

EMERGENCY DISASTER PLAN FOR FOXFIRE VILLAGE

Appendix A

1. Leadership & Command Structure

The Foxfire Municipality uses a collapsed Incident Command System (ICS) where key officials wear multiple hats. [\[1\]](#)

- **Incident Commander (IC):** Mayor or Mayor Pro Temp. Holds ultimate authority to declare a local state of emergency and request county/state aid.
 - **In the absence of the Mayor/ Pro temp, any 2 council members may declare a state of emergency.**
- **Operations Chief:** Police Chief or Fire Chief. Directs search and rescue, utility shutdowns, and immediate life-safety efforts.
- **Logistics & Public Works Coordinator:** Public Works Director. Manages heavy machinery, road clearance, emergency water supplies, and town vehicles.
- **Public Information Officer (PIO):** Town administrator. Serves as the single point of contact for media and official community updates.
- **Emergency Operations Center (EOC):** Designated physical location (e.g., Town Hall.) equipped with backup generator power and satellite/radio communications.

2. Emergency Communications Strategy

Small communities cannot rely solely on cellular networks, which frequently fail during severe weather or power grid collapses. [\[1\]](#)

- **Internal Communications:** Utilize redundant systems including dual-band VHF/UHF radios, satellite phones for leadership, and designated runners if technology fails. [\[1, 2\]](#)
- **Public Alerts:** Deploy a multi-layered notification system using automated phone/text alerts, GoGov the town's official social media pages, and a physical siren or megaphone system for localized evacuations.
- **Vulnerable Populations Registry:** Maintain a confidential, pre-compiled list of residents requiring extra assistance (e.g., those on oxygen, bedridden individuals, or households without vehicles). Assign specific emergency personnel to check on them immediately during a crisis.

3. Evacuation & Sheltering Protocols

Clear geographic triggers and pre-arranged shelter agreements prevent chaos during forced displacements. [\[1\]](#)

- **Evacuation Routes:** Identify at least two primary arterial roads leading out of the municipality. Public works must prioritize keeping these routes clear of debris.
- **Primary Local Shelter:** Typically the local high school gym or community center. Must possess an operational backup generator, commercial kitchen facilities, and ADA-compliant restrooms.
- **Regional Memorandums of Understanding (MOUs):** Establish formal agreements with neighboring larger municipalities or the county to accept residents if a town-wide evacuation is required.
- **Pet Accommodation:** Designate a specific section of the shelter or an adjacent building for domestic pets to increase civilian compliance with evacuation orders. [\[1, 2\]](#)

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4. Resource Management & Continuity of Operations

Small towns must map out asset availability to sustain the first 72 hours of an isolation scenario.

- **Critical Inventory:** Maintain an updated ledger of town-owned heavy equipment, fuel reserves, sandbags, and potable water bowsers.
- **Emergency Procurement:** Establish pre-negotiated emergency contracts with local hardware stores, fuel distributors, and heavy equipment operators to bypass standard bidding delays during a crisis.
- **Data Protection:** Ensure daily off-site or cloud backups of critical municipal data, including property records, payroll, GIS mapping, and utility layouts. [1]

Emergency preparedness resource listing

<https://forms.gle/gppANfN2vcfFuGfeA>

Vulnerable Resident listing

<https://forms.gle/msN6JesCNNP5aquj7>