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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this plan is to provide supervisory personnel with an outline of activities that will be accomplished based on various levels of threat from approaching tropical storms or hurricanes.

II. DEFINITIONS

- A. Hurricanes: Are large storm systems sometimes covering areas over 500 miles in diameter with strong winds and torrential downpours. Large scale flooding is a strong possibility.
- B. EOC: Emergency Operations Center
- C. Alert Level I: A tropical storm or hurricane within 1,000 miles of the coast of North Carolina. No further leave can be posted and personnel on leave are to call in before leave begins.
- D. Alert Level II: The National Hurricanes Forecasting Center has issued a Hurricane Watch for all, or sections of, the North Carolina coastline; possible landfall of a hurricane or tropical storm within 36 hours. All personnel are notified via pager/cell phones. All leaves are cancelled.
- E. Alert Level III: The National Hurricanes Forecasting Center has issued a Hurricane Warning for all, or sections of, the North Carolina coastline; possible landfall of a hurricane or tropical storm within 24 hours.
- F. Alert Level IV: The onset or imminent onset of hurricane conditions in the Kinston/Lenoir County area or as deemed necessary by the Emergency Operations Center. An "All Hands" recall will have personnel reporting to duty 6 hours prior to the expected onset of Alert Level IV conditions.

III. POLICY

- A. Disaster Preparation
 - 1. Authority and responsibility for disaster operations is provided by state statute, county and city ordinances and county and city emergency plans.
 - 2. The City of Kinston Basic Emergency Plan assigns the following duties to the Chief of Police or his/her designee:
 - a. Provide command and control of operations throughout disasters;
 - b. Execute any evacuation order issued by the Mayor, the City Council, or any competent higher authority;

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- c. Oversee the City of Kinston Emergency Operations Center;
- d. Develop operating procedures to execute the actions outlined in the basic emergency plan;
- e. Assign primary and secondary disaster duties for responding personnel;
- f. Forward all emergency resource expenditures to the Finance Director; and,
- g. Prepare after-action critiques of every implementation or exercise of any element of the disaster response and recovery plan.

B. Emergency Alert, Recall, and Deployment

1. The City of Kinston Police Department has a four tiered response to approaching tropical weather storms.
2. The Chief of Police or his/her designee shall convene a meeting of the Command Staff for response and recovery preparation. All Captains and Administrative Staff will report back to duty eight (8) hours prior to the expected onset of Alert Level IV alert conditions.
3. The Major of Patrol Operations shall ensure that all divisional resources are in readiness. This includes but is not limited to:
 - a. Confirming that all departmental pagers are operational;
 - b. Advising all personnel to make necessary personal arrangements;
 - c. Insuring that all employees complete an Employee/Family Emergency Safety Survey and return to the Major of Patrol Operations;
 - d. Conducting periodic briefings on storm status, operational procedures, evacuation plans, and critical response routes;
 - e. Canceling all leaves for all members of the Department when applicable;
 - f. Planning crew assignments based upon the implementation of 2 shift/12 hour schedule;
 - g. Initiating an “All Hands” recall that will have all personnel reporting back to duty 6 hours prior to the expected onset of Alert Level IV alert conditions; and,
 - h. Assigning an officer to the 911 center to assign priorities to calls for assistance. After being prioritized, the calls will be forwarded to the EOC for dispatch.
4. The on-duty Squad Captains shall review all equipment, apparatus, supplies, and facilities to ensure that all personnel and units are operational. This includes, but is not limited to:
 - a. Ensuring operational readiness of equipment such as batteries, mobile command center, generators, and radios;

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- b. Ensuring that all vehicles are operational and fuel tanks are topped off;
- c. Distributing generators and spare fuel to each station; and,
- d. Distributing life jackets to personnel staffing boats and personnel who might have to work in areas of high water.

C. Emergency Response

- 1. Commitment time should be minimized to reduce the chance of personnel being caught in the open should an Alert Level IV occur.
- 2. When crews are working incidents, a Safety Officer will continually monitor weather conditions and keep the Incident Commander informed.
- 3. The Department's emergency equipment, including the military style elevated vehicle will be prepped and ready for the emergency event.
- 4. If Alert Level IV conditions occur, all personnel will be notified via radio and will immediately seek safe shelter.
- 5. All non-emergency operations will be suspended. Only responses to life-threatening emergencies with EOC approval will be allowed.