



EMERGENCY MANAGEMENT PLAN FOR JOUN

Emergency
Operations Plan for
the Town of Joun
and Other Towns
and Villages in The
Chouf and Lebanon

Antoine J. Burkush, PhD



Emergency Management for the Town of Joun and Other Towns and Villages in the Chouf and Lebanon

Emergency Operations Plan

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Acknowledgments

This collection of proposals is the result of a shared vision and a collaborative journey, guided by the input, dedication, and insights of countless individuals who hold Joun close to their hearts. It would not have been possible without the unwavering support and contributions of community members, experts, stakeholders, and local leaders, each of whom brought their unique perspectives to the table.

First and foremost, I extend my heartfelt gratitude to the residents of Joun, whose voices, ideas, and aspirations have been the foundation of this work. Your willingness to share your thoughts and dreams for our town has been invaluable in shaping proposals that truly reflect our community's spirit and goals. Your participation in discussions, surveys, and community gatherings has been a testament to your **commitment** to Joun's future.

Special thanks to all whose contributions were instrumental in refining our vision.

To the local leaders and stakeholders who championed this project, your support has been a vital source of encouragement. Your leadership and understanding of Joun's unique challenges and opportunities have given depth to these proposals, grounding them in both our town's history and its potential for growth.

Finally, I would like to thank everyone who worked behind the scenes—whether gathering data, conducting research, or organizing meetings—your efforts have been crucial in bringing this work to life.

Together, we have created a roadmap for Joun's future that honors our heritage and inspires a brighter tomorrow. I am truly grateful to each of you for your contributions, enthusiasm, and dedication to this endeavor.

With sincere appreciation,

Dr Antoine J. Burkush, PhD

الشكر والتقدير

هذه المجموعة من المقترحات هي نتيجة رؤية مشتركة ورحلة تعاونية ، تسترشد بمدخلات وتفاني ورؤى عدد لا يحصى من الأفراد الذين يحملون جون قريبا من قلوبهم. لم يكن ذلك ممكنا بدون الدعم والمساهمات الثابتة من أعضاء المجتمع والخبراء وأصحاب المصلحة والقادة المحليين ، الذين قدم كل منهم وجهات نظره الفريدة إلى الطاولة.

أولا وقبل كل شيء، أعرب عن خالص امتناني لسكان جون، الذين كانت أصواتهم وأفكارهم وتطلعاتهم أساس هذا العمل. لقد كان استعدادك لمشاركة أفكارك وأحلامك لمدينتنا لا يقدر بثمن في تشكيل المقترحات التي تعكس حقا روح مجتمعنا وأهدافه. كانت مشاركتك في المناقشات والاستطلاعات والتجمعات المجتمعية شهادة على التزامك بمستقبل جون.

شكر خاص للذين كانت مساهماتهم مفيدة في صقل رؤيتنا.

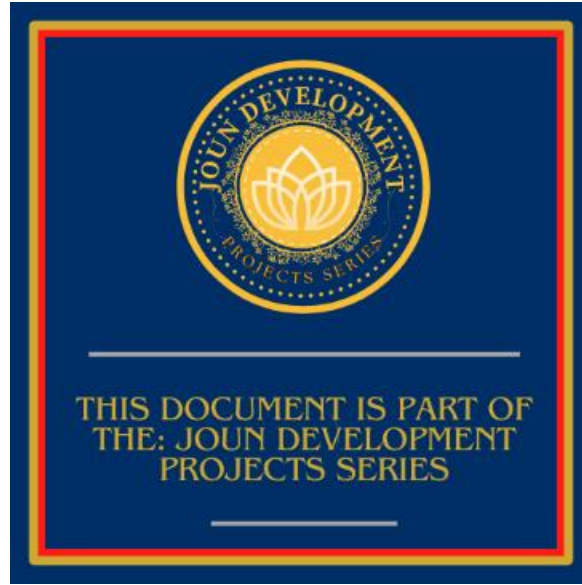
إلى القادة المحليين وأصحاب المصلحة الذين دافعوا عن هذا المشروع ، كان دعمكم مصدرا حيويا للتشجيع. لقد أعطت قيادتكم وفهمك لتحديات وفرص جون الفريدة عمقا لهذه المقترحات ، مما جعلها راسخة في كل من تاريخ مدينتنا وإمكاناتها للنمو.

أخيرا ، أود أن أشكر كل من عمل وراء الكواليس - سواء في جمع البيانات أو إجراء البحوث أو تنظيم الاجتماعات - كانت جهودك حاسمة في إحياء هذا العمل.

معا ، أنشأنا خارطة طريق لمستقبل جون تكرم تراثنا وتلهم غدا أكثر إشراقا. أنا ممتن حقا لكل واحد منكم على مساهماتكم وحماسكم وتفانيكم في هذا المسعى.

مع خالص التقدير،

د. انطوان جان البرخس



مشاريع

مبادرات شخصية

"من أجل الصالح العام"

Joun Development Projects

"Pro Bono Publico"

Dr Antoine J. Burkush, PhD

رؤية واحدة، هوية واحدة، مجتمع واحد

Preface

In a world where rapid change is the new normal, the importance of strategic, sustainable, and community-centered development is paramount. Joun, with its rich cultural heritage, natural beauty, and resilient community, stands at a crossroads—one that presents both challenges and extraordinary opportunities. As we look toward Joun's future, it is essential that our plans honor the town's heritage, respond to today's needs, and set a course for future generations to thrive.

This series of proposals is the result of a deeply collaborative effort to envision Joun's path forward. Each plan reflects input from residents, local stakeholders, and community leaders, resulting in a shared vision that is both ambitious and respectful of our town's unique identity. These proposals encompass a comprehensive range of initiatives, from infrastructure and economic development to cultural preservation and environmental stewardship, with each component tailored to address Joun's specific strengths, challenges, and aspirations.

Our proposals emphasize a commitment to public infrastructure improvements, economic empowerment, environmental sustainability, and cultural continuity. From plans to enhance recreational facilities and community services to initiatives for sustainable tourism and green energy, each proposal aims to make Joun a model of progressive yet grounded development. The ultimate goal is to create a vibrant, inclusive, and resilient community—one that embodies the values, dreams, and talents of its people.

I extend my heartfelt gratitude to everyone who has contributed to this vision. Your dedication, ideas, and insight have been invaluable, illuminating the pathway to a future that aligns with Joun's core values while embracing growth and innovation. These proposals are an invitation to all residents of Joun to imagine, participate, and help build a community that harmonizes tradition with the possibilities of tomorrow.

As you review this collection, I encourage you to see not just plans, but a vision for what Joun can become. Let us move forward together, translating these ideas into action, and creating a brighter, thriving, and unified future for Joun.

With deep respect and optimism,

Dr Antoine J. Burkush, PhD

مقدمة

في عالم حيث التغيير السريع هو الوضع الطبيعي الجديد ، فإن أهمية التنمية الاستراتيجية والمستدامة التي تركز على المجتمع أمر بالغ الأهمية. تقف جون ، بتراتها الثقافي الغني وجمالها الطبيعي ومجتمعها المرن ، على مفترق طرق - مفترق طرق يمثل تحديات وفرصا غير عادية. بينما نتطلع إلى مستقبل جون ، من الضروري أن نكرم خططنا تراث المدينة ، وتستجيب لاحتياجات اليوم ، وتضع مسارا للأجيال القادمة لتزدهر.

هذه السلسلة من المقترحات هي نتيجة جهد تعاوني عميق لتصور مسار جون إلى الأمام. تعكس كل خطة مدخلات من السكان وأصحاب المصلحة المحليين وقادة المجتمع ، مما يؤدي إلى رؤية مشتركة طموحة وتحترم الهوية الفريدة لمدينتنا. تشمل هذه المقترحات مجموعة شاملة من المبادرات ، من البنية التحتية والتنمية الاقتصادية إلى الحفاظ على الثقافة والإشراف البيئي ، مع تصميم كل مكون لمعالجة نقاط القوة والتحديات والتطلعات المحددة لجون.

تؤكد مقترحاتنا على الالتزام بتحسين البنية التحتية العامة ، والتمكين الاقتصادي ، والاستدامة البيئية ، والاستمرارية الثقافية. من خطط تعزيز المرافق الترفيهية والخدمات المجتمعية إلى مبادرات السياحة المستدامة والطاقة الخضراء ، يهدف كل اقتراح إلى جعل جون نموذجا للتنمية التقدمية والمرتكزة. الهدف النهائي هو إنشاء مجتمع نابض بالحياة وشامل ومرن - مجتمع يجسد قيم وأحلام ومواهب شعبه.

وأعرب عن خالص امتناني لكل من ساهم في هذه الرؤية. لقد كان تفانيك وأفكارك ورؤيتك لا تقدر بثمن ، مما يضيء الطريق إلى مستقبل يتماشى مع القيم الأساسية لجون مع احتضان النمو والابتكار. هذه المقترحات هي دعوة لجميع سكان جون للتخيل والمشاركة والمساعدة في بناء مجتمع ينسق التقاليد مع إمكانات الغد.

أثناء مراجعتك لهذه المجموعة ، أشجعك على رؤية ليس فقط الخطط ، ولكن رؤية لما يمكن أن يصبح عليه جون. دعونا نمضي قدما معا، ونترجم هذه الأفكار إلى أفعال، ونخلق مستقبلا أكثر إشراقا وازدهارا وموحدا لجون.

مع الاحترام العميق والتفؤل،

د. انطوان جان البرخش

Emergency Management for the Town of Joun and Other Towns and Villages in the Chouf and Lebanon

Emergency Operations Plan

Introduction

Why do we need a Community Emergency Plan?

Emergencies happen. Local emergency responders will always have to prioritize those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

Emergency Management Definition

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to threats/hazards and cope with disasters.

Integrated Emergency Management

Integrated emergency management is more than a methodology; it is a culture to achieve unity of effort—a way of thinking about emergency management as a joint enterprise.

Emergency Management Principles

The following eight principles are being used to guide the development of a doctrine of emergency management:

1. Comprehensive
2. Progressive
3. Risk-Driven
4. Integrated
5. Collaborative
6. Coordinated
7. Flexible
8. Professional

Benefits of an Emergency Management Plan for Joun

Implementing an emergency management plan for Joun offers numerous benefits that can significantly enhance the town's resilience and safety. Here are some key advantages:

1. Enhanced Safety and Protection

- Life and Property: An emergency management plan helps protect the lives of residents and minimizes property damage by ensuring timely and effective responses to emergencies¹.

- Preparedness: It prepares the community for various types of emergencies, reducing panic and confusion during actual events².

2. Improved Coordination and Communication

- Efficient Response: The plan establishes clear roles and responsibilities, ensuring that all responders know their tasks and can act quickly and efficiently².

- Communication: It improves communication channels between local authorities, emergency services, and the community, facilitating better coordination during crises⁴.

3. Risk Reduction and Mitigation

- Hazard Identification: By identifying potential hazards and vulnerabilities, the plan helps in implementing measures to reduce risks and prevent emergencies⁶.

- Mitigation Strategies: It includes strategies to mitigate the impact of disasters, such as building codes, land use planning, and public awareness campaigns⁶.

4. Economic Stability

- Reduced Economic Losses: Effective emergency management can significantly reduce the economic impact of disasters by minimizing damage to infrastructure and businesses¹.

- Business Continuity: It helps local businesses prepare for and recover from emergencies, ensuring continuity and stability³.

5. Community Resilience

- Empowered Community: Engaging the community in emergency preparedness activities fosters a culture of resilience and self-reliance².

- Volunteer Programs: It encourages the formation of volunteer programs and local emergency response teams, enhancing community involvement and support².

6. Regulatory Compliance and Funding

- Compliance: Ensures that the town complies with national and regional emergency management regulations, avoiding potential fines and legal issues¹.

- Funding Opportunities: Having a robust emergency management plan can make Joun eligible for various grants and funding opportunities aimed at disaster preparedness and recovery⁶.

7. Continuous Improvement

- Feedback and Updates: The plan includes mechanisms for regular review and updates based on feedback and lessons learned from drills and actual incidents⁴.

- Adaptability: It ensures that the emergency management strategies remain relevant and effective in the face of changing risks and circumstances⁴.

By implementing a comprehensive emergency management plan, Joun can enhance its overall safety, resilience, and economic stability, ensuring a better-prepared and more resilient community.

Challenges of an Emergency Management Plan for Joun

Implementing an emergency management plan for Joun can be highly beneficial, but it also comes with several challenges. Here are some key obstacles you might face:

1. Resource Limitations

Funding: Securing adequate funding for emergency preparedness, response, and recovery can be difficult, especially in smaller towns¹.

Personnel: There may be a shortage of trained emergency management personnel and volunteers².

2. Community Engagement

Awareness and Participation: Engaging the community and ensuring they understand the importance of emergency preparedness can be challenging³.

Cultural Barriers: Different cultural attitudes towards risk and preparedness can affect community participation³.

3. Coordination and Communication

Interagency Coordination: Ensuring effective coordination between various local, regional, and national agencies can be complex⁴.

Communication Systems: Establishing reliable communication systems that work during

Process of an Emergency Management Plan

Creating an emergency management plan involves a structured process to ensure comprehensive preparedness and effective response. Here's a detailed outline of the steps involved:

1. Establish a Planning Team

- **Form a Team:** Assemble a diverse team with representatives from local government, emergency services, businesses, schools, and community organizations⁵.

- **Define Roles:** Clearly define the roles and responsibilities of each team member.

2. Analyze Capabilities and Hazards

- Risk Assessment: Identify potential hazards (natural and human-made) and assess their likelihood and impact on Joun⁵.
- Resource Inventory: Evaluate the current resources and capabilities available for emergency response, including personnel, equipment, and facilities⁵.

3. Develop the Plan

- Set Goals and Objectives: Define the goals and objectives of the emergency management plan, focusing on prevention, protection, mitigation, response, and recovery².
- Create Action Plans: Develop detailed action plans for each phase of emergency management, including evacuation routes, communication strategies, and resource allocation².
- Draft the Plan: Compile the information into a comprehensive document, including a base plan and annexes for specific hazards and functions².

4. Implement the Plan

- Training and Drills: Conduct regular training sessions and drills to ensure that all stakeholders are familiar with the plan and their roles during an emergency⁵.
- Public Awareness: Launch public awareness campaigns to educate the community about the emergency management plan and encourage participation⁵.

5. Evaluate and Revise

- Review and Feedback: Regularly review the plan and gather feedback from drills, exercises, and actual incidents to identify areas for improvement⁶.
- Update the Plan: Revise the plan based on new information, lessons learned, and changes in resources or hazards⁶.

6. Continuous Improvement

- Monitor and Adapt: Continuously monitor the effectiveness of the plan and adapt it to evolving risks and circumstances⁶.
- Engage the Community: Maintain ongoing engagement with the community to ensure their needs and perspectives are incorporated into the plan².

By following these steps, Joun can develop a robust emergency management plan that enhances the town's resilience and preparedness for various emergencies.

Key Steps an Emergency Management Plan for Joun

Creating an emergency management plan for Joun involves several key steps to ensure the safety and resilience of the community. Here's a structured approach you can consider:

1. Risk Assessment

- Identify Hazards: Determine the natural and human-made hazards that could impact Joun, such as earthquakes, floods, fires, and industrial accidents.
- Vulnerability Analysis: Assess which areas, populations, and infrastructures are most vulnerable to these hazards.

2. Prevention and Mitigation

- Building Codes and Land Use Planning: Implement and enforce building codes and land use planning to reduce risks.
- Public Awareness Campaigns: Educate the community about potential hazards and how to mitigate them.

3. Preparedness

- Emergency Response Plan: Develop a comprehensive emergency response plan that includes evacuation routes, emergency shelters, and communication strategies.
- Training and Drills: Conduct regular training and drills for emergency responders and the community.

4. Response

- Incident Command System (ICS): Establish an ICS to coordinate response efforts during an emergency.
- Resource Management: Ensure that resources such as medical supplies, food, and water are readily available.

5. Recovery

- Damage Assessment: Develop a system for assessing damage and prioritizing recovery efforts.
- Reconstruction and Rehabilitation: Plan for the reconstruction of infrastructure and the rehabilitation of affected populations.

6. Collaboration and Coordination

- Local and Regional Partnerships: Collaborate with neighboring towns, regional authorities, and international organizations for support and resources.

- Community Involvement: Engage the community in planning and response efforts to ensure their needs and perspectives are considered.

7. Continuous Improvement

- Review and Update: Regularly review and update the emergency management plan based on new information, lessons learned from drills, and actual incidents.

By following these steps, you can create a robust emergency management plan that enhances the safety and resilience of Joun.

Checklist of an Emergency Management Plan for Joun:

Here's a basic template and checklist to help you create an emergency management plan for Joun:

Emergency Management Plan Template

1. Introduction

- Purpose: Outline the purpose of the plan.
- Scope: Define the scope, including the types of emergencies covered.
- Objectives: State the main objectives of the plan.

2. Risk Assessment

- Hazard Identification: List potential hazards (e.g., earthquakes, floods, fires).
- Vulnerability Analysis: Identify vulnerable populations and infrastructures.
- Risk Evaluation: Assess the likelihood and impact of each hazard.

3. Prevention and Mitigation

- Mitigation Strategies: Describe measures to reduce risks (e.g., building codes, public awareness).
- Resource Allocation: Allocate resources for mitigation efforts.

4. Preparedness

- Emergency Response Plan: Detail the response procedures for different types of emergencies.
- Training and Drills: Outline training programs and drill schedules for responders and the community.

- Emergency Supplies: List necessary supplies and their locations.

5. Response

- Incident Command System (ICS): Define the ICS structure and roles.
- Communication Plan: Establish communication protocols for internal and external stakeholders.
- Evacuation Procedures: Detail evacuation routes and procedures.

6. Recovery

- Damage Assessment: Describe the process for assessing damage post-emergency.
- Recovery Operations: Outline steps for recovery and rebuilding.
- Support Services: Provide information on support services for affected individuals.

7. Plan Maintenance

- Review and Update: Schedule regular reviews and updates of the plan.
- Continuous Improvement: Incorporate lessons learned from drills and actual incidents.

Emergency Management Plan Checklist

1. Establish a Planning Team

- Form a diverse planning team.
- Define roles and responsibilities.

2. Conduct Risk Assessment

- Identify potential hazards.
- Analyze vulnerabilities.
- Evaluate risks.

3. Develop Mitigation Strategies

- Implement building codes and land use planning.
- Launch public awareness campaigns.

4. Prepare Response Plans

- Develop detailed response procedures.
- Conduct regular training and drills.

- Stock emergency supplies.

5. Implement Communication Systems

- Establish communication protocols.
- Ensure reliable communication systems.

6. Plan for Recovery

- Develop damage assessment procedures.
- Outline recovery and rebuilding steps.
- Provide support services information.

7. Maintain and Update the Plan

- Schedule regular reviews.
- Update the plan based on new information and feedback.

Using this template and checklist, you can create a comprehensive emergency management plan tailored to the specific needs of Joun.

Involving Local Schools in Emergency Preparedness

Involving local schools in emergency preparedness is a great way to ensure the safety of students and staff while fostering a culture of resilience in the community. Here are some strategies to consider:

1. Education and Training

- Curriculum Integration: Incorporate emergency preparedness topics into the school curriculum. Subjects like science, geography, and social studies can include lessons on natural disasters, safety protocols, and first aid.
- Workshops and Seminars: Organize workshops and seminars for students, teachers, and staff on emergency response, first aid, and disaster management.

2. Drills and Simulations

- Regular Drills: Conduct regular emergency drills for various scenarios such as earthquakes, fires, and lockdowns. This helps students and staff become familiar with evacuation routes and procedures.
- Simulation Exercises: Engage students in simulation exercises that mimic real-life emergencies. This can include role-playing different roles in an emergency response team.

3. Emergency Response Teams

- Student Involvement: Create student emergency response teams that can assist during drills and actual emergencies. These teams can be trained in basic first aid, search and rescue, and communication.
- Teacher and Staff Training: Ensure that teachers and staff are trained in emergency response and can act as leaders during an emergency.

4. Community Engagement

- Parent Involvement: Involve parents in emergency preparedness activities. This can include informational sessions, volunteer opportunities, and participation in drills.
- Partnerships with Local Authorities: Collaborate with local emergency services, such as fire departments and medical services, to provide training and resources.

5. Resource Development

- Emergency Kits: Equip schools with emergency kits that include first aid supplies, food, water, and other essentials.
- Communication Plans: Develop clear communication plans for notifying parents and guardians during an emergency.

6. Awareness Campaigns

- Posters and Flyers: Use posters, flyers, and digital media to raise awareness about emergency preparedness among students and staff.
- School Events: Host events such as safety fairs, where students can learn about emergency preparedness through interactive activities and demonstrations.

7. Continuous Improvement

- Feedback Mechanisms: After drills and training sessions, gather feedback from students, teachers, and parents to identify areas for improvement.
- Regular Updates: Keep the emergency preparedness plan updated with the latest information and best practices.

By integrating these strategies, you can create a comprehensive approach to emergency preparedness that involves the entire school community. This not only enhances safety but also empowers students with valuable life skills.

Organize A Planning Committee

It is important to bring a group of committed people together to strategize and develop your Plan. An Emergency Planning Committee may already be established and authorized in your local emergency program bylaw or resolution. If not, establish a committee or community planning team and identify its main objectives. The committee may be responsible for writing or updating the Plan or may serve a more comprehensive and longer-term role in providing guidance and strategic direction to a community's broader emergency management program.

Consider:

- ✓ Do you need to form a planning committee from scratch or is there an existing committee focused on emergency management?
- ✓ Who should be on the committee? Key members may include representatives from Local Authority or First Nations departments (health, finance, planning), local law enforcement and first responders (fire, ambulance, emergency social services), and relevant agencies and organizations (health authority, school district)
- ✓ Check relevant emergency management bylaws or resolutions for information pertaining to the planning committee
- ✓ Draft a Terms of Reference
- ✓ Establish committee communications and meeting schedule
- ✓ Keep the group manageable, subject matter experts may only be required on an as needed basis
- ✓ Remember that committee members may have other roles they fill in their communities, set realistic expectations for participating and timelines.

Define The Plan's Objectives

Measurable objectives should clearly define the specific outcomes that need to occur for the Plan to successfully complete its purpose. In general, an all-hazard or high-level plan should focus on knowledge-based objectives as opposed to application-based objectives.

General knowledge-based objectives examples include:

- Summarize the potential hazards and risks present within the community
- Establish a procedure for a periodic review and update of the plan
- Outline the procedures for implementing the plan

- Identify internal and external communications procedures of notification of an impending disaster
- Identify how provision of food, clothing, shelter, transportation, and medical services are provided to people affected by emergencies
- Identify how the needs of vulnerable population groups will be addressed during an emergency
- Identify the functional roles and responsibilities of internal and external partners
- Identify the logistical support and resource requirements necessary for implementing the plan
- Identify priorities for restoring essential services provided by the Local Authority or First Nation and by external service providers.
- Outline any mutual aid agreements
- Outline a training and exercise program for staff assigned responsibilities in the plan

Emergency Management Cycle



1- Prevention

Prevent, avoid, or stop an imminent, threatened, or actual catastrophic incident.

2- Protection

Protect our residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

3- Mitigation

Reduce the loss of life and property by lessening the impact of future disasters.

4- Response

Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

5- Recovery

Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The Goal of the Joun Emergency Management Plan

The goal of the Joun Emergency Management Plan is to create, maintain, and coordinate an effective community structure that provides for the safety and well-being of the residents of The Town of Joun. With guidance from The Town's Emergency Management Program Committee that support the five components of a comprehensive Emergency Management Program:

1. **Prevention** – Taking action to prevent emergencies from happening
2. **Mitigation** – Initiating education and awareness activities or implementing measures to reduce or prevent the impact of emergencies
3. **Preparedness** – Developing emergency response plans, conducting training and exercises, educating the public
4. **Response** – Managing emergency situations and providing timely, relevant, and accurate emergency response to the public
5. **Recovery** – Developing and implementing measures that expedite a return to normal activities and the recovery of losses

The ability to coordinate resources is a significant predictor of The Town's capacity to adapt to unforeseen circumstances. The plan, therefore, develops strategies to promote the adoption and maintenance of hazard preparedness measures and activities.

Defining Emergencies

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an international act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Joun.

The population of Town of Joun is 7,180 full time residents. In order to protect residents, businesses and visitors, The Town of Joun requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal day to day operations carried out by Emergency Services. The Town of Joun Emergency Management Program Committee developed this Emergency Response Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. This Response Plan has been prepared to provide key officials, agencies and departments of The Town of Joun important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of The Town of Joun Emergency Response Plan may be viewed at Joun Town Municipality Library.

Hazard Identification and Risk Assessment

A hazard is an event or physical condition that has the potential to cause fatalities, injuries, damage to critical infrastructure, property, or the environment, agricultural loss, interruption of business, or other types of harm or loss. Natural hazards are events related to naturally occurring elements and conditions including, but not limited to, floods, tornadoes, and storms that pose a threat to lives, property, and other assets. Human-caused hazards are either technological or intentional.

Technological hazards are caused by the tools, machines, and equipment that are commonly utilized to support the personal, financial, and economic well-being of a community. Intentional hazards are deliberately caused by people attacking or damaging what a community finds valuable.

The Town is vulnerable to a variety of natural and human-caused hazards. The following hazards have been identified as being the most likely to occur and having the greatest impact:

- Flooding
- Rain storm
- Energy emergency power supply
- Critical infrastructure failure
- Water infrastructure failure
- Civil disorder
- Transportation accident
- Windstorm
- Heatwave
- Cyber Security
- Infections Disease - Pandemic

These emergencies may vary in size and severity and may affect localized businesses, residential areas, and the general welfare of residents and visitors to the Town of Joun. The frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely.

Regardless, the potential impact of these emergencies requires the development of comprehensive risk-based response plans to address their specific response and recovery implications.

Purpose and Scope

The Emergency Operations Plan (EOP) is intended to set forth lines of authority and assign responsibility for carrying out and coordinating actions during an emergency. The EOP will be activated when the Mayor of Joun, or his/her designee, declares an emergency. It applies to all types of hazards that may affect the Town.

Priorities

Priority 1: Prevention

Goal Promote a safer, less vulnerable Town with the capacity to cope with hazards and disasters.

Objectives

- Improve resident access to education and training for disaster preparedness.
- Ensure the Town Emergency Operations Plan is current and organized.
- Safeguard Town operations through the creation of a Continuity of Operations Plan.
- Provide opportunities for staff to achieve the training and proficiency needed to be effective in their roles.

Priority 2: Protection

Goal Protect and prepare the community and assets against major threats and hazards.

Objectives

- Identify known and perceived risks and threats to the Town through the development of a Threat and Hazard Identification and Risk Assessment.
- Create, train, and deploy emergency teams.

Priority 3: Mitigation

Goal Take action to reduce or eliminate long-term risks to human life and property from hazards.

Objectives

- Evaluate and develop weather-related improvements to Town facilities.
- Develop a Primary, Alternate, Contingent, Emergency Plan for Town emergency operation facilities, ensuring redundant capabilities if primary systems fail.

Priority 4: Response

Goal Take swift actions to save

lives, protect property and the environment, and meet basic needs during a catastrophic incident.

Objectives

Conduct stakeholder meetings to establish roles, communications, and mutual aid interoperability.

- Develop and review internal and external emergency plans.
- Develop framework for standardized public information reporting.
- Evaluate, develop, and implement IT/GIS focused communications.
- Work with Human Resources to evaluate, develop, and implement identified improvements to staff and family reporting.

Priority 5: Recovery

Goal Timely recovery of affected infrastructure and communities.

Objectives

- Evaluate feasibility of a Disaster Recovery Framework.
- Optimize recovery funding reimbursements

Trusted Information Sources: TO BE LISTED HERE

- Joun Website:
- Emergency Phone Number:
- Non-Emergency Contacts:
- Town Municipality Phone:
- Fire/Rescue
- Building Inspections
- Police
- Public Works

**Town of Joun
Emergency Management Plan**

Approved in Principle:

Town: Joun

Date: _____

Mayor: _____

Approved by Fire and Emergency Services

Director: _____

Date: _____

Adopted by:

Town: Joun

Date: _____

Mayor: _____

Emergency Management Plan Maintenance

The Town of Joun Emergency Management Plan will be maintained by the Emergency Planning Committee and the Town Clerk. This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Planning Committee. The Emergency Management Plan shall be revised subject to the approval of the Council.

REVIEWS

Month	Day	Year	By

PLAN REVISIONS

Month	Day	Year	By

Town of Joun

Emergency Management Plan

This Emergency Management Plan describes the basic procedures to be used, and the responsibilities of the various people, agencies and departments in the event of an emergency. It is to be used during any emergency that occurs within the Town of Joun. This plan recognized and is coordinated with any other emergency plan currently in effect for example, Police, Fire, Regional Health Authority, etc.

After each test and/or use of the Emergency Management Plan, these procedures will be evaluated to determine areas of weakness. One way to do this is to debrief after each emergency or exercise to determine what revisions and amendments may be required in your emergency management plan.

General

The Town of Joun acknowledges its responsibility for emergencies or disasters which could threaten the health, safety and/or wellbeing of persons and the protection of property and the environment.

Purpose

The purpose of this emergency management plan is to clearly establish line of authority and responsibilities for all concerned during the management of an emergency or disaster in Joun and to avoid misunderstanding and conflicts which could result when various disciplines are involved at the same time. Coordination and co-operation is the goal of the Town of Joun Emergency Management Plan.

Definitions

Emergency – means a real or anticipated event or an unforeseen combination of circumstances which necessitates the immediate action or prompt coordination of action as declared or renewed by the head of the regional emergency management committee or Municipality Mayor or council.

Emergency Management Plan – a written and approved plan which is intended to prepare for, respond to, mitigate the effects of and recover from an emergency and to provide for the health, safety, and well-being of persons and the protection of property and the environment.

Direction and Control

- a) The Town of Joun is directly responsible for the control of all emergency operation within the municipality.
- b) The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to council and other key stakeholders.
- c) An Emergency Council Committee appointed and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, control and coordinate all emergency operation within in the municipality.
- d) Emergency Council Committee members:
- Mayor: [Name]
 - Deputy Mayor: [Name]
 - Emergency Management Coordinator: [Name]
 - Part Time Clerk: [Name]
 - Councilor: [Name]
 - Councilor: [Name]
- e) Emergency Planning Committee Members:
- Emergency Management Coordinator: [Name]
 - Mayor: [Name]
 - Deputy Mayor: [Name]
 - Councilor: [Name]
 - Councilor: [Name]
 - Fire Chief: [Name]
 - Police: [Name]
 - Health Authority: [Name]

Concept of Operation

The Town of Joun will reinforce its authority within its jurisdiction through the Emergency Planning Committee. Problem solving, duty assignment, media relations and public announcement will be discussed and resolved by this committee. From time to time when people with special expertise or knowledge are required to advise the group on any matter expertise or knowledge are required to advise the group on any matter associated with an emergency or disaster, they will be invited to attend and perhaps when appropriate, sit as part of the Emergency Planning Committee.

From a practical sense, once formed, the Emergency Planning Committee will continue to manage the emergency until such time as it has ended.

Emergency Operations Centre (EOC)

All emergency/disaster operations will be directed by the Committee from the Municipality Office. Resource personnel involved in the Emergency Operations Center are referred to as the Emergency Operations Control Group.

1. **Communications** – The Town communications will be utilized. A radio communication system between the town clerk, maintenance employee, and fire department will also be used.
2. **Telephone** – The Town hall has [] telephone lines. Town Website, Facebook, WhatsApp is also available at these offices.
3. **Security/Access** – Security and access to the EOC will be restricted to those persons directly involved with the operation and wearing or possession approved identification. Emergency pass cards will be assigned to appropriate individuals to allow access to the EOC and other areas in the event of emergency. The Security Coordinator will be delegated or identified by Town of Joun Mayor when warranted.
4. **Media Coordinator** – Members of the press will be accommodated at the Municipality. The Mayor and/or his/her alternate will be the only people to provide news releases to the media.

Declaration and Termination of State of Emergency

The Council, or Mayor, on the advice of the Emergency Planning Committee, may declare a State of Emergency. Alternatively, the Council, or Mayor, on the advice of the Emergency Planning Committee, may terminate a State of Emergency. All agencies, in particular Fire and Emergency Services, should be informed of these decisions as soon as possible.

Roles and Responsibilities

Responsibilities of Emergency Management Coordinator

1. Initiating the EOC in out plan when so directed.
2. Advise council of any changes to operations and maintenance of the plan.
3. Ensure key positions are filled as required.
4. The overall coordination of emergency planning and response.
5. Act on behalf of the mayor and council, as instructed.
6. Request expert assistance as required.

Responsibilities of Town Clerk

1. Liaise with the fire chief on equipment and manpower for pumping operations and emergency water supplies.
2. Liaise with the Public Works superintendent about the cutting off or restoration of services.
3. Liaise with the Emergency Management Coordinator.

Responsibilities of Assistant or Part Time Clerk

1. Clerical staff to support the Emergency Operations Centre Group.
2. Recording decision and recommendations and advice of same as directed.
3. Maintaining a log of operations.
4. Issue of emergency passes to disaster area, subject on direction for Police and Fire Chief.
5. Liaise with the Regional Health Authority and the Department of Advanced Education, Skills and Labor about the provision of emergency health services and/or emergency social services.

Responsibilities of Support Staff

1. Organize the supply food for office and field workers by coordinating with the Emergency Operations Center Group.
2. Work with support staff to provide food for office, and field workers.

Responsibilities of the Fire Department

The fire chief will be responsible for the overall co-ordination of the fire services as per level determined by Fire Assessments and will ensure provisions for: a) search and rescue of trapped or injured persons b) resuscitation equipment and trained manpower c) equipment and manpower to assist in pumping operations d) equipment and manpower to handle accidents involving dangerous commodities e) mutual aid request.

Responsibilities of Town's Maintenance Employee

1. Under the direction of the Town's assistant, the maintenance personal will be responsible for co-ordination of all works services.

2. Implement emergency services, such as water supplies, pumping operations, etc., as designated by the town's assistant.

3. Ensure maximum utilizations of town's equipment and resources.

Responsibilities of Police

1. If first on the scene, notify other first responders and/or council if necessary.

2. Ensure public order and protection of private and public property against looting.

3. Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.

4. Alert persons endangered by the emergency and assist in the evacuation of building as authorized by the EOC manager.

5. Consult with the medical Examiner's Office; assist in the identification of deceased persons and the notification of families (next of kin).

6. Implement Police contingency plan.

Responsibilities of Ground Search and Rescue

In consultation with the police, teams can:

1. Undertake a search and rescue response.

2. Provide emergency communication.

3. Assist in evacuation.

4. Assist and other aspects of emergency response.

Responsibilities of Fire and Emergency Services

Fire and Emergency Services (FES) is tasked with the implementation of an emergency management strategy designed to develop and maintain a modern and robust emergency management system in the province, in collaboration with agency partners and

stakeholder, in planning against, preparing for, responding to and recovering from emergencies, disasters, and fires.

1. Assist municipalities, to meet their requirement to develop and emergency plan by date ..., and furthermore to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s).

2. Provide assistance to municipalities when an emergency occurs and their capacity to respond has been exceeded.

3. Liaise with other government department, agencies and the Government of Lebanon to acquire additional resources if needed to respond and recover from an emergency.

Responsibilities of Regional Health Authority

Planning

1. Collaborate in the development of response plan as it relates to Public Health and Environment health, mass causality incidents and psychosocial emergencies in the community.

2. Provide contact information for use in planning and response initiatives.

Response

1. Upon request for assistance the Regional Health Authority will activate their appropriate emergency response plan(s).
2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to: a) medical services including triage, medical treatment the emergency site, ambulance transportation, hospitalization psychosocial support, morgue services, pharmaceutical and medical supplies, b) public health measures including the collection, interpretation and dissemination of information to manage a public health response. This includes infection disease, sanitation, monitoring of food and water, and pest population. All public health emergencies require immediate notification of the medical officer of health and/or designated authority.
3. Identify medical/health emergency telecommunication needs and assist in linking response provider, health facilities, and all EOC's and field operation sites.
4. Depending on the nature and duration of an event, communication with the Department of Health and Community Services.

Responsibilities of Department of Municipal Affairs and Environment

1. Act as an advisor agency on the cleanup of hazardous materials, contamination of potable water supplies and emergency sewage disposal.

2. To assist in sampling the soil, water, etc., to determine the level or extent of a contamination for the purpose of detection and eventual cleanup.

3. Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

Potential Hazards and Associated Risks

Flood

Major Concerns: Safety of Lives, loss of property, damage of property and transportation problems.

Emergency Response	Action By
1. Activate Emergency Management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Assess Flood Problem	Emergency Council Committee, Engineers, Department of Municipal Affairs and Environment, Department of Transportation and Works
4. Evacuation Decisions	Emergency Operations Centre Police, Fire Department
5. Rescue of Stranded People	Fire Department, Police, Ground Search and Rescue, Ambulance
6. Injuries	Regional Health Authority Ambulance, Fire Department
7. Traffic Control	Police
8. Communication	Police Fire Department
9. Instruction to Residents	Emergency Operations Centre Police, Fire Department

10. Relocation/Evacuation	Emergency Operations Centre Service groups, Police
11. Barricades, Signs, Sandbags, Etc.	Emergency Operations Centre Municipal Works, Public Works
12. Eliminate hazards of damage utilities	Utilities
13. Public and Media Information	Media Coordinator
14. Damage Assessment	Emergency Operations Centre Department of Municipal Affairs and Environment
15. Transportation	Emergency Operations Centre

Storm Surge

Major Concerns: Casualties, damage to property and roads, flooding, disruption of traffic, panic.

Emergency Response	Action By
1. Activate Emergency management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Establish adequate communication	Police, Emergency Planning Committee
4. Define work area and establish a control perimeter	Police, Emergency Planning Committee
5. Mobilized necessary equipment	Emergency Planning Committee
6. Rescue	Fire Department, Police, Ground Search and Rescue

7. Notify hospital of casualties including number and type	Police, Health Authority
8. Establish temporary morgue	Police
9. Eliminate hazards from damage utilities	Town's Maintenance man, Utilities and other companies
10. Establish news release system	Police and media coordinator
11. Establish humanitarian facilities	Department of Education, Skills and Labor.

Power Failure

Major Concerns: Panic, Disruption of Utilities, casualties (indirect effect due to lack of power).

Emergency Response	Action By
1. Activate Emergency management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Restore Power	Power or other power authorities
4. Establish a priority for essential requirements	Emergency Planning Committee
5. Control the allocation of auxiliary power	Power or other power authorities
6. Establish a new release system and keep population informed	Power or other power authorities, media coordinator
7. Provide assistance to seniors, and in home patients	Volunteer Agencies
8. Ascertain the status of water and food and arrange distribution	Health authorities, Emergency Planning Committee

Massive Rain or Wind Storm

Major concerns: casualties, safety of lives, loss of property, damage to property, disruption of communication and utilities, and transportation problems.

Emergency Response	Action By
1. Activate Emergency management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Evacuation Decisions	Emergency Operations Centre, Police, Fire Department
4. Relocation/Evacuation	Emergency Operations Centre, Police, etc
5. Injuries and Rescue	Regional Health Authority /Local Health Facility, Fire and Rescue Team, Ambulance
7. Communication	Fire Department, Police
8. Public & Media Information	Media Coordinator
9. Instructions to Residents	Emergency Operations Centre, Police, Fire Department
10. Return to Evacuated Area	Emergency Operations Centre, Police, Fire Department
11. Damage Assessment	Emergency Operations Centre, Department of Municipal Affairs, and Environment
12. Traffic control	Police
13. Transportation	Emergency Operations Centre

Forests and Bushes Fires

Major Concerns: Safety of lives and property.

Emergency Response	Action By
1. Activate Emergency management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Forest Fire Tactical Operations	Fire Department
4. Evacuation Decisions	Emergency Operations Centre, Police, Fire Department
5. Relocation/Evacuation	Emergency Operations Centre, Police, Non-government Agencies
6. Injuries and Rescue	Regional Health Authority, Fire Department, Ambulance
7. Communication	Fire Department, Police
8. Public & Media Information	Media Coordinator
9. Instructions to Residents	Emergency Operations Centre, Police, Fire Department
10. Return to Evacuated Area	Emergency Operations Centre, Police, Fire Department
11. Damage Assessment	Emergency Operations Centre, Department of Municipal Affairs, and Environment
12. Traffic control	Police
13. Transportation	Emergency Operations Centre

Major Water-main Break, Water Shortage

Major Concerns: loss of water supply, disruption of the community, dangers to public health.

Emergency Response	Action By
1. Activate Emergency management Plan	Emergency Council Committee / Town Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Establish Jurisdiction	Emergency Planning Committee
4. Eliminate hazards of damage utilities	Town's maintenance man, utilities
5. Protect property and relocate resources where necessary	Police
6. Establish emergency humanitarian	Volunteers
7. Evaluation of personnel	Emergency Planning Committee
8. Establish source of water and rations	Emergency Planning Committee, Volunteers
9. Establish emergency health facilities	Health Authorities
10. Establish a new release system	Fire and Emergency Services, Media Coordinator

Contact Lists

Emergency Management Committee (Revised on Date ...)

Title	Name	Home Phone	Business Phone/Fax	Cell Phone	Email
Emergency Management Coordinator					
Mayor					
Deputy Mayor					
Fire Chief					
Councilor					
Councilor					
Councilor					
Councilor					

Town of Joun Organization Chart (Revised on Date ...)

Title/Agency	Name of Contact Person	Res Tel	Bus Tel	Cell Tel
Dept. of ...				
Dept. of ...				
Dept. of Municipal Affairs and Environment				
Red Cross Red Crescent				
Ground Search and Rescue				
Department of Municipal Affairs and Environment				
Fire and Emergency Services				
Health Authority				
Fire Department	Dispatch			
Ambulance				

List of Departments/Agencies/Groups in Receipt of the Emergency Management Plan (Revised on Date ...)

All are to be notified if changes are made to the Emergency Management Plan.

Department or Agency	Contact Person	Work Telephone	Work E-mail Address

Evacuation Plan

Evacuation centers and warming shelters are to be opened up during the series of storms to provide a temporary warm and dry haven for families displaced from their homes for any disaster. Emergency evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard.

Examples range from the small scale evacuation of a building due to a storm or fire to the large scale evacuation of a district because of a flood, bombardment or approaching weather system. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated prior to being transported out of the contaminated area.

Emergency evacuation plans are developed to ensure the safest and most efficient evacuation time of all expected residents of a structure, city, or region. A benchmark "evacuation time" for different hazards and conditions is established. These benchmarks can be established through using best practices, regulations, or using simulations, such as modeling the flow of people in a building, to determine the benchmark. Proper planning will use multiple exits, contra-flow lanes, and special technologies to ensure full, fast and complete evacuation.

Consideration for personal situations which may affect an individual's ability to evacuate is taken into account, including alarm signals that use both aural and visual alerts, and also evacuation equipment such as sleds, pads, and chairs for non-ambulatory people.

The sequence of an evacuation can be divided into the following phases:

1. Detection
2. Decision
3. Alarm
4. Reaction
5. Movement to an area of refuge or an assembly station
6. Transportation

The time for the first four phases is usually called pre-movement time.

In case of an emergency evacuation situation, it is important to have an individual emergency evacuation kit prepared and on hand prior to the emergency. An emergency evacuation kit is a container of food, clothing, water, and other supplies that can be used to sustain an individual during lag time. Lag time is the period between the actual occurrence of an emergency and when organized help becomes available, generally 72 hours, though this can vary from a few hours to several days. It may take this long for

authorities to get evacuation shelters fully up and functional. During this time, evacuees may suffer fairly primitive conditions; no clean water, heat, lights, toilet facilities, or shelter. An emergency evacuation kit, or 72-hour kit, can help evacuees to endure the evacuation experience with dignity and a degree of comfort.

A warming center is a short-term emergency shelter that operates when temperatures or a combination of precipitation, wind chill, wind and temperature become dangerously inclement. Their paramount purpose is the prevention of death and injury from exposure to the elements.

Emergency Operations Center

The Town will coordinate emergency response activities from the Emergency Operations Center (EOC). These activities govern the Town-wide response to the incident and are intended to support, not interfere with, the tactical response operations directed by the Incident Commander.

The Town Administrator will manage the emergency response from EOC. The primary location for the EOC will be the Joun Town Office. If the Town Office is not accessible, the EOC will be at the Town Center. Other locations may be designated as necessary.

Upon declaration of a Town State-of-Emergency, the following personnel (or their designees) will report immediately to the EOC. Essential personnel will check-in and check-out with the Town Administrator (or his/her designee).

- Town Administrator
- Police Chief
- Director of Public Works
- Code Compliance Supervisor
- Town Treasurer/HR Manager
- Town Clerk

The Town expects to communicate and cooperate with allied Municipalities and agencies and community organizations through the EOC. Such agencies and partners could include the Volunteer Fire Department, Neighborhood Watch/Emergency Preparedness Committee, Commercial District Management Authority.

The EOC will be organized using a Departmental structure to the extent possible, given personnel training and availability at the time of the incident. The EOC will cease operations at the conclusion of the declared state-of-emergency when sufficient action has been taken to ensure Town residents are safe and basic Town services have been restored.

APPENDIX

Responsibilities

Mayor

- Convenes the Town Council in Work Sessions or Town Meetings to make policy decisions – Emergency Meetings – Negotiated Contracts during emergency situations.
- Serves as the spokesperson for the Town.

Mayor and Town Council

- Public communication
 - Set the tone and direction for emergency preparedness for the Town government and residents, visitors, and businesses
 - Establish pre-incident relationships with those likely to assist during an emergency
 - Communicate with the public during the event by providing information regarding the nature of the event, status of community response, and what actions individuals should take
 - Instill public confidence in the Town's response to the event
- Assess strategic community needs during the event, and ensure those needs are met
- Make proactive policy decisions
- Support response efforts by ensuring resource availability and supporting trained, on-scene responders

Departments

Town Department Directors have a responsibility to manage their departments on a day-to-day basis in accordance with the authority granted to them by the Town Council, Town Administrator, or by Town ordinance. In the event of a significant emergency, they will be expected (to the extent possible) to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The following is a partial list of duties and assigned responsibilities for emergency operations in Joun that may vary, depending on the type and scope of incident. Departments that are directly involved in the emergency response are expected to maintain 24-hour operations throughout the course of the emergency. Essential personnel or their designees must be available at all times in accordance with the Town's Essential Personnel Policy.

Administration Department

- Manage the EOC operations, as well as administrative functions of the EOC. Electricity, heating/cooling, potable water, emergency rations, resting areas for employees.
- Serve as Public Information Officer (PIO) within the following guidelines:
- **Employee relations**
 - Authority to cancel scheduled employee leave.
 - May require all personnel to work beyond normal shift hours for an extended period.
 - May alter normal organizational structures to complete required tasks.
 - May suspend normal operations.
 - Provide financial support; if necessary, in conjunction with the Town Council.
 - Contact businesses for potential resources (food, water, gasoline).
 - Maintain records.
 - Communications center. Electronic and hard-copy (posters, signs, hand-outs).
 - Consider how to handle visiting elected officials.

Police Department

- Protect lives, and where appropriate and feasible, property.
- Notify Joun School immediately following declaration of a state-of- emergency.
- Coordinate with allied public safety agencies.
- Execute Mutual Aid Agreements, as requested.

Public Works Department

- Secure trash cans, picnic tables and other loose equipment in Town parks and facilities, if possible, ahead of the event.
- Prepare vehicles (trucks , etc) and equipment (chainsaws, ropes and pulleys, generator) for use, if requested.
- As soon as practicable following an incident, begin damage assessment.

Supporting Organizations

- Joun Volunteer Fire Department
- Community Emergency Response Team

Sheltering and Evacuation

Depending on the incident, sheltering or evacuation may be required for Town residents and visitors.

Town employees will help coordinate any evacuation process.

A Town Center will serve as a temporary heating (warming) and cooling facility in the event a large number of residents are displaced from their homes in severe weather.

Communications

If it is necessary to notify the public in an emergency, the Town's website and Social Media accounts will be utilized to broadcast important information to the public. Written information may be posted at the Town Center.

The designated Public Information Officer, operating from the EOC, will communicate all vital information (including social and mainstream media) for dissemination to the public.

In the event that door-to-door communication is warranted, the Police Department will be primarily responsible for the effort. If the need arises, other Town employees may be asked to participate in such an effort. Door-to-door communications will be managed from the EOC.

In the event of a media presence during or after the emergency, the designated Public Information Officer (PIO) will be responsible for organizing and publicizing any press releases or news conferences.

Operational personnel should refer all inquiries for information regarding the emergency to the designated Public Information Officer, and the Town's PIO is the only Town employee authorized to speak with media.

Administration and Finance

Administration

During the emergency response:

- Document the actions taken and decisions made (e.g., incident and damage assessment, incident command logs, employee and volunteer time sheets, equipment use logs, and cost recovery documents).
- Take minutes of any emergency Council meetings.

After the emergency response:

- Use the documented actions to create permanent historical records, recover costs through government reimbursement or through the Town's insurance policies and programs.

- Develop lessons learned as a result of the emergency response to include any new mitigation strategies.

Finance

- Review the incident and damage assessment, incident command logs, time sheets, equipment use logs, and cost recovery documents for accuracy and completeness.

Plan Development and Maintenance

The Town Administrator is responsible for developing, maintaining, and distributing the EOP. The Town Administrator may solicit assistance from the Town Council or subject matter experts in developing and maintaining the EOP. The plan is publicly available on the Town's website at all times.

The EOP will be reviewed annually as required to incorporate new guidelines or directives and/or to address significant operational issues. The Town Council must review and approve substantive changes. At a minimum, the EOP will be reviewed in its entirety every five (5) years.

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Key Steps an Emergency Management Plan for Joun

Source:

(1) Planning Guides - FEMA.gov. <https://www.fema.gov/emergency-managers/national-preparedness/plan>.

(2) Town of Leland Emergency Management Department.
<https://www.townofleland.com/sites/default/files/uploads/EM/town-of-leland-emergency-management-department-strategic-plan.pdf>.

(3) Emergency Management Plans - St. Johns County. <https://www.sjcfcl.us/emergency-mgmt-plans/>.

(4) Developing and Maintaining Emergency Operations Plans Comprehensive
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf.

Checklist of an Emergency Management Plan for Joun

Source:

(1) Developing and Maintaining Emergency Operations Plans Comprehensive
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf.

(2) Emergency Management Plan Template | Process Street.
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(3) Free Emergency Response Plan Template | PDF | SafetyCulture.
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