



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 to 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 damage and impacts to individuals and businesses.

SECTION 3: EMERGENCY MANAGEMENT TEAM

Mayor - Responsible for maintaining relations with support agencies, communications, and overall 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. Maintain 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 4: 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 the 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 5: THREATS

All municipalities are subject to 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 6: 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, sandbags 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 substation.

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 storms and the location of emergency shelter, making note of those houses in which residents plan to stay, and aiding those that request it. Public Works employees will ensure their families are safe and then, with the assistance of FIBP (June 15 to Labor Day) secure Town trash containers, bike racks, lifeguard 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 emergence 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 up the chain 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 the 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 aiding 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 waters rise, FIPD will secure the area, assist residents evacuate and control traffic. Public Works will address the drainage issues if 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 for 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 to provide at least one of the following identifications:

- Driver's License with Town of Fenwick Island address
- Property Tax Bill
- Town of Fenwick Island Employee Pass
- Utility Bill

Note: All bills and passes must be from the current calendar year

RE-ENTRY WILL BE DENIED WITHOUT THE PROPER IDENTIFICATION

Re-Entry Stages:

Stage 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		

- * The purpose is to provide each employee with standard answers for common questions (such as "what is the weather forecast" and "is the road open"). Have phone numbers for:
 - o Delmarva Power (800-375-7117) and Comcast (800-266-2278)
 - o Put each sheet in protective sleeve

** The purpose is to ascertain changing conditions such as water levels, obstructed roadways, 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.

EMERGENCY MANAGEMENT CHECKLIST

EMERGENCY PREPAREDNESS / MITIGATION PHASE	PERSONNEL	FI/EMT SUPPORT	STATUS	DATE
TOWN MANAGEMENT (MAYOR, TOWN MANAGER, TOWN ADM, BLDG. OFF.)				
Review/update local hurricane operation and evacuation plans/resource lists	TM			
Schedule meeting of Fenwick Island Management Team (FI/EMT)	TM			
Perform NIMSCast to secure DEMA/FEMA funding	TM / BO			
Review local emergency management ordinances and update	TM			
Review press release template for year and edit (if needed)	TM			
Prepare and conduct interviews with media	TM			
Contact Sussex County Emergency Operations Center (SC EOC)	TM			
Establish lines of communication with County, State agencies & BBVFC	TM			
Draft / Review / Verify Mutual Aid Agreement(s)	TM			
Review Sussex County shelter list - Update Website, Town sign, Facebook, Twitter	TOWN ADM			
Dessiminate preparedness educational materials to community groups and media	TOWN ADM			
POLICE DEPARTMENT (CHIEF, SGT., CPL., PFC)				
Review FIPD Evacuation Plan (property, family, pet disaster plans)	FIPD			
Confirm that Officer's individual plan filed with third party	FIPD			
Evaluate vehicles and equipment (radios, cell phones, computers)	FIPD			
Review and update emergency communications protocol	FIPD			
Take inventory of hurricane equipment (cones, signs, barricades)	FIPD			
Replenish supplies (food, water, fuel)	FIPD			
Check status of State of Delaware evacuation routes and post signage	FIPD			
Test National Oceanic Atmosperic Administration (NOAA) weather radios	FIPD			
Exercise county/local Emergency Alert System (EAS)	FIPD			
Participate of SC EOC conference calls (EAS)	FIPD			
Replenish supplies and check equipment at Public Safety Building	FIPD			
PUBLIC WORKS DEPARTMENT (MANAGER, SUPERVISOR, MAINT. TECH.)				
Check drainage pipes and valves for obstructions	PW			
Evaluate vehicles and equipment	PW			
Review hurricane checklist with staff	PW			
Service SBS and ATV for emergency use	PW			
Review vehicle and equipment evacuation plan	PW			
Test and evaluate portable generator				
BEACH PATROL (CAPTAIN, LTS., GUARDS)				
Check SBS and ATV for maintenance issues monthly	FIBP			
Remove lifeguard stands with Public Works Dept.	FIBP			

EMERGENCY MANAGEMENT CHECKLIST

Take inventory of storage sheds (Essex and Bayard Streets)	FIBP			
Test communication devices (monthly)	FIBP			
Review hurricane checklist with staff	FIBP			
EMERGENCY THREAT PHASE WITH 72 - 48 HOURS				
COMMUNICATIONS				
Coordinate FI EMT at the Fenwick Public Safety Building	TM			
Delegate Emergency Management tasks and roles	Mayor/TM			
Contact and activate essential employees	Mayor/TM			
Notify County, State agencies and BBVFC	Mayor/TM			
Participate in County and State emergency phone calls	TM/CHIEF			
Implement essential employee disaster plans	TM/CHIEF			
Publish emergency information on social media sites	TOWN ADM			
EVACUATION AND SHELTER INFORMATION				
Discuss evacuation and shelter information with FE EMT	TM/CHIEF			
Monitor County and State evacuation shelter information	TM/CHIEF			
Determine evacuation status for special needs and other vulnerable population	TM/CHIEF			
Notify community of emergency shelters	TM/CHIEF			
Determine available of inland hurricane evacuation shelters (Governor Authorized)	TM/CHIEF			
Begin contacting individuals listed in the special needs database	CHIEF			
Notify media of designated telephone and fax numbers	TM/CHIEF			
Schedule preliminary media briefing	TM/CHIEF			
PLANNING AND LOGISTICS				
Brief designated Public Information Officer (PIO)	TM			
Remove lifeguards stands and dune benches	PW/FIBP			
Move equipment and vehicles to safe location	PW			
Complete logistics for briefings and interviews with media	TM/CHIEF			
Notify media of designated telephone and fax numbers	TM/CHIEF			

EMERGENCY MANAGEMENT CHECKLIST

Schedule preliminary media briefing	TM/CHIEF			
EMERGENCY THREAT PHASE WITHIN 48 - 24 HOURS				
STORM WATCH				
Participate in SC EOC conference calls and meetings	TM/CHIEF			
Stay in contact with County and State agencies	TM/CHIEF			
Contact BBVFC as Incident Commander	CHIEF			
Visit construction sites and instruct contractors to stop work	BO			
Prepare and secure Town infrastructure, vehicles and equipment	PW			
Continue to monitor EAS, Hurrevac and other systems	TM/CHIEF			
Monitor storm track and provide local officials with updates	TM/CHIEF			
ACTIVATION				
Hold decision making evacuation meeting(s) with local government officials	TM/CHIEF			
Conduct mobilization and staging area briefing(s)	TM/CHIEF			
Initiate situation reports and distribute to designated groups	TM/CHIEF			
EVACUATION AND SHELTER INFORMATION				
Confirm emergency evacuation routes and shelter locations. Publish on social media.	TM/CHIEF			
Check with hotels/motels on space availability for shelters	TM/CHIEF			
PLANNING AND LOGISTICS				
Brief designated Public Information Officer (PIO)	TM/CHIEF			
Remove lifeguard stands and dune benches	PW/FIBP			
Move equipment and vehicles to safe location	PW			
Complete logistics for briefings and interviews with media	TM			
Schedule preliminary media briefing	TM/CHIEF			
LAW ENFORCEMENT AND TRANSPORTATION				
Activate traffic control at high traffic intersection points as necessary	CHIEF			
Notify DeDOT and Delaware State Police for traffic assistance	CHIEF			

EMERGENCY MANAGEMENT CHECKLIST

Change programmed control of local traffic signals as necessary	CHIEF			
Consider limiting incoming traffic to emergency personnel	CHIEF			
Request NWS broadcast of NOAA radios county road information	CHIEF			
Announce pick-up points of people needing transportation as available	CHIEF			
Provide traffic flow information to EOC and neighboring counties as needed	CHIEF			
Provide Evacuation Transportation Information reports to State	CHIEF			
EMERGENCY THREAT PHASE WITH 24 HOURS				
EVACUATION AND SHELTER INFORMATION				
Post transportation and law enforcement personnel along evacuation routes	CHIEF			
Remain in contact with BBVFC as Incident Commander	CHIEF			
Notify DelDOT and the Delaware State Police for traffic assistance	CHIEF			
Broadcast evacuation routes via Town website, sign, Facebook, Twitter	TOWN ADM			
Contact vulnerable populations (special needs)	CHIEF			
Request local government officials announce voluntary or mandatory evacuations	CHIEF			
Utilize Hurricane Evacuation Study Zones to issued phased evacuations:	CHIEF			
Issue Phase 1 (flood and surge areas, special needs)	CHIEF			
Issue Phase 2 (tourists and vulnerable populations)	CHIEF			
Issue Phase 3 (all evacuation zones)	CHIEF			
Continue to provide status reports to media as appropriate	CHIEF			
EMERGENCY MANAGEMENT LANDFALL				
STORM WATCH				
FI EMT participation in emergency call and meetings with County & State agencies	TM/CHIEF			
Remain in contact with DSP and DelDOT	CHIEF			
Coordinate local government evacuation decision meetings	CHIEF			
FENWICK ISLAND EMERGENCY OPERATIONS CENER (FIEOC)				
Complete and districute SC EOC situation reports as applicable	TM/CHIEF			
Remain in contact with BBVFC as Incident Commander	CHIEF			
Review damage assessment procedures	BO			

EMERGENCY MANAGEMENT CHECKLIST

EVACUATION AND SHELTER INFORMATION				
Continue to monitor all emergency shelters for availability	TM/CHIEF			
Prepare to open refuges of last resort if applicable	TM/CHIEF			
Continue to monitor all broadcasts for warnings and advisories	TM/CHIEF			
Maintain contact with County and State agencies	TM/CHIEF			
Identify at-risk areas not evacuated	CHIEF			
Notify DelDOT and the Delaware State Police for traffic assistance	CHIEF			
Initiate warning for evacuation of at-risk area via public safety (fire, police)	CHIEF			
Keep in close contact with hospitals and other urgent care facilities as needed	CHIEF			
Request local government officials announce additional evacuations instructions	CHIEF			
Evacuate all designated personnel as necessary	CHIEF			
PUBLIC WORKS				
Obtain information on all public utilities	PW			
Coordinate with County and State agencies during and after landfall	PW			
Coordinate with public utilities during and after landfall	PW			
EMERGENCY MANAGEMENT RECOVERY PHASE				
Participate in SC EOC conference calls and meetings	MAYOR/TM			
Coordinate financial support and transactions	TM			
Contact DEMA / FEMA for emergency support (financial)	TM			
Notify DelDOT and Delaware State Police for traffic assistance	CHIEF			
Grant public access to property owners (business and residential)	CHIEF			
Relocate emergency workforce to designated safe locations as applicable	CHIEF			
Coordinate evacuation/emergency recovery phase	CHIEF			
Coordinate recovered within Incident Command System with BBVFC	CHIEF			
Coordinate the return of equipment and vehicles with Public Works	CHIEF			
Divert evacuees to nearest safe haven or refuge shelter if available	CHIEF			
Issue media releases on ceasing evacuations as necessary	TOWN ADM			
Coordinate information technology logistics	TOWN ADM			
Inspect homes for safety violations	BO			
Conduct damage assessments	BO			
Issue permits for repair	BO			
Survey Town infrastructure for damages	BO/PW			
Coordinate contractor list if needed	BO			
Remove debris from Town property, streets, beach	PW			

EMERGENCY MANAGEMENT CHECKLIST

Evaluate equipment and vehicles	PW			
Evaluate beach ends	PW			
Check drainage pipe and valves for obstructions	PW			
Put in place traffic barricades, cones, etc., for police	PW			
Coordinate the assistance of beach patrol if available	FIBP			
Evaluate lifeguard stands/storage sheds	FIBP			