



Emergency Management Plan

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TOWN OF FENWICK ISLAND EMERGENCY MANAGEMENT PLAN

SECTION 1: EMERGENCY MANAGEMENT

The emergency management function, mandated by ordinance, requires Fenwick Island develop its own plans for dealing with natural hazards, technical hazards and acts of terrorism. All emergencies are local, regardless of cause or responsibility. Fenwick Island is dependent on the cooperation and support of Sussex County Emergency Operations (EOC), Delaware Emergency Management (DEMA), and the Federal Emergency Management Agency (FEMA). DEMA is part of the State Department of Safety & Homeland Security, which also includes Delaware State Police and Division of Communications, and has the authority to request through the Governor's office the assistance of the National Guard. FEMA is part of the Federal Department of Homeland Security, which has the authority to request through the President, assistance from a wide range of federal agencies including the military. The Town has an extensive support system, however the responsibility of preparing for an emergency, and managing response and recovery is that of the mayor, or designate, and the emergency management team.

SECTION 2 PURPOSE OF FENWICK ISLAND EMERGENCY MANAGEMENT

Coordinate Fenwick Island's management of emergency incidents. Provide core plan for prevention, preparedness, response, recovery, and mitigation of emergency incidents. Provide coordination between our neighboring coastal towns, Sussex County, DEMA and FEMA. Protect Fenwick Island from natural hazards, technological hazards, and acts of terrorism. Protect life, health, safety property and our environment. Reduce disruptions to our way of life.

TOP PRIORITIES

- Save lives, protect health and safety of our residents, visitors and emergency responders
- Protect and restore the critical infrastructure, town records, town roads, water, sewer and electric service.
- Ensure the security of the Town and continuity of government.
- Mitigate damages and impacts to individuals and businesses.

SECTION 2: EMERGENCY MANAGEMENT TEAM

Mayor - Responsible for maintaining relations with support agencies, communications, and over all emergency management.

Vice-Mayor – Back up for mayor.

Town Manager – Responsible for day-to-day contact with EOC, DEMA and National Weather Service in Mt. Holly NJ. Maintains town communications records and responsible for Town Hall and contents.

Building Official – supports and if necessary backs up Town Manager.

Public Works Manager – responsible for town’s physical property, streets, and dunes.

Police Chief – responsible for evacuation and security

FIBP Captain – between June 15 and Labor Day responsible for supporting public works and town manager.

Fire Company Liaison – prime contact with Bethany Beach Volunteer Fire Company.

Other members of council and the public as the mayor deems necessary.

SECTION 3: FUNCTIONS

Fenwick Island, represented by the emergency management team, is responsible for the following four functions related to potential emergencies:

MITIGATION: Ongoing activities, taken to reduce the impact of future incidents. Specifically, we must maintain our building codes, continually address drainage issues and identify potential HAZMAT incidents.

PREPAREDNESS: Actions taken when the event is likely and or imminent to enhance readiness and minimize impact. Specifically, we must evacuate and or quarantine residents as appropriate; identify sheltering for individuals and town resources; and obtain resources needed to support emergency management team and individuals who may not be able to evacuate.

RESPONSE: Actions taken in the short term to preserve life, property, environment and the social, economic and political structure of the community. Specifically, we must provide or identify location of food, water, ice and shelter; search and rescue residents; and secure Fenwick Island.

RECOVERY: Actions taken after the event to help individuals, businesses and organizations return to normal. We must assist victims, restore, on an emergency basis, roads and dunes; clear destroyed property on town land; and reconstitute town operations and services. Specifically we must clean up the town remove debris, repair damaged town facilities and restore town services.

SECTION 4: THREATS

All municipalities are subject to the similar threats and emergency incidents. However, due to its location, size and constituents, the priority of threats is slightly different for Fenwick than other towns. Specifically, the priority of incidents that threaten Fenwick Island are:

- Hurricanes

- Northeastern Storm

- High tide, full/new moon, strong wind, back bay flooding

- Multiple house fire

- Hazmat incident

- Terrorists' activity included misdirected WMD and attacks on high-level visitors.

SECTION 5 INCIDENT PLAN OUTLINE

HURRICANES – NORTHEASTERN STORMS:

MITIGATION: Assure all new construction is at proper elevation, inform property owners about hurricane preparation and actions to take if hurricane is moving up the coast. Maintain town roads and drainage to facilitate storm water flow, maintain dune crossing to secure street ends. Prepare daily back up of town records and files. Update address records of residents potentially in need of assistance evacuating. Maintain emergency supplies of drinking water, canned goods and non-perishables, radios, batteries, first aid supplies, sand bags and fuel for equipment and generators. Test all emergency equipment, radios, vehicles and generators. Bethany Beach Volunteer Fire Company (BBVFC) will maintain emergency rations and equipment in their Fenwick sub station.

PREPAREDNESS: Establish and maintain contact with Sussex County EOC, DEMA, and national weather service for real time updates of situation. Prepare informational phone message and update after each bridge call with EOC. Move data files and one stand-alone workstation to Selbyville Town Hall for emergency town operations. FIPD personnel should assure their families are safe and then report to duty. They will begin patrolling the town, informing residents of approaching storm and location of emergency shelter, making note of those houses in which residents plan to stay, and offering assistance to those that request it. Public Works employees will assure their families are safe and then, with the assistance of FIBP (June 15 to Labor Day) secure Town trash containers, bike racks, life guard stands, benches and any other object that might damage property or personnel. Notify all building sites to batten down all construction materials and equipment. Move all town vehicles not needed for recovery to a higher location inland. Take steps to secure town hall and the public works building against high winds and water. BBVFC will call personnel to report to the fire hall after securing their families and personal property.

RESPONSE: Take appropriate action based on information received through the emergency command chain. If the Governor mandates evacuation, such information will be put on the recorded message. FIPD, FIBP and Public Works personnel will go through town one last time to order residents to evacuate. If the individuals determine they will not leave, Town personnel will make note for the recovery phase. After notifications, FIPD will secure the town at Route 1 north, Route 1 south and Bunting Avenue at Atlantic Avenue and on the west side of Route 1 south of Atlantic. Assist residents as they evacuate. BBVFC will be available to assist with electric fires, down wires, traffic control and security. Non-essential staff and Emergency Management Team members will evacuate to the temporary town hall in Selbyville town hall. Continue to report to EOC and update the conditions in Fenwick Island to assist in other town's preparations.

RECOVERY: Evacuated staff and EMT members will return as soon as safe. FIPD will maintain security of Town permitting only those with proper identification to return. Public Works will bring evacuated equipment back into town for use in the recovery effort and begin efforts in cooperation with DelDOT to clear route 1 and then the town's streets. Repair, clear drainage systems and back water valves to facilitate draining the town. After town's facilities and streets have been cleared and secured, assist returning property owners as appropriate. Develop work schedule for all staff until the situation is quasi-normal. Maintain all necessary records and documentation of the Town's costs for the emergency. Reinstall town operations in Town Hall when possible. Restore all town services.

HIGH TIDE, FULL/NEW MOON, STRONG WIND BAY FLOODING

MITIGATION: Assure new construction meets height codes, inform residents of programs available for raising older homes to meet current codes. Maintain and improve drainage systems, roads, and back water valves. Financially support tide gauges, which could provide advance notification of flooding.

PREPAREDNESS: Establish and maintain contact with Sussex County EOC, DEMA, and national weather service for real time updates of situation. Prepare informational phone message and update after each bridge call with EOC. FIPD will begin patrolling the town, informing residents of potential flooding, making note of those houses in which residents plan to stay, and offering assistance to those that request it. Public Works employees will secure Town property that might

disappear in a flood or damage property. Notify all building sites to batten down all construction materials and equipment. Move all town vehicles not needed for recovery to a higher location inland. Take steps to secure town hall and the public works building against high winds and water.

RESPONSE: As flood water rise, FIPD will secure the area, assist residents evacuate and control traffic. Public Works will address the drainage issues as long as practical and use vehicles to assist evacuation.

RECOVERY: As floodwaters recede, Public Works will clear roads, and drainage systems, and assist residents as they return. FIPD will secure the areas affected until all streets are passable.

MULTIPLE HOUSE FIRE

BBVFC will assume lead responsibility in these incidents. FIPD will secure the area, direct traffic and help neighbors evacuate. Public Works will remove town property, signs, benches, etc from the area.

HAZMAT INCIDENT

FIPD will assume lead responsibility and follow their procedures. The EMT members, Public Works and BBVFC will assist as needed and appropriate.

TERRORIST ACTIVITY

MITIGATION: Fenwick Island participates actively with Homeland Security, FEMA, DEMA and other appropriate law enforcement organizations. Surveys and vulnerability assessments are made and updated. All appropriate training has been offered to the town's staff.

PREPAREDNESS: As these situations usually have little advance notice training is the best way to prepare.

RESPONSE: The area will be secured, and nearby residents evacuated. FIPD will have lead responsibility with EMT team support.

RECOVERY: Action will relate to the specific incident. The EMT will direct each team as to specific responsibilities.

Emergency Management Re-Entry Plan

To re-enter the Town of Fenwick Island after an evacuation has been issued, property owners will need the following official identifications:

- Driver's License with Town of Fenwick Island address
- Property Tax Bill
- Town of Fenwick Island Employee Pass
- Utility Bill
 - *All bills and passes must be current calendar year*

RE-ENTRY WILL BE DENIED WITHOUT THE PROPER IDENTIFICATION

Re-Entry Stages

State 1: Essential Personnel

- Town of Fenwick Island Essential Employees (Town Manager, Police Department and Public Works Department Personnel)
- Federal, State and County Damage Assessment Personnel
- Utility Personnel
- Medical Personnel
- Law Enforcement Personnel
- U.S. Military
- Fire and EMS Personnel

Stage 2: Resident Property Owners, Resident and Non-Resident Owners of Critical Businesses, Employees of Critical Businesses such as follows:

- Food Service and Supply
- Banks
- Gas Stations
- Hotels
- Building Supply
- Property Management

Stage 3: Non-Resident Property Owners and Employees of Non-Critical Businesses

Stage 4: General Public, Visitors

Why are There Re-Entry Delays?

Polluted water, structures undermined, severe erosion to shorelines, trees and limbs on roads. Damage to personal property, severe flooding, limited communications, no electricity, phone, sewage issues and flooding.

THE TOWN OF FENWICK ISLAND EMERGENCY MANAGEMENT TEAM RESERVES THE RIGHT TO ALTER THE RE-ENTRY PLAN

	PUBLIC WORKS CHECKLIST	
ACTION	DATE/TIME COMPLETED	NOTES/INITIALS
Check drainage pipes, check valves for obstructions		
Post signs "Water on Road"; hang "gale" flags, update message on Town message board		
Secure trash containers, bike racks, stands, benches, etc.		
Secure all municipal buildings, etc., from high winds		
Review readiness status of generator, communications equipment and emergency supplies		
Provide contact information to all staff regarding weather, DELDOT, and utilities (to share with public*)		
Establish 2-person teams with one at base and other on "patrol" to monitor conditions hourly**		
Move Town vehicles inland, if required		
If evacuation order is issued, assist FIPD with notification to residents		
Post-incident – report status of Town property, utilities and private property (visible)		

Post-incident – accounting for expenses		
Post-incident – review performance and revise procedures if needed		

- * Purpose is to provide each employee with standard answers for common questions (such as “what is weather forecast” and “is the road open”).

Have phone numbers for:

- Delmarva Power (800-375-7117) and Comcast (800-266-2278)
- Put each sheet in protective sleeve

- ** Purpose is to ascertain changing conditions such as water levels, obstructed road-ways, and “downed” utility lines. Protocol – no “personal” property checks. Safety standard – no crossing of “downed” power lines and no crossing water-covered streets unless an evacuation order has been issued.