TOWN OF ST. JAMES
NORTH CAROLINA

EMERGENCY MANAGEMENT PLAN

Revised February 2019
TOSJ Council Approved August 2019
# TOWN OF ST. JAMES

# EMERGENCY MANAGEMENT PLAN

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* Distribution restricted to Town Council, Town Manager, EM Staff, President of the POA, POA Community Manager, Marina Dock Master, The Clubs of St James Manager, and the SJFD Fire Chief
TOWN OF ST JAMES

EMERGENCY MANAGEMENT (EM) PLAN

I. PURPOSE

The purpose of this plan is to set forth a definitive policy describing those actions needed to be taken before, during, and after a major incident. The National Response Framework defines an incident as “any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions.” This plan provides a comprehensive, all-hazards approach to handling emergency situations.

II. BACKGROUND

This plan has been developed to prescribe the process the Town of St. James (TOSJ) officials will follow to prepare for and to mitigate the impacts of major incidents... It outlines procedures to provide for preparedness, response, relief, and recovery of the community to its normal state of affairs. This plan identifies the organizations to coordinate with, actions to be taken, associated timetables, and assigned responsibilities.

This plan is designed to ensure that all TOSJ internal organizations and resources are employed in an efficient manner to support emergency response actions and it identifies the roles and responsibilities of each entity.

The structure for managing incidents is the National Incident Management System (NIMS). Under NIMS, incident management should occur at the lowest jurisdiction level possible. This is accomplished utilizing the Incident Command System (ICS.) ICS is a means to direct on-scene emergency management, while maintaining single command and control of the situation. This is accomplished through the designation of an Incident Commander (IC) and the establishment of an Incident Command Post (ICP). The IC is the person-in-charge of coordinating the response to the incident and will normally be the TOSJ EM Director, except when the incident is directly related to fire, chemical spills, or emergency medical services (EMS) activities that would normally be directed by the SJFD Fire Chief. TOSJ will establish an Emergency Operations Center (EOC) to act as the ICP and the coordinating activity for the gathering, retrieval, analysis, and dissemination of all information and resources to support incident management activities.

The TOSJ EM Plan has been designed to fit within the NIMS. The plan will be supplemented by Brunswick County’s management plans for incidents as appropriate.
III. EVENTS AND ASSUMPTIONS

As a result of its geographic location, topography, and growth, TOSJ will continue to be vulnerable to the below listed hazards, all of which have the potential to inflict property damage and casualties.

A. EVENTS

1. FIRE: Structural, forest/woodlands/urban interface, hazardous materials, and vehicle.
2. CHEMICAL SPILL: Trucks, boats/barges, fuel tanks, water treatment plant (chlorine).
3. NUCLEAR RADIATION: Duke Energy Brunswick Nuclear Plant, Southport, NC.
4. SEVERE WEATHER: Hurricane, flood, hail and damaging winds, tornado, snow/ice storms, erosion/mud slides.
5. EARTHQUAKE
6. UTILITY PROBLEMS: Water contamination, power outage, and sewer malfunction.
7. AIRCRAFT CRASH
8. BOMB THREAT
9. TERRORISM
10. OTHER INCIDENTS: Singular, unanticipated events with potential for property damage and casualties.

B. ASSUMPTIONS

TOSJ will continue to be exposed to the hazards noted above, as well as others that may develop in the future.

Outside assistance will be available in most emergency situations. Although this plan defines procedures for obtaining and coordinating such assistance, it is essential that TOSJ EM elements be prepared to carry out emergency responses and short-term actions on an independent basis with immediately available resources.

It is possible for a hazardous event to occur at any time. In most cases, dissemination of warning and increased readiness measures may be possible; however, some disasters and/or events may occur with little or no warning.

The TOSJ government, as well as its associations, organizations, and officials recognize their responsibilities for the safety and well-being of the public, and will assume their responsibilities in the implementation of EM plan.

Proper implementation and execution of this plan may prevent or reduce disaster-related losses.

Effective execution of this plan will require volunteer participation and the cooperation of St. James residents.
IV. CONCEPT OF OPERATIONS

In accordance with North Carolina General Statute Chapter 166A, TOSJ has the primary responsibility for directing EM activities within the scope of its jurisdiction.

This plan is based on the concept that the emergency function for various organizations/agencies will parallel normal day-to-day functions to the extent possible, i.e., the same personnel and material resources will be employed in most cases. Day-to-day functions, which do not contribute directly to emergency management activities, will be suspended for the duration of any emergency. All efforts and resources will be redirected to accomplishing emergency management tasks.

TOSJ Mayor may declare a local state of emergency (SOE) when an event occurs. The effect of such a declaration is to activate the response, request additional resources, recovery, and rehabilitation aspects of this plan.

All parties that review this plan, and during an identified threatening event recognized by TOSJ, will follow the guidance of the TOSJ Mayor or Mayor Pro Tem through the EOC communications systems.

V. EMERGENCY OPERATIONS CENTER (EOC)

The TOSJ EOC houses town officials and volunteers necessary to provide communication to residents, regarding the direction and control of emergency management activities during declared emergencies, or other events at the direction of the Mayor.

A. EOC Location. Located on the 2nd floor of the St. James Fire Department located at 3621 Oceanic Blvd. is designated as the EOC during declared emergencies. Once activated, the EOC shall be staffed by an adequate number of town officials and volunteers to permit a 24-hour communications operation. It will be equipped with adequate telephone, radio systems, and computer links, to ensure connectivity with all responding agencies and support networks. In the event that conditions require relocation of the EOC, the EM Director will advise the Mayor or Mayor Pro-tem prior to notifying relevant officials, volunteers, and town residents through available communication systems.
B. **Mission.** The mission of the EOC is to:

1. **coordinate and synchronize the entire emergency response effort within the TOSJ.**
2. **Ensure that all agencies are advised of their respective roles.**
3. **Serve as a communications center for all responding agencies.**
4. **Disseminate accurate and timely reports to all agencies, to residents, and to the Brunswick County Emergency Operations Center (BC-EOC).**
5. **Direct the allocations of internal TOSJ EM resources.**
6. **Request multi-agency resources, in most cases, through the BC-EOC.**

C. **EOC Activation.** The TOSJ Mayor or Mayor Pro Tem activates the EOC upon declaration of a local or state SOE, or as may otherwise be appropriate. Upon activation, the following will be accomplished as quickly as possible by members of the EM team.

1. **Direct assigned personnel to report to the EOC.**
2. **Activate and tests operability of all equipment**
3. **Perform preventive maintenance on EOC equipment to include verification of hardwired and wireless connectivity.**
4. **Check adequacy and serviceability of emergency rations, bottled water, and cots.**
5. **Test the Operations Center air conditioner.**

D. **Staffing.** The EOC will be staffed by the following or their designated representatives, augmented by other, as required.

1. **EM Director and the EM Team.** This team is comprised of the following positions: EM Director, EM Deputy Director, Special Assistant to the Director, Liaison Officer, Finance and Administration Section Chief, Health and Safety Section Chief, Operations Section Chief, Planning Section Chief, Logistics, Debris Management, Emergency Notification System, Emergency Operations Center Manager, Communications, Volunteer Coordinator, Damage Assessment, Tactical Plan Development, Emergency Management Plans, Information Technology, Risk Assessment, Team Administration.

2. **This team will maintain coordination with the below listed personnel.** The below listed personnel or their designated representatives are not required to be present in the EOC, but will be requested to notify and keep the EOC current as to who is designated on call, their whereabouts, a current telephone number, e-mail address, and any other methods of contacting them. This request will start once the EOC is activated and continue at all times throughout the incident. The Mayor and the EM Director may request these personnel to attend meetings at any time during the incident.

   a. TOSJ Mayor
   b. Members of the Town Council
   c. President of the POA
   d. Fire Chief
   e. The Clubs site manager
   f. Marina dock master
g. Town Manager and/or Mayor Pro-Tem
h. POA Community Manager
i. HOA representatives

3. Each Damage Assessment (DA) Team, when activated, could comprise the following personnel or their representatives. The EM Deputy Director will supervise the DA Team within St. James Plantations (SJP), as well as the TOSJ.

   a. POA-elected representative
   b. Fire department representative
   c. Marina dock master
   d. The Clubs course superintendents
   e. The Operations Section Assistant for DA or a designated team member
   f. HOA representative

4. The designated representatives above will serve as team leads for DA in their respective areas. DA for all of the residential dwellings in the town will be coordinated by the EM Team member assigned direct responsibility for conducting DA.

5. DA by all parties will be conducted using the Town/County Crisis Track software.

E. Responsibilities.

1. TOSJ Mayor

   a. Declare SOE as appropriate; request additional resources as may be necessary.
   b. Order evacuation, as appropriate.
   c. Set curfew, as determined to be necessary.
   d. Approve DA reports.
   e. Approve media releases.
   f. In consultation with the POA president, EM Director, and the SJFD Fire Chief, authorize re-entry of residents, employees, and contractors following a mandatory emergency evacuation.
   g. Authorize debris removal, weather permitting, through the town’s manager and the EM Director. Debris removal can occur during and after a storm as may be appropriate based on conditions. Typical debris removal will be limited to debris placed curbside.
   h. Coordinate, in conjunction with the POA long-term recovery operations.
   i. Take other actions, as required, to facilitate the protection of life and property.

2. Mayor Pro-Tem

   In the absence of TOSJ Mayor, assume the responsibilities described in Section V.E.1, a-i.
3. EM Director

The TOSJ EM Director will be the designated Incident Commander (IC) for all natural or man-made emergencies, such as severe weather, earthquakes, and major utility problems. For incidents involving the Duke nuclear power station, bomb threats, and terrorism, the appropriate government agency will be the IC. TOSJ will provide support. In case of fires, chemical spills, aircraft crashes, and other incidents directly related to fire or EMS activities, the SJFD Fire Chief will act as IC and the EM Director and the EM Team will provide support.

a. Synchronize support plans among TOSJ, the POA, the marina, the clubs at St James Plantation, SJFD, Brunswick County, and other relevant parties.
b. Oversee the various emergency communication systems. Disseminate to all residents via Instant/Simultaneous Emergency Telephone and Blast E-mail Notification System (ENS) early warning information emergency messages, Short Message Service (SMS) text messages, initiations and terminations of states of emergency, evacuation orders, curfew instructions, restrictions on alcohol and dangerous weapons and substances and other critical information before, during, and for a period of time after an event. Coordinate with all residents via ENS status updates as provided by the county and state EOCs.
c. Maintain county awareness via WebEOC on the status and condition of St. James including evacuation information, critical damage, flooding, road closings, town closing, and any isolation of portions of the town.
d. Request County, state, and federal assistance as required through the BC-EOC.
e. Coordinate emergency response efforts, other than fire and emergency medical services (EMS), within and for TOSJ.
f. Request additional resources and direct management and application of resources.
g. Recommend priorities for response and recovery in coordination with POA’s representatives.
h. Draft TOSJ media releases as may be requested.
i. Review all reports for accuracy and content before they are disseminated.
j. Dispatch response teams, as required.
k. Coordinate preparation of the DA report.
l. Conduct annual review and update, if necessary the EM Plan.
m. Request support/assistance from outside agencies as appropriate and necessary to accomplish the TOSJ EM Plan mission.
n. Request security assistance, through BC EOC, from the county and/or state police and the US Coast Guard if the Town is evacuated.

4. EM Deputy Director

a. Act on behalf of the EM Director as directed by the EM Director or the TOSJ Mayor.
b. Upon declaration of an SOE, coordinate physical security among local organizations and any security resources provided from outside St. James.
c. Supervise the DA Teams.
5. **EM Operations Section Chief**

   a. Maintain an ongoing electronic log on WebEOC of all activities within the EOC to facilitate operational control and continuity, and to provide a historical record of the event.
   b. Maintain an updated log on the EOC staff and/or their designated representatives to include current locations, telephone numbers, and e-mail addresses.
   c. Assist in the preparation of reports required by the county, state, FEMA or other agencies.
   d. Initiate EOC Management Information Systems (landline telephones, cell phones, government emergency telephone service (priority routing), internet connections, ENS, HURREVAC, and WebEOC.
   e. Draft ENS messages and updates.
   f. Record, monitor, and update the EM voice mail account.
   g. Transmit directed messages and TOSJ status updates to the county via WebEOC.
   h. Work with the EM Public Information Officer (PIO) to record and update recorded messages on the TOSJ Info line at (910) 253-0949 on the Ops Center Log.
   i. Monitor SJFD and EMS radio traffic.
   j. Perform other administrative activities in support of the EOC.

6. **President of the POA (through the POA Community Manager)**

   a. Coordinate routine physical security matters with the EOC including evacuation, if ordered.
   b. Coordinate the dissemination of warnings and evacuation orders with St. James security personnel.
   c. Monitor water levels in POA ponds to determine if lowering the levels is necessary.
   d. Provide ongoing information to the EOC and DA Team, including the status of roads and utilities within the gates of SJP.
   e. Keep the EOC updated on the status of current and pending activities.
   f. Coordinate, in conjunction with town officials, long-term recovery operations.
   g. Coordinate, as appropriate, with all sub-POAs on matters relating to the ongoing event.
   h. Coordinate with the Town on all debris removal activities to minimize duplication of effort. This may include the use of the contracted debris removal company with the approval of the Town.

7. **Marina Dock Master**

   a. Keep the EOC updated on status of current and pending activities.
   b. Serve as the focal point for all interests within the St. James Marina
   c. Assume responsibility for debris removal for all areas under control of the marina.
d. Coordinate, in conjunction with the town and the POA, long-term recovery operations.

8. Manager, The Clubs at St James Plantation
   a. Keep the EOC updated on status of current and pending activities.
   b. Assume responsibility for debris removal for all areas under control of the Clubs at St James Plantation...
   c. Coordinate, in conjunction with the town and the POA, long-term recovery operations.

9. SJFD Fire Chief
   The SJFD Fire Chief will be designated as the Incident Commander (IC) in cases of fires, chemical spills, aircraft crashes, and other incidents directly related to fire or EMS activities. During all-natural disasters, such as severe weather and earthquakes, major utility problems, incidents at the Duke nuclear power station, bomb threats, and terrorism, the Fire Chief will provide support to the EM Director.
   a. Provide coordinated fire protection, rescue operations, and EMS support.
   b. Assist EM in the dissemination of warnings and notices.
   c. Implement evacuation operations to include traffic right-of-ways and placement of barricades in accordance with established evacuation plans.
   d. Coordinate with the EM Deputy Director and the POA President (through the Community Manager) on post-incident security and resident re-entry.
   e. Provide, within organizational capabilities, for clearance of roadways for emergency vehicle access.
   f. Provide reconnaissance to determine blocked roads.
   g. Keep the EOC updated on status of current and pending activities.

VI. COMMUNICATIONS

Before, during, and after a major event, the primary means of communication with TOSJ residents is the Emergency Notification System (ENS). ENS communications include e-mails and telephone calls to both home phones and cell phones, as appropriate. During an emergency situation, the ENS can be augmented by using EM Team members’ cell phones, and the TOSJ web site.

When the routine telephone system is not operational, emergency communication will be through the Government Emergency Telecommunications Service (GETS).

Recorded messages prepared by EOC officials can be accessed by residents by calling the following number: (910) 253-0949. As appropriate, communication throughout TOSJ and other sites will be accomplished using hand-held radios.
VII. COORDINATING INSTRUCTIONS

Individual property owners are responsible for securing their homes and personal property.

If a “state of emergency” has been declared and it is determined that the EOC is in a vulnerable location, the TOSJ Mayor or the EM Director may direct the relocation of the EOC to a more secure locale if the emergency so warrants.

Once activated, the EOC will operate on a 24-hour basis, or a schedule as directed by the EM Director, until the emergency has passed, or at such time as it is ordered deactivated by the TOSJ Mayor or the EM Director.

There are no emergency evacuation shelters in the TOSJ. (See Annex C for a list of authorized emergency shelters in Brunswick County.)

The St. James Marina Dock Master is responsible for developing a plan for securing property and taking other safety and security measures for marina properties. This plan should be coordinated with the TOSJ EM Director. A copy of the plan should be filed with the EM Director.

The manager of The Clubs at St James Plantation is responsible for developing a plan for securing property and taking other safety and security measures for club properties. These plans should be coordinated with the TOSJ EM Director. A copy of the plan should be filed with the EM Director.

The president of the POA is responsible for developing a plan for securing property and taking other safety and security measures for POA properties. A copy of the plan should be filed with the EM Director.

The presidents of the various HOAs are responsible for developing plans for securing property and taking other safety and security measures for their properties. A copy of the plan should be filed with the EM Director.

Upon adoption of this plan, copies will be distributed to the following organizations:

St. James Property Owners Association
St. James Fire Department
St. James Marina
The Clubs at St. James
Adopted this the 3rd day of December 2002.
Revised August 2004
Revised and Reissued March 2006
Revised and Reissued August 2007
Revised and Reissued January 21, 2011
Revised and Reissued May 1, 2011
Revised and Reissued June 2012
Revised and Reissued December 2016
Revised and Reissued February 2017
Revised and Reissued April 2018
Revised and Reissued August 2019

TOWN of ST. JAMES
By: Mayor of St. James
ANNEX A

ABBREVIATIONS, ACRONYMS AND TERMS

Because of its geographic location, topography, and growth, the TOSJ is vulnerable to a variety of natural and fabricated events with the potential to inflict property damage and casualties among the community’s population. Communicating warnings and other information to TOSJ residents may involve the use of abbreviations, acronyms, and event-related terminology. Understanding the meaning of these abbreviations, acronyms, and terms will be essential for residents and town officials to minimize damage and casualties within our community.

I. ABBREVIATIONS

ATMC  Atlantic Telephone Membership Cooperative
BBC   Blackboard Connect
BC    Brunswick County
BC-EOC Brunswick County Emergency Operations Center
BEMC  Brunswick Electric Membership Corporation
DA    Damage Assessment
DHS   Department of Homeland Security
EM    Emergency Management
EMS   Emergency Medical Services
EMT   Emergency Medical Technician
ENS   Emergency Telephone and Blast E-Mail Notification System
EOC   Emergency Operations Center
EPA   Environmental Protection Agency
ETA   Estimated Time of Arrival
FAA   Federal Aviation Administration
HOA   Home Owners Association
IC    Incident Commander
ICP   Incident Command Post
ICS   Incident Command System
LE    Law Enforcement
LNO   Liaison Officer
LTPO  Long Term Power Outage
MPH   Miles per Hour
NC    North Carolina
NC DEQ North Carolina Department of Environmental Quality
NC DPS North Carolina Department of Public Service
NWS   National Weather Service
PIO   Public Information Officer
ABBREVIATIONS- Cont’d

PL  Public Law
POA  Property Owners Association
POC  Point of Contact
PPDR  Private Property Debris Removal
SJFD  St. James Fire Department
SJP  St. James Plantation
SIP  Shelter in Place
SMS  Short Message Service
SOE  State of Emergency
TOSJ  Town of St. James
TOSJ EM  Town of St. James Emergency Management
USCG  United States Coast Guard

II. ACRONYMS

FEMA  Federal Emergency Management Agency
GETS  Government Emergency Telephone System
HAM radio  Amateur radio
HURREVAC  HURREVEAC (Hurricane Evacuation) is a computer program developed to manage data produced and disseminated by various federal agencies. HURREVAC tracks hurricanes on computer plot maps using information from the National Hurricane Center (NWS, NOAA) and estimates when evacuation decisions should be made for threatened locales.
NIMS  National Incident Management System
NOAA  National Oceanic and Atmospheric Administration
Viper  Voice Interoperability Plan for Emergency Responders
WebEOC  A web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information.

III. TERMS

Flood. Generally associated with major storms, floods often occur without a major storm system and preparations and precautions should be taken in the event of any forecasts of possible impending flood conditions. Residents in low lying areas prone to severe storm water or flood should be notified as early as possible to reduce the possibility of property damage and to allow ample time for orderly evacuation.
**Gale Warnings.** Winds are steady and of sufficient force to cause heavy turbulence and high seas. Erosion of beachfront areas is cause for major concern. Gale warnings are issued when winds of 35-47 knots (39-54 mph) are expected.

**Hurricane.** A pronounced rotary circulation with a constant wind speed of 64 knots (74 mph) or more, usually accompanied by rain, thunder, and lightning. Hurricanes often spawn tornadoes.

**Hurricane Categories.** Hurricanes are categorized by the National Weather Service on a scale of I to V based on intensity:

- **Category I** – Winds 74-95 mph; Cat I Alert: Emergency situation is possible within 72 hours
- **Category II** – Winds 95-110 mph; Cat II Alert: Emergency situation is possible within 48 hours
- **Category III** – Winds 111 – 130 mph; Cat III Alert: Emergency situation is anticipated within 24 hours
- **Category IV** – Winds 131 – 155 mph; Cat IV Alert: Emergency situation imminent within 12 hours
- **Category V** – Winds 156+

**Hurricane Landfall.** Landfall is a point and time at which the leading edge of the storm passes over the shoreline. After the passage of the calm eye, hurricane winds begin again with the same intensity as before, but from the opposite direction.

**Hurricane Season.** The six-month period from June 1st to November 30th.

**Hurricane Warning.** A hurricane warning is issued 24 hours before hurricane conditions are expected. Warnings identify an area where winds of at least 74 mph are expected. A warning will also be issued when high or exceptionally high waves are expected, even though winds may be less than hurricane force. In the case that a storm changes direction rapidly, the warning may be issued 10-18 hours before the storm makes landfall.

**Hurricane Watch.** A hurricane watch indicates hurricane conditions are a real possibility within 24-36 hours. The watch covers a definite area and time period. When a watch is issued, everyone in the affected area should listen for advisories and be prepared to take appropriate action if advised to do so.

**Local Storm System.** Storms of this category are usually localized and have short duration, but also have the potential to cause severe damage.

**Local Wind Warnings.** Local wind warnings are given only when they are believed to be of sufficient force to warrant special precautions.
**Major Storm System.** A storm which usually affects a wide area and has a history of days rather than hours of effectiveness.

**Small Craft Cautionary Statements.** When a tropical disturbance threatens a coastal area, small craft operators are advised to remain in port or not to venture into open seas.

**Storm Surge.** Storm surge is water that is pushed toward the shore by the force of the winds swirling around the storm. This advancing surge combines with the normal tides to create the hurricane storm tide, which can increase the mean water levels to heights impacting roads, homes, and other infrastructure. Additionally, wind driven waves are superimposed on the storm tide. This rise in water level can cause severe flooding in coastal areas, particularly when the storm tide coincides with the normal high tides.

**Thunderstorms.** These are small-scale storms and are always accompanied by lightning and thunder. Hail is often associated with thunderstorms and may inflict major damage. Lightning strikes are common, in addition to torrential rain and low visibility.

**Tropical Depression.** Weather associated with a tropical cyclonic system with wind speeds up to 33 knots (38 mph.)

**Tropical Storm.** Weather associated with a tropical cyclonic system with wind speeds between 34 and 63 knots (39-73 mph.)
ANNEX B

KEY PERSONNEL AND ORGANIZATION LISTING

Distribution of this annex is restricted to Town Council, Town Manager, EM Staff, POA President, POA Community Manager, Marina Dock Master, The Clubs at St James Plantation Manager, and the SJFD Fire Chief
ANNEX C

TOSJ EMERGENCY EVACUATION AND RE-ENTRY PROCEDURES

This annex outlines emergency evacuation and re-entry procedures for the TOSJ and SJP. Included are three appendices showing evacuation routes from St. James and Brunswick County. Additionally, this annex describes the procedures for temporarily evacuating the gated community of SJP and the entire TOSJ as a result of a major incident.

I. RESIDENT EMERGENCY GUIDE

The TOSJ EM Director will ensure that a Resident Emergency Guide is maintained on the TOSJ website (EM_Residents_Emergency_Info_Guide_2018.pdf). This guide will outline procedures and recommended actions that residents should take before, during, and after a major incident. The guide will also contain information on TOSJ communications procedures, weather information sources, hurricane preparedness and survival information, severe weather descriptions, pre-storm personal preparations, locations of county shelters, and useful telephone numbers and websites.

II. EVACUATION TYPES

A. Recommended Evacuation – a recommended evacuation order is defined as exactly what it says: Town inhabitants should give serious consideration to voluntarily relocating.

B. Mandatory Evacuation – a mandatory evacuation order is defined as a serious warning that TOSJ residents should leave as quickly as possible. If any residents choose to stay, it is highly unlikely that fire/EMS/law enforcement (LE) personnel will be able to respond to requests for assistance.

III. ALERT STATUS ACTIONS

A. 48 Hour Alert. When issued, TOSJ EM will inform residents of the current timeline and other important information. Residents should begin implementing storm preparation procedures outlined in the Resident Emergency Guide.
B. **24 Hour Alert** or **Hurricane Watch.** When issued, TOSJ EM will inform residents of the current timeline and other important information.

C. **12 Hour Alert** or **Hurricane Watch.** When issued, TOSJ EM will inform residents of the current timeline and other important information.

D. **6 Hour Alert** or **Hurricane Watch.** When issued, TOSJ EM will inform residents of the current timeline and other important information.

### IV. EVACUATION

A. Town residents should give serious consideration to evacuating even though a TOSJ evacuation may not be mandatory. TOSJ residents, particularly those living in flood prone areas and those living within ½ mile of the Intracoastal Waterway are particularly vulnerable.

B. In the event it becomes necessary to temporarily evacuate the TOSJ, the EM Director may request, the Brunswick County Sheriff’s Office, the NC State Police and/or the National Guard support at the four TOSJ gates, or on NC 211 through BC-EOC. Additionally, in coordination with the SJFD Fire Chief, the EOC will request on an as-needed basis, Brunswick County Emergency Medical Services (EMS) support through the BC-EOC. Assuming communications are still operating, the EM Deputy Director will direct that the EM Team Operations Section chief coordinate the preparation of and sending of an ENS message, informing remaining residents of the closure situation and any restrictions that may be imposed as a result thereof.

C. In the event the Woodlands bridge fails, coordinate with the POA and the SJFD to evacuate residents via White Spruce Glen toward the Grove gate exit.

D. Once on NC 211, use the departure routes shown in the Resident Emergency Guide. Current road conditions and closure information may be accessed at the NC DOT: Travel Information website –tims.ncdot.gov/tims/

E. Stay tuned to radio and/or television. Call (910) 253-0949 for a recorded message which will give information concerning the current situation. If there is a need for assistance, or if there is a specific question, call the TOSJ EM Team in the EOC at (910) 363-4945.

D. County evacuation shelters are located at:

1. **North Brunswick High School**
   1395 Scorpion Drive
   Leland, NC 28451

2. **South Brunswick High School**
   280 Cougar Drive, BSL
3. West Brunswick High School (pet friendly shelter)
   550 Whitesville, Road, NW
   Shallotte, NC 28470

4. Special Needs Reception Center
   Brunswick County Community College
   Odell Williamson Auditorium
   50 College Road
   Bolivia, NC 28422
   (Those with special needs may register with the county at
    www.brunswickcountync.gov/emergency/ems/. Click on Special Needs registry.)

V. RE-ENTRY

A. As a general rule, re-entry to evacuated areas will be based on damage assessments and any
ongoing relief/recovery operations.

B. Re-entry will be authorized by TOSJ Mayor in consultation with the EM Director, the POA
Community Manager and the SJFD Fire Chief.

C. The following general priorities are established for re-entry:

1. Safety (this is a function of a detailed DA of all services and the internal road and
   bridge network)
2. Security (this may require the employment of motorized roving patrols and/or
   waterborne operations)
3. Restoration of services (power, water, phone, cable, TV)
4. Access Control:
   a. Given the nature of the situation and the scope of the evacuation, re-entry to
      affected areas must be controlled.
   b. The main entrance to St James will serve as the re-entry control point. Remote
      access to other entry points may be disabled by the POA or upon the departure of the
      security force prior to the incident.
   c. TOSJ Mayor, in coordination with the EM Director, the SJFD Fire Chief, and the
      POA President or Community Manager, will determine when re-entry is authorized
      and by whom.
d. As a general rule and depending on the seriousness of the situation, authorized persons could include but are not limited to: residents; town and county officials; contractors; service organizations; businesses involved in the restoration of services, and those general contractors currently working on projects in the town. Individuals and/or groups not included above must obtain permission prior to being admitted.

e. Once the situation is stabilized, the electronic entry system currently in effect, assuming it is operational, will be reactivated. Proper photo identification may also be required for entry. If the current system is not operational, all traffic must enter through the Main Gate until the system is repaired and operational.

D. In order to provide initial access for emergency evacuations (dependent on the SJFD’s reconnaissance reports of blocked roadways), the following major roadways will be the first streets to be cleared of debris. Remaining roads will be cleared based on need and extent of road blockage.

- St. James Drive
- Regency Crossing
- Maxwell Drive
- Seafield Drive
- Pine Forest Drive
- Players Club Drive
- Ridge Crest Drive
- Members Club Drive
- Beavercreek Drive
- Trailwood Drive
- Oceanic Road
- Parkridge Drive
- Moss Hammock Wynd
- Wyndmere Drive
- Bridgewater
- Essex

Note: St James Security will provide security patrols and may be augmented by the Brunswick County Sheriff’s Office, the State Highway Patrol, or the National Guard, depending on the situation. Checkpoints, barricades, and detours may be set up throughout the Town, as required.

APPENDICES

APPENDIX A: Map 1, TOSJ Evacuation Routes
APPENDIX B: Map 2, Possible Evacuation Routes for TOSJ
APPENDIX C: Map 3, Alternate Emergency Detour Routes for TOSJ
APPENDIX A: Map 1, TOSJ Evacuation Routes
Main Gate Emergency Gate Evacuation Route
APPENDIX A: Map 2, TOSJ Evacuation Routes
Regency Gate Emergency Gate Evacuation Route
APPENDIX A: Map 3, TOSJ Evacuation Routes
Seaside Gate Emergency Gate Evacuation Route
APPENDIX A: Map 4, TOSJ Evacuation Routes
Grove Gate Emergency Gate Evacuation Route
APPENDIX B: Possible Evacuation Routes for TOSJ

There are numerous alternative routes off of Hwy 17 south into South Carolina which may or may not be good alternative routes depending on the forecasted hurricane strike zone.

I-40 is a major evacuation corridor; however, St. James residents may have difficulty gaining access to it in heavy exit traffic conditions.

POSSIBLE EVACUATION ROUTES FOR TOWN OF ST JAMES

The data used to compile this map was derived from various sources, therefore, the accuracy cannot be guaranteed.

SEPTEMBER 10, 2005
APPENDIX C: Alternative Emergency Detour Routes for TOSJ
ANNEX D

TOSJ HURRICANE PROCEDURES

Note: Time frames listed in this annex are guidelines only and are considered the MINIMUM amount of time needed to complete an action. Any/all actions may be required sooner than the time frames listed. Some actions may not be required and will not be completed. All actions and responses will be dependent on the actual situation.

I. ALERTS

A. Initial Alert Phase. This phase will be initiated after consultations by the EM Director with Town Officials. It may be as early as a week before a storm is forecast to affect this general area. The following actions should be taken as necessary to ensure preparedness:

1. Assess the threat based on best information available.
2. Assess major requirements that may be needed by the EOC and others as the threat becomes more credible. This includes preventive maintenance and testing of all EOC equipment.
3. Assess the need to lower water levels in selected ponds. The POA Engineer will gather information on the ponds to support the decisions regarding pond levels. Procedures for gathering and processing the data are included in Annex E of this plan.
4. The POA Community Manager and the POA Engineer will conduct inspections of culverts and drains, especially in flood-prone areas. They will correct as much as possible any problems and/or blockages to culverts and drains identified during the pre-storm inspection.
5. Check on availability of key personnel and/or their representatives listed in this plan. Ensure all individuals understand their responsibilities and are prepared to carry out tasks assigned in this plan.
6. Plan for debris removal and contractor support as provided by the TOSJ contracts. Contact appropriate contractors to ensure they are prepared and able to perform in the event the contracts are activated.

8. Validate the names and contact information of key personnel from each organization listed in the TOSJ EM Plan, Section V.D.1, a-j. Contact information includes current telephone number(s), e-mail address, and any other means of contacting them.
9. Contact key personnel and verify contact information. Inform key personnel that they will not be required to report to the EOC when it is activated; however, they will be required to notify and keep the EOC current as to who is designated on-call and their whereabouts.

10. Send an ENS blast e-mail to the community summarizing current observations and conditions. Advise the community that the TOSJ EM Team is monitoring the storm’s progress and will keep the residents informed of actions that need to be taken.

11. Initiate discussion of potential need for TOSJ evacuation.

12. Begin evaluation of the need for a state-of-emergency declaration.

B. **72 Hour Alert.** The National Oceanic and Atmospheric Administration (NOAA) identifies a hurricane or tropical storm which is moving in a direction and speed as to pose a potential threat within 72 hours.

1. EM Director

   a. Alerts Mayor, Mayor Pro-Tem, Town Manager, SJFD Fire Chief, POA President, POA Community Manager, St. James Marina Dock Master, The Clubs Manager, and HOA representatives.
   
   b. Opens communications with Brunswick County Emergency Services Director for storm tracking and related information.
   
   c. Initiates TOSJ EOC Management Information Systems.
   
   d. Reviews the staffing requirements for the EOC and determines need for supplies, food, and equipment to permit 24-hour operation.
   
   e. Monitors state and county activities regarding declaration of a TOSJ state of emergency.
   
   f. Initiates discussion of potential need for a TOSJ declaration of a state of emergency.
   
   g. Notifies the Town Manager and the POA Manager, to notify contractors to begin cleanup of construction sites to minimize hazards associated with flying materials/debris.
   
   h. Begins planning for the potential TOSJ evacuation.
   
   i. Directs preparation for recovery operations.
   
   j. Maintain awareness of the Mayor, Town Council, and EM Team members to include their locations, telephone numbers, e-mail addresses, and any other methods of contact.
   
   k. Directs that the EM Team Liaison Officer or team member currently responsible for generators to check generator operation and LP fuel levels.

2. EM Deputy Director

   a. Directs that the EM PIO or team member currently responsible for maintenance and updates on the TOSJ emergency call-in telephone system (910-253-0949) to activate the emergency call-in telephone system and record a message giving an initial alert warning to residents.
b. Directs that the EM Operations Section Chief prepare and send, as appropriate, a Blackboard Connect ENS notice to all residents.
c. Validates that all EM members have their Government Emergency Telecommunications Service (GETS) card.
d. Directs that all EM Team members test their GETS card following the directions on the GETS card.
e. Initiates contact with DA Team leaders.
f. In coordination with the Town Manager, alerts the TOSJ Debris Management Team and debris removal contractors to ensure debris removal activities will commence expeditiously following the event.
g. Drafts a Debris Removal Authorization Request document using the template in Appendix A (format to be determined) of this annex and forwards to FEMA- based on FEMA Public Assistance Program requirements that communities obtain permission to conduct debris removal activities following an event.
h. Provides guidance for the EM member assigned direct responsibility for conducting the TOSJ DA.

3. SJFD Fire Chief

a. Reviews resources and determines readiness to meet the potential emergency requirements.
b. Alerts fire department personnel.
c. Reports readiness status to the EM Director.
d. Checks generator operation and LP fuel levels at the fire department.

5. Marina Dock Master

a. Ensures all watercraft are secured and notifies owners.
b. Receives information and direction from the EOC-POA on when the ponds will be lowered.
c. Identifies individuals who will be available for DA following the event.
d. Updates EOC on status of current and pending activities.

6. The Clubs at St. James Manager

a. Turns off all well pumps to golf course ponds.
b. Inspects and cleans as necessary main golf course drainage culverts and bridges.
c. Identifies individuals who will be available for DA following the event.
d. Updates EOC on status of current and pending activities.
7. President of the POA (through the POA Community Manager)
   a. Notifies contractors to clean up construction sites to minimize hazards associated
      with flying materials/debris.
   b. Prepares list of contracts and emergency service numbers.
   c. Updates EOC on status of current and pending activities.
   d. Coordinates security personnel requirements.
   e. Assures on-site positioning of any available emergency response equipment.
   f. Secures beach club and equipment.
   g. Inspects all bridges, main culverts, construction sites, and reports status to the
      EOC. Ensures main drainage culverts are clear of debris.
   h. Turns off all well pumps to POA ponds.
   i. Lowers pond levels in accordance with Annex E of this plan in conjunction with the
      EM Director.
   j. Identifies individuals who will be available for DA following the event.

8. HOA Representatives
   a. Identifies contact information with the EOC.
   b. Ensures associated areas are secure of any potential flying objects.

C. 48 Hour Alert. NOAA identifies a hurricane or tropical storm which is moving in a direction
   and speed posing a potential threat within 48 hours.

   1. Town Officials
      a. Mayor issues emergency proclamation if appropriate and not previously issued.
      b. Mayor considers and issues, if appropriate, a “Recommended Evacuation” or
         “Mandatory Evacuation” order.

   2. EM Director
      a. Provides critical information and recommendations to the Mayor regarding an
         emergency proclamation and voluntary or mandatory evacuations.
      b. Directs full activation, unless previously initiated, of the EOC in coordination
         with the Mayor and the Brunswick County Emergency Services EOC.
      c. Sets up EOC in accordance with TOSJ EM Field Operations Guide.
      d. Activates Management Information Systems within the EOC.
      e. Reviews previously prepared Blackboard Connect ENS e-mail formats that will
         be needed during the emergency.

   3. EM Deputy Director
      a. Directs the EM Team PIO or team member currently responsible for maintenance
         and updates on the TOSJ emergency call-in telephone system (910-253-0949) to
         update the recorded message to provide necessary information to residents.
      b. Notifies all residents using Blackboard Connect ENS.
4. Operations Section Chief/EOC Manager
   a. Tests all EOC equipment for connectivity and operational functionality in conjunction with Information Technology team members.

5. The Clubs at St. James Manager
   a. Removes signs, flags, etc., from golf courses and around the clubhouses and other club buildings.
   b. Secures all outdoor furniture and other items at the clubhouses.
   c. Updates EOC on status of current and pending activities.

6. POA President (through POA Community Manager)
   a. Continues to monitor contractor preparations and ensures construction sites are secure.
   b. Updates and arranges for security needs.
   c. Updates EOC on status of current and pending activities.
   d. In coordination with the Fire Department, assures the ready availability of barricades, road signs, lights, etc.

7. Marina Dock Master. Updates EOC on status of current and pending activities.

8. SJFD Fire Chief. Updates EOC on status of current and pending activities.

9. HOA Representatives
   a. Ensures all common areas are secure.
   b. Updates EOC on status of current and pending activities.

D. 24 Hour Alert. NOAA identifies a hurricane or tropical storm moving in a direction and at a speed which poses a potential threat within 24 hours. (This level will generally coincide with a “Storm Watch” issued by the NOAA.) EOC commences 24-hour operation. All activities, other than those directed to preparing for the storm, will cease.

1. Town Officials
   a. Town Manager initiates appropriate actions to secure important records/documents.
   b. Town Manager initiates appropriate actions to secure the Town Hall area.
   c. Town Manager, in coordination with the Community Center director, initiates appropriate actions to secure the Community Center.
   d. In consultation with the Mayor, dismisses non-essential employees.
2. **EM Director**

   a. Coordinates with the POA Community Manager, SJFD Fire Chief, The Clubs at St James Manager, the St. James Marina Dock Master, and the various HOA representatives, to ensure all has been done to provide for the protection of TOSJ property and the health and safety of all TOSJ residents.

   b. Coordinates with the Operations Section Chief, Medical Health and Safety, or the team member currently responsible for the personal health and safety of our team members' significant others.

      (1) Team Member personal safety requirements
      (2) Team member significant other needs, safety and accommodations if they join the team in the EOC

3. **EM Deputy Director**

   a. Monitors the updates recorded message on the town’s call-in telephone system.

   b. Notifies all residents using ENS.

   c. Briefs the DA Teams.

4. **POA President (through POA Community Manager)**

   a. Removes and secures hanging signs.

   b. Places all personnel on standby with telephone numbers where they can be contacted, if not on duty.

   c. Identifies and secures important documents/records.

   d. Distributes essential emergency equipment to security personnel and POA staff as appropriate.

   e. Dismisses all personnel with family responsibilities and those not needed for hurricane preparedness activities.

   f. Updates EOC on status of current and pending activities.

5. **SJFD Fire Chief, The Clubs at St. James Manager, Marina Dock Master, HOA Representatives.** Updates EOC on status of current and pending activities.

**E. 12 Hour Alert.** NOAA issues a hurricane warning. Landfall is expected within 12 hours. (Landfall is defined as that point and time when the leading edge of the storm reaches the coast.)

1. **Town Officials**

   a. Mayor directs, in coordination with the Town Manager, any final actions appropriate to increase the survivability of the town facilities.

   b. Town employees are encouraged to evacuate if they have not already departed.
2. EM Director
   a. Meets with or conducts a conference call with the Mayor, POA President, POA Security Chief, SJFD Fire Chief, the Marina Dock Master, the Clubs Manager, and various HOA representatives, to ensure that all preparation activities have been accomplished.
   b. Submits applicable reports to the Brunswick County Emergency Services EOC.

3. EM Deputy Director
   a. Notifies all residents using ENS.
   b. Updates recorded message on town’s call-in telephone system and sends Blackboard Connect blast email notices as necessary.

4. POA President (through the POA Community Manager)
   a. Ensures that all company buildings are secured.
   b. Schedules security personnel.
   c. Ensures that necessary supplies/equipment for security personnel are on-hand (flashlights, batteries, candles, food and water, portable weather radios, rain gear).
   d. Has one security person patrol routinely in housing areas to identify problems and update residents, as required.
   e. Has security personnel restrict incoming traffic as directed by the Mayor.
   f. If evacuation is ordered, coordinates traffic control with TOSJ EM Director and county officials.

5. The Clubs Manager, Marina Dock Master, HOA Representatives will update EOC on status of current and pending activities.

6. SJFD Fire Chief
   a. Assists town officials and POA in notification of residents.
   b. Updates EOC on status of current and pending activities.

E. 4-6 Hour Alert. Storm is imminent within 4-6 hours.

1. EM Director
   a. Based on the category (Cat 3-4 or above), or forecasted impacts of the storm, determines whether emergency personnel will re-locate to remote sites.
   b. Based on the track of the storm, determines where that re-location area should be.
   c. Relocation may be in several different location as situation may dictate.
   d. Continues preparation for recovery operations.
   e. Continues to assess the situation and keep key personnel and BC-EOC informed.
2. EM Deputy Director
   
a. Notifies all residents using Blackboard Connect ENS.
   b. Updates the recorded message on the town’s call-in telephone system.
   c. Prepares DA Team.

3. POA President (through the POA Community Manager)
   
a. Directs security to conduct final patrol to ensure that all residents have an opportunity to evacuate or to otherwise provide assistance, as required.
   b. Management evacuates the property. Destinations and telephone numbers are left with Security and the EOC.
   c. Ensures that security personnel remain until they determine that there is imminent danger. If they must evacuate, they should take the necessary actions to ensure a shift will return as soon as possible after the threat has passed. As soon as the decision to evacuate has been made, security personnel must notify the EOC of their planned actions, secure the gatehouse and set gates on “Night Mode”. Once all actions have been taken, the security personnel must again notify the EOC that they are departing. The main gate will remain open. Cameras from the Town Hall will be used for security purposes.
   d. Coordinates evacuation with SJFD.
   e. Once a specific St. James entity makes the decision for all of its personnel to evacuate, it will notify the EOC with a name, telephone number, and e-mail address of the person who will be their point of contact for any action that may be necessary, including re-entry.

II. POST EVENT OPERATIONS

A. General

Once the determination has been made that conditions are safe for the first responders to enter St. James, post-disaster operations will begin. There are three separate phases:

1. **Emergency Period.** Recovery phase immediately after an incident. Emphasis is on restoring public health and safety, clearing priority roads, assessing the nature and extent of damage, initiating debris removal, qualifying for and obtaining whatever federal and state assistance may be available.

2. **Restoration Period.** Weeks and months following an event or disaster. Emphasis during this period is on removing debris, clearing drains, performing temporary repairs and actions to permanently restore community facilities, utilities, etc., so that the community can once again function in a normal manner.

3. **Replacement Period.** Period during which the community is rebuilt. This period could last from months to years depending on the nature and extent of damages incurred.
This EM plan focuses primarily on the Emergency Period and its continuation into the Restoration Period.

B. Damage Assessment (DA)

1. Requirements for authorizing financial and direct assistance to both the TOSJ government and individual residents and businesses are generally stated in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended and related Authorities as of April 2013. It is imperative that the joint federal-state-local procedures are carried out efficiently and properly in order to be eligible for the various types of financial assistance that are available.

2. The DA Teams will be formed as described in Section V. D. 2-4, of the basic EM Plan.

3. With the commencement of post disaster operations, TOSJ EM DA teams will assess damage throughout the Town using the County Crisis Track software. Reports on each structure will be electronically recorded and compiled in the desired FEMA format and forwarded to Brunswick County Emergency Services. Reports should include:
   a. Number of fatalities and number of severely injured.
   b. Number of damaged properties and the type ex. Residential vs Businesses.
   c. Percentage of damage to each property.
   d. Cost of damage to public properties and private properties.

4. The assessment report should be completed and given to the EM Director in as timely a manner as possible following the commencement of post disaster operations.

5. Damage Assessment and Debris Removal teams should document damage and debris with as many photos as possible.

6. Damage Assessment reports will be provided to the Town Council and Town Manager

C. Recovery Operations

After the emergency operations to restore public health and safety are completed, recovery work can begin. The TOSJ Mayor, the Town Manager and the POA Community Manager will determine requirements for outside assistance, such as requesting assistance when beyond local capabilities, and accomplish the following tasks:

1. Establish an overall recovery/restoration schedule.
2. Set priorities.
3. Keep appropriate town, county, and state officials informed.
4. Keep the residents informed via ENS.
5. Maintain accurate records of actions taken and expenditures and obligations incurred.
6. Commence clean up, debris removal, and utility restoration activities.
7. Execute debris removal using TOSJ contractor and if appropriate, other debris removal entities selected by parties identified in this plan. Cost-sharing of expenses generated by the town contracted debris removal contractors between the town and the POA will be governed by the “Storm Debris Removal Agreement.” Two GIS-based software programs will be used to facilitate identification of the responsible parties for each load of debris moved to the collection point or landfill. At this time, per the North Carolina Department of Public Safety (NCDPS), debris removal should be documented in two phases to qualify for FEMA reimbursement. Phase one is the debris cut and push to the Right of Way (ROW). Phase two is debris removal from the community to the determined location.
8. Undertake repair and restoration of essential public facilities and service in accordance with the priorities developed through situation evaluations.
9. Assist private businesses and individual property owners in obtaining information regarding the various types of assistance that may be available to them from federal and state agencies.
10. In the event the town’s water supply is contaminated and potable water for residents is required, all water tankers coming into the town will be stationed at a location determined to be appropriate for distribution to residents.
11. Coordinate with Brunswick County Utilities Department, Brunswick County Solid Waste and Recycling Management Agency, Brunswick Electric (BEMC), Spectrum (formerly Time Warner Cable), and ATMC as the primary utility providers to St. James.

D. Responsibilities

1. Town Officials
   a. Based on recommendation of the EM Director and POA Community Manager, the Mayor determines when it is safe for residents who evacuated to return.
   b. The Mayor coordinates with POA Community Manager to determine need for alternative routes for re-entry traffic.

2. EM Director
   a. Recommends a time and date when EOC will cease or go to limited operations.
   b. Coordinate with Town Manager any reports required by FEMA and other agencies.
c. Notifies St. James entity points of contact on situation and when it is permissible for certain personnel to return.
d. Notifies BEMC as soon as possible of known status of extent of damage and power failures and when it will be safe for crews to enter St. James.
e. Notifies Brunswick County Utilities Department of known status, any problems, and when it will be safe for crews to enter St. James.
f. Notifies Brunswick County Solid Waste and Recycling Management Agency of known status, any problems, and when it will be safe for crews to enter St. James.
g. Notifies Spectrum and ATMC as soon as possible of known status, any problems, and when it will be safe for crews to enter St. James.

3. EM Deputy Director
   a. Assembles the DA Teams and conducts initial and 100% property assessments.
   b. Upon completion of damage assessment, provides report to the Mayor, EM Director, POA Community Manager President, the Clubs Site Manager, St. James Marina Dock Master, and various HOA representatives.
   c. Continues to monitor the required recorded messages on the town’s call-in telephone system to provide current situation and information regarding re-entry to St. James.
   d. Sends updates as required to residents through Blackboard Connect ENS.

4. SJFD Fire Chief
   a. Consults with town and POA, to determine resident re-entry and post-event security.
   b. Assists, as appropriate, clearance of roadways within organizational capability for emergency vehicle access.

5. Marina Dock Master
   a. Coordinates with EOC to determine when it is safe for employees to re-enter and notifies Security through the POA.
6. The Clubs Site Manager

   a. Coordinates with EOC to determine when it is safe for employees and ground crews to re-enter and notifies Security through the POA.

7. POA President (through the Community Manager)

   a. Coordinates with EOC to determine when it is safe for employees, ground crews, and construction personnel to re-enter and notifies Security.
   b. In coordination with TOSJ, coordinates minor cleanup of roads and common property and/or supports TOSJ contractors performing major cleanup.
   c. Coordinates with EOC on when individual contractors will be allowed back into St. James and notifies Security.
   d. Re-enables remote gates upon direction from the EM Director.
PUBLIC ASSISTANCE: PRIVATE PROPERTY DEBRIS REMOVAL – HURRICANE FLORENCE

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides supplemental assistance to States, Territories, Tribes and Local governments, as well as certain private nonprofit organizations, (herein referred to as Applicants). FEMA’s Public Assistance Program and Policy Guide (https://www.fema.gov/media-library/assets/documents/111781) provides comprehensive information regarding FEMA assistance and the requirements that Applicants must meet in order to receive assistance. The purpose of this Fact Sheet is to provide disaster-specific guidance for private property debris removal (PPDR) for disasters declared as a result of Hurricane Florence.

PPDR is generally not eligible for reimbursement under the PA Program. However, when debris on private property is so widespread that it threatens public health and safety or economic recovery of a community, FEMA may provide PA funding for debris removal from private property. The debris removal must be in the public interest, not merely benefiting an individual or limited group of individuals within the community, and be within the legal authority of the Applicant to perform. In such cases, FEMA works with the State, Territorial, Tribal, or Local government to designate specific areas where debris removal from private property, including private waterways, is eligible.

General PPDR Approval Process

For major disasters declared as a result of Hurricane Florence, FEMA is simplifying the process for PPDR approval. Applicants must provide a written notice through the Recipient (State, Tribal, or Territorial government) to FEMA identifying areas where PPDR activities will occur (including identification of gated or ungated communities, orphan roads, and commercial properties).

Once the notice is submitted, FEMA will engage with the Recipient and Applicant to review and adjudicate the PPDR request as quickly as possible. With the exception of debris removal from commercial property, Applicants do not need to wait for FEMA approval to start work, particularly road clearance activities. However, FEMA will only approve reimbursement based on the Applicant’s satisfactory demonstration (including relevant documentation) that the:

- Applicant has legal authority to perform PPDR and agrees to indemnify the Federal Government (including FEMA),
- PPDR was in the public interest,
- Applicant obtained and complied with applicable permits or approvals for the locations of temporary debris staging and reduction sites and final debris disposal sites, and
- Applicant has thoroughly documented the location, type and quantity of debris, and the scope of debris clearance and/or removal work performed.

The Federal Coordinating Officer will review and approve or deny PPDR requests.

FEMA’s mission is helping people before, during, and after disasters.” September 16, 2018
Establishing Legal Authority for PPDR and Indemnification
FEMA will accept a written statement from an authorized Applicant official that:
- Certifies that the Applicant has legal authority and responsibility to perform the requested PPDR,
- Cites all applicable sources of authority (law, ordinance, code, contract, etc.), and
- Indemnifies the United States for any claim arising from the debris removal.

Public Interest Determination
As described below, FEMA has determined that debris clearance on private roads to provide emergency access and debris removal from private roads where the public has unrestricted access and frequently uses the road is in the public interest. For all other PPDR, an Applicant must provide the basis for its determination that removing the debris from the private property is in the public interest. The determination must be made by the State, Territorial, Tribal, county, or municipal government’s public health authority or other public entity that has legal authority to make a determination that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health or safety, or to the economic recovery of the community at large. FEMA will evaluate the Applicant’s submission to determine whether PPDR is in the public interest.

Emergency Access on Private Roads – Debris Clearance
Private roads are those that are not owned or operated by or otherwise the legal responsibility of a local, county, Tribal, Territorial, State, or Federal entity. Clearance of private roads, including orphan roads, roads in gated communities, homeowners’ association roads, etc. is in the public interest if the debris impairs emergency access by local emergency responders, ambulances, fire, and police. For example, downed trees may be cut and moved off the roadway. Eligible work is limited to that necessary for roads to remain passable but may include removal and disposal during the initial pass as necessary to ensure emergency access. The Applicant is not required to submit documentation demonstrating that debris clearance is in the public interest.

Debris Removal from Private Roads
Debris clearance activities that provide emergency access on private roads may be sufficient to eliminate immediate threats to public health and safety. Once clearance activities are complete
additional work to remove and dispose of the debris on private rights-of-way may exceed what is in the public interest. For example, clearance of vegetative debris from the private roads in lightly populated or undeveloped areas may sufficiently eliminate the public health and safety threat. However, if the public has unrestricted access (no locks, gates, or guards) and frequently uses the private road, then removal and disposal of the debris, including debris placed at the curbside by residents, is in the public interest and the Applicant is not required to submit documentation demonstrating the debris removal is in the public interest. This does not include removal and disposal activities from private roads in areas with restricted access (roads behind locks, gates, or guards). If access to the road is restricted, the Applicants will have to provide further documentation to establish that removal is in the public interest and, though not required, Applicants should consider obtaining approval from FEMA prior to starting removal and disposal.

Debris Removal from Residential Property
Debris removal from residential property frequently is not in the public interest because the debris does not typically present an immediate health and safety threat to the general public and is generally the responsibility of individual private property owners. However, if the disaster generates debris quantities and/or types of debris on residential property that is so widespread or of such magnitude that it creates an immediate threat to public health and safety, debris removal may be in the public interest. Given this additional requirement, Applicants should consider obtaining approval from FEMA prior to starting work.

Debris Removal from Commercial Property
Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, agricultural property, and trailer parks, is generally not eligible because commercial enterprises are expected to retain insurance that covers debris removal. In very limited, extraordinary circumstances, FEMA may grant an exception. Debris removal from commercial property requires pre-approval from FEMA in order to be eligible for funding under the PA Program.

Duplication of Benefits
The Applicant should work with private property owners to pursue and recover insurance proceeds and credit FEMA the Federal share of any insurance proceeds received. In some circumstances, FEMA may provide assistance to individuals through the Individual Assistance (IA) Program for debris removal. In these cases, PA will coordinate closely with IA to ensure FEMA does not fund the same work under both programs.

Environmental Considerations for Debris Removal
FEMA must ensure that the Applicant’s debris removal operations avoid impacts to floodplains, wetlands, Federally-listed threatened and endangered species and their critical habitats, and historic properties (including maritime or underwater archaeological resources if waterways are impacted). The Applicant must stage debris at a safe distance from property boundaries, surface water, wetlands, structures, wells, and septic tanks with leach fields. For more information on EHP compliance associated with debris removal please refer to the Environmental and Historic Preservation (EHP) Fact Sheet: Debris Removal Activities as well as the Public Assistance Program and Policy Guide dated April 2018.
APPENDICES

APPENDIX A: Description and Physical/Geographical Location of Gates
APPENDIX B: Golf Course Pond Locations
APPENDIX A

DESCRIPTION AND PHYSICAL/GEOGRAPHICAL LOCATION OF GATES

Gate 1 (PC1) – Description: 4 HDPE flashboard risers with 36” outlet barrels. Flashboards are 2” X 8”. Location: North of Pinecrest Drive at St. James and across from the Marina parking lot. Gate 1 (Pond 120) is on Harbor Walk but is in a POA easement.

Gate 2 (PC2) – Description: Single concrete riser with adjustable gate and 36” outlet to Pinecrest Drive Tributary Location: Due North of Harbormaster Drive/South of Lawton Court; left of the Cate #5 men’s tee box (pond #205).

Gate 3 (PC3) – Description: Single concrete riser with adjustable gate. Location: East of Harbormaster Drive/West of St. James Drive; left of the Cate #4 ladies’ tee box (pond #206).

Gate 4 (PC4) – Description: Two concrete risers with flashboards. Location: Harbormaster Drive between St. James Drive and Chadsworth Lane; North side (ponds #113 and #114) Gate 4 (Pond 113) is POA owned.

Gate 5 (PG1) – Description: Double concrete risers with single adjustable gate; the other riser is a drop inlet. Location: North side of Legends Drive at cart path between #2 and #3 of the Cate (pond #86).

Gate 6 (PG2) – Description: Double concrete risers with double adjustable gates. Location: At men’s tees on #7 of the Cate (pond #86).

Gate 7 (PG3) – Description: Single concrete riser with adjustable gate. Location: South of #1 hole on the Cate (pond #82)

Gate 8 (PG4) – Description: Single concrete riser with adjustable gate. Location: West of #1 hole on the Cate (pond #81)

Gate 9 (PG5) – Description: Single concrete riser with adjustable gate. Location: North of West Medinah Ave; South of pond on Cate #9 ladies’ tee box (pond #79)
APPENDIX B

GOLF COURSE POND LOCATIONS