsible for securing their personal digital keys/token to safeguard its loss or theft. A replacement charge of \$50.00 may be applied for any lost or stolen digital key/token.

VIII. POLICY INFORMATION

Continuous Improvement

The content of this document is subject to regular review based on input from Anderson County Government Elected officials, department heads and supervisors. All recommendations for development should be submitted to the Anderson County Government IT Director and HR Director for review and consideration.

EXHIBIT B



LOCATION MAP
P = 3000'

XBRSP-6RE
30 YEAR TERM
RECREATION EASEMENT
1.568 ± Ac.



The positions of corners and directions of lines are referred to the Tennessee State Coordinate System and NAD 27 Horizontal Datum. The elevations for establishing the contours are based on NGVD 1929.

LAND CONVEYANCE

GRANT OF EASEMENT
ANDERSON COUNTY, TENNESSEE
FIRST CIVIL DISTRICT

BULL RUN STEAM PLANT
TENNESSEE VALLEY AUTHORITY
SURVEYING SERVICES

CHATTANOOGA APR 2002 49 MS (22 B 686) RD
DIGITAL NO. 48X00010

SURVEYED... DATE 04-08-2002
COMPILED... DATE 06-28-2002
CHECKED... DATE 06-05-2002

Located on VTM Quad CLINTON, TN, 137-SW.
Compiled from Reservation Maps 49 MS 421 K 506-3 RD,
43 MS 421 B 511-D-II RD, 49 MS 421 K 506-4 RD, Land
Sale Map 49 MS 422 B 507(D) RD, and a survey dated
04-08-2002.
Basis For Coordinates: BRC1-5A
Basis For Azimuth: BRC1-5A To BRC1-2

Five Things to Know about the Future of the Claxton Community Park

Since 2000, the Claxton Community Park has served as safe place for children and families to enjoy. The Claxton Optimist Club and TVA collaborated to construct the playground, which is on TVA property beside the Bull Run Fossil Plant.

TVA is collaborating with Anderson County officials and community leaders on a potential path forward.

Due to its age, the Anderson County Conservation Board approved motions earlier this year to end maintenance efforts on the playground by December 1, 2025, and to work with TVA to remove the existing playground.

TVA values the relationships it has in the community and is committed to an open line of communication on this project and others.

With the retirement of the Bull Run Fossil Plant and the ongoing decommissioning activities, the time is now to think about building a new community park and recreation area for the benefit of the community.

2nd Item of Business:

Discussion held on current status of Claxton Playground and its maintenance oversight by the Conservation Board and Park Director.

Motion by Lewis Ridenour, seconded by Scott Burton, that effective December 1st, 2025, the Conservation Board and Park Director will no longer maintain nor be responsible for the playground structure and wooden pavilion, with a request for the Law Director to prepare a statement regarding the Conservation Board and Park Director having no role in the removal of these structures.

Motion carried unanimously.

Additional motion made by Lewis Ridenour, seconded by Tony Powers, requesting the Mayor pursue and communicate with TVA for a proposed timeline on the removal/decommission of the Claxton Bull Run site and potential new locations for a new playground structure.

Motion carried unanimously.

installation
complete



COOPERATIVE AGREEMENT
Cemetery Gate Agreement Revised

This Cooperative Agreement ("Agreement"), effective July 19, 2024, is entered into between the Parties of Anderson County Government, a governmental entity and political subdivision of the State of Tennessee ("County") and the Tennessee Valley Authority ("TVA"), a corporate agency and instrumentality of the United States created and existing under the Tennessee Valley Authority Act of 1933.

The parties agree as follows:

1. TVA agrees to provide and install a steel gate ("Gate") to provide ingress and egress to the Historic Black Family Cemetery located on an unnamed abandoned county roadbed off Old Blacksberry Lane in the Claxton Community of Anderson County, Tennessee on or about a location identified by the following GPS coordinates:

Post 1 – Northing - 594595.978, Easting – 2547502.529, Elevation – 844.579
Post 2 – Northing – 594618.693, Easting – 2547495.679, Elevation – 847.753

A map showing the location is attached as Exhibit 1.
2. County hereby grants TVA the right to access the above-described property for the purpose of installing the Gate, including the right to access the property in advance of installation for the purpose of conducting any project planning and placement of materials that TVA deems necessary. County represents and warrants to TVA that it has the necessary rights in the property to grant TVA the access rights described in this Section.
3. County agrees to provide TVA with such cooperation and assistance with regard to TVA's installation of the Gate as TVA may reasonably request.
4. County agrees that TVA has no obligation to maintain, repair, or replace the Gate once installed.
5. TVA assumes no responsibility for any liability that may arise from installation of the Gate or use of the gate by the County or others. COUNTY SHALL INDEMNIFY AND HOLD HARMLESS TVA AND ITS EMPLOYEES WITH REGARD TO ANY CLAIMS ARISING OUT OF, OR IN ANY WAY CONNECTED WITH, THE INSTALLATION OR USE OF THE GATE.
6. IT IS EXPRESSLY UNDERSTOOD THAT TVA MAKES NO GUARANTY, WARRANTY, OR REPRESENTATION, EXPRESS OR IMPLIED, (A) AS TO THE CHARACTER OR QUALITY OF THE GATE OR ITS INSTALLATION, AND (B) AS TO THE MERCHANTABILITY OR THE FITNESS FOR ANY USE OR PURPOSE OF THE GATE OR ITS INSTALLATION. COUNTY AGREES THAT THE GATE IS BEING PROVIDED AND INSTALLED BY TVA IN "AS IS" CONDITION.
7. Any notice required or permitted to be given by either party under this Agreement shall be in writing and shall be personally delivered or sent by a reputable overnight mail service (e.g., Federal Express), or by first class mail (certified or registered), or by electronic mail, to the other party. Notices will be deemed effective: (i) three (3) working days after deposit, postage prepaid, if mailed, (ii) the next day if sent by overnight mail, or (iii) the same day if sent by electronic mail. A copy of any notice shall be sent to the contacts and addresses set forth below:

For TVA:

SCOTT TURNBOW, VP Civic Proj
1101 MARKET STREET
CHATT, TN 37402
Phone: (423) 826-9328
E-Mail: stturnbow@tva.gov

For County:

County Mayor, Terry Frank
100 N. Main St. Suite 208
Clinton TN 37716
Phone: (865) 457-6200
E-Mail: _____@_____
tfrank@andersoncountytn.gov

8. In the event of a breach of this Agreement by County, County shall pay to TVA any reasonable attorneys' fees and other costs and expenses incurred by TVA in connection with the enforcement of any provisions of this Agreement.
9. Neither party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other party or bind the other party in any respect whatsoever.
10. No waiver of rights under this Agreement by either party shall constitute a subsequent waiver of this or any other right under this Agreement.
11. This Agreement shall not be assigned or otherwise transferred by County without the prior written consent of TVA. This Agreement shall bind and inure to the benefit of the successors and permitted assigns of the parties.
12. In the event that any of the terms of this Agreement become or are declared to be illegal by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect.
13. This Agreement shall be construed in accordance with the Federal laws of United States. The parties agree that any lawsuit between them that asserts a claim or claims arising out of or related to this Agreement (whether sounding in contract, tort, or otherwise) shall be filed and litigated to conclusion only in the United States District Court for the Eastern District of Tennessee, and each party hereby consents to the jurisdiction and venue of that court for all such lawsuits. The parties further agree that in any litigation each will waive any right it may have to a trial by jury.
14. No member of or delegate to Congress; or Resident Commissioner; or any officer, employee, special Government employee; or agent of TVA shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom. The parties shall not construe this provision to extend to a corporation or unit of Government contracting for its or for the public's general benefit. Recipients shall not offer or give, directly or indirectly, to any officer, employee, special Government employee, or agent of TVA, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value except as provided in 5 CFR pt. 2635, subpt. B, as such provisions may subsequently be amended, supplemented, or replaced. Breach of this provision shall constitute a material breach of this Agreement.
15. To the extent applicable, this agreement incorporates by reference the Equal Opportunity clause, 41 C.F.R. § 60-1.4
16. The foregoing contains the full agreement among the parties and supersedes any prior oral or written agreements, commitments, understandings, or communications with respect to the subject matter of the Agreement. No amendment or modification of this Agreement shall be effective unless set forth in writing executed by duly authorized representatives of each party.

In witness whereof, the parties hereto have executed this agreement by their respective duly authorized representative as of the day and year first above written.

PARTIES OF ANDERSON COUNTY GOVERNMENT

By: [Signature]
Title: county mayor

Date: 7/16/2024

TENNESSEE VALLEY AUTHORITY

By: [Signature]
Title: VP Crisis Projects

Date: 07/19/2024

APPROVED AS TO LEGAL FORM

[Signature]
N. Jay Yeager
Anderson County Law Director



This agreement prepared by:
Office of the County Law Director
Anderson County, Tennessee
101 S. Main Street, STE 310
Clinton, TN 37716
865-457-6290

TVA LICENSE TO ERECT GATE

Historic Black Family Cemetery

This Agreement made this 21 day of June 2021 by and between the Parties of Anderson County Government, a governmental entity and political subdivision of the State and Tennessee (Licensor) and the Tennessee Valley Authority (TVA) a United States Governmental Corporation formed under the Tennessee Valley Authority Act of 1933 (Licensee). In consideration of the terms and conditions recited below, the receipt and sufficiency of such is hereby accepted, the Parties hereto agree as follows:

WITNESSETH

Section 1: LICENSE AGREEMENT

Licensor grants Licensee and Licensee accepts License to construct a steel gate across real property owned, or granted to, or otherwise legally controlled by the Licensor in an effort to provide safe public ingress/egress and security to the Historic Black Family Cemetery.

Section 2: CONSTRUCTION EASEMENT

Licensor grants Licensee a temporary construction easement across real property and roadways, including rights-of-way owned by, or granted to, or otherwise legally controlled, by Licensor for the purpose of erection and construction of said gate by Licensee. Licensee shall at all times have permission to enter upon the lands and property owned, or controlled, by Licensor to provide repairs and maintenance to gate and other fixtures installed necessary to the erection and construction of gate on Licensor's property. Licensee shall at all times proceed with due care with regard to pedestrians and traveling motorists on adjacent county roads.

Section 3: LOCATION

The Parties agree that Licensee will erect, construct and provide maintenance to, a steel gate sufficient to provide safe and secure ingress/egress to the Historic Black Family Cemetery located on an unnamed abandoned county roadbed off Old Blacksberry Lane in the Claxton Community of Anderson County, Tennessee on or about a location identified by GPS Coordinates:

Post 1 – Northing - 594595.978, Easting – 2547502.529, Elevation – 844.579.

Post 2 – Northing - 594618.693, Easting - 2547495.679, Elevation – 847.753.

(See attached Exhibit 1)

Section 4: TERM OF LICENSE

This license shall be effective from the date stated above and shall remain effective until such time as the gate is removed by agreement of the Parties.

Section 5: INDEMNITY

The Parties agree to defend and hold harmless one another from and against any and all claims of, or damage to property, or injury to, or death of person or persons resulting from or arising out of this Agreement or the public being served by this Agreement, where such injury, property damage, or death occurs as a proximate cause of the negligence of either Licensee or Licensor. The Parties agree to provide adequate insurance coverage sufficient to cover all claims, individual and per aggregate, or other required and additional sums sufficient to cover any and all claims arising from property damages, injuries, illness or death related to this Agreement. Insurance certifications shall be provided upon request.

Section 6: DEFAULT

In the event of default of any party hereto, any non-defaulting party may bring suit against the other to enforce the terms of this Agreement. In such event, the prevailing party shall be entitled to any remedies available at law and/or equity, including reasonable attorney's fees and the costs associated with the default. If the Parties fail to comply with any provision embodied herein, this lease shall be cancelled, declared null and void, and premises automatically restored to the former condition without demand for re-entry.

Section 7: NO ORAL MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the Parties hereto unless made in writing and duly signed by all Parties.

Section 8: CANCELLATION

In the event any party materially breaches, defaults or fails to perform hereunder, this Agreement may be canceled by the other party with cause on thirty (30) days written notice to the other in the event the breach, default or failure is not cured during that time. Licensor may cancel Agreement if unforeseen circumstances occur with thirty (30) days written notice to Licensee and all premises, structures and fixtures shall revert to Licensee with due compensation awarded by Licensor for improvements made by Licensee.

Section 9: WAIVER

A failure of any party to exercise any right provided for herein, shall not be deemed to be a waiver of any and all rights hereunder.

Section 10: ENTIRE AGREEMENT

This Agreement sets forth the entire understanding of the Parties as to the subject matter and may not be modified except in a writing executed by all Parties.

Section 11: SEVERABILITY

In the event any one or more of the provisions of this Agreement is invalid or otherwise unenforceable, the enforceability of remaining provisions shall be unimpaired.

Section 12: EXHIBITS

Any Exhibits attached hereto or incorporated herein are made a part of this Agreement for all purposes. The expression "this Agreement" means the body of this Agreement and the Exhibits.

Section 13: MULTIPLE COUNTERPARTS; EFFECTIVENESS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes and all of which shall be deemed, collectively, one Agreement. This Agreement shall become effective when executed and delivered by all the parties.

Section 14: JURISDICTION

Each party hereby irrevocably consents to the jurisdiction of all courts sitting in Anderson County, Tennessee or all federal courts sitting in Knoxville, Tennessee and agrees that venue for any legal action brought in connection with this Agreement shall lie exclusively in such courts.

Section 15: BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Parties and upon their respective successors, heirs or assigns.

Section 16: CHOICE OF LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Tennessee.

Section 17: NOTICE

Any notice required or provided pursuant to this Agreement shall be in writing and sent or delivered to the Parties and counsel.

Section 18: TITLES AND SUBTITLES

Titles of paragraphs and subparagraphs are for convenient reference only and shall not have the effect of modifying, amending or changing the express terms of this Agreement.

Section 19: ASSIGNMENT

This Agreement shall be assignable only upon the written consent of the non-assigning party. Consent to an assignment shall not be unreasonably withheld. In the event of assignment or succession, the terms and conditions of this Agreement shall be binding upon the Parties and their successors, assigns, heirs, executors and/or administrators.

Section 20: FURTHER DOCUMENTATION

The Parties agree for themselves and their successors and assigns to hold this agreement as valid and to execute any and all instruments in writing, which are or may become necessary or proper to carry out the purpose and intent of this Agreement.

Section 21: RELEASE AND HOLD HARMLESS

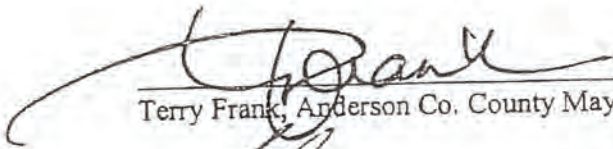
The Parties mutually agree that they shall and do hereby release, forever discharge and hold harmless one another as well as the employees, agents and counsel for one another from any and all claims whatsoever, both known and unknown that may have existed prior to the execution of this Agreement or that may arise in the future related to this Agreement. The only claim that shall survive this Agreement is compliance with this Agreement.

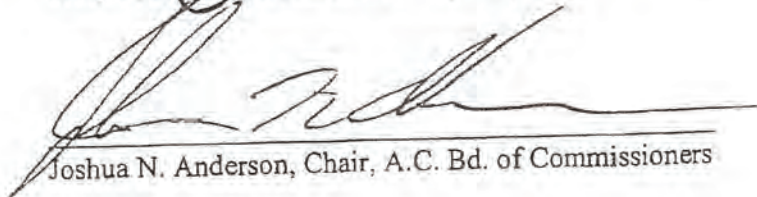
IN WITNESS WHEREOF, the Parties hereto, each acting under due and proper authority and counsel have accepted the terms and executed this Agreement on or about the date listed above.

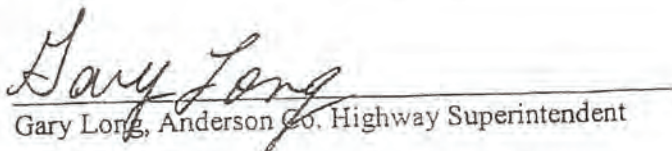
APPROVED by the Anderson County Board of Commissioners on June 21, 2021.

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ACCEPTANCE BY ANDERSON COUNTY (LICENSOR):

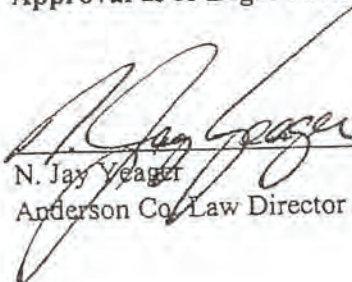

Terry Frank, Anderson Co. County Mayor


Joshua N. Anderson, Chair, A.C. Bd. of Commissioners


Gary Long, Anderson Co. Highway Superintendent


Robby Holbrook, Anderson Co. Interim Finance Director

Approval as to Legal Form:


N. Jay Yeager
Anderson Co. Law Director



ATTEST:


Jeff Cole, Anderson County Clerk

<Remainder of page intentionally left blank>

ACCEPTANCE BY TENNESSEE VALLEY AUTHORITY (LICENSEE):

Signature

Print Name

Position

Address

Phone

Search Environment



Natural Resource Damage Assessment and Restoration (NRDAR)

[Return to Division of Investigation](#)

The U.S. Department of Energy has signed a \$42 million agreement as part of the Natural Resources Damage Assessment and Restoration (NRDAR) process for impacts from its historic operations on the Oak Ridge Reservation.

Contamination released from the Oak Ridge Reservation negatively impacted natural resources and services depending on those resources in the region. The goal of the NRDAR process is to restore natural resources and replace natural resource services equivalent to what was lost.

A trustee council comprised of representatives from the State of Tennessee through the Tennessee Department of Environment and Conservation as the lead state agency, U.S. Fish and Wildlife Service, Tennessee Valley Authority, and DOE evaluated how natural resources were injured and developed a Restoration and Compensation Determination Plan. That document was finalized in December 2022 after accepting public comments.

All funds from the \$42 million agreement will be deposited into an account held by the State of Tennessee to fund grants to organizations and public entities for a wide range of local projects that either enhance the area's natural resources or provide nature and recreational opportunities.

"This is one of the most notable days in our office's history," said Jay Mullis, manager of DOE's Oak Ridge Office of Environmental Management. "Through this agreement, DOE is accounting for past impacts and creating many new opportunities to enhance how residents can enjoy this beautiful region."

Local projects eligible for those grants must be in one of five categories: habitat creation, habitat restoration or enhancement, habitat preservation, groundwater, or recreation.

Grant applications do not have a minimum value and can go as high millions of dollars for projects in Anderson and Roane counties and portions of Loudon and Knox counties.

"TDEC is pleased to see this agreement finalized and we eagerly anticipate projects that will support these local communities," said TDEC Commissioner David Salyers. "This funding will protect the natural resources in the area as well as go towards outdoor recreational opportunities for Tennesseans, creating a more balanced and healthy environment for all."

Examples of applicable projects include clearing away abandoned parking lots to plant native vegetation, removing invasive species, land conservation, installing streets and parking lots with permeable pavements to improve rainwater infiltration, and septic conversions. It also includes projects that improve public use of natural resources such as building or improving boat launches and fishing piers, purchasing and restoring land with public access to water, creating public hiking and biking trails or wildlife viewing areas, and constructing, improving, or maintaining public recreation area amenities such as trash control, water fountains, and restrooms.

- View the [Draft Restoration Project Selection Procedure Grant Program Manual](#) for more information about the grant application. This document is available for public comment through August 12, 2024.
- Public comments can be emailed to ORRrestoration@tn.gov.

Once that document is finalized, expected this summer, the trustee council will post it online and host public meetings in the community to answer questions and help residents and organizations navigate the grant application process.

The trustee council approached the NRDAR for the Oak Ridge Reservation in two phases. This is the second phase.

The initial phase focused on the impacts to resources in Watts Bar Reservoir, involving ecological losses and recreational fishing losses downstream the Clinch River to Watts Bar Dam and the Tennessee River arm upstream to Fort Loudoun Dam. The trustees determined the terms of that agreement in 2009. Those terms involved DOE establishing the 3,000-acre Black Oak Ridge Conservation Easement and funding projects to improve recreational fishing access and opportunities.

This second phase focuses on the balance of the Oak Ridge Reservation, which includes habitat across the site, the floodplain and aquatic habitat for a portion of the Clinch River and its tributaries, groundwater flowing beneath and off site, and recreational opportunities.

CLINCH RIVER

SITE DATA:

MELTON HILL RESERVOIR
RLR - 276206
TRACT MHR - 1305
CLINCH RIVER MILE 53.9L

NOTE

ALL SITE IMPROVEMENTS SHOWN BELOW THE LINE "APPROXIMATE LIMITS OF DISTURBANCE" INCLUDING REQUIRED ADA PARKING, WILL BE PROVIDED AND INSTALLED WITH ONLY FILL DIRT AND STONE TO AVOID CUTS IN EXISTING GRADE. BOAT LAUNCH RAMP WILL BE CONSTRUCTED AT EXISTING GRADE AS WELL. TO AVOID IMPACTS TO EXISTING SITE VEGETATION.

SITE LEGEND

- 1 ENTRY SIGNAGE (STONE WALL WITH LANDSCAPE)
- 2 SPLIT-RAIL FENCE (EXISTING CABLE RAIL POST LOCATIONS TO BE USED TO AVOID ADDITIONAL FOOTINGS)
- 3 PAVED PARKING LOT (16 SPACES)
- 4 CONCRETE SIDEWALK (ADA ACCESS)
- 5 NATURAL TRAIL SURFACE (NO GRADING REQUIRED)
- 6 TRAIL / PARK KIOSK (WITH SIGNAGE)
- 7 THEMED PLAYGROUND (WITH ADA COMPLIANT SURFACE)
- 8 PICNIC PAVILION / SHELTER (20' x 40')
- 9 BOAT TRAILER ACCESS / PARKING (5 SPACES) - GRAVEL SURFACE WITH NO GRADING CUTS - FILL ONLY
- 10 ADA COMPLIANT FISHING PIER / BOAT LAUNCH PARKING (REQUIRED)
- 11 EXISTING OVERHEAD LIGHTS (3) - TO REMAIN
- 12 WILDFLOWER MEADOW / POLINATOR PLANTINGS
- 13 STABILIZE EXISTING SHORELINE (APPROXIMATELY 250 LF. OF CLASS 100/700 RPP-RAP)
- 14 PRE-CAST CONCRETE RAMP EXTENSION (NO GRADING CUTS REQUIRED - INSTALL AT EXISTING GRADE / FILL ONLY)
- 15 CAST-IN-PLACE CONCRETE BOAT LAUNCH RAMP - (15' WIDE x 40' LONG)
- 16 SELF ADJUSTING BOARDING RAMP (6' WIDE x 50' LONG)
- 17 LOW PROFILE KAYAK LAUNCH / FISHING PIER
- 18 PARK BENCH (6' LONG WITH ADA COMPANION SEAT)

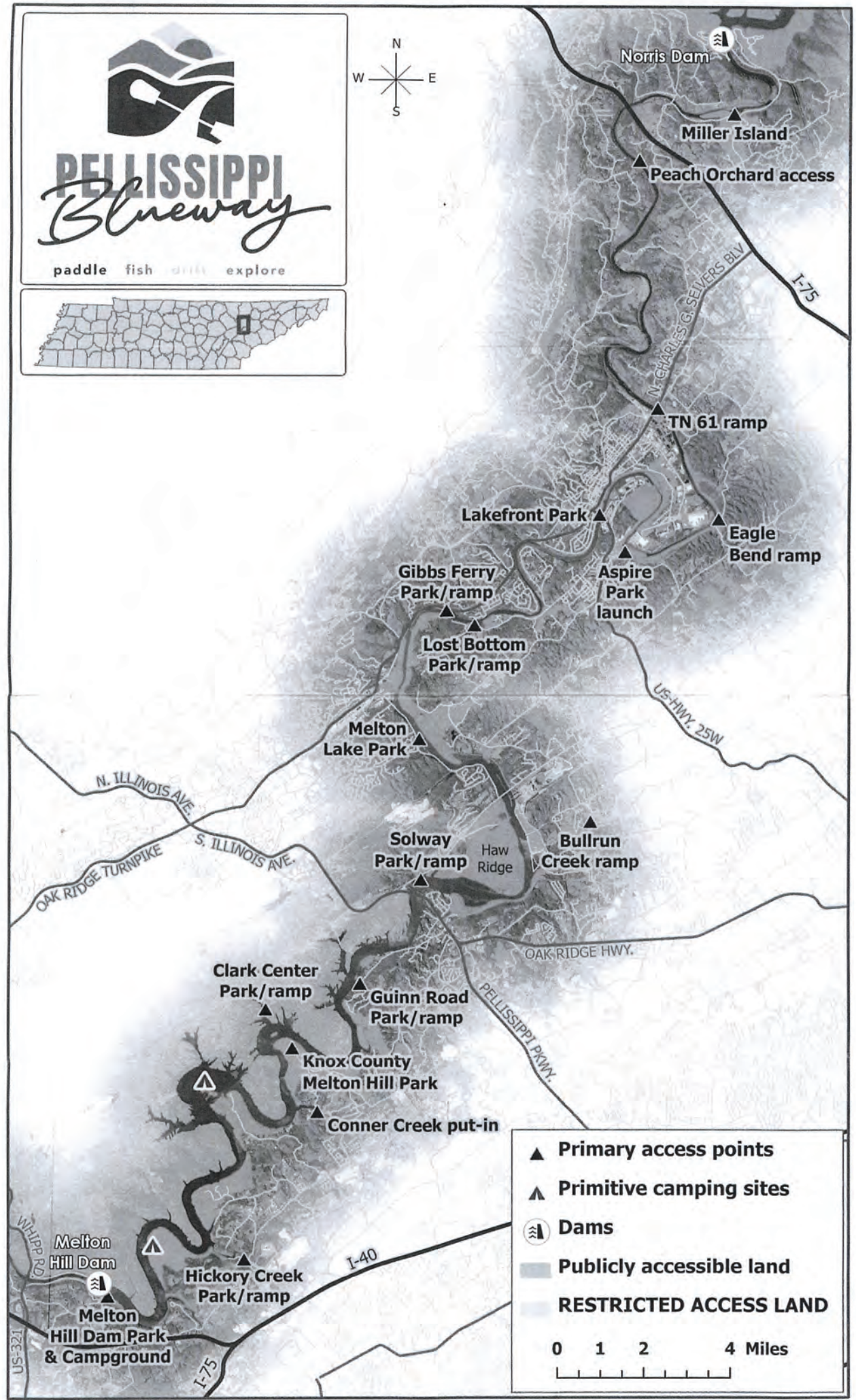
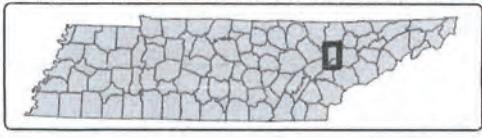
APPROXIMATE LIMITS OF DISTURBANCE

RIDGEVIEW DRIVE



LOST BOTTOM PARK ANDERSON COUNTY, TENNESSEE
CONCEPTUAL SITE PLAN





- ▲ Primary access points
- ▲ Primitive camping sites
- ⚡ Dams
- Publicly accessible land
- RESTRICTED ACCESS LAND

0 1 2 4 Miles

The Oak Ridge Reservation

The 37,000-acre Oak Ridge Reservation runs along 30 miles of the northwest shore of the lower Blueway. It features over 1,000 plant species and 320 animal species. Several are rare. The area is a bird watching Mecca and boasts some of the best fishing around. The Oak Ridge Reservation has limited public access.

Recent history of the region

Oak Ridge was home to uranium enrichment facilities and headquarters of the Manhattan Project during World War II. The region was an ideal location for the top-secret atomic weapons program. The US government purchased almost 64,000 acres of land for the project. It included several farming communities. The residents had to leave the area. About half that area is retained as the Oak Ridge Reservation. In 1963 Melton Hill Dam was completed, which formed Melton Hill Lake.



Where to rent boats and bikes:

Adventures Outdoors Center
695 Melton Lake Drive, Oak Ridge
adventuresoutdoorsrentals.com
(865) 498-9951 (Shuttles can be arranged – Reservations suggested)

Primary access sites:

- **Miller Island** - 363-399 River Road, Rocky Top
- **Peach Orchard** - Peach Orchard Road, Clinton
- **TN 61 ramp** - 102 Sinking Springs Road, Clinton
- **Eagle Bend ramp** - 388 Mountain View Road, Clinton
- **Aspire Park** - 777 Aspire Drive, Clinton
- **Lakefront Park** - 110 S. Charles Seivers Blvd., Clinton
- **Lost Bottom Park** - 1310 Ridgeview Drive, Clinton
- **Gibbs Ferry Park** - 292 Lost Ferry Road, Clinton
- **Melton Lake Park in Oak Ridge** - 695 Melton Lake Drive, Oak Ridge
- **Bullrun Creek** - 780 New Henderson Road, Claxton
- **Solway Park** - 2005 Edgemoor Road, Oak Ridge
- **Guinn Road Park** - 4115 Guinn Road, Knoxville,
- **Clark Center Park** - 7620 Bull Bluff Road, Oak Ridge
- **Knox County Melton Hill Park** - 3230 Williams Bend Road, Knoxville
- **Conner Creek** - 35° 55.956' N 84° 13.6158' W
- **Hickory Creek Park** - 2120 Everett Road, Knoxville
- **Melton Hill Dam** - 201 Campground Road, Lenoir City

Please be a good steward of our natural resources and leave no trace!



Be safe: wear a U.S. Coast Guard approved and properly fitting flotation device, paddle in groups, be prepared for inclement weather, and carry plenty of water.

The Pellissippi Blueway is supported by:

- Advocates for the Oak Ridge Reservation
- Explore Oak Ridge
- Tennessee Citizens for Wilderness Planning
- Tennessee Chapter of the Sierra Club
- The Nature Conservancy in Tennessee

Follow us: 
More information is at
<https://aforr.info/pellissippi-blueway/>



A water trail for diverse recreation and enjoyment of Melton Hill Lake's natural and cultural resources



Boat, hike, swim, fish, camp and explore nature along the Pellissippi Blueway.

The Pellissippi Blueway runs from Norris Dam to Melton Hill Dam.

Anderson County



Basic Emergency Operations Plan

September

2024

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ABSTRACT

The Anderson County Basic Emergency Operations Plan (BEOP), hereinafter "the plan," is organized into three (3) parts: Introduction, Basic Plan, and the 16 Emergency Support Function (ESF) annexes and supporting documentation.

The Introduction contains the following: table of contents, a foreword describing the process used to develop this plan and its related documents, a form for recording changes, a list of offices and personnel who receive a copy of the plan, a list of definitions and acronyms used throughout the plan, the authorities and references used as bases for the development of the document, and a comprehensive hazard analysis for Anderson County. Included are maps delineating areas subject to seismic risk, areas potentially targets for nuclear attack, nuclear power plant locations, and other maps showing the various portions of the state subject to particular hazards.

The Basic Plan describes, in general, the concept of operations for emergency management activities within the county, given the hazards presented in the Introduction. The purpose and scope of the plan are provided, as are the situations and assumptions upon which the plan is based. A description of the emergency management organization and assigned responsibilities follows, as does a section on the direction and control mechanisms used in the emergency management process, a description of continuity of government principles, and sections dedicated to describing the upkeep and promulgation of the plan itself. Finally, a series of appendices are provided that describe the Emergency Operations Center (EOC), the Emergency Services Coordinator (ESC) program, and a variety of other support documentation.

The third part of the plan consists of 16 Emergency Support Function (ESF) annexes. These are Transportation, Communications, Infrastructure, Firefighting, Information and Planning, Human Services, Resource Support, Health and Medical Services, Search and Rescue, Environmental Response, Food, Energy, Law Enforcement, Donations/Volunteers, Recovery, and Animal Care and Disease Management. These correspond with the 16 ESFs of the *Tennessee Emergency Management Plan (TEMP)* as updated in 2023. Each ESF may be divided into smaller components. For each annex, supporting documentation in the form of maps and organizational charts are provided as necessary.

RECORD OF CHANGES

Change Number	Date of Change	Change	Entered By
1	2-29-24	City Mayor to City Manager	KO
2	4-15-24	Resolution Amended	KO
3	2-29-24	NWR Station Listing Updated	KO
4	3-13-24	List Individual Fire Department / Paid and Volunteer	KO
5	4-4-24	Webb Address Updated	KO

DISTRIBUTION

Hard and Electronic Copy

Copies	Copy #	Office/Department
1	1	Anderson County Mayor
5	2-6	City Managers (Clinton, Rocky Top, Norris, Oak Ridge, Oliver Springs)
3	7-9	Anderson County EMA Director, EOC

Electronic Copy

1	10	Anderson County Law Director
1	11	Anderson County Commission
3	12-14	911 Emergency Communication Districts (County, Clinton, Oak Ridge)
10	15-24	Fire Chiefs (City Chiefs and Chief of each county fire district)
1	25	Anderson County Sheriff
5	26-30	Police Chiefs (Clinton, Rocky Top, Norris, Oak Ridge, Oliver Springs)
1	31	Anderson County Emergency Medical Service Director
1	32	Anderson County Rescue Squad
6	33-38	Water/Wastewater Departments (Anderson County, Clinton, Rocky Top, Norris, Oak Ridge, Oliver Springs)
4	39-42	Electric/Natural Gas Utilities (Clinton Utilities Board, Oak Ridge Electric, Oak Ridge Utility District, Powell-Clinch Utility District)
1	43	Anderson County Health Department Director
3	44-46	Superintendents of Schools (Anderson County, Clinton, Oak Ridge)
1	47	Anderson County Highway Department Superintendent
5	48-52	City Public Works Department Directors (Clinton, Rocky Top, Norris, Oak Ridge, Oliver Springs)
1	53	Anderson County Engineering and Public Works Department
1	54	Anderson County Property Assessor
1	55	University of Tennessee Agriculture Extension Service (County Agent)
1	56	Anderson County Animal Control
1	57	Anderson County Local Emergency Planning Committee

Copies	Copy #	Office/Department
1	58	Methodist Medical Center of Oak Ridge
1	59	TEMA Eastern Regional Office
1	60	American Red Cross
1	61	Amateur Radio Emergency Services (ARES)
4	62-65	Reserved

Public Access

The Anderson County Basic Emergency Operations Plan (minus ESF 13 Law Enforcement) is available to the public at <https://andersoncountyttn.gov/emergency-management/>.

FOREWORD

Historically, both before and after the enactment of the Federal Civil Defense Act of 1950, attack preparedness (conventional and later, nuclear), natural disaster preparedness, disaster relief, and resource management were handled by separate entities within the federal government. Even when attempts at consolidation were made, the resulting single agency had different divisions concentrating on their own specific concerns. With the creation of the Federal Emergency Management Agency (FEMA) in 1979, most of these programs were again consolidated into one agency. However, legislative authorities were not changed, and FEMA still reported to more than 100 subcommittees in the U. S. Senate and House of Representatives. Within FEMA, each specific area was still handled by a separate division.

In 1983, FEMA developed a concept called the *Integrated Emergency Management System (IEMS)*. IEMS recognized that the majority of problems that would be evident in a nuclear attack were identical or similar in nature to those brought about as a result of a natural disaster (or vice versa). IEMS recognized that these common elements could be planned for in general terms and could satisfy, to a large extent, the logistical problems associated with having multiple groups plan for similar results of different origins. Therefore, one could prepare evacuation plans (for instance) that could be used in both natural disasters and nuclear attack. The same would be true for such concepts as communications, warning, fire protection, emergency medical services, etc. This concept still forms the basis for emergency management planning today.

In 1986, the State of Tennessee promulgated a new *Tennessee Emergency Management Plan (TEMP)*. This plan was based on the 1978 Tennessee Disaster Assistance Plan, 1981 TEMP, the 1983 State Emergency Evacuation Plan, and the 1986 Greeneville-Greene County Emergency Operations Plan (which was the first to be built under the IEMS concept). The result was a new TEMP that formed the basis for the state emergency management program until 1993. In 1993, the emergency planning staff, using concepts contained in the 1986 TEMP, as well as the new ESF format utilized in the Federal Response Plan, developed a new TEMP that reflects the current planning philosophies used at both the state and federal level. The State's plan was last updated in 2011.

During initial development of the Anderson County Basic Emergency Operations Plan (BEOP) FEMA's State and Local Guide (SLG-101), *Guide for All-Hazard Emergency Operations Planning*, was used. An extensive hazard analysis was accomplished in the *Anderson County Multi-Jurisdictional Hazard Mitigation Plan*, revised in 2011. These documents, along with input from agencies tasked under the plan, provided the framework for the development of concepts used within the plan.

For the 2024 update, the planning process used in the county is as follows: The 2019 BEOP was made available to the Emergency Support Coordinators (ESCs) representing lead agencies for review and comment. ESCs wishing to modify the BEOP met with Emergency Management staff to make necessary modifications to allow the plan to conform to current county practices. A draft of the revisions was provided to those seeking changes, and final comments were solicited. Needed revisions were made, maps and attachments were updated, and the plan was finalized for publication.

Emergency planning is a dynamic field. Natural and human-caused disasters continue to occur, and the local, state, and federal response structure will continue to adapt to the pressures brought about as a result of those incidents. Continuing evaluation of the response to these situations will inevitably lead to new and more efficient emergency planning concepts. Additionally, drills, tests, and exercises are used to identify weaknesses in the coordination of response activities. Lessons learned from both the exercises and actual incidents will be used to formulate changes in procedures that will be incorporated into future versions of the Anderson County Basic Emergency Operations Plan.

HAZARD IDENTIFICATION

Tennessee and Anderson County are faced with a variety of natural and technological hazards. A brief summary of these hazards follows. More detailed information concerning the nature of these hazards, and the extent to which they might affect residents, may be found in the *Anderson County Multi-Jurisdictional Hazard Mitigation Plan* and in materials produced by the Tennessee Emergency Management Agency.

HAZARD IDENTIFICATION FOR ANDERSON COUNTY

<u>NATURAL HAZARD</u>	<u>HUMAN-CAUSED HAZARD</u> <u>Accidental</u>	<u>HUMAN-CAUSED HAZARD</u> <u>Intentional</u>
<i>Priority</i>	<i>Priority</i>	<i>Priority</i>
<u>PROBABLE</u>		
<ul style="list-style-type: none"> 1 Severe Weather 2 Tornado 3 Flood 4 Severe Winter Storm (ice, snow, sleet, hail) 5 Fire 6 Geologic Hazard 7 Extreme Temperature 	<ul style="list-style-type: none"> 1 Hazardous materials 2 Transportation accident (no hazmat) 3 Communications Failure 4 Energy Failure 	<ul style="list-style-type: none"> 1 Terrorism and crime (including cyber and physical security, CBRNE)
<u>POSSIBLE</u>		
<ul style="list-style-type: none"> 1 Drought 2 Earthquake 	<ul style="list-style-type: none"> 1 Dam Failure 2 Biological (Human and Animal) 	<ul style="list-style-type: none"> 1 Civil Disturbance 2 Enemy Attack/War
<u>UNLIKELY</u>		
<ul style="list-style-type: none"> 1 Famine 2 Range Fire 3 Hurricane 4 Avalanche 	<ul style="list-style-type: none"> 1 Financial system collapse 	
<u>NO THREAT</u>		
<p>Such incidents as tsunamis, volcano, glacier/iceberg, tidal surge, tropical cyclone, aircraft "blue ice", asteroid, comet, meteor, etc. are conceivable, but the probability is so low, that they are not considered a threat to Anderson County. Environmental concerns such as air or water pollution and contamination are subsets of other emergencies, or are routine non-emergency tasks that are transferred to the mission of another agency.</p>		

ANDERSON COUNTY HAZARD AND RISK ASSESSMENT SUMMARY

Hazard Category	Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
NATURAL HAZARDS					
Flood	(1) Annual occurrence.	M	M	M	L
Severe Storm (Hail/Lightning/Winds/etc.)	(1) Severe storms occur year-round in Anderson County.	H	H	L	L
Severe Winter Storm (Snow/Ice)	(1) Twice annually.	H	L	M	L
Tornado	(1) Tornadoes occur on an annual basis in Tennessee.	H	H	L	L
Earthquake	(1) Low magnitude quakes occur each year. A large quake affecting Norris Dam or DOE plants could be catastrophic.	H	H	H	H
Extreme Temperatures	(3)Vulnerability and impacts are contingent upon the type, duration period, and area of impact.	L	L	L	L
Landslide	(1) Many landslides occur in mountainous areas along road cuts.	L	M	M	L
Subsidence	(2) County is susceptible to surface collapse in several areas.	L	M	L	L
Drought	(3)Vulnerability and impacts are contingent upon the type, duration period, and area of impact.	L	L	M	L
Fire	(1) Small-scale wildfires are a common occurrence across the county, while major urban fires have been rare.	L	L	M	L
TECHNOLOGICAL/HUMAN-CAUSED HAZARDS					
Hazardous Materials	(1) Hazardous materials incidents occur frequently.	M	M	M	M
Transportation	(1)Transportation accidents, primarily ground, occur daily on local roads, the interstate highway, or rail systems.	L	L	L	L
Terrorism (Chemical/Nuclear/ Biological/Radiological/ Conventional/Cyber)	(2) DOE plants have occasional cyber terrorism.	M	L	L	H
Energy Failure	(1) Severe weather typically causes power outages.	L	L	L	L
Communications Failure	(5) Infrequent.	L	L	L	H

ANDERSON COUNTY HAZARD AND RISK ASSESSMENT SUMMARY

Hazard Category	Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
Biological	(5) No major epidemics with high loss of life or illness have occurred in the 21 st century.	M	L	L	M
Civil Disturbance	(1) Annual protests at DOE facilities result in arrests.	L	L	L	M
Dam Failure	(5) Failure of Norris Dam would be catastrophic to a large portion of the county.	H	H	H	H
SCALE	Frequency of Occurrence: Annually = (1), <5 years = (2), <10 years = (3), <30 years = (4) >30 years = (5) Vulnerability Impacts: Low "L", Medial "M", High "H"				

Earthquake

An earthquake is the sudden motion or trembling in the earth caused by an abrupt release of slowly accumulating strain. The sudden release of energy results in ground shaking, surface faulting, and/or ground failures. Most earthquakes cause little or no damage, but they are potentially the most dangerous of all natural hazards affecting this state. Each year numerous earthquakes occur in the Central United States, but most are unfelt by the populace and are detectable only with sensitive instrumentation. Several earthquakes each year are, however, large enough to be felt in the western portion of the state in what is known as the New Madrid Seismic Zone (NMSZ). The NMSZ is the most seismically active area east of the Rocky Mountains, and thus it has the greatest potential for earthquakes in Tennessee. A series of large earthquakes occurred in this zone during the winter of 1811-1812. The earthquakes formed Reelfoot Lake in northwestern Tennessee. An equivalent incident today would wreak havoc on a wide area of the mid-south, including the Memphis area. Tennessee has roughly a 30% probability of experiencing a 6.0 earthquake over the next 50 years. A large earthquake (magnitude 6.5+) could directly affect more than 75% of the state's population.

The attached maps show that the county is at moderate risk of being affected by a large New Madrid earthquake. Such an incident could be expected to affect 50% of the county's population, primarily through a disruption of pipelines, services, or commerce, as well as damage to older masonry structures. Such high-magnitude earthquakes typically occur once every 300-500 years.

In 1993, an additional seismic zone, the East Tennessee Seismic Zone (ETSZ), was identified running roughly parallel to Interstate 75 between Chattanooga and Knoxville. The risks associated with this seismic area have not been rigorously quantified, and the maximum potential earthquake is unknown. The strongest earthquake ever recorded in the Appalachian Mountains was a magnitude 5.8, which occurred near Blacksburg Virginia in 1895. The strongest earthquake recorded in East Tennessee was a magnitude 4.6, which occurred in Blount County in November of 1973. It was widely felt but caused only minor damage. Items fell from shelves, windows were broken and masonry cracked. There were no deaths or serious injuries. Attachment IB of this plan describes various sized earthquakes and the observed effects on buildings and people. Yearly, there is a 95% probability of a 3.0 magnitude earthquake or less occurring in East Tennessee. Perhaps of more concern than earthquake related damage to structures in Anderson County is the potential damage caused by earthquake induced landslides and rockslides. Such landslides can be caused by even low magnitude earthquakes and could impact the more mountainous portions of the county.

Winter Storm

Winter storms in Tennessee often include extreme cold and ice. These storms are especially hazardous, closing emergency routes, creating power and utility system failures, and immobilizing economic activity. When major storms occur, they typically affect as much as one half of the state's population. The potential, however, exists that a major storm could again affect the entire state. In March of 1993 the "Storm of the Century" struck the eastern half of the state, killing 18 people and causing \$22 million in damage. In 1994, a major ice storm created massive utility outages and road damage over two-thirds of the state. The net result was over \$100 million in damages, by far the largest disaster up until that time in the state's history. The Christmas Ice Storm of 1998, by comparison, caused nearly \$20 million in damages. On average, winter storms occur twice a year, affecting the entire county.

Tornado/Severe Storm

A tornado is a violently whirling column of air extending downward to the ground with winds as high as 300 miles per hour. Since the 2021 Hazard Mitigation Plan update, the NCEI Storm Events Database indicates there have been 119 occurrences of tornadoes which have impacted the state of Tennessee. Based on historical events, the annual chance of occurrence for tornadoes in the state of Tennessee is 100%. Tornadoes occur more frequently in the western portion of the state than in the middle or eastern portions. Tornadoes in East Tennessee are usually less energetic than those in West or Middle Tennessee. However, even an F₀ – F₁ tornado (40-112mph) can still damage property and cause injuries. Mid-March through early June and November through December, are the peak months for tornado activity; however, tornadoes have occurred in every month of the year. The afternoon and early evening hours from 3:00 P.M. to 9:00 P.M. are the best time for tornado development. In Anderson County tornadoes that cause injuries or destroy property occur once every two to three years and can affect up to 5% of the county's population. Severe thunder storms also regularly impact the county. These storms can damage larger areas than small tornadoes, and have winds in excess of 57 miles per hour and hail larger than penny size. Anderson County experiences damage from severe storms yearly.

Flood

Flash, urban, and river flooding occur yearly throughout the state due to excessive rainfall in the flood area or upstream. Most precipitation in the state occurs between December and late March; thus, this is when the majority of the flooding occurs. Each year in Tennessee, flooding causes more deaths and damage than any other natural hazard. Most lives are lost when people in cars or on foot are washed away by flood waters. Flooding occurs two to three times a year in Anderson County, and is generally limited to roadways in low-lying areas. Any single flood incident typically affects approximately 1% of the county's population.

Agricultural Drought

A drought is a prolonged period with little or no rain. Significant droughts occur about once every 15 years in Tennessee. The potential exists for such incidents to affect the entire state. Although slow in developing, drought can seriously affect the economy of counties with major agricultural interests. Anderson County does not have a significant agricultural industry.

Wildfire

A wildfire is any incident of uncontrolled burning in grasslands, brush, or woodlands. In 1992, there were almost 3,000 such occurrences in Tennessee, burning nearly 26,000 acres. Significant wildland fires occur every year. Several hundred lesser incidents occur annually across the state. The eastern and middle portions of the state are most affected. Wildfires occur several times per year, usually in the rural areas of Anderson County, sometimes threatening homes situated in the urban interface.

Urban Fire

An urban fire is uncontrolled burning which results in structural damage to multiple commercial, industrial, institutional, or residential structures in developed areas. All counties have at least one city that has significant development in either a downtown area or an industrial park. These areas are possible locations for this type of fire. Large urban fires occur every ten years, on average. Clinton, Rocky Top, Oak Ridge, and Oliver Springs contain areas that can be affected by a large urban fire.

Subsidence

Subsidence is the formation of depressions, cracks, and sinkholes in the earth's surface, which normally occurs over many days to a few years. Incidents of subsidence are always a danger to property, dams, factories, and utility lines, but when they occur quickly they can also threaten lives. Incidents of subsidence affect the population of this state about once every 11 years, and then only in very specific locations. Anderson County is subject to subsidence. Several areas have developed sinkholes, and the Mona Lane area of Oak Ridge had 25 homes purchased with a mitigation grant due to subsidence.

Landslide

A landslide is the downward movement of slope-forming materials caused by gravity and often aided by flooding rains. Landslides most often occur in the mountainous regions of the eastern part of the state. Large portions of Anderson County are subject to landslide, usually along road cuts in the mountainous areas.

Technological Hazards

Power Failure

A power failure is the interruption or loss of electrical service due to disruption of power generation or transmission caused by an accident, sabotage, natural hazards, equipment failure, or fuel shortage. These interruptions can last from a few seconds to several days. Power failures are considered serious problems only if the local emergency management organization is required to coordinate the provision of food, water, heating, sheltering, etc., as a result. Power failures are common with severe weather and winter storms. Significant power outages occur every year in Anderson County, affecting 10% of the population.

Dam Failure

A dam failure is the partial or complete collapse of a structural impoundment of water that results in swift and rapidly rising downstream flooding. Dam failures are often the result of prolonged rainfall and flooding or, during very dry conditions, erosion. There is one major dam in Anderson County.

Hazardous Materials Transportation Incident

This is any occurrence resulting in uncontrolled release of materials during transport that poses a risk to health, safety, and property. Each year, about 250,000 shipments of hazardous materials traverse the state. Major incidents such as the propane explosion in Waverly in 1978 and the bromine spill in Rockwood do occur periodically; and smaller but significant incidents occur several times a year. Thousands of shipments of radiological materials, mostly medical materials and low-level radioactive waste, also take place throughout the state. Fortunately, most hazardous materials incidents occur in sparsely populated areas and affect very few people. There are, however, rare occasions where materials are involved in accidents in highly populated areas, such as a propane tanker explosion in Memphis on December 23, 1989, that killed eight people. Most of these accidents occur on major highways or on major rail lines. There are three major highways passing through Anderson County. A significant incident occurs on these routes approximately three times per year affecting less than 5% of the population. Two major railways transect the county, carrying approximately 50 to 70 cars transporting hazardous materials daily.

Stationary Hazardous Materials Incident

This is any occurrence of uncontrolled release of materials, from a fixed site, capable of posing a risk to health, safety, and property. These materials are classed identically to those specified in the section on transportation accidents. Hazardous materials incidents of this type occur several times a month in many of the counties in Tennessee. Major incidents (i.e., those requiring significant evacuations) occur approximately six times per year across the state. There are approximately 50 facilities within Anderson County that manufacture, store, or utilize hazardous materials in some capacity. An incident at one of the DOE facilities could be expected to affect as much as 30% of the county's population. There have been a

few hazardous materials incidents that caused temporary evacuation from homes and businesses, affecting perhaps 200 people in any given incident.

Fixed Nuclear Facilities

There are three Department of Energy facilities located on the Oak Ridge Reservation in Anderson County. These facilities are managed by a civilian contractor, and include the Tennessee Technology Park, Y-12, and the Oak Ridge National Laboratory. Each of these facilities stores, transports, or processes some form of nuclear material. Other hazardous materials are also located on the site. Public warning sirens and other methods for warning the population near these plants are in place. Information about the risk that these facilities pose to the county is detailed in TEMA's *Multi-Jurisdictional Emergency Response Plan (MJERP)*.

In addition to the DOE facilities, there are fixed nuclear facilities at TVA's Watts Bar and Sequoyah nuclear power plants. Anderson County is beyond the 50 mile ingestion pathway planning area for these facilities. However, the potential does still exist for persons or products that are contaminated by a major radioactive release from these nuclear facilities to enter into Anderson County. Planning and preparation for an emergency at Watts Bar or Sequoyah Nuclear Power Plants and the DOE facilities are exercised yearly.

Civil Disturbance

A civil disturbance is defined as any incident intended to disrupt community affairs and threaten public safety. Civil disturbance includes terrorist attacks, riots, mob violence, and any demonstration resulting in police intervention and arrests. Civil disturbances resulting in arrests of protestors at DOE facilities occur annually in Anderson County.

Attack

The potential for a large-scale attack upon the United States (either conventional or nuclear) does still exist. Several countries have developed, or are seeking to develop, the capability of deploying weapons of mass destruction, either on a tactical basis or a strategic one. The possibility exists that a terrorist organization may detonate a small nuclear device. Even a small nuclear detonation will produce radioactive fallout affecting an area many times greater than that of the blast itself. The Nuclear Attack Planning Base (NAPB), developed by FEMA in cooperation with state emergency management organizations, outlined 15 potential target sites in the State of Tennessee. Those areas not affected by direct blast or thermal effects, however, would still suffer the effects of radioactive fallout. The attached map shows that Oak Ridge in Anderson County is a risk area with respect to a potential nuclear attack.

Urban Drought

Urban drought generally affects areas dependent on reservoirs for water. Such droughts usually lead to restricting water use to what is essential for living. Urban droughts occur less frequently than agricultural droughts, occurring once every 15 years and affecting about 10-15% of the state's population. Anderson County processes water from the Clinch River and is at low risk for urban drought.

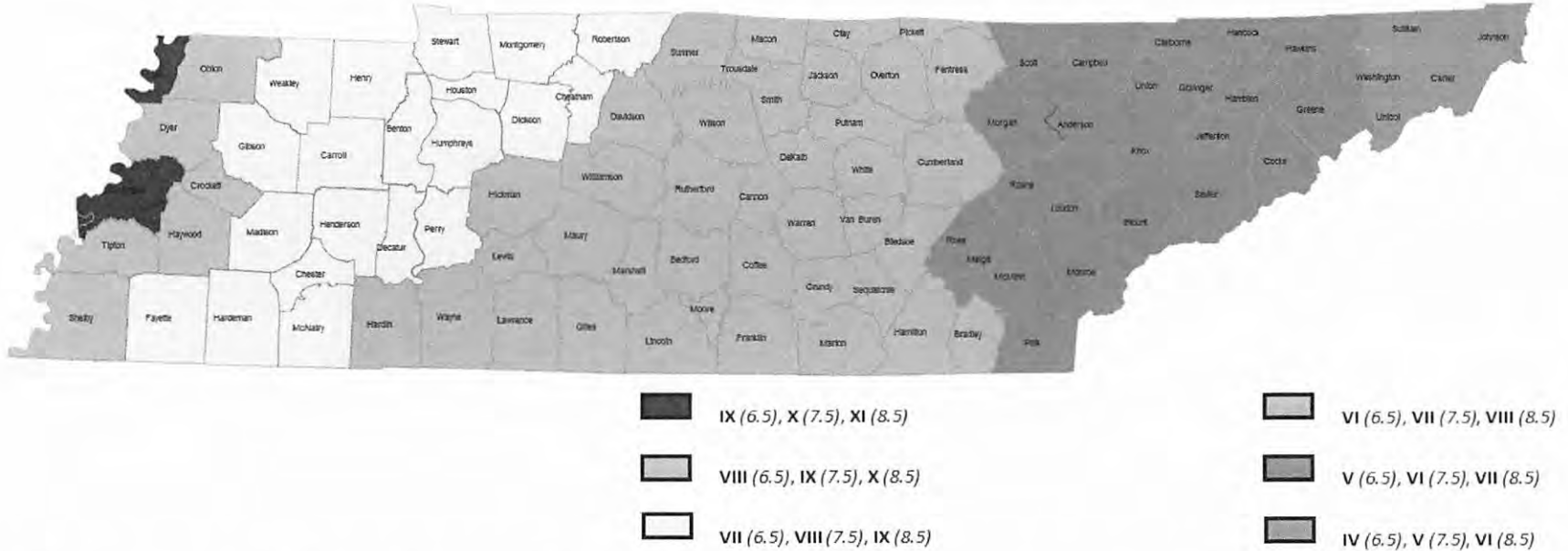
Air and Rail Transportation Accidents

These are incidents involving air or rail passenger travel resulting in death or serious injury. Highway incidents are excluded because they are generally handled without emergency management organization involvement. In Tennessee, significant air incidents occur less than once every seven years, while rail incidents involving passengers are less frequent. Anderson County lies within approach and departure paths to Knoxville's McGhee-Tyson Airport some 25 miles distant. The potential for a major crash is minimal. More risk may arise from light airplane and powered glider operations in and over the county. In the past 25 years, two fatalities have occurred as a result of light plane crashes at a privately owned grass airstrip in Oliver Springs. There is currently no passenger rail service in Anderson County.

ATTACHMENT 1A - HAZARD IDENTIFICATION

EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES



Note: Modified Mercalli Scale (Ms) Intensity indicated by Roman Numerals (IX) for hypothetical quake events of a given magnitude (6.5, 7.5, or 8.5)

This map shows hypothetical maximum intensities, by county, that would result from a magnitude; Ms = 6.5, 7.5, or 8.5 maximum intensity IQ=X, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of a given magnitude because the distributions of effects were plotted for such earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1B for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

ATTACHMENT 1B - MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; duration estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Tress, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also un-braced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.
X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, brick, and otherwise, is specified by the following lettering.

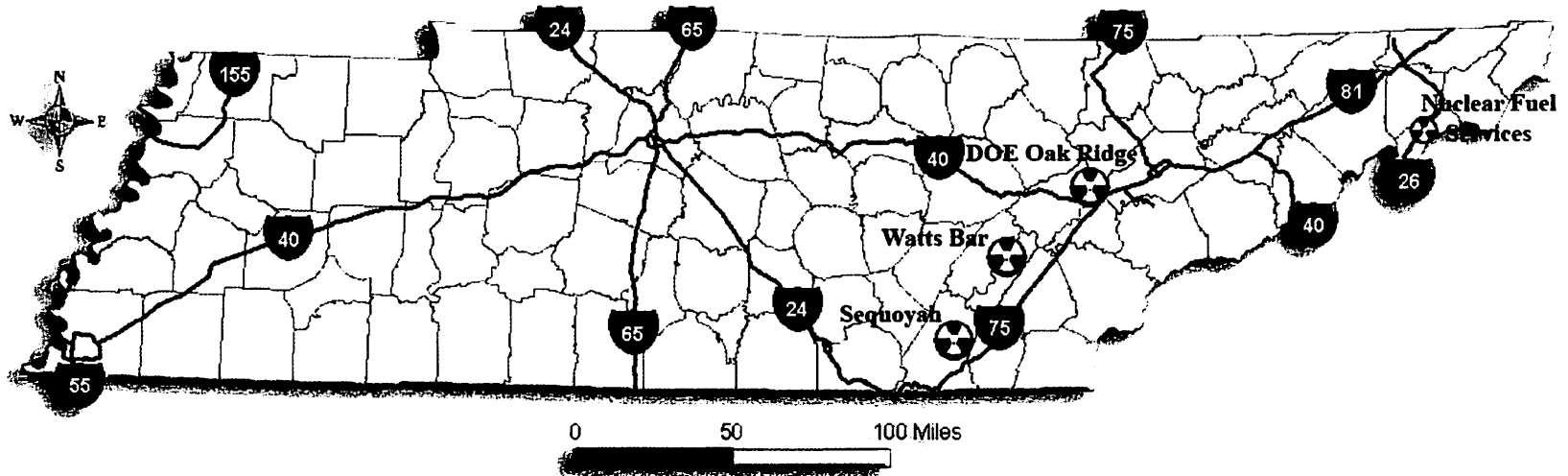
Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar, no extreme weaknesses like failing to tie at corners, but neither reinforced nor designed against horizontal forces.

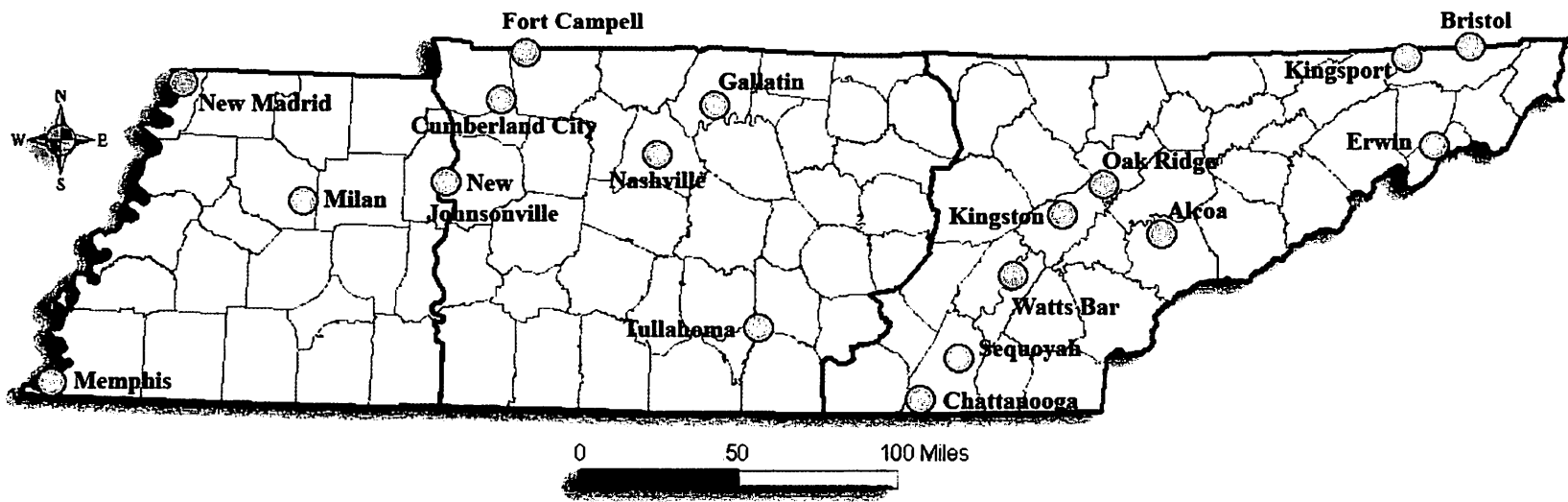
Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.

ATTACHMENT 2 - HAZARD IDENTIFICATION
COMMERCIAL NUCLEAR POWER PLANT REACTOR SITES,
U. S. DEPARTMENT OF ENERGY RESEARCH FACILITIES



1. Sequoyah Nuclear Power Plant (TVA)
2. Watts Bar Nuclear Power Plant (TVA)
3. U. S. Department of Energy Research Facilities
4. Spent Nuclear Fuel Services

ATTACHMENT 3 - HAZARD IDENTIFICATION
TENNESSEE KEY INFRASTRUCTURE, ATTACK RISK CONGLOMERATES



DEFINITIONS/ACRONYMS

<u>APHIS</u>	Animal and Plant Health Inspection Service
<u>ARC</u>	American Red Cross
<u>ARES</u>	Amateur Radio Emergency Services
<u>AVIC</u>	Area Veterinarian In Charge
<u>BEOP</u>	<u>Basic Emergency Operations Plan</u> A document that provides instructions as to what steps should be taken to prepare for and respond to emergencies or the threat of emergencies. The plan describes these instructions based on a given set of circumstances and assumptions as to what the plan will accomplish.
<u>CBDG</u>	Community Block Development Grant
<u>CBRNE</u>	Chemical, Biological, Radiological, Nuclear, Explosive
<u>CCP</u>	Casualty Collection Point
<u>CEDS</u>	Communicable and Environmental Disease Services
<u>CHEMTREC</u>	Chemical Emergency Transportation Center
<u>CIS</u>	Crisis Intervention Support
<u>CPG</u>	<u>Civil Protection Guide</u> Series of FEMA publications providing guidance to state and local emergency management organizations in preparing for emergencies/disasters.
<u>CUSEC</u>	Central United States Earthquake Consortium
<u>DART</u>	Disaster Animal Response Team
<u>DAT</u>	Damage Assessment Team
<u>DFO</u>	Disaster Field Office
<u>DHS</u>	Department of Human Services
<u>Direction and Control</u>	The control and coordination group in an EOC.
<u>Disaster</u>	An incident that causes loss of life, widespread suffering, private and public property damage, and severe economic and social disruption. Disasters are caused by natural or man-made incidents, major accidents, or enemy attack. Disasters are differentiated from day-to-day emergencies that are routinely responded to by local emergency organizations. Disasters are of unusual circumstances or magnitude that response is required from all levels of government: local, state, and federal.
<u>DMORT</u>	Disaster Mortuary Operations Response Team
<u>DOE</u>	Department of Energy

DOT U.S. Department of Transportation

DRC Disaster Recovery Center

A pre-selected area designed to provide information on available assistance programs as rapidly and conveniently as possible to those affected by a disaster.

DWI Disaster Welfare Inquiry System

EAS Emergency Alert System (EAS)

A network of broadcast stations and interconnecting facilities, which have voluntarily agreed to operate in a controlled manner during war, state of peril or disaster, or other national emergency.

ELT Emergency Location Transmitter

EMA Emergency Management Agency

EMAC Emergency Management Assistance Compact

Emergency

According to the Disaster Relief Act of 1974 (PL 93-288), the term *emergency* means, "any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and property, carry out public health and safety activities, or to avert or lessen the threat of a major disaster."

EMS Emergency Medical Service

Ambulances and rescue units staffed by paramedics and emergency medical technicians who provide emergency medical treatment to victims in a pre-hospital environment (i.e., in the field).

EOC Emergency Operations Center

A facility from which key officials can direct and coordinate emergency response resources.

EPA U.S. Environmental Protection Agency

EPI Emergency Public Information

Information that is disseminated before, during, and/or after an emergency; it instructs and transmits orders to the public via the news media.

ESC Emergency Services Coordinator

Person designated by each agency, tasked with the responsibility of providing expertise to the emergency management director, and empowered to act on the behalf of the agency in terms of allocating personnel, resources, etc., to emergency response.

ESF Emergency Support Function

ESN Emergency Service Number

ETSZ East Tennessee Seismic Zone

Evacuees, Spontaneous

People who leave an area during emergencies without being advised to do so.

Executive Group

The governing body of the local jurisdiction during an emergency.

FAD Foreign Animal Disease

FBI Federal Bureau of Investigation

FCP Forward Command Post

An assigned area which is set up to supervise on-site response and coordinate communications with the EOC.

FEMA Federal Emergency Management Agency

FNF Fixed Nuclear Facility (Nuclear Power Plant)

FNSS Functional Needs Shelter Services

GIS Geographic Information System

GPS Global Positioning System

Hazard

A potential threat or circumstance which presents a threat to life and/or property.

HazMat Hazardous Materials

High Hazard Areas

Areas designated by the federal government, or through a hazard analysis, as relatively more likely to experience the direct effects of any given hazard.

HMTUSA Hazardous Materials Transportation Uniform Safety Act

I&FG Individual and Family Grant Program

IC Incident Commander

The individual with overall authority and responsibility for conducting and managing all incident operations at the incident site, including the development of strategies and tactics, and the ordering and release of resources.

ICS Incident Command System

A standardized on-scene all-hazards emergency management construct designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS combines facilities, equipment, personnel, procedures, and communications within a common organizational structure designed to aid in the management of resources.

IEMS Integrated Emergency Management System

A concept that applies to all-hazards mitigation, preparedness, response, and recovery activities in a local/state/federal partnership.

JIC Joint Information Center

JOC Joint Operations Center
LEPC Local Emergency Planning Committee

Local Planning Zone

Usually a fire district or other suitable planning district used to simplify planning efforts directed at preparing for local emergencies.

Major Disaster

According to the Disaster Relief Act of 1974 (PL 93-288), the term means, "any occurrence listed under 'Emergency' which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act, above and beyond the emergency services by the federal government to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

MC Mobilization Center

MCI Mass Casualty Incident

MCP Mobil Command Post

MHz Megahertz

MJERP Multi-Jurisdictional Emergency Response Plan

MOU Memorandum of Understanding

MRE Meals Ready to Eat

MRU Mobile Reserve Unit

An organization created for emergency management to provide support to local organizations when dispatched by the Governor to a stricken area.

NAPB Nuclear Attack Planning Base

NAWAS National Warning System

NDMS National Disaster Medical System

NFPA National Fire Protection Agency

NIMS National Incident Management System

A comprehensive, national approach to incident management, applicable at all jurisdictional levels and functional disciplines, designed to improve coordination and cooperation between public and private entities during incident response, regardless of incident size or complexity.

NMSZ New Madrid Seismic Zone

NOAA National Oceanic and Atmospheric Administration

NRF National Response Framework

NWS National Weather Service

OLFSP Open Learning Fire Service Program

ORR Oak Ridge Reservation

OSC On-Scene Commander

OSHA Occupational Safety and Health Administration

PIO Public Information Officer

Person responsible for providing disaster information to the media and others in a disaster area.

RACES Radio Amateur Civil Emergency Services

Radiological Officer

A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a state, county, or facility.

Radiological Monitor

A person trained to detect, record, and report radiation exposures and exposure rates.

Radiological Analyst

A person who has been trained to prepare monitored radiological data in analyzed form for use in the area served as well as by other levels of government to which reports of such data are sent. The analyst also evaluates the radiation decay patterns as a basis for estimates of future exposure rates and exposures associated with emergency operations.

Reception Area

A specified area which is relatively unlikely to experience the direct effects of a disaster and which is designated for the reception, care, and logistical support of the hazard evacuees.

REOC Regional Emergency Operations Center

Resource

Manpower, raw or basic materials, finished goods and products, services and facilities

Primary Resources

Those which by their nature have a national or interstate use. These generally include interstate wholesale goods or manufacturers' inventories.

Secondary Resources

Retail goods and intrastate wholesale goods necessary to meet essential needs within a single state.

Resource List

A list maintained by the emergency management agency of the resources (personnel, equipment, and supplies) in the county/state which can be used by emergency services in response to local disasters/emergencies.

RMCC Regional Medical Communications Center

SAR Search and Rescue

SARA Superfund Amendments and Reauthorization Act

SBA Small Business Administration

SCBA Self Contained Breathing Apparatus

SCO State Coordinating Officer

SEOC State Emergency Operations Center

Shelter-In-Place

The use of a person's house or building to shield him from the negative effects of the environment.

SITREP Situation Report

Reports of damage assessment in a disaster area.

SNS Strategic National Stockpile

SOP **Standard Operating Procedure**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Staging Area

An area specifically set aside for the marshaling and coordination of incoming resources.

SWAT **Special Weapons and Tactics**

TAG **Tennessee Adjutant General**

TARS **Tennessee Association of Rescue Squads**

TBI **Tennessee Bureau of Investigation**

TCA **Tennessee Code Annotated (Tennessee state law)**

TDA **Tennessee Department of Agriculture**

TDH **Tennessee Department of Health**

TDOT **Tennessee Department of Transportation**

TEMA **Tennessee Emergency Management Agency**

TEMP

The *Tennessee Emergency Management Plan*, designed specifically for state-level response to emergencies or disasters, and which sets forth actions to be taken by state and local governments, including those for implementing federal disaster assistance programs.

THP **Tennessee Highway Patrol**

TN-RT **Tennessee Response Team**

TVA **Tennessee Valley Authority**

TWRA **Tennessee Wildlife Resources Agency**

USAR **Urban Search and Rescue**

USDA **U.S. Department of Agriculture**

USFS **U.S. Forest Service**

VOAD **Volunteer Organizations Active in Disasters**

VS **Veterinary Services**

VSERT **Veterinary Services Early Response Team**

Vulnerability (or Risk)

The degree to which people, property, the environment, or social and economic activities are susceptible to injury, damage, disruption, or loss of life.

AUTHORITIES AND REFERENCES

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3. CFR, Emergency Management and Assistance.
4. Public Law 92-367 National Dam Inspection Act of 1972.
5. USC, American Red Cross, January 5, 1905, as amended.
6. Public Law 81-774 Defense Production Act of 1950, as amended.
7. Public Law 95-124, Earthquake Hazards Reduction Act of 1977.
8. Public Law 95-313, Cooperative Forestry Assistance Act of 1978.
9. Public Law 96-510, Section 104(i), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund).
10. Presidential Executive Order 12148, "Federal Emergency Management," July 20, 1979.
11. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988.
12. Presidential Executive Order 12777, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants," October 18, 1991.
13. Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," February 28, 2003.
14. Homeland Security Presidential Directive 7 (HSPD-7), "Critical Infrastructure: Identification, Prioritization, and Protection," December 17, 2003.
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16. Presidential Policy Directive 8 (PPD-8) "National Preparedness," (replaces HSPD-8), March 30, 2011.

B. State

1. TCA 58-2-101 through 58-2-518, Civil Defense Act of 1951, as amended.
2. TCA 68-212-201 through 68-212-207, Hazardous Waste Management.
3. TCA 69-12-102, Safe Dams Act of 1973.
4. Governor's Executive Order No. 4, February 13, 1987.
5. Governor's Executive Order No. 7, April 1, 1987.

C. Local

1. Anderson County Resolution dated February 21, 1974 (last amended April 15, 2024), establishing Anderson County Emergency Management Agency.
2. Anderson County Basic Emergency Operations Plan, July 2019.

II. References

A. Federal

1. Federal Response Plan for Public Law 93-288, as amended April, 1999.
2. FEMA SLG-101, Guide for All Hazard Emergency Operations Planning, September, 1996.
3. Second U. S. Army, Military Support to Civil Authority Plan, 1985.

B. State

1. Tennessee Hazardous Materials Program, 1992.
2. Military Assistance to Civil Authorities (OPLAN TWO), TN National Guard, October 1, 1990.
3. Tennessee Emergency Management Plan, 2011.
4. Tennessee Hazard Mitigation Plan, 2013.
5. Hazard Management in Tennessee, A Community Handbook, May, 1991.
6. Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Watts Bar Nuclear Plant, as amended.
7. Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Sequoyah Nuclear Plant, as amended.
8. Tennessee Multi-Jurisdictional Emergency Response Plan for the Department of Energy Oak Ridge Reservation, as amended.

C. Local

1. Anderson County Multi-Jurisdictional Hazard Mitigation Plan, November, 2021.
2. Standard Operating Procedures maintained by each county and city response department.

BASIC PLAN

I. Introduction

A. Purpose

This document establishes a comprehensive emergency management plan for Anderson County and its political subdivisions. This plan directs actions aimed at accomplishing four general goals: (1) to mitigate potential effects of hazards that might impact the county, (2) to prepare to take actions which will save lives and minimize damage, (3) to respond rapidly to the needs of the citizens and local jurisdictions during emergencies, and (4) to provide for organized recovery to return the county and its communities to normal as soon as possible after disaster. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, terrorist attacks, and other major incidents that may impact Anderson County.

B. Scope

This plan applies to emergency functions in Anderson County, except those actions for which the state or federal government has primary responsibility (such as hazardous materials release from a Department of Energy plant or TVA nuclear power plant). County and local jurisdiction emergency functions include: fire and police services; emergency medical services; rescue; warning; communications; engineering; hazardous materials abatement; evacuation; emergency welfare services; emergency transportation services; and all other functions related to the protection of the civil population as defined by Tennessee Code Annotated (TCA 58-2-102). Additionally, responsibilities associated with preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, and energy emergencies and/or their threatened occurrence are addressed as required by TCA 58-2-101.

This plan also discusses potential problems resulting from natural disasters, enemy attack, and all technological incidents exclusive of those associated with nuclear power plants. Detailed plans for each nuclear facility are issued by the Tennessee Emergency Management Agency as required by the Nuclear Regulatory Commission and FEMA.

Specifically, this plan addresses two key areas:

1. The relationships between emergency response organizations and related agencies in Anderson County. These organizations include various departments and divisions of county government, city governments, the state and federal governments, and the private sector that provide services before or during disasters and/or that assist with recovery efforts.
2. Procedures to ensure that ongoing review and update of this plan and supporting plans are performed and exercises that test this plan are carried out.

II. Situation and Assumptions

A. Situation

Anderson County is located in East Tennessee. There are five incorporated cities in the county – Clinton, Rocky Top, Norris, Oak Ridge, and Oliver Springs. The 2020 census indicated the county's population was 77,123. In the plan's introduction, *Hazard Identification* section describes the various hazards that may affect the State and county. Incidents that occur in Anderson County may also affect an adjoining county and vice versa.

B. Threat

The potential impacts of disasters, whether natural, technological, or nuclear, in Anderson County is increasing. Although the occurrence of natural disasters is fairly consistent, there are more

people in the county to be affected by disasters. Other incidents, such as unlawful or careless actions of people, are a potential source of man-made disasters. International terrorism, racial or ethnic strife, and economic struggles may also cause conflict. Several countries have, or may have, the capability of waging a limited nuclear war and, therefore, the possibility of a chemical, biological, or nuclear attack on the United States is still present. Current knowledge and technology cannot eliminate these threats. However, the steps prescribed by this plan should help to reduce the dangers of these potential threats to the citizens of Anderson County.

C. Planning Assumptions

1. Emergencies and disasters will occur in Anderson County. The citizens of this county and its political subdivisions will be affected. In addition to the hazards identified in the Hazard Analysis, other hazards may occur in the future.
2. The full authority and resources of Anderson County will be used to cope with the situation.
3. State and/or federal assistance will be available, when requested, for those situations which exceed the capabilities of county and municipal government.
4. The Anderson County Basic Emergency Operations Plan (BEOP) is the basis for all-hazards emergency management actions in the county. It is invoked by the County Mayor when a countywide or other disaster occurs that requires deploying nearly all of the county's resources and may require a Presidential declaration of disaster.

III. Concept of Operations

A. General

1. Local government has the primary responsibility to prepare for emergencies and to take actions that protect life and property. If local government cannot adequately respond, the state is asked to assist. It is the State of Tennessee's responsibility to deal with emergencies that exceed the capabilities of its political subdivisions. Similarly, the state may request help from the Federal government to meet any needs imposed by emergencies beyond the state's capabilities to respond.
2. The emergency functions of response organizations generally parallel their daily functions. To the greatest extent possible, the same personnel and resources will be used in emergencies.
3. Daily functions which do not directly contribute to emergency operations may be suspended for the duration of the emergency. Personnel normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
4. An integrated emergency operations plan is concerned with all hazardous situations that may develop within the state or county. This BEOP is more than an operations plan in that it also includes activities that occur *before* and *after* a disaster.
5. This plan does not contain a complete listing of all department or agency resources. Each organization will maintain an updated resource list and provide it to the county EMA and other agencies as needed. Local resource lists are maintained by the EMA at the EOC.

B. Phases of Management

1. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurring, or lessen the damaging effects of those that do. Examples of mitigation activities include; adoption of stronger building codes, tax incentives, zoning and land use management, safety codes, public education, and hazard analysis.

2. Preparedness

Preparedness activities develop and improve response capabilities that are needed in an emergency. Planning and training are among the activities conducted in preparation for

emergencies. Other examples include installation of warning and communications systems, development of evacuation plans and mutual aid agreements, and conducting exercises.

3. Response

Response provides emergency services during a crisis. These services speed recovery and reduce casualties and damage. Response activities include activation of warning systems, implementation of plans, and firefighting, rescue, and law enforcement operations.

4. Recovery

The process of recovery is both short-term and long-term. Short-term recovery seeks to restore essential services to the county and provide for the individual needs of the public. Long-term recovery focuses on restoring the county as a whole to a near-normal state. Recovery is also an opportunity to institute mitigation measures to alleviate the effects of future disasters. Examples of recovery activities include providing food and shelter, restoring utilities and government services, counseling, and providing damage/disaster insurance, loans, or grants. Mitigation during recovery includes better codes enforcement, better flood plain management, and improved infrastructure to withstand the next natural disaster.

C. **Execution**

1. The central point of coordination for overall emergency operations is the Anderson County Emergency Operations Center (EOC).
2. In an emergency there are two levels of control. The first level of control is at the scene of the incident, under the direction of the Incident Commander (IC) in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS) procedures. The second level is in the EOC, where overall coordination will be exercised.
3. The agency with jurisdiction responds to the scene. On-scene management uses the Incident Command System. The responding department's most qualified (typically senior) representative at the scene is the Incident Commander (IC), who is responsible for the overall emergency operation. The IC may adjust the actual location of the Incident Command Post (ICP) as dictated by the hazard(s) present and by life safety concerns. In the EOC, the department that assumes a lead coordination role is specified in annexes to this plan. If state assistance is requested, TEMA provides an on-scene area coordinator whose job it is to coordinate the activities of state personnel with those of the local responders. State personnel do not assume control of a scene unless otherwise specified by current state or federal law, administrative practice, or policy.
4. The Anderson County BEOP delineates the agencies, departments, and organizations which provide resources to support emergency response. This plan reflects all agencies which may be tasked to respond to such incidents.
5. All personnel involved in emergency response must know when and how the various emergency support functions in the county BEOP will be carried out. Guidance concerning the implementation of the plan is located in the Direction and Control section of the Basic Plan.

IV. **Organization and Responsibilities**

A. **General**

Most local government departments have emergency functions. Each department will create and maintain operating procedures. Specific responsibilities are outlined below as well as in the ESF annexes that follow. Some organizations not part of local government are also included.

B. **Organization**

1. Geographically

- a. The Anderson County Emergency Management Agency (EMA) is charged with the overall responsibility of coordinating the county's preparedness for and response to disasters. Its

authority extends to the entire county. Except for those functions for which the state or federal governments are responsible, the Anderson County EMA is responsible for the coordination of all other emergency functions as defined by state law.

- b. For purposes of direction, administration, and response coordination, the county is divided into ten (10) ESN (Emergency Service Number) Districts generally corresponding to fire departments for the incorporated cities (5) and county volunteer fire districts (5).
- c. The incident command system is established at all emergency scenes in accordance with established ICS/NIMS principles. The Incident Commander will direct 911 to alert the EMA Director when multiple agencies or multiple jurisdictions are or will be involved. When the EMA Director is notified by 911 that an incident or emergency exists that is large or may become larger, EMA will respond to the scene or to the EOC as the situation warrants.
- d. The EMA Director provides coordination, other assistance, and has the authority to request assistance from any agency within the county. The EMA Director will initiate and further facilitate the County Mayor's request for assistance from the state. When the EMA Director finds that state assistance is needed, he/she contacts the State EOC (SEOC). The SEOC notifies the TEMA regional director, who then sends an area coordinator to the scene to coordinate state assistance to the county. All requests for state assistance are sent through the SEOC.
- e. The EMA Director is assisted during emergencies by Emergency Services Coordinators (ESCs). The ESCs represent key local departments, agencies, volunteer and private sector organizations, as well as some state agencies. Each ESC (or alternate) is available by phone or pager 24-hours per day, seven days per week, to assist in emergencies involving his/her agency. The ESC is empowered to act for and on behalf of his/her agency or department, including the commitment of personnel and/or resources. The ESCs are responsible for developing and implementing procedures associated with this plan.

C. Responsibilities

1. Common Responsibilities

All county departments and city governments have the following common responsibilities:

- a. Incorporation of NIMS standards into operational plans and response actions.
- b. Participation in disaster preparedness training.
- c. Preparation of internal emergency plans, standard operating procedures (SOPs), and implementing instructions, with provisions for:
 - (1) Protection of departmental personnel.
 - (2) Alerting and warning personnel, determining and reporting readiness.
 - (3) Transmission of emergency information to the Emergency Operations Center.
 - (4) Establishment of lines of succession for key personnel.
 - (5) Maintaining a list of available resources within the agency as well as those of the private sector with which they customarily conduct business.
 - (6) Activating emergency direction and control within the agency to carry out the agency's emergency responsibilities to the citizens of the county.
- d. If not assigned a specific task in this plan, provide support as requested, within the agency's respective capabilities, for emergency operations.

2. Specific Local Agency Responsibilities

a. Anderson County Emergency Management Agency (EMA)

- (1) Coordinate all phases of emergency management and EOC operations.
- (2) Oversee emergency management planning.
- (3) Provide timely warning to appropriate officials of information predicting natural or man-made phenomena and attack that could threaten life and/or property.
- (4) Provide radiological protection monitoring support.
- (5) Compile and transmit damage reports to the SEOC to determine eligibility for state and federal disaster assistance and to support applications for public assistance under PL 93-288, as amended.
- (6) Manage ESFs 5.1, 5.3, 6.1, 6.2, 7.3, 10, and 14.2.
- (7) Coordinate shelter/evacuation/movement operations with American Red Cross, Anderson County Sheriff, and Anderson County Health Department.
- (8) Coordinate general supply and resource management with the County Budget Director and County Purchasing Agent.
- (9) Develop emergency preparedness training objectives to meet national standards, and provide training guidance/assistance to all local agencies, city governments, and citizens.
- (10) Provide guidance/assistance to affected local governments in disaster response.
- (11) Coordinate/review disaster response and recovery actions by local agencies, as required by this plan.
- (12) Provide overall coordination of quasi-public and private agency disaster assistance.
- (13) Maintain liaison with state and federal agencies.
- (14) Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance.
- (15) Manage the use of volunteers during emergencies/disasters.

b. Anderson County Emergency Medical Service (EMS)

- (1) Provide emergency medical services to the community.

c. Anderson County/City Schools Directors and Superintendents

- (1) Coordinate with school bus contractors for transportation during evacuations.
- (2) Provide school facilities for use as shelters/mass feeding and/or staging areas.
- (3) Recall cafeteria personnel to operate and maintain the cafeteria.
- (4) Conduct damage assessment of school facilities following a disaster.

d. Anderson County/City Finance Directors/County Purchasing Agent

- (1) Maintain financial records associated with disaster response.
- (2) Manage cash donations received during disasters.
- (3) Manage logistics operations during disasters.
- (4) Arrange for payment of vendors.
- (5) Procure items/resources needed for emergency operations.
- (6) Provide unassigned, non-emergency personnel to support emergency operations.

- e. **County Law Director/City Attorney**
 - (1) Provide legal/technical advice to jurisdictional Mayor.
- f. **Anderson County Building Commissioner/City Building Inspectors**
 - (1) Conduct building inspections following a disaster.
- g. **County Coroner/Medical Examiner**
 - (1) Arrange for identification/removal of deceased victims following a disaster.
- h. **County Mayor/City Managers**
 - (1) Exercise direction and control in the EOC during emergency operations.
- i. **Anderson County Sheriff's Office**
 - (1) Conduct law enforcement operations in the county.
 - (2) Operate the county jail.
 - (3) Coordinate law enforcement activities with City Police Departments and THP.
 - (4) Coordinate search operations in the county.
 - (5) Coordinate evacuations in the county.
- j. **City Police Departments**
 - (1) Provide law enforcement operations within jurisdiction and mutual aid, as requested.
- k. **Utility Systems**
 - (1) Conduct damage assessment of utility systems following a disaster.
 - (2) Restore utility services to critical facilities and customers following a disaster.
- l. **County/City Emergency Communications Districts (911)**
 - (1) Coordinate the development of emergency communications systems in the county.
 - (2) Maintain 911 capability and alternate facility.
 - (3) Provide overall direction and control of emergency communications systems.
 - (4) Provide timely and accurate warning to city and county officials of natural or man-made hazards.
- m. **Anderson County Fire Departments/City Fire Departments**
 - (1) Perform fire service operations in jurisdiction and provide mutual aid, as requested.
 - (2) Provide EMS, hazardous materials response, and other operations within capabilities.
- n. **Hazardous Materials Team**
 - (1) Perform hazardous materials response, containment, and mitigation activities.
- o. **Anderson County Health Department**
 - (1) Perform public health functions following a disaster.
 - (2) Provide assistance on health hazards associated with emergencies/disasters.
- p. **Anderson County Local Emergency Planning Committee (LEPC)**
 - (1) Maintain records as required by federal and state laws (e.g. SARA Title III).

- (2) Assist EMA and County Mayor with planning for hazardous material incidents.
- q. **Anderson County Highway Department/City Public Works Departments**
 - (1) Conduct damage assessment, and repair jurisdictional roads and bridges after a disaster.
 - (2) Coordinate debris removal in accordance with FEMA guidelines.
 - (3) Provide assistance with building demolition activities.
 - (4) Provide containment support to hazardous materials response, in the cold zone.
 - (5) Provide logistical assistance to emergency operations.
 - (6) Provide technical support for debris removal operations following a disaster. (Highway Department).
 - (7) Provide assistance with recovery and development issues following disasters.
- r. **Anderson County Rescue Squad**
 - (1) Provide specialized rescue services within capabilities.
- s. **Water and Wastewater Departments**
 - (1) Conduct damage assessment and perform restoration of potable water system.
 - (2) Conduct damage assessment and perform restoration of sanitary wastewater system.
- t. **Electric and Gas Departments**
 - (1) Conduct damage assessment and report hazard areas to the EOC.
 - (2) Perform restoration of damaged systems.
- u. **County Property Assessor**
 - (1) Provide records for use in damage assessment activities following a disaster.
 - (2) Coordinate with Building Commissioner, Public Works Departments, and City Building Inspectors to conduct post disaster damage assessment of county-/city-owned buildings and property.
 - (3) Provide any available administrative personnel to assist in the EOC.
 - (4) Provide assistance with recovery and development issues following disasters.
- v. **Damage Assessment Team (DAT)**
 - (1) Under the direction of EMA, perform damage assessment to quickly identify scope of damage following a disaster. Coordinate efforts with ESF 3.
- w. **Anderson County & City Animal Control/Agriculture Extension Agent**
 - (1) Conduct damage assessment.
 - (2) Establish and operate emergency animal shelters and large animal housing sites.
 - (3) Perform animal rescue.
 - (4) Coordinate large animal transport.
- x. **Anderson County Landfill Manager**
 - (1) Assist with management of debris removal after disasters.

3. State Agency Responsibilities

a. **Tennessee Department of Human Services**

- (1) Assist with operation of temporary emergency shelters.
- (2) Perform damage assessment activities for individual families.

b. **Tennessee Department of Transportation**

- (1) Make passable and maintain state and U.S. highways and bridges after a disaster.
- (2) Assist local highway departments with damage assessment, traffic control, and other activities as required.

c. **Tennessee Division of Forestry**

- (1) Control wildland/brush fires with local fire departments (mutual aid).

d. **Tennessee Wildlife Resources Agency**

- (1) Assist local law enforcement agencies with recapture of escaped prisoners.
- (2) Perform capture of wild animals posing a danger to themselves or humans.

e. **Tennessee Highway Patrol**

- (1) Perform law enforcement functions on state highways/property.
- (2) Provide assistance to local law enforcement agencies when requested.

f. **East Tennessee Development District**

- (1) Provide assistance with development issues following disaster.

g. **Tennessee Emergency Management Agency (TEMA)**

- (1) Provide assistance with requests for state and federal resources.
- (2) Provide assistance in damage assessment and recovery.

4. Federal Agency Responsibilities

a. **National Weather Service (NWS)**

- (1) Provide weather-warning support to the county.
- (2) Make NOAA Weather Radio System available to TEMA for use in warning residents of impending dangers.

b. **Department of Energy (DOE)**

- (1) Provide warning of any hazardous material release from any DOE facility on the Oak Ridge Reservation (ORR) and recommend protective actions.
- (2) Provide warning of hazardous or radioactive material releases from DOE-managed shipments of nuclear materials to/from the ORR.

c. **Tennessee Valley Authority (TVA)**

- (1) Provide warning in the event of dam failure/flooding along the Clinch River.

5. Private and Quasi-Governmental Agency Responsibilities

a. **American Red Cross**

- (1) Manage and operate temporary emergency shelters during disasters.

- (2) Perform damage assessment of shelters and homes following a disaster.
- (3) Provide assistance to disaster victims.

b. Amateur Radio Emergency Services (ARES)

- (1) Provide communications support to local emergency operations.

c. Volunteer Organizations Active in Disasters (VOAD)

- (1) Coordinate assistance from volunteer organizations.
- (2) Provide assistance to the county's Donations Coordination Team.

D. Assignment of Responsibilities by ESF

ESF 1 - Transportation

- Transportation Networking
 - Lead Agency - Anderson County Highway Department
 - Support Agencies - City Public Works Departments
County Sheriff's Office/City Police Departments

ESF 2 - Communications

- Communications Systems
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - County/City 911 Emergency Communications Districts
Anderson County Emergency Management Agency
County/City Emergency Response Departments
County Highway Department/City Public Works
Amateur Radio Emergency Services (ARES)
County/City Schools Directors/Superintendents

- Warning
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - County/City 911 Emergency Communications Districts
Anderson County Emergency Management Agency
County/City Emergency Response Departments
Tennessee Highway Patrol
Anderson County Health Department
Tennessee Emergency Management Agency
NOAA/National Weather Service
Amateur Radio Emergency Services (ARES)

ESF 3 - Infrastructure

- Building Inspection and Condemnation
 - Lead Agency - Anderson County Building Commissioner
 - Support Agencies - County Building/Fire Inspectors
County/City Schools Directors/Superintendents
County Highway Department/City Public Works
Anderson County Property Assessor
Anderson County Emergency Management Agency

- **Route Clearance & Bridge Inspection**
 - Lead Agency - Anderson County Highway Department
 - Support Agencies - City Public Works Departments
County/City Emergency Response Departments
Tennessee Department of Transportation
Civil Air Patrol

- **Debris Removal**
 - Lead Agency - Anderson County Highway Department
 - Support Agencies - City Public Works Departments
Anderson County Solid Waste Landfill

- **Water and Wastewater Systems**
 - Lead Agency - Clinton Utilities Board
 - Support Agencies - County/City Water and Wastewater Departments
Anderson County Health Department

ESF 4 - Firefighting

- Lead Agency - Anderson County Fire Commission Vice Chairman
- Support Agencies - Anderson County/City Fire Departments
Tennessee Division of Forestry
Anderson County Emergency Management Agency

ESF 5 - Information & Planning

- **Disaster Information**
 - Lead Agency - Anderson County Emergency Management Agency
 - Support Agencies - County/City Emergency Response Departments
County Law Director

- **Public Information**
 - Lead Agencies - Anderson County Mayor/City Managers
 - Support Agencies - Anderson County Emergency Management Agency
National Weather Service

- **Damage Assessment**
 - Lead Agencies - Anderson County Emergency Management Agency
 - Support Agencies - Tennessee Department of Human Services
County Building Commissioner/City Building Inspectors
County Highway Department/City Public Works
County/City Utility Departments
Anderson County Property Assessor
East Tennessee Development District
County/City Schools Directors/Superintendents
American Red Cross

ESF 6 - Human Services

- Shelter and Mass Care Operations
 - Lead Agencies - American Red Cross/Emergency Management Agency
 - Support Agencies - Anderson County Health Department
Department of Human Services
Amateur Radio Emergency Services (ARES)
County/City Schools Directors/Superintendents
- Disaster Victim Services
 - Lead Agency - American Red Cross/Emergency Management Agency
 - Support Agencies - Anderson County Emergency Management Agency
U.S. Postal Service
Amateur Radio Emergency Services (ARES)

ESF 7 - Resource Support

- Logistics
 - Lead Agencies - Anderson County Purchasing Agent
 - Support Agencies - Anderson County Emergency Management Agency
County Highway Department/City Public Works
Anderson County Mayor/City Managers
County Finance Director
- Resource Management
 - Lead Agency - Anderson County Mayor/City Managers
 - Support Agencies - County/City Finance Directors/Purchasing Agents
Anderson County Emergency Management Agency
- Staging Areas
 - Lead Agency - Anderson County Emergency Management Agency/
Anderson County Purchasing Agent
 - Support Agencies - County/City Emergency Response Departments
County Highway Department/City Public Works
County/City Schools Directors/Superintendents
- Vehicle Allocation (Reserved for Future Use)

ESF 8 - Health & Medical Services

- Emergency Medical Services
 - Lead Agency - Anderson County Emergency Medical Service
 - Support Agencies - Anderson County Emergency Management Agency
County/City Emergency Response Departments
Anderson County Coroner/County Medical Examiner
American Red Cross
Methodist Medical Center

- **Public Health**
 - Lead Agency - Anderson County Health Department
 - Support Agencies - County Highway Department/City Public Works
County/City Water and Wastewater Departments
Anderson County Emergency Management Agency
Methodist Medical Center
American Red Cross
Anderson County Landfill Director
- **Crisis Intervention Support**
 - Lead Agency - Anderson County Emergency Medical Service
 - Support Agencies - All Tasked Local Agencies

ESF 9 - Search & Rescue

- Lead Agency - Anderson County Sheriff's Office
- Support Agencies - Anderson County Rescue Squad
County/City Emergency Response Departments
Anderson County Emergency Management Agency
County Highway Department/City Public Works
County/City Emergency Communication Districts

ESF 10 - Environmental Response

- **Hazardous Materials**
 - Lead Agency - Anderson County Emergency Management Agency
 - Support Agencies - Anderson County Hazardous Materials Team
County/City Emergency Response Departments
County Highway Department/City Public Works
Anderson County Local Emergency Planning Committee
Tennessee Emergency Management Agency

ESF 11 - Food

- Lead Agency - Anderson County Schools Director
- Support Agencies - City Schools Directors/Superintendents
Anderson County Emergency Management Agency
American Red Cross
Tennessee Department of Agriculture

ESF 12 - Energy

- Lead Agency - Clinton Utilities Board
- Support Agencies - Oak Ridge Electric Department
Powell-Clinch Utility District
Oak Ridge Utility District
Anderson County Emergency Management Agency

ESF 13 - Law Enforcement

- **Traffic Control**
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - City Police Departments
County Highway Department/City Public Works
Tennessee Highway Patrol

- **Security/Crime Control**
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - City Police Departments
Attorney General's Office
Tennessee Highway Patrol
Tennessee State Fire Marshal's Office
Tennessee Division of Forestry
Tennessee Wildlife Resources Agency

- **Institutions/Jails**
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - City Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation

- **Evacuation/Movement**
 - Lead Agency - Anderson County Sheriff's Office
 - Support Agencies - City Police Departments
County Mayor/City Managers
Anderson County/City Fire Departments
Anderson County Hazardous Materials Team
Anderson County Rescue Squad
Anderson County Emergency Medical Service
County Highway Department/City Public Works
County/City Building Inspectors
County/City Schools Directors/Superintendents
Anderson County Emergency Management Agency

- **Terrorism**
 - Crisis Management
 - Lead Agency - Anderson County Sheriff's Office/City Police Department
 - Consequence Management
 - Lead Agency - Anderson County Emergency Management Agency
 - Support Agencies - Anderson County Health Department
Methodist Medical Center
Anderson County Agriculture Extension Agent
Anderson County/City Fire Departments
Anderson County Hazardous Materials Team
Anderson County Rescue Squad
Anderson County Emergency Medical Service

County Highway Department/City Public Works
Electric/Water/Gas Utilities

ESF 14 - Donations/Volunteer Services

- Donations
 - Lead Agency - Anderson County Finance Director
 - Support Agencies - Anderson County Mayor/City Managers
County Sheriff's Office/City Police Departments
County Highway Department/City Public Works
Anderson County Emergency Management Agency

- Volunteers
 - Lead Agency - Anderson County Emergency Management Agency
 - Support Agencies - American Red Cross
Tennessee Emergency Management Agency

ESF 15 - Recovery

- Assistance Programs
 - Lead Agency - Anderson County Mayor/City Managers
 - Support Agencies - Anderson County Emergency Management Agency
Anderson County Property Assessor
County Highway Department/City Public Works
County/City Schools Directors/Superintendents
Local Utilities
American Red Cross

- Recovery and Reconstruction
 - Lead Agency - Anderson County Mayor/City Managers
 - Support Agencies - Anderson County Emergency Management Agency
East Tennessee Development District
Anderson County Commission/City Councils
County/City Engineering and Public Works

ESF 16 – Animal Care Services and Disease Management

- Animal Care Services
 - Lead Agency - County Animal Control/Agriculture Extension Agent
 - Support Agencies - City Animal Control Departments
Anderson County Health Department
Anderson County Sheriff's Office
City Police Departments
County Highway Department/City Public Works
Anderson County Emergency Management Agency
Anderson County Mayor/City Managers
Tennessee Wildlife Resource Agency
County Veterinary Association/Hospitals/Clinics
Anderson County Humane Society
Horse Owners/Cattleman Associations

Tennessee Emergency Management Agency

- Disease Management

Lead Agency -

Anderson County Agriculture Extension Agent
Office of the Tennessee State Veterinarian
Office of Area Veterinarian in Charge (AVIC)

Support Agencies -

Anderson County/City Animal Control Departments
Anderson County Health Department
Anderson County Emergency Management Agency
County Highway Department/City Public Works
Anderson County Sheriff's Office
City Police Departments
Anderson County Mayor/City Managers
American Red Cross
State and Federal Agencies (as activated by the State Veterinarian)

V. Direction and Control

A. Anderson County Mayor/City Managers

1. The Anderson County Mayor and/or City Managers, through the EMA Director, will exercise direction and control of the emergencies in Anderson County. The personnel, facilities, and equipment for decision-making and the initiation of response activities are located in the EOC.

B. Emergency Management Director

1. The EMA Director, appointed by the County Mayor, has the responsibility for coordinating the entire emergency management program in Anderson County. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. The Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C. Emergency Services Coordinators (ESCs)

1. ESCs have the authority and responsibility to respond to county emergencies that require the assistance or resources of their respective agencies. ESCs are responsible to ensure their agency's emergency functions are carried out per this plan and other guidance from the Anderson County EMA. Some agencies may be required to relocate to the EOC.
2. All ESCs will coordinate their activities with the EOC, under the direction of the EMA Director.
3. Agencies with emergency responsibilities activate their own office and staffing systems as necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices.
4. Specific persons and agencies are responsible to fulfill obligations as noted in the Basic Emergency Operations Plan and its functional annexes. Each agency will be responsible for having its own standard operating procedures or plans to be followed during emergency response operations.

D. Emergency Operations Center (EOC) Location

1. The Anderson County Emergency Operations Center (EOC) is located at 111 South Charles G. Seivers Boulevard in Clinton. The EMA Director may move EOC operations to an alternate site, with concurrence of the County Mayor.

E. Line of Succession

1. In the absence of the EMA Director, direction and control authority is vested in the Deputy Director. One of these individuals should be available at all times. If both should be out of service at the same time, a memorandum will designate the individual with acting authority.

F. Heads of Local Departments

1. This plan requires that the heads of all local departments and agencies with emergency preparedness responsibilities designate primary and alternate ESCs.
2. Department or agency heads will remain responsible for their personnel and resources.
3. Lines of succession to the department heads are as specified in their respective SOPs.

G. State and Federal Responders

1. Responding State and/or Federal officials will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment to the field.

H. Legislative Liaison Affairs

1. The County Mayor and City Managers will keep the jurisdiction's state and local legislative officials advised as to the status of the incident in their respective districts. City Managers will keep the County Mayor informed of municipal briefings of legislators and their staffs.

I. Alert/Increased Readiness Periods/Levels of Local Operation

1. If warning of an impending emergency is received, local agencies must begin precautionary measures to mitigate the anticipated effects. However, disasters are often not preceded by a warning. All levels of government must be ready to react immediately. There are five levels of local emergency activation:
 - a. Level 5 – Normal, day-to-day operations.
 - b. Level 4 – Assumed when there is a likelihood of an emergency, such as when severe weather watches are issued. Response and other agencies are notified of the developing situation. Emergency Public Information (EPI) may be issued.
 - c. Level 3 – Occurs as the situation continues to deteriorate. Precautionary call out of key personnel is done as directed by the EMA Director. Partial activation of key centers of operations may occur. EPI is issued.
 - d. Level 2 – Reached if the emergency has actually occurred. The event is serious and countywide. During this phase EMA staff notifications are made, appropriate state and local government/agency notifications are made, EPI is broadcast, and the County Mayor or EMA Director may elect to implement the local BEOP. EMA and EOC staff report to the EOC. Certain ESCs are tasked to respond to the EOC, and field personnel are deployed. Limited state assistance may be required.
 - e. Level 1 – For truly catastrophic incidents. All county and city assets are activated. All state agencies are activated. Large-scale federal assistance may be required. The county BEOP is implemented.
2. Specific actions for individual organizations and/or departments for each of these levels are provided in their respective SOPs and implementing procedures.
3. In accordance with jurisdictional resolutions, emergency response agencies will operate under National Incident Management System (NIMS) standards. The agency in charge of the incident will implement the Incident Command System (ICS) and establish an Incident Command Post (ICP).

VI. Continuity of Government

- A.** Emergencies/disasters are rarely of sufficient magnitude to require changes in the governmental structure. Relocating to a structurally sound facility may provide continuity of government operations. The size and type of threat or disaster being confronted will dictate whether or not key officials move to other locations.
- B.** Succession of local government officials will follow lines of succession as prescribed in the state constitution, state law, and local ordinances.
- C.** Operating Locations - The County Mayor and their staff may relocate to the EOC during major emergencies. County/City government will continue to occupy current facilities unless they are unusable. Each agency will maintain plans for relocation of critical operations in such cases. EOC staff relocation is detailed in Appendix 2, Emergency Operations Center.
- D.** Preservation of Records - To provide normal government services after a disaster, vital records must be protected. Each local agency will ensure the safety of essential records. Examples of essential records include:
 - 1. Records protecting the rights and interests of individuals, such as vital statistics, land and tax records, license registers, articles of incorporation, and permits.
 - 2. Records relating to emergency operations, such as utility system maps, locations of emergency supplies and equipment, emergency operating procedures, lines of succession, and personnel lists.
 - 3. Records required to re-establish normal governmental functions such as constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.
- E.** Each jurisdiction will implement procedures as detailed in its Continuity of Operations Plan (COOP) or Continuity of Government (COG) Plan.

VII. Administration and Logistics

A. Emergency Authority

Authorities for this plan are contained in Part I, Introduction.

B. Agreements and Understandings

Should local resources prove to be inadequate during an emergency, local jurisdictions will ask for assistance from other local governments, higher levels of government, and other agencies per existing or emergency-negotiated mutual-aid agreements and state law. Agreements not recognized under the state *Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004* will be entered into by authorized officials and will be in writing.

C. Administration

- 1. Existing forms, reports, and procedures will be used. All records subject to review of actions taken will be retained for at least three years or longer as required by law or ordinance.
- 2. Local agencies occupying the EOC will maintain their own records and administrative forms. Standard forms used in the EOC (i.e., message and activity logs) will be provided by EMA.
- 3. Reimbursement for expenditures will follow established local and FEMA procedures.

D. Plan Development and Maintenance

- 1. Anderson County EMA will:
 - a. Develop and maintain the Anderson County Basic Emergency Operations Plan.
 - b. Ensure the local BEOP is current by having amendments and changes prepared, coordinated, and issued as necessary.

- c. Annually review the local BEOP to ensure that it reflects current policy and technology.
- d. Maintain stocks of the local BEOP and amendments, along with distribution lists, to assure all plan recipients are properly serviced.
- e. Review, approve, or deny requests for material to be included in the BEOP.
- f. Ensure all material prepared to insert in the BEOP adheres to established guidelines in accordance with TEMA BEOP Guidance Document TN 500-1, as amended.
- g. Prescribe format, review procedures and submission dates for all local emergency management and supporting plans and operating procedures.
- h. Task local agencies to prepare supporting annexes and documentation to be included in the BEOP.

2. Local Agencies

- a. Agencies in local government that have emergency-oriented missions or support roles are required to provide an emergency response capability 24-hours a day, seven days a week. Each agency will:
 - (1) Incorporate NIMS standards into operational plans and response actions.
 - (2) Prepare directives and operating procedures in support of this BEOP and provide the Anderson County EMA with one copy of each for reference.
 - (3) Annually review published directives and their respective portions of the local BEOP to assure that commitments can be met and resources provided. On or before October 1 each year, each agency must provide the Anderson County EMA with a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports this BEOP.

3. Municipal Government will:

- a. Prepare plans and directives in support of this plan as it relates to their area of jurisdiction, including a COOP (Continuity of Operations Plan) and a COG (Continuity of Government) Plan for the cities/towns.
- b. Submit one copy of all supporting plans/documents to EMA for review and approval.

E. Plan Implementation

1. This plan (or its components) can be implemented in several ways:

- a. By direction of the County Mayor or the Anderson County EMA Director,
- b. As a result of the occurrence of a disaster or an emergency,
- c. By requests for assistance from local governments when disasters exceed their capabilities and/or resources,
- d. As a response to increased international tensions or the threat of enemy attack,
- e. By activation of a specific annex by the Lead Agency of that annex, with the concurrence of the County Mayor or the Anderson County EMA Director.

F. Primary and Support Responsibilities

1. Primary and Support

Primary and support responsibilities for various emergency functions are assigned to departments and agencies of local government, and to organizations in the state government or private sector. Each department, agency, or organization is either a lead agency or a supporting agency in an ESF. Assignments are based on common functions needed in most large emergencies. The lead agency performs most of the planning and mitigation efforts for that ESF. Many of the agencies with primary responsibilities are included as part of the EOC

staff for direction and control. Other supporting agencies will work in locations outside the EOC. Other agencies will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of government during an emergency, or those necessary to deal effectively with the given set of circumstances of any emergency, will staff and augment the EOC.

2. Responsibility

- a. This plan is binding on all local government agencies authorized or directed to conduct emergency management activities.
- b. The EMA Director's authority under this plan is extensive. As the disaster coordinator, the Director coordinates the activities of all local organizations as they relate to emergency management. Each local agency that has an emergency-oriented mission will:
 - (1) Incorporate NIMS standards into operational plans and response actions.
 - (2) Assign personnel as directed to augment EOC operations when implemented.
 - (3) Maintain and operate a 24-hour response capability in the department or agency facilities when this plan is activated, in addition to any staff operating from the EOC.
 - (4) Prepare and submit to EMA an after-action report and participate in incident critique.
 - (5) Participate in exercises when scheduled by the EMA Director.
 - (6) Prepare plans and supporting documents that set forth policies and provisions for carrying out the agency's emergency responsibilities.
 - (7) Conduct training essential to implementation of assigned functions.
 - (8) Conduct an annual review to update the supporting documentation and operating procedures and advise the EMA Director of modifications required.
- c. Each department or agency of local government having a primary or support role will prepare and maintain standard operating procedures (SOPs) describing how functions will be accomplished. Subordinate divisions of these agencies will also furnish copies of their SOPs to their parent department for inclusion in the department's supporting plan.
- d. All other local departments or agencies not assigned primary or support functions will carry out whatever duties or services are specified by the EMA Director or ordered by the County Mayor.
- e. Several state and federal agencies are delegated responsibilities within this plan. These agencies provide services to local government on a daily basis regardless of whether or not a major disaster declaration exists.

G. Logistics

1. Local Agencies

Local agencies are responsible for their own vehicles.

2. Local Resources

ESCs responding to a disaster will apply resources available to them as directed by the EMA Director through the authority of the County Mayor.

3. Anderson County Emergency Management Agency (EMA)

The EMA Director or the Deputy Director in charge of a disaster response will coordinate with the County Finance Director and Purchasing Agent to procure and coordinate the use of personnel, materials, equipment, staging areas, and supplies.

BASIC PLAN APPENDICES

- Appendix 1 Emergency Operations Center
 - Tab A Emergency Operations Center Diagram
 - Tab B County Operational Areas
 - Tab C EOC and Alternate EOC Locations
- Appendix 2 Emergency Services Coordinator Program
 - Tab A List of Agencies Requiring Emergency Services Coordinators
- Appendix 3 Training and Education
- Appendix 4 Summary of the Tennessee Civil Defense Act (TCA 58-2-101, et.seq.)
- Appendix 5 Resolution Establishing Anderson County Emergency Management Agency
- Appendix 6 Statement of Mutual Aid in Anderson County

APPENDIX 1 TO THE BASIC PLAN EMERGENCY OPERATIONS CENTER

I. Introduction

A. Purpose

The purpose of the Emergency Operations Center (EOC) is to provide a central location where local emergency management functions can be coordinated. This includes routine activities, as well as those associated with emergency response and recovery actions.

B. Scope

Emergency management response for the county is coordinated from the EOC.

II. Policies

- A.** To ensure control and coordination of local resources during emergencies, access to the EOC will be controlled. The EOC congregates the local emergency management staff, the Emergency Services Coordinators (ESCs), and support personnel from all local departments and agencies tasked with emergency responsibilities. Additionally, National Guard, private sector, and state and federal relief agencies may also operate from the EOC during significant disasters.

III. Situation and Assumptions

A. Situation

1. Countywide disasters or other significant emergencies will cause the EOC to be activated.
2. There are many regional, state, national, and international disasters that may require emergency management activities be coordinated across the county. The EOC provides a central point of coordination for all emergency management activities.

B. Planning Assumptions

1. Disasters will occur that require the activation of the EOC. Activation may be needed without advance notice.
2. Coordination of response activities and resources is essential to effective disaster response.

IV. Concept of Operations

A. General

1. The EOC is the central location of emergency management activities within the county. When activated, it will be staffed around the clock by key decision-makers. It also houses the EMA Director and the EMA staff.
2. Primary and Alternate Emergency Operations Centers
 - a. The primary EOC is located at 111 South Charles G. Seivers Boulevard in Clinton.
 - b. The alternate EOC is located at the Oak Ridge Municipal Building, Fire Department EOC, 200 South Tulane Avenue in Oak Ridge.
3. Primary EOC Operations
 - a. When an emergency or disaster occurs, Anderson County 911 will notify EMA by radio, or telephone. The incident is logged by date and time.

- b. The EMA Director will notify key personnel of the situation and report to the EOC. The EMA Director will brief the County Mayor, City Managers, and other department heads as appropriate.
- c. The EOC (or the county's primary warning point) relays pertinent data to emergency response agencies in adjacent counties.
- d. If the situation warrants, local agency ESCs having responsibilities associated with the particular disaster are notified to report to the EOC or to the scene of the emergency, as required.
- e. The EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the local level are channeled to the State Regional EOC and the appropriate ESCs for disposition as provided by ESF/individual agency SOPs. This continues until the situation is resolved.
- f. If the situation warrants, the EMA Director will request assistance from a neighboring county or the Tennessee Emergency Management Agency. In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.
- g. Emergency public information and news releases are prepared and disseminated from the EOC through the EMA Director or County Mayor.
- h. The EMA Director ensures continuity of operations and sustained EOC capability around the clock for the duration of the emergency.
- i. When the emergency ends, EOC staff members conduct follow-up activities including after-action reports, response evaluation, debriefings, and compilation of reports and logs.

B. Organization and Responsibilities

1. EMA Director

The Director of the Anderson County Emergency Management Agency is the executive head of the agency and is responsible for coordinating all emergency management activities throughout the county. The Director will:

- a. Advise elected officials and departments of local government and other non-governmental relief agencies of the magnitude and effects of the emergencies that affect Anderson County.
- b. Orient and train the emergency staff, and periodically conduct exercises.
- c. Coordinate local emergency operations with TEMA and local emergency management offices in the counties that border Anderson County.
- d. Develop and maintain local emergency staffing capabilities.
- e. Develop and maintain appropriate emergency public information, communications and warning capabilities.
- f. Develop and maintain the Anderson County BEOP, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise them.

2. Deputy Director

- a. The Deputy Director is the successor to the Director.

3. Emergency Services Coordinators (ESCs)

- a. The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Appendix 2.

4. Public Information Officer (PIO)

- a. The Anderson County EMA Director or the County Mayor will designate an individual to serve as the Public Information Officer.

5. Support Requirements

a. Reports and Records

(1) Messages

- (a) The EMA Director will establish procedures for handling messages.

(2) Event Logs

- (a) A record of major events will be kept by each ESC

(3) Daily Operations Log

- (a) A log of all major events, decisions made, and actions taken, is maintained by the EMA or EOC staff.

(4) Security Log

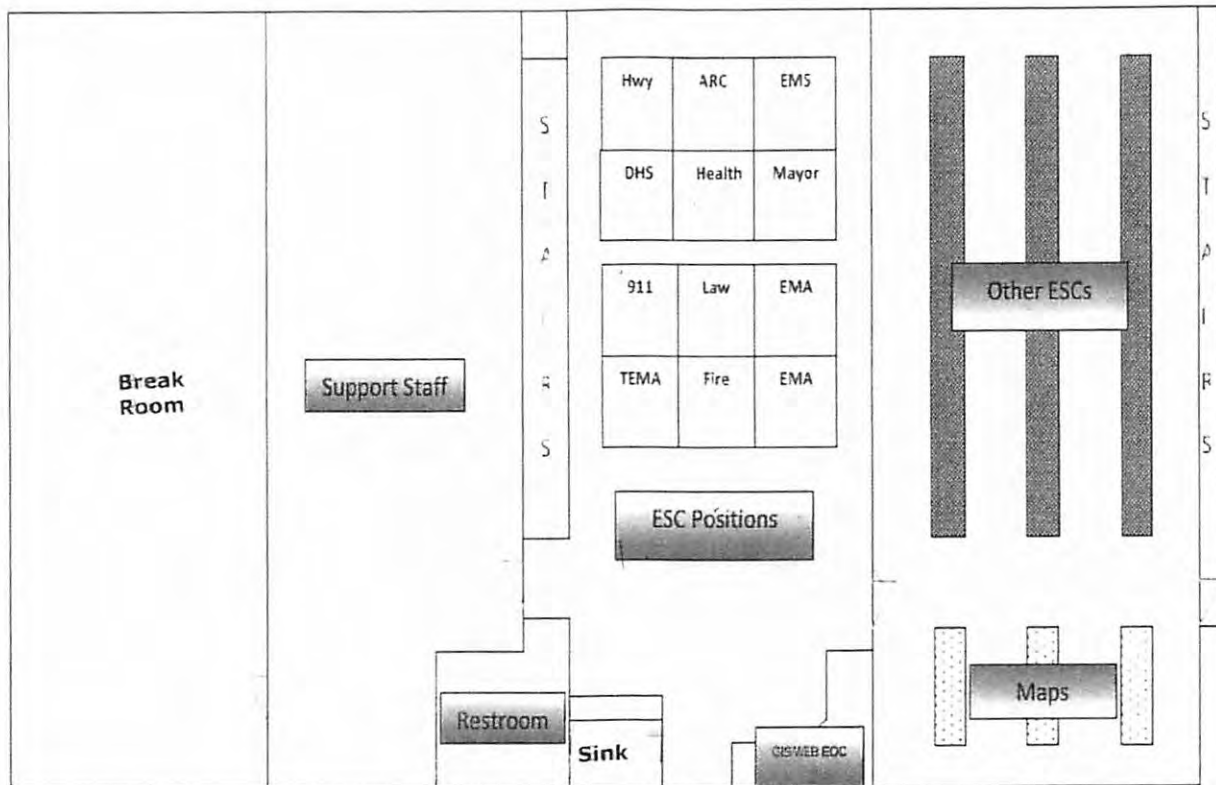
- (a) A record of all persons entering and leaving the EOC is maintained.

b. Security

- (1) All EMA staff and ESCs are personally known to each other and are authorized access to the EOC during routine operations.

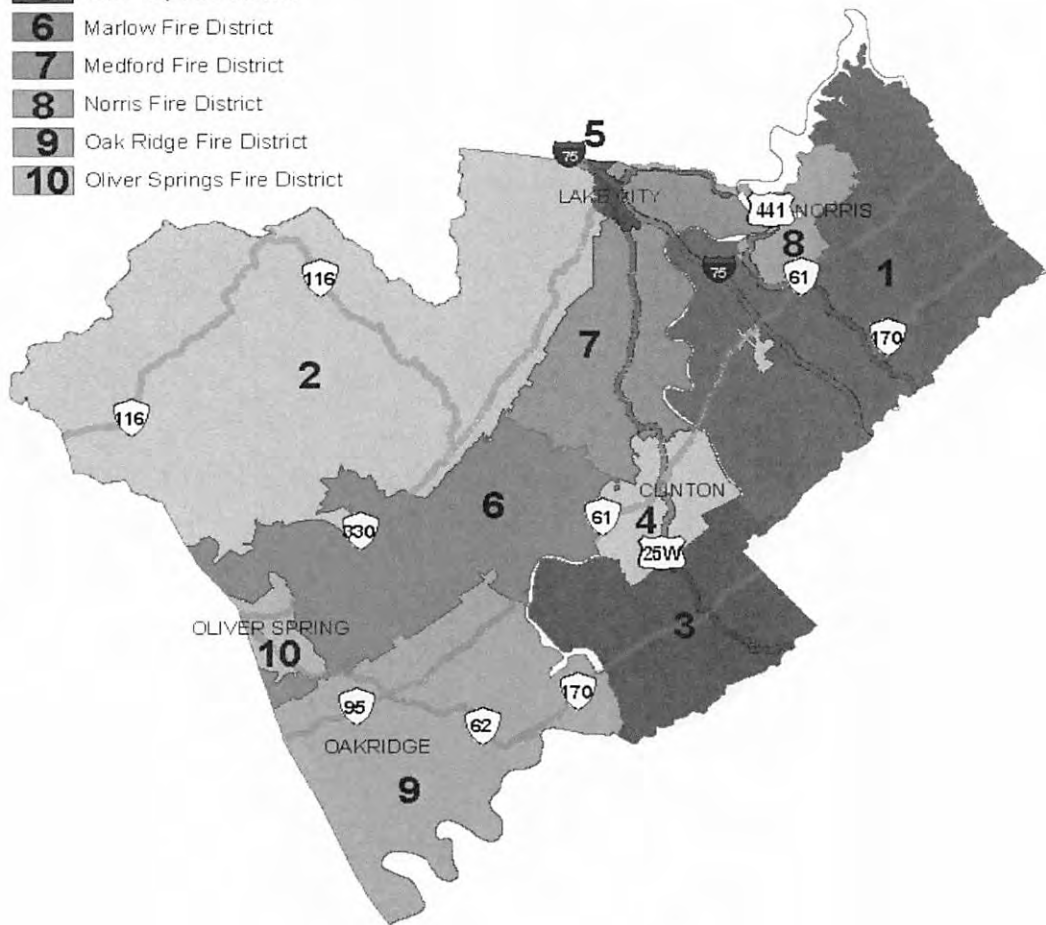
- (2) During emergency operations, if requested, the Anderson County Sheriff's Office or Clinton Police Department will station an officer at the entrance to secure the facility to authorized personnel only.

TAB A TO APPENDIX 1 TO THE BASIC PLAN EMERGENCY OPERATIONS CENTER DIAGRAM



COUNTY OPERATIONAL AREAS

- 1** Andersonville Fire District
- 2** Briceville Fire District
- 3** Claxton Fire District
- 4** Clinton Fire District
- 5** Lake City Fire District
- 6** Marlow Fire District
- 7** Medford Fire District
- 8** Norris Fire District
- 9** Oak Ridge Fire District
- 10** Oliver Springs Fire District



TAB C TO APPENDIX 1 TO THE BASIC PLAN

EOC AND ALTERNATE EOC LOCATIONS

1. The Primary EOC is located at 111 South Charles G. Seivers Boulevard in Clinton.
2. The Alternate EOC is located at the City of Oak Ridge Municipal Building, Fire Department EOC, 200 South Tulane Avenue, Oak Ridge.

APPENDIX 2 TO THE BASIC PLAN

EMERGENCY SERVICES COORDINATOR PROGRAM

I. Purpose

The Emergency Services Coordinator (ESC) program provides the EMA Director with an immediate source of expertise from local agencies to cope with disasters and emergencies. In addition to representation, each local department or agency is required to provide EMA with personnel, equipment, facilities, or materials needed for disaster response and recovery.

II. Scope

The ESC program encompasses all agencies, departments, divisions, and bureaus that have an emergency mission or a role in recovery. Agencies listed in Tab A to this appendix are required to provide ESCs to the Anderson County EOC as requested. Other agencies and departments may participate at the request of the EMA Director. ESC functions also include research, plan development, communications tests, and exercises.

III. Program Elements

- A.** Department heads and agency executives must ensure that the departments and agencies under their jurisdiction promptly respond and fully execute their duties in accordance with this plan. To fulfill this responsibility, each department listed in Tab A will:
1. Provide a primary and alternate ESC to represent the department or agency.
 2. Ensure ESCs are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.
 3. Provide the EMA Director with the names of the primary and alternate ESCs, the office they represent, email addresses, and office/cell/residence phone numbers.
 4. Ensure that the ESC on-call can respond within 30 minutes to the EOC.
 5. Provide phones and access to vehicles to carry out ESC duties.
 6. Prepare a directive that establishes a departmental ESC program that details the use of agency vehicles, radios, cell phones, periods of on-call duty, and provisions for notifying the EMA Director of schedules and changes.
 7. Ensure that plans are developed to carry on agency functions and provide suitable space for personnel, equipment, and essential records during disasters. Agencies scheduled to work in the EOC will address the movement of personnel, equipment, and records.

IV. Concept of Operations

- A.** The EOC is capable of accommodating the full complement of ESCs and providing them with workspace, computer and telephone capabilities, and access to radio communications.
- B.** Whenever a disaster or emergency threatens or occurs, the EMA Director will determine if any ESCs are to be called in to provide assistance. The EMA Director will assess the situation, bearing in mind that the use and employment of ESCs and their resources must be compatible with the primary responsibility of the agency concerned, and will coordinate which, if any, ESCs are to be called.
- C.** The EMA Director or Deputy Director will notify ESCs of their recall.
1. Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the EMA Director or instructed to report to the scene and be briefed over the telephone or radio enroute.

2. ESCs, once committed, will remain committed through the recovery phase unless relieved by the EMA Director or their appointing authority.

V. Implementation

- A. The EMA Director is responsible for implementing the ESC program and will:
 1. Coordinate this appendix with affected and interested agencies
 2. Establish logs or call sheets to record ESC agency and 24-hour contact information.
 3. Conduct no-notice exercises or calls to ensure that the system is working. Failure of ESCs to call back within 30 minutes is unsatisfactory.
 4. Maintain the ESC program in a current, ready-to-use status.

TAB A TO APPENDIX 2, BASIC PLAN

LIST OF AGENCIES REQUIRING EMERGENCY SERVICES COORDINATORS

Depending upon the type of emergency, Emergency Service Coordinators from the following local agencies may be called to report to the EOC:

- Anderson County Mayor/City Managers
- Anderson County Sheriff's Office/City Police Departments
- Anderson County Emergency Medical Service
- Anderson County Highway Department/City Public Works Departments
- Anderson County Fire Commission
- Anderson County Health Department
- Anderson County/City Schools Directors/Superintendents
- Anderson County Emergency Management Agency
- American Red Cross
- Anderson County Purchasing Department
- Anderson County/City Finance Departments
- Anderson County/City Utility Systems
- Anderson County Engineer/City Building Inspectors
- Anderson County/City Animal Control Departments
- Anderson County Agriculture Extension Agent

APPENDIX 3 TO THE BASIC PLAN

TRAINING AND EDUCATION

I. Introduction

A. Purpose

This appendix provides for emergency preparedness and operations training to emergency management staff and emergency services personnel. The citizens of Anderson County will be given information concerning emergency preparedness and survival techniques before and during a disaster.

B. Scope

This appendix covers general emergency management training and exercises for emergency services personnel and the dissemination of emergency preparedness information for the general public. The lead agency is responsible to provide training for specific technical functions (i.e., radiological monitoring, hazardous materials).

II. Situation and Assumptions

A. Situation

1. It is prudent to develop and implement a comprehensive training and education program to assist local emergency response personnel in carrying out their emergency functions. Additionally, a program to educate the citizens of the county on how to better protect themselves prior to, during, and following any emergency or disaster will be undertaken.
2. Problems created by a disaster may be compounded by deficient training of emergency response personnel, and citizens may be injured or killed as a result of a lack of education regarding appropriate actions to take when faced with an emergency.
3. Successful implementation of this plan, supporting plans, and supporting procedures requires trained and knowledgeable personnel who are capable of executing their assigned tasks during any emergency. Achieving this level of competency requires ongoing training.

B. Planning Assumptions

1. Training programs that encompass specialized skills and are completed on a regular and recurring basis will generate the abilities necessary to carry out effective response and recovery operations.
2. Providing educational materials to members of the general public will result in citizens being more prepared to handle emergency situations they may encounter, and will result in fewer casualties when an emergency occurs.

III. Policies

- A. The primary responsibility for training of local emergency personnel and citizens rests with local government, specifically the local Emergency Management Director. The state, through TEMA, will provide active assistance in the presentation of special seminars, formal training courses, aid and advice in the development of local exercises, and will supply training materials to support local training requirements.

IV. Concept of Operations

A. Training

1. The initial phase of training consists of qualifying the local emergency services staff in disaster operations within each county. This training will be evaluated at the local level to ensure acceptable performance. TEMA provides courses geared toward the development of an effective local emergency management program.
2. Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by local emergency services personnel.
3. National Incident Management System (NIMS) and Incident Command System (ICS) training will be offered annually to ensure emergency responders are trained to the level required by position.
4. Specific training programs have been and can be developed to support specific threats that affect the county.
5. The federal government, through FEMA, provides specialized training and courses for those who instruct at the state and local level. These classes may be requested from TEMA.

B. Exercises

1. The Tennessee Emergency Management Agency conducts several exercises each year to support response requirements to nuclear power plants, TVA dams, Oak Ridge Reservation facilities, the earthquake threat, the threat of severe weather, and a wide variety of other situations. These exercises occur at the discretion of the TEMA Director and may include any or all of the state and local emergency response organizations, as well as certain portions of the private sector, including the media. Additionally, periodic regional exercises are held at the discretion of the Regional Directors.
2. Local exercises are held at the discretion of the local Emergency Management Director, either to support a local emergency response capability, or in conjunction with an ongoing state or regional exercise. TEMA provides developmental and evaluative assistance to local governments for exercises when requested.

C. Public Education

1. Each year Anderson County EMA sponsors educational opportunities for the general public. These include the National Weather Service Skywarn Spotter Training, Severe Weather and Winter Awareness Weeks, and distribution of educational materials concerning specific threats.
2. EMA staff provides information and/or programs on emergency preparedness to civic groups, schools, and similar organizations upon request.
3. EMA distributes disaster preparedness literature to citizens at community events.

D. Organization and Responsibilities

1. TEMA is responsible for developing and maintaining the state's emergency preparedness training and education programs. A schedule of courses is available on the TEMA website, tnema.org.
2. Local emergency services groups may receive specific training by submitting a request through the county EMA Director. The Director will submit requests to the TEMA Regional Office and will coordinate the time and location of training to ensure maximum participation.
3. TEMA will coordinate the state-wide delivery of general public information activities with agencies such as the National Weather Service, the U.S. Geological Survey, FEMA, etc.
4. Requests for state training, assistance, and input should be made to the County EMA Director to be forwarded to the TEMA Regional Office.

APPENDIX 4 TO THE BASIC PLAN

SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the passage of the Tennessee Civil Defense Act of 1951. Beginning in 1955, and on several occasions since, this law has been amended until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. This legislation is generally modeled after the Federal Civil Defense Act of 1950 (PL 81-920). The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TAG has overall responsibility and authority for disaster preparedness and planning (Executive Order # 4, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the State of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency (TEMA) and the local Emergency Management Agency organizations across the state. It provides for the following:

1. Creates TEMA and directs the creation of local organizations for civil defense in the political subdivisions of the state.
2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.
3. Provides for mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out civil defense functions.
4. Requires the development and implementation of state and local civil defense plans.
5. Requires the most effective use be made of resources and facilities when dealing with a disaster, mob violence, etc., by having all civil defense functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.
6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, riots, mob violence, etc., which might occur, affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.
7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.
8. Establishes the duties of the Director. The Director is subject to the direction of the Governor, acting through the TAG, and is solely responsible for coordinating the activities of all organizations for civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.
9. Specifies that the general direction of TEMA shall be exercised by the Governor. In the event of disaster, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of civil defense functions within the state.
10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to civil defense of the state or nation.
11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out policies of cooperation and coordination; to prepare comprehensive plans and programs for civil defense in Tennessee; to integrate such plans and programs with the civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.
12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot, etc.,

including partial or full mobilization of civil defense reserve units to ensure adequately trained and equipped forces of civil defense personnel.

13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the sub-delegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.
14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.
15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.
16. Makes an employee of the state, by virtue of their employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.
17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have, and may exercise for such period as the state of emergency continues, emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.
18. Requires every civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.
19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency.
20. Authorizes and directs each political subdivision within the state to establish a local organization for civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.
21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (excepting mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor, within its jurisdiction, *except that, as stated in Attorney General November 22, 2006 Opinion No. 06-172, under TCA 38-9-101, "Statutory authority to order and compel evacuations in response to emergencies or disasters independently of a delegation of authority from the governor is granted to city and municipal officials only. County officials have no such independent authority."*
22. Enables local civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.
23. Authorizes local appropriations for civil defense expenses.
24. Directs that the Governor, local directors, and the chief executive officers/governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.
25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.

26. Directs that all persons, compensated or otherwise, connected with the civil defense program take and subscribe to an oath of loyalty.
27. Ensures the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.
28. Makes illegal the use of any civil defense organization for political purposes.
29. Ensures immunity from liability while engaged in civil defense activities for the agencies and persons working for/with those agencies.
30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for civil defense purposes shall not be liable for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any county, town, or city shall be liable for the death of or injury to any person, or any damage to any property caused by his or her actions, except where it is judged that the person acted intentionally or with gross negligence.
31. Authorizes multiple county organizations for civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those formed as single-county entities.
32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.
33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network (augmented by EAS/Weather Alert radio).

APPENDIX 5 TO THE BASIC PLAN

**RESOLUTION ESTABLISHING
ANDERSON COUNTY EMERGENCY MANAGEMENT AGENCY
(On File with Anderson County Clerk)**

Anderson County Emergency Management Agency
Established in a County Resolution dated February 21, 1974

The Resolution was last amended on April 15, 2024.

**APPENDIX 6 TO THE BASIC PLAN
STATEMENT OF MUTUAL AID IN ANDERSON COUNTY**

Under Tennessee Code Annotated Title 58 Chapter 8, the Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004, the provision and receipt of mutual aid assistance within the State of Tennessee by participating governmental entities requires no separate agreement.

ESF 1

TRANSPORTATION

Subfunction

Page

Subfunction 1: Transportation Networking

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**EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION
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EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

TRANSPORTATION NETWORKING

I. Lead Agency: Anderson County Highway Department

II. Support Agencies: City Public Works Departments
Anderson County Sheriff's Office
City Police Departments

III. Introduction

A. Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate local transportation in support of emergency responders. In major emergencies, large quantities of personnel, equipment, and supplies will be moving into the affected areas, and it is the responsibility of ESF 1 to coordinate this movement.

B. Scope

The "networking" of local transportation includes:

1. Ensuring major and alternate roads are open and can be used by response organizations.
2. Verifying that traffic control devices are in place and understood by emergency workers on the scene, unauthorized civilian traffic being diverted from the area, and victims and others moving out of affected areas. This includes coordinating activities with ESF 13 (Law Enforcement) to provide manned roadblocks and other posts.
3. Ensuring road conditions allow for the movement of vehicles authorized to use that route.
4. Waiving restrictions concerning weight, height, and width of vehicles, as well as provisions regarding the hauling of hazardous materials, explosives, and other sensitive materials needed in or to be removed from affected areas.
5. Coordinating the use of vehicles carrying personnel and/or equipment to maximize efficiency (i.e., vehicles are fully loaded to prevent duplication of effort or unnecessary trips).
6. Identifying shortages of specialized transportation equipment and requesting this equipment from private industry or the state.

IV. Policies

- A. An important task, after a disaster, is the identification of routes that are available for incoming resources to use. Accomplishing this requires that the status and availability of roads and bridges be obtained quickly and in as much detail as possible. Information about major accidents or other incidents that could hinder emergency traffic must be known as they occur.
- B. Local resources should be fully used before state assistance is requested. County Highway and Public Works Departments officials are responsible for determining the condition of jurisdictional roads and infrastructure. Tennessee Department of Transportation (TDOT) crews are responsible for ascertaining the condition of state highways and state maintained roads and infrastructure. Local crews must provide information to the ESC about the condition of routes within the county during emergencies. The ESC will notify TDOT of the county road/bridge situation.

- C. Relaxation of certain restrictions concerning maximum permissible height or weight of trucks may be needed to allow rescue and relief equipment into affected areas.
- D. In an emergency, where large numbers of personnel and/or amounts of equipment are moving into an affected area, traffic must be coordinated to ensure an orderly flow.
- E. Unauthorized, non-emergency personnel or supplies must be prevented from entering the area.
- F. Vehicle allocation is done by each department.

V. Situations and Assumptions

A. Situation

- 1. Disaster may damage the transportation infrastructure of one or more communities in the county. This may require the rerouting of traffic. City and county personnel will be needed to man roadblocks and provide barricade materials, traffic routing signs, and other devices.
- 2. Curious onlookers will attempt to gain access to affected areas to see what has happened.
- 3. Disaster victims made homeless or finding themselves in trying circumstances will leave the affected area either temporarily or permanently. This outflow reduces the victim load in the county and should be allowed to the extent it can be coordinated with other traffic needs.
- 4. Local resources, and resources coming in from undamaged areas, will need information concerning the status of transportation routes and the availability of alternate routes.
- 5. Agencies at the state level and from unaffected counties will provide resources that require transportation to enter into affected area(s).

B. Planning Assumptions

- 1. The transportation infrastructure will sustain some type of damage during emergencies.
- 2. Transportation requirements for critical rescue and recovery resources will require coordination to prevent gridlock.
- 3. Information concerning the viability of major transportation routes can be obtained shortly after the onset of an emergency.
- 4. There will be traffic attempting to enter and leave the affected area(s).
- 5. The ESCs at the EOC will coordinate all transportation requirements through ESF 1.

VI. Concept of Operations

A. General

- 1. ESF 1 and ESF 13 will coordinate all traffic movement in and around the affected areas in a major emergency. Jurisdictional law enforcement will direct traffic in emergencies.
- 2. ESF 1 will receive reports about the extent of damage to the transportation infrastructure from local officials, state officials, and other reliable sources. ESF 1 will provide information concerning the status of roads and bridges to ESF 5 and other ESFs as necessary.
- 3. ESF 1 will maintain a listing or status board showing the status of major county transportation routes. Statistics will be kept showing the amount and types of traffic moving into the area(s) so that any possibility of vehicular overload may be prevented.

B. Organization and Responsibilities

- 1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Anderson County Highway Department
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
 - b. Manage the ESF 1 functions in the EOC.
 - c. Coordinate the activities of the Highway Department with agencies that support ESF 1.
 - d. Maintain SOPs for internal notification and recall of personnel.
 - e. Maintain vehicles and equipment to erect traffic control devices, barricades, and signage.
3. City Public Works Departments
 - a. Maintain SOPs for internal notification and recall of personnel.
 - b. Maintain vehicles and equipment to erect traffic control devices, barricades, and signage.
4. Anderson County Sheriff's Office/City Police Departments
 - a. Coordinate traffic routing with the ESF 1 Manager.
 - b. Provide personnel for use in traffic control operations.
 - c. Provide personnel for use in maintaining security during transportation of critical personnel/supplies when necessary.
 - d. Provide routing information to commercial vehicles.

VII. Mitigation and Preparedness Activities

A. Anderson County Highway Department/City Public Works Departments

1. Develop and maintain resource lists (personnel, vehicles, and equipment) for emergencies.
2. Develop a method to identify routes that can be used for resources moving into the affected area.
3. Develop methods/procedures for allocating viable roadways to incoming resources, outflow traffic, and diversion of tourist traffic.
4. Develop means for issuing traffic routing information to drivers passing through the county.
5. Develop policies and procedures for requesting assistance from TDOT, Anderson County Sheriff's Office, and City Police Departments.

B. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures for notifying and deploying personnel to man critical roadblocks.
2. Develop procedures for providing confirmed information on the status of major transportation routes throughout the county following a disaster.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Highway Department/City Public Works Departments

1. Establish as first priority the removal of debris from one lane on each impacted route to allow emergency vehicle access.
2. Begin collection of damage information and forward to ESF 5.
3. Receive information from local officials, field units, damage assessment teams, and others concerning the status of transportation infrastructure in the affected area(s).
4. Plot the results of damage assessment activities on status map showing:
 - a. Routes unconditionally open.
 - b. Routes damaged but passable to some extent.
 - c. Routes closed.
 - d. Routes not yet inspected.
 - e. Bridges open without restriction.
 - f. Bridges open with restrictions.
 - g. Bridges closed until replaced.
 - h. Bridges not yet inspected.
 - i. Bridges that have been visually inspected but require engineering tests to make further determinations.
5. Provide information concerning route blockages and debris removal needs to ESF 3.
6. Provide routing information upon request to all other ESFs.
7. Establish roadblocks/barricades where traffic needs to be diverted. Coordinate requirements for roadblocks with ESF 13.
8. Make recommendations concerning the movement of critical resources over various routes.
9. Implement procedures to waive weight, height, and load requirements for vehicles transporting critical items into affected areas.
10. Respond to requests for assistance from other ESFs during emergency operations.
11. Erect advisory signs along major routes in unaffected areas of the county to warn commuters of closed roadways and diverted traffic.
12. Provide information to TDOT concerning rerouting of traffic around affected areas.
13. Coordinate resource requirements with the state ESF 1 when necessary.
14. Coordinate transportation logistics requirements with ESF 7.
15. Identify problems associated with state routes and forward information to appropriate TDOT officials. Submit requests for assistance with local problems to appropriate TDOT officials.
16. Implement tracking of transportation resources along designated routes. When capacity exceeds limits, devise an alternative route.

C. Anderson County Sheriff's Office/City Police Departments

1. Provide information concerning road conditions to ESF 1 Manager.
2. Man roadblocks and other traffic enforcement activities as requested by the ESF 1 Manager.
3. Provide security for critical roadways and transportation resources.
4. Request assistance from ESF 13 support agencies for tasks assigned by the ESF 1 Manager.

IX. Training

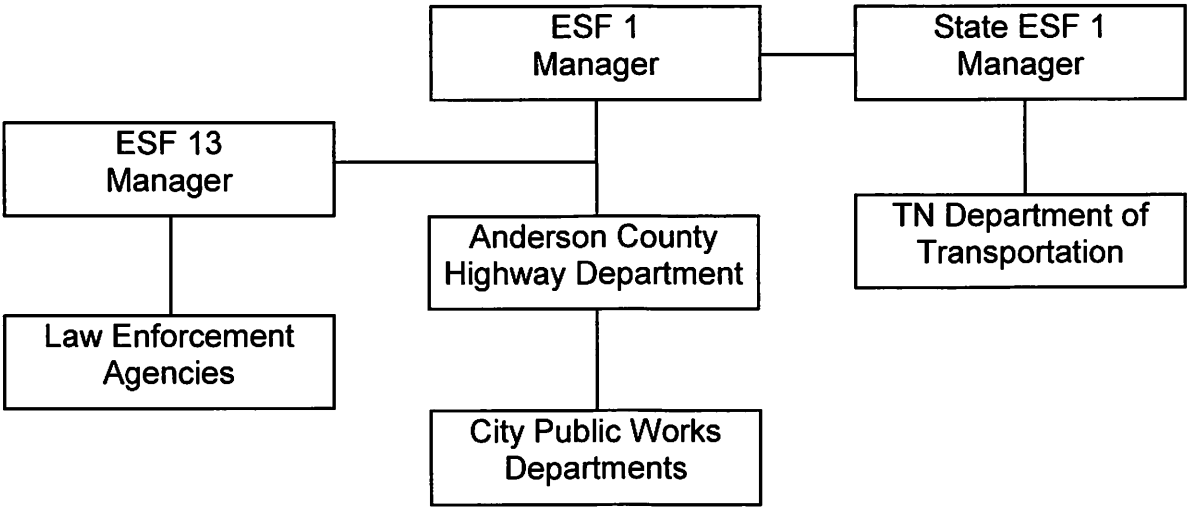
- A.** FEMA Independent Study course *IS 801 Emergency Support Function (ESF) #1 – Transportation* is available online at training.fema.gov/IS/crslist.asp
- B.** Other training related to ESF 1 is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 1

APPENDICES

- Appendix 1 Transportation Organizational Chart
- Appendix 2 Highway Department/City Public Works Offices

**APPENDIX 1 TO ESF 1
TRANSPORTATION ORGANIZATIONAL CHART**



APPENDIX 2 TO ESF 1
HIGHWAY DEPARTMENT/ CITY PUBLIC WORKS OFFICES

1. Anderson County Highway Department, 183 J.D. Yarnell Industrial Parkway, Clinton
2. Clinton Public Works Department, 100 North Bowling Street, Clinton
3. Rocky Top Public Works Department, 100 First Street, Rocky Top
4. Norris Public Works Department, 125 Cedar Place, Norris
5. Oak Ridge Public Works Department, 100 Woodbury Lane, Oak Ridge
6. Oliver Springs Public Works Department, City Garage, 110 Windrock Road, Oliver Springs

ESF 2

COMMUNICATIONS

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COMMUNICATIONS

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EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

COMMUNICATIONS SYSTEMS

- I. **Lead Agency:** Anderson County Sheriff's Office
- II. **Support Agencies:** Anderson County/City 911 Emergency Communication Districts
Anderson County Emergency Management Agency (EMA)
Anderson County/City Emergency Response Departments
Anderson County Highway Department/City Public Works Departments
Amateur Radio Emergency Services (ARES)
Anderson County/City Schools Directors/Superintendents

III. Introduction

A. Purpose

1. The purpose of this annex is to provide radio, telecommunications, and data systems support to emergency response organizations during emergency operations.

B. Scope

1. This ESF subfunction coordinates actions taken to ensure the provision of radio, telecommunications, and data systems to local emergency response organizations.

IV. Policies

- A. Local governments will use existing radio and telecommunications systems for routine operations and, to the greatest extent possible, for emergency operations.
- B. Use of mutual aid channels will be accomplished using the Standard Operating Guidelines provided in the Tennessee Mutual Aid Channel (TMAC) System.
- C. Locally owned or leased communications systems will use frequencies assigned under the Tennessee Interoperability Plan.

V. Situation and Assumptions

A. Situation

1. Communication is an absolute necessity during emergency situations, and this need expands in proportion to the extent of the emergency.
2. Present communications systems are, for the most part, adequate for smaller emergencies. Major emergencies, however, may tax current systems beyond their capabilities or may render them inoperable.
3. Major disasters will damage, to some extent, communications infrastructure. This may cause the surviving portions of the system to become overloaded.

B. Planning Assumptions

1. Some portion of the commercial communications system will be damaged in a disaster. This damage will degrade the county's ability to contact emergency resources, both in the local area and outside of the county.
2. Local agencies can effectively conduct routine operations with existing systems.
3. The state will make its communications resources available to local agencies if needed.

4. Commercial telecommunications providers will ensure damage from disaster is minimized.
5. Damage to communications systems will interfere with the flow of disaster information.
6. Commercial telecommunications providers will deploy mobile equipment and personnel to restore emergency telecommunications capabilities.
7. Key individuals may remain unaware of the extent of the emergency situation due to the degradation of commercial media sources or local telecommunications systems.
8. The ability to restore communications will determine, to a large extent, what types of emergency operations can take place in the affected areas.
9. Commercial communications equipment and systems providers will make equipment available to allow local emergency responders to adequately handle most situations.

VI. Concept of Operations

A. General

1. Communications systems are already in place across the county. These range from switched telephone networks used by the public, to dedicated radio networks developed for use by local emergency response agencies.
2. The ESF 2 group will coordinate the post-disaster restoration of communications systems.
3. The restoration of radio systems will be coordinated through ESF 2. Restoration of phone service will be performed by telecommunications providers, in the following priorities:
 - a. Emergency numbers to local police, fire, and EMS providers.
 - b. Local EOC to State EOCs and other field sites.
 - c. Numbers for local government and essential facilities.
 - d. All other numbers.
4. Each agency operating a communications system is responsible for the security of their system(s). ESF 2 will assist response agencies with this responsibility when activated.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Sheriff's Office
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Operate the county emergency radio networks.
 - c. Manage the ESF 2 Group during emergencies.
 - d. Assist county emergency response organizations to operate emergency radio systems.
 - e. Coordinate restoration of damaged communication systems.
3. Anderson County/City 911 Emergency Communication Districts
 - a. Develop, implement, and maintain jurisdictional 911 capabilities.
 - b. Coordinate the development of radio and telecommunications systems in the county.

4. Anderson County Emergency Management Agency (EMA)
 - a. Develop and implement redundant emergency communications capabilities between and among the EOC and other critical information sources (i.e., TEMA, other counties).
5. All Emergency Response Departments/Highway and City Public Works Departments
 - a. Develop and maintain radio communications systems for departmental use.
 - b. Make communications systems available to ESF 2 in emergencies.
6. Amateur Radio Emergency Services (ARES)
 - a. Provide assistance to local governments to enhance communications capabilities.
 - b. Deploy a representative to the EOC for communications coordination during emergencies.
7. Anderson County/City Schools Directors/Superintendents
 - a. Develop means to communicate warnings/emergency instructions to bus drivers.
 - b. Make communications systems available to ESF 2 in an emergency.

VII. Mitigation and Preparedness Activities

A. Anderson County Sheriff's Office

1. Conduct exercises and tests of county emergency communications systems.
2. Coordinate the development of emergency radio, telecommunications, and data systems.
3. Maintain liaison with private/commercial communications providers as well as equipment suppliers and sources of technical advice to ensure restoration of communications.
4. Maintain liaison with local telephone service provider(s) and the appropriate cellular carriers to coordinate restoration requirements following disasters that affect the county.

B. Anderson County/City 911 Communications Districts

1. Provide assistance to local EMA and other agencies in developing improvements to local communications systems.
2. Assist local agencies in the development of improved communications capabilities.

C. Anderson County Emergency Management Agency (EMA)

1. Develop and implement systems for secure communications between EOC, TEMA Regional Office, and the SEOC.
2. Develop and maintain communications systems for use in the EOC during activation.

D. All Emergency Response Departments

1. Conduct exercises and tests of radio communications capabilities.
2. Provide EMA with all transmitter locations and frequency/radio system information.
3. Develop and maintain countywide and regional networks and mutual aid systems.
4. Provide communications frequencies to appropriate Tennessee departments for use in coordinating mutual aid operations.
5. Install state mutual aid frequencies in field radios, as well as EMS and other local frequencies as space permits.

E. Anderson County Highway Department/City Public Works Departments

1. Conduct exercises and tests of radio communications capabilities.
2. Provide EMA with all transmitter locations and frequency/radio system information.

3. Develop and maintain countywide and regional networks and mutual aid systems.
4. Provide radio frequencies to appropriate State departments to coordinate mutual aid operations.
5. Install mutual aid frequencies, TDOT, and other local frequencies as field radios permit.

F. Amateur Radio Emergency Services (ARES)

1. Develop ARES plan for communications support locally and regionally.
2. Assist county/city emergency organizations by providing instruction in the capabilities and functions of ARES and its allied organizations.
3. Provide communications to link National Weather Service office to the EMA.

G. Anderson County/City Schools Directors/Superintendents

1. Equip buses with radios or phones.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment cost.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office

1. Operate the county 911 system.
2. Assess the impact of the emergency on local emergency communications systems including radio, telephone, facsimile, and data capabilities.
3. Collect disaster information from other ESF 2 organizations and forward to ESF 5.
4. Assess the impact of the emergency on local emergency services communications capabilities and initiate procedures with other ESF 2 organizations to quickly correct any outages.
5. Assess the impact of the emergency on civilian communications capabilities based on information provided by other ESF 2 organizations and determine:
 - a. Extent of damages.
 - b. Extent of outages and approximate length of time outages are expected to persist.
 - c. Any special resource needs of the ESF 2 support organizations.
6. Provide estimates to Direction and Control units and ESF 5 as to when local emergency organizations can expect to be brought back on line.
7. Coordinate the use of all emergency communications equipment to support response and recovery operations.
8. Use the Tennessee Early Warning Advisory System (TEWAS) network or the National Warning System (D-NAWAS) network to share emergency information with the SEOC, REOC, and other counties as needed.

9. Use mutual aid frequencies to coordinate information with local emergency departments and incoming mutual aid resources.

C. Anderson County/City 911 Communications Districts

1. Maintain liaison with local phone service provider to correct any 911 system problems.

D. Anderson County Emergency Management Agency (EMA)

1. Initiate communications with TEMA Regional EOC and the emergency management organizations of surrounding counties to coordinate operations.
2. Establish contact with local telephone service providers (including cellular carriers) to determine approximate outage duration. Keep informed on the restoration of local service.

E. Anderson County/City Emergency Response Departments

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA, and other agencies as necessary, to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Notify Regional EMS Communications Center of status of local EMS communications systems and implement policies/procedures for assisting hospitals and other agencies whose EMS communications systems are inoperable. (Anderson County EMS)

F. Anderson County Highway Department/City Public Works Departments

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA, and other agencies as necessary, to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Use communications systems and mutual aid frequencies to inform TDOT of the extent of road/bridge damage on federal and state highways. Coordinate mutual aid operations as required.

G. Amateur Radio Emergency Services (ARES)

1. Implement local and regional ARES plans, as appropriate.
2. Provide communications support to local government.

H. Anderson County/City Schools Directors/Superintendents

1. Determine impact of emergency on communications systems.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA, and other agencies as necessary, to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.

IX. Training

- A.** FEMA Independent Study Course *IS 802 Emergency Support Function (ESF) # 2 - Communications* is available online at training.fema.gov/IS/crslst.asp.
- B.** Other training related to this ESF subfunction is provided in house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

WARNING

- I. **Lead Agency:** Anderson County Sheriff's Office
- II. **Support Agencies:** Anderson County/City 911 Emergency Communications Districts
Anderson County Emergency Management Agency (EMA)
Anderson County/City Emergency Response Departments
Tennessee Highway Patrol
Anderson County Health Department
Tennessee Emergency Management Agency
NOAA - National Weather Service
Amateur Radio Emergency Services (ARES)

III. Introduction

A. Purpose

The purpose of this annex is to develop warning systems to give timely warnings to the public and to local government in the event of an impending or occurring emergency.

B. Scope

This annex prescribes the warning mechanisms utilized by the EMA and other local organizations to provide warnings of emergencies that may affect the county or its citizens.

IV. Policies

- A. Warnings are not issued unless directed by a federal agency (e.g., the National Weather Service, etc.), the Governor or their designated representative, or an authorized local official after having evaluated the situation and determined that a warning should be issued.
- B. The Emergency Management Agency is responsible for managing the warning functions connected with emergencies that may affect the county. All warnings concerning an impending emergency issued by any local agency will be coordinated by the EMA.
- C. Local agencies having their own communications systems will relay warnings to field offices and personnel over their communications systems.

V. Situation and Assumptions

A. Situation

1. The need to warn the public and emergency agencies of impending danger may occur at any time. Adequate and timely warnings must be given to reduce loss of life and property.
2. Residents of the county are occasionally subjected to severe weather conditions, hazardous materials incidents, and other incidents that require the dissemination of warnings.
3. There are many facilities within the county (e.g., hazardous materials facilities) that, should an accident occur, would require the issuance of warnings to citizens in the vicinity.
4. The occurrence of fire, crimes, and other dangerous situations may require the issuance of warnings to prevent injury to potentially affected populations.

B. Planning Assumptions

1. Some warning will be available for most emergency situations although the amount of lead time will vary from hazard to hazard.
2. Procedures will be in place to deliver the warnings within the county.

VI. Concept of Operations

A. General

1. Most warnings are for severe weather such as flooding, severe thunderstorms, tornadoes, and winter storms. Hazardous materials incidents may also require the issuance of warnings.
2. Anderson County Sheriff's Office dispatch is the central point in county government to receive emergency information, and serves as the primary warning point for the county.
3. Reports of emergencies may come from local emergency response organizations, private citizens, state or federal agencies, or industries.
4. The National Weather Service is responsible for the issuance of warnings to the civilian population concerning weather-related phenomena.
5. All county and city dispatch centers are responsible to issue warnings to their emergency response agencies.
6. The EMA Director will request the State EOC to issue an order for Emergency Alert System (EAS) broadcast with the approval of the Mayor.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Sheriff's Office/City Emergency Communications Districts (911)/EMA
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) at the EOC, as well as an alternate to ensure 24-hour availability. (Sheriff's Office)
 - b. Maintain a 24-hour primary warning point for the receipt of warning information.
 - c. Issue warnings received over the appropriate circuits.
 - d. Provide overall coordination of local warning system. (EMA)
 - e. Provide an alternate warning point. (Oak Ridge Police Department)
 - f. Issue warnings as required by local activities.
 - g. Provide the ESF 5 Manager with information regarding warnings issued.
3. Anderson County/City Emergency Response Departments/Tennessee Highway Patrol
 - a. Report developing emergencies to jurisdictional 911.
4. Anderson County Health Department
 - a. Issue warnings concerning local health issues when required.
5. Tennessee Emergency Management Agency
 - a. Relay warnings to county 24-hour warning point(s).
6. NOAA - National Weather Service
 - a. Receive, evaluate, and disseminate to the county 24-hour warning points forecasts and other information regarding the possibility of adverse weather.
 - b. Issue warnings to the public via the broadcast media and NOAA Weather Radio.

7. Amateur Radio Emergency Services (ARES)
 - a. Disseminate warning information over ARES networks as requested.
 - b. Provide communications linking the EOC with National Weather Service.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures for warning agency offices and field units of impending emergencies.
2. Develop and maintain warning and paging systems for use during emergencies.

B. Anderson County Sheriff's Office/City Emergency 911 Communication Districts

1. Maintain county/city warning point/alternate warning point and notify EMA of any malfunctions.
2. Develop SOPs for field units to report developing emergencies to the jurisdictional 911.
3. Provide essential personnel with radios, pagers, cell phones, or similar notification means.
4. Develop policies/procedures to issue warnings as required by local activities.
5. Develop SOPs and standardized format to issue warnings over the local warning networks.
6. Periodically test and exercise EAS and local warning systems.

C. Anderson County Emergency Management Agency (EMA)

1. Assist local agencies and media with public education programs outlining the proper use of warning systems and the meaning of warnings issued through those systems.
2. Assist with the development of local EAS plans.
3. Coordinate EAS activities with the media.
4. Investigate the development of other warning systems not currently in place.

D. Anderson County/City Emergency Response Departments/THP

1. Develop SOPs for field units to report developing emergencies to jurisdictional 911.
2. Provide essential personnel with radios, cell phones, or similar notification means.
3. Develop policies and procedures for issuing warnings associated with fire service activities.

E. Anderson County Health Department

1. Develop policies for issuing warnings of actual or potential health problems in the county.

F. Tennessee Emergency Management Agency

1. Develop SOPs to relay warnings to the county 24-hour warning point and the EOC.

G. NOAA - National Weather Service

1. Assist 24-hour warning point(s) to develop the capability to receive, interpret, and disseminate NWS warnings.
2. Deliver public education campaigns regarding the meaning of the various types of warnings issued by NWS in fulfillment of its mission.
3. Develop/maintain the NOAA Weather Radio Network to deliver weather warnings to the public.
4. Assist with the development of local and regional EAS plans.

H. Amateur Radio Emergency Services (ARES)

1. Develop SOPs governing the relay of information from field units reporting developing emergency situations to jurisdictional 911.
2. Develop local and regional ARES plans describing the deployment of personnel to various sites and the dissemination of warning information over the ARES network.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Disseminate warnings to agency offices and field units.
2. Relay information from field units concerning the emergency situation to jurisdictional 911.
3. Send ESCs to EOC as requested by EMA.
4. Attend briefings, coordinate activities with other participant organizations.
5. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
6. Maintain logs of activities, messages, etc.
7. Initiate internal notification/recall actions.
8. Maintain logs of overtime, volunteer hours, mileage, material, and equipment cost.
9. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office/City Emergency Communications Districts (911)

1. Activate the EAS if necessary.
2. Maintain logs of warning activities.
3. Relay information regarding warning activities to the ESF 5 Manager.

C. Anderson County Emergency Management Agency (EMA)

1. Coordinate warnings to the public and officials through jurisdictional 911.
2. Advise state EOC of the status of warning activities in the county.

D. Anderson County/City Emergency Response Agencies/THP

1. Disseminate warnings over radio and pager networks.
2. Issue warnings regarding local law enforcement/fire suppression/EMS/hazardous materials activities.

E. Anderson County Health Department

1. Issue warnings concerning potential local health problems through appropriate means.

F. Tennessee Emergency Management Agency

1. Issue warnings to the county 24-hour warning point and other locations as appropriate.

G. NOAA - National Weather Service

1. Disseminate warnings to county/city 24-hour warning points, EOC, and other agencies as appropriate.
2. Broadcast warnings over NOAA Weather Radio Network.
3. Activate EAS if necessary.
4. Keep EMA advised of changes in weather conditions and of warnings issued by NWS.

H. Amateur Radio Emergency Service (ARES)

1. Disseminate warnings in accordance with local and regional ARES plans.
2. Relay information from field personnel concerning emergency situation to NWS or other warning-issuing agency.

IX. Training

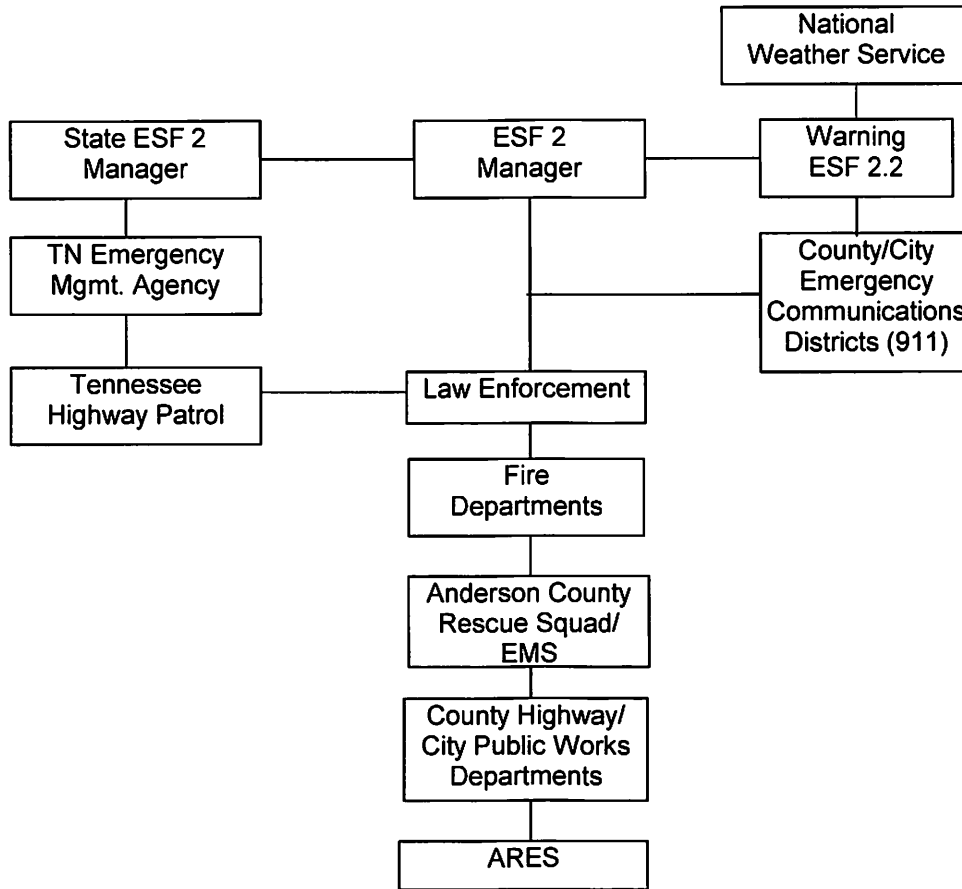
- A. National Weather Service, TEMA, and the local emergency management agency provide public education materials and talks concerning watches and warnings issued by the National Weather Service.
- B. National Weather Service provides Skywarn spotter training to ARES, emergency response organizations, and interested citizens.
- C. FEMA Independent Study course *IS 247 – Integrated Public Alert & Warning System (IPAWS)* is available online at training.fema.gov/IS/crslst.asp.
- D. Other training associated with the issuance of warnings is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 2 APPENDICES

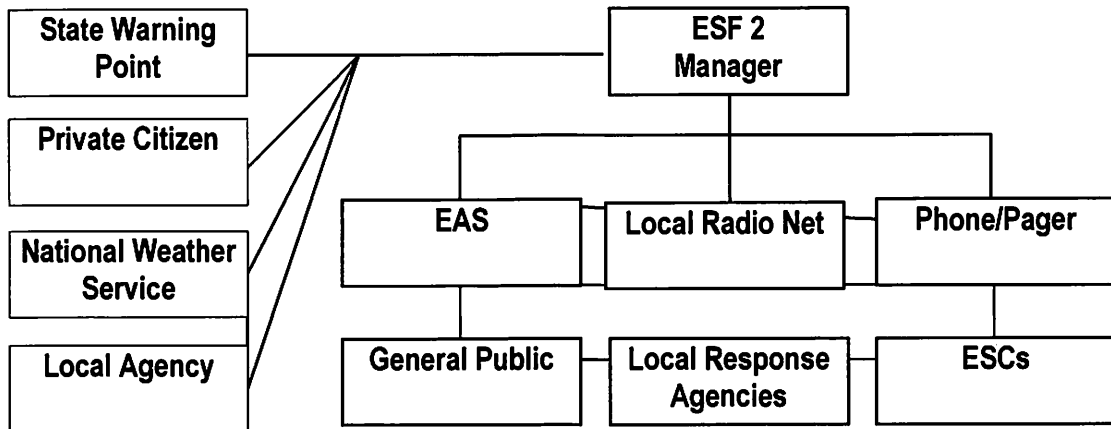
- Appendix 1 Communications Systems Organizational Chart
- Appendix 2 Warning Organizational Chart
- Appendix 3 County Transmitter Sites/Local Communications Frequencies
- Appendix 4 Local ARES Plan
- Appendix 5 Emergency/Disaster Notification Modes
- Appendix 6 Warning Siren Locations
- Appendix 7 NOAA Weather Radio Network
- Appendix 8 Emergency Alert System

APPENDIX 1 TO ESF 2

COMMUNICATIONS SYSTEMS ORGANIZATIONAL CHART



**APPENDIX 2 TO ESF 2
WARNING ORGANIZATIONAL CHART**



APPENDIX 3 TO ESF 2
**COUNTY TRANSMITTER SITES/
LOCAL COMMUNICATIONS FREQUENCIES**

County transmitter site locations are on file in the EOC and Anderson County Sheriff's Office.

Local radio frequencies are maintained by each department. Lists of these frequencies are kept in the EOC and County/City Emergency Communications Districts (911).

APPENDIX 4 TO ESF 2 LOCAL ARES PLAN

The local Amateur Radio Emergency Services (ARES) plan is maintained in the EOC.

APPENDIX 5 TO ESF 2 EMERGENCY/DISASTER NOTIFICATION MODES

Emergency Responder Notification

Emergency Situation	Phone	Siren	911 Dispatch	EAS	NAWAS	Radio/TV	EMA Net	Mobile PA
Winter Storm	S		P			S	S	
Tornado	S		P	S		S	S	
Flooding	S		P	S		S	S	
Dam Failure	S		P	S		S	S	
Hazardous Materials Spill	S		P			S	S	
Transportation Accident	S		P			S	S	
Power Outage	S		P			S	S	
Civil Disturbance	S		P			S	S	
Fixed Nuclear Facility Accident	S	S	P	S	S	S	S	
Attack		S	P	S	P	S	S	

P - Primary

S - Secondary

Notification/Warning of the General Public

Emergency Situation	Phone	Siren	911 Dispatch	EAS	NAWAS	Radio/TV	EMA Net	Mobile PA
Winter Storm				S		P		
Tornado				P		P		S
Flooding				P		P		S
Dam Failure				S		P		S
Hazardous Materials Spill				S		P		S
Transportation Accident				S		P		S
Power Outage						P		S
Civil Disturbance						P		S
Fixed Nuclear Facility Accident		P		P		P		S
Attack				P		S		S

P - Primary

S - Secondary

NOTE The charts above should be used as a guide for the selection of notification modes; however, this should not restrict the selection of options.

APPENDIX 6 TO ESF 2 WARNING SIREN LOCATIONS

Sirens for emergency notification of DOE incidents only are located in the immediate vicinity of the Department of Energy Y-12 Facility and along Oak Ridge Turnpike and Illinois Avenue in the city of Oak Ridge.

Diagrams showing each siren location are maintained in the EOC and in the DOE/TEMA *Multi-Jurisdictional Emergency Response Plan*.

APPENDIX 7 TO ESF 2
NOAA WEATHER RADIO NETWORK

NWR Station Listing for Tennessee

Site Name	Transmitter Name	Call Sign	Frequency	Power	WFO
Vale	Vale	KHA46	162.450	1000	Memphis, TN
Nashville	Nashville	KIG79	162.550	1000	Old Hickory, TN
Lobelville	Lobelville	KWN52	162.525	1000	Nashville, TN
Nashville	Hickman County	WXN74	162.450	1000	Nashville, TN
Winchester	Winchester	WNG554	162.525	1000	Huntsville, AL
Spencer	Hollow Rock	WNG629	162.450	1000	Nashville, TN
Centerville	Centerville	KWN53	162.450	300	Nashville, TN
La Follette	Cross Mountain/Briceville	WNG732	162.450	300	Morristown, TN
Lawrenceburg	Flanigan Hill	WWF84	162.425	1000	Nashville, TN
Dyersburg	Dyersburg	WWH30	162.500	1000	Memphis, TN
Clarksville	Clarksville	WWH37	162.500	300	Nashville, TN
Knoxville	Sharps Ridge	WXK46	162.475	1000	Morristown, TN
Bristol	Holston Mtn.	WXK47	162.550	500	Morristown, TN
Chattanooga	Signal Mtn.	WXK48	162.550	1000	Morristown, TN
Memphis	Memphis	WXK49	162.475	1000	Memphis, TN
Jackson	Jackson	WXK60	162.550	1000	Memphis, TN
Cookeville	Monterey	WXK61	162.400	1000	Nashville, TN
Waverly	McEwen	WXK62	162.400	1000	Nashville, TN
Shelbyville	Beech Grove	WXK63	162.475	1000	Nashville, TN
Hickman	Hickman	WXN74	162.500	1000	Nashville, TN
Clifton	Cypress Inn (AG)	WZ2506	162.500	1000	Nashville, TN

Number of Stations in Tennessee = 21

Source: NOAA's, National Weather Service, www.nws.noaa.gov/nwr/stations.php?State=TN

WFO – Weather Forecast Office

APPENDIX 8 TO ESF 2 EMERGENCY ALERT SYSTEM

Emergency Alert System (EAS) warnings for Anderson County are issued by the National Weather Service, Weather Forecast Office, Morristown, TN, and are broadcast by Knoxville radio and television stations. A list of contacts and phone numbers is maintained in County EOC and 911.

Residents may tune to the following Knoxville stations for warnings and emergency public information:

Radio

WIVK (primary)	FM 107.7
WNML	FM 99.1/AM 930
WOKI	FM 98.7
WNOX	FM 100.3

Television

WATE (ABC)	Channel 6
WBIR (NBC)	Channel 10
WVLT (CBS)	Channel 8
WTNZ (FOX)	Channel 43
BBB (Cable)	Channel 12

ESF 3

INFRASTRUCTURE

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EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

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EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE
BUILDING INSPECTION AND CONDEMNATION

- I. Lead Agency:** Anderson County Building Commissioner
- II. Support Agencies:** City Building Inspectors
Fire Safety Inspectors
Anderson County/City Schools Directors/Superintendents
Anderson County Highway Department/City Public Works Departments
Anderson County Property Assessor
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

The purpose of this ESF subfunction is to provide resources to support inspections of buildings damaged during disasters.

B. Scope

- 1. ESF 3 support includes technical evaluation, engineering services, construction management and inspection, emergency contracting, and property assessment assistance.
- 2. The restoration of electric and gas utilities is provided by ESF 12 (Energy) in this plan.
- 3. Activities within this subsection of ESF 3 include:
 - a. Inspections of buildings and structures damaged by a disaster.
 - b. Emergency demolition or stabilization of damaged structures and facilities.
 - c. Technical assistance with regard to inspections of damaged buildings.
 - d. Development of guidelines for establishing the structural integrity of buildings and the training of local officials to perform inspections.

IV. Policies

The inspection, condemnation, and demolition of buildings damaged by a disaster are essential to prevent persons from being injured as a result of entering damaged facilities that subsequently fail.

V. Situation and Assumptions

A. Situation

- 1. Disasters cause property damage. Damaged buildings must be inspected to determine if continued use can safely occur, if limited entry may be allowed while awaiting repairs, or entry prevented until the structure is stabilized or razed to ensure that no injuries or deaths occur due to further weakening and collapse of the structure.

B. Planning Assumptions

- 1. Anderson County has a limited capability to perform building inspections.
- 2. Personnel with established engineering and construction skills, along with construction equipment and materials, may be needed from outside the county.

3. Earthquake aftershocks and the effects of secondary hazards will dictate periodic reevaluation of inspected structures.
4. The county will fully use local building and fire safety inspectors before requesting assistance.

VI. Concept of Operations

A. General

1. After a disaster, building inspectors will inspect damaged structures to determine their condition. Assistance from outside the county may be needed to obtain:
 - a. Technical advice concerning damaged structures.
 - b. Additional inspectors to examine special-use structures and to help complete the large number of inspections that may be needed.
 - c. Assistance in applying code requirements to specific structures.
2. All requests for assistance with inspection functions will be routed to the ESF 3 Manager at the EOC so inspectors from surrounding jurisdictions may be requested.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Building Commissioner/City Building Inspectors/Fire Safety Inspectors
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC as well as an alternate to ensure 24-hour availability. (County Building Commissioner)
 - b. Implement building, occupancy, fire, and other codes within jurisdiction.
 - c. Coordinate the development of a disaster inspection plan.
 - d. Conduct building inspections of city and county owned structures.
 - e. Be prepared to conduct post-disaster damage assessments.
3. Anderson County/City Schools Directors/Superintendents
 - a. Assist with building inspections of local educational facilities.
4. Anderson County Highway Department/City Public Works Departments
 - a. Provide logistical support for demolition operations.
 - b. Coordinate with county and city building inspectors and fire safety inspectors on demolition operations and debris removal.
 - c. Coordinate with contract landfill operator on the proper segregation of debris prior to removal. (Highway Department)
5. Anderson County Property Assessor
 - a. Provide copies of records, maps, property diagrams, and building drawings for use in damage assessment/inspection activities.
 - b. Provide personnel to accompany inspection teams (outside of falling hazard areas).
6. Anderson County Emergency Management Agency (EMA)
 - a. Provide oversight of the activities of ESF 3 organizations with regard to disaster preparedness planning and requesting assistance from outside the county.

VII. Mitigation and Preparedness Activities

A. Anderson County Building Commissioner/City Building Inspectors

1. Implement building, fire, and other pertinent codes programs within jurisdiction.
2. Support and attend regular training programs for local building inspectors.
3. Adopt standard criteria for use in evaluating damaged buildings (e.g., safe for lawful use, limited entry, unsafe for entry) and forms to post building status.
4. Complete *ATC-20 Post Earthquake Building Safety Evaluation* course.
5. Develop standardized building evaluation forms, prepare and store them for future use.
6. Develop procedures for prioritizing inspection of facilities.
7. Develop list of critical facilities that may require inspection.
8. Develop procedures for reentry and removal of personal items from damaged structures.
9. Develop procedures for securing unsafe areas.
10. Develop guidelines and procedures for demolition of unsafe buildings.
11. Identify county (or regional) contractors to assist in demolition and surveys.
12. Develop guidelines for inspection of county-/city-owned facilities. Include provisions for reentry, recovery of essential records or equipment, and recommendations to demolish or repair.
13. Recommend structural mitigation measures are built into all newly constructed county-/city-owned/operated facilities.
14. Develop vendor lists of inspection instruments, heavy equipment, etc., for use in building surveys and demolition.

B. Anderson County/City Schools Directors/Superintendents

1. Develop guidelines for assisting officials with inspections of local educational institutions.
2. Develop structural and non-structural guidance for educational facilities to reduce the chances of student/faculty injury during all types of emergencies.
3. Develop school emergency preparedness plans (coordinate with EMA).

C. Anderson County Highway Department/City Public Works Departments

1. Develop procedures for supplying logistical support to demolition operations, to include assistance with demolition activities and the removal of debris to approved landfills or burn sites.

D. Anderson County Property Assessor

1. Maintain records concerning all buildings within Anderson County.
2. Assist County/City Building Inspectors in the preparation of a list of critical facilities that may require inspection.

E. Anderson County Emergency Management Agency (EMA)

1. Assist with the development of emergency preparedness plans for all county-/city-owned facilities as requested.

F. Fire Safety Inspectors

1. Complete available federal, state and local damage assessment training.
2. Complete *ATC-20 Post Earthquake Building Safety Evaluation* course.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment cost.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Building Commissioner/City Building Inspectors

1. Determine the extent of the emergency and the potential for building/structural damage.
2. Prioritize inspection assistance requests. Ensure critical facilities are inspected quickly.
3. Arrange for dissemination of standardized forms, guides, etc.
4. Deploy personnel to conduct inspections.
5. Refer technical questions to appropriate staff or other agency.
6. Provide damage assessment information to ESF 5.
7. Determine needs for outside engineer/contractor assistance and begin call-up of needed groups. Coordinate with the ESF 7 (Resource Management) ESC.
8. Coordinate with EMA to task other ESFs or support agencies as necessary to carry out mission (i.e., ESF 13 for securing unsafe areas).
9. Coordinate with ESF 7 requirements for performing demolition work on unsafe structures.
10. Inspect county-/city-owned facilities and make arrangements for repair or demolition.

C. Anderson County/City Schools Directors/Superintendents

1. Assist officials with the inspection of local educational facilities and provide cost information with respect to repair or demolition and replacement.
2. Provide damage assessment information to ESF 5.

D. Anderson County Highway Department/City Public Works Departments

1. Provide logistical support to demolition activities (i.e., heavy equipment, manpower).

E. Anderson County Property Assessor

1. Provide records as requested to support inspection activities.
2. Provide technical assistance with building inspections.
3. Provide administrative and inspection assistance.

F. Anderson County Emergency Management Agency (EMA)

1. Assist ESF 3 in obtaining building inspectors, engineers, and technical expertise from other counties.

G. Fire Safety Inspectors

1. Conduct damage assessments.
2. After preliminary damage assessments have been made to County EMA and County Mayor, assist county/city building inspectors with safety evaluations.

IX. Training

- A.** *ATC-20 Post Earthquake Building Safety Evaluation* course and a *Damage Assessment Workshop* are available from TEMA.
- B.** Several courses are available through FEMA concerning the effects of natural disasters (especially earthquakes) on educational facilities and health care facilities.
- C.** The Tennessee Fire Marshal's Office can provide training in evaluating damaged structures.
- D.** The American Red Cross offers courses in damage assessment at its local chapter office.
- E.** FEMA Independent Study course *IS-803 Emergency Support Function (ESF) # 3 – Public Works and Engineering* is available online at training.fema.gov/IS/crslist.asp.
- F.** Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

ROUTE CLEARANCE AND BRIDGE INSPECTION

- I. **Lead Agency:** Anderson County Highway Department
- II. **Support Agencies:** City Public Works Departments
Anderson County/City Emergency Response Departments
Tennessee Department of Transportation (TDOT)
Civil Air Patrol

III. Introduction

A. Purpose

The purpose of this annex is to determine which routes are useable, to prioritize roadway debris removal, and to repair roadways and bridges. Route inspection and clearance are critical for directing emergency response personnel into the affected area(s).

B. Scope

1. This ESF 3 subfunction determines route conditions based on ground and aerial observations, and coordinates the reopening of roadways.
2. This subfunction also provides for debris removal from major roadways and from other areas as directed by the Direction and Control group at the EOC.

IV. Policies

- A. The Highway Department and City Public Works Departments are responsible to maintain jurisdictional roadways and bridges in safe condition. This function is an extension of their normal, day-to-day functions.
- B. TDOT is responsible to maintain state-owned highways and bridges in the county. TDOT can also provide limited assistance for inspections of county/city roads and bridges.

V. Situation and Assumptions

A. Situation

1. Disasters often render roads unusable. Even a small tornado or downburst winds can down trees and power lines and prevent emergency service vehicles from moving into affected area(s).
2. Clearance of debris from roadways and bridge inspections to ensure safety is critical to allow prompt emergency response to victims.

B. Planning Assumptions

1. Emergencies of every type may necessitate debris removal from roadways and/or airfields. Debris can be wrecked vehicles, trees, snow, ice, power lines, signs, or building material.
2. Accidents and other emergencies may render bridges unsuitable for use by emergency vehicles and by victims trying to exit the affected area(s).
3. Jurisdictional road crews remove debris from county-/city-owned roads and bridges. State crews maintain state roads and will, after local resources are exhausted, assist local departments.

VI. Concept of Operations

A. General

1. The status of routes into an area affected by an emergency is of vital concern. Resources cannot be given directions until route status is known.
2. Aerial reconnaissance may be needed after major earthquakes or widespread flooding. Initial reports from aircraft and local agencies are used to prioritize inspections by ground crews. Ground crews will make final determination of route viability. This information will be provided to ESF 5 and other ESFs for use in the routing of resources.
3. Opening airstrips is important as these facilities may be used to position resources.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Highway Department/City Public Works Departments
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
 - b. Collect information concerning whether major routes are passable. Develop a plan of action to open, in a timely manner, all routes that are impassible.
 - c. Deploy personnel and equipment to evaluate damaged bridges and roadways, and take actions to restore them to a usable condition.
 - d. Deploy personnel and equipment to remove blockages and reroute traffic.
 - e. Assist other jurisdictions in opening damaged/blocked routes as requested.
 - f. Provide routing information to the EOC, SEOC, and citizens.
3. Anderson County/City Emergency Response Departments
 - a. Assist with the identification of damaged/blocked routes/structures.
 - b. Provide traffic control functions through ESF 13 (Law Enforcement).
4. Tennessee Department of Transportation
 - a. Provide road clearance and bridge inspection operations on state highways.
 - b. Provide assistance to local road crews as requested.

VII. Mitigation and Preparedness Activities

A. Anderson County Highway Department/City Public Works Departments

1. Develop procedures for recording information about jurisdictional routes and bridges, and for transmitting this information to ESF 5 and other ESFs as requested.
2. Develop procedures to prioritize road and bridge inspection and repairs.
3. Develop procedures for restoring damaged/blocked routes.
4. Develop procedures to request TDOT assistance.
5. Develop procedures for deploying personnel to remove blockages, repair bridges, and open routes. Include provisions for utilizing other agencies' resources as well as other public and private sector resources.

B. Anderson County/City Emergency Response Departments

1. Develop procedures for field units to report road/bridge conditions to ESF 3 and 5 Managers.
2. Develop procedures for deploying units to control traffic around major blockages and at other points requested by ESF 3. (Law Enforcement)

C. Tennessee Department of Transportation

1. Develop procedures for field units to report status of state roads/bridges to ESF 3 and 5.
2. Develop procedures to respond to requests for assistance from ESF 3.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Highway Department/City Public Works Departments

1. Collect information from field units and citizens about jurisdictional roadways and bridges.
2. Notify TDOT of state-owned roadways and bridges blocked or damaged.
3. Request EMA to contact Civil Air Patrol for aerial reconnaissance.
4. Determine best routes for use by emergency personnel responding to affected areas. Provide primary and alternate route information to all agencies.
5. Prioritize the restoration of routes to usable conditions.
6. Perform inspections of county-owned bridges damaged by the disaster.
7. Deploy department units to areas in need of debris removal or road restoration operations. Task other agency units for assistance when necessary.
8. Request assistance from TDOT to perform inspections, debris removal, and other functions.
9. Keep ESF 5 advised of the status of all major roadways and bridges in affected areas.

C. Anderson County/City Emergency Response Departments

1. Task field units to provide road and bridge information to ESF 3 and 5.
2. Deploy personnel to control traffic as requested by ESF 3. (Law Enforcement)

D. Tennessee Department of Transportation

1. Deploy TDOT resources to open state highways and bridges.
2. Respond to requests from Anderson County Highway Department for assistance.

IX. Training

- A.** The FEMA Independent Study courses listed below are available online at training.fema.gov/IS/crslst.asp:

IS-552 The Public Works Role in Emergency Management
IS-554 Emergency Planning for Public Works

IS-556 Damage Assessment for Public Works

- B.** Other training for this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

DEBRIS REMOVAL

- I. Lead Agency:** Anderson County Highway Department
- II. Support Agencies:** City Public Works Departments
Anderson County Solid Waste/Landfill

III. Introduction

A. Purpose

1. This sub-function provides for debris removal operations after disasters.

B. Scope

1. This ESF subfunction coordinates the removal of debris generated by the demolition of unsafe structures, recovery activities, or by the disaster itself.

IV. Policies

- A.** Debris removal is necessary in affected areas to prevent general sanitation problems and the development and spread of disease.
- B.** Landfill capacity will be used to the greatest extent possible. Burn sites will be established as may be allowed by the Tennessee Department of Environment and Conservation, Air Pollution Control.
- C.** Normal permitting practices may be waived by state and federal officials, if necessary, to allow for the disposal of building debris, downed vegetation, and similar materials.
- D.** All disposal activities will be conducted with health concerns being the foremost consideration.

V. Situation and Assumptions

A. Situation

1. Most emergencies produce some type of debris that will affect recovery activities. The debris may be from direct damage to buildings and/or vegetation, or through destruction of components of the environment,
2. Allowing debris to accumulate for long periods of time can lead to the development and spread of diseases, and to the propagation of vermin and insects.

B. Planning Assumptions

1. Emergencies and disasters will generate some refuse or debris that will have to be disposed.
2. There will be some landfill space available for use in or near areas affected by disasters.
3. Many emergencies will generate quantities of debris that will exceed or significantly reduce current landfill capabilities and will, therefore, require alternative disposal measures.
4. Permitting requirements associated with normal landfill use will be waived if necessary to allow for the disposal of non-hazardous debris resulting from the emergency.

VI. Concept of Operations

A. General

1. Many disasters generate debris. If left to sit or accumulate improperly, this debris will foster the development and spread of diseases and illness. Additionally, this material may be used as a breeding ground for mice, rats, mosquitoes, and other pests. It is therefore essential to remove debris to a suitable dumping area as soon as is practical after the termination of the emergency.
2. Decisions regarding the disposal of debris will be made in accordance with FEMA guidelines and with environmental concerns considered.
3. The Anderson County Highway Department will be responsible for debris removal operations. Decisions regarding the disposal of debris will be made jointly by local officials, with input provided by state environmental agencies when required.
4. Monitoring of areas with significant accumulations of debris will be conducted until the debris is removed.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Highway Department
 - a. Provide a representative to act as Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Remove debris, requesting assistance from other ESFs with necessary capabilities.
 - c. Coordinate the removal of debris with state and federal environmental officials.
 - d. Liaison with landfill manager.
3. City Public Works Departments
 - a. Perform jurisdictional debris removal operations as requested.
 - b. Assist other jurisdictions with debris removal operations.
4. Anderson County Department of Solid Waste/Landfill
 - a. Provide technical assistance to reduce the volume of debris going to contract landfill.
 - b. Liaison with Anderson County Highway Department.
 - c. Assist Highway Department to obtain burn permits.
 - d. Make recommendations or provide approvals for sites for debris disposal.
 - e. Manage permitting processes for disposal sites.

VII. Mitigation and Preparedness Activities

A. Anderson County Highway Department

1. Develop procedures for deploying personnel and equipment to perform debris removal operations where required.

B. City Public Works Departments

1. Develop resource listings and procedures for deploying personnel to perform debris removal operations.

C. Anderson County Department of Solid Waste/Landfill

1. Develop procedures for dealing with receipt/transfer of disaster debris.
2. Develop procedures for coordinating disposal activities with state and federal environmental officials.
3. Develop procedures for coordinating selection of debris disposal sites with public works and state and federal environmental officials.
4. Develop procedures for applying for approval to waive normal permitting processes associated with the disposal of disaster-generated debris.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Highway Department

1. Provide personnel and equipment as necessary to perform debris removal operations.

C. City Public Works Departments

1. Deploy personnel to perform jurisdictional debris removal or assist other jurisdictions with debris removal operations as requested.

D. Anderson County Department of Solid Waste/Landfill

1. Assign personnel to assist with debris receipt and transfer operations.
2. Obtain necessary environmental permits.
3. Obtain disposal site information from local sanitation officials or state environmental officials.
4. Meet with state/federal environmental officials, and state and local health officials to make determinations regarding:
 - a. Status and viability of currently used landfills.
 - b. Selection of potential disposal sites.
 - c. Necessary permitting processes required for potential disposal sites.
 - d. Potential effects of selected sites on local groundwater, sanitation, and health systems.
5. Make arrangements for waiving permitting processes for emergency disposal of disaster-generated debris.
6. Monitor disposal activities to insure compliance with state and federal environmental regulations to the extent necessary.

IX. Training

- A. FEMA Independent Study course *IS-632 Introduction to Debris Operations* is available online at training.fema.gov/IS/crslist.asp.
- B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

WATER AND WASTEWATER SYSTEMS

- I. Lead Agency** Clinton Utilities Board Water and Wastewater Departments
- II. Support Agencies** Anderson County/City Water and Wastewater Departments
Anderson County Health Department

III. Introduction

A. Purpose

1. The purpose of this ESF 3 subfunction is to assess, repair, and restore operable potable water and wastewater systems in areas affected by emergencies.

B. Scope

1. This subfunction provides technical and regulatory operation and restoration of potable water delivery and sanitary wastewater systems damaged by earthquakes, floods, or other disasters.

IV. Policies

- A.** The restoration of potable water supplies and wastewater capabilities following a disaster is of prime importance to ensure the health and safety of both the victim population and emergency responders.

V. Situation and Assumptions

A. Situation

1. Disasters of any magnitude may reduce or eliminate the community's ability to supply potable water to its citizens.
2. Many disasters (especially earthquakes) can damage the wastewater system in a community, to include either the pipe grid, or the treatment facilities, or both.
3. Loss of potable water may occur as a result of water supply contamination due to waterborne disease outbreak, chemical spills, or unexpected loading of pathogens into the source water.
4. The lack of potable water and a wastewater system, where one existed before, poses severe health concerns for the affected community.
5. Water supply systems are necessary to ensure adequate fire protection capabilities.

B. Planning Assumptions

1. Potable water delivery systems may be affected by any type of disaster.
2. Sanitary sewer systems may be affected by any type of disaster.
3. The failure of a sanitary sewer system in a community may lead to serious health problems.
4. Disaster victims and emergency responders in the affected area(s) will need access to potable water sources within 24 hours of a disaster.

VI. Concept of Operations

A. General

1. A large disaster, especially an earthquake or flood, will cause severe damage to a community's potable water delivery system. This may be in the form of damage to the piping system, damage to the treatment facilities, destruction of reservoir capabilities, loss of power to the pumping system, waterborne disease outbreak, or infiltration of the reservoirs by unsanitary water or pathogens.
2. Priority will be given to the delivery of potable water to areas affected by a disaster, either through restoration of the community's delivery system or through the provision of water in containers to residents within a community.
3. Local water and wastewater officials are responsible for the physical restoration of the local water delivery and wastewater systems. Technical assistance will be made available through the Tennessee Department of Environment and Conservation (TDEC).
4. Local units will be used to distribute potable water to residents in affected areas when possible.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Clinton Utilities Board, County/City Water and Wastewater Departments
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability. (CUB)
 - b. Inspect and assess damage to water delivery and wastewater systems and develop plans for the restoration of services as quickly as possible.
 - c. Issue Tier 1 public notices as required by state and federal regulations.
3. Anderson County Health Department
 - a. Monitor the health effects associated with damage to, or the functional degradation of, the water delivery and wastewater systems in the community.
 - b. Formulate plans for dealing with the situation in affected areas with regard to health maintenance for victims and emergency responders.

VII. Mitigation and Preparedness Activities

A. Clinton Utilities Board, County/City Water and Wastewater Departments

1. Develop procedures for inspecting water treatment and delivery systems to determine if they are fully functional or must be completely or partially shut down.
2. Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of water delivery systems in areas affected by disasters.
3. Develop emergency plans including back-up power capabilities, and initiate other preparedness measures to reduce the possibility of system failures.
4. Develop procedures for inspecting wastewater treatment and disposal systems to determine if they are fully functional or must be completely or partially shut down.
5. Develop emergency plans that include strategies to issue Tier 1 public notices and inform citizens of proper protective actions (i.e., "boil water," "do not drink," "do not use").

B. Anderson County Health Department

1. Develop plans for assessing the public health consequences of malfunctioning water and wastewater systems and potential water contamination incidents.
2. Coordinate with local water departments to develop SOPs for issuing instructions through the Public Information Officer regarding citizen use of untreated and/or contaminated water supplies in affected areas.
3. Coordinate with Tennessee Department of Health to ensure that disease surveillance systems are in place to diagnose and investigate disease outbreaks or epidemics associated with malfunctioning water/wastewater systems and potential water contamination incidents.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Clinton Utilities Board, County/City Water and Wastewater Departments

1. Deploy personnel to inspect and conduct damage assessment of local water delivery and treatment facilities. Implement restorative measures.
2. Deploy personnel to inspect and conduct damage assessment of local wastewater systems and treatment facilities. Implement restorative measures.
3. Provide damage assessment information to ESF 5.
4. Arrange meetings with county, state, and federal health officials to make decisions concerning continued use of damaged water/wastewater systems.
5. Route to the ESF 7 Manager requests for potable water delivery to affected areas.
6. Develop and issue Tier 1 public notices and associated protective action guidelines through the Public Information Officer in the EOC.

C. Anderson County Health Department

1. Coordinate activities with local water and wastewater departments with respect to recommendations concerning potential health consequences associated with continued operation of partially damaged systems.
2. Coordinate with local water departments to develop and issue press releases through the Public Information Officer in the EOC advising the public of proper protective actions to be taken with regard to using water drawn from damaged delivery systems in affected areas.
3. Provide to ESF 5 information concerning the health situation in affected areas.

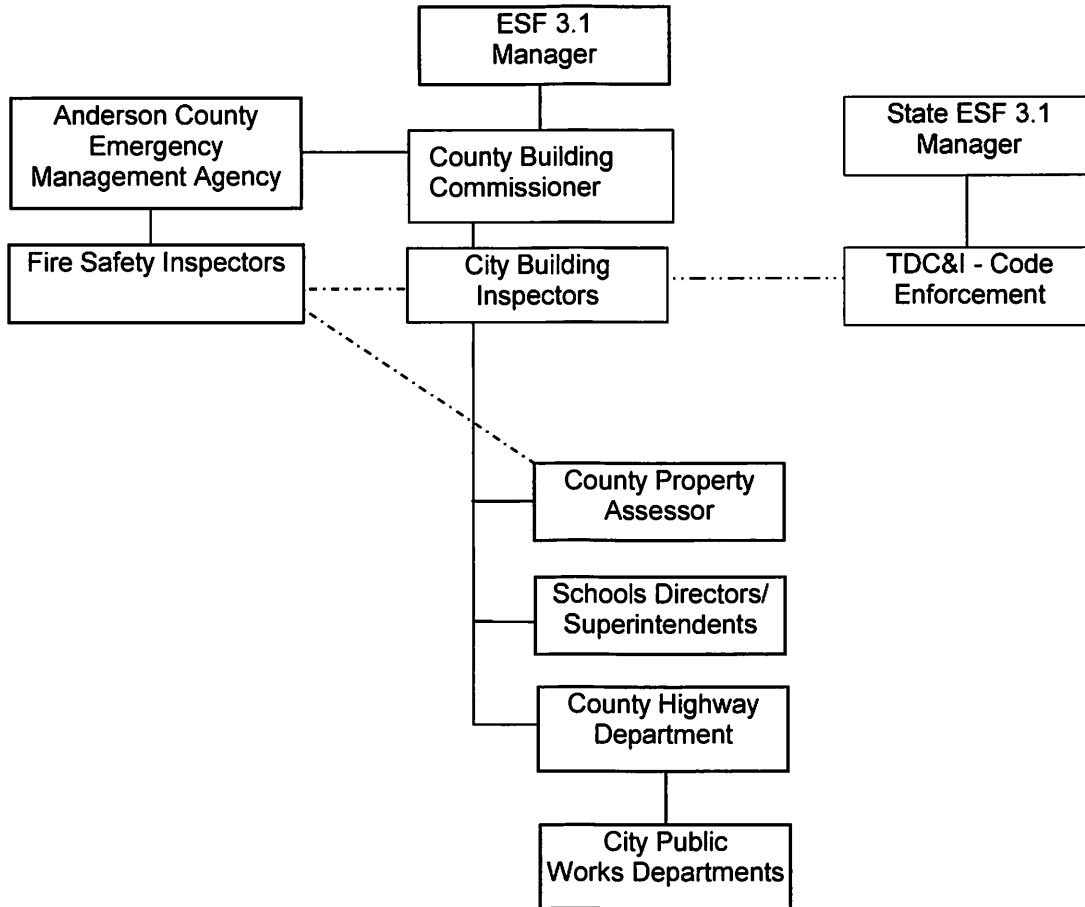
IX. Training

- A.** Training related to this ESF subfunction is provided in-house by the respective agencies.

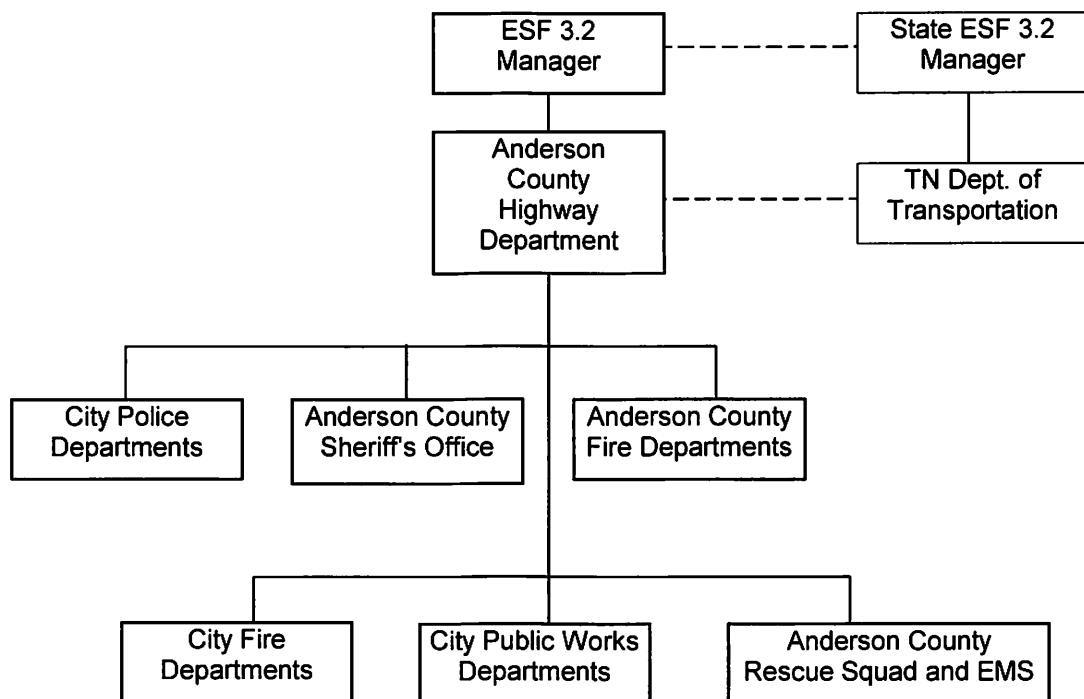
EMERGENCY SUPPORT FUNCTION 3 APPENDICES

- Appendix 1 Building Inspection & Condemnation Organizational Chart
- Appendix 2 Route Clearance & Bridge Inspection Organizational Chart
- Appendix 3 Debris Removal Organizational Chart
- Appendix 4 Water and Wastewater Systems Organizational Chart
- Appendix 5 Location of Environmental Facilities

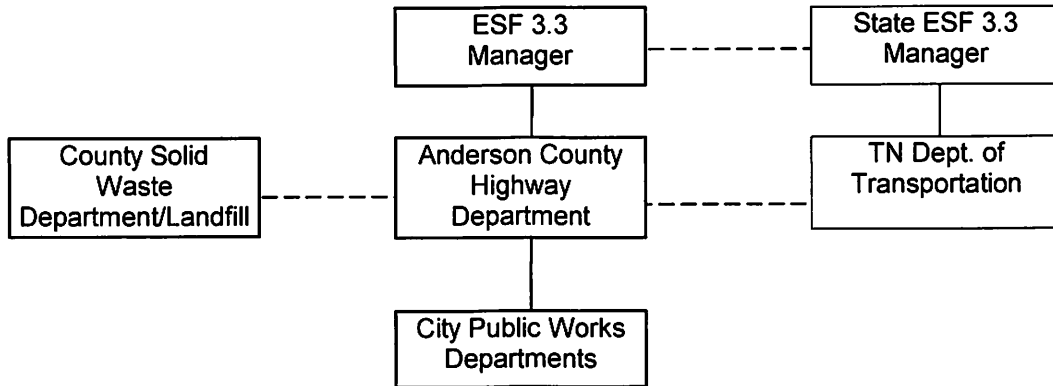
APPENDIX 1 TO ESF 3
BUILDING INSPECTION & CONDEMNATION ORGANIZATIONAL CHART



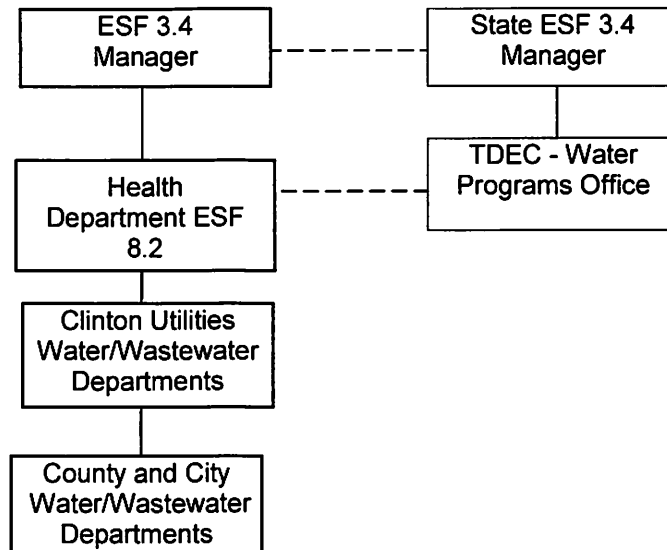
APPENDIX 2 TO ESF 3
ROUTE CLEARANCE & BRIDGE INSPECTION ORGANIZATIONAL CHART



**APPENDIX 3 TO ESF 3
DEBRIS REMOVAL ORGANIZATIONAL CHART**

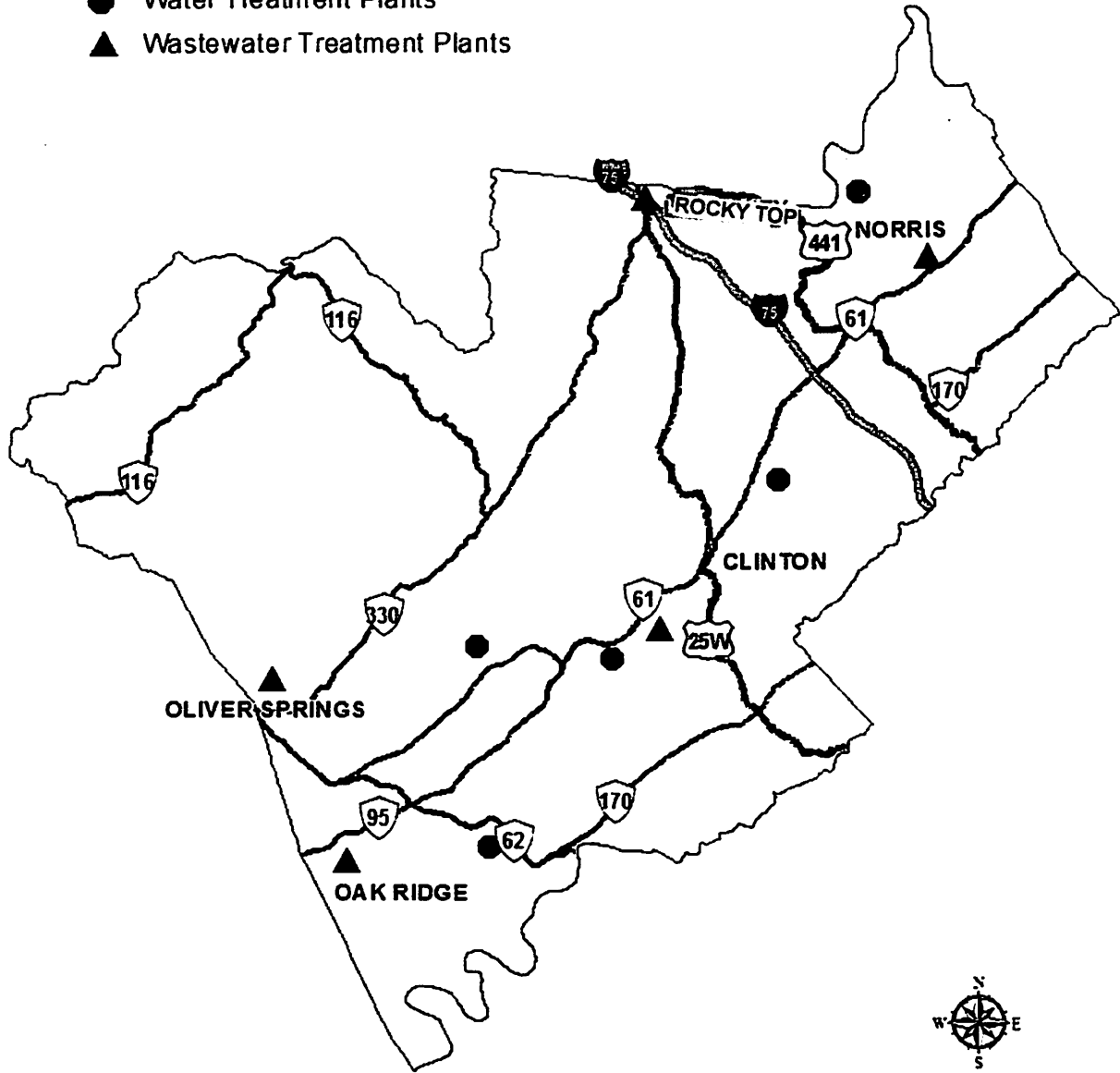


**APPENDIX 4 TO ESF 3
WATER AND WASTEWATER SYSTEMS ORGANIZATIONAL CHART**



APPENDIX 5 TO ESF 3 LOCATION OF ENVIRONMENTAL FACILITIES

- Water Treatment Plants
- ▲ Wastewater Treatment Plants



ESF 4

FIREFIGHTING

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FIREFIGHTING
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EMERGENCY SUPPORT FUNCTION 4

FIREFIGHTING

- I. Lead Agency:** Anderson County Fire Commission Vice Chairman
- II. Support Agencies:** Clinton Fire Department
Oak Ridge Fire Department
Rocky Top Fire Department
Andersonville Volunteer Fire Department
Briceville Volunteer Fire Department
Claxton Volunteer Fire Department
Marlow Volunteer Fire Department
Medford Volunteer Fire Department
Norris Volunteer Fire Department
Oliver Springs Volunteer Fire Department
Tennessee Department of Agriculture - Division of Forestry
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

This Emergency Support Function (ESF) provides local resources for detecting, controlling, and suppressing urban, rural, or wildland fires that may result from any cause.

B. Scope

ESF 4 manages and coordinates firefighting activities within the county and its cities.

IV. Policies

- A.** The Incident Command System will be used as the standard for fire operations within in the county.
- B.** Requests for firefighting assistance will be routed through the jurisdictional 911. Dispatch will keep the Fire Commission Vice Chairman informed as fire calls progress.
- C.** Local mutual aid resources will be exhausted before requesting assistance from state resources.
- D.** The Tennessee Department of Agriculture - Division of Forestry will respond to wildland fires in accordance with established agreements with the county and its cities.
- E.** The term "fire department" shall include volunteer, combination, and career departments unless otherwise specified in this ESF.

V. Situation and Assumptions

A. Situation

- 1. Fire prevention and control operations are handled routinely on a day-to-day basis by county and city fire departments. The vast majority of the problems they will face during major emergencies simply require an expansion of their normal operations.
- 2. Major fires may be caused by a catastrophic event such as an earthquake, flood, or hazardous materials incident. The commitment of resources to two or more major operations may tax even the largest department, especially if the incident has reduced the department's ability to respond, through equipment damage, road damage, or loss of personnel. Thus, outside assistance beyond normal mutual aid may be needed.

B. Planning Assumptions

1. Fires will continue to routinely occur throughout the county.
2. Fires may be caused by earthquakes, tornadoes, floods, hazardous materials incidents, etc., and these fires may be beyond the capabilities of local fire service organizations (either in complexity or magnitude).
3. Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or nonexistent water pressure for firefighting operations. Additionally, equipment compatibility problems may occur between responding departments.
4. Access to affected areas may be impeded by damaged roadways and/or bridges.
5. Fire departments will continue to improve their level of firefighting capability and will, upon appropriate request, provide resources for use in affected areas.
6. All fire service resources within the county (and those from outside the county dispatched as a part of a mutual aid response) will maintain control of their own assets during operations.
7. The Division of Forestry will continue to provide wildland fire protection to the county.

VI. Concept of Operations

A. General

1. Disaster response activities of local fire departments are an expansion of daily operations.
2. ESF 4 will coordinate the local provision of firefighting resources and the provision of resources from other portions of the state into those areas affected by major disasters.
3. ESF 4 will maintain an ongoing list of resource needs and will prioritize them based on the resources available. If ESF 4 determines that the requirements are beyond local capabilities, a request can be made to the SEOC for state and federal assistance.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Fire Commission Vice Chairman
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Coordinate the overall activities of city and county fire departments during disasters.
 - c. Manage the ESF 4 functions in the EOC when activated.
3. Anderson County Fire Departments/City Fire Departments
 - a. Coordinate activities of the jurisdictional department with other fire departments.
 - b. Provide fire protection services within departmental jurisdiction, and to others as provided by state mutual aid act, contract, or other agreement.
4. Tennessee Department of Agriculture - Division of Forestry
 - a. Provide assistance to county fire service organizations for rural wildland fire suppression.
5. Anderson County Emergency Management Agency (EMA)
 - a. Assist with training fire service organizations in the use of the Incident Command System and other field courses provided by TEMA and FEMA.

- b. Coordinate fire operations with EMS, law enforcement, rescue, and other departments.

VII. Mitigation and Preparedness Activities

A. Anderson County Fire Commission Vice Chairman, Anderson County/City Fire Departments

1. Participate in developing local and regional mutual aid agreements as needed.
2. Develop SOPs for handling requests for fire response assistance. Include methods of obtaining, deploying, and tracking firefighting apparatus and personnel from other departments.
3. Be familiar with the responsibilities of other local and state support agencies. Develop methods to assign response priorities when multiple calls require simultaneous response or when limited resources mean that some incidents wait for assistance.
4. Develop and improve fire response capabilities.

B. Tennessee Department of Agriculture - Division of Forestry

1. Develop and implement agreements between the Division of Forestry and the county to provide assistance in suppression of wildland fires or fires occurring on state property.
2. Develop lists of regional resources deployable to affected areas. Include estimated time for deployment to various staging areas across the region.
3. Develop procedures and coordination requirements for inserting fire suppression assets into areas where debris, road/bridge damage impede access, or where areas involved are inaccessible to average firefighting vehicles.

C. Anderson County Emergency Management Agency (EMA)

1. Assist in the development of local and regional mutual aid agreements.
2. Assist in hazard analyses to determine potential impacts of specific hazards on fire suppression capabilities.
3. Conduct local exercises that involve fire departments.
4. Provide to local fire service organizations training courses and public education materials available from TEMA and FEMA.
5. Maintain an inventory of countywide fire department resources for use in the EOC during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESC to EOC, as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages.
5. Initiate internal notification/recall activities.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Fire Commission Vice Chairman

1. Receive, respond to, and track requests for assistance from other ESFs.
2. Collect damage assessment information from the field and route to ESF 5.

3. Coordinate the movement of resources to the staging area with:
 - a. Staging Area Coordinator (ESF 7).
 - b. Transportation (ESF 1).
 - c. Law Enforcement (ESF 13) for security, traffic control, etc.
4. Request assistance from other ESFs to meet the resource needs of field units. If the other ESFs cannot meet the demands, forward requests to the State ESF 4 coordinating officer for assistance from the appropriate state ESF.
5. Respond to requests of any other ESF for personnel, equipment, or other resources.

C. *Anderson County Fire Departments/City Fire Departments*

1. Respond to fire calls within jurisdiction and in support of mutual aid agreements.
2. Collect information from the field and forward data to ESF 4 at the EOC.
3. Move resources to staging areas or into affected areas as requested.
4. Maintain logs of resource requests, resource use, message traffic, etc., for use in after-action reports.

D. *Tennessee Department of Agriculture - Division of Forestry*

1. Respond to requests for assistance from local fire service organizations.
2. Provide field information to ESF 4 Manager.
3. Receive, evaluate, and notify ESF 4 Manager of ability to respond to requests for assistance.
4. Activate internal notification/recall of Forestry personnel.
5. Maintain logs of resource requests, resource use, message traffic, etc. for use in after-action reports.

E. *Anderson County Emergency Management Agency (EMA)*

1. Coordinate fire department activities with EMS, law enforcement and other organizations.
2. Provide communications support for fire service operations.
3. Provide operational support for ESF 4 functions as required.

IX. Training

Many training courses are available to state and/or local fire service agencies.

- A.** FEMA, through the National Fire Academy and the Emergency Management Institute (EMI) provides field courses. FEMA also provides several resident courses at the National Emergency Training Center campus in Emmitsburg, Maryland.
- B.** College degrees may be obtained in Fire Administration or Fire Protection Technology through the Open Learning Fire Service Program (OLFSP). The OLFSP is sponsored by FEMA's National Fire Academy. It provides firefighters an opportunity to earn a college degree while working around their job schedules. Tennessee is served in this program by the University of Memphis. More information about the OLFSP program can be obtained from the university.
- C.** The State Fire Academy in Bell Buckle provides hands-on training in several areas, including Firefighter I and II series (as provided by the Tennessee Commission on Firefighting and field-deliverable), and the Firefighter III course which is delivered only at the academy and includes live fire training. Other field-delivered courses are available.
- D.** TEMA provides training in the implementation and use of the Incident Command System, as well as many of the field-deliverable Emergency Management Institute courses. Additionally, several hazardous materials courses are available through TEMA (see ESF 10).

E. FEMA Independent Study course *IS-804 Emergency Support Functions (ESF) # 4 – Firefighting* is available online at training.fema.gov/IS/crslist.asp.

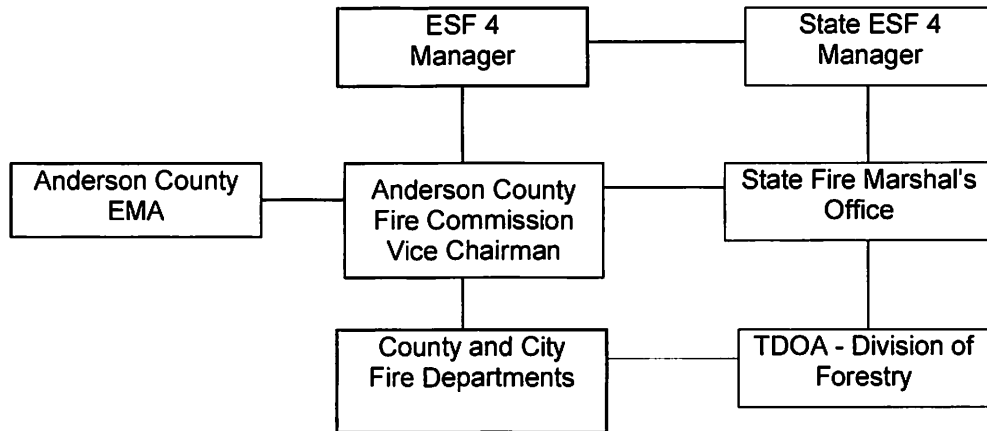
EMERGENCY SUPPORT FUNCTION 4

APPENDICES

Appendix 1 Firefighting Organizational Chart

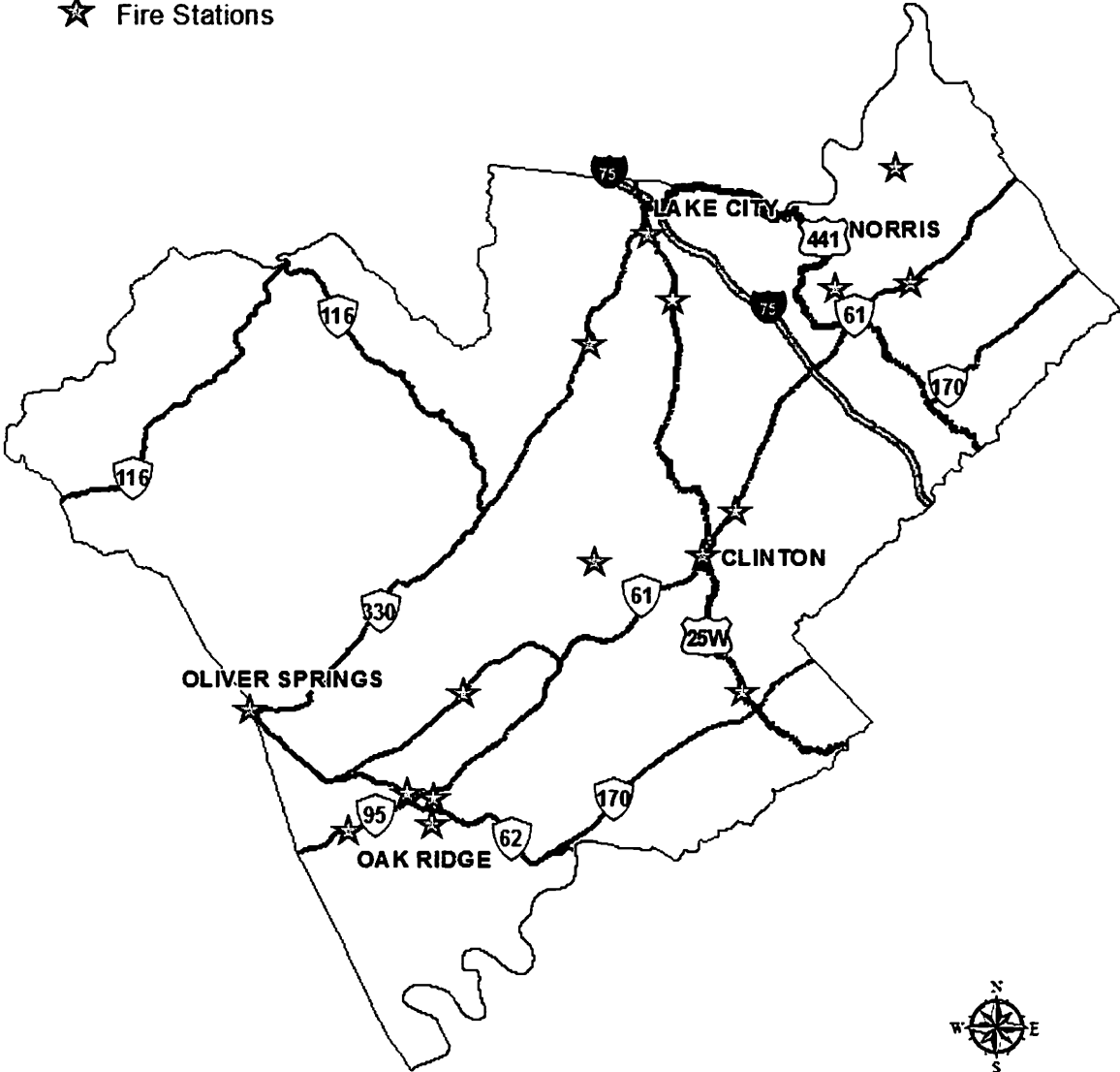
Appendix 2 Fire Station Locations

**APPENDIX 1 TO ESF 4
FIREFIGHTING ORGANIZATIONAL CHART**



APPENDIX 2 TO ESF 4 FIRE STATION LOCATIONS

★ Fire Stations



ESF 5

INFORMATION AND PLANNING

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EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

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EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

DISASTER INFORMATION

- I. Lead Agency:** Anderson County Emergency Management Agency (EMA)
- II. Support Agencies:** Anderson County/City Emergency Response Departments
Anderson County Law Director

III. Introduction

A. Purpose

1. This subfunction establishes procedures and policies for gathering and analyzing disaster information to determine the extent of an emergency and to produce a plan for prioritizing resource requirements in support of the emergency response.

B. Scope

1. The scope of the disaster information operation involves the following:

- a. Information Processing

This involves gathering and processing essential disaster information from emergency officials, county ESFs, state and federal agencies, or private organizations for use in reports, briefings, displays, and response actions.

- b. Reports

Disaster information is consolidated into reports and displays to describe and document overall response activities. County decision-makers, ESFs, and public information officers are kept informed of the status of response and recovery operations.

- c. Displays

Display boards in the EOC show the damage in affected areas and resource needs.

- d. Planning

The projected status of an incident as described by current disaster information is the basis for response and recovery operations planning.

- e. Technical Services

Specialized technical assistance to ESF 5 is obtained concerning specific problems and potential requirements from certain hazards (e.g., earthquakes or hazardous materials). Help in interpreting aerial reconnaissance or legal issues are found here.

IV. Policies

- A. The collection and processing of disaster information is vital to the development of an effective response plan to assist the citizens of the county during major emergencies and disasters.

V. Situation and Assumptions

A. Situation

1. All disasters generate a need for disaster information to describe the extent of the emergency, provide emergency information to the public, and identify specific needs of the county and its cities.
2. Emergencies may require technical assistance that is unavailable locally. This assistance may include seismologists, legal assistance, specialized rescue, or other technicians.

B. Planning Assumptions

1. In the initial stages of a disaster, information from affected areas may not be available or detailed. Through the efforts of EMA and response organizations, initial information may be reported within a few minutes following the onset of a disaster.
2. Local emergency response officials will be the immediate and best source of vital information regarding damage and response needs.

VI. Concept of Operations

A. General

1. Local agencies will immediately begin to assess the impact of the emergency on citizens, infrastructure, and government operations. Each ESF will receive information from field units and pass this information to the EMA Director at the EOC. The Director will keep the SEOC and TEMA Regional EOC informed.
2. The local EMA Director will provide information to the ESF 5 group, including:
 - a. The number and severity of injuries and the status of key officials.
 - b. Physical and jurisdictional boundaries of the disaster area.
 - c. Status of communications and transportation systems and networks.
 - d. Status of EOC, public safety facilities, 911s, and other critical sites.
 - e. Status of staging areas, casualty collection points, and evacuation points.
 - f. Weather conditions affecting emergency operations.
 - g. Hazard-specific information.
 - h. Status of emergency or disaster declaration request.
 - i. Resource capabilities and shortfalls.
 - j. Status of evacuation efforts, shelter, feeding operations, and public health issues.
 - k. Major issues/activities being handled by cities and communities.
 - l. Overall priorities for response operations, progress of response activities.
 - m. Social, economic, and political impacts.
 - n. Other information concerning status of emergency situation in affected area(s).
3. ESF 5 will compile this information and determine which parts are critical to the overall response/recovery effort. This information will be given to affected ESFs and the Direction and Control Group through displays or reports.
4. Information of use to only one ESF will be maintained by that ESF.
5. ESF 5 develops Situation Reports (SITREPs) using statistical, narrative, and graphical information from field units and the various ESF groups in the EOC to provide an overall picture of the situation and describe local response actions. These reports will include:
 - a. Major response actions being taken.
 - b. Unmet needs, resource requirements, and projected actions for dealing with them.
 - c. Priority issues and requirements.
 - d. Projections of worsening conditions (e.g., aftershocks or deteriorating weather).

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Management Agency (EMA)
 - a. Establish and operate ESF 5 group during major emergencies.
 - b. Compile, summarize, and provide disaster information to County/City Managers.
3. Anderson County/City Emergency Response Departments
 - a. Provide disaster information to ESF 5 group during emergency operations.
 - b. Provide technical expertise associated with agency responsibilities.
4. Anderson County Law Director
 - a. Provide technical legal advice to the EOC as requested.

VII. Mitigation and Preparedness Activities

A. Anderson County Emergency Management Agency (EMA)

1. Develop SOPs governing function and operation of ESF 5 group during emergencies.

B. Anderson County/City Emergency Response Departments

1. Develop procedures to relay verified disaster information to ESF 5 (noted in VI.A.2 above).
2. Develop means to communicate with field units, local headquarters office, and ESF 5 during emergencies in which normal communications systems have been disrupted.

C. Anderson County Law Director

1. Develop procedures to supply personnel and technical legal advice to the EOC.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities and messages.
5. Initiate internal notification/recall activities.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Management Agency (EMA)

1. Activate ESF 5 Group in EOC.
2. Task response agencies to provide disaster information.
3. Request assistance from local or state aerial assets to collect disaster information.
4. Collect, analyze, and issue disaster summaries to the County/City Managers, SEOC, and other ESFs.
5. Maintain logs of ESF 5 activities during emergency operations.

C. Anderson County/City Emergency Response Departments

1. Initiate procedures for routing disaster information to the ESF 5 group.
2. Provide technical liaison personnel to ESF 5 upon request.

D. Anderson County Law Director

1. Deploy personnel to the EOC to provide technical legal advice.

IX. Training

- A.** FEMA Independent Study course *704 NIMS Communications and Information Management* is available online at training.fema.gov/IS/crslist.asp.
- B.** TEMA damage assessment courses review, in part, the development of disaster information.

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

PUBLIC INFORMATION

- I. Lead Agency:** Anderson County Mayor/City Managers
- II. Support Agencies:** Anderson County Emergency Management Agency (EMA)
National Weather Service

III. Introduction

A. Purpose

1. This subfunction provides guidance on and general procedures to disseminate emergency public information in support of local emergency operations.

B. Scope

1. This annex provides for "emergency" public information that includes:
 - a. Pre-disaster delivery of education and information activities to the general public.
 - b. Notification of impending and occurring emergencies.
 - c. Notification of protective actions (i.e., evacuation, shelter-in-place).
 - d. Notification of where to receive assistance after the disaster.
2. Individual agencies and departments will issue public information that relates to their usual emergency functions.
3. Emergency instructions and emergency public information are distinctly different. "Emergency instructions" require an immediate response from the public (e.g., evacuation orders). "Emergency public information" provides details of what has happened, what may happen in the future, and the degree of risk involved. In this subfunction, the term "emergency public information" (EPI) will also include emergency instructions.

IV. Policies

The county, through the County Mayor's Office, is committed to keeping the general public informed of the appropriate emergency measures to be taken during and following the occurrence of emergencies that affect this county and/or its cities. The county will inform its citizens, frequently and routinely, as to the progress of disaster response and recovery. The county will also give information that will help protect people from further physical harm or fraud.

V. Situation and Assumptions

A. Situation

1. Rapidly changing circumstances associated with emergencies require that prompt and ongoing dissemination of public information occur before, during, and after an emergency.
2. The public may accept hearsay, rumors, and half-truths as fact during periods in which no credible source of EPI is available.
3. EPI is essential to emergency victims to ensure that they are able to understand what is going on and respond appropriately to the threats and emergency circumstances at hand.

B. Planning Assumptions

1. Some form of communication for broadcasting EPI will be available immediately after the start of an emergency.
2. Citizens will be fully informed of actions they are expected to take, given the threat or occurrence of an emergency.
3. Victims and potential victims will respond appropriately to EPI instructions provided to them through media outlets and other sources.

VI. Concept of Operations

A. General

1. Coordination

The County Mayor, City Managers, EMA Director, and the local emergency response agencies will coordinate the release of accurate public information during major disasters.

2. Media briefings (authority and scope)

One or two county media briefings will be held daily at the Anderson County Courthouse or other designated location. City Managers may also choose to meet the media at the Courthouse or hold their own media briefings. County and city officials who brief the media will generally confine their discussion to matters directly within their range of operations. They will confer with each other and the County Mayor prior to media briefings. Assessing blame or responsibility for damage, or speculating as to future events, disaster declarations, and other areas difficult to observe, predict, or quantify will be avoided. Decision-makers issuing information will ensure their departments verify that media outlets correctly conveyed that information to the public.

3. Notification

The County Mayor will be notified when the EMA receives a report of a disaster in the county. The County Mayor and City Managers are responsible for talking to the media or may appoint a Public Information Officer (PIO) and other personnel as needed.

4. Management and Coordination

The press conference will be under the operational control of the County Mayor (or appointee) and will include coordination with the EMA, local, state, and federal agencies. The County Mayor will act as "content editor" for all public information releases and will have final approval authority for all countywide information released concerning the emergency.

5. Relocation

If the situation dictates, the briefing location may move to a site closer to the emergency, with the approval of the County Mayor and at the direction of the EMA Director.

6. Equipment

All maps, displays, press kits, and equipment necessary for public/media briefings will be maintained by the County Mayor or appointee, with assistance from the EMA.

7. Security

Jurisdictional law enforcement will provide security for the media briefings.

8. Communications

Communications between the County Mayor and the EOC will be activated as soon as possible to ensure that the latest information from the scene is relayed to the Chief Executive and others at the press briefing.

9. Information from the EMA Director

The EMA Director is responsible for supplying most information to the County Mayor, major department heads, and municipalities within the county.

10. EAS and NOAA Weather Radio

Contact and coordination with the EAS and NOAA Weather Radio Networks will be accomplished by the EMA via the SEOC. EAS and NOAA Weather Radio messages will be requested by the EMA Director with the County Mayor's approval.

11. Media Monitoring

Media monitoring activities are essential to determine that emergency public information and instructions are being broadcast accurately and in a timely manner. Media monitoring functions will be staffed in the Courthouse by prearranged staff from county departments as determined by the County Mayor. The EMA may request that the TEMA Regional EOC or adjacent counties assist with media monitoring.

12. Rumor Control

a. *Purpose*

- (1) A rumor is defined as "talk or opinions disseminated with no discernible source." Rumor control is vital in any emergency, particularly in radiological events, due to misconceptions and fear of the unknown. Personnel who have contact with the public must be able to recognize if misinformation is being circulated or if public information is being misinterpreted. Also, all emergency workers must know to whom the rumor should be reported. This will ensure that factual information is quickly disseminated and rumors are quickly dispelled.

b. *Rumor Sources*

- (1) Rumors may surface in a number of ways:

(a) Hot-Lines

County 911 or other personnel can staff phone lines for the public to call for information. As much as possible, they will operate 24-hours a day during the initial stages of the emergency. If call-takers determine that several calls concern one or more specific issues, these issues are addressed through the EMA or PIO.

(b) Calls to other officials

During an emergency, concerned citizens first contact the sheriff or other emergency officials. These calls should be monitored for inaccurate reports.

(c) Questions to emergency personnel in the field

Emergency personnel at traffic control points and other locations are directed not to discuss unknown subject material with citizens, and to report any contact with recognized misinformation.

(d) Shelter Personnel

Shelter personnel should be alert to the talk among disaster victims and ascertain if circulating stories are credible. In some cases, false information can be disclaimed immediately; however, shelter personnel should substantiate information before refuting rumors.

c. *Hot-Line Staffing and Coordination*

(1) Location and Staffing

- (a) The EMA Hot-Line is located in the Anderson County Courthouse and is staffed by personnel trained in dealing with the public, and whose major function is rumor control.

(2) Coordination

- (a) A Hot-Line supervisor shall be stationed at the Courthouse and will maintain close contact with media monitoring and the EOC.

B. Organization and Responsibilities

1. All Tasked Agencies

- a. Incorporate NIMS standards into operational plans and response actions.
- b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Anderson County Mayor/City Managers

- a. Keep the public informed of emergency actions to take and status of emergency response and recovery.
- b. Approve public information released and conduct media briefings.
- c. Assign personnel to conduct hot-line, media monitoring, and rumor control activities.

3. Anderson County Emergency Management Agency (EMA)

- a. Coordinate with the Mayor, City Managers, and department heads regarding status of emergency response and recovery.
- b. Establish and oversee hot-line, media monitoring, and rumor control activities
- c. Request broadcast of EAS as needed.

VII. Mitigation and Preparedness Activities

A. Anderson County Mayor/City Managers

1. Develop procedures, plans, and policies for briefing the public.
2. Designate an appropriate official as the senior Emergency Information Director for the jurisdiction in the absence of the Mayor.

B. Anderson County Emergency Management Agency (EMA)

1. Develop an SOP concerning public information and obtain the necessary equipment to support ESF 5.
2. Pre-establish rumor control phone lines and media monitoring stations in the Courthouse.
3. Develop procedures to request broadcast of EAS messages.
4. Develop and present public education programs concerning emergency plans and response.

C. NOAA – National Weather Service

1. Develop and maintain the NOAA Weather Radio System.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities and messages.
5. Initiate internal notification/recall activities.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.

7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Mayor/City Managers

1. Initiate public information activities. Coordinate the operations with EMA and other agency PIOs, and approve information released to the media. Deploy personnel to carry this effort.

C. Anderson County Emergency Management Agency (EMA)

1. Activate media monitoring, rumor control, and other public information activities.

2. Provide information to the County Mayor, City Managers, and major departments.

3. Request activation of the EAS and NOAA Weather Radio systems, as required.

D. NOAA – National Weather Service

1. Activate NOAA Weather Radio Network as dictated by situation or requested by SEOC.

IX. Training

A. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:

1. IS 29 Public Information Officer Awareness

2. IS 42 Social Media in Emergency Management

3. IS 702 National Incident Management System (NIMS) Public Information Systems

B. TEMA and the Department of Energy offer additional training for Public Information Officers and Joint Information Systems.

C. Other training related to this sub-function is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

DAMAGE ASSESSMENT

- I. Lead Agency:** Anderson County Emergency Management Agency (EMA)
- II. Support Agencies:** Tennessee Department of Human Services
County Building Commissioner/City Building Inspectors
Anderson County Highway Department/City Public Works Departments
Anderson County Property Assessor
East Tennessee Development District
Local Utilities
Anderson County/City Schools Directors/Superintendents
American Red Cross

III. Introduction

A. Purpose

This ESF subfunction concerns reporting of damage assessment information to the EOC.

B. Scope

This subfunction includes damage assessment of both public and private property. It specifically addresses those agencies with damage assessment responsibilities involving citizens outside local government. All agencies are to conduct a thorough post disaster assessment of their own facilities and assets following a disaster. Reports of damage are forwarded to the EMA to include in damage summaries and requests for state and/or federal assistance.

IV. Policies

- A. Timely and accurate damage assessment is important. However, obtaining and processing damage assessment information is secondary to completing life and property saving measures.
- B. Damage assessment is a county and city responsibility. State assistance may be requested in major emergencies, in situations where the county/city governments lack the technical expertise to perform such functions, or where state property and/or resources are involved.

V. Situation and Assumptions

A. Situation

1. Most disasters produce extensive property damage. When this damage occurs, a planned damage assessment strategy is essential for proper response and recovery operations.

B. Planning Assumptions

1. Damage assessment will be performed secondarily to life and property saving actions.
2. Preliminary damage assessment information is critical to determine the need for state and federal response and recovery assistance.
3. Damage assessment information is a vital part of the disaster information function.

VI. Concept of Operations

A. General

1. Damage assessment is the responsibility of county/city governments impacted by the disaster. TEMA provides assessment assistance by providing Area Coordinators who will accompany and provide technical assistance to the EMA Director and the Anderson County Damage Assessment Team.

2. TEMA and other state agencies will assist the county with damage assessment. This is especially true if a possibility exists that a Small Business Administration or a Presidential disaster declaration may be needed, because damage assessment information is use to justify any such request.
3. During EOC operations, damage assessment information is relayed to the EMA Director who has the responsibility to summarize the information and present it to the County Mayor as soon as possible following the incident.
4. The EMA will forward copies of preliminary damage assessment reports to the SEOC for use in determining eligibility for state and/or federal assistance programs. Individual damage assessments (i.e., of private sector buildings, homes, etc.) remain with the agency conducting the survey (e.g., Red Cross, Tennessee Department of Human Services). Care must be taken to guard against unauthorized access to the information. These agencies provide assessment summaries to the EMA Director.
5. **Damage Assessment Logistics**
 - a. County damage assessment teams are usually public employees or citizen volunteers who have training in damage assessment. Private sector personnel may be used in specialized areas. After collecting damage assessment information, the forms contained in this annex (or similar ones provided by the EMA) are completed and the information transmitted to the EOC and SEOC.
 - b. If the initial damage assessment information suggests that a state or federal disaster declaration is warranted, the County Mayor will make a request to the Governor. TEMA and other state officials will then accompany local officials on an additional damage assessment tour to verify the nature and extent of the damage.
 - c. The EMA Director is responsible for organizing and training damage assessment teams. Local building officials, contractors, and other technical personnel may be needed.
 - d. Damage assessment summaries may be transmitted by Situation Report (SITREP) via WebEOC, telephone, facsimile, packet radio, or hand delivery.
6. **Damage Assessment Records and Reports (all forms to be provided by the county EMA)**
 - a. Situation Report (SITREP)

The local Emergency Management Director compiles information and transmits SITREPs to the SEOC during disasters (see form in Appendix 4). These reports form the basis for determining the types and extent of disaster assistance needed. Additional SITREPs are sent to update information or as changes occur. Instructions for completing a SITREP are provided in Appendix 5.
 - b. Initial Damage Assessment Worksheet Form

This form provides a standard worksheet to quickly record initial windshield surveys of damage to dwellings, roads and bridges, smaller businesses, industries, and schools (see form in Appendix 6). The form is used by damage assessment teams, EMA, and other trained personnel not involved in direct life saving, hazard mitigation, and property protection.
 - c. Local Government Damage Assessment Form

Information is compiled and categorized on this form by trained damage assessment teams so that a more rapid determination of eligibility for SBA assistance can be made (see form in Appendix 7). The teams use a "rapid survey" technique that is more thorough than the windshield survey but still performed quickly. The information is then summarized in the county SITREP.
 - d. Public Assistance Preliminary Damage Assessment Form

County Highway and City Public Works Departments use this form in surveying damage to roads, bridges, and culverts (see form in Appendix 8). One form should be used per site. It is important to photograph each site and attach the photographs to the form.

This will enable state and federal teams to verify damages more quickly and determine if the county and its cities are eligible for federal assistance.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate damage assessment operations of local and state agencies.
 - b. Provide damage assessment summaries to the County Mayor for use in requesting state or federal disaster declarations.
 - c. Provide the focal point of damage assessment information following major disasters.
3. County Building Commissioner/City Building Inspectors
 - a. Perform damage assessment activities for residential, commercial, and special-use structures (and other structures as requested by EMA Director).
4. Tennessee Department of Human Services
 - a. Assist with damage assessment activities for private residential dwellings, when requested by local governments and directed by State Officials.
5. Anderson County Highway Department/City Public Works Departments
 - a. Conduct damage assessment of local roadways and bridges following disasters.
6. Anderson County Property Assessor
 - a. Maintain and provide property records for use in determining damage levels of the various types of property.
 - b. Conduct damage assessment of county- and city-owned buildings and real estate.
7. East Tennessee Development District
 - a. Assist with damage assessment determinations as they relate to local development projects, floodplains, etc.
 - b. Assess impact of disaster on local business and industry.
8. Local Electric/Gas/ Water/Wastewater Departments
 - a. Conduct damage assessment of utility systems and provide damage assessment information to EMA Director.
9. Anderson County/City Schools Directors/Superintendents
 - a. Conduct damage assessment of public school facilities following disasters.
10. American Red Cross
 - a. Conduct damage assessment of private residential structures for disaster relief operations.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures for collecting damage assessment information within agency jurisdiction and capabilities and relaying that information in a timely manner to the ESF 5 Manager. In-house use of damage assessment information is discretionary. Activities related

to recovery issues and associated uses of damage assessment information are provided in ESF 15, Recovery.

B. Anderson County Emergency Management Agency (EMA)

1. Develop procedures to collect, analyze, summarize, and disseminate damage assessment information from field units to those individuals and organizations needing the information.
2. Train personnel in damage assessment techniques.
3. Provide assistance to local and private agencies in developing SOPs for this function.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response and recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification and recall activities.
6. Begin damage assessment by collecting information on departmental assets and facilities. Relay information from the scene(s) through appropriate ESF to ESF 5 in the EOC.
7. Request state assistance, through EMA Director, to complete damage assessment if needed.
8. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
9. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Management Agency (EMA)

1. Deploy personnel to assist with damage assessment activities and provide reports to the EOC concerning the extent of the damage.
2. Collect and analyze damage assessment information from all sources and compile summary reports for distribution to County Mayor, response agencies, and the SEOC.
3. Provide financial/overall damage assessments to the TEMA Public Assistance Officer in preparation for applicant briefings after a disaster declaration is obtained from FEMA or SBA.

IX. Training

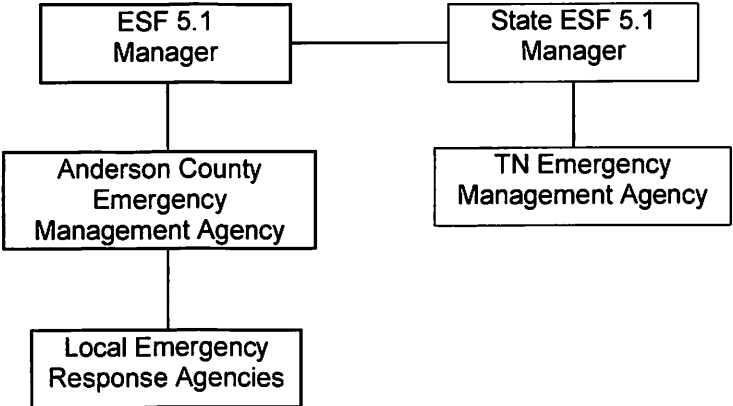
- A.** Training in damage assessment techniques is provided through TEMA, Tennessee Department of Human Services, and the American Red Cross
- B.** The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:
1. IS 556 Damage Assessment for Public Works
 2. IS 559 Local Damage Assessment
- C.** Other training relative to this ESF is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 5

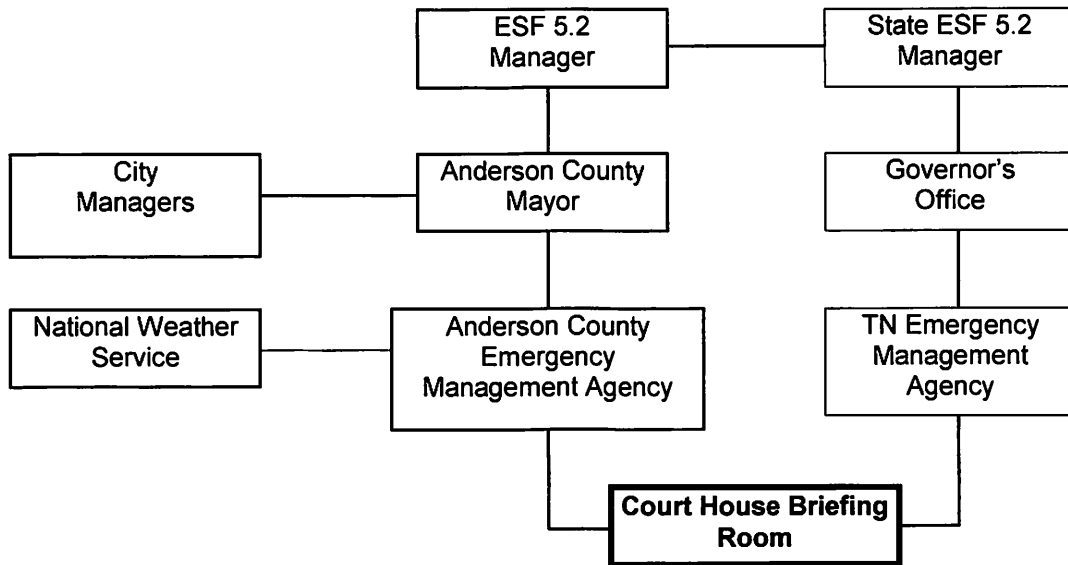
APPENDICES

- Appendix 1 Disaster Information Organizational Chart
- Appendix 2 Public Information Organizational Chart
- Appendix 3 Damage Assessment Organizational Chart
- Appendix 4 Local Government Situation Report (SITREP)
- Appendix 5 Instructions for Completing Situation Report (SITREP)
- Appendix 6 Initial Damage Assessment Worksheet
- Appendix 7 Local Government Damage Assessment Form
- Appendix 8 Public Assistance Form

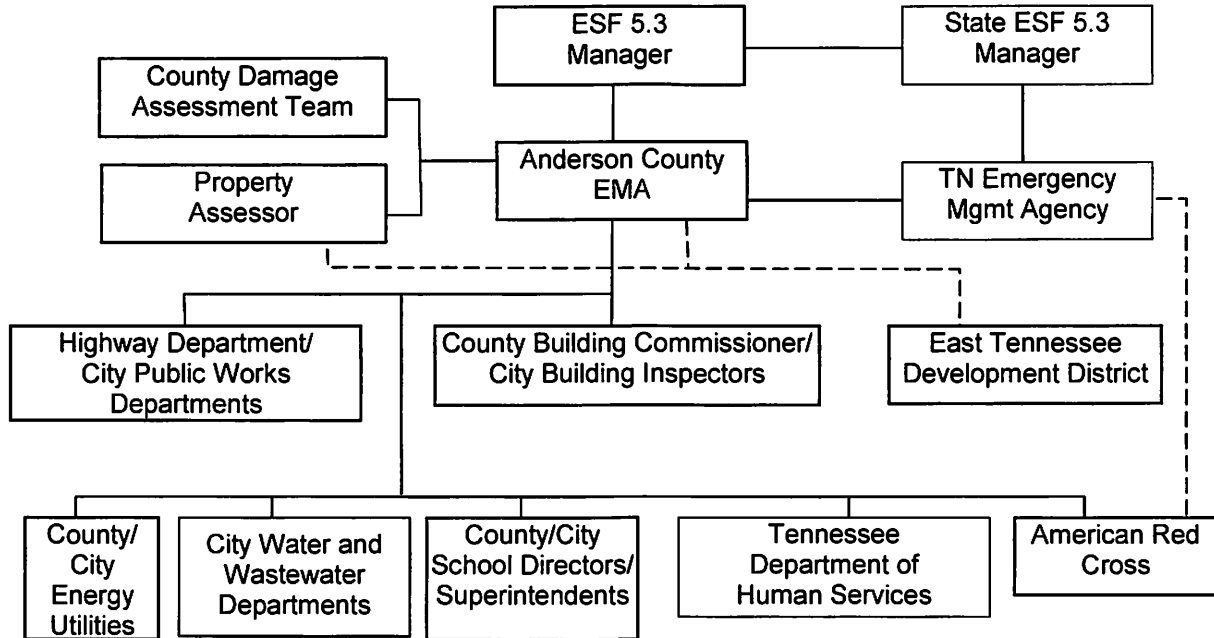
**APPENDIX 1 TO ESF 5
DISASTER INFORMATION ORGANIZATIONAL CHART**



**APPENDIX 2 TO ESF 5
PUBLIC INFORMATION ORGANIZATIONAL CHART**



APPENDIX 3 TO ESF 5 DAMAGE ASSESSMENT ORGANIZATIONAL CHART





Appendix 4 to ESF 5

**State of Tennessee
Local Government Situation Report (SITREP)**

TO: SEOC COUNTY: ANDERSON DATE/TIME SENT: SITREP #:

	DISASTER INFORMATION	DAMAGE #'S
A	Type of Disaster:	
B	Time of Occurrence:	
C	Location: Town(s) / Community(s)	
D	Fatalities: Confirmed: _____ Missing: _____	
E	Number of Persons Hospitalized:	
F	Number of Persons Treated and Released:	
G	Number of Persons Evacuated:	
H	Number of Persons Sheltered (list shelter names in comment section)	
I	Number of Private Homes Destroyed:	
J	Number of Private Homes Damaged: Minor: Moderate: Major	
K	Number of Mobile Homes Destroyed:	
L	Number of Mobile Homes Damaged: Minor: Moderate: Major	
M	Number of Public Buildings Destroyed:	
N	Number of Public Buildings Damaged: Minor: Moderate: Major	
O	Number of Private Businesses Destroyed:	
P	Number of Private Businesses Damaged: Minor: Moderate: Major:	
Q	Number of Bridges Damaged or Destroyed: Closed: Reason:	
R	Miles of Road Damaged or Destroyed: Closed: Reason:	
S	Names of Utilities Damaged:	
T	Names of Utilities Destroyed:	
U	Extent of Crop (# of acres) or Farm Losses:	
Other damages / comments		

Prepared by: _____ Received by: _____

Date/Time Received: _____

APPENDIX 5 TO ESF 5

Instructions for Completing Situation Report (SITREP)

A **SITUATION REPORT (SITREP)**, when properly filled out, provides valuable disaster and/or damage intelligence to the Governor of Tennessee. SITREP's are used to indicate the type and magnitude of an event and assess immediate needs.

SITREP data are to be compiled and entered on **SITREP** forms at the County Government level and transmitted to the State Emergency Operations Center (SEOC) via facsimile (fax) (**615-242-9635**), telephone or radio. The effectiveness of initial State response is contingent upon receiving reliable information from the impacted area(s). It is the responsibility of Local Emergency Management Directors to insure initial Disaster/Damage Intelligence information is collected from the impacted areas within his/her jurisdiction. At the County EOC, initial Disaster/Damage information is compiled and transferred to the **SITREP** form and forwarded to the SEOC.

SITREP's are used by Local Governments and State Disaster/Damage Analyst to determine if the reported destruction warrants a formal damage assessment effort. Collection of **SITREP** data is the *first step* in damage assessment. **SITREP** data DOES NOT in and of itself constitute formal damage assessment.

INSTRUCTIONS FOR COMPLETING SITUATION REPORT (SITREP)

When reporting **SITREP** data by telephone or radio, use the phonetic alphabet shown on the **SITREP**, i.e., Kilo - 10, would indicate 10 mobile homes destroyed. Provide the requested information on line entries ECHO through UNIFORM. The initial **SITREP(s)** for each affected town or community should be transmitted to the SEOC as soon as damage reports are received from first responders in the field. Up-dated **SITREP's** should be transmitted as new data is received; minimum of two per day.

DATE/TIME SENT: Enter the date and time of transmission to State EOC.

SITREP #: Start with the number 1, then 2, 3, etc.

CUMULATIVE TOTAL: If the initial SITREP indicated four houses destroyed and 30 minutes later two more were reported destroyed, the next SITREP would list six houses destroyed.

TYPE OF DISASTER: Enter the type of disaster, i.e., flooding, tornado, HM, etc.

TIME OF OCCURRENCE: Enter time the disaster struck the town or community.

LOCATION (Town or Community): Enter the name of the town or community affected.

Provide the requested information as it becomes available.

OTHER DAMAGES/COMMENTS: Enter things not covered elsewhere on the **SITREP**.

Example: Jail heavily damaged, 20 of 50 inmates escaped.

PREPARED BY: Enter the name of the individual who prepared the SITREP.

RECEIVED BY: Leave **blank**, completed by SEOC personnel.

DATE/TIME RECEIVED: Leave **blank**, completed by SEOC personnel.

NOTE: THE SITREP IS A LIVING DOCUMENT. IT CHANGES AND GROWS IN MINUTES, HOURS AND SOMETIMES DAYS, UNTIL THE FULL EXTENT OF DEVASTATION IS DETERMINED.

2. Determine need for staff from unaffected areas and begin to deploy them to affected areas.
3. Deploy personnel to perform health inspections of shelter operations to ensure safe and healthy practices at each facility.
4. Coordinate correction of deficiencies with local shelter managers.
5. Provide patient assessment and care assistance to ARC staff during shelter operations.

D. Anderson County Emergency Management Agency (EMA)

1. Respond to requests from the Shelter Manager for assistance with shelter operations, including the delivery and erection of tents, delivery of potable water and portable toilets, acquisition of medical equipment, supplies, and assistance services.
2. Provide information to state and local officials regarding the need for state and federal assistance with shelter and mass care operations.

E. Amateur Radio Emergency Services (ARES)

1. Deploy personnel as requested by EMA to support communications needs at shelters.

F. Anderson County/City Schools Directors/Superintendents

1. Open school facilities for use as shelters as requested by EMA.
2. Operate school cafeterias to provide food for shelter residents, emergency response workers, and ARC mobile feeding canteens.

IX. Training

- A. American Red Cross provides courses in shelter operations management, mass care, safe food handling, logistics, and mobile feeding.
- B. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:
 1. IS-368 "Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations".
 2. IS-405 "Overview of Mass Care/Emergency Assistance".
 3. IS-806 "Emergency Support Function (ESF) # 6 Mass Care, Emergency Assistance, Housing, and Human Services".
- C. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES
DISASTER VICTIM SERVICES

- I. Lead Agency:** American Red Cross/Anderson County Emergency Management
- II. Support Agencies:** U.S. Postal Service
Amateur Radio Emergency Services (ARES)

III. Introduction

A. Purpose

1. This subfunction addresses individual crisis counseling, the Safe and Well welfare inquiry system, and similar programs for persons affected by disasters.

B. Scope

1. This subfunction applies to crisis counseling units of local government and American Red Cross, and to the web-based Safe and Well citizen inquiry system provided by ARC. Additionally, mail delivery for disaster victims is provided through the U.S. Postal Service.

IV. Policies

- A.** It is important to disaster victims and their families that timely contact be made between people separated in the disaster areas and those outside. The free web-based Safe and Well inquiry system for citizens established by ARC is the primary method of accomplishing this contact.
- B.** Crisis counseling of disaster victims is necessary to constructively deal with feelings of guilt, anger, and frustration brought about as a result of the disaster.

V. Situation and Assumptions

A. Situation

1. Disasters take a large toll mentally and physically on victims. Left unresolved, feelings brought on by these incidents can lead to violence, depression, and/or suicide.
2. Many disasters render normal communications channels inoperable and therefore leave victims unable to contact relatives to assure them that they are all right. Additionally, relatives and loved ones from outside the affected areas will want to make contact with persons in the disaster areas to determine their status.

B. Planning Assumptions

1. All disasters will have some effect on the mental well-being of the victims.
2. Normal communications channels will be disrupted and victims may not be able to make contact with relatives outside the immediate area.
3. Normal mail delivery may be interrupted following a disaster.

VI. Concept of Operations

A. General

1. Many individuals will have intense feelings of frustration, anger, or guilt that they survived and others didn't. These feelings must be dealt with effectively or survivors may not respond to the situation appropriately.



APPENDIX 7 TO ESF 5

STATE of TENNESSEE
Local Government Damage Assessment Form

COUNTY: ANDERSON TYPE of EMERGENCY: _____
 DATE & TIME: _____
 DAMAGED AREA: _____ ASSESSMENT TEAM #: _____

<u>Category</u>	<u>Minor</u> <u>10%</u>	<u>Moderate</u> <u>25%</u>	<u>Major</u> <u>50%</u>	<u>Destroyed</u> <u>100% or ></u>	<u>Dollar</u> <u>Estimate</u>
Houses					
Apartments					
Units					
Buildings					
Mobile Homes					
Public Buildings					
Businesses					
Farm Buildings					
Other					

Average Bldg
 Cost: _____
 Insurance Coverage
 %: _____

DAMAGE ESTIMATION KEY

<u>Flood</u>	<u>Wind</u>	<u>Earthquake</u>
10 % 1 ft	Shingles/Siding gone	Cracked Windows/Chimney
25% 1-3 ft	Roof Decking /Wall	Wall Cracks / Dislodged Bricks
50% 3-5 ft	Roof Off / Outside Walls	Wall Collapse / Broken Brick
100% 5 ft	Extreme Damage	Major Collapse

APPENDIX 8 TO ESF 5

PUBLIC ASSISTANCE FORM
(Use one form for each damage site)

PUBLIC ASSISTANCE (PDA) CATEGORY "C"

PHOTO **DATE** _____

_____ County Map Marked Site # _____

ROADS

Type Road: Improved _____ Unimproved _____

Type Subsurface: Rock _____ Gravel _____ Shell _____

Chert _____ Borrow _____

Type Surface: Concrete _____ Asphalt _____ DBST _____

Gravel _____ Shell _____ Dirt _____

Thickness _____ "

Type of Damage _____

Dimension of Damaged Area _____

Estimate of Damage _____

BRIDGES

Type Construction

Substructure: Concrete _____ Steel _____ Timber _____

Superstructure: Concrete _____ Steel _____ Timber _____

Deck: Concrete _____ Steel _____ Timber _____

Number of Spans _____ Length of Span _____

Length of Bridge at Road Centerline _____

Width of Bridge _____ ADT at Bridge _____

Type of Damage _____

Estimate of Damage _____

CULVERTS

Type of Construction: Concrete _____ Metal _____ Wood _____

Wingwall Concrete _____ Metal _____ Wood _____

Size of Culvert _____

Type of Damage _____

Estimate of Damage _____

COMMENTS

Use other side of this form if more space is needed for preliminary damage assessment

ESF 6

HUMAN SERVICES

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HUMAN SERVICES
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EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES
SHELTER AND MASS CARE OPERATIONS

- I. Lead Agency:** American Red Cross/Anderson County Emergency Management
- II. Support Agencies:** Anderson County Health Department
Anderson County Department of Human Services
Amateur Radio Emergency Service (ARES)
Anderson County/City Schools Directors/Superintendents

III. Introduction

A. Purpose

This Emergency Support Function carries out the selection, staffing, and operation of emergency mass care shelters during disasters within the county.

B. Scope

The functions associated with this ESF include:

1. Providing temporary sheltering for evacuees.
2. Feeding of shelterees and emergency workers in the affected area(s).
3. Giving first aid to persons housed in shelters and transients passing through the shelters.
4. Maintaining health and sanitation services at shelters.

IV. Policies

- A.** The American Red Cross (ARC) is the national agency charged with the responsibility of providing disaster relief services to victims of disaster in the United States. A primary method of delivering this relief is through the operation of temporary emergency shelters in affected areas.
- B.** The ARC Board of Governors' Disaster Services Policy Statements and current ARC regulations will govern ARC operations. The Tennessee Department of Human Services will work closely with the ARC in all shelter and mass care activities during emergency operations.
- C.** All shelter and mass care services will be provided without regard to functional needs, economic status; racial, religious, political, ethnic, or other affiliation.
- D.** Private sector health care facilities (i.e., hospitals, nursing homes, assisted living facilities) forced to evacuate will transfer patients/residents to "sister" facilities per facility emergency plans. If a local shelter location is required, the facility will provide staff for all care of patients/residents.
- E.** Sheltering and mass care operations will begin immediately after the disaster occurs, with shelters to be opened within two hours, and feeding/snack operations available within four hours.

V. Situation and Assumptions

A. Situation

1. Disasters may destroy the homes of persons living in the affected area(s). Disaster victims whose homes were severely damaged or destroyed will be sheltered.
2. All victims who are housed at temporary emergency shelters will require food, water, emergency first aid, and a wide variety of other mass care services.
3. Some victims housed at temporary emergency shelters may have functional needs that require reasonable modifications to policies, practices, and procedures, and/or the provision

of durable medical equipment, consumable medical supplies, personal assistance services, and other goods/services.

4. Many buildings designated as shelters prior to a disaster may be rendered inoperable by the disaster. Alternate facilities should be ready to house and care for victims.
5. Utility, water, and wastewater systems may not fully function for several days after a disaster; therefore to ensure healthy living conditions, bottled water and portable toilets must be available.

B. Planning Assumptions

1. ARC or other shelter workers in disaster areas may not be able to report for assignments.
2. Shelters in affected areas may be damaged or destroyed and thus be unusable.
3. Utility and water systems may not be operable in affected areas.
4. Secondary hazards may necessitate the relocation of shelter complexes.
5. Relief supplies, tents, food, and potable water may not be available for several days.
6. Shelter operations may be needed for several months following some disasters.
7. Spontaneous appearance of volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.
8. Sheltered citizens and emergency response personnel should not be housed together.

VI. Concept of Operations

A. General

1. Immediately after a disaster occurs, the EMA Director will request shelter operations as needed. ARC shelter managers will use the shelters (if intact) identified in Appendix 3.
2. Although the primary responsibility for shelter operations rests with the County Mayor, the American Red Cross has accepted the responsibility for operating and managing emergency shelters in Anderson County. Additionally, Department of Human Services (DHS) workers are tasked to assist ARC and local officials in shelter operations.
3. ARC and DHS personnel are given instructions on where to report and what to bring. Both agencies will bring in personnel from outside the affected areas, if needed.
4. Military assistance in the form of tents for shelter, food preparation and delivery, etc. may be used to supplement ARC and DHS efforts, given a request by the EMA Director to TEMA.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. American Red Cross/Department of Human Services
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability. (ARC)
 - b. Implement regulations and procedures for opening, operating, and closing shelters.
 - c. Coordinate shelter requirements among local, state, and national ARC units and local emergency response personnel.
 - d. Maintain sanitation and provide first aid at shelter locations during emergencies.

3. Anderson County Health Department
 - a. Advise all agencies of health concerns or possible disease outbreaks in the county.
 - b. Monitor sanitation at shelter locations.
 - c. Provide assistance to ARC with patient assessment and care.
 - d. Ensure functional needs are addressed and reasonable accommodations met.
4. Anderson County Emergency Management Agency
 - a. Arrange for assistance with shelter operations in the form of tents, logistical and feeding assistance, water provisioning, portable toilets, security, medical equipment and supplies.
5. Amateur Radio Emergency Services (ARES)
 - a. Provide communications support to shelters as requested.
6. Anderson County/City Schools Directors/Superintendents
 - a. Provide school facilities for use as shelters and mass feeding sites.
 - b. Provide staff to operate and maintain cafeterias for mass feeding.

VII. Mitigation and Preparedness Activities

A. American Red Cross/Department of Human Services

1. Pre-designate shelters in the county, complete with necessary statistical information and contracts and provide this information to the ARC Regional Office and EMA.
2. Develop procedures to deploy local staff and personnel from unaffected regions to pre-designated or alternate shelters.
3. Develop policies to coordinate operations with Salvation Army and other VOAD agencies.
4. Develop prepackaged shelter operation kits, with registration forms, tracking forms, and other materials necessary to accurately record persons housed in emergency shelters.
5. Develop procedures to evaluate shelters for structural soundness, availability of water, food, utilities, sanitation, and wastewater services.
6. Develop, maintain, and annually update lists of vendors for durable medical equipment, consumable medical supplies, and personal assistance services.
7. Develop procedures for requesting assistance from local, state or national officials.
8. Develop procedures for operation of shelters during short-term and long-term emergencies.
9. Provide training in shelter operations and mass care to ARC, DHS, and Anderson County Health Department staff as requested.
10. Develop procedures for the marking of shelters, designating uses of shelter areas and personnel, and notifying the public of shelter locations through the county EMA.
11. Assist with implementation of the Individual & Family Grant Program (I&FG) when available.

B. Anderson County Health Department

1. Develop policies and procedures to work with ARC staff at shelters.
2. Develop plans to deploy local staff and personnel from unaffected regions to affected areas to assist with shelter and mass care.
3. Develop procedures for inspecting emergency shelters to ensure sanitary conditions with respect to food preparation, waste disposal, potable water supplies, etc.

C. Anderson County Emergency Management Agency (EMA)

1. Develop procedures for responding to requests from ARC and DHS units to provide:
 - a. Tents and portable toilets for temporary housing sites.
 - b. Potable water to shelters.
 - c. Emergency power supplies to shelters.
 - d. Food preparation and feeding services to shelters.
 - e. Security for shelter sites.
 - f. Specialized medical equipment, supplies, and assistance services as required.
 - g. Other logistical support, including communications support.
2. Develop procedures for requesting assistance from state government through TEMA.

D. Amateur Radio Emergency Services (ARES)

1. Develop procedures to provide communication capabilities to shelters. (See ESF 2)

E. Anderson County/City Schools Directors/Superintendents

1. Develop procedures to open schools for use as shelters and recall cafeteria staff.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification and recall actions as appropriate.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. American Red Cross/Department of Human Services

1. Determine shelter conditions and deploy personnel. Make relocation or modification recommendations to EMA, if needed.
2. Determine local availability of water, food, sanitary equipment, first aid supplies, etc., and route requests for any needs through ESCs.
3. Review communications, traffic control, and security with the EMA and Sheriff.
4. Implement shelter operations as noted in the pre-arranged agreement with EMA and the county.
5. Prepare information for the PIO to notify the public of shelter locations and status.
6. Request logistical support from state and national ARC elements, as necessary.
7. Request assistance from EMA to ensure adequate shelter is available, and that support operations (i.e., feeding, medical assistance and supplies) are adequate and uninterrupted.
8. Provide information concerning status of shelters to ESF 5.

C. Anderson County Health Department

1. Mobilize personnel per prearranged instructions and agreements with ARC or EMA.

2. Rapid deployment of mental health counselors to assist grieving family members and disaster victims is essential to allow the community to come to grips with what has occurred and to be able to implement effective recovery actions.
3. Part of the "return to normalcy" involves the restoration of mail service. It is essential this line of communication be reestablished as soon as possible.
4. Normal telephone service may be disrupted following a disaster. The ARES organization and the Safe and Well web-based system developed by ARC are effective means of allowing communication between disaster victims and relatives/friends outside the affected areas.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. American Red Cross
 - a. Provide a free web-based Safe and Well citizen inquiry system and policies for its use after disasters.
 - b. Provide referral services to mental health counselors for persons housed in shelters.
3. Anderson County Emergency Management Agency (EMA)
 - a. Identify programs available locally or regionally for delivering crisis counseling.
4. U. S. Postal Service
 - a. Restore mail delivery in areas affected by disasters.
5. Amateur Radio Emergency Services (ARES)
 - a. Communicate through operators in other locations to pass information from victims to relatives and friends.

VII. Mitigation and Preparedness Activities

A. American Red Cross

1. Develop procedures for identifying persons suffering from the psychological effects of disasters and for providing in-house (ARC) counseling, or referral to mental health agencies.
2. Maintain the Safe and Well citizen inquiry system and policies for its implementation.

B. Anderson County Emergency Management Agency (EMA)

1. Identify programs available locally for counseling persons affected by disasters.
2. Coordinate counseling requirements with ARC.

C. U.S. Postal Service

1. Develop procedures for restoring mail delivery capabilities following disasters.
2. Develop stockpile of relocation cards for distribution at shelters following disasters.

D. Amateur Radio Emergency Services (ARES)

1. Develop procedures for prioritizing and delivering messages through radio capabilities.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. American Red Cross

1. Initiate the web-based Safe and Well citizen inquiry system as required/appropriate.
2. Alert staff to watch for signs of problems within the shelter community, and provide in-house referral or referral to mental health agencies for counseling.
3. Provide ESF 5 with information concerning number of Safe and Well inquiries processed daily, as well as information concerning number of psychological cases screened.

C. Anderson County Emergency Management Agency (EMA)

1. Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims as requested by ARC.

D. U.S. Postal Service

1. Deliver re-locator cards to ARC shelter managers for distribution to shelterees.
2. Take actions to resume mail and parcel delivery in areas affected by the disaster.

E. Amateur Radio Emergency Services (ARES)

1. Implement messaging services as directed in the local ARES Plan. (See ESF 2)

IX. Training

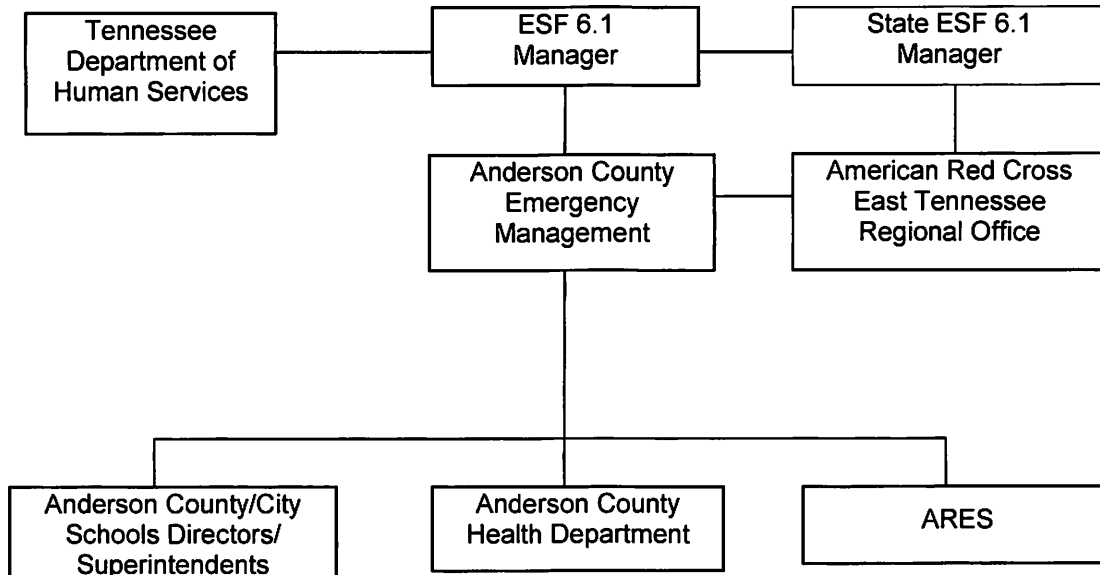
- A. Several mental health facilities across the state and nation provide courses in identifying persons who may have suffered lasting emotional trauma as a result of disaster.
- B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 6

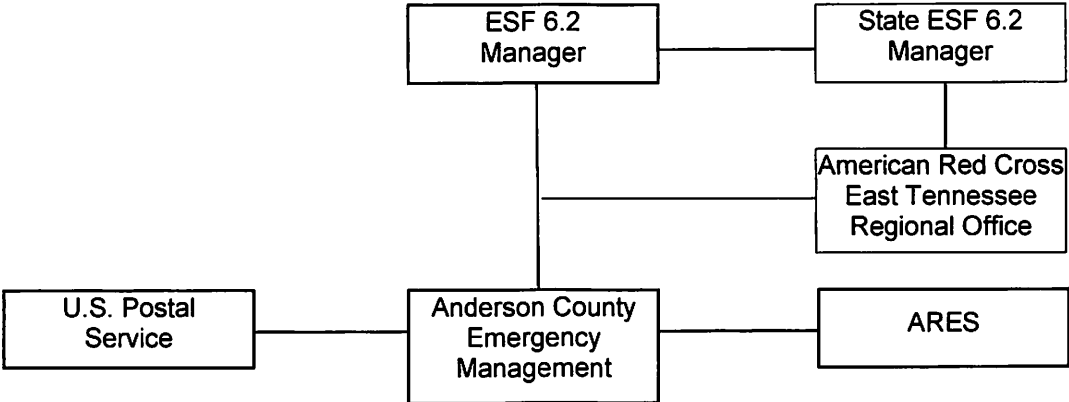
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- Appendix 2 Disaster Victim Services Organizational Chart
- Appendix 3 Location of Shelters in the County

**APPENDIX 1 TO ESF 6
SHELTER & MASS CARE ORGANIZATIONAL CHART**



**APPENDIX 2 TO ESF 6
DISASTER VICTIM SERVICES ORGANIZATIONAL CHART**



APPENDIX 3 TO ESF 6
LOCATION OF SHELTERS IN THE COUNTY

Anderson County High School, 130 Maverick Circle, Clinton 37716

Clinton High School, 425 Dragon Drive, Clinton 37716

Oak Ridge High School, 1450 Oak Ridge Turnpike, Oak Ridge 37830

Note: Any city or county school may be used as an expedient shelter when needed. Locations are on file in the EOC.

ESF 7

RESOURCE SUPPORT

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A - 4 Staging Areas ESF 7-21

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

LOGISTICS

- I. Lead Agency:** Anderson County Purchasing Department
- II. Support Agencies:** Anderson County Emergency Management Agency (EMA)
Anderson County Highway Department/City Public Works Departments
Anderson County Mayor/City Managers
Anderson County Finance Director

III. Introduction

A. Purpose

1. The purpose of this ESF is to provide for the packaging, loading, transportation, and unloading of resources required in areas affected by emergencies within the county.

B. Scope

1. The activities within this subfunction apply only to the movements of non-response personnel, equipment, and requested resources. The provision of certain support services (i.e., security, EMS, rescue) is detailed under the appropriate ESF.

IV. Policies

Vehicle allocation is the responsibility of each agency. All agency-owned vehicles will remain under the control of the respective agency.

Each department of local government is responsible for arranging the movement of its assets to sites where they are needed during emergencies.

If an agency does not have needed transportation, it may request assistance through the county resource management structure (ESF 7.2).

V. Situation and Assumptions

A. Situation

1. Disaster expands the need for resources from the various departments of local government, including goods, services, and personnel. Effort will be required to acquire, track, and move resources to the affected areas.

B. Planning Assumptions

1. The EMA Director will attempt to obtain resources needed by any agency of local government in support of its emergency mission requirements (See Subfunction 7.2).
2. Coordination of non-response resources will require the resource be loaded, transported, and off-loaded at a staging area near the affected site.
3. Some resource providers will be able to meet their own logistical requirements.

VI. Concept of Operations

A. General

1. During disaster operations, organizations will require resources from other local government agencies to supplant those available to them. Requests will be directed to the ESC likely to have a particular resource available.

2. Should the local ESC not be able to fill the need, the request may be routed to the Emergency Management Director for processing. If the resource is not available locally, the EMA Director may request assistance from the state through TEMA.
3. The EMA Director is responsible to ensure that resource suppliers move requested items to the appropriate staging area. The EMA Director and ESF 1 (Transportation Networking) will arrange for the item to be moved to the desired location.
4. ESF 1 will ensure that similar items, or different items moving to the same location, are shipped without duplicating transportation functions to make optimal use of the limited availability of transportation resources and cleared routes.
5. Several local agencies have transportation capability, including the Highway and City Public Works Departments, School Directors/Superintendents, etc. ESF 7 may make use of these resources or secure transportation from the private sector.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Purchasing Department
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Acquire and track requested non-response agency resources; arrange for transportation of requested resources into affected areas.
 - c. Coordinate with local agencies owning transportation resources to determine availability of those resources.
 - d. Coordinate with and advise the requesting ESC the nature of assets enroute to staging areas.
3. Anderson County Emergency Management Agency (EMA)
 - a. Track requests for response agency resources.
 - b. Request transportation resources from the state via TEMA, if needed.
4. Anderson County Highway Department/City Public Works Departments
 - a. Assign movement priorities for surface transportation of resources within the county during emergencies.
 - b. Provide departmental vehicles for use in resource movement.
5. Anderson County Mayor/City Managers/County Finance Director
 - a. Assist logistics procurement through executive and financial support.

VII. Mitigation and Preparedness Activities

A. Anderson County Purchasing Department

- Engage stakeholders on transportation management during disasters. Activities could include responding to personnel request, securing alternative transportation for undeliverable resources, coordinating with local agencies before external sourcing, locating specialized vehicles, tracking resources from private vendors, and establishing reimbursement processes in collaboration with the County Mayor.

B. Anderson County Emergency Management Agency (EMA)

1. Develop procedures for coordinating movement of resources with ESF 1 to ensure appropriate routes are used to minimize bottlenecks, unnecessary diversions, etc.
2. Develop procedures for requesting, allocating, and tracking use of local resources in support of transportation requirements during emergency operations.
3. Develop procedures for deploying transportation units into staging areas and other locations in support of emergency operations.

C. Anderson County Highway Department/City Public Works Departments

1. Develop procedures for allocating and tracking the use of department-owned vehicles to support resource movement activities.
2. Develop procedures for coordinating Emergency Management requests for routing information.

D. Anderson County Mayor/City Managers/County Finance Director

1. Develop procedures and policies concerning the reimbursement of private vendors for services rendered during emergency operations.
2. Coordinate development of policies with the Emergency Management Director to ensure appropriate financial accounting measures are followed during emergency operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/call-up procedures as appropriate.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Purchasing Department

1. Coordinate with EMA to respond to requests for transportation resources from local government and response agencies.
2. Implement tracking of acquired resources.
3. Verify that local agency assets are exhausted before contracting with private vendors.
4. Provide the Finance Director vendor with names and resources ordered.
5. Notify requesters that resources have been located, and provide expected time of arrival, quantity enroute, etc.

C. Anderson County Emergency Management Agency (EMA)

1. Route incoming resources to appropriate staging areas for compilation into bulk shipments.
2. Coordinate movement of resources with ESF 1 Manager.
3. Direct and track the use of state transportation support units to staging areas.

D. Anderson County Highway Department/City Public Works Departments

1. Provide department-owned vehicles and operators for use in movement of resources.
2. Provide routing information to transportation providers when requested.

E. Anderson County Mayor/City Managers/County Finance Director

1. Receive data from the various agencies concerning resources acquired through private vendors and take measures to reimburse vendors in a timely manner.
2. Provide data to ESF 5 concerning amount of funds expended for transportation and resource acquisition. (ESF 15, Recovery)

IX. Training

A. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:

1. IS-27 Orientation to FEMA Logistics
2. IS-807 Emergency Support Function (ESF) # 7 Logistics Management and Resource Support Annex

B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

RESOURCE MANAGEMENT

- I. Lead Agency:** Anderson County Mayor/City Managers
- II. Support Agencies:** Anderson County Finance Director/City Finance Directors
Anderson County Purchasing Agent
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

1. This purpose of this subfunction is to obtain material, specialized vehicles, personnel, technical expertise, and other services needed during disasters that are not available in local government.

B. Scope

1. This ESF provides for the acquisition, tracking, and movement of several types of resources not available through a local government agency, including:
 - a. Material resources (i.e., body bags, instrumentation, office supplies, etc.).
 - b. Office and work spaces for disaster relief crews.
 - c. Temporary housing for incoming emergency relief personnel.
 - d. Transportation resources (i.e., specialized vehicles).
 - e. Communications equipment.
 - f. Personnel, including persons with specialized technical knowledge.

IV. Policies

- A.** Communities affected by disasters will use locally available resources to the maximum extent possible before requesting assistance from other agencies or from outside vendors.
- B.** The County Mayor is solely responsible for securing resources from outside local government. Agencies that obtain resources from private vendors through any other means may not be reimbursed for their expenses.
- C.** In general, resources will not be stockpiled in the county to avoid loss by theft or deterioration. Standby contracts may be drawn up with vendors to supply items that are time-sensitive or in short supply and would be necessary during the early stages of emergency response.

V. Situation and Assumptions

A. Situation

1. A disaster may cripple a community's ability to respond with adequate resources to the effects of that disaster. Other areas of the county may not be affected and should be capable of providing some of the necessary resource support.
2. The County Purchasing Agent maintains a list of vendors registered who do business with the county and the cities. These vendors will fill local agencies' needs for critical items.

B. Planning Assumptions

1. Local communities and county agencies will exhaust available resources before requesting assistance from the state or outside vendors.
2. Some pre-determination of resource requirements from outside vendors by local agencies will take place to minimize the time needed to initiate emergency operations.
3. Donated goods and volunteer services will be coordinated by ESF 14.

VI. Concept of Operations

A. General

1. Emergency operations will impose demands for resources that are quickly exhausted at the municipal or county level or that may not be available locally. All requests for resources not available from the cities or county will be reviewed and approved by the County Mayor. The County Mayor will contract with outside vendors, secure needed resources, provide logistical support to ensure arrival, and ensure proper routing and use.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Mayor/City Managers/County Finance Director/City Finance Directors
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Develop procedures to acquire resources from outside vendors and track the use of the resources.
 - c. Ensure prompt reimbursement of outside vendors.
 - d. Develop procedures for use in the EOC to track requests and fulfillment of requests.
 - e. Develop procedures to coordinate resource requests through state ESF 7 agencies.
 - f. Develop procedures to acquire and deploy personnel of local agencies not specifically tasked in this plan to support emergency operations.
3. Anderson County Emergency Management Agency/County Purchasing Agent
 - a. Coordinate resource acquisition and management in the EOC during emergencies.
 - b. Screen resource requests to ensure resources are not available locally.

VII. Mitigation and Preparedness Activities

A. Anderson County Mayor/City Managers/County Finance Director/City Finance Directors

1. Develop procedures and policies to request resources from local and state government agencies in support of emergency missions.
2. Develop a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations.
3. Develop a mechanism for tracking of resource requests and status of requests.
4. Develop procedures to coordinate with other local agencies to ensure that resources do not exist elsewhere in local government, and with ESF 14 to ensure that resources needed are not available at donated goods warehouse(s) or available on a volunteer basis.

5. Coordinate with Purchasing Agent to develop and maintain a list of vendor contacts for use after normal business hours.
6. Develop a list of warehouses in the county for use in storing donated goods and resources destined for other areas of the state (i.e., resource staging areas).
7. Coordinate with other local agencies to determine immediate needs required for successful deployment in an emergency (i.e., fuel for staging area, etc.).
8. Coordinate with the state (through TEMA) to determine proper methods of requesting state and/or federal resources, when needed.
9. Develop procedures and tracking forms for reimbursing private vendors for resources and services provided during emergencies.
10. Develop procedures for acquiring personnel from local agencies not tasked in this plan to be deployed to assist in the emergency as required.

B. Anderson County Emergency Management Agency/County Purchasing Agent

1. Develop procedures and policies to acquire and track resources during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/call-up actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Mayor/City Managers /County Finance Director/City Finance Directors

1. Respond to requests for resources from local agencies.
2. Ensure requested items are not currently held by a local agency.
3. Coordinate resource acquisition with ESF 14 to ensure requested items/services are not available through donated goods/services.
4. Arrange for transportation of resources/services to areas of need.
5. Locate office space and work areas for state or federal disaster assistance workers.
6. Maintain logs of requests and status boards showing status of requests. Notify requesters when requests have been satisfied.
7. Contact local agency ESCs to ascertain need for pre-identified items essential to emergency response activities of that ESC.
8. Provide the Finance Director with information regarding sources of goods and amounts owed.
9. Provide lists of warehouses identified to store donations.
10. Arrange for resource staging areas to become operational and prepare for deployment of requested resources.
11. Coordinate with ESF 1 proper routing for resource delivery.

12. Provide data to ESF 5 concerning amount and types of materials being requested.
13. Coordinate requests for state and/or federal resources through the EMA Director.
14. Receive data from local departments concerning resources obtained from private vendors and arrange for timely payment of vendors.
15. Maintain logs and records of payments, including emergency worker pay, for possible future state/federal reimbursement.
16. Respond to requests from local departments for personnel to assist with staging area operations, management of donated goods, etc.

C. *Anderson County Emergency Management Agency/County Purchasing Agent*

1. Screen requests for assistance and resources from the various agencies to ensure requested items are not available locally or through another local agency.
2. Maintain log of items/services requested from the state and the outcome of the requests.
3. Route approved requests through appropriate channels for disposition.

IX. Training

- A. FEMA Independent Study Course *IS-703 NIMS Resource Management* course is available online at training.fema.gov/IS/crslist.asp.
- B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

STAGING AREAS

- I. **Lead Agency:** Anderson County Emergency Management Agency/Purchasing Agent
- II. **Support Agencies:** All County/City Emergency Response Departments
Anderson County Highway Department/City Public Works Departments
Anderson County/City Schools Directors/Superintendents

III. Introduction

A. Purpose

1. This subfunction provides:
 - a. *Resource* staging areas established by the Emergency Management Director to support emergency operations by staging volunteers and temporarily storing requested assets.
 - b. These staging areas are different from the *response* staging areas established by the Incident Commander (IC) to receive and hold requested response assets until assigned to the incident scene.
2. Staging area selection and management is an important task that must be considered in advance of a disaster and periodically reviewed.

B. Scope

1. This subfunction concerns the use of the various sites throughout the county that may be used as primary resource staging areas to support emergency operations. Other facilities (i.e., fairgrounds, warehouses, etc.) may be used in a secondary capacity as staging areas.

IV. Policies

- A. The rapid, uncontrolled influx of volunteers and requested assets can endanger responders and citizens and slow the response and recovery effort. It is essential to control the flow of volunteers, supplies, and other assets into the affected areas.
- B. The selection and management of response staging areas are under the control of the Incident Commander. Staging of volunteers and requested assets will occur at other sites (i.e., fairgrounds, warehouses, etc.) and are the responsibility of the EMA Director.
- C. The EMA Director will keep Incident Command apprised of the locations of volunteer and resource staging areas being managed in this ESF, and will stay informed of the areas that Incident Command is using for response force assets.

V. Situation and Assumptions

A. Situation

1. Disasters require the assistance of all local agencies, as well as assets from surrounding communities and from communities in unaffected areas of the state. The rapid, uncontrolled influx of assets from any source into a disaster area confuses the situation.
2. Pre-determined resource staging areas are spread fairly evenly throughout the county.

B. Planning Assumptions

1. Disasters will occur that require massive local response, including large quantities of personnel and/or other assets.

2. Emergency response personnel are trained and familiar with staging area management. Volunteers and those organizations that bring assets to the county will follow directions to and about staging areas.
3. There will be suitable resource staging areas within a reasonable distance of any part of the county.

VI. Concept of Operations

A. General

1. Immediately after a disaster, the county will deploy local and locally-acquired response assets in support of emergency operations.
2. Deployed response assets will report to a pre-designated staging area to await further assignment.
3. Response units will be dispatched from staging areas when requested by the IC and will report to the on-scene Incident Commander.
4. All assets released will return to their original staging area to be logged out.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Management Agency/County Purchasing Agent
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Identify and designate use of resource staging areas.
 - c. Identify staging areas best suited for types and quantities of goods. (Purchasing Agent)
3. Anderson County/City Emergency Response Agencies
 - a. Deploy requested personnel and equipment to response staging areas to await on-scene assignments from these locations.
 - b. Assign personnel to response and resource staging areas to assist staging area manager(s) with security, as requested. (Sheriff's Office/City Police Departments)
4. Anderson County Highway Department/City Public Works Departments
 - a. Deploy requested public works assets to resource staging area to await assignment.
 - b. Implement traffic control procedures to assist response and resource staging area personnel with routing of incoming/outgoing vehicles.
5. Anderson County/City Schools Directors/Superintendents
 - a. Coordinate with the EMA Director regarding use of school property for staging areas.

VII. Mitigation and Preparedness Activities

A. Anderson County Emergency Management Agency/County Purchasing Agent

1. Develop comprehensive plans for each staging area to guide operations. Include:
 - a. Traffic flow diagrams.
 - b. Diagrams of parking/staging areas for different vehicle types.

- c. Description of housing, feeding, and sanitation capabilities and procedures for requesting assistance during emergency operations.
 - d. Fueling capabilities, back-up fuel supplies, and the means to pump fuel.
 - e. Communications capabilities.
 - f. Provisions for security and requesting assistance.
 - g. Forms and procedures for checking in assets, logging outgoing assignments, and documenting release.
2. Coordinate development of plans with other ESFs that need to use staging areas.
 3. Develop procedures for recording hours worked by staging area staff during emergency operations for possible FEMA reimbursement.

B. County Highway Department/City Public Works Departments/Law Enforcement Agencies

1. Develop procedures for providing traffic control support to staging area operations.

C. All Other Tasked Agencies

1. Develop procedures for routing requested assets to staging areas, including:
 - a. Coordination of routing requirements with ESF 1 (Transportation).
 - b. Handling communications incompatibilities.
 - c. Expected deployment for certain types of emergencies.
 - d. Assets each agency expects to deploy to staging areas (i.e., fuel, meals for a number of persons, sleeping quarters, sanitary requirements, etc.).
 - e. Weights and surface requirements for vehicles expected to be deployed to staging areas during emergency operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to the EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Management Agency/County Purchasing Agent

1. Activate response and resource staging areas as requested by the IC or Mayor.
2. Implement staging area plans as necessary.
3. Receive and record data from ESFs concerning deployment of assets, advise resource staging area manager of number and types of assets deployed.
4. Advise ESF 5 periodically of status of staging areas.
5. Request personnel needed to support staging area operations from the pertinent ESF.

C. Anderson County/City Emergency Response Agencies

1. Deploy personnel and equipment requested by the IC to the response staging area to await assignment.

D. County Highway Department/City Public Works Departments/Law Enforcement Agencies

1. Implement traffic control support at opened staging areas as requested by the staging area manager.
2. Advise ESF 5 the number and types of assets deployed to resource staging areas.

E. Anderson County/City Schools Directors/Superintendents

1. Open school facilities parking areas for use as staging areas as requested.

IX. Training

- A. FEMA Independent Study course *IS-26 Guide to Points of Distribution* is available online at training.fema.gov/IS/crslist.asp.
- B. TEMA provides Incident Command System courses, which include staging area operations.
- C. Other training related to this ESF subfunction is provided in-house by the respective agencies.

**EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
VEHICLE ALLOCATION**

(RESERVED FOR FUTURE USE)

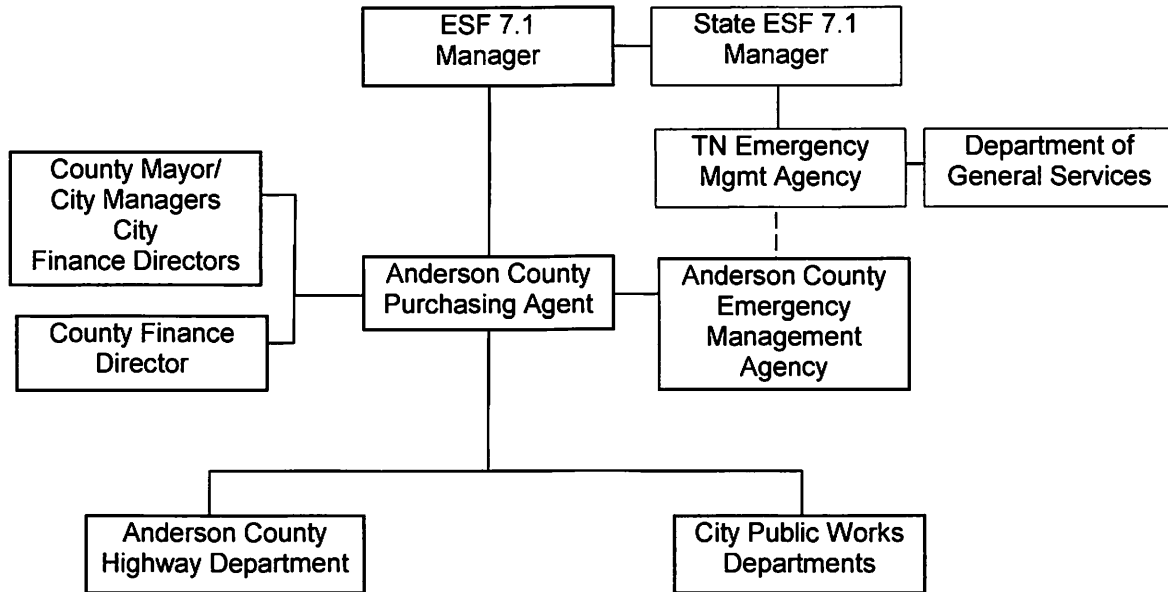
EMERGENCY SUPPORT FUNCTION 7

APPENDICES

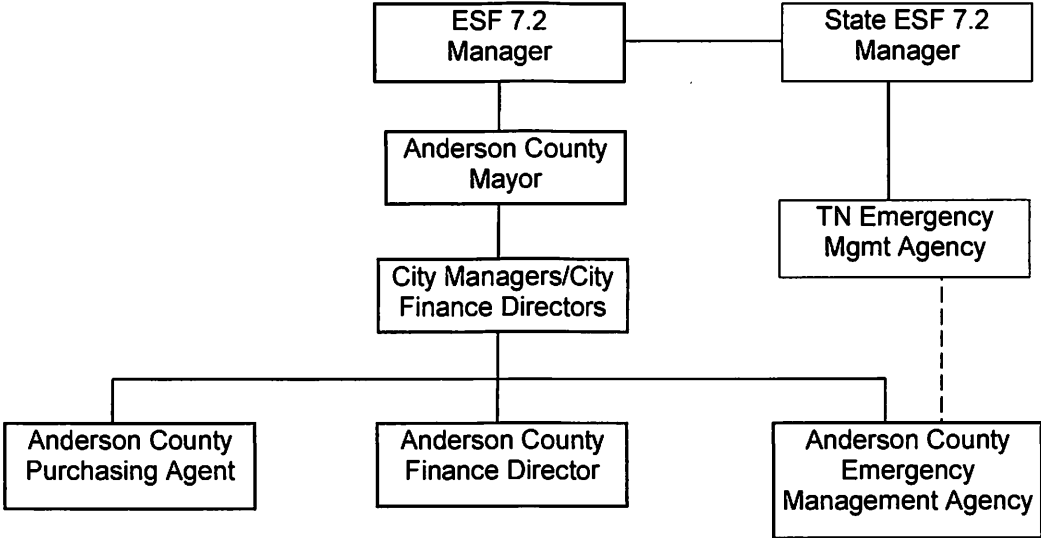
- Appendix 1 Logistics Organizational Chart
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- Appendix 3 Staging Area Organizational Chart
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APPENDIX 1 TO ESF 7

LOGISTICS ORGANIZATIONAL CHART

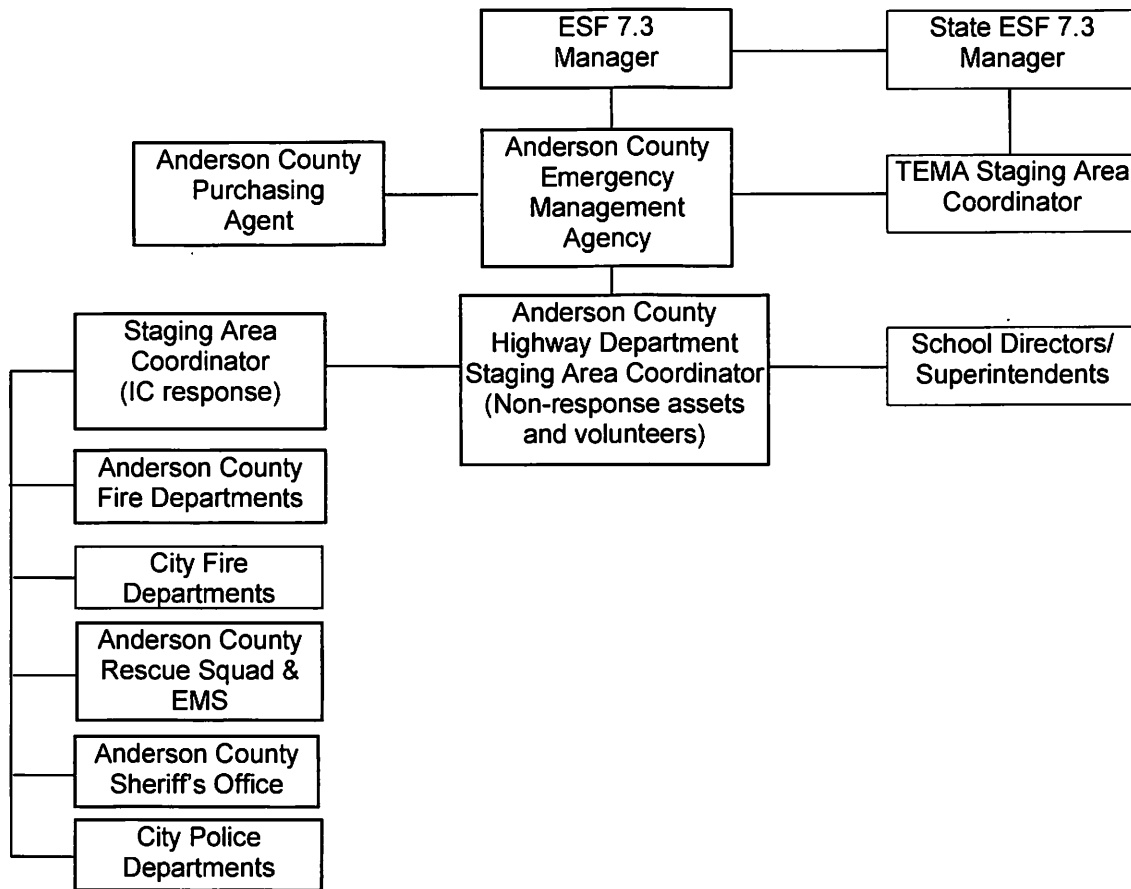


APPENDIX 2 TO ESF 7
RESOURCE MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 7

STAGING AREA ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 7 STAGING AREAS

Diagrams of staging areas are maintained in the EOC, Fire Departments, and Sheriff's Office.

ESF 8

HEALTH AND MEDICAL SERVICES

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EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

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EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

EMERGENCY MEDICAL SERVICES

- I. Lead Agency:** Anderson County Emergency Medical Service (EMS)
- II. Support Agencies:** Anderson County Emergency Management Agency (EMA)
Anderson County Fire Departments/City Fire Departments
Anderson County Sheriff's Office/City Police Departments
Anderson County Rescue Squad
Anderson County Coroner/County Medical Examiner
American Red Cross
Methodist Medical Center

III. Introduction

A. Purpose

1. This ESF provides guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of disaster victims.

B. Scope

1. This ESF involves the provision of emergency medical services in the county and its cities.

IV. Policies

- A.** Emergency medical care is the most important function during the first few hours of a disaster. Fire and rescue activities must be coordinated with EMS operations to avert further loss of life.
- B.** If hazardous materials are suspected at the scene, all medical activities shall be coordinated through the Incident Commander. If properly trained and equipped hazardous materials response personnel are not on scene, EMS personnel shall not place themselves in harm's way to perform patient treatment, nor should EMS personnel attempt to rescue deceased individuals. The area shall be secured and isolated until trained hazardous materials personnel arrive.

V. Situation and Assumptions

A. Situation

1. Disasters that may occur in the county have the potential to cause many casualties and fatalities. Local EMS and health care systems may be overloaded or damaged and unable to fully respond.
2. Specialized injuries resulting from radiological accidents, hazardous materials spills, or biologic agents may require treatment capabilities beyond those of local medical facilities.

B. Planning Assumptions

1. Casualty loads may be beyond the capabilities of the local EMS and health care system.
2. Hospitals, blood banks, laboratories, and other emergency health care facilities may be damaged or rendered inoperable as a result of a disaster.
3. The Regional Medical Coordination Center (RMCC) will assist with medical evacuations.
4. Mass Casualty Incidents (MCIs) can be caused by severe weather, transportation accidents, fire, explosion, chemical agents, earthquakes, nuclear power plants, and terrorist attacks.

5. Natural, human, or bioterrorist induced contagious and infectious diseases can create epidemics and pandemics. The Department of Health plays the primary role in identifying and responding to such biological agent outbreaks.

VI. Concept of Operations

A. General

1. Local EMS will respond to the needs of the injured. If local EMS services are unable to provide adequate response, regional mutual aid from EMS providers will be requested.
2. Coordination of the EMS mutual aid network is accomplished through the Regional Medical Coordination Center (RMCC). This center coordinates patient distribution so as not to overload any given health care facility. The state EMS agency monitors this system and coordinates assistance when the scope of the disaster becomes very large.
3. The state will provide or request emergency medical assistance based on the magnitude of the disaster. A catastrophic incident that devastates a major population center may require the immediate activation and deployment of the National Disaster Medical System (NDMS), Tennessee National Guard, and/or active duty components of the U.S. Military. An incident of lesser magnitude may be resolved with the deployment of medical units from within the state, possibly assisted by those from adjoining states.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Medical Service (EMS)
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Coordinate local EMS services and development of EMS plans with EMA.
 - c. Establish medical response priorities during disasters within the county.
 - d. Develop policies and procedures for EMS operation during disasters, including the use of Casualty Collection Points, medical evacuation, staging areas, and patient tracking.
 - e. Coordinate with RMCC to ensure adequate distribution of evacuated victims during disasters.
 - f. Respond to all types of emergency medical situations.
 - g. Coordinate rescue operations with EMS operations.
3. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate EMS operations with ESF 9 and ESF 10 functions.
 - b. Provide disaster information and resource coordination for EMS disaster operations.
4. Anderson County Fire Departments/City Fire Departments
 - a. Provide first responders to assist local EMS providers.
5. Anderson County Sheriff's Office/City Police Departments
 - a. Coordinate law enforcement operations with EMS functions.

6. Anderson County Rescue Squad
 - a. Coordinate rescue operations with EMS operations.
 - b. Provide first responders to assist local EMS providers.
7. Anderson County Coroner/County Medical Examiner
 - a. Develop procedures for performing mass fatality victim identification.
 - b. Develop procedures to request state mass fatality assistance.
8. American Red Cross
 - a. Provide first aid assistance at shelters and other sites as requested.
9. Methodist Medical Center
 - a. Receive multiple casualty emergencies.
 - b. Triage, stabilize, and treat unique illnesses or injuries that may occur from emergency/disaster incidents.
 - c. Coordinate public health issues with Anderson County Health Department.

VII. Mitigation and Preparedness Activities

A. Anderson County Emergency Medical Service (EMS)

1. Develop emergency preparedness plans for local EMS services. Coordinate with Anderson County Health Department on public health issues.
2. Develop procedures for locating and deploying EMS resources from unaffected areas into affected areas.
3. Develop procedures to use emergency medical personnel/equipment from nearby counties, and from other sources such as medical evacuation helicopters.
4. Develop list of EMS supply sources and contacts for nights/weekends, and adopt Memoranda of Understanding between county and vendors for supplies in an emergency.
5. Identify Casualty Collection Points and develop plans and procedures for activation and use.
6. Develop procedures for notification of an emergency to EMS providers, hospitals, etc.
7. Develop standards for triage operations, medical evacuation operations, and other mass casualty operations. Pre-identify locations for use as potential NDMS sites.
8. Develop with the County Medical Examiner procedures for morgue operations. Include the acquisition and use of refrigerated trucks and refrigerated warehouse space for storage of victims until they can be autopsied.
9. Complete TEMA's *Mass Fatalities – Incident Response* course.
10. Develop procedures for tasking County Medical Examiner and the Tennessee Bureau of Investigation (through TEMA) with autopsy/identification of disaster victims.
11. Develop standardized format for supplying casualty figures to the EMA Director.
12. Develop plans and procedures for responding to mass casualty/fatality incidents. Include the use of the Incident Command System, the integration of other EMS units into operations, the use of triage tags, and the activation of temporary morgues.
13. Conduct training with local fire, law enforcement, and rescue agencies.
14. Develop procedures to coordinate rescue unit operations with EMS activities.

B. Anderson County Emergency Management Agency (EMA)

1. Develop procedures for coordinating ESF 8 with ESF 3, ESF 9, and ESF 10 operations.
2. Participate in training with local EMS units with respect to inter-agency operations during disaster operations (i.e., the use of the Incident Command System, etc.)

C. Anderson County Fire Departments/City Fire Departments/Rescue Squad

1. Develop first responder, EMT, or other initial medical response to assist EMS.
2. Participate in training with local EMS units.
3. Develop procedures to support EMS operations to assist with evacuation and first aid.

D. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures to coordinate law enforcement operations with EMS units, (e.g., EMS unit security, law enforcement personnel with first aid or first responder training).
2. Participate in training with local EMS units in the use of the Incident Command System.

E. Anderson County Coroner/County Medical Examiner

1. Develop procedures to support EMS operations to assist with victim identification.
2. Coordinate with local funeral homes for assistance with mass fatalities.
3. Complete TEMA's *Mass Fatalities – Incident Response* course.

F. American Red Cross

1. Develop procedures for supplying first aid to persons housed in temporary emergency shelters, and for referring them to acute care facilities when necessary.
2. Develop procedures for identifying and using nurses from affected areas.

G. Methodist Medical Center

1. Develop procedures for determining hospital status including bed availability.
2. Develop emergency preparedness plans and/or standard operating procedures for mass casualty incidents.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions as appropriate.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Medical Service (EMS)

1. Implement local EMS emergency operations. Activate patient tracking system.
2. Respond to requests from affected communities for assistance with EMS operations.
3. Collect information from unaffected areas of county with regard to number of EMS units available for deployment to disaster area.

4. Collect, maintain, and disseminate casualty figures to ESF 5 and EMA.
5. Determine need for additional EMS supplies in affected area(s) and coordinate with ESF 7 (Resource Management) for the procurement and transportation of those supplies.
6. Determine need for state assistance and activate state EMS system.
7. Implement disaster morgue operations in affected areas. (Coordinate with County Medical Examiner)
8. Implement emergency medical evacuation operations, if necessary, coordinating helicopter landing zones with fire and rescue departments.
9. Coordinate with county medical examiner and TBI, through TEMA, requirements for autopsy and victim identification needs.
10. Task other ESFs as necessary to perform mission (i.e., security, hazardous materials, etc.).
11. Respond to incidents involving injuries within the jurisdiction.
12. Request assistance from fire, law enforcement, rescue, and other agencies.
13. Coordinate operations with other affected agencies.
14. Coordinate rescue operations with EMS activities.

C. Anderson County Emergency Management Agency (EMA)

1. Coordinate operations of ESF 3, 9, and 10 with EMS operations.
2. Assist with EMS communications as requested.
3. Collect casualty/fatality figures from ESF 8.
4. Request DMORT, through TEMA, if needed.

D. Anderson County Fire Departments/City Fire Departments/Rescue Squad

1. Respond to requests for assistance from local EMS units.
2. Provide ESF 8 with the number of EMS-trained personnel available to deploy to affected areas.

E. Anderson County Sheriff's Office/City Police Departments

1. Respond to requests from EMS units for assistance with traffic control and security.
2. Provide to ESF 8 the number of EMS-trained personnel available to deploy to affected areas.

F. County Coroner/County Medical Examiner

1. Respond to requests from EMS for assistance with victim identification.
2. Coordinate morgue activity for mass fatality incidents (i.e., reefer trucks for storage).

G. American Red Cross

1. Provide first aid treatment at shelters and other sites as requested.
2. Provide to ESF 5 and ESF 8 the number of victims treated in shelters.
3. Implement call-up of ARC volunteer nurses and allied professionals if requested.

H. Methodist Medical Center

1. Collect and provide to ESF 5 information regarding operational status, immediate needs, bed availability, etc.

2. Assess facility needs in terms of shortages of doctors, nurses, lab techs, etc., and request deployment of personnel from unaffected areas.
3. Coordinate with ESF 14 and TEMA, through EMAC, for use of volunteer medical personnel from surrounding states when warranted.

IX. Training

- A.** TEMA provides National Incident Management System (NIMS) training and *Mass Fatalities – Incident Response* course upon request.
- B.** Several community colleges and universities offer Emergency Medical Technician (EMT) training courses required for certification.
- C.** American Red Cross offers courses in basic first aid and CPR.
- D.** Anderson County EMS offers first-responder and CPR courses to local emergency responders.
- E.** TEMA and Tennessee Association of Rescue Squads (TARS) offer courses in search and rescue that may be of use to EMS field personnel.
- F.** FEMA Independent Study course *IS-808 Emergency Support Function (ESF) # 8 – Public Health and Medical Services* is available online at training.fema.gov/IS/crslist.asp.
- G.** Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

PUBLIC HEALTH

- I. Lead Agency:** Anderson County Health Department
- II. Support Agencies:** Anderson County Highway Department/City Public Works Departments
Anderson County/City Water and Wastewater Departments
Anderson County Emergency Management Agency (EMA)
Methodist Medical Center
American Red Cross
Anderson County Landfill Director

III. Introduction

A. Purpose

1. This subfunction provides for adequate public health services in a disaster area to contain any possible outbreak of communicable diseases.

B. Scope

1. This subfunction provides public health support for disaster areas after the immediate life saving phase of disaster response.

IV. Policies

- A.** Continuation of public health functions and control of environmental factors related to public health are essential to prevent the outbreak of disease.

V. Situation and Assumptions

A. Situation

1. Public health can be endangered by debris accumulation, standing/polluted/debris-laden water, the failure of water and wastewater treatment systems, or the use of unsafe practices during emergency operations, such as consumption of contaminated food and/or water.
2. Certain disasters (radiological or hazardous materials incidents) present specialized public health concerns.

B. Planning Assumptions

1. Unchecked debris accumulation, consumption of contaminated food or water, and improper wastewater treatment will cause injuries or illness if not controlled early in the emergency.
2. Public health providers will issue public education materials before and after the disaster to promote citizen understanding of health hazards following a disaster.

VI. Concept of Operations

A. General

1. Disasters can cripple or destroy a community's capability to provide treated water, debris removal, wastewater treatment, vector control, and other public health procedures.
2. Immediate deployment of public health personnel to projected problem sites will reduce potential health problems brought about as a result of the disaster.

3. Assistance from state public health agencies may be required.

B. Organization and Responsibilities

1. All Tasked Agencies

- a. Incorporate NIMS standards into operational plans and response actions.
- b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Anderson County Health Department

- a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
- b. Develop and implement programs to preserve public health following disasters.
- c. Coordinate the survey and assessment of the public health situation in affected areas.
- d. Set health/medical priorities in areas affected by disasters.
- e. Implement surveillance systems to monitor the health of the general population.
- f. Produce and distribute health education materials before and after disasters.

3. Anderson County Highway Department/City Public Works Departments

- a. Support and monitor the disposal of disaster debris, landfill materials, and similar items to preserve public health.
- b. Establish wood debris burn sites with Air Pollution Control approval.

4. Anderson County/City Water and Wastewater Departments

- a. Inspect water/wastewater treatment facilities and implement remedial actions to restore treatment capabilities.
- b. Provide to ESF 8 assessment and recommendations concerning potential health effects and remedial actions associated with water-borne pollutants and vectors.

5. Anderson County Emergency Management Agency (EMA)

- a. Provide information concerning hazardous materials releases to ESF 8 Manager for evaluation of potential health effects.

6. Methodist Medical Center

- a. Monitor health conditions of patients treated at facilities and notify Anderson County Health Department of any potential infectious disease, biologic pathogens, and possibility and means of the deliberate spread of these pathogens.

7. American Red Cross

- a. Maintain healthful environment in temporary emergency shelters.
- b. Assist local public health officials with surveillance activities.

8. Anderson County Landfill Director

- a. Prepare a debris management plan.
- b. Manage the landfill facility.
- c. Advise County Mayor or EMA Director on types of debris, special permitting information.

VII. Mitigation and Preparedness Activities

A. Anderson County Health Department

1. Develop public education information concerning the use of untreated water, contaminated food, and other unsafe practices following disasters.
2. Develop procedures to deploy personnel into affected areas to provide surveillance and monitoring of public health following major disasters.
3. Coordinate with local water and wastewater organizations to determine the problems that may occur as a result of damaged pollution control systems and the failure of water treatment facilities in the affected areas.
4. Prepare to give health-related public information to the EMA or PIO for public release.
5. Develop procedures for staffing public health and other clinics to provide public health services, including vaccinations against pathogens present in the affected areas.
6. Develop procedures to request assistance from the state government.
7. Develop procedures to gather and act on all health-related information from affected areas, water and wastewater departments, EMA, hospitals, civilians, or other sources.
8. Develop procedures to coordinate with the Tennessee Department of Agriculture on matters concerning potential health effects associated with food contamination.
9. Develop policies and procedures for staffing ARC shelters to provide first aid and monitoring/decontamination assistance when required (through ESF 6).

B. Anderson County Highway Department/City Public Works Departments

1. Develop procedures to assess impact of debris accumulations in areas affected by disasters, and assist communities to dispose of these materials (ESF 3, Debris Removal).
2. Develop procedures to route information regarding the health effects of debris accumulation to ESF 8 Manager for evaluation.

C. Anderson County/City Water and Wastewater Departments

1. Develop procedures to assess damage to water and wastewater treatment facilities, distribution or drain lines, and determine potential health effects from this damage.
2. Develop procedures to route to ESF 8 Manager the status of potable water supply systems in the affected areas.
3. Prepare information for the general public concerning the use of water from damaged systems and proper methods of treating it.

D. Anderson County Emergency Management Agency (EMA)

1. Develop procedures to coordinate operations of ESF 10 (Environmental Response) with ESF 8 to insure health considerations are taken into account during hazardous materials operations.

E. Methodist Medical Center

1. Develop procedures to report suspected infectious disease outbreaks to health officials.

F. American Red Cross

1. Develop procedures to provide preventive health services to persons located in temporary emergency shelters.
2. Develop procedures to inform the ESF 8 Manager of health problems in the shelter system, and to request assistance from ESF 8 to deal with health problems in shelters.

3. Develop procedures to deploy health personnel in response to requests for assistance from the ESF 8 Manager, as appropriate.

G. Anderson County Landfill Director

1. Prepare debris management plan. (ESF 3)
2. Discuss with the Health Department landfill procedures to minimize vector borne illnesses.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Health Department

1. Obtain information on the nature of the disaster to determine possible future health problems.
2. Deploy personnel to monitor public health conditions in disaster areas and shelters.
3. Develop priorities based on available information to deal with identified problems and take steps to address developing concerns (i.e., deploying personnel to implement vaccination programs, issuing public education materials/information, etc.).
4. Provide to ESF 5 information on the nature and scope of health problems encountered.
5. Task other ESF 8 participants and other activated ESFs for assistance. Request assistance from state ESF 8, if needed. Advise EMA Director of requests for assistance.
6. Obtain information from other ESF participants regarding potential health threats with respect to hazardous materials releases, agricultural disease outbreaks, contamination of water, etc.
7. Provide to other ESFs information concerning potential health problems so they may take measures to protect personnel being deployed into affected areas.
8. Maintain mortality/morbidity statistics related to the disaster.
9. Track emergency personnel exposed to dangerous or hazardous environments.
10. Deploy nurses to staff shelters for public health monitoring/support activities as required.

C. Anderson County Highway Department/City Public Works Departments

1. Monitor disaster situations for problems associated with or generated as a result of debris accumulations and hazardous materials spills.
2. Deploy personnel to assist local communities with debris disposal.
3. Provide information to ESF 8 Manager on problems identified by the department.

D. Anderson County/City Water and Wastewater Departments

1. Monitor disaster situation for problems associated with or generated by waterborne releases of hazardous or noxious substances.

2. Assist local communities to assess damage to water and wastewater treatment systems.
3. Assist local communities with assessing damage to and problems generated by damage to potable water distribution/storage systems. Recommend protective and remedial actions associated with damaged water delivery systems in affected areas.
4. Coordinate activities with the state Department of Environment and Conservation to ensure compliance with appropriate procedures and policies during the restoration of systems.
5. Deploy personnel to monitor water supplies for evidence of contamination. Provide data to ESF 8 Manager on findings and actions recommended.
6. Provide information to ESF 8 Manager concerning potential health effects from damaged wastewater treatment systems.
7. Task other ESF 8 participants and other activated ESFs to provide assistance as required.

E. Anderson County Emergency Management Agency (EMA)

1. Provide information to ESF 8 Manager concerning releases of hazardous materials.
2. Respond to requests for assistance from ESF 8 to deal with uncontrolled releases of hazardous substances.

F. Methodist Medical Center

1. Report suspected infectious disease outbreaks and other public health problems to appropriate health officials.

G. American Red Cross

1. Perform preventive health measures at ARC shelters.
2. Notify ESF 8 Manager of health problems identified during treatment of persons housed at shelters or treated at ARC-operated health clinics/sites.
3. Provide personnel to assist with monitoring/assessment activities as requested by ESF 8.

H. Anderson County Landfill Director

1. Manage landfill operations.
2. Advise EMA of conditions/status of landfill.

IX. Training

- A.** Training in health assessment is provided by the American Red Cross.
- B.** Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

CRISIS INTERVENTION SUPPORT

I. Lead Agency: Anderson County Emergency Medical Service (EMS)

II. Support Agencies: All Tasked Local Agencies

III. Introduction

A. Purpose

1. This subfunction provides psychological support and counseling for local emergency personnel to assist them in coping with situations and conditions they encounter during disaster operations.

B. Scope

1. This subfunction applies to all agencies with personnel assigned to emergency-oriented missions during disasters affecting the county or its cities.
2. Specific roles and duties for individual positions for this ESF may be found in the respective agency's Continuity of Operations Plan (COOP), or Standard Operating Procedures (SOPs).

IV. Policies

- A.** All individuals who perform emergency response functions will have access to counseling services to assist them to deal with their reactions to the demanding and stressful situations they encounter. No worker will be judged negatively for receiving crisis counseling.
- B.** No individual emergency worker will be required to participate in crisis counseling sessions; however, such attendance is highly recommended.

V. Situation and Assumptions

A. Situation

Emergency workers can suffer both short-term and long-term psychological reactions to violent, traumatic, or devastating situations they are exposed to during emergency operations.

B. Planning Assumption

Some emergency workers will have a difficult time dealing psychologically or emotionally with the situations they encounter during emergency and disaster response activities.

VI. Concept of Operations

A. General

1. In major disasters, especially those involving large numbers of casualties, some emergency response personnel experience post-traumatic stress syndrome. Although signs may not appear immediately, individuals may exhibit feelings of anger, frustration, guilt, or depression which, if unaddressed, may eventually prove damaging to the individual's well-being.
2. Effective crisis counseling/intervention provides an opportunity for emergency responders to express feelings about how they performed and are dealing with psychological trauma wrought by the devastation they witnessed.

3. Every emergency responder should have the opportunity to participate confidentially in group and individual sessions designed to help them deal with their reactions to what they have seen and experienced. Individualized follow-up care should also be provided.

B. Organization and Responsibilities

1. All Tasked Agencies

- a. All local agencies are responsible to identify response personnel who appear to be having a difficult time in dealing with the situations they have encountered as a result of their participation in emergency response operations.
- b. All local agencies will notify response personnel of the availability of Crisis Intervention Support (CIS) counseling activities during and after emergency operations.
- c. The department heads of all tasked local agencies will maintain the confidentiality of those individuals attending CIS sessions.
- d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Anderson County Emergency Medical Service (EMS)

1. Develop procedures for delivering CIS programs to emergency workers in the field.
2. Identify specialized CIS teams for use in local emergencies.
3. Identify specialized CIS teams within the state of Tennessee for possible use in disasters.
4. Develop procedures for identifying those personnel who are potential victims of post-traumatic stress syndrome (PTSS) and procedures for encouraging them to seek assistance.
5. Identify local agencies that could provide counseling services.

B. All Other Tasked Agencies

1. Develop procedures and policies regarding the attendance of personnel in CIS sessions.
2. Develop procedures for identifying personnel who are disabled by PTSS and methods of providing follow-up counseling for those who need it.
3. Identify personnel to attend CIS sessions and make arrangements for their attendance.

VIII. Response and Recovery Actions

A. Anderson County Emergency Medical Service (EMS)

1. Request CIS Teams to respond to the county/cities affected.

B. All Other Tasked Agencies

1. Identify personnel to attend CIS sessions.
2. Make arrangements for affected personnel to attend and support these individuals to maximum extent possible.

IX. Training

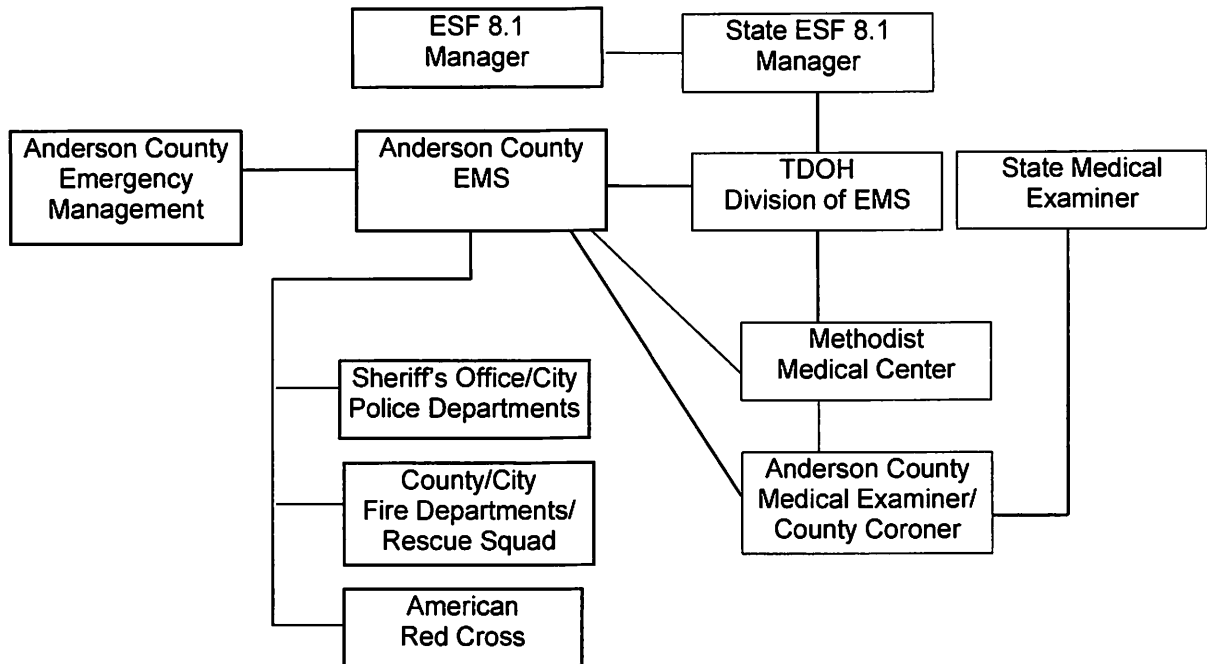
- A.** Crisis Intervention Support Team training is offered by the Tennessee Chaplain's Association.

EMERGENCY SUPPORT FUNCTION 8 APPENDICES

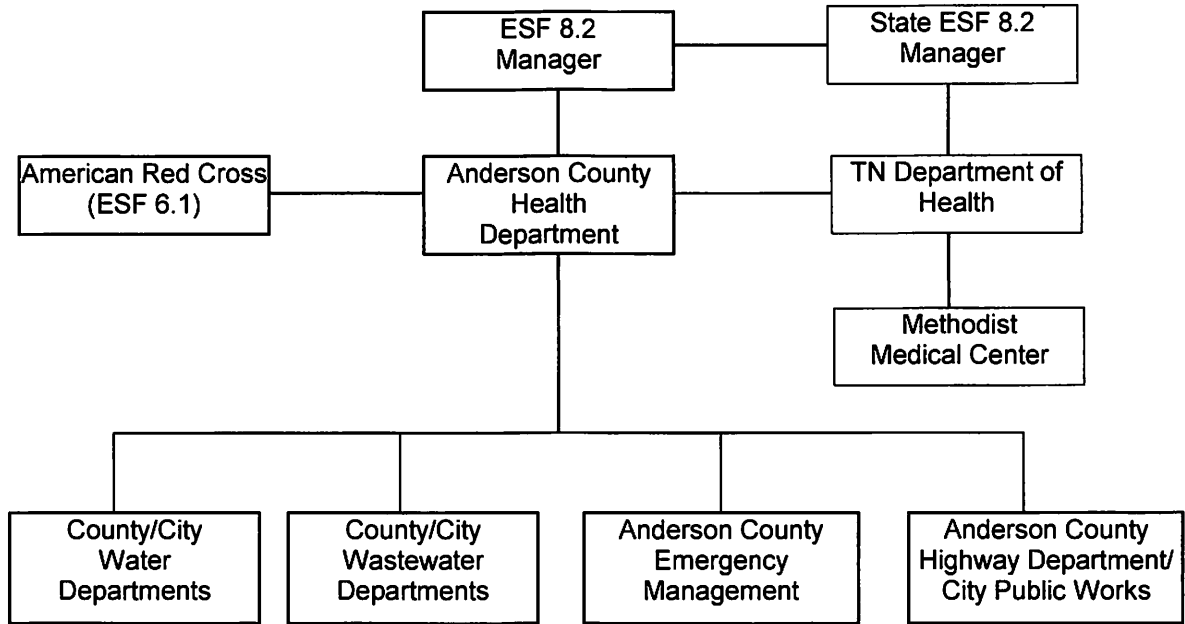
- Appendix 1 Emergency Medical Services Organizational Chart
- Appendix 2 Public Health Organizational Chart
- Appendix 3 Crisis Intervention Support Organizational Chart
- Appendix 4 Location of Emergency Medical Service Stations
- Appendix 5 Location of Health Care Facilities and Casualty Collection Points

APPENDIX 1 TO ESF 8

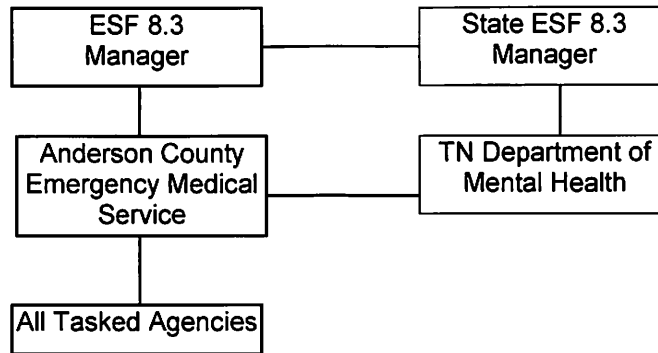
EMERGENCY MEDICAL SERVICES ORGANIZATIONAL CHART



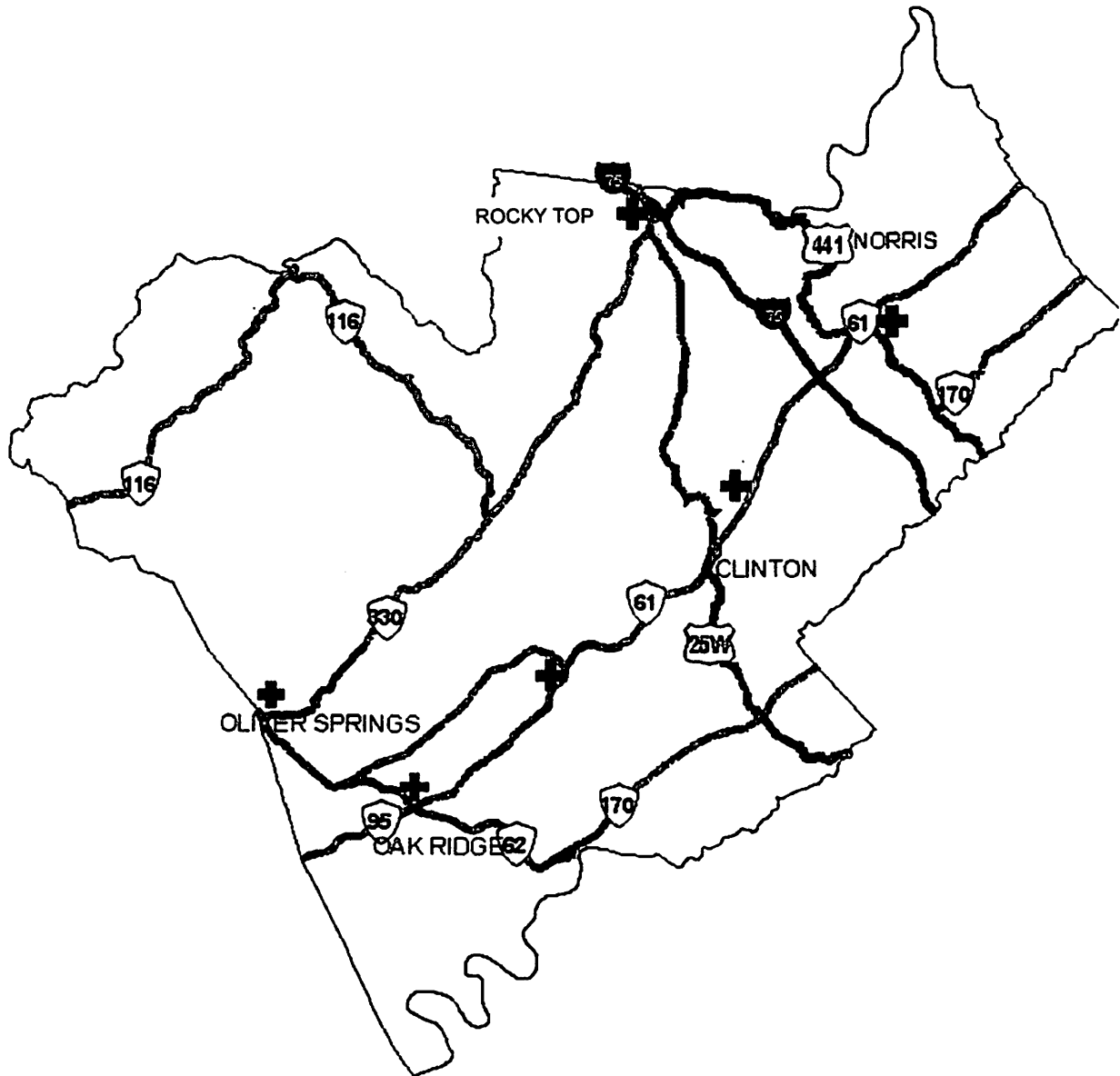
**APPENDIX 2 TO ESF 8
PUBLIC HEALTH ORGANIZATIONAL CHART**



APPENDIX 3 TO ESF 8
CRISIS INTERVENTION SUPPORT ORGANIZATIONAL CHART

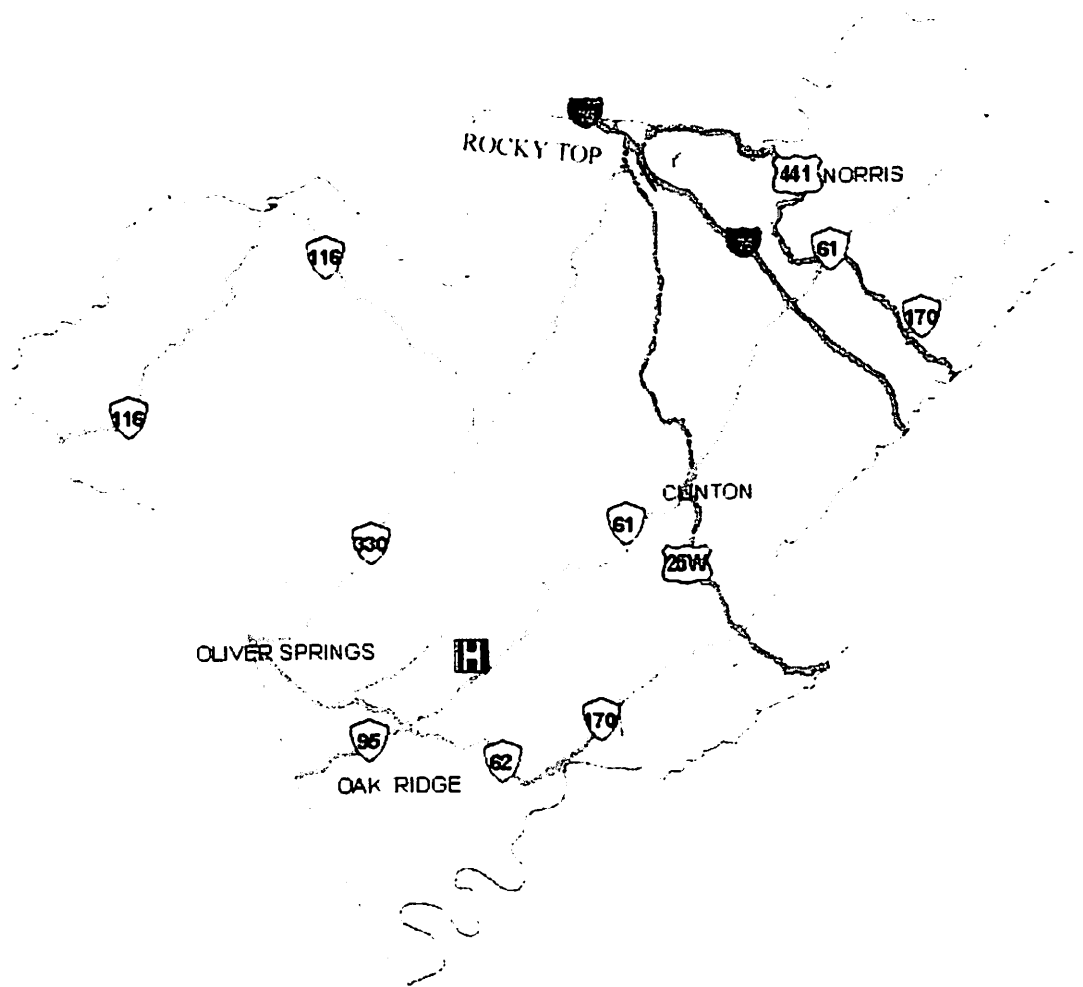
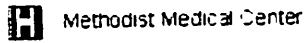


**APPENDIX 4 TO ESF 8
LOCATION OF EMERGENCY MEDICAL SERVICE STATIONS**



APPENDIX 5 TO ESF 8 LOCATION OF HEALTH CARE FACILITIES AND CASUALTY COLLECTION POINTS

Note: Casualty Collection Points will be designated as needed.



EMERGENCY SUPPORT FUNCTION 8 ANNEXES

Annex 1 Functional Needs Population Plan

Annex 2 Mass Casualty Incidents

Annex 3 Pandemic Influenza Plan

Annex 4 Terrorism Response Plan Tennessee Department of Health

Annex 1 to ESF 8

Functional Needs Population Plan

I. Purpose

This annex provides general guidelines and principles for use in caring for the Functional Needs Population (FNP) during disasters and emergencies.

A. Definition

As used in the context of this ESF, Functional Needs Population (FNP) shall mean populations recognized as having functional needs in a mass casualty incident, including but not limited to the following:

- a. Children.
- b. Persons with physical or cognitive disabilities.
- c. Persons with preexisting mental health and/or substance abuse problems.
- d. Frail or immune system compromised adults and children.
- e. Non-English speakers.
- f. Persons with Dementia, Alzheimer's, or reduced activities of daily living.
- g. Homeless or transient populations.

II. Concept of Operations

During public health emergencies and disasters, it is the responsibility of the Tennessee Department of Health (TDH) to take the lead in ensuring the functional needs population receives necessary and appropriate shelter and health care throughout the course of the incident.

Anderson County will support and aid, to the extent possible, the functional needs population. The policy of the county is to recognize the dignity of all individuals. The County will work closely with the Tennessee Department of Health (TDH) and the Department of Human Services (DHS) during public health emergencies and disasters, and will refer to the Tennessee Emergency Management Plan (TEMP) for guidance.

III. Safety and Security

Local law enforcement officials may be tasked to provide security in areas housing functional needs populations.

Annex 2 to ESF 8 Mass Casualty Incidents

I. Introduction

A. Purpose and scope

The purpose of this annex is to identify health and medical care needs following natural disasters or catastrophic incidents that cause mass casualties within Anderson County.

II. Situation and Assumptions

A. Situation

1. Earthquake and weather-related damage and after effects will result in a threat to human life and disruption of traditional health care and medical services.
2. Medical facilities and personnel within the disaster area will be affected by damage or injury.
3. Casualties will be dispersed and traditional transportation routes or Emergency Medical Service (EMS) response capabilities may be compromised.
4. Local and state resources may be insufficient to cope with the number of casualties and complexities of medical care referral, requiring activation of the National Disaster Medical System with recourse to federal coordination and funding of needed medical services.

B. Assumptions

1. Local resources would be overwhelmed if Anderson County experienced 15 or more fatalities as a result of a natural disaster or catastrophic incident.
2. Casualties likely from a major earthquake could include as many as 500 injured and up to 50 fatalities.
3. A major earthquake is likely to impair operation of at least 15% of health care facilities and exhaust local medical providers within twelve to twenty-four hours of occurrence.

III. Response Actions

Response to a mass casualty incident will include the following functions in the scope of health and medical services during a mass casualty disaster:

1. Assess the nature and location of casualties.
2. Facilitate triage, treatment, transportation, and evacuation of casualties.
3. Mobilize health and medical services to the disaster impact area, including requesting medical and transport resources through the Tennessee Emergency Management Agency and Army and Air National Guard when needed.
4. Coordinate the preparation for reception of casualties at designated referral points within the county.
5. Coordinate and supervise public health activities and maintain functional services (epidemiology, immunization, vital records, sanitation, and environmental health).
6. Request the activation of the National Disaster Medical System (NDMS) through the Tennessee Emergency Management Agency, if needed.

IV. Training

FEMA Independent Study Course *IS-360 Preparing for Mass Casualty Incidents* is available online at training.fema.gov/IS/crslist.asp.

Annex 3 to ESF 8 Pandemic Influenza Plan

I. Introduction

The Tennessee Department of Health (TDH) Communicable and Environmental Disease Services (CEDS) is the agency responsible for providing public health planning for pandemic influenza.

II. Concept of Operations

Under the direction of the State Epidemiologist, the Medical Director of the Immunization Program will coordinate the department's preparedness activities with regional and local health departments and other stakeholders. Information to support local preparation and response for all sectors are publicly available at www.pandemicflu.gov.

The Tennessee Department of Health, East Tennessee Region, maintains a Pandemic Influenza and Infectious Disease Response Plan, dated February 2021, which includes Anderson County. A copy of this plan is on file at the Anderson County Emergency Management Agency,

Anderson County will follow procedures recommended in the Tennessee Department of Health Pandemic Influenza and Infectious Disease Response Plan once a pandemic has been identified. These procedures include but are not limited to the following:

- a. Initiate shelter-in-place or self-quarantine,
- b. Develop preparedness information for distribution to the public through newspaper, radio, television, brochures, and meetings,
- c. Provide information to industry to educate them and their employees with regard to best public health procedures and practices to control the spread of infection.

III. Training

FEMA Independent Study course *IS-520 Introduction to Continuity of Operations Planning for Pandemic Influenza* is available online at training.fema.gov/IS/crslist.asp.

Annex 4 to ESF 8 Terrorism Response Plan Tennessee Department of Health

- I. **Lead Agency:** Tennessee Department of Health
- II. **Support Agencies:** Anderson County Health Department
Anderson County Emergency Management Agency

III. Introduction

A. Purpose

1. The purpose of this plan is to provide the framework for the local public health response to a real or potential terrorist incident. This document provides guidelines for the local health department to coordinate the county response utilizing the Emergency Services Function 8, which is a component of the Tennessee Emergency Management Plan (TEMP).
2. A chemical or bioterrorist incident may involve release of an infectious agent or a chemical agent. Rather than describe every possible contingency, this plan provides a framework for the county's response to a wide variety of possible scenarios and agents.

B. Scope

1. The Bureau of Health Services will play a key role in the response of the state to a terrorist incident. The basic infrastructure of the Bureau will provide the basis for identification and response to a terrorist incident, in conjunction with emergency management response notification identified within the ESF 8 of the TEMP.

C. Policies

1. The Anderson County Health Department will coordinate the epidemiologic and laboratory response to a potential terrorist incident in conjunction with state and federal agencies.
2. The public will be educated on proper procedure for receiving calls concerning known or announced terrorist incident. Persons receiving a call of such an incident should record the name, phone number of the caller and exact location and nature of the incident.
3. The Bureau of Health Services Communicable and Environmental Disease Services (CEDS) will be responsible for keeping abreast of activities in the realm of public health and bioterrorism and keeping health department staff, emergency management, medical providers and the community informed.

IV. Situation and Assumptions

A. Situation

A wide array of possible chemical and biological terrorism agents exists. An attack may be subtle and not publicized by the terrorist, or it may be clear at the moment of exposure that a terrorist incident has taken place. In a bioterrorist scenario, basic public health surveillance and epidemiologic infrastructure will be essential to identify and characterize an outbreak or cluster that may be bioterrorist related.

B. Planning Assumptions:

1. Although the likelihood of a terrorist attack in Anderson County appears to be low, it is critical that the health department and other agencies prepare for such an incident. CEDS has established electronic laboratory reporting and new timely and sensitive syndromic surveillance systems to identify rapidly a terrorist attack. These efforts complement routine disease monitoring conducted by all 13 health department regions by collection and

investigation of reportable diseases in Tennessee. These data are reviewed daily or weekly by regional and CEDS staff to detect outbreaks and/or attacks.

2. All health department staff will be utilized. Local and regional health department staff, CEDS staff, and other Bureau of Health Services staff will be called in to assist with the investigation and response. Federal resources will be utilized in the event of a catastrophic incident.
3. Overall responsibility at the crime scene of a terrorist incident rests with the Federal Bureau of Investigation (FBI). The FBI will work closely with the Tennessee Bureau of Investigation, local law enforcement officials, emergency management, and health department staff.

V. Concept of Operations

A. General

1. Anderson County Health Department, EMS, EMA, fire, and law enforcement will be informed when a terrorist incident occurs. The FBI will be informed by local law enforcement or the Tennessee Emergency Management Agency (TEMA). The FBI will take charge of the crime scene for purposes of investigation and evidence collection and may also assist in the collection of specimens for testing by the State Public Health Laboratory or the Centers for Disease Control and Prevention (CDC). Items submitted to the state lab must be done in accordance with "Suspicious Letter or Package Risk Assessment and Laboratory Submission Guidelines". All items submitted for testing must be submitted by law enforcement or hazardous material team and must also have been collected with a Biological Sampling Kit provided by the TDH laboratory.
2. The local health department will notify the Health Department Regional Director, Health Officer, Communicable Disease Control Director, and Director of Nursing. The Health Officer or Communicable Disease Control Nurse will notify the State Epidemiologist, Deputy State Epidemiologist, or Bioterrorism Coordinator, who will notify the others. A resource list for telephone and beeper numbers is available.
3. The State Epidemiologist or designee will follow procedures for notification as outlined in the TEMP, ESF 8.
4. The person in charge at the scene will communicate with state health officials through TEMA. As needed, the State Health Officer or Communicable Disease Control Director may need to assist in the assessment of risk for a bona fide biological or chemical exposure and/or assist in identifying and interviewing potentially exposed persons.
5. Local, regional, and state health department staff will assist in assessing persons who may have been exposed at the scene. If immediate medical evaluation is needed, exposed persons should be triaged and transported to the nearest appropriate hospital by EMS. If the exposed persons are not ill, they should be identified (basic demographics including name, age, date of birth, sex, address and telephone for home and work and where they can be located for the next three weeks). Details of their exposure as well as any allergies or chronic medical conditions, should be obtained. Instructions should be given regarding fevers and other symptoms to report and to whom they should be reported. Forms will need to be readily available to record the needed information.
6. If a disease clustering is suspected to be a bioterrorist attack, the Health Officer or Communicable Disease Director will use the same notification system as outlined above. Appropriate hospital administration and infection control nurses will be notified. Several epidemiologic clues may indicate a covert bioterrorist attack. These include:
 - a. Large numbers of ill persons with similar disease or symptom complex.
 - b. Large numbers of unexplained deaths.
 - c. Unusual illnesses in a population.

- d. Higher morbidity and mortality associated with a common disease.
 - e. A single case of an uncommon disease (smallpox, pulmonary or cutaneous anthrax, viral hemorrhagic fever, Burkholderia mallei, or B. pseudomallei).
 - f. Several unusual or unexplained diseases coexisting in the same patient without a good explanation.
 - g. Disease in an unusual geographic or seasonal distribution.
 - h. Illness that is unusual or atypical in a given population (i.e., measles-like rash in vaccinated adults).
 - i. Similar DNA fingerprint among agents isolated from distinct sources at different times or locations.
 - j. Unusual, atypical, genetically engineered, or antiquated strain of an agent (or unusual antibiotic resistance pattern).
 - k. Unexplained increase in stable endemic disease.
 - l. Simultaneous clusters of similar illnesses in noncontiguous areas.
 - m. Atypical disease transmission through aerosols, food, or water which suggest deliberate sabotage.
 - n. Ill persons who seek treatment at about the same time, suggesting a point source with a compressed epidemic curve.
 - o. Illness in persons exposed to a common ventilation system.
 - p. Unusual pattern of death or illness among animals that precedes or accompanies illness or death in humans.
7. CEDS will coordinate with local and regional health departments to provide mass vaccinations or antibiotic/antidote distribution clinics. The Immunization Program Director and regional pharmacists will assist in obtaining the needed medications. Depending on the location and size of an exposure, local and regional health departments will conduct mass clinics in their facilities or in larger facilities such as school gymnasiums. The Strategic National Stockpile (SNS) will be contacted as needed to deliver supplies, pharmaceuticals, and vaccine.
 8. The local health department will communicate with the State Health Operation Center (SHOC). The Regional Health Operation Center (RHOC) will be established at the Regional Health Department Offices as necessary. Overall media coordination will be done in conjunction with TEMA. Communications to hospital providers may be established through the Hospital Resources Tracking System. Prepared information sheets will be available to fax to the public, providers and media.
 9. The State Health Operation Center (SHOC) may notify the department ESC of the need to open shelters or to gain assistance with blood collections.
 10. When the Regional Bioterrorism Hospital Plan is executed, the Regional Hospital Coordinator (RHC) will liaison with the appropriate Emergency Support Function (ESF) and staff at their assigned Emergency Operations Center. The RHC will also liaison with the department's ESC, Regional Health Officers, and EMS consultants as needed.

VI. Communications

- A.** The Health Alert Network will utilize telephones, broadcast fax, cell phones, beepers, and e-mail to rapidly notify health departments, hospitals, and medical providers.
- B.** Conference or video conferencing calls will be utilized to keep key individuals informed and to gather information to assist in the epidemiologic investigation and outbreak control activities.

VII. Execution

- A.** This plan is effective for planning, preparedness, and training upon receipt.
- B.** Execution will be based on the order of state health department staff.
- C.** The State Epidemiologist and Bioterrorism Coordinator and all agencies heretofore listed will provide support to local and regional health departments and other staff in preparation for and during the response to preserve the integrity of public health following terrorist attacks in the State of Tennessee.

VIII. Training

- A.** This plan will be utilized to train public health staff across the state in terrorism preparedness.
- B.** The Tennessee Department of Health will participate with local and regional health departments in tabletop and full-scale exercises to test this plan.

ESF 9

SEARCH AND RESCUE

Subfunction

Page

Subfunction 1: Search and Rescue

9-3

EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE
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EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

- I. **Lead Agency:** Anderson County Sheriff's Office
- II. **Support Agencies:** Anderson County Rescue Squad
Anderson County Fire Departments/City Fire Departments
Anderson County Emergency Medical Service (EMS)
City Police Departments
Anderson County Emergency Management Agency (EMA)
Anderson County Highway Department/City Public Works Departments
Anderson County Emergency Communications Districts (911)

III. Introduction

A. Purpose

- 1. This ESF provides for coordination of Search and Rescue (SAR) activities within the county.

B. Scope

- 1. This ESF pertains to the following search and rescue activities:
 - a. Urban search and rescue activities following earthquakes and/or building collapse.
 - b. Searches for missing or lost persons, wildland searches for lost hikers.
 - c. Dragging of lakes, rivers, or ponds in search of lost/missing persons.
 - d. Searches for downed aircraft.
 - e. Searches for escaped prisoners/jail inmates.
 - f. Rescue of persons trapped as a result of vehicle accidents.

IV. Policies

- A. The Search and Rescue function includes all SAR activities, not just urban search and rescue.

V. Situation and Assumptions

A. Situation

- 1. A major earthquake or explosion may collapse buildings or structures, necessitating the attempt to locate and extricate trapped victims.
- 2. People may become lost in the wilderness or wooded areas. Children and impaired persons may also wander into unfamiliar areas. These situations often require the commitment of large numbers of personnel and equipment.
- 3. The U.S. Air Force Rescue Coordination Center monitors the activation of Emergency Location Transmitters (ELT) from aircraft. The SEOC is notified of ELT signals. SEOC notifies the county to search for the affected aircraft. Local rescue units may be needed.
- 4. Prisoners may escape jail and pose a threat to nearby communities.
- 5. Major vehicular accidents (air, ground, or rail) often require extrication of trapped victims.

B. Planning Assumptions

- 1. Local rescue capabilities may not be sufficient to handle all situations that are encountered.
- 2. Fire, law enforcement, and EMS services will coordinate activities with the SAR providers.

3. The need for location and/or extrication of victims by specialized rescue units will continue to occur.

VI. Concept of Operations

A. General

1. In all but the most complicated rescues, local response agencies are able to handle the rescue situations they encounter. The likely exceptions include searches that require the use of aircraft/helicopters the county does not have, or those situations where specialized technical rescue capabilities (such as urban search and rescue) are required.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Sheriff's Office/Anderson County Rescue Squad
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability. (Sheriff's Office)
 - b. Prepare for, train, and conduct search and rescue operations.
 - c. Coordinate search and rescue training for local fire, police, and EMS units.
 - d. Support development of local and regional K-9 and diving teams.
3. Anderson County Fire Departments/City Fire Departments/EMS
 - a. Coordinate fire and EMS response actions with those of rescue units in major search and rescue emergencies.
4. Anderson County Sheriff's Office/City Police Departments
 - a. Coordinate jurisdictional law enforcement agency activities with those of rescue units.
5. Anderson County Emergency Management Agency (EMA)
 - a. Act as the local coordination point for SAR activities that require outside resources.
 - b. Support the development of SAR capabilities in local agencies.
6. Anderson County Highway Department/City Public Works Departments
 - a. Provide heavy equipment and operators to assist local response agencies.
7. Anderson County Emergency Communications Districts (911)
 - a. Notify jurisdictional emergency departments of SAR missions.
 - b. Receive from SEOC requests to initiate search for aircraft.

VII. Mitigation and Preparedness Activities

A. Anderson County Sheriff's Office/Anderson County Rescue Squad

1. Develop capabilities to perform specialized search and rescue operations.
2. Develop a list of mutual aid resources for specialized technical rescue teams.
3. Develop procedures to coordinate local operations with SAR resources from other areas.
4. Participate in training, mutual-aid pact development, resource development, and other activities as coordinated through the Tennessee Association of Rescue Squads (TARS).

5. Develop procedures to respond to mass casualties.

B. Anderson County Fire Departments/City Fire Departments/EMS

1. Develop procedures for coordinating fire and EMS response actions with the activities of SAR units.
2. Develop rescue capabilities as required.

C. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures to coordinate law enforcement activities with the activities of SAR units during major emergencies.

D. Anderson County Emergency Management Agency (EMA)

1. Develop procedures for coordinating local assistance to TEMA and other state agencies with searches for missing aircraft or vehicles.
2. Coordinate obtaining outside assistance to SAR activities as requested.

E. Anderson County Highway Department/City Public Works Departments

1. Develop procedures for deploying personnel and equipment in support of heavy rescue activities during major emergencies.
2. Develop a database describing the location of departmental heavy equipment and equipment of private contractors that might be used in heavy rescue operations.

F. Anderson County/City Emergency Communications Districts (911)

1. Develop procedures for directing reports of downed or missing aircraft to SAR units for action.
2. Develop procedures to request mutual aid SAR units as requested by Incident Command.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Department/Anderson County Rescue Squad

1. Respond to requests for specialized search and rescue capabilities.
2. Determine the extent and nature of the SAR requirements of the emergency; request assistance from EMA, fire departments, and other agencies as required.
3. Task other ESF 9 organizations to provide rescue units and equipment as needed.
4. Coordinate deployment of K-9 teams, dive teams, etc.
5. Coordinate deployment of fire and EMS units with the activities of SAR units.
6. Provide to ESF 5 the number of victims and types of operations in progress.
7. Track rescue resources deployed during the emergency.

C. Anderson County Fire Departments/City Fire Departments/EMS

1. Coordinate deployment of fire and EMS units with the activities of SAR units.
2. Provide listing of fire service rescue capabilities to ESF 9 Manager if requested.
3. Deploy fire and EMS units for rescue operations as requested.

D. Anderson County Sheriff's Office/City Police Departments

1. Coordinate deployment of law enforcement units with the activities of SAR units.
2. Provide security and traffic control activities around SAR emergency scenes as requested by ESF 9 Manager (through ESF 13).

E. Anderson County Emergency Management Agency (EMA)

1. Provide to ESF 4, ESF 8 (EMS), and ESF 13 the nature and scope of SAR activities.
2. Request assistance from TEMA or other state agency, as appropriate.
3. Task ESF 7 (Resource Management) to locate specialized rescue equipment and/or personnel.

F. Anderson County Highway Department/City Public Works Departments

1. Deploy personnel/equipment in support of SAR activities as requested by ESF 9 Manager.

G. Anderson County/City Emergency Communications Districts (911)

1. Transmit requests for SAR mission to all key departments in the county and cities.
2. Notify Sheriff's Office and EMA of ELT reports/SAR missions received from the SEOC.

IX. Training

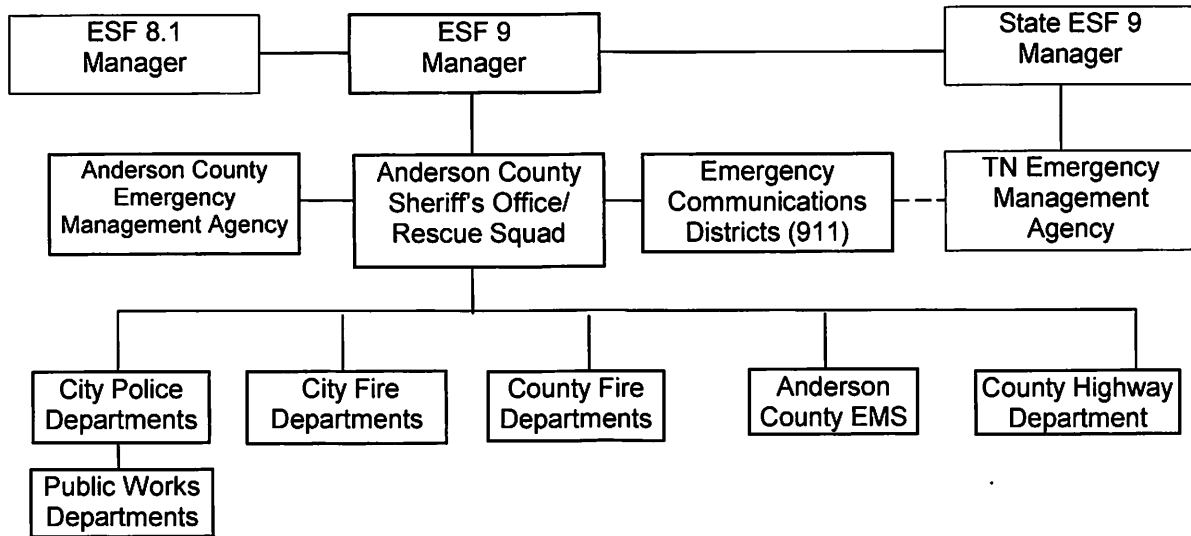
- A.** The Tennessee Association of Rescue Squads coordinates training delivery for rescue squads on a statewide basis.
- B.** TEMA provides search and rescue operations courses to local rescue and fire service units.
- C.** FEMA Independent Study course IS-809 Emergency Support Function (ESF) # 9 - Search and Rescue is available online at training.fema.gov/IS/crslist.asp.
- D.** Other training related to this ESF is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 9

APPENDICES

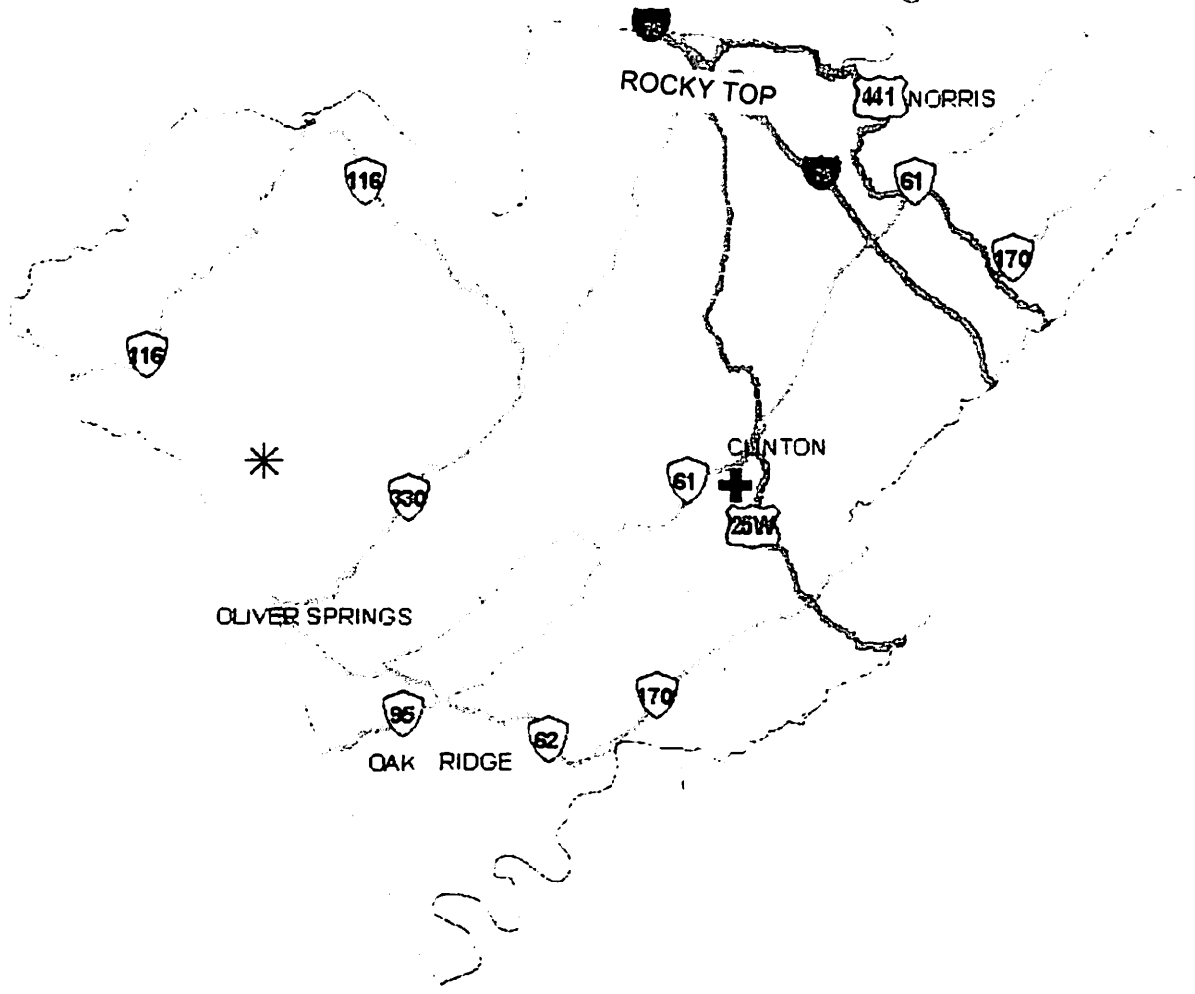
- Appendix 1 Search and Rescue Organizational Chart
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APPENDIX 1 TO ESF 9
SEARCH AND RESCUE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 9 LOCATION OF SEARCH AND RESCUE UNITS

- ✚ Anderson County Rescue Squad
- ✱ Anderson County Rescue Squad Substation



ESF 10

ENVIRONMENTAL RESPONSE

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EMERGENCY SUPPORT FUNCTION 10

ENVIRONMENTAL RESPONSE

HAZARDOUS MATERIALS

- I. Lead Agency:** Anderson County Emergency Management Agency (EMA)
- II. Support Agencies:** Anderson County Hazardous Materials Team
Anderson County Fire Departments/City Fire Departments
Anderson County Highway Department/City Public Works Departments
Anderson County Sheriff's Office/City Police Departments
Anderson County Rescue Squad and EMS
Anderson County Local Emergency Planning Committee (LEPC)
Tennessee Emergency Management Agency

III. Introduction

A. Purpose

1. The organizations in this subfunction provide support in dealing with actual or potential releases of hazardous materials, including radiological materials.

B. Scope

1. This annex covers hazardous materials releases occurring for any reason, including:
 - a. As a secondary result of another disaster (i.e., earthquake or flooding).
 - b. As a result of a transportation accident or fixed facility release.
 - c. As a result of a sabotage or terrorist act. (Consequence Management only)

IV. Policies

- A. The Local Emergency Planning Committee (LEPC) is the primary repository of documents submitted in compliance with Title III of the *Superfund Amendments and Reauthorization Act of 1986 (SARA)*.
- B. The Responsible party (releaser) is required to notify the National Response Center of any releases that fit into one or more of the reportable categories.
- C. Response to any act of sabotage or terrorism will also involve ESF 13 agencies, as well as any other state or federal law enforcement agencies as may be indicated by state or federal law.
- D. Each response agency will ensure that training and equipment for those who respond to hazardous materials incidents are appropriate to the level of response in accordance with OSHA and NFPA standards.

V. Situation and Assumptions

A. Situation

1. Accidental discharges of hazardous materials occur frequently in the county. Fortunately, most of these discharges are relatively minor in amount or significance and poses no serious threat to nearby populations.
2. Thousands of pounds of hazardous materials are transported via highway, air freight, rail, and pipeline across the county daily. Accidents involving these shipments may occur in any given week.

3. Several major industries and many smaller organizations manufacture, process, store, or utilize hazardous materials on a daily basis.

B. Planning Assumptions

1. Accidental hazardous materials releases will continue to occur periodically.
2. Hazardous materials incidents may progress to a point where it becomes a serious threat to the surrounding community, requiring shelter-in-place or evacuation.
3. Several hazardous materials incidents may occur simultaneously following a major disaster such as an earthquake.
4. Exceptions to current disposal practices may be necessary during major emergencies.
5. An act of sabotage or terrorism may involve release of hazardous material.

VI. Concept of Operations

A. General

1. In most cases, the response to hazardous materials incidents is handled by the facility's emergency response manager (for fixed facilities), or the local fire department (for transportation accidents). Occasionally, an incident will require response by a more specialized hazardous materials team.
2. If requested, TEMA (SEOC) will call out certain state environmental personnel (e.g., the Department of Environment and Conservation's Water Pollution Control Division) to assist local agencies in dealing with the consequences of hazardous materials releases.
3. TEMA and the Division of Radiological Health maintain lists of radiological license holders and can provide this information to initial response agencies.
4. Disposal of hazardous waste is invariably handled by a private clean-up company, with the shipper or originating facility being responsible for the costs of the response and remediation of affected areas.
5. The county has a Local Emergency Planning Committee (LEPC) as required by SARA. The LEPC is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in the county. Anderson County EMA maintains physical custody of these records.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Management Agency (EMA)
 - a. Provide a representative to act as Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Provide coordination for the response to hazardous materials releases in the county.
 - c. Develop hazardous materials response capabilities within the county.
 - d. Provide a conduit through which local officials can request assistance from other local and state agencies concerning hazardous materials.
 - e. Provide or arrange for hazardous materials training for emergency responders.
3. Anderson County Hazardous Materials Team
 - a. Develop capabilities to respond to hazardous materials incidents within the county.

- b. Provide a means to ensure the team can be requested as needed.
- 4. Anderson County Fire Departments/City Fire Departments
 - a. Provide personnel and equipment to support hazardous materials incident operations (within capabilities).
- 5. Anderson County Highway Department /City Public Works Departments
 - a. Provide personnel and equipment to assist with diking operations and other control measures, in the cold zone, during hazardous materials incidents.
- 6. Anderson County Sheriff's Office/City Police Departments
 - a. Provide personnel to support safety and security during hazardous materials operations.
- 7. Anderson County Rescue Squad and EMS
 - a. Provide personnel and equipment to support medical requirements, in the cold zone, during hazardous materials operations.
- 8. Anderson County Local Emergency Planning Committee (LEPC)
 - a. Serve as point of contact for Title III documents in the county.
 - b. Serve as focal point for addressing hazardous materials issues that affect the county.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

- 1. Develop procedures and policies concerning self-protection measures to be taken during hazardous materials operations (commensurate with level of response offered), including:
 - a. Appropriate levels of training.
 - b. Use of Self Contained Breathing Apparatus (SCBA) and appropriate levels of protective clothing.
 - c. Use of the incident command structure.
 - d. Recognition and identification of hazardous materials and their dangers.
 - e. Application of other appropriate protective actions on a case-by-case basis.

B. Anderson County Emergency Management Agency (EMA)

- 1. Maintain records associated with Title III of SARA and HMTUSA (for the LEPC).
- 2. Provide or arrange for training for hazardous materials response personnel.
- 3. Secure training and planning grants associated with SARA and HMTUSA.
- 4. Assist local response organizations to identify hazardous materials users and develop plans for response to incidents at those sites.
- 5. Develop a local hazardous materials response plan or SOP.
- 6. Develop hazardous materials response capabilities.
- 7. Develop a database of hazardous waste clean-up companies.
- 8. Designate appropriate EMA staff to coordinate hazardous materials response activities with other emergency response agencies during major emergencies.
- 9. Distribute the Federal DOT Emergency Response Guidebook to local emergency response agencies and personnel.

C. Anderson County Hazardous Materials Team

1. Develop capabilities to respond to hazardous materials incidents, including the training of personnel, the acquisition of equipment, and the development of SOPs.
2. Conduct training with local hazardous materials facilities and transporters.
3. Conduct training with local fire, law enforcement, EMS, and public works officials to develop mutual operations policies concerning responses to hazardous materials incidents.

D. Anderson County Fire Departments/City Fire Departments

1. Provide hazardous materials training for fire personnel.
2. Develop procedures to deploy personnel to assist with hazardous materials containment.

E. Anderson County Highway Department/City Public Works Departments

1. Develop procedures and guidelines for deploying personnel and equipment to assist local response personnel, in the cold zone, during major hazardous materials incidents.
2. Develop policies for department use of hazardous materials (i.e., fuels, oils, asphalt, etc.) to minimize chances for department-caused hazardous materials incidents.

F. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures to deploy personnel to assist with scene security, traffic control, and other activities at hazardous materials incident sites.

G. Anderson County Rescue Squad and EMS

1. Provide training for personnel with respect to hazardous materials operations.
2. Develop procedures to medically assist response agencies, in the cold zone, during hazardous materials containment operations.

H. Anderson County Local Emergency Planning Committee (LEPC)

1. Develop a database of Tier II and Form R reports generated as a result of SARA.
2. Develop funding sources to acquire needed hazardous materials response equipment and supplies.
3. Report to appropriate authorities organizations that fail to comply with SARA Title III.

I. Tennessee Emergency Management Agency

1. Maintain lists of radiological license holders in the county.
2. Provide hazardous materials training.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Notify field personnel of appropriate protective actions, given an identified threat.
7. Maintain records of individuals exposed to hazardous materials at incident sites, including records of monitoring and treatment, if required.

8. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
9. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Management Agency (EMA)

1. Notify and request dispatch of local personnel to assist with hazardous materials operations.
2. Maintain logs and records concerning the incident and its effects.
3. Notify the National Response Center through TEMA.
4. Contact the Chemical Emergency Transportation Center (CHEMTREC).
5. Notify appropriate local ESCs or other contact personnel.
6. Coordinate response activities of mutual aid agencies, including fire and EMS.
7. Provide information to ESF 5 concerning extent and nature of problem(s).
8. Contact clean-up companies, shippers, etc., as requested by the Incident Commander.
9. Initiate state involvement (through TEMA) if warranted.
10. Task other agencies and ESFs as necessary to carry out missions.
11. Develop priorities for response when multiple incidents are involved.

C. Anderson County Hazardous Materials Team

1. Respond to and attempt to contain hazardous materials incidents in the county.
2. Maintain records of agency activities.
3. Maintain records of personnel exposed to hazardous materials.
4. Request assistance from other ESFs and participant organizations as required.

D. Anderson County Fire Departments/City Fire Departments

1. Deploy personnel and/or equipment to assist with hazardous materials containment.

E. Anderson County Highway Department/City Public Works Departments

1. Deploy personnel and equipment to support hazardous materials incident operations, in the cold zone, as requested by EMA.

F. Anderson County Sheriff's Office/City Police Departments

1. Secure areas around established perimeters of hazardous materials accident scenes, control traffic, and assist with evacuation/movement activities (all through ESF 13).

G. Anderson County Rescue Squad and EMS

1. Deploy personnel to assist, in the cold zone, with the medical monitoring and treatment of persons exposed to hazardous materials.

H. Local Emergency Planning Committee

1. Maintain documentation of releases as notified by local hazardous materials users.
2. Provide public forum for the critique of the response to major hazardous materials incidents that occur within the county.

I. Tennessee Emergency Management Agency

1. Call out environmental monitoring personnel as requested.

IX. Training

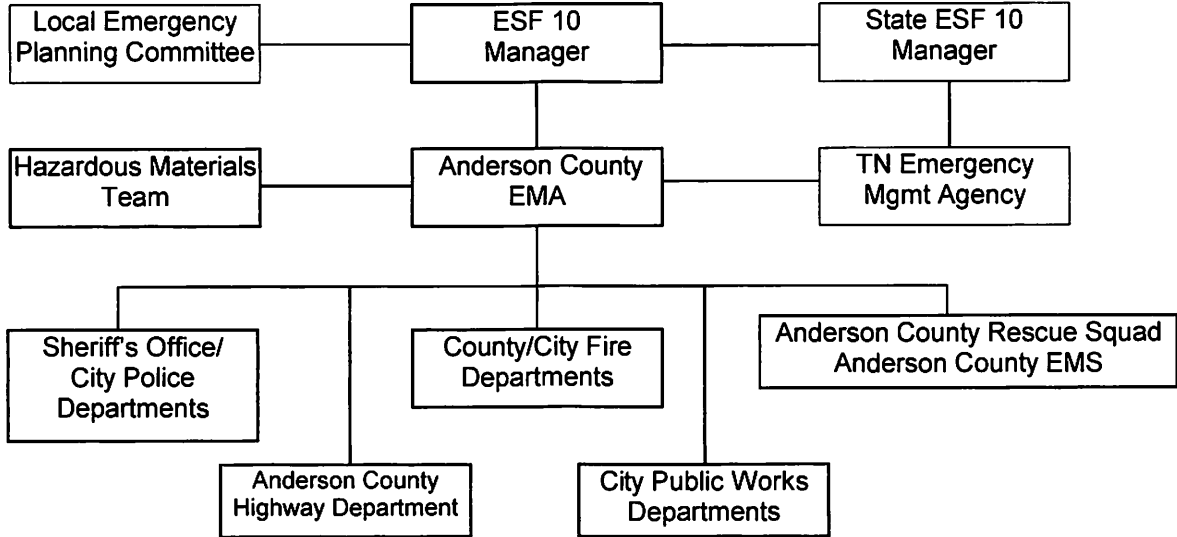
- A.** TEMA provides several courses related to hazardous materials, including:
1. *Incident Command System.*
 2. *Hazardous Materials Awareness (HMA).*
 3. *Hazardous Materials Operations (HMO).*
 4. *Hazardous Materials Team Operations (HMTO).*
 5. *Modular Emergency Response Radiological Transportation Training (MERRTT).*
 6. *Fundamentals Course for Radiological Response (FRR)*
 7. *Radiation Response.*
 8. Other field courses concerning hazardous materials.
- B.** The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslst.asp:
1. *IS-3 Radiological Emergency Management.*
 2. *IS 5 An Introduction to Hazardous Materials.*
 3. *IS 56 Hazardous Materials Contingency Planning.*
 4. *IS 301 Radiological Emergency Response.*
 5. *IS 302 Modular Emergency Response Radiological Transportation Training (MERRTT).*
 6. *IS 303 Radiological Accident Assessment Concepts*
 7. *IS 340 Hazardous Materials Prevention.*
 8. *IS 810 Emergency Support Function (ESF) # 10 Oil and Hazardous Materials Response Annex.*
- C.** The National Fire Academy in Emmitsburg, Maryland, offers several resident and field-delivered courses in hazardous materials response and remediation activities.

EMERGENCY SUPPORT FUNCTION 10


APPENDICES

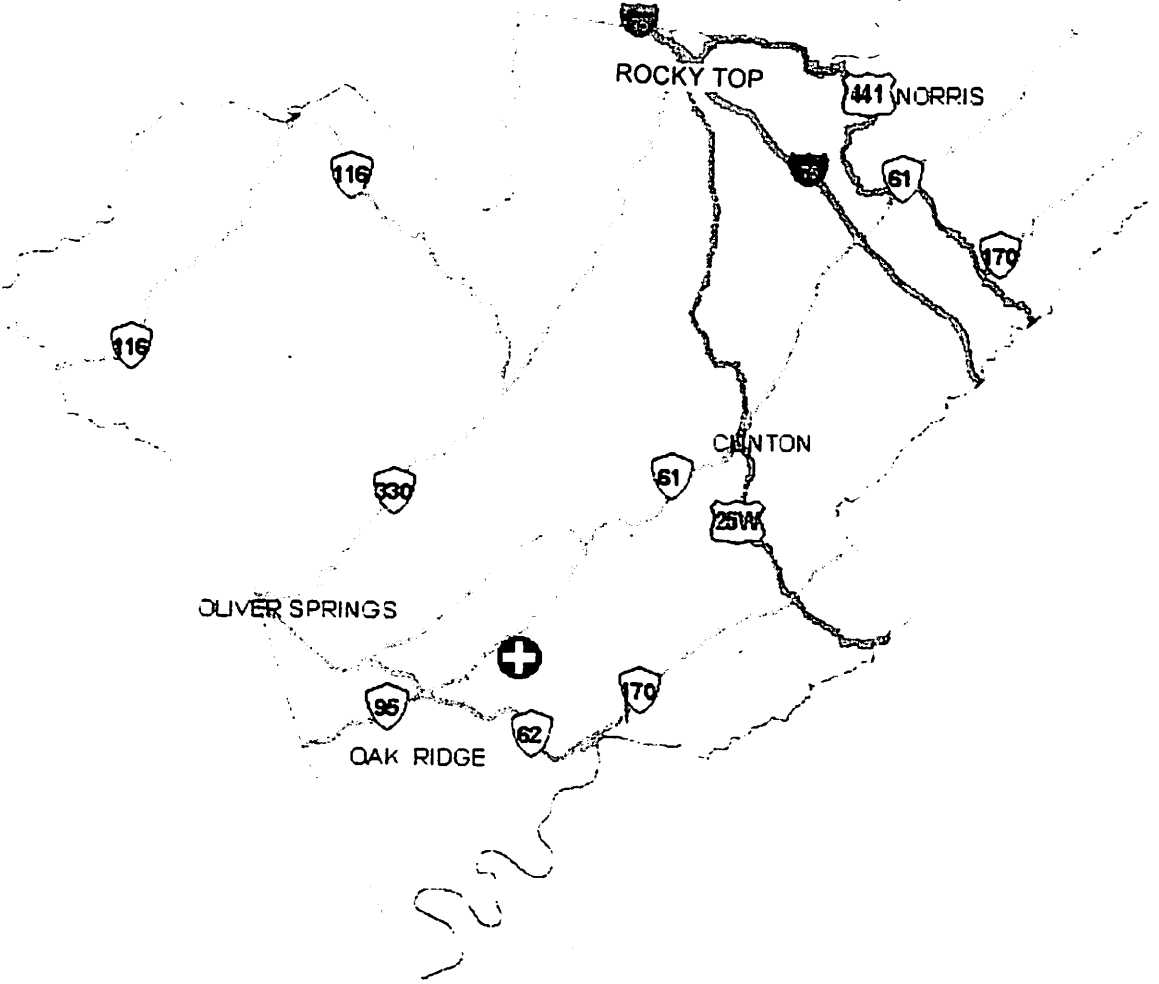
- Appendix 1 Environmental Response Organizational Chart
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APPENDIX 1 TO ESF 10
ENVIRONMENTAL RESPONSE ORGANIZATIONAL CHART

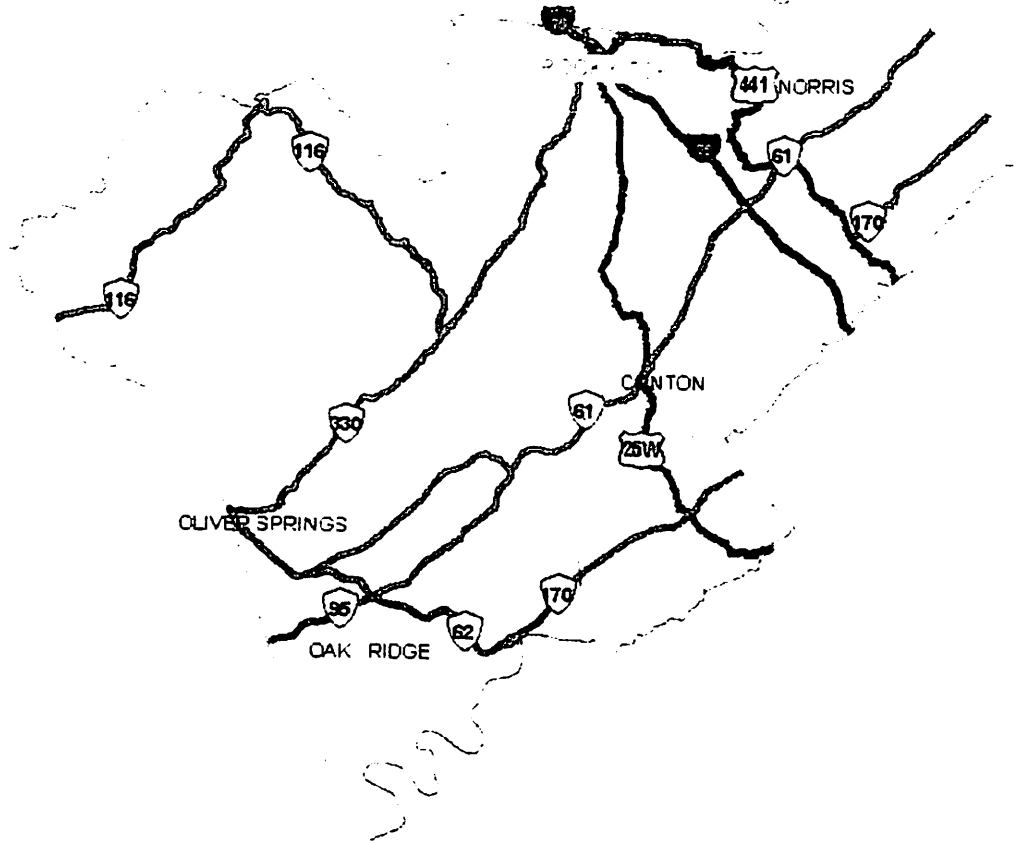


APPENDIX 2 TO ESF 10
LOCATION OF HAZARDOUS MATERIALS TEAMS IN THE COUNTY

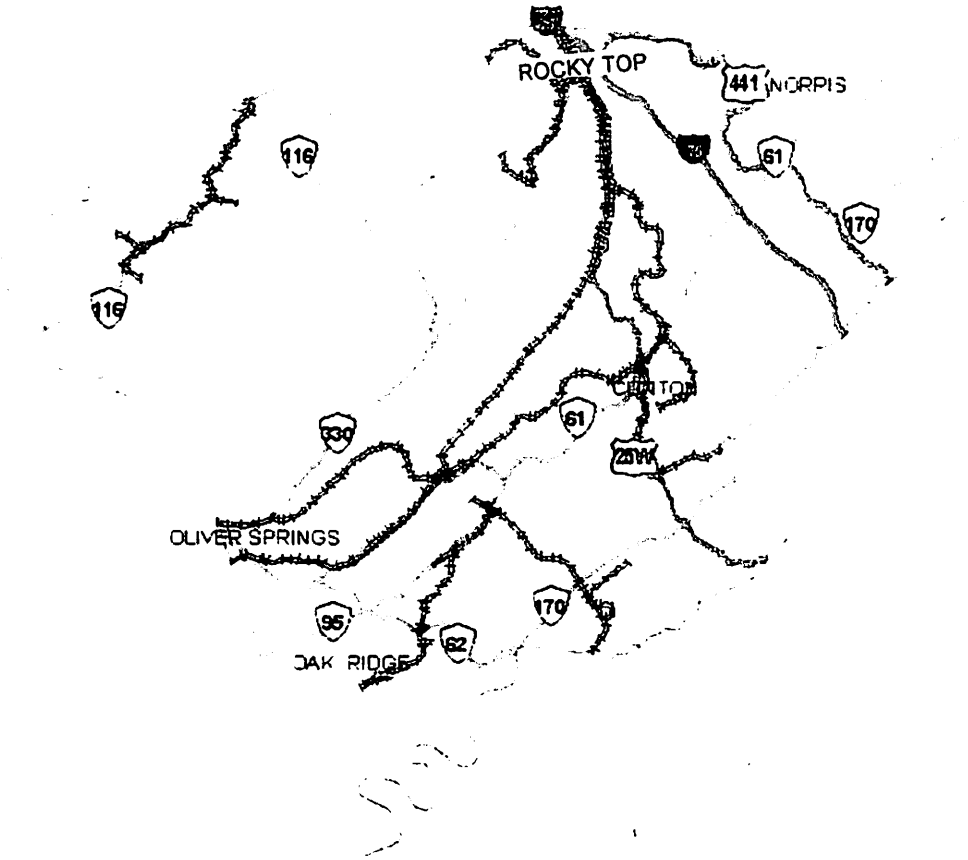
 Hazardous Materials Team



**APPENDIX 3 TO ESF 10
MAJOR ROADS IN THE COUNTY**



**APPENDIX 4 TO ESF 10
MAJOR RAILROAD SYSTEMS IN THE COUNTY**



APPENDIX 5 TO ESF 10 MAJOR PIPELINES IN THE COUNTY

Diagrams of major pipelines are maintained in the Anderson County EOC and utility district operations centers.

**APPENDIX 6 TO ESF 10
MAJOR HAZARDOUS MATERIALS SITES IN THE COUNTY**

Locations of major hazardous materials sites are maintained in the Anderson County EOC.

ESF 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11

FOOD

- I. Lead Agency:** Anderson County Schools Director
- II. Support Agencies:** City Schools Directors/Superintendents
Anderson County Emergency Management Agency
American Red Cross
Tennessee Department of Agriculture

III. Introduction

A. Purpose

1. This annex identifies, secures, and delivers food assistance following a major disaster.

B. Scope

1. The activities included within this ESF are (1) locating and obtaining food supplies, (2) transporting food supplies to staging areas or affected areas, and (3) distributing food to disaster victims and emergency workers.

IV. Policies

- A. Feeding at shelters will be coordinated by the American Red Cross (ARC); other feeding activities will be coordinated by the EMA or ARC.
- B. Provision of water and water purification is accomplished with ESF 3.

V. Situation and Assumptions

A. Situation

1. Disasters, particularly floods or earthquakes, create situations where victims cannot gain access to food. Additionally, electrical and gas supply interruptions will eliminate their ability to properly prepare food for human consumption.

B. Planning Assumptions

1. A significant percentage of county residents may be unable to secure and/or prepare food for themselves and their families following a disaster.
2. The food transportation/delivery network may be damaged or disrupted due to disaster.
3. Locally available food sources may become contaminated or infected.
4. The Tennessee Department of Agriculture will assist the ESF Manager to obtain bulk food, especially federal surplus food commodities.

VI. Concept of Operations

A. General

1. In most emergencies (i.e., tornadoes, fires, etc.) the local ARC chapter and other agencies are able to adequately distribute food and water to victims, either in shelters or in the field. The ARC has the ability to obtain large quantities of food in most cases. However, larger disasters may generate massive numbers of victims, and the local ability to feed these people, as well as the emergency response personnel in the area, will be severely taxed.
2. The delivery of food to victims and shelterees is not the same as *mass feeding*. As used in this ESF, *delivery* refers to the actual movement of food to places where feeding activities occur. At that point the effort is a mass care operation and is managed by ESF 6.

3. The provision of potable drinking water is provided under ESF 3, primarily because this delivery is associated with the restoration of water utility systems.

B. Organization and Responsibilities

1. All Tasked Agencies

- a. Incorporate NIMS standards into operational plans and response actions.
- b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Anderson County/City Schools Directors/Superintendents

- a. Provide a representative to act as the Emergency Services Coordinator (ESC) at the EOC, as well as an alternate to ensure 24-hour availability.
- b. Locate food for victims housed in shelters or other areas, as those needs occur.
- c. Coordinate with the Tennessee Department of Agriculture in locating food sources to supply feeding needs in disaster areas.
- d. Coordinate food delivery to those locations where it is needed during emergencies.
- e. Provide feeding capabilities in schools used as shelters.

3. Anderson County Emergency Management Agency (EMA)

- a. Assist with the locating of food, potable water, and transportation capabilities for deployment to staging areas and affected areas.

4. American Red Cross

- a. Keep the EMA advised of food delivery needs during mass feeding operations.

VII. Mitigation and Preparedness Activities

A. Anderson County/City Schools Directors/Superintendents

1. Develop procedures to identify locate food sources to meet feeding needs during emergencies.
2. Develop a database of vendors of food supplies (both in and out of the county), transportation capabilities (including refrigerated transport), suitable storage facilities (including refrigerated areas), and procedures for obtaining needed resources during emergencies.
3. Develop procedures for the recall of cafeteria staff when schools are used as shelters.
4. Develop procedures for mass feeding of victims housed in shelters, staging areas, or other areas housing persons needing food and/or water.

B. Anderson County Emergency Management Agency (EMA)

1. Develop procedures to assess feeding needs (current and projected) in the county.
2. Develop a database and assess feeding capabilities at individual sites pre-selected as potential shelter sites.
3. Develop procedures for obtaining damage assessments of food and dairy production.

C. American Red Cross

1. Develop planning information for EMA and School Directors concerning the potential need for food preparation, storage, and delivery services during disasters.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report: participate in incident critique.

B. Anderson County/City Schools Directors/Superintendents

1. Locate, obtain, and arrange for food transport as requested by EMA.
2. Coordinate needs for food items with local suppliers/vendors.
3. Recall cafeteria staff for mass feeding operations as requested.

C. Anderson County Emergency Management Agency (EMA)

1. Coordinate with the School Director/Superintendent to determine feeding needs in affected areas and to make arrangements for procurement of food items for use in supporting disaster response requirements.
2. Task the agriculture extension agent to assess damage to farms and dairies and provide damage assessment information to ESF 5.
3. Arrange for emergency feeding at shelter sites, staging areas, and other identified areas.
4. Request assistance from the Tennessee Department of Agriculture, other ESFs, or participant agencies.
5. Request that state or national ARC food acquisition procedures be started.
6. Arrange through TEMA to deliver meals-ready-to-eat (MRE) from National Guard warehouses to areas where food preparation activities cannot be conducted.

D. American Red Cross

1. Assist the EMA by contacting food services providers and arrange for the preparation, storage, and/or delivery of needed food items.

IX. Training

- A. American Red Cross provides a mass feeding course through its local chapters to persons having responsibilities in that area during emergency operations.
- B. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:
 1. *IS 26 Guide to Points of Distribution*
 2. *IS 811 Emergency Support Function (ESF) # 11 Agriculture & Natural Resources Annex*
- C. Other training related to this ESF is provided in-house by the respective agencies.

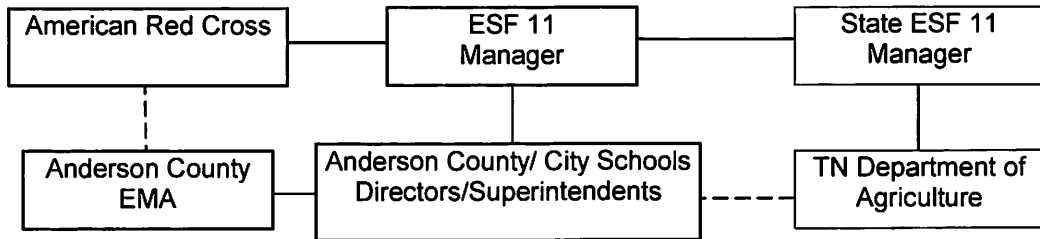
EMERGENCY SUPPORT FUNCTION 11

APPENDICES

Appendix 1 Food Organizational Chart

APPENDIX 1 TO ESF 11

Food Organizational Chart



ESF 12

ENERGY

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EMERGENCY SUPPORT FUNCTION 12

ENERGY

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EMERGENCY SUPPORT FUNCTION 12

ENERGY

- I. Lead Agency:** Clinton Utilities Board
- II. Support Agencies:** Oak Ridge Electric Department
Powell-Clinch Utility District
Oak Ridge Utility District
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

1. The purpose of this annex is to facilitate planning and communications with the major utility providers in the county. Planning and communications is intended to take place prior to emergencies, during the actual restoration of the energy systems damaged by a disaster, and during recovery operations after the majority of energy customers have been restored.

B. Scope

1. "Energy" systems, within the scope of this functional group include:
 - a. Power generating and transmission facilities, electrical distribution grid, and local electricity providers.
 - b. Natural gas, crude oil, and other pipeline systems that traverse the county.
 - c. Local natural gas suppliers and their networks.
 - d. Local fuel oil, crude oil, and other petroleum or propane gas suppliers and their pipelines.

IV. Policies

- A.** The restoration of electrical service is critical to emergency response and recovery activities in areas damaged by a disaster. The Emergency Management Agency, response organizations, and major utility providers must communicate so that each group is aware of essential information. For example, energy providers must know of critical facilities, at risk populations, hazardous material sites or spills, and other factors that may have important implications on restoration priorities. Likewise, city and county officials must know the number of customers without power, the affected areas, and the estimated time of repairs in order to make appropriate response and recovery decisions. This information is often discovered or re-evaluated by energy provider managers in the course of restoration and should be made available to the County EMA Director.
- B.** Distribution of natural gas to homes and businesses in affected areas is a critical issue during the winter months. During any ongoing energy "crisis" or natural gas shortage, and especially after a disaster, energy providers and consumers must adopt measures to improve energy conservation and change patterns of personal and business energy use. The Emergency Management Agency is a vital link to the public in this process.
- C.** The emergency provision of water and the restoration of water supply and wastewater systems are detailed under ESF 3, Water and Wastewater Systems. Health effects related to utility and energy shortages are provided for in ESF 8, Public Health. Fire protection concerns are addressed in ESF 4, Firefighting, and ESF 10, Environmental Response.

V. Situation and Assumptions

A. Situation

1. Disasters can destroy or seriously damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the incident.
2. A petroleum shortage can create major problems within the county.

B. Planning Assumptions

1. A significant disaster may produce prolonged periods of time where electrical service to residents is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on the provision of public safety services.
2. Real or perceived petroleum crises may result in the panic hoarding of fuels in many areas. Fuels stored improperly or in unapproved containers increase the potential of deaths and injuries from fires and explosions.
3. A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating the availability of such items in affected areas.

VI. Concept of Operations

A. General

1. In the immediate aftermath of an emergency, local utility providers will assess the scope of damage to their systems and estimate length of time needed for repairs. This information will be forwarded to the EMA Director or County Mayor at the earliest opportunity. It is recognized that the complete extent of any disaster will not be fully known until repair crews can make their way to assess the many elements of an energy system across a broad geographic area (often extending beyond county borders). Local providers will initiate repairs and call upon TVA, the Tennessee Valley Public Power Association, and mutual aid energy distributors for assistance.
2. The Tennessee Valley Authority, as the state's primary electrical power provider, will assist local electrical suppliers in restoration of critical power lines, equipment, and control facilities. TVA and the EMA Director will be notified of needs for specialized assistance, technical experts, or industry-specific repair parts unavailable locally.
3. The Tennessee Regulatory Authority will assist natural gas and propane providers to obtain gas supplies, equipment, and technical assistance required for service restoration.
4. The concept of operations for petroleum emergencies within the State of Tennessee caused by national or international incidents is provided in the *Tennessee Energy Assurance Plan (EAP)* maintained by Tennessee Department of Environment and Conservation (TDEC), Office of Energy Programs/Travel Assistance.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Clinton Utilities Board/Oak Ridge Electric Department
 - a. Maintain system-wide electrical distribution capability.
 - b. Provide a representative to act as the Emergency Services Coordinator (ESC) who would routinely be available by phone or pager to the EMA or County Mayor.

3. Oak Ridge Utility District/Powell-Clinch Utility District
 - a. Maintain system-wide natural gas distribution capabilities.
4. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate the restoration of utilities to critical facilities.
 - b. Coordinate the distribution of generators to sites where critical needs exist and energy restoration will be delayed.
 - c. Plan emergency response exercises that include energy providers.

VII. Mitigation and Preparedness Activities

A. Clinton Utilities Board/Oak Ridge Electric Department

1. Develop procedures for assessing damage to local electric distribution systems.
2. Institute mitigation practices at utility distribution facilities to reduce potential effects of hazards on the utility's ability to deliver electricity to local users.
3. Coordinate with TVA regarding the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks.
4. Arrange mutual aid agreements with neighboring power generators and TVA for assistance during emergency periods.
5. Include emergency response organizations in energy provider exercises to enhance communications prior to the next major ice storm or other county-wide emergency.

B. Oak Ridge Utility District/Powell-Clinch Utility District

1. Develop procedures and format for assessing damage and impact of disaster on pipeline and delivery systems in the county.
2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver natural gas to local users.
3. Arrange mutual aid agreements with neighboring natural gas suppliers/users for assistance during emergency periods.
4. Include emergency response organizations in energy provider exercises to enhance communications prior to the next county-wide emergency.

C. Anderson County Emergency Management Agency (EMA)

1. Develop a database of critical facilities, whether emergency or standby power supplies are in place, and the specific electrical requirements for each.
2. Develop a database of generators available and procedures for acquiring and deploying these generators, with operators, to critical facilities during power failures.
3. Develop a listing of priorities with local energy providers for use in emergency restoration.
4. Coordinate with the Local Emergency Planning Committee (LEPC) to encourage key industries and health care/day care/extended care facilities to acquire and install back-up generators.
5. Include local energy providers in planning and execution of emergency response exercises.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to the EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. All Energy Providers

1. Assess the situation and provide damage assessments to EMA, County Mayor, ESF 5, and ESF 10 (Hazardous Materials) to initiate proper protective actions.
2. Begin system restoration, coordinating activities with other organizations as necessary.
3. Request mutual aid as needed.
4. Make contact with suppliers of critical parts and equipment as necessary.
5. Assist local providers in locating and acquiring equipment necessary to restore local energy delivery capabilities.
6. Provide other ESFs with information about repairs to pipelines and associated systems that may require evacuations, re-staging of response forces, cessation of industrial activities, or other areas where ESFs must take actions or avoid certain activities.

C. Anderson County Emergency Management Agency (EMA)

1. Determine status of power supply at critical facilities and initiate communications with local energy providers to arrange for safe and timely restoration.
2. Arrange for the acquisition and delivery of generators to those critical facilities for which the restoration of power will take an inordinate amount of time.

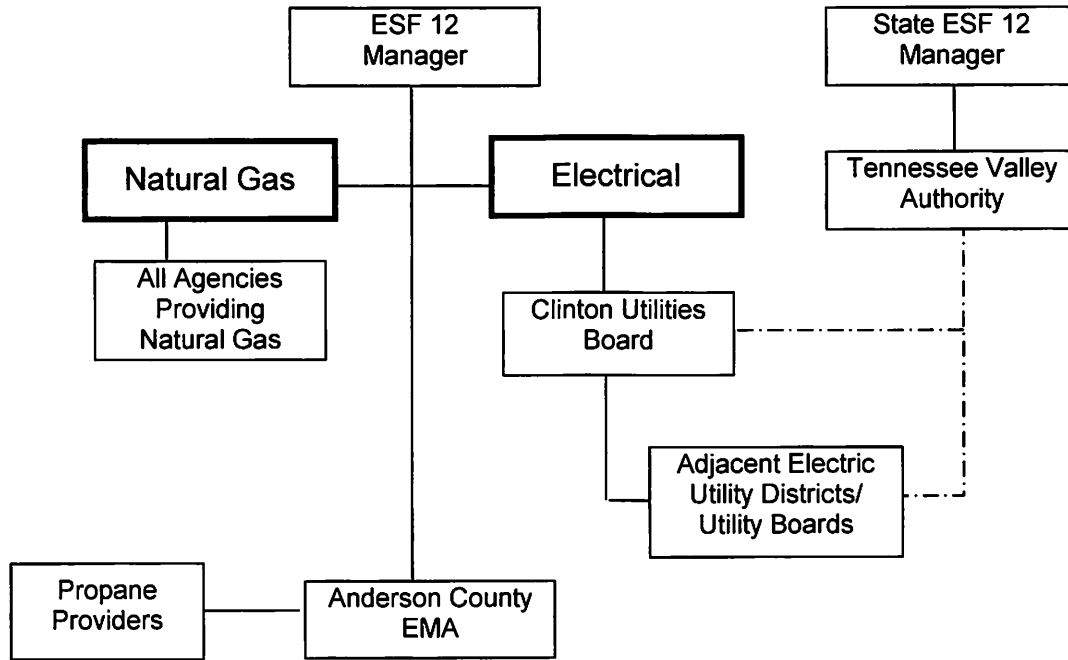
IX. Training

- A. FEMA Independent Study course *IS-812 Emergency Support Function (ESF) # 12 Energy* is available online at training.fema.gov/IS/crslist.asp.
- B. Other training related to this ESF is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 12 APPENDICES

Appendix 1 Energy Organizational Chart

**APPENDIX 1 TO ESF 12
ENERGY ORGANIZATIONAL CHART**



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EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TRAFFIC CONTROL

- I. Lead Agency:** Anderson County Sheriff's Office
- II. Support Agencies:** City Police Departments
Anderson County Highway Department/City Public Works Departments
Tennessee Highway Patrol (THP)

III. Introduction

A. Purpose

1. This subfunction provides for orderly flow of traffic in and around areas affected by emergencies.

B. Scope

1. The following activities fall within the scope of traffic control for the purposes of this ESF:
 - a. Controlling the flow of unauthorized or civilian persons into disaster areas.
 - b. Directing the flow of emergency personnel into affected areas.
 - c. Controlling the flow of outward traffic (victims and nonessential workers) from disaster areas.
 - d. Closing damaged or destroyed highways and redirecting traffic around these areas.
 - e. Posting signs, personnel, and other traffic control devices to enforce traffic control directives.

IV. Policies

- A. Control of traffic is essential to maintaining resource availability in areas affected by a disaster.
- B. Outward flow of persons from the affected areas should not be restricted unless essential to maintaining orderly flow of emergency traffic into affected areas.
- C. Restricting traffic into a disaster area helps to reduce crime and injuries. Access is limited to emergency workers, law enforcement officers, and (when safe) to residents of a damaged area.

V. Situation and Assumptions

A. Situation

1. Emergencies often bring out curious onlookers. Uncontrolled inward flow of unauthorized people is detrimental to law enforcement, response, and recovery actions.
2. In the past, uncontrolled flow of emergency personnel and equipment into damaged areas led to traffic jams, gridlock, and delayed response times.
3. Some disasters (e.g., earthquake) can destroy many roads and bridges, making detours necessary.

B. Planning Assumptions

1. Persons in and outside disaster areas will want to drive around to view the damage.
2. Uncontrolled traffic flow will lead to gridlock. Each jurisdiction has insufficient officers on any given shift to control all of this traffic and deny access to damage areas.
3. It may be necessary to alter traffic flow throughout the county.

4. Many victims may be unwilling to leave their property, even in the face of serious fire, flood or chemical danger. Conversely, there may a large or rapid self-evacuation of people from affected areas. In either extreme, additional officers will be needed from mutual aid jurisdictions.

VI. Concept of Operations

A. General

1. Traffic control operations are an extension of routine law enforcement activities. It may be necessary to add manpower due to the extent of road damage or the type of emergency. In some cases, trained civilian volunteers may assist with traffic control duties.
2. Local law enforcement agencies will control traffic in their jurisdictions to the extent possible. THP will assist; however, local officers may also be needed for traffic control on state roads. Officers should be obtained through local and regional mutual aid agreements prior to requesting additional or specialized assistance from the state.
3. The EOC assists ESF13 Traffic Control by routing information on incoming assistance and any expected evacuations to the Sheriff's Office.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. Anderson County Sheriff's Office
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Perform daily law enforcement activities.
 - c. Provide assistance to local jurisdictions.
 - d. Control traffic during special events and disasters.
 - e. Coordinate use of non-departmental personnel for traffic control functions, if needed.
 - f. Integrate the National Guard into the traffic control organization, if needed.
3. City Police Departments
 - a. Perform daily law enforcement activities. Assist other law enforcement departments.
 - b. Control traffic during special events and emergencies in the city.
 - c. Coordinate with the Sheriff's Office the use of non-departmental personnel to control traffic.
4. Anderson County Highway Department/City Public Works Departments
 - a. Provide signs and other traffic control devices to support traffic control operations.
5. Tennessee Highway Patrol
 - a. Provide traffic control on state roads or other roads as requested.

VII. Mitigation and Preparedness Activities

A. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures to provide and request assistance from other law enforcement agencies during emergencies.
2. Develop traffic control plans for special events and emergencies.

3. Develop procedures to coordinate activities with the Highway Department and Public Works Departments in major emergencies to ensure all agencies know which routes are in use.
4. Develop procedures for determining who is authorized to enter disaster areas.
5. Develop procedures to coordinate with THP, other state agency personnel, and civilian volunteers in traffic control operations during emergencies.
6. Determine which roadblocks will be manned or barricaded by Highway or Public Works Departments.
7. Develop procedures to request Highway or Public Works Departments to erect barricades.
8. Develop means to communicate with non-departmental agencies performing traffic control.
9. Develop local and regional law enforcement mutual aid agreements.
10. Develop procedures to integrate the National Guard into the traffic control organization should they be called to assist.

B. Anderson County Highway Department/City Public Works Departments

1. Develop and maintain an inventory of barricades, signs, and other traffic control devices.
2. Develop procedures to prioritize requests for traffic control devices.
3. Develop local emergency traffic routing plans for specific hazards (i.e., earthquake, flood).

C. Tennessee Highway Patrol

1. Develop plans and policies concerning the use of departmental personnel to assist local law enforcement with traffic control activities on state and local roads during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA. (Sheriff's Office)
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification and recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office/City Police Departments

1. Deploy personnel to prearranged traffic control points as requested by local agencies.
2. Establish traffic control system for jurisdiction.
3. Task other ESFs and participant organizations (or volunteers) to provide personnel and/or equipment to assist with traffic control operations.
4. Respond to other ESF requests for traffic control assistance as resources permit.
5. Enforce traffic control restrictions (including arrest or detention of unauthorized entrants).
6. Direct Highway Department/Public Works Departments to place traffic control devices.
7. Request through the EOC state law enforcement assistance through mutual aid agreements.

8. Request National Guard assistance through EMA and TEMA.

C. *Anderson County Highway Department/City Public Works Departments*

1. Deploy personnel to erect barricades and signs according to prearranged plans or as requested by state or local officials.
2. Coordinate activities with ESF 13 traffic control coordinator.

D. *Tennessee Highway Patrol*

1. Assist local law enforcement with traffic control as requested.

IX. Training

- A. Traffic control training is provided at the Tennessee Law Enforcement Academy in Donelson, Tennessee, as a part of the basic law enforcement training curriculum.
- B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
SECURITY/CRIME CONTROL

- I. Lead Agency:** Anderson County Sheriff's Office
- II. Support Agencies:** City Police Departments
Attorney General's Office
Tennessee Highway Patrol
Tennessee State Fire Marshal's Office
Tennessee Wildlife Resources Agency

III. Introduction

A. Purpose

1. This subfunction provides for the security of victims and emergency workers in disaster areas.

B. Scope

1. This subfunction covers actions related to the security of persons and property and the control of crime in areas affected by an emergency.

IV. Policies

- A.** Tight security must be maintained in areas affected by disasters to prevent looting. Extensive and highly visible law enforcement may also be a deterrent to home repair fraud.
- B.** Security must be provided for fire fighters and EMS personnel when they are working in areas subject to hostilities (e.g., civil disturbances). Also, security must be maintained for critical or essential facilities, public shelters, and communications systems.
- C.** Persons suspected or accused of committing crimes will be treated in the same manner as during non-disaster situations. All suspects are innocent until proven guilty.
- D.** The National Guard may be deployed to support local operations only through a request by the local Chief Elected Official to the Governor (through TEMA).

V. Situation and Assumptions

A. Situation

1. Following a disaster, criminals often move into an area in an attempt to take advantage of the situation. This often includes looting, armed robbery, arson, and other criminal activity.
2. If citizens in an affected area feel security is not adequate, they may take up arms themselves. In extreme situations, vigilante actions may be perpetrated upon innocent citizens or emergency personnel in those areas.
3. During civil disturbances, firefighters and EMS personnel are called upon to work in areas that may be subject to hostile action (such as sniper fire, throwing of bricks or other objects). Security must be provided for these personnel.
4. Critical facilities such as fire, police, and emergency coordination centers may be subject to attack by individuals or groups who recognize the facility's value as a political target or target of opportunity.

B. Planning Assumptions

1. If security is not present in disaster areas, looting and other criminal activity will occur.
2. There will occasionally be situations that necessitate the provision of security for fire service, EMS, or other response personnel.
3. Citizens of areas affected by the emergency want law enforcement personnel to patrol their neighborhoods to provide them with a feeling of security.
4. Persons arrested as suspects in criminal activity will be treated humanely and will be afforded the same rights and courtesies as those arrested during non-emergencies.

VI. Concept of Operations

A. General

1. Most law enforcement actions following a disaster are an extension of day-to-day activities.
2. Local law enforcement agencies deploy personnel in accordance with local SOPs following a disaster. The ESF 13 Manager allocates resources to the best extent possible. If the situation exceeds the capacity of the local jurisdiction to respond, the County Mayor, police chief, or sheriff may call upon the state (e.g., THP, TWRA, Fire Marshal) for assistance.
3. During law enforcement operations, all departments will maintain control over their own personnel, vehicles, and all administrative functions of the organization.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. Anderson County Sheriff's Office
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Provide first line of assistance to jurisdiction during emergencies
 - c. Coordinate law enforcement assistance to other jurisdictions.
 - d. Operate the county jail.
3. City Police Departments
 - a. Provide first line of assistance to jurisdiction during emergencies.
 - b. Provide law enforcement assistance to other jurisdictions.
4. Attorney General's Office
 - a. Provide prosecution of persons charged with crimes during emergencies/disasters.
5. Tennessee Highway Patrol
 - a. Provide assistance to local law enforcement.
 - b. Coordinate with other state law enforcement agencies to provide additional assistance to the county.
6. Tennessee State Fire Marshal's Office
 - a. Provide fire investigation assistance to local agencies.

7. Tennessee Wildlife Resources Agency
 - a. Provide law enforcement assistance in and near state forests and parks.
 - b. Provide specialized assistance to local law enforcement agencies.
 - c. Coordinate agency deployments with the Sheriff's Office and THP.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning:
 - a. The deployment of personnel to assist other law enforcement agencies.
 - b. The delegation of authority to commit agency resources.
 - c. The definition and use of deadly force.
 - d. The use of certain types of weapons, pursuit policies, etc.
2. Provide examples of types of identification carried by agency personnel to other state and local law enforcement offices to reduce confusion during multi-jurisdictional operations.
3. Develop procedures, policies, and capabilities to enforce the law within jurisdiction.
4. Train personnel in general law enforcement operations including arrest, search, and preservation of crime scenes.

B. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures to prioritize requests for assistance from other jurisdictions.
2. Develop procedures for tracking resources deployed in support of local operations.
3. Develop policies/procedures to request assistance from state law enforcement agencies.
4. Develop procedures and policies for use in dealing with civil disorders and terrorism.
5. Develop special weapons and tactics (SWAT) capabilities.
6. Provide training to officers regarding chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.
7. Develop procedures for supplying security personnel for essential state and local facilities (including shelter facilities) to prevent damage and/or harm.
8. Develop plans and procedures for processing large numbers of prisoners during certain emergencies (i.e., civil disorder).
9. Develop plans and procedures for coordinating law enforcement activities with the National Guard.

C. Attorney General's Office

1. Develop policies on prosecution of crimes committed during declared emergencies or disasters.

D. Tennessee State Fire Marshal's Office

1. Develop procedures and policies to prioritize investigations of suspicious fires and to deploy field personnel and equipment in support of criminal fire investigations.
2. Train local fire and law enforcement agencies in fire crime scene preservation techniques.
3. Develop procedures to request assistance from the Federal Bureau of Alcohol, Tobacco, and Firearms for bomb and incendiary device investigations.

E. THP / Tennessee Wildlife Resources Agency

1. Develop procedures/policies concerning the deployment of personnel to assist local law enforcement agencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, material, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office/City Police Departments

1. Deploy personnel to assist local law enforcement operations.
2. Task other local law enforcement agencies to provide assistance, as required, to meet the demands imposed by the particular situation. (Sheriff)
3. Track law enforcement assistance provided to other local and state agencies.
4. Deploy personnel to provide security for fire and EMS teams operating in hostile or potentially hostile environments.
5. Coordinate activities with the National Guard, state law enforcement personnel, and/or federal military officials if such organizations are providing support in affected areas.
6. Deploy specialized units to assist other local units as required.
7. Process and intake prisoners into detention facilities.

C. Attorney General's Office

1. Prosecute persons charged with crimes committed during emergencies.
2. Provide assistance with investigations of fraudulent consumer practices following disasters.

D. Tennessee State Fire Marshal's Office

1. Perform field and laboratory investigations of suspicious fires as requested by state and local fire service organizations.
2. Maintain statistics regarding fire incidence during the emergency.
3. Request Federal Bureau of Alcohol, Tobacco, and Firearms assistance, if necessary.

E. THP / Tennessee Wildlife Resources Agency

1. Deploy personnel to assist local law enforcement agencies as requested.

IX. Training

- A.** Basic law and specialized law enforcement training is provided by the Tennessee Law Enforcement Academy in Donelson, Tennessee.
- B.** State and local law enforcement personnel may attend specialized courses at the FBI Academy, Quantico, VA, and the FBI Training Facility, Glynnco, GA. Other courses are offered at facilities

operated by the Bureau of Alcohol, Tobacco, and Firearms, U.S. Customs Service, the U.S. Secret Service, and U.S. military branches.

- C.** Instruction in fire and arson investigation techniques is provided by the Bureau of Alcohol, Tobacco, and Firearms, as well as the National and State Fire Academies.
- D.** FEMA Independent Study course *IS-813 Emergency Support Function (ESF) # 13 Public Safety & Security Annex* is available online at training.fema.gov/IS/crslist.asp.
- E.** Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

INSTITUTIONS/JAILS

- I. Lead Agency:** Anderson County Sheriff's Office
- II. Support Agencies:** City Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation

III. Introduction

A. Purpose

1. This subfunction provides for operation of local jails and detention facilities during emergencies.

B. Scope

1. This subfunction provides for the following with respect to local jails/detention facilities:
 - a. Process and intake of large numbers of prisoners and detainees during emergencies.
 - b. Relocation of the prison population in the event of an emergency.
 - c. Capture of escaped prisoners and detainees.

IV. Policies

- A.** Escaped state prisoners will be recaptured in accordance with the Prison Escape Emergency Plan, prepared jointly by TEMA, the Department of Corrections, and the Governor's Office.

V. Situation and Assumptions

A. Situation

1. Local jails and detention facilities can be damaged by disasters and emergencies.
2. Persons housed in local jails are not able to take protective actions on their own; therefore, the county (through the Sheriff's Office) is responsible for their safety and security.
3. State prisons may also be damaged, necessitating the relocation of state prisoners.

B. Planning Assumptions

1. The Sheriff's Office will take all measures necessary to protect prisoners in custody.
2. Emergencies that affect local communities may affect local jails.
3. Jail escape attempts will continue and may increase if security systems are damaged.

VI. Concept of Operations

A. General

1. Anderson County, through the Sheriff's Office, operates a detention facility for holding prisoners. The Tennessee Department of Corrections operates several prisons, as does the Department of Youth Development. The Department of Mental Health and Developmental Disabilities also operates several state hospitals and facilities where those judged mentally unstable reside. Each of these sites may house several hundred individuals. Prisoners and patients are not able to "free" themselves in the event of a

disaster. It is incumbent upon state and local officials to provide adequate protection to these people in such incidents.

2. Local jails, in many cases, house some state prisoners.
3. Any emergency may necessitate the relocation of individuals housed in these facilities. It is the responsibility of the facility operators to prepare plans for the relocation of persons housed therein. Local prisoners may be housed in state detention facilities temporarily if space exists. State prisons will relocate their inmates to other available state or local facilities for the duration of the emergency. The originating facility is responsible for providing personnel to monitor and assist relocated inmates.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. Anderson County Sheriff's Office
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) at the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Operate local jail and detention facilities.
 - c. Coordinate the development of a local escapee recapture plan.
3. City Police Departments
 - a. Assist with the recapture of jail escapees.
4. Tennessee Highway Patrol
 - a. Recapture escaped state prisoners once they are outside state prison grounds.
5. Tennessee Bureau of Investigation
 - a. Recapture prisoners, following their classification as "fugitives."

VII. Mitigation and Preparedness Activities

A. Anderson County Sheriff's Office

1. Coordinate with THP and Tennessee Department of Corrections to develop local jail escape response plans.
2. Coordinate agreements with state officials to develop procedures for relocating prison populations to other local or state facilities.
3. Develop plans for notifying local and state officials of an escape, and for coordinating the recapture of escapees.
4. Develop emergency plans for jurisdictional prisons/detention facilities.

B. City Police Departments

1. Develop plans and policies to assist the Sheriff's Office with recapture of escapees.

C. Tennessee Highway Patrol

1. Develop procedures for assisting local officials with the recapture of escaped prisoners.
2. Develop procedures for supplying security assistance to local jurisdictions relocating prisoners to state and other facilities during emergencies.

D. Tennessee Bureau of Investigation

1. Develop procedures for assisting with the recapture of escaped prisoners.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office

1. Implement escape emergency plans, if required.
2. Relocate prison population if needed. Notify all agencies concerned.
3. Provide damage assessment information to ESF 5.
4. Request assistance from other ESF 13 organizations as required.

C. City Police Departments

1. Assist with escapee recapture as requested by local/state agencies.

D. Tennessee Highway Patrol

1. Deploy personnel and equipment to assist with recapture of escaped prisoners.
2. Provide security during the relocation of prison populations.

E. Tennessee Bureau of Investigation

1. Deploy officers to assist with recapture efforts, as requested.
2. Initiate fugitive cases against escapees following prison escapes.

IX. Training

- A.** Training for corrections personnel is provided at the State Correctional Academy in Tullahoma, Tennessee.
- B.** Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT
EVACUATION/MOVEMENT

- I. Lead Agency:** Anderson County Sheriff's Office
- II. Support Agencies:** City Police Departments
Anderson County Mayor/City Managers
Anderson County Fire Departments/City Fire Departments
Anderson County Hazardous Materials Team
Anderson County Rescue Squad and EMS
Anderson County Highway Department/City Public Works Departments
Anderson County Building Commissioner/City Building Inspectors
Anderson County/City Schools Directors/Superintendents
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

1. This subfunction provides for the evacuation of residents and/or emergency workers.

B. Scope

1. Evacuation could become necessary for any one or more of the following reasons:
 - a. Hazardous materials release.
 - b. Flood and/or dam failure.
 - c. Fixed nuclear facility accident.
 - d. Major structural or woodland fire.
 - e. Potential or actual building collapse.
 - f. Terrorist attack or attack by a foreign government.
2. Prison/jail population evacuation may also be required due to any of the above reasons.

IV. Policies

- A.** The decision to evacuate a limited area is initially made by the Incident Commander. The Incident Commander is the senior jurisdictional fire, EMS, or law enforcement officer in charge of an emergency scene and is empowered by state law to make such decisions. County- or city-wide evacuation decisions rest with the Chief Elected Official of the affected jurisdiction.

V. Situation and Assumptions

A. Situation

1. Failure of a dam would cause inundation and destruction of downstream areas. There is one major dam in Anderson County.
2. There are nuclear power plants and other fixed nuclear facilities in Tennessee. Federal law requires that plans exist to evacuate nearby residents in case of an accident.
3. Chemical spills occur periodically. Some spills may be significant enough to warrant the evacuation of nearby residents to ensure their health and/or safety.
4. Each year several flood incidents potentially require the relocation of affected residents.

5. Each year fires may cause the evacuation of nearby residents.
6. After an earthquake, explosion, flood, or other incident, some structures may be damaged to the point they pose a significant falling or collapse hazard to nearby residents.
7. Since 1989, the threat of a large-scale nuclear attack on the United States has diminished. However, terrorist attacks have occurred that required evacuation of threatened residents.

B. Planning Assumptions

1. The threats identified in paragraphs V.A.1 through V.A.7 will continue to exist.
2. People in hazard areas will evacuate when such orders are given.
3. Some portion of the evacuated population will require shelter provided by ESF 6.

VI. Concept of Operations

A. General

1. The primary responsibility for determining the need for and the method of an evacuation rests with the Incident Commander or elected officials in most cases. Exceptions to this are when the state has responsibility for ordering evacuations associated with:
 - a. Nuclear power plant or nuclear fixed facilities accidents.
 - b. Threat of attack or terrorist activity.
 - c. Dam failures or potential failures.
2. Local officials are authorized by state law to order evacuations if they believe that persons in an area are in jeopardy. Local officials are also responsible to provide temporary shelter.
3. The decision to evacuate any given area will be made by the Incident Commander or the Chief Elected Official for the affected area(s) after consulting with all agencies at the scene.
4. Local officials may request state assistance to help with evacuations and provide temporary shelter. Also, local officials assist and carry out state-ordered evacuations.
5. Broadcasts of evacuation orders, route information, and information on shelter locations will be provided to the print and broadcast media through the PIO.
6. The official or agency ordering the evacuation will also issue the order allowing the return of evacuees to their homes and businesses.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Assist EMA in developing evacuation plans.
 - c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.
2. Anderson County Sheriff's Office/City Police Departments
 - a. Provide a representative to act as Emergency Services Coordinator (ESC) at the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Provide the point of contact for state officials to coordinate evacuations.
 - c. Coordinate the implementation of locally ordered evacuations.

- d. Provide legal guidance to officers concerning possible physical removal of individuals who may not agree to evacuate voluntarily.
- e. Coordinate traffic control operations with evacuation plans.
- 3. Anderson County Mayor/City Managers
 - a. Order evacuations for the jurisdiction.
- 4. Anderson County/City Fire Departments/Hazardous Materials Team
 - a. Implement evacuation orders in fires and hazardous materials incidents that threaten lives and/or property.
 - b. Coordinate with Tennessee Division of Forestry decisions to evacuate areas affected by grassland and forest fires.
- 5. Anderson County Rescue Squad and EMS
 - a. Acquire EMS vehicles for use in evacuating nursing homes/hospitals, and rescue boats/four-wheel drive vehicles for other specialized evacuations.
- 6. County/City Building Inspectors/County Highway Department/Public Works Departments
 - a. Assist with decisions regarding evacuations from structures with actual or impending building collapse.
- 7. Anderson County/City Schools Directors/Superintendents
 - a. Provide facilities for temporary shelter to evacuees unable to find other shelter (see ESF 6).
 - b. Obtain bus transportation to move evacuees to shelters.
- 8. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate evacuations.
 - b. Assist each department with evacuation decisions and plan development.

VII. Mitigation and Preparedness Activities

A. Anderson County Sheriff's Department/City Police Departments

- 1. Develop procedures to coordinate local agencies in state and locally ordered evacuations.
- 2. Develop policies and procedures to issue evacuation orders as a result of law enforcement operations.
- 3. Develop evacuation plans (with EMA) for incidents at hazardous materials sites, as well as other specialized facilities/events.
- 4. Develop evacuation plans for high-hazard sites. Coordinate with all affected agencies.
- 5. Develop plans and procedures for traffic control for sites with high evacuation potential.

B. Anderson County Mayor/City Managers

- 1. Develop procedures and policies concerning the issuance of local-level evacuation orders.

C. Anderson County Fire Departments/City Fire Departments/Hazardous Materials Team

- 1. Develop policies and procedures to issue evacuation orders as a result of fire hazards, fire department operations, hazardous materials incidents or grassland/woodland fires.

D. Anderson County Rescue Squad and EMS

- 1. Develop procedures and policies regarding the allocation of specialized vehicles to assist with the evacuation of persons during major emergencies.

E. Anderson County/City Building Inspectors/Highway and Public Works Departments

1. Develop procedures and policies governing the necessity of evacuations as a result of actual or potential building collapse.

F. Anderson County/City Schools Directors/Superintendents

1. Develop procedures for opening facilities for use as temporary shelters. (See ESF 6)

G. Anderson County Emergency Management Agency (EMA)

1. Develop policies concerning assistance to local departments with evacuation decisions.
2. Develop standard operating procedures for coordinating local evacuation efforts.
3. Develop appropriate EAS and other public information material for use during ordered evacuations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Sheriff's Office/City Police Departments

1. Coordinate evacuations as ordered to include the following actions:
 - a. Provide traffic control to support evacuations.
 - b. Deploy personnel to assist local officials with evacuations as requested.
 - c. Execute evacuation orders, as required, to perform law enforcement activities.
 - d. Monitor evacuation routes for traffic flow problems or accidents.
 - e. Arrange for wrecker services.
2. Task other ESFs and participant organizations for assistance as required. (Sheriff)
3. Provide information to ESF 5 concerning number of evacuees, vehicles, etc.

C. Anderson County Mayor/City Managers

1. Collect, analyze, and evaluate information provided by EMA or other agency to assist in making decisions regarding evacuations.
2. Issue order to evacuate when deemed necessary, and rescind order when appropriate.

D. Anderson County Fire Departments/City Fire Departments/Hazardous Materials Team

1. Issue evacuation orders as required to perform firefighting or hazardous materials containment, and rescind order when appropriate.

E. Anderson County Rescue Squad and EMS

1. Allocate EMS units, other specialized vehicles, and personnel to assist with evacuation efforts.

F. County/City Building Inspectors/Highway and Public Works Departments

1. Deploy personnel to coordinate with officials regarding the necessity of evacuations as a result of damaged buildings posing actual or potential collapse.

G. Anderson County/City Schools Directors/Superintendents

1. Open school facilities for shelters as required. (See ESF 6)
2. Locate and arrange for the delivery of buses, vans, or other specialized vehicles to areas where they are needed for evacuations.

H. Anderson County Emergency Management Agency (EMA)

1. Coordinate evacuation efforts as required.
2. Assist with decisions concerning evacuations.
3. Activate local EAS and other warning systems as appropriate to provide notification to local citizens regarding nature of evacuation, routing information, and shelter locations.

IX. Training

- A. Training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TERRORISM

- I. **Lead Agency Crisis Mgt:** Anderson County Sheriff's Office/City Police Departments
- la. **Lead Consequence Mgt:** Anderson County Emergency Management Agency
- II. **Support Agencies:**
 - Anderson County Health Department
 - Methodist Medical Center
 - Anderson County Agriculture Extension Agent
 - Anderson Co./City Fire Departments/Hazardous Materials Team
 - Anderson County Rescue Squad and EMS
 - Anderson County Highway Dept./City Public Works Depts.
 - Electric/Gas/Water Utilities

III. Introduction

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, and computer-based cyber attacks, to the use of chemical, biological, and nuclear weapons.

High-risk targets include military and civilian government facilities, international airports, large cities and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, they are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

A. Purpose

1. This subfunction of the Anderson County Basic Emergency Operations Plan (BEOP) supports the Terrorism Annex of the Tennessee Emergency Management Plan (TEMP) and the federal National Response Framework (NRF). It addresses direction and control, coordination, operations, and follow-through during response to an act or the threat of an act of terrorism. This subfunction addresses both Crisis Management and Consequence Management and provides guidelines for responsibilities of agencies and personnel before, during, and after such incidents. This subfunction does not supersede existing local or state laws governing emergency operations.

B. Scope

1. **Crisis Management** includes measures to identify, acquire, and plan for the use of resources in anticipation, prevention, and/or resolution of a threat or act of terrorism. Crisis Management is predominantly a law enforcement response but may be conducted by agencies within the federal Office of Homeland Security or the state law agencies tasked by the Tennessee Office of Homeland Security or Homeland Security Council in coordination with local law enforcement authorities. By law, primary authority to prevent and respond to acts of terrorism resides with the federal government, while state and local governments provide assistance as needed. Technical operations and federal consequence management may support federal crisis management response concurrently.

2. **Consequence Management** includes measures to protect public health and safety, restore essential services, and provide emergency relief to jurisdictions, businesses, and individuals affected by the consequences of acts of terrorism. By law, primary authority to respond to the consequences of terrorism, belong to the Office of Homeland Security and state and local governments. The local Basic Emergency Operations Plan is the foundation for emergency response for the community and will be used for response under this subfunction.

IV. Policies

- A. All responders must be aware of the need to preserve evidence.
- B. Interactions with the media will use standard Incident Command practices and guidance from ESF 5 of the county's Basic Emergency Operations Plan. This directs that remarks to media and outside agencies will be confined to events directly observable and quantifiable with verified information. Avoid speculation and comments on areas not directly in each responder's area of responsibility.
- C. Due care will be given to protect the rights and privacy of any victims and to provide immediate basic human needs.

V. Situation and Assumptions

A. Situation

1. In planning for and responding to a terrorist incident, emergency managers and responders will find considerations unique to the emergency. Those providing leadership for the responders must give consideration to the physical safety of those who are responding to the emergency. The quickly escalating, multi-agency nature of the terrorism-incident response requires additional coordination.
2. Local, state, and federal responders are likely to have overlapping responsibilities such as controlling access to the incident area, targeting public information messages, assigning operational sectors for responding agencies, and assessing potential effects on the population and the environment. Different areas of the incident perimeter and different layers of the area may have different agencies controlling access. This layering may impede the overall response if not adequately coordinated. In the event that the county declares a terrorist incident, a representative from TEMA will respond to the Incident Command Post to offer advice and, if asked, provide state resources to cover gaps in local response capabilities. This same representative will assist in assessing needs beyond the state's capabilities and begin to coordinate requests for federal assistance and response to the scene.
3. Terrorism generally falls into one of the following areas:
 - a. Nuclear and Radiological Terrorism
 - b. Chemical Terrorism
 - c. Biological Terrorism
 - d. Cyber Terrorism
 - e. Agri-Terrorism

Nuclear and Radiological Terrorism

Nuclear explosions can cause deadly effects—blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat, and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.

Terrorist use of a radiological dispersion device (RDD)—often called “dirty nuke” or “dirty bomb”—is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter

dangerous and sub-lethal materials over a general area. Such radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radiological materials, used widely in medicine, agriculture, industry, and research, are much more readily available and easy to obtain compared to weapons-grade uranium or plutonium.

Terrorist use of a nuclear device would probably be limited to a single smaller "suitcase" weapon. The nature of the effects would be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited.

Chemical Terrorism

Chemical warfare agents are poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants. They can be released by bombs, sprayed from airplanes, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

1. Lung-damaging (pulmonary) agents such as phosgene.
2. Cyanide
3. Vesicants or blister agents such as mustard.
4. Nerve agents such as GA (tabun), GB (sarin), GD (soman), GF, and VX.
5. Incapacitating agents such as BZ.
6. Riot-control agents (similar to MACE).

Biological Terrorism

Biological agents are organisms that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would be used as weapons are bacteria, viruses, and toxins.

Bacteria -- are small, free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

Viruses -- are organisms that require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

Toxins -- are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. They can be dispersed by spraying them in the air, infecting animals that carry the disease to humans, and through food and water contamination.

Aerosols -- Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

Animals -- Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading disease through livestock is referred to as agri-terrorism. (See Agri-Terrorism below)

Food and water contamination -- Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. The effect was to disrupt mail service and to cause widespread fear of handling mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Cyber Terrorism

Cyber terrorism attacks target computer or tele-communications networks of critical infrastructures such as power systems, traffic control systems, or financial systems. Cyber attacks target information technologies (IT) in three different ways. First, is a direct attack against an information system "through the wires" alone (hacking). Second, the attack can be a physical assault against a critical IT element. Third, the attack can be from the inside as a result of compromising a trusted party with access to the system.

Services such as electricity, telephones, natural gas, gasoline pumps, cash registers, ATM machines, and internet transactions could be affected.

Agri-Terrorism

Agri-terrorism is the malicious use of plant or animal pathogens to cause devastating disease in the agricultural sector. It may also take the form of hoaxes and threats intended to cause public fear of such incidents.

Biological weapons are not just a threat to human health. A terrorist armed with animal or plant pathogens also threatens the livestock, poultry, and crops of the agricultural sector, a vital part of the U.S. economy. The fact that a single, determined individual or small group could bring all U.S. beef or wheat exports to a halt underscores the need for increased defense against this threat.

Infecting a herd of livestock that lives out in the open would be easier than attacking people, and some diseases, such as hoof-and-mouth disease, could spread quickly as producers move and disperse their herds. One aspect of agri-terrorism that differentiates it from biological terrorism aimed at killing or sickening people is that this is essentially an *economic attack*. Although there are animal diseases that can also infect humans, those diseases are few, and in most cases, the impact on human health is not serious. The real impact of agri-terrorism is the potential for devastating economic impact.

VI. Concept of Operations

A. Crisis Management:

Local law enforcement provides a response to a range of incidents, including:

1. A credible threat, whether verbal, written, intelligence-based, or other form.
2. An act of terrorism.
3. The presence of an explosive device or WMD capable of causing a significant destructive incident confirmed prior to actual loss of life or property. (Significant Threat)
4. The detonation of a device or other destructive incident, with or without warning, that results in limited injury or death. (Limited Consequences -- requires state and local Consequence Management response)
5. The detonation of a device or other destructive incident, with or without warning, that results in substantial injury or death. (Major Consequences -- requires federal Consequence Management response)

During the Crisis Management phase, local county law enforcement will coordinate closely with the TBI, the FBI, and the Department of Homeland Security to achieve a successful law enforcement resolution to the incident. Local law enforcement will determine what assistance

may be needed from the state or other agencies to support Crisis Management and will coordinate this request through their local EMA. The TBI will coordinate requirements with other state agencies, to include TEMA.

As indicated in the *National Response Framework*, the Department of Homeland Security and the FBI will modify its Command Post to serve as a Joint Operations Center (JOC) as formed under the National Incident Management System (NIMS)/Incident Command System (ICS) model. The JOC will function under standard NIMS/ICS with an additional cell for Consequence Management. Representation within these groups will include federal, state, and local agencies which will have roles in Consequence Management. The federal agencies in authority will request selected Consequence Management agencies to serve in certain groups.

B. Consequence Management

1. Pre-Incident

Federal agencies may notify various agencies, including local law enforcement, the TBI, and TEMA, of a significant threat of an act of terrorism. Local government may decide to establish a Forward Command Post (FCP) at the scene for coordination between the local Incident Commander, the state representative (normally a TEMA Area Field Coordinator), and the federal agencies. The ICS model will be used at all times.

If a JOC is established, a local EMA representative will work with a TEMA representative to monitor crisis response and provide advice on decisions that will be shared between the Crisis Management and the Consequence Management lead agencies.

Although operational decisions will be made cooperatively to the greatest extent possible, the Federal On-Scene Commander retains authority to make crisis management decisions at all times.

As the situation progresses, the county EMA Director may activate the Emergency Operations Center (EOC). Consequences may become imminent. State or federal assets may be requested to avert or lessen the threat of an incident. TEMA may activate the state EOC to provide assistance to the county. Co-location of local, state, and federal agencies may be used for a Unified Command.

2. Trans-Incident (situation involves transition from threat to act)

If a consequence situation becomes imminent, the primary Consequence Management agencies will begin to disengage from the JOC. A Joint Information Center (JIC) involving county, state, and federal representatives will be established in the field to respond to the media, members of Congress, and foreign governments. Local PIOs will respond to questions from the media for local authorities.

3. Post-Incident (incident without warning)

If what appears to be an act of terrorism occurs without warning and produces major consequences, local law-enforcement and EMA will initiate Crisis and Consequence Management actions concurrently. Anderson County EMA will immediately consult with the County Mayor/City Managers to declare a state of emergency and will enact the procedures as determined in the BEOP. The local BEOP will be used to coordinate and manage consequence response.

4. Disengagement

If there is no act of terrorism, the Consequence Management response disengages when the local EMA Director, in consultation with local law enforcement and TEMA, issues a cancellation notification through standard procedures. Local assigned agencies will disengage per standard procedures identified in the BEOP.

If there is an act of terrorism, each agency responding will disengage at the appropriate time per standard procedure. Agencies operating under other plans may continue to assist local government in monitoring, decontamination, and site restoration.

C. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Route all requests for resources through the EOC.
 - c. Prepare and submit to EMA an after-action report; participate in incident critique.
2. Anderson County Sheriff's Office/City Police Departments
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability for coordination with all agencies; local, state, and federal.
 - b. Appoint a local law enforcement on-site commander to provide leadership and direction for the emergency management response.
 - c. Maintain coordination with FBI, the Department of Homeland Security, and TBI.
 - d. Secure the outer perimeter and maintain integrity of the crime scene.
 - e. Ensure only authorized personnel may enter secured areas.
 - f. Gather witness statements.
 - g. Request necessary assistance from Public Works to identify routes needing barricades and signs. Secure impassable roads.
 - h. Provide security for the following: disaster site, Emergency Operations Center, Incident Command Post, hospitals, and other sites as requested.
 - i. Enforce quarantine controls, if applicable.
 - j. Implement any curfews ordered by the County Mayor/City Managers
 - k. (see ESF 13)
3. Anderson County Emergency Management Agency (EMA)
 - a. Activate the local Emergency Operations Center.
 - b. Establish communications with the Regional and State Emergency Operations Centers.
 - c. Coordinate with Law Enforcement to formulate incident action plans, define priorities, review status, resolve conflicts, identify issues that require decisions from higher authorities, and evaluate the need for additional resources.
 - d. Establish a Mobile Command Post (MCP) if needed and available.
 - e. Track the status of actions assigned to local county agencies.
 - f. Track the status of assistance requests and responses.
 - g. Coordinate the local emergency management response with the lead federal and state emergency management agencies.
 - h. Coordinate infrastructure vulnerability analysis.
 - i. (See Basic Plan, Appendix 1, 2, and 3)
4. Anderson County Health Department/Methodist Medical Center/ Agriculture Extension Agent
 - a. Coordinate with hospitals and other health/medical care facilities in the investigation of a bio-terrorist event.

- b. Assess the number of persons and areas affected to determine the potential public health impact.
 - c. Provide technical assistance for the monitoring of private citizens and emergency workers for exposure to chemical, radiological, or biological agents.
 - d. Provide for administration of preventive measures, such as vaccines and antibiotics.
 - e. Coordinate information sharing with all federal, state, and local public health and medical officials, and with EOC personnel.
 - f. Provide advice and guidance on the monitoring of public and private water sources, wastewater systems, and food service establishments, and request the issuance of appropriate public health warnings, if necessary.
 - g. Provide advice and guidance to the local animal control unit to protect public health.
 - h. Notify health service institutions of special mass casualty treatment requirements.
 - i. (See ESF 8)
5. County Fire Departments/City Fire Departments/Hazardous Materials Team/Rescue Squad
- a. Maintain incident site safety.
 - b. Decontaminate victims/rescuers (in consultation with public health officials).
 - c. Activate search and rescue teams, as needed.
 - d. Coordinate the fire department's role in providing emergency medical services, if appropriate.
 - e. Report disaster-related damage information as it is encountered to the Emergency Operations Center.
 - f. Participate in the Joint Information Center.
 - g. (See ESF 4, 9 and 10)
6. Anderson County Emergency Medical Service (EMS)
- a. Ensure that personal protection protocols have been implemented.
 - b. Ensure that responding emergency medical teams coordinate with the Incident Commander or Unified Command.
 - c. If necessary, establish a triage area in close proximity to, but outside, the hot zone.
 - d. Ensure that the triage areas have adequate medical supplies.
 - e. Provide a medical inventory to determine what supplies are needed (including appropriate antidotes and antibiotics) and the number of ambulances needed.
 - f. Determine what, if any, medical resources and systems need augmenting on the scene.
 - g. (See ESF 8)
7. Anderson County Highway Department/City Public Works Departments/Utilities
- a. Provide barricades and signs for road closures and boundary identification.
 - b. Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items.
 - c. Determine the extent and cause(s) of damage and outages faced by local utilities. Report this information to the EOC staff.

- d. Provide engineering expertise to inspect public structures to determine whether they are safe to use.
 - e. Ensure that Public Works crews report damage information to the Emergency Operations Center.
 - f. (See ESF 1, 3, and 12)
8. Supporting Agencies
- a. All other agencies will perform duties as assigned in the Anderson County Basic Emergency Operations Plan unless otherwise noted in this subfunction.

VII. Training

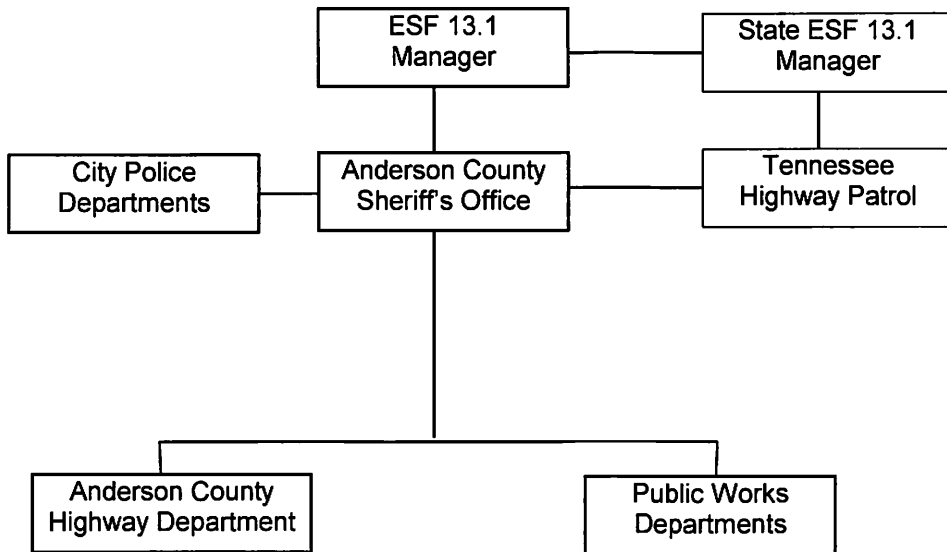
- A. Training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 13

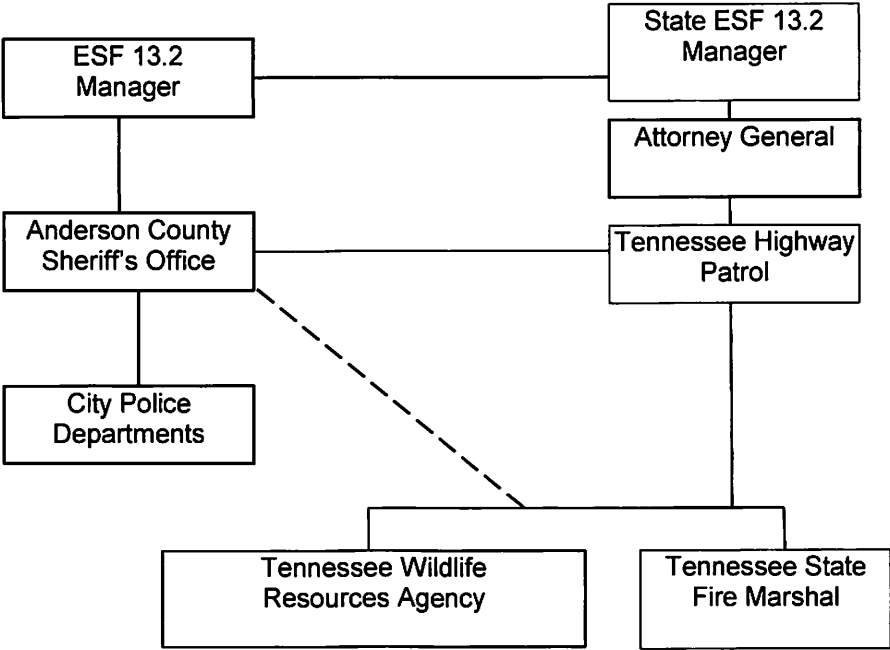
APPENDICES

- Appendix 1 Traffic Control Organizational Chart
- Appendix 2 Security/Crime Control Organizational Chart
- Appendix 3 Institutions/Jails Organizational Chart
- Appendix 4 Evacuation/Movement Organizational Chart
- Appendix 5 Location of Law Enforcement Agencies and Jails

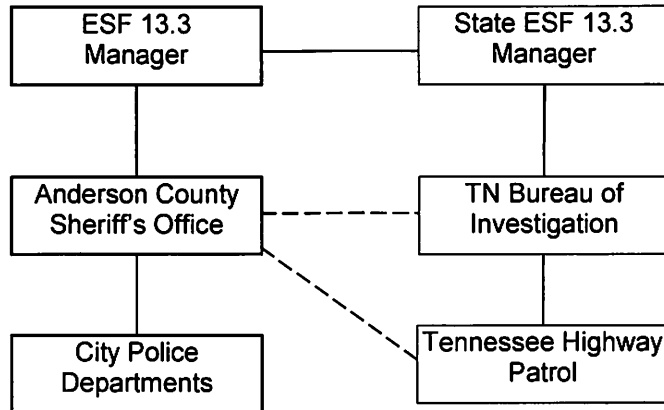
APPENDIX 1 TO ESF 13
TRAFFIC CONTROL ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 13
SECURITY/CRIME CONTROL ORGANIZATIONAL CHART

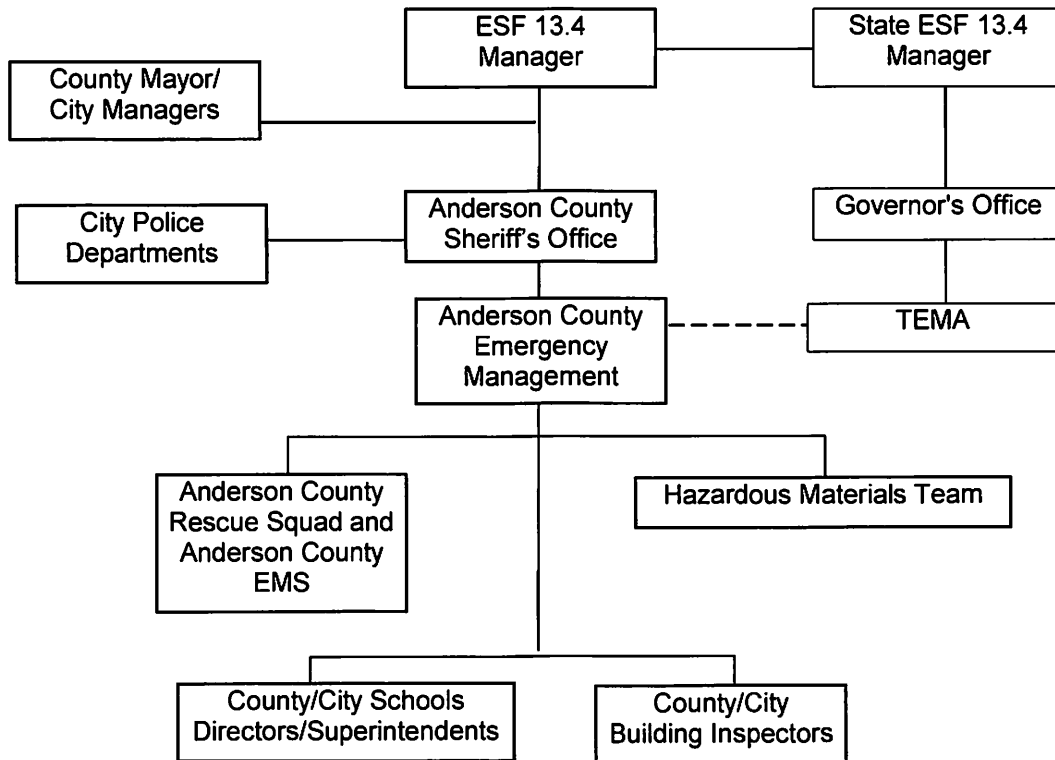


**APPENDIX 3 TO ESF 13
INSTITUTIONS/JAILS ORGANIZATIONAL CHART**



APPENDIX 4 TO ESF 13

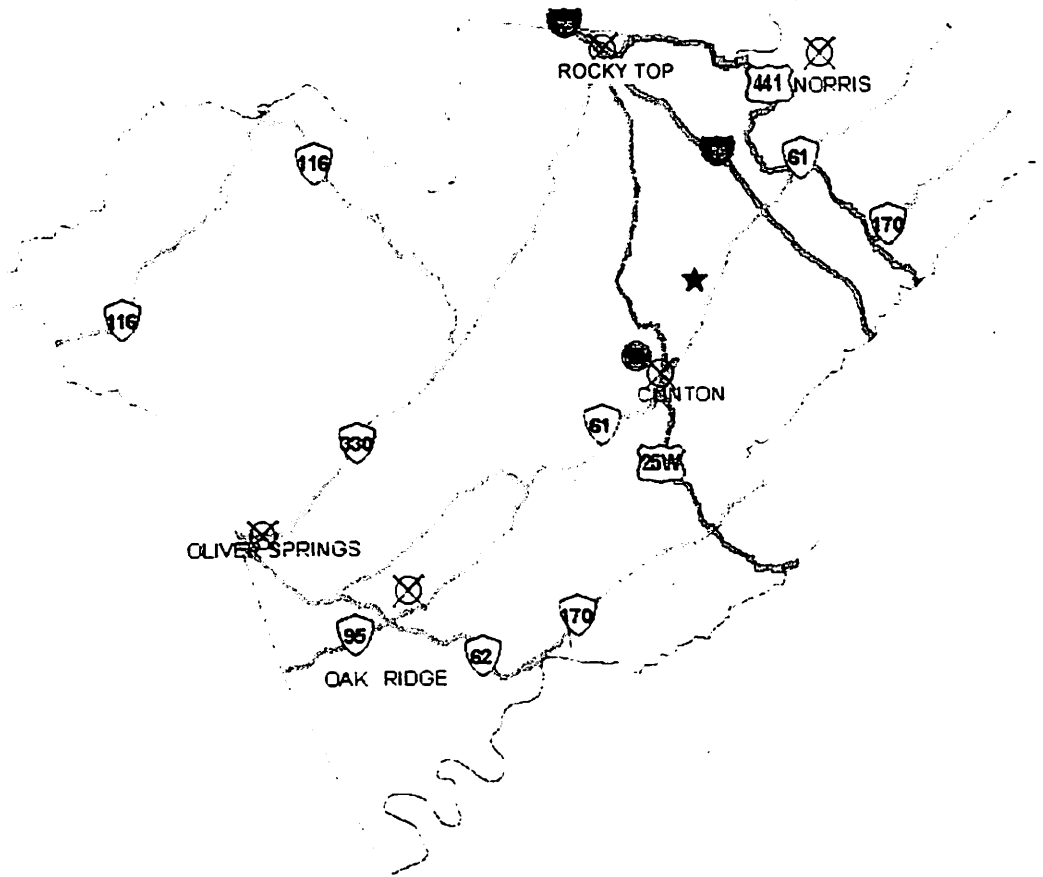
EVACUATION/MOVEMENT ORGANIZATIONAL CHART



APPENDIX 5 TO ESF 13

LOCATION OF LAW ENFORCEMENT AGENCIES AND JAILS

- ★ County Jail
- Sheriff's Office
- ⊗ Police Departments



ESF 14

DONATIONS and VOLUNTEERS

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DONATIONS AND VOLUNTEERS
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EMERGENCY SUPPORT FUNCTION 14
DONATIONS/VOLUNTEERS
DONATIONS

- I. Lead Agency:** Anderson County Finance Director
- II. Support Agencies:** Anderson County Mayor/City Managers
Anderson County Sheriff's Office/City Police Departments
Anderson County Highway Department/City Public Works Departments
Anderson County Emergency Management Agency (EMA)

III. Introduction

A. Purpose

1. This subfunction establishes overall ways to properly handle donated goods and funds.

B. Scope

1. This subfunction pertains to major disasters with regional or national media coverage. Minor incidents generally generate few, if any, donations.

IV. Policies

- A.** Donated goods and funds must be controlled or this flow of items may tie up traffic routes and emergency personnel. Unneeded goods detract from efforts to assist disaster victims.
- B.** Planning strategies and procedures used in handling donated items in Tennessee will be in accord with the National Donations Management Strategy used by FEMA and other states.

V. Situation and Assumptions

A. Situation

1. In a disaster with widespread media coverage, persons and organizations outside the impacted area send a wide variety of items, believing they may be of help to the victims. These items range from monetary or single donations to multi-vehicle convoys loaded with everything imaginable.
2. The uncontrolled movement of such goods into areas impacted by the disaster creates problems for emergency workers, who must spend time trying to locate places to store the items and initiate mechanisms for distributing them to victims.

B. Planning Assumptions

1. Most emergencies in the county will generate little, if any, influx of donated goods.
2. Widespread media coverage of major disasters in the county will initiate all types of unsolicited relief actions by persons/organizations outside the county, including collection of donated goods and the movement of those goods to affected areas.
3. Left unchecked, the flow of donated goods into the county will disrupt relief efforts.

VI. Concept of Operations

A. General

1. In smaller disasters (e.g., a localized tornado), a small amount of donated materials may find its way into Anderson County. Generally, local relief organizations should be able to manage this flow. A major disaster, however, may pose a larger challenge.

2. For regional disasters (e.g., snow emergencies), the ESF 14 work group will take primary responsibility for managing the influx of donations. In the event of a major or catastrophic disaster (e.g., a large earthquake in East Tennessee) the state ESF 14 would assist the county in dealing with the projected large flow of donated goods.
3. The ESF 14 Donations Management Group will determine the need to initiate the Donated Goods Management Plan, which involves the following:
 - a. Issue press releases to request cash donations as opposed to donations of goods. Releases concerning donations other than cash should stress what *is* and *is not* needed, as well as requirements for proper packaging, labeling, and transporting of goods to reception centers.
 - b. Activate ESF 14 at the EOC and other operating locations.
 - c. Establish a Donations Management Center outside the affected area, as well as staging areas for use in managing the deployment of needed goods.
 - d. Coordinate transportation requirements for incoming donations, including:
 - (1) Relaying information to THP, state rest areas, and weigh stations concerning route information and the acceptance or rejection of certain types of goods.
 - (2) Placement of signs indicating routes to the reception center and/or staging areas.
 - (3) Passage of designated goods for direct delivery to affected areas.
 - e. Coordinate ESF 14 activities with other ESFs, particularly ESF 7 and ESF 13. Prior to making a commercial purchase, ESF 7 should contact the ESF 14 workgroup to determine whether or not needed items are available from donations. If needed goods exist in the donations system, ESF 7 will acquire the goods and arrange for their delivery as for any other county-acquired resource. ESF 13 will arrange for inmate trustee labor to move bulky and non high-value items.
4. The Finance Director will prearrange the use of various warehouses or lockable trailers for use as potential Donations Management Centers. The ESF 14 Manager is responsible for developing plans and procedures for operating these facilities, including the necessary manpower (county staff, inmates, volunteers) and logistical requirements associated with such operations (i.e., forklifts, security, and safety).

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Finance Director
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability.
 - b. Coordinate donations management planning among local agencies and the subsequent development of the county donations management plan.
 - c. Request non-emergency county personnel to assist with processing donated items.
 - d. Locate and secure space or trailers for donated goods.
 - e. Locate and secure transportation resources for the movement of needed goods to affected areas.
3. Anderson County Mayor/City Managers
 - a. Manage cash donations received by the county/city.

4. Anderson County Sheriff's Office/City Police Departments
 - a. Provide routing information to carriers of incoming donated goods.
 - b. Arrange for security at donated goods warehouses and staging areas (uniformed officers or other individuals as the situation requires).
 - c. Provide inmate/trustee labor with guard(s) to handle donated goods.
5. Anderson County Highway Department/City Public Works Departments
 - a. Provide trucks to transport donated goods from warehouses to distribution points.
6. Anderson County Emergency Management Agency (EMA)
 - a. Assist the finance department to secure warehouse space/trailers to store donated goods.

VII. Mitigation and Preparedness Activities

A. Anderson County Finance Director

1. Coordinate with state donations management group to develop a county plan for the management of donations.
2. Coordinate with ESF 14 agencies to determine personnel needs at donations management sites. Train personnel in donations management group functions.
3. Develop procedures for securing warehouse space and transportation resources. Review the need for refrigeration, security, etc. Pre-arrange site-use agreements.
4. Develop procedures and policies for disseminating information to the general public through the PIO.
5. Develop procedures for disseminating information to the Highway Department and various law enforcement agencies regarding routing, types of material needed, etc.
5. Develop procedures for accepting special types of donations (i.e., cash, perishables).
6. Establish a standby toll-free number or local phone number for use by Donations Management personnel at activated sites.

B. Anderson County Mayor/City Managers

1. Develop policies and procedures for receiving and accounting for donated cash.

C. Anderson County Sheriff's Office/City Police Departments

1. Develop procedures and policies for disseminating routing and other information to vehicles moving into the county with donated goods.

D. Anderson County Highway Department/City Public Works Departments

1. Develop procedures for erecting signs and other devices to route traffic to sites where donated goods are being accepted.

E. Anderson County Emergency Management Agency (EMA)

1. Coordinate with the finance department to identify potential warehouse space and sources for trailers.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Finance Director

1. Implement county Donations Management Plan, if necessary. Coordinate actions with the state ESF 14 work group.
2. Secure warehouse space or trailers at sites near disaster area.
3. Arrange through ESF 13 for security of site, traffic control, etc.
4. Activate the toll-free or local number for use in managing donated goods.
5. Develop, periodically update, and route information to the PIO for public distribution describing items needed and where to send them.
6. Provide information to the Highway Department and various law enforcement agencies regarding routing, types of material needed, etc.
7. As goods arrive, provide periodic listings for distribution to ESF Managers so they will know what is available from donations. Respond to inquiries of other ESF requests for items.
8. Request transportation to move items to staging areas or distribution points as goods are needed.
9. Implement procedures for disposing of unneeded or unusable items.

C. Anderson County Mayor/City Managers

1. Implement cash management policies/procedures to ensure accountability for all cash donations received by the county during the disaster.
2. Assign non-emergency county personnel to assist with the management of donated goods upon request from the ESF 14 Manager.

D. Anderson County Sheriff's Office/City Police Departments

1. Provide to carriers of donated goods information from ESF 14 Manager concerning routing of donated goods to warehouses for processing.
2. Provide inmates and guards to load/unload donated goods.
3. Provide security and traffic control around donations management facilities.

E. Anderson County Highway Department/City Public Works Departments

1. Route donated goods to and from warehouses for processing and distribution.

F. Anderson County Emergency Management Agency (EMA)

1. Coordinate overall county donations management activities with the State ESF 14 work group.

IX. Training

- A. The American Red Cross, TEMA, and FEMA offer courses in donations management.

EMERGENCY SUPPORT FUNCTION 14

DONATIONS/VOLUNTEERS

VOLUNTEERS

- I. **Lead Agency:** Anderson County Emergency Management Agency (EMA)
- II. **Support Agencies:** American Red Cross
Tennessee Emergency Management Agency

III. Introduction

A. Purpose

- 1. This subfunction coordinates the management and deployment of personnel and organizations offering volunteer services to areas of the county affected by disasters.

B. Scope

- 1. This subfunction manages volunteer groups from the public and private sectors, and from in-county and out-of-county sources.
- 2. Volunteer services include the following:
 - a. Specialized rescue units, fire service, and law enforcement personnel.
 - b. Utility service and public works crews.
 - c. Physicians, nurses, EMS, and other medical personnel.
 - d. The Tennessee Funeral Directors' Association and similar organizations from other areas of the state (and other states).
 - e. Veterinary medical groups.
 - f. Emergency management and other emergency services personnel.
 - g. Members and organizations representing the clergy.
 - h. Motor carriers and express delivery services (i.e. Federal Express, UPS).
 - i. Caterers and other food preparation/processing services.
 - j. Crisis counseling service providers.
 - k. Semi-public volunteer relief agencies (i.e. Volunteer Organizations Assisting in Disaster [VOAD], Seventh-Day Adventists, etc.).
 - l. Semi- and non-skilled persons who volunteer services in any manner possible.
- 3. This provision of ESF 14 does not apply to:
 - a. Communication equipment/service providers (managed by ESF 2).
 - b. Volunteers associated with the ARC or Salvation Army.
 - c. Volunteers associated with public service agencies in Tennessee; these will be channeled through TEMA Regional Offices in unaffected sections of the state.
 - d. Persons associated with any federal response mechanism (i.e., NDMS, US&R, etc.).

IV. Policies

- A. Anderson County and its cities deeply appreciate all who volunteer; however, the flow of volunteers into disaster areas must be controlled to prevent duplication of effort as well as traffic tie-ups.

V. Situation and Assumptions

A. Situation

1. Widespread media coverage encourages persons and organizations outside the impacted area to volunteer services they believe might help the victims. These services include everything from religious ministry to assistance with food preparation.
2. The uncontrolled movement of volunteer personnel into disaster areas creates problems for emergency workers who must allocate time to coordinate the services of these people and locate shelter and feeding capabilities for them. Planning for volunteers, and directing/limiting those allowed into the damaged area are necessary and prudent.

B. Planning Assumptions

1. Local government and relief agencies will be able to adequately handle any volunteer service offers received in lesser emergencies.
2. Widespread media coverage of major disasters in the county will initiate a wide variety of unsolicited relief actions by persons/organizations outside the impact area, including the deployment of volunteer workers and their equipment into areas impacted by the disaster.
3. The flow of volunteer services into disaster areas can be planned for and managed.

VI. Concept of Operations

A. General

1. In smaller disasters (i.e., one tornado, small floods) small groups of volunteers (usually private citizens) will offer assistance to victims. National media coverage will lead many individuals and groups (organized and unorganized) to volunteer their services.
2. Volunteer groups providing services either in short supply or unavailable in the county may be used. The ESF 14 coordinating group collects information about these groups/individuals and routes the information to the appropriate ESF for consideration.
3. TEMA will assist in managing the in-flow of VOAD related groups. The SEOC VOAD coordinator will work closely with the ESF 14 Manager, when requested.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Maintain logs documenting volunteer contact information and work hours to meet in-kind requirements for disaster declarations.
 - c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate the receiving, deployment, and demobilization of volunteers.

VII. Mitigation and Preparedness Activities

A. Anderson County Emergency Management Agency (EMA)

1. Coordinate with other participant organizations to develop a volunteer management plan for the county. Include provisions for referring needed services to appropriate ESFs for consideration.
2. Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities and messages.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Emergency Management Agency (EMA)

1. Activate the county volunteer management plan.
2. Task all ESFs to maintain complete logs documenting all volunteer activities including name, address, phone number, and total hours worked.
3. Provide information to the media (through the PIO) concerning the proper method(s) of offering services to disaster victims in the county.
4. Implement procedures to track offers and their status.
5. Provide other ESFs with periodic updates concerning offers received, and implement procedures to arrange for the deployment of personnel to areas as requested by ESFs.
6. Task Tourist Development Office to locate suitable temporary housing for volunteer groups/individuals before placing them in contact with requesting ESF for further instruction.
7. Provide information to ESF 14 Manager concerning tasks being handled by county non-emergency workers.
8. Coordinate the use of volunteer services during emergencies throughout the county.
9. Prepare and route to the County Mayor a report of total volunteer work hours.

IX. Training

A. The following FEMA online Independent Study courses are available online at training.fema.gov/IS/crslist.asp:

- a. IS-244 "Developing and Managing Volunteers"
- b. IS-288 "The Role of Voluntary Agencies in Emergency Management"

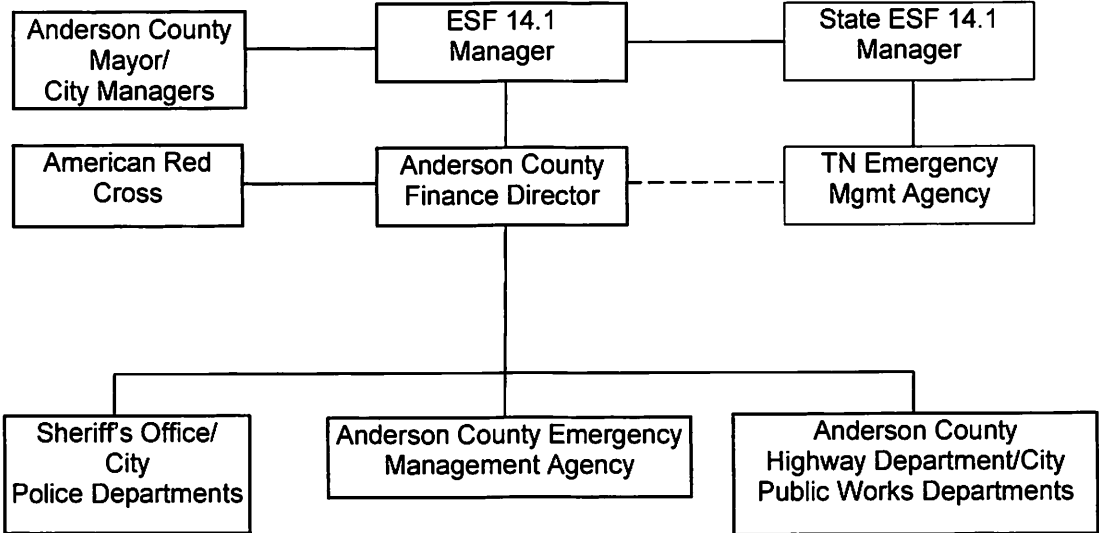
B. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 14

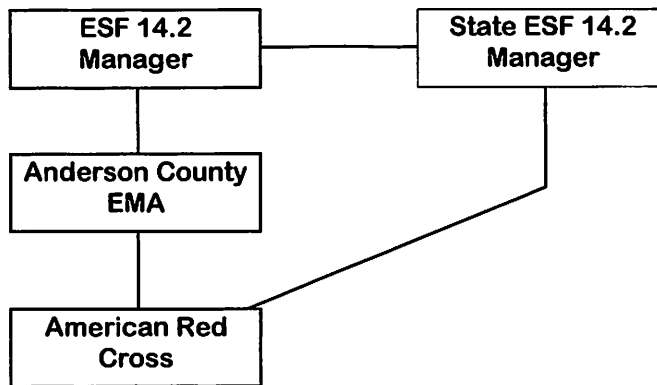
APPENDICES

- Appendix 1 Donations Management Organizational Chart
- Appendix 2 Volunteer Management Organizational Chart

APPENDIX 1 TO ESF 14
DONATIONS MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 14
VOLUNTEER MANAGEMENT ORGANIZATIONAL CHART



ESF 15

RECOVERY

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RECOVERY

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EMERGENCY SUPPORT FUNCTION 15
RECOVERY
ASSISTANCE PROGRAMS

- I. Lead Agency:** Anderson County Mayor/City Managers
- II. Support Agencies:** Anderson County Emergency Management Agency (EMA)
Anderson County Property Assessor
Anderson County Highway Department/City Public Works Departments
Anderson County/City Schools Directors/Superintendents
Local Utilities
American Red Cross

III. Introduction

A. Purpose

1. This subfunction provides for local, state, and federal recovery assistance to disaster victims.

B. Scope

1. This subfunction provides for the following functions:
 - a. Locate and establish Disaster Recovery Centers (DRCs). DRCs co-locate at a single site all agencies that deliver disaster assistance or assist victims with disaster assistance problems.
 - b. Assist local agencies in compiling damage and expense reports, which are sent to FEMA for reimbursement.
 - c. The declaration of a "state of emergency" by the Chief Elected Official and subsequent requests by the Governor to the President of the United States for a major disaster declaration.
 - d. Assess long-term economic impacts of the disaster on the local economy and subsequent development of plans to restore the economic infrastructure.

IV. Policies

- A. The county (or city), acting through the Emergency Management Agency, will do everything in its power to insure rapid delivery of disaster assistance programs to victims in impacted areas.

V. Situation and Assumptions

A. Situation

1. Beyond death and injury, disasters can create extensive damage to structures and harm to the economic well-being of the county and its cities.
2. Specific guidelines to request state and/or federal assistance in the aftermath of a major disaster are given in PL 93-288, and various state and federal administrative regulations.
3. State and federal assistance programs are available to assist individual victims, businesses, and local governments.
4. Other aid is available from local organizations to assist individuals with immediate needs.

VI. Concept of Operations

A. General

1. Following a disaster, many victims will require assistance in addition to, or in place of, that provided by insurance. The federal and state governments, and to a lesser extent the county government have many programs to assist individuals, as well as public and private organizations that responded to or suffered damage as a result of the disaster.
2. The Emergency Management Agency, through its preliminary damage assessment, makes a determination as to whether or not a particular incident warrants a state of emergency declaration by the Chief Elected Official or a request for a declaration of an emergency by the Governor of the state. Damage assessment information is passed to the Governor, who may submit a request through FEMA to the President for a declaration of a major disaster. The Governor must certify that the event is beyond the control of the state (i.e., the resources needed to respond properly exceed the capabilities of the local and state governments) and the state is asking for federal assistance.
3. TEMA will assist local government in assessing the damage to the community and its citizens. If the situation warrants, TEMA will certify to the Governor that the situation requires the declaration of an emergency and, if the situation is of sufficient magnitude, may seek a major disaster declaration by the President of the United States. After a Presidential disaster declaration is made, FEMA may move into a community and establish Disaster Recovery Centers (DRCs) as outlined in Appendix 2, or may establish a toll free phone number for registration of claims.
4. The county will designate locations for the establishment of Disaster Recovery Centers (DRCs). The DRC provides a central location where disaster victims can obtain assistance. DRCs are strategically located throughout the affected area to ensure that all victims can be reached. The DRC will remain active for as long as necessary.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Mayor/City Managers
 - a. Submit through the County Mayor a request to the Governor for the declaration of an emergency, as defined by state law.
 - b. Provide figures concerning all costs associated with the response to emergencies in the county.
3. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate damage assessment activities.
 - b. Compile damage assessment information and provide recommendations to the County Mayor concerning requests for state and/or federal assistance.
 - c. Arrange for the use of buildings, facilities, equipment, and supplies to establish DRCs, as well as Disaster Field Offices (DFOs) and other needed sites during disaster recovery operations.
4. Anderson County Property Assessor
 - a. Provide damage assessment assistance regarding government-owned buildings, facilities, real estate, and other assets.

5. Anderson County Highway Department/City Public Works Departments
 - a. Provide damage assessment for local highways and bridges.
6. Anderson County/City Schools Directors/Superintendents
 - a. Provide damage assessment for educational facilities.
7. Local Utilities
 - a. Provide damage assessment of local utility system infrastructure to the EMA Director. Details of damage assessment and timing of reports are discussed at ESF 12.
8. American Red Cross
 - a. Provide food, shelter, and financial assistance through established ARC programs.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop policies and procedures for compiling damage assessments of agency-owned resources, as well as facilities and equipment for which the agency is responsible.

B. Anderson County Mayor/City Managers

1. Develop procedures assigning personnel requested by EMA to support DRCs.

C. Anderson County Emergency Management Agency (EMA)

1. Work with local officials to pre-identify potential sites for DRCs.
2. Develop procedures and forms for damage assessment activities (see ESF 5).
3. Develop and annually review the Anderson County Multi-Jurisdictional Hazard Mitigation Plan.
4. Attend hazard mitigation training and encourage county officials to promote hazard mitigation planning and design for future county/city development.

D. American Red Cross

1. Develop plans and procedures to provide disaster assistance. Establish means to coordinate activities with other relief organizations to speed up relief and avoid fraud.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of messages and activities.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Deploy personnel and activate procedures to collect and process damage assessment information.
8. Obtain technical and regulatory assistance from state and local officials with respect to damage assessment, hazard mitigation, and response/recovery/reconstruction.
9. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Mayor/City Managers

1. Receive briefings from EMA Director regarding the scope of disaster, review preliminary damage assessments, and make decisions regarding any necessary disaster declarations.
2. Prepare and submit to TEMA materials to support a request for a disaster declaration.
3. Compile damage assessments, reports of expenditures, and all other documents needed to submit claims to FEMA for reimbursement and coordination of federal disaster assistance programs.
4. Appoint an official to coordinate local recovery activities with the state and federal governments.
5. Assign personnel to support DRCs when requested by EMA.

C. Anderson County Emergency Management Agency (EMA)

1. Compile and submit damage assessment and disaster information to County Mayor for declaration consideration.
2. Establish Disaster Recovery Centers at appropriate sites.
3. Notify local relief agencies of DRC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.
4. Assist state and local officials with damage assessment activities (see ESF 5).
5. Task other ESFs and participant organizations to provide damage assessment assistance, disaster assistance programs, and other necessary activities.
6. Provide follow-up on all disaster assistance programs through closure.
7. Keep County Mayor/City Managers advised on status of disaster relief actions and assistance programs.

D. American Red Cross

1. Activate plans for provision of individual and family assistance programs.
2. Coordinate assistance programs for individuals and families offered by other non-governmental voluntary and charitable organizations through the DRC(s).

IX. Training

- A. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslst.asp:
1. *IS-403 Introduction to Individual Assistance (IA)*
 2. *IS-6 34 Introduction to FEMA's Public Assistance Program*
 3. *IS-772 IA PDA Orientation*
- B. TEMA provides a damage assessment course for state/local officials and citizen volunteers.
- C. Other training related to this ESF subfunction is provided in-house by the respective agencies.

EMERGENCY SUPPORT FUNCTION 15

RECOVERY

RECOVERY AND RECONSTRUCTION

- I. Lead Agency:** Anderson County Mayor/City Managers
- II. Support Agencies:** Anderson County Emergency Management Agency (EMA)
East Tennessee Development District
Anderson County Commission/City Councils
County/City Engineering and Public Works Departments

III. Introduction

A. Purpose

1. This subfunction assists communities with post-disaster recovery and redevelopment plans.

B. Scope

1. This subfunction assesses the long-term economic effects of the disaster on the county and assists local communities with the redevelopment of plans to address those effects.

IV. Policies

- A. Each community within Anderson County is a valuable part of the region's overall economy. It is the policy of the county that every effort be made to assist communities with disaster recovery.

V. Situation and Assumptions

A. Situation

1. The term "disaster" is flexible. What is considered a disaster may vary from one location to the next.
2. In many communities a small tornado can create a situation whereby the local economy may be significantly damaged so as to preclude any real economic recovery without outside assistance. Additionally, even large urban areas will require extensive planning and redevelopment to deal with the economic impact of a major disaster.
3. State agencies will assist the county to obtain grants and low-interest loans. Additionally, several agencies will assist local communities with the development of budgetary strategies that can alleviate some of the negative consequences of many disasters.

B. Assumptions

1. There will continue to be small disasters that will create economic hardships on the communities affected, even though the requirements to obtain a Presidential disaster declaration have not been met.
2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following declared disasters in the county.

VI. Concept of Operations

A. General

1. In the aftermath of a disaster in the county, the County Mayor or City Mayor will make a determination as to how that incident affects the economy of the involved communities.

2. At the request of the County Mayor and/or City Mayor, a local task force will send a liaison team to the affected communities to determine how the disaster will negatively impact the area. The local task force, made up of members of the support organizations listed above, will identify the specific needs of the communities and attempt to address these needs. A state task force, to include TEMA Disaster Assistance Programs administrators, will work with the local task force to secure the assistance needed.
3. The local task force will appoint a coordinating official to oversee the implementation of the recovery plan. A state task force will handle unresolved issues.
4. The state task force may secure assistance from any number of state or federal sources, including Community Block Development Grants (CBDG), economic development grants/loans, and any other source at their disposal.
5. The state task force will also assist the local task force in developing plans for reconstructing areas damaged by the disaster, taking into account prudent mitigation measures as identified by the State Mitigation Officer.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Mayor/City Managers
 - a. Provide leadership and political support to implement the recommendations and policies of the local task force.
 - b. Administer the CBDG program and other grant/loan programs.
3. Anderson County Emergency Management Agency (EMA)
 - a. Coordinate the development of the local task force and provide implementation guidance and assistance to develop operating procedures.
4. East Tennessee Development District/Engineering and Public Works Departments
 - a. Provide assistance to local communities with redevelopment issues.
 - b. Recommend that floodplain management policies associated with the National Flood Insurance Program be implemented at the local level.
5. Anderson County Commission/City Councils
 - a. Provide assistance to local communities concerning the management of debt and the issuance of bonds related to disaster recovery and reconstruction programs.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Provide liaison to the local recovery and reconstruction task force and attend its meetings.
2. Collectively work to develop a strategy for dealing with the potential effects of disasters upon the local community.
3. Identify agencies/organizations in the private and public sector that could provide technical assistance to the task force or financial assistance to the affected local communities.
4. Develop policies and procedures for responding to requests from local communities and organizations to provide assistance.

B. Anderson County Emergency Management Agency (EMA)

1. Develop procedures to implement the local recovery and reconstruction task force.

2. Assist local communities in establishing a local recovery and reconstruction task force.
3. Develop a local hazard mitigation plan that addresses critical mitigation issues identified for the community.

C. Anderson County Commission/City Councils

1. Implement the requirements of the National Flood Insurance Program.

D. East Tennessee Development District

1. Assist the county with recovery and reconstruction planning.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When requested by EMA, take part in meetings to discuss requests for assistance from local communities affected by disaster.
2. Respond to requests from EMA or local officials/task forces to provide assistance with recovery and reconstruction issues.
3. Work collectively to:
 - a. Develop and implement plans for addressing pertinent issues associated with recovery and reconstruction issues facing affected communities.
 - b. Prepare a report detailing the effects of the disaster upon the local community, actions being undertaken or implemented, expected or projected outcomes associated with those actions, and a summary of the potential long-term prospects for recovery for each community affected by the disaster.
 - c. Arrange for appearances before the state committee to address issues identified as critical at the local level.

B. Anderson County Emergency Management Agency (EMA)

1. Revise the Anderson County Multi-Jurisdictional Hazard Mitigation Plan to include any issues identified as a result of the latest disaster.
2. Provide assistance to local task force concerning the effects of the disaster on the local community (as appropriate).

IX. Training

A. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:

4. *IS-318 Mitigation Planning for Local and Tribal Communities*
5. *IS-393 Introduction to Hazard Mitigation*
6. *IS-558 Public Works and Disaster Recovery*

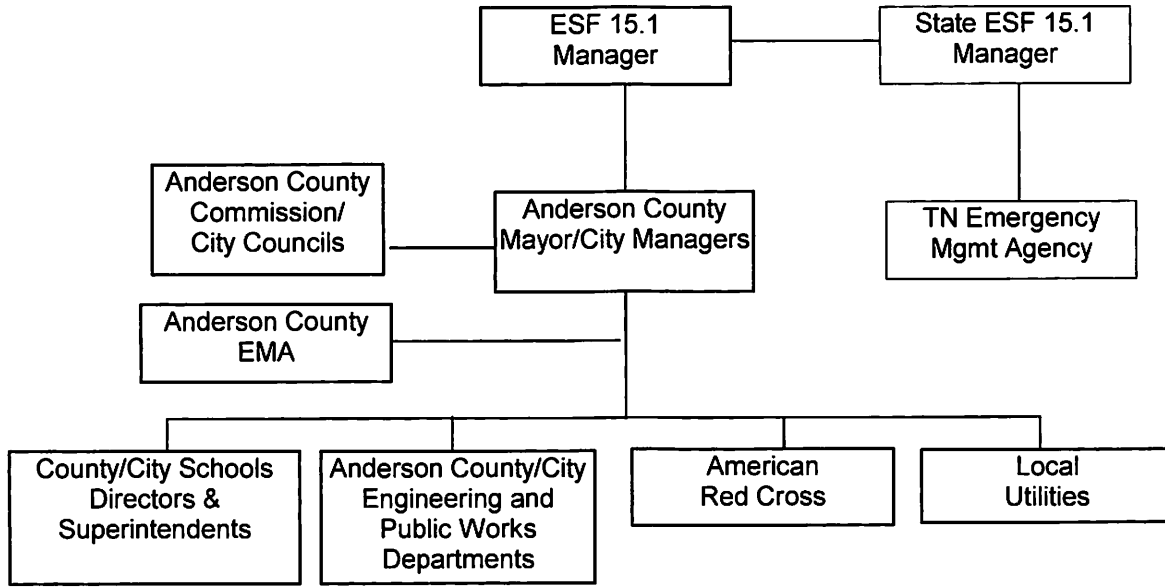
B. TEMA periodically hosts hazard mitigation workshops and provides assistance in the development of hazard mitigation plans and reconstruction work plans.

EMERGENCY SUPPORT FUNCTION 15

APPENDICES

- Appendix 1 Recovery Organizational Chart
- Appendix 2 Disaster Recovery Centers

**APPENDIX 1 TO ESF 15
RECOVERY ORGANIZATIONAL CHART**



APPENDIX 2 TO ESF 15

DISASTER RECOVERY CENTERS

I. Purpose

The purpose of the Disaster Recovery Center (DRC) is to provide individual disaster victims access to disaster assistance as quickly and conveniently as possible at a central location.

II. Situation

Once a major disaster is declared, the provisions of PL 93-288, as amended by PL 100-707, become effective and authorize the establishment of DRCs to provide information to disaster victims and receive assistance applications. A DRC will house in one central location all federal, state, local, and private sector agencies tasked to provide recovery assistance to local victims.

III. Concept of Operations

- A. After a disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible to administer and coordinate federal disaster assistance programs in the damaged area. Federal assistance supplements the efforts of state and local governments.
- B. In order to provide all types of assistance quickly and conveniently to disaster victims, FEMA establishes DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of victims will determine the number of centers to be established.
- C. TEMA and the local EMA Director will pre-identify potential DRC sites.

IV. Organization and Responsibilities

A. Federal

1. The Federal Coordinating Officer (FCO) coordinates all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and staff are usually located in the Disaster Field Office (DFO) established to serve as the central management point for all federal disaster operations in the affected area(s).
2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff directly responsible to the FCO for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.
3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible to the FCO for all matters pertaining to the administration of public assistance to the state and local government and non-profit organizations in the area(s) affected by the disaster.
4. The DRC Manager represents FEMA in DRC operations; he is appointed by, and works under the supervision of, the IAO.
5. DRC agency representatives may include federal personnel from the following:
 - a. Department of Housing and Urban Development
 - (1) Temporary housing assistance
 - (2) Mortgage and rental assistance
 - b. Small Business Administration
 - (1) Disaster loans to rebuild, repair, or refinance damaged real and personal property not fully covered by private insurance.
 - c. Internal Revenue Service
 - (1) Tax assistance in computing tax credits based on disaster losses.

- d. Agricultural Stabilization and Conservation Service
 - (1) Financial assistance to farmers who perform emergency conservation measures on farm lands damaged by a natural disaster.
- e. Department of Veteran's Affairs
 - (1) VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
- f. Social Security Administration
 - (1) Social Security assistance to recipients to expedite delivery of checks delayed by the disaster, and assistance to apply for disability, death, and survivor benefits.

B. State

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.
2. Individual Assistance Officer (IAO) is the principal SCO staff officer for all matters pertaining to individual assistance, including DRC establishment, location, and operation.
3. The DRC Recovery Manager is appointed by the IAO to assist the federal DRC Manager with the state components of the operation.
4. The following state agencies may have representatives at the DRC:
 - a. Department of Human Services
 - (1) Distribution of food coupons (USDA programs) to eligible victims.
 - (2) Administration of the Individual and Family Grant (IF&G) program to meet necessary needs and expenses of individuals and families affected by the disaster.
 - b. Department of Employment Security
 - (1) Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.
 - c. Department of Mental Health
 - (1) Referrals to appropriate mental health agencies for counseling.
 - d. Young Lawyer's Conference, Tennessee Bar Association
 - (1) Legal services to low income individuals not otherwise able to get such services.
 - e. Department of Commerce & Insurance
 - (1) Division of Insurance
 - (a) Insurance claims counseling to disaster victims requiring such assistance.
 - (2) Division of Consumer Affairs
 - (a) Assistance to victims with problems from unfair consumer practices.
5. The Department of Employment Security will provide trained staff members to serve as receptionists, registrars, and exit interviewers at the DRC.
6. TEMA will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government capabilities.

C. Local Government

1. Local government provides support and liaison personnel, tables/chairs, for DRC operations.

D. Private Relief Agencies

1. American Red Cross provides representatives in the DRC to assist victims and will refer victims to an ARC service center or other appropriate facility as dictated by the situation.

V. Selection of DRC Sites

Local government selects potential DRC sites, subject to FCO and SCO approval. The EMA is involved in the selection process and takes into account local population densities and potential hazards. Potential sites should include large open floor space on a ground floor, rest rooms, utilities, and sizable parking facilities, and be handicapped accessible. FEMA provides DRC signage.

VI. Procedures

- A. Disaster applicants reporting to the DRC will be greeted by a receptionist, who will ensure that the registration form provided is understood by the applicant.
- B. The applicant is then directed to a registrar and interviewed, using the form provided. This interview will determine the applicant's problems and needs so that he/she will be directed to the appropriate assistance provider(s).
- C. Once the applicant has completed the circuit through the agencies, he/she will receive an exit interview to insure the proper agencies have been involved and that the applicant is satisfied with the assistance being offered and understands the next steps to take.

ESF 16

ANIMAL CARE SERVICES AND DISEASE MANAGEMENT

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EMERGENCY SUPPORT FUNCTION 16
ANIMAL CARE SERVICES AND DISEASE MANAGEMENT

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EMERGENCY SUPPORT FUNCTION 16
SUBFUNCTION I
ANIMAL CARE SERVICES

- I. Lead Agency:** Anderson County Animal Control
Anderson County Agriculture Extension Agent
- II. Support Agencies:** City Animal Control Departments
Anderson County Health Department
Anderson County Sheriff's Office/City Police Departments
Anderson County Highway Department/City Public Works
Anderson County Emergency Management Agency (EMA)
Anderson County Mayor/City Managers
Tennessee Wildlife Resource Agency
Veterinary Hospitals & Clinics/Veterinarian Association
Anderson County Humane Society
Anderson County Horse Owners/Cattleman's Association
Tennessee Emergency Management Agency

III. Introduction

A. Purpose

1. This ESF subfunction establishes procedures to coordinate local government agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide all animals affected by a man-made or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owner, and ultimate disposal of dead and unclaimed animals as necessary. The goals are:
 - a. prevention of injury and illness in animals during disasters.
 - b. prevention of the spread of infectious disease from animal to animal and from animals to humans.
 - c. provision of sheltering for animals to encourage animal owners to seek shelter, knowing that their animals are being cared for in safe locations.
2. Categories of Emergencies
 - a. Natural/Man Made Disasters: Any ecological or environmental incident such as, but not limited to, floods, blizzards, tornados, hurricanes, ice storms, power outages, mud slides, or hazardous materials spills/releases that may adversely affect or threaten animals.
 - b. Bio-terrorism: The threatened use of biological agents against civilians or animals with the objective of causing fear, illness, or death. An actual use will activate ESF 16 Subfunction 2, Animal Disease.

B. Scope

1. The functions associated with this ESF include;
 - a. Disaster planning for the animal population, in part because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animal(s).
 - b. The provision for people with functional needs, and consideration of the companion animals owned by this population.

- c. The provision of animal care, water, and food, both to the housed animals and the ones left in place.
- d. The provision for rescue, confinement, and identification of lost, strayed, or otherwise displaced animals.
- e. Public health and veterinary issues with injured and dead animals.
- f. Preparedness of animal facilities to respond to animal needs before, during, and after a disaster or emergency.

IV. Policies

- A.** Anderson County Animal Control and the Anderson County Agriculture Extension Agent are charged with the responsibility for developing policies and procedures for maintaining a current resource of veterinary clinics, licensed veterinarians, boarding facilities, large animal housing, means to evacuate large animals, and suppliers of food and portable kennels.
- B.** In the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following disasters. Priorities will be directed toward animal care functions after human needs are met,
- C.** Other than assistance animals, animals will not be permitted in facilities serving as shelters for humans.
- D.** The Anderson County Disaster Animal Response Team (DART), under the direction of the Emergency Management Director, will establish emergency animal care shelter(s) for household pets (as defined by FEMA) during the period their owners are registered at an American Red Cross human shelter.
- E.** All emergency shelter/care facilities offering animal housing and care will provide such without regard to economic status, racial, religious, political, ethnic, or other affiliation of animal owners.
- F.** All costs associated with the treatment, care, housing, and feeding of animals delivered by owners to established private sector veterinary hospitals, clinics, and boarding facilities are the sole responsibility of the animal owner.

V. Concept of Operations

A. General

1. This subfunction will coordinate local and state government authorities in matters of evacuation and the establishment of emergency aid/relief stations and staging areas.
2. This subfunction provides an organizational structure, chain of command, and an outline of duties and responsibilities of animal care personnel involved in the implementation of response to a disaster or major emergency.
3. A current directory of recognized animal health care providers and licensed veterinarians residing in or adjacent to Anderson County will be maintained.
4. Following a disaster, the ESF 16 work group will coordinate with governmental agencies in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization, and damage information.
5. This ESF will ensure only credentialed volunteers (who have been instructed in animal disease precautions, personal safety, and handling animals that are stressed by injury or dramatic environmental changes) will be allowed access to the area.
6. Based on damage assessment information, the ESF 16 work group will determine the need to request animal care resources from outside the county, and will relay all requests for aid through the county EMA Director.

7. If state assistance is requested, the Tennessee Department of Agriculture's State Veterinarian will serve as the primary organization for the coordination, direction, and control of veterinary services, allied associations, and agencies requested to assist the county following disasters or during emergencies. The state will develop the network of animal care participants available during emergencies, activate the emergency resources when necessary, establish animal care personnel qualifications needed to enter the disaster area, assist in the coordination of feed, supplies, and other resources, coordinate the efforts of national organizations assisting with the disaster, and coordinate multi-state disaster response with other state veterinary medical associations and emergency management agencies.
8. Animal owners have primary responsibility for the survival and well-being of their animals. Public education efforts will emphasize the importance of pre-disaster arrangements, including a personal animal disaster plan, disaster provisions kits, and transportation to veterinary hospitals, kennels, boarding facilities, or alternative private animal care housing. Having the animal already removed from the home will ensure the resident will not be reluctant to leave if evacuation is necessary.
9. Wild animals should be left to their own survival instincts. However, wild animals out of their natural habitats that present a danger, either to themselves or humans, should be handled by local animal control or Tennessee Wildlife Resources Agency (TWRA) personnel.
10. Exotic animals that are usually kept in controlled environments, such as zoos, circuses, or carnivals, will be handled by local animal control, TWRA, or zoological personnel, and returned to controlled environments.
11. All persons participating in the rescue and sheltering of animals during an emergency will be credentialed and identified as competent by the Anderson County Emergency Management Agency.
12. Due to health, safety, and security issues, all groups external to the State of Tennessee must register with the Tennessee Emergency Management Agency or the Anderson County Emergency Operations Center. Federal agencies are exempt from this requirement.

B. Organization and Responsibilities

1. All Tasked Agencies
 - a. Incorporate NIMS standards into operational plans and response actions.
 - b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Anderson County Animal Control/Anderson County Agriculture Extension Agent
 - a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to ensure 24-hour availability. (Animal Control)
 - b. Provide training, education, and general information to staff, animal care providers, emergency responders, and the general public regarding animal care and sheltering during disasters.
 - c. Maintain and annually update lists of animal care and housing resources, including food, water, transportation, and medical care.
 - d. Provide field assessments, animal rescue, transportation to temporary housing, and distribution of donated animal care items.
 - e. Coordinate with EMA to establish, staff, and manage emergency shelters.
 - f. Identify needs and coordinate resources to address those needs.
 - g. Assign individuals to assist in various functions of animal care and shelter operations based on training qualifications and certifications.

- h. If possible, locate animal housing areas near human evacuee shelters.
 - i. Maintain sanitation at animal shelters.
3. City Animal Control Departments
 - a. Provide field assessments, rescue, transportation, and tracking of animals in areas impacted by disasters or emergencies.
 - b. Assist other animal control agencies as requested.
 4. Anderson County Health Department
 - a. Oversee sanitation at animal shelter locations.
 - b. Coordinate with the State Health Department, State Veterinarian, and the U.S. Department of Agriculture in recommending methods to properly dispose of dead animals as required by local ordinances, state statutes, and federal laws.
 5. Anderson County Sheriff's Office/City Police Departments
 - a. Provide traffic control and routing information to support travel into animal shelter sites.
 - b. Provide security at emergency animal shelters as requested by EMA.
 6. Anderson County Highway Department/City Public Works Departments
 - a. Provide equipment and operators to assist other ESF organizations with specialized animal rescue operations.
 - b. Provide operators and heavy equipment to assist with the incineration or burial of animal carcasses.
 7. Anderson County Emergency Management Agency (EMA)
 - a. Provide oversight of the activities of ESF 16 organizations with regard to disaster preparedness and response.
 - c. Arrange for security (uniformed officers or other individuals as the situation requires) at emergency shelter sites as requested.
 - d. Identify and secure locations in the county for emergency animal shelters and confinement areas.
 - e. Provide identification system capabilities to ESF 16 volunteer organizations.
 - f. Request assistance from state resources when local resources are insufficient to meet animal care needs.
 - g. Coordinate media releases and public service announcements with other ESF 16 organizations.
 8. Anderson County Mayor/City Managers
 - a. Support animal care and sheltering as an integral part of the county's overall response to disasters and emergencies.
 9. Tennessee Wildlife Resources Agency (TWRA)
 - a. Assist in animal rescue on Tennessee waterways and in state forests.
 - b. Assist in the capture of wild animals that pose a danger to themselves or humans.
 10. Anderson County Veterinary Hospitals and Clinics/Veterinarian's Association
 - a. Oversee and render medical aid and immunizations to animal disaster victims.

- b. Operate medical aid stations, provide basic humane care at evacuation shelters, and shelter owned pets within facility limitations.

11. Anderson County Humane Society

- a. Provide volunteers to assist with rescue, animal care, and shelter operations.
- b. Provide assistance in obtaining and coordinating transportation of donated animal feed and other supplies to emergency animal shelters as requested.

12. Anderson County Horse Owners/Cattleman's Association

- a. Assist in the transportation and care of horses and cattle affected by the disaster.

VI. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Participate with the animal shelter, county veterinarians, and other organizations to coordinate planning for animal care and housing among local agencies.

B. Anderson County Animal Control/County Agriculture Extension Agent

1. Develop plans and procedures to establish, staff, manage, and maintain sanitation at emergency animal shelters. Coordinate planning with the state Department of Agriculture and other ESF 16 organizations.
2. Coordinate with ESF 16 organizations to develop and maintain a current resource database of suppliers for feed and portable kennels, means to transport large animals, veterinarians, veterinary hospitals, animal clinics, kennels, boarding facilities, and large animal housing facilities which will participate in the care and sheltering of animals during and immediately after a disaster.
3. Develop and maintain a current database of animal care volunteers and ESF 16 participating organizations, points of contact, and contact information for each.
4. Establish a stand-by phone number where questions regarding animal care provisions and shelter sites can be answered and rumors can be addressed.
5. Develop/obtain public education materials for animal owners to promote pre-disaster planning for animal care and possible evacuation.
6. Develop procedures to alert functional needs populations of policies concerning companion animals housed at human emergency shelters.
7. Develop training guidelines and procedures for use in training animal care providers, volunteers, and emergency responders to ensure provider/responder safety, including recovery/restraint methods and equipment to minimize risk of animal or human injury.
8. Develop procedures to provide damage assessment, animal rescue, and animal transport, within capabilities.
9. Develop procedures for identifying and tracking all animals from point of pick up to delivery at the emergency shelter or disposal site.
10. Develop procedures for identifying and tracking all animals at the emergency shelter from time of arrival to return to owner, move to veterinary hospital for treatment, or delivery after death to disposal site.
11. Coordinate with other ESF 16 organizations to establish criteria/credentials for animal care volunteers to serve in specific capacities (i.e., rescue, transportation, sanitation, feeding, etc.).
12. Coordinate with EMA to pre-identify locations for emergency animal shelters, medical aid stations, and confinement areas.

13. Coordinate with county and municipal law enforcement to develop traffic plans for public access to emergency animal shelter/care sites.

C. *City Animal Control Departments*

1. Develop procedures for rescue and transportation of animals injured or stranded by disaster.
2. Develop procedures to identify and track animals from point of pick up to delivery at shelter or disposal site to assist owners in locating displaced animals.
3. Develop policies and procedures concerning response to requests for assistance from other animal control agencies.
4. Participate in training and obtain equipment to improve response capabilities.

D. *Anderson County Health Department*

1. Develop plans and procedures to perform sanitation inspections at emergency animal shelters and confinement sites.
2. Develop procedures to coordinate with the State Health Department, State Veterinarian, and State Department of Agriculture regarding disposal of dead animals in accordance with local ordinances, state statutes, and federal laws.

E. *Anderson County Sheriff's Office/City Police Departments*

1. Develop plans to provide personnel to control traffic at emergency animal shelter sites and provide routing information to persons transporting animals.
2. Develop plans to provide personnel for security at emergency animal shelter sites.

F. *Anderson County Highway Department/City Public Works Departments*

1. Develop plans and procedures to provide equipment and operators to assist with specialized animal rescue or removal of carcasses to disposal sites.

G. *Anderson County Emergency Management Agency (EMA)*

1. Require that ESF 16 organizations periodically test their preparedness by developing, conducting, and participating in exercises.
2. Ensure that each mayor in the county is briefed on ESF 16 preparedness.
3. Coordinate with the County Agriculture Extension Agent to ensure disaster assessment includes agricultural producers and livestock owners.
4. Obtain equipment to allow photo identification for ESF 16 field responders.

H. *Anderson County Mayor/City Managers*

1. Become aware of the economic contribution that animal ownership makes to the jurisdiction.
2. Budget for costs associated with responding to disasters affecting the jurisdictional animal population.

I. *Tennessee Wildlife Resources Agency*

1. Develop procedures and policies for animal rescue on waterways and in state forests.
2. Develop policies and procedures for the capture of wild animals that pose a danger to themselves or humans.

J. *Anderson County Veterinary Hospitals and Clinics/Veterinarian's Association*

1. Coordinate with other ESF 16 organizations to develop procedures and policies to provide emergency medical care at emergency shelters and medical aid stations.

K. Anderson County Humane Society

1. Develop and maintain a database of volunteers to assist with animal rescue, emergency shelter operations, and transportation of feed and supplies as requested.

L. Anderson County Horse Owners/Cattleman's Association

1. Identify sites for housing horses and cattle affected by disasters.
2. Develop and maintain a database of contact information for horse and cattle trailers, trucks, and volunteers able to respond for transport after an emergency.
3. Develop and maintain a database of contact information for alternate feed and water sources prior to a disaster.
4. Develop and maintain a database of contact information for horse and cattle owners that may need animal rescue or evacuation assistance.

IX. Response and Recovery

A. All Tasked Agencies

1. Send ESCs to the EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report needs to the EMA Director, and begin response/recovery actions.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.
6. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs.
7. Prepare and submit to EMA an after-action report; participate in incident critique.

B. Anderson County Animal Control/County Agriculture Extension Agent

1. Coordinate with EMA to determine which pre-designated emergency animal shelter location is available for use given the emergency situation.
2. Implement the animal care and housing plan; begin call down/notification of volunteers.
3. Activate the public inquiry telephone number.
4. Prepare and route to EMA public information media releases to include shelter sites, stand-by phone number, and animal care information.
5. Provide damage assessment information to EMA.
6. Perform field assessments and animal rescue, if necessary.
7. Implement tracking procedures for all animals contacted.
8. Receive and respond to requests for resources. Advise the EMA Director if needs exceed county resources.
9. Coordinate with the Health Department to implement procedures for disposing of dead animals.
10. Notify owners via the media to retrieve animals from shelters at the conclusion of the emergency.

C. City Animal Control Departments

1. Provide rescue and transportation of animals in jurisdictional areas impacted by disasters.
2. Implement tracking procedures for all animals contacted.

3. Request needed resources from ESF 16 Manager.
4. Deploy personnel to assist other jurisdictions as requested.

D. Anderson County Health Department

1. Deploy personnel to perform health inspections at emergency animal shelters and confinement sites; coordinate corrective actions with facility managers.
2. Recommend, after consultation with State Health Department, the State Veterinarian and the U.S. Department of Agriculture, preferred methods of destruction of animal carcasses.

E. Anderson County Sheriff's Office/City Police Departments

1. Deploy personnel as requested to control traffic at emergency animal shelter sites, and provide routing information to animal transport resources.
2. Deploy personnel to perform security operations at emergency animal shelter sites.

F. Anderson County Highway Department/City Public Works Departments

1. Deploy operators and equipment as requested to carryout specialized animal rescue.
2. Deploy operators and equipment as requested to assist in the removal of carcasses to burial or incineration sites.

G. Anderson County Emergency Management Agency (EMA)

1. Coordinate with ESF 16 Manager to determine location for the emergency animal shelter.
2. Activate ESF 13 to provide security at shelter sites (uniformed officers or other individuals as the situation requires).
3. Respond to requests from ESF 16 organizations for needed resources.
4. Request assistance through the SEOC when local resources are insufficient to meet animal care needs.
5. Produce and provide photo identification to volunteers from ESF 16 organizations.

H. Anderson County Mayor

1. Include in damage assessment reports to the state the impact of the disaster upon agricultural and business segments of the county based on animal ownership.

I. Tennessee Wildlife Resources Agency

1. Deploy personnel and equipment to perform animal rescue as requested.
2. Deploy personnel and equipment to assist in the capture of wild animals posing danger.

J. Veterinary Hospitals & Clinics/Veterinarian's Association

1. Establish animal medical care stations at veterinary hospitals or clinics.
2. Deploy personnel to perform emergency animal care in the field and at field stations and emergency animal shelters.
3. Provide personnel to assist with first aid and other animal medical operations at emergency animal shelter sites.
4. Assist other ESF 16 organizations in verifying the skills and credentials of animal care volunteers from outside the county.

K. Anderson County Humane Society

1. Obtain and transport donated feed and supplies to animal care sites as requested by the ESF 16 Manager.

2. Assist with field assessments, animal rescue, care, and emergency animal shelter operations within capabilities as requested by the ESF 16 manager.
3. Assist in deactivation of animal care and shelter arrangements.

L. Anderson County Horse Owners/Cattleman's Association

1. Deploy volunteers and vehicles as requested to perform rescue and transportation of horses/cattle to pre-identified housing sites.
2. Secure water/feed as needed and transport to housing sites.
3. Request from the ESF 16 Manager animal medical care or other assistance as required.
4. Conduct damage assessment information and route to ESF 16 Manager.

X. Training

- A. The following FEMA Independent Study courses are available online at training.fema.gov/IS/crslist.asp:
 - a. *IS-10 Animals in Disaster -- Awareness and Preparedness.*
 - b. *IS-11 Animals in Disaster -- Community Planning.*
 - c. *IS-111 Livestock in Disasters*
- B. The Anderson County Agriculture Extension Agent can provide training and educational materials.
- C. The Humane Society of the United States offers training in establishing and maintaining emergency animal shelters.
- D. Tennessee Emergency Management Agency (TEMA) can provide training relating to animals in disaster upon request.

EMERGENCY SUPPORT FUNCTION 16

SUBFUNCTION 2

ANIMAL DISEASE MANAGEMENT

- I. Lead Agency:** Anderson County Agriculture Extension Agent
Office of the Tennessee State Veterinarian
Office of the Area Veterinarian in Charge (AVIC)
- II. Support Agencies:** Anderson County/City Animal Control Departments
Anderson County Health Department
Anderson County Emergency Management Agency (EMA)
Anderson County Highway Department/City Public Works
Anderson County Sheriff's Office/City Police Departments
Anderson County Mayor/City Managers
American Red Cross
State and Federal agencies as activated by the State Veterinarian

III. Introduction

This subfunction will ensure adequate planning, collaboration, and coordination between state animal health agencies, local government agencies, agricultural industries, other related agencies and individuals including universities, and other government officials and private veterinarians in regard to emergency situations of disease in livestock. The State/Federal response organization for such emergencies consists of employees of the Tennessee Department of Agriculture (TDA) and employees of the U.S. Department of Agriculture Animal and Plant Health Inspection Service, Veterinary Services/Tennessee (USDA APHIS VS/Tennessee) as assigned by the Area Veterinarian in Charge (AVIC).

For the purposes of this ESF, *emergency* is defined as, *any sudden, negative impact related to the appearance of a disease which could have a direct impact upon productivity, present a real or perceived risk to public health, or present a real or perceived risk to a foreign country which imports from the United States.*

Animal health emergency management in Tennessee will require all interested parties work closely with the media and mass communications, be able to quickly analyze risks and economic impacts, and be systematic but flexible in working with domestic industries and foreign governments.

Emergency management in Tennessee, as overseen by this ESF, will be divided into four parts or phases: (1) Prevention, (2) Preparedness, (3) Response, and (4) Recovery.

The success of the ESF will be dependent upon redefining traditional roles of the federal government, state government, and livestock industries. The pooling of resources from all parties will be inherent to the success of this operation. The ESF will also organize and structure the animal health emergency management concept in Tennessee in order that it may become an integral part of any larger coordinated effort at both the national and regional levels.

A wide range of animal health emergencies in recent years illustrate the critical need for the Tennessee Department of Agriculture and the United States Department of Agriculture Animal and Plant Health Inspection Service, Veterinary Services (USDA APHIS VS), related industry groups, and citizens to develop emergency response plans to protect Tennessee's animal livestock and poultry populations from foreign and emerging animal diseases. These emergencies can devastate small, yet economically significant, livestock industries. In addition, natural or man-made disasters or acts of bio-terrorism require action to protect and shelter threatened animals and to properly dispose of those adversely affected.

The policies and procedures outlined in this plan, when properly followed and implemented, provide a workable framework for coordinating state and federal initial response to animal health emergencies, as well as establish a smooth transition should the incident be declared a national or state emergency by the appropriate governments.

A. Purpose

1. This plan is designed to establish a multifaceted and coordinated approach by the USDA APHIS VS and TDA for initial response to animal health emergencies. This plan will:
 - a. Identify roles and responsibilities of USDA APHIS VS.
 - b. Identify roles and responsibilities of TDA.
 - c. Provide a listing of major contacts, support agencies, industry groups, and organizations.
 - d. Provide a listing of state and federal employees potentially available to respond.
 - e. Provide a protocol for initial action plans to respond to animal health emergencies

B. Scope

1. Prevention goals of this plan include:
 - a. Develop long-range and strategic planning to include Foreign Animal Diseases (FADs) in the overall agency plan.
 - b. Develop FAD awareness training for all interested parties.
 - c. Develop plans and protocols that are adaptable throughout the state of Tennessee. Local EMA directors and agriculture extension agents should become familiar with state level plans and procedures for disease management.
 - d. EMA, agriculture extension, and law enforcement personnel should be prepared to implement restrictions on movement of animals and animal products.
 - e. The county Public Information Officer (PIO) and agriculture extension agent will use a variety of communications to provide information to the public, owners, and producers.
 - f. Encourage farmer and veterinarian reporting of suspicious lesions and other symptoms to the county agriculture extension agent.
2. Preparedness goals of this plan include:
 - a. Incorporate NIMS standards into planning and response actions.
 - b. Assign and train state, county, and industry groups including feed store owners, equipment providers, stock yard operators, livestock owners, and other interested persons who will be responsible for animal health emergency management.
 - c. Review state and USDA legal authority (indemnity, each species and disease, vaccines permitted).
 - d. Develop an information sharing system.
 - e. Develop and/or update Memorandum of Understanding (MOU) between state and federal agencies, neighboring states and jurisdictions, county agencies, and local business and industry relative to a disease outbreak.
 - f. Develop county response team policies and procedures.
 - g. Develop a list of contacts.
 - h. Develop and conduct training exercises and evaluate the results.
 - i. County Agriculture Extension Agent will assist the State Veterinarian to identify farms by species, number of animals, and GPS location.

- j. Maintain library resources including USDA Redbooks, computer applications, videos, booklets for investigators (i.e., Aging FMD Lesions).
 - k. Maintain supplies for FAD with a contingency for quickly re-stocking if the need arises.
 - l. Develop an information system to communicate to the public through the media (newsletter, radio, television, etc.) to convey details of the emergency and required actions by owners, producers, and the general public.
 - m. Develop policies and protocols for persons working in, but not limited to, the following categories:
 - 1. Animal investigation and examination.
 - 2. Laboratory sampling and submission.
 - 3. Cleaning and disposal.
 - 4. Surveillance.
 - 5. Farm and/or community security.
 - 6. Communications.
 - 7. Agricultural supplies and equipment.
 - 8. Agricultural facilities maintenance and management.
 - 9. Professional cleaning and disinfection personnel.
 - 10. Training and monitoring volunteer personnel in methods of proper cleaning, disinfecting, and decontamination of stations, vehicles, and personal effects.
 - n. Develop resource list of social services to refer for counseling owners and/or producers who have experienced or will experience the loss of their animals.
 - o. Develop supply and equipment check lists and become familiar with state and federal lists of resources and contacts.
 - p. Become familiar with the state and federal identification system in tracking animals that are exposed or infected.
 - q. Develop a list of volunteers fluent in foreign languages, with the current emphasis on Spanish.
3. Response goals of this plan include:
- a. Implement the plan for communication to appropriate individuals and organizations.
 - b. Alert local and state agencies and non-government organizations concerned.
 - c. Begin specific communications regarding emergency call down procedures.
 - d. Establish cleaning and disinfection stations for professional workers.
 - e. Establish high bio-security zones around infected premises.
 - f. Activate euthanasia as needed. Assist the cleaning and disinfection team (County Extension Agent and livestock association) during initial evaluation and disposal operations.
 - g. Maintain logs of overtime, volunteer hours, mileage, materials, and equipment costs incurred in the response to animal emergencies.
4. Recovery goals of this plan include:
- a. County Agriculture Extension Agent familiarization with state and federal policies and procedures regarding demobilization.

- b. County/City Managers, County Commission, City Councils and EMA Director ensure all costs are documented for personnel compensation, collaborating state/federal/non-governmental groups and agencies, indemnity, and suppliers.
- c. Begin indemnification process for all parties concerned.
- d. Identify financial assistance for impacted producers.
- e. Provide referral for mental health counseling for persons affected by the disease outbreak.
- f. County/City Managers, Agriculture Extension Agent and EMA Director begin to access the economic impact on the county.

IV. Policies

- A. The Anderson County Agriculture Extension Agent is charged with the responsibility of contacting the Area Veterinarian in Charge and Anderson County Emergency Management in the event of any emergency disease in animals.

V. Concept of Operations

A. Structure

1. A Memorandum of Understanding (MOU) exists between the Tennessee Department of Agriculture (TDA) and the U.S. Department of Agriculture Animal and Plant Health Inspection Service, Veterinary Service (USDA APHIS VS). This and other pre-existing MOUs will establish the basis for actions within Anderson County when suspicion or determination of an animal disease emergency has been reported by county veterinarians, animal owners, and/or animal facility operators. Veterinary Services will serve as the framework and basis for cooperative efforts for this plan. Other pre-existing Memoranda will assist in outlining the cooperative frameworks to control and eradicate endemic diseases as well as new or unknown diseases that may be discovered.
2. The Anderson County Agriculture Extension Agent will serve as the initial contact point for any animal care professional or owner to first report suspicions of animal disease. The agent will contact TDA and the University of Tennessee, College of Veterinary Medicine. The attending veterinarian will alert the county veterinary association.
3. The State Veterinarian for TDA and the Area Veterinarian in Charge (AVIC) for VS will jointly provide direction and leadership to animal health emergencies to the extent of each authority.
4. In cases of natural/man-made disasters or possible acts of bio-terrorism in the state, the AVIC for VS will assume a supportive role to assist the State Veterinarian as appropriate and as resources allow.
5. A Tennessee Response Team (TN-RT) consisting of personnel assigned by the TDA, State Veterinarian, and the USDA AVIC will be established. This team will be assigned full time and be dedicated to the diagnosis, containment, and ancillary activities of an animal health emergency. The TN-RT will also provide assistance to local and state authorities during times of natural/man-made disasters where efforts to provide relief and ease animal suffering are needed.
6. Upon recommendation of either the State Veterinarian or USDA APHIS, the Veterinary Services Early Response Team (VSERT) may be assigned to assist with veterinary diagnostic efforts to confirm infection with a foreign or emerging animal disease. VSERT is also responsible to assess and characterize the outbreak. Members of TN-RT will be assigned to assist VSERT as may be necessary. VSERT will be supervised by the AVIC, in coordination with the State Veterinarian.

VI. Human Resources

Personnel from the Tennessee Area of Veterinary Services and the TDA will compose the core of state and federal veterinarians and animal health technicians to become Response Team (RT) members. It is recognized that existing personnel within the state are limited; therefore, depending upon the magnitude of the animal health emergency and need, requests for other state and federal employees from neighboring states may be made.

The State Veterinarian will make formal requests to state. The AVIC will make formal request to the Eastern Regional Office for assistance from other VS locations. Should those resources prove insufficient, the AVIC for VS, with the concurrence of the State Veterinarian, will make formal request to the Eastern Regional Director for additional personnel.

Other potential personnel and material resources may include any and all of the following:

- A. The University of Tennessee College of Veterinary Medicine, Knoxville.
- B. Veterinary practitioners (Tennessee fee-basis veterinarians).
- C. State and federal meat and poultry inspection staff members.
- D. Tennessee Office of the Commissioner of Agriculture.
- E. Tennessee Department of Natural Resources (DNR).
- F. Tennessee Department of Health (TDH).
- G. Tennessee Emergency Management Agency (TEMA).
- H. U.S. Department of Agriculture, Wildlife Services.
- I. Tennessee Wildlife Resources Agency (TWRA).
- J. Tennessee Highway Patrol, local law enforcement, animal control, and animal inspectors.
- K. Neighboring state and county mutual aid agencies.
- L. Federal Emergency Management Agency (FEMA).
- M. Volunteer organizations.
- N. Humane Societies.

In addition, qualified, leading representatives of major livestock/industry groups have been identified and will serve as advisors to the state.

VII. Categories of Diseases and Emergencies

Emergency response strategies and protocols required in a situation are based first upon the species group involved, then, upon further investigation, the category of disease, as follows:

A. *Foreign Animal Disease*

Foreign animal disease is an important transmissible disease in livestock or poultry believed not to exist in the United States and its territories. The disease may (1) impact significantly Tennessee economic and/or animal health, (2) significantly restrict the intrastate, interstate, and international movement (trade) of livestock, animal products, and germ plasma, and (3) be listed in the Office of International Epizootic Disease Code List. A state and/or federal veterinarian who has completed or participated in the USDA training course at Plum Island, New York, is included in each species task force.

B. *Emerging Disease*

An emerging disease is a new disease or a new emergence of an old disease that manifests itself within the state. A state and/or federally employed veterinarian, working with local veterinary practitioners and diagnostic laboratories, will pursue any unknown disease in the animal and/or

avian populations within Tennessee to diagnose, determine the origin, and propose eradication of the disease in question.

VIII. Surveillance

A. Initiation of Response Plan

1. Surveillance for diseases
 - a. The first line of defense in an emergency disease situation is early recognition of a potential problem. Often this falls on the shoulders of a private veterinarian, laboratory technician, animal owner, meat/poultry inspector, market operator, or county extension agent who must make the initial call to regulatory agencies.
 - b. Under state law, owners of animals or birds exhibiting symptoms of a dangerous or contagious disease must report the occurrence with 24 hours to the state veterinarian.
 - c. Under state law, any diagnostic laboratory, veterinarian, owner, or custodian of an animal must report a clinical diagnosis of a reportable disease to the Office of the State Veterinarian within two business days of diagnosis.
2. Response Plan Trigger
 - a. Preliminary laboratory evidence reported from FADDL or NVSL or a clinical impression/gross pathology decision by members of VSERT can trigger this response plan.
 - b. This plan does NOT initiate with reports of FAD from the field to initiate a FAD investigation. Initiation follows the initial screening by a FADD or laboratory.
3. Control and Eradication
 - a. Control and eradication procedures will follow the generally accepted protocols of isolation, quarantine, vaccination, and therapeutic treatment. Strict bio-security, sanitation, vector control, and proper disposal are essential. Case closures will be conducted after consultation with AVIC and the State Veterinarian.

IX. Media, Public Affairs, and Communications

Information will be disseminated to the public through the office of the Anderson County Mayor or an appointed County Public Information Officer. State public information professionals, as well as APHIS LPA specialists, will be assigned to provide the public with vital information.

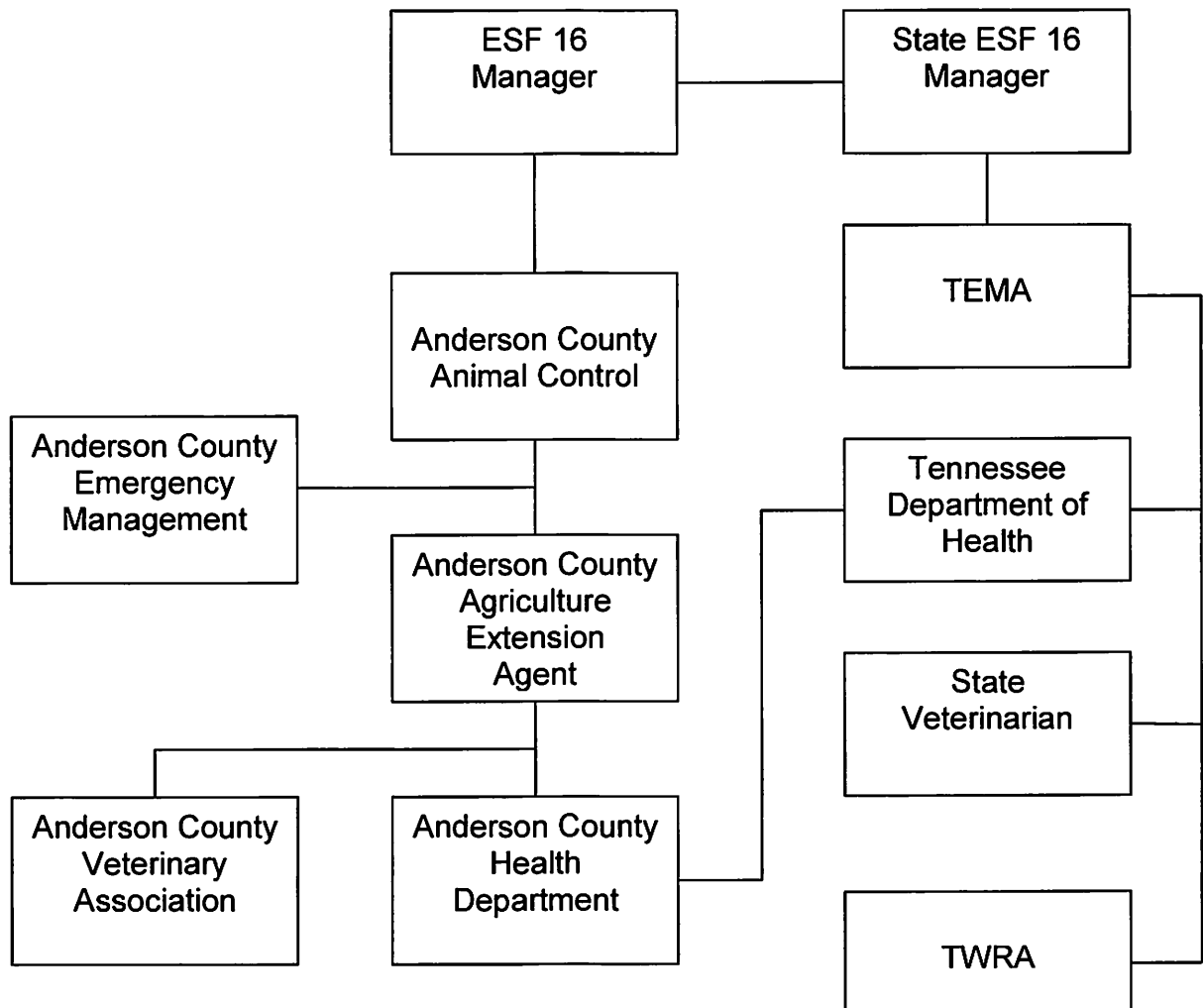
Emergency Support Function 16

Appendices

Appendix 1 Animal Care Services Organizational Chart

Appendix 2 Call List

APPENDIX 1 to ESF16
ANIMAL CARE SERVICES ORGANIZATIONAL CHART



APPENDIX 2 to ESF 16
CALL LIST

