

# City of Clinton



## Winter Storm Emergency Operations

February 2011

**City of Clinton**

**Winter Storm Emergency Operations Plan**

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## **1. Introduction**

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The warm-temperate climate of Southeast North Carolina typically results in mild winters for Clinton. According to the State Climate Office of North Carolina, normal highs in January are around 52° F while normal lows are around 32° F. While most winters bear witness to little or no snowfall, occasional snow and ice storms do occur that are capable of disrupting normal operations. Accumulations of snow and ice have the potential to affect transportation, energy, and communication systems, which in turn affect the way we go about our daily lives.

The City of Clinton is responsible for ensuring the increased safety of its residents during winter storms by maintaining safe roads and sidewalks for travel and emergency access. The increased need for safety during snow and ice events requires proper planning and preparation to mitigate hazardous travel conditions.

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## **2. Purpose**

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The Clinton Winter Storm Plan is designed to provide the safest possible roadway system and access routes for the motoring public, public schools, fire, police, aid vehicles, and visitors. The complete effects of a snow or ice event cannot be predicted. The variations in rate of snowfall, moisture content, air/surface temperatures, time of day, and wind velocity make each storm a unique challenge; however, planning for winter storm conditions can mitigate economic loss, loss of life, and social disruption.

The intent of this plan is to reduce the threat to public safety from a snow and ice emergency. During inclement weather, Clinton Public Works will make every effort to maintain the traffic flow within city limits and the city's extraterritorial jurisdiction to as near normal driving conditions as possible.

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## **3. Objectives**

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The City's objectives during a winter storm event are the following:

- Provide emergency access for police, fire, medical services, and hospital facilities
- Provide access to essential city services
- Reduce the impact on traffic resulting from heavy snow or ice

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## **4. Planning Assumptions**

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**A.** Winter storm effects are impossible to predict completely.

**B.** Heavy snow or ice increases safety risks associated with driving.

- C. Accidents involving residents, visitors, or city employees are likely and may increase with heavier snowfall or ice.
- D. Rates of absenteeism will depend on the severity of the winter storm.
- E. Absenteeism may be greater for employees living outside the city limits.
- F. Certain measures (closing schools, closing roads, power outages) are likely to increase rates of absenteeism.
- G. NC Department of Transportation (DOT) will clear and maintain all state roads within the city limits.
- H. Each department will require identification and prioritization of essential services to be maintained.
- I. Telecommunications may likely be overwhelmed due to increased utilization caused by telework employees, homebound citizens, and public services search for resources.
- J. Residents may attempt to travel in hazardous conditions whether roads are clear or not clear.

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## 5. Role of the City of Clinton

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By collaborating with NCDOT, the City can properly plan for and respond to a winter storm event. The following list presents types of activities that the City can undertake prior to and during a winter storm. It is important to understand that this list is not exhaustive. In contrast, these activities can be limited depending on the availability of resources and severity of the event. The City places an emphasis on advance planning, equipment readiness, work crew preparedness, and communications including weather forecasting and public information.

- A. Provide education to the public prior to a winter storm.
  - The City will ensure citizens understand how snow and ice accumulation may affect their lives through disruption of public and private services.
  - The City will promote creating home “storm-kits,” consisting of extra consumables, blankets, flashlights, batteries, over the counter medications, and existing prescribed medications.
- B. Alert the public to the potential limitations and disruptions of public services during a winter storm.
  - The City will inform citizens what services will not be provided and how delivery of essential services will continue.

- C. Activate Winter Storm Plan to ensure continuation of essential services.
  - The City will follow the guidelines and procedures established in this plan to implement a chain of command to coordinate delivery of essential services.
- D. Coordinate with other agencies and governments to provide and receive assistance in response to a severe winter storm.
  - The City will ensure all plans interface with each other and legal aspects are considered prior to implementation.
- E. Prepare personnel, equipment, and vehicles with necessary resources.
  - City personnel responsible for public safety and clearing and maintaining roads will be notified in advance of a storm.
  - All available Public Works equipment and vehicles appropriate for snow removal will be prepared and used during reasonably safe conditions.
  - All reporting Police vehicles will be readied with chains if required for safe driving.
  - All Fire vehicles and equipment should be stocked and readied for driving during snowy and icy conditions.

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## 6. Policies

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These policies apply to the City of Clinton street system and designated City owned or operated facilities.

- The City will not begin plowing roads until snow accumulation reaches two inches in order to keep from damaging the road surface.
- The City will replace mailboxes or posts damaged by its snow removal efforts as determined by the City.
- The City will not remove snow on or in front of driveways. Homes and businesses may have snow deposited in or in front of driveways by snowplows.
- The City will only remove snow and ice from the sidewalks within the Special Downtown Business Tax District as needed. In other areas, it is the property owner's responsibility to remove snow and ice on adjacent sidewalks.
- The City's efforts to remove snow and ice are a public safety concern that supersedes any motorist right to legally park in the right-of-way. Vehicle owners assume risk of damage by parking on public right-of-way during inclement weather.

- Emergency plowing requests by police, fire, and ambulance services will be priority.
- The Clinton Police and Public Works Departments may close streets temporarily during a snow/ice emergency to address accidents or safety concerns.
- No city vehicles will be permitted on streets if storm winds reach in excess of 60 mph and/or significant ice accumulation occurs.
- The City does not have a bare pavement policy. Snow and ice control operations are intended to provide the prudent motorist with a reasonably safe traveling surface. During heavy snowfall or severe icing conditions motorists may need to install chains or other traction devices. Street conditions shall be addressed on an emergency response basis.
- In the event of a winter storm, all employees are expected to report for work except in the instance of illness. If a State of Emergency is declared, employees will be notified of their responsibilities and need to be able available to report for duty if needed. The City of Clinton Personnel Policy Articles III, V, and VII address expectations of employee working hours and compensation.
- The City of Clinton Personnel Policy Articles III, V, and VII dictate City leave policies.
- During a winter storm, it may be necessary for the City Manager to restrict work-related travel for city employees. A reduction in staff size will require as many employees as possible to remain nearby to ensure the city functions properly.

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## 7. Preparedness

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### A. Authority and Protocols

- 1) **Internal authority:** The Mayor will determine the need to establish a State of Emergency. When a State of Emergency is declared, the City should begin operating in accordance to the Clinton Emergency Operations Plan.
- 2) **Interagency cooperation and communication:** Cooperation with the State of North Carolina and Sampson County will be important to ensure all safety information is disseminated to the city's citizens and employees. Sampson County Department of Emergency Management has designated the Emergency Management Director (910-592-8996) as the primary contact for Clinton during a winter storm emergency. The Clinton Fire Chief will be the designated City contact person for Emergency Management Services during a winter storm event. If the Fire Chief is unable to perform as the designated contact for the City, the Incident Commander should appoint someone to act

as the City contact. Contact information is located in the basic *Clinton Emergency Operations Plan, Section I.C.*

- 3) **Procedures:** Activation of this plan is at the discretion of the City Manager. Activation will depend on the severity of the winter storm.
- 4) **Administration and logistics:** Complete and accurate records must be maintained to ensure a more efficient response and recovery. It will be the responsibility of the Finance Director to record and maintain winter storm related costs, personnel and equipment records, and procurement costs associated with the event. This includes information required by FEMA and North Carolina for reimbursement purposes.
- 5) **Test the plan:** This plan should be tested with key participants using a winter storm scenario and measurable results to ensure an effective and realistic plan. The plan should be tested annually and adjustments made accordingly based on the results of the test. The City Fire Chief and City Human Resource Manager should coordinate testing exercises.

## B. Operations Assessment

- 1) **Assess essential operations:** Each department needs to identify operations required to maintain essential services provided by the City. For each identified essential service the daily operations and responsible personnel needs to be recorded. The following departments have been identified as providing essential services:
  - Administration
  - Finance
  - Fire
  - Police
  - Public Works
- 2) **Reassignments:** Each department should consider that staff might need to be reassigned. Employees who perform non-essential functions will need to assist in operations required for essential services. Reassignment needs to be considered in advance by department heads in order to provide adequate training before a winter storm event occurs.
- 3) **Assess financial process:** The City Finance Director should communicate with each department to identify ways to expedite purchases that may be necessary and unforeseen during a winter storm.

### C. Job Functions

- 1) **Job functions:** Each department should identify the essential functions and the job classification to perform those functions. See *Appendix 1: Essential Job Functions* for a list of job classifications associated with essential operations.
- 2) **Primary and support staff:** Supervisors need to identify key staff members who possess the knowledge and skills to perform required operations for essential services. Supervisors should develop a primary team that will operate in the event of a winter storm emergency. A support team should be designated to relieve members of the primary team when they can no longer work due to illness, fatigue, or other restrictions. Implementing primary and support emergency response teams is not necessary until a State of Emergency is declared or the City Manager decides to reduce the number of staff to reduce risks to safety.
- 3) **Telecommuting:** The City Manager should identify which positions are capable of operating from home during a winter storm. The City Manager should then ask the designated positions to practice telecommuting to confirm operability.
- 4) **Training:** All employees should be trained on how they will be expected to carry out the operations during a winter storm emergency. All materials associated with the plan need to be stored in a known and accessible location. Departments should conduct an exercise that ensures all employees understand how the plan will be implemented and maintained. Because of the potential reduction in personnel, it is important that supervisors cross-train as many employees as possible. This will facilitate essential services with a reduced staff size.

### D. Equipment, Facilities, and Vehicle Readiness

When a winter storm is predicted to occur, equipment and vehicles listed in *Appendix 2: Essential Vehicles & Equipment* should be inspected and prepared for use including any repairs and gas. Vehicles and equipment should be readied regardless of the predicted amount of snowfall or icing to occur.

### E. Product and Service Providers

- 1) **Assess critical inputs:** Departments are responsible for identifying critical inputs such as raw materials, suppliers, contract services and products, and logistics required to maintain essential services. Existing inventories should be reviewed and all vendors and contract services should be contacted to review emergency operations. Departments should devise a contingency plan to

account for potential shortages in supplies or contractor abilities. *Appendix 3: Product and Service Providers* provides information for critical inputs.

- 2) **Stockpile critical supplies:** Once critical inputs have been identified, departments should attempt to supplement existing inventory levels with enough critical supplies to maintain essential services for at least 7 days. During the 7-day interval, vendors should be contacted to establish delivery of additional supplies.
- 3) **Provider continuity:** The City should discuss with product and service providers their plan for continuing operations in the event of a severe winter storm emergency. The City should be prepared for the possibility that personnel shortages could affect providers and disrupt supplies and services.
- 4) **Provider contact information:** Departments should collect contact information for all product and service providers required for essential services. *Appendix 3* lists this information.
- 5) **Alternate providers:** Departments should identify alternate providers for supplies and services already identified.

#### F. Employee Communication

- 1) **Information dissemination system:** To ensure the City operates effectively, information delivery must be timely and accurate between management, supervisors, and employees. The City's *Media Policy and Information Dissemination Plan* outlines communication practices to help ensure continuity between employees and management. The plan should include times and techniques for regular updates between the City and citizens, providers, and Sampson County. A plan that includes multiple techniques and repetition will better ensure information reaches the intended audience.
- 2) **Communicating systems:** Departments should ensure that communication systems such as fax services, laptops, radios, and phones are operational, secure, and interoperable with other systems within the City. The Fire Chief should coordinate a test to make sure City systems are interoperable with Sampson County communication systems.
- 3) **Internal communications:** When snow begins to accumulate on secondary roads, it shall be the responsibility of the police patrol sergeant on duty to notify the Public Works Manager.

#### G. Citizen Communication

- 1) **Citizen information dissemination plan:** Timely and accurate communication with the public, media, and major stakeholders during a

winter storm will be critical in minimizing the risks associated with travel during heavy snowfall or icing. Effective communication can:

- Help maintain public order and protect life and safety
- Help people cope with the uncertainty and minimize public fear
- Inform citizens of available and unavailable services
- Address rumors and inaccuracies

The City Public Information Officer (PIO), as assigned by the Incident Commander (IC), will be the primary contact between outside agencies and the City. All communication to agencies outside of the City should disseminate from the PIO with the exception of the Fire Chief (or the IC designee) acting as the liaison between the City and Sampson County.

- 2) **Citizen preparedness communication:** The City should alert citizens of potential changes in service delivery. Citizens need to know what services will be suspended during a winter storm, which services will continue, and how to contact City officials. Informing citizens of the City's plan will help encourage citizens that the City is doing everything possible to minimize the impact of heavy snowfall and icing. The City can also direct citizens to call Emergency Management Services for more information.
- 3) **Non-English speaking citizen communication:** The City will attempt to provide all information in English and Spanish. The City has identified employees and members of the community who are capable of performing translation services and are willing to assist in the event of an emergency. Dissemination of information translated into Spanish and other languages should be done through various forms of media including print, television, and radio.

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## 8. Response

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### A. Activation and Command

- 1) **Activate response phase:** If a winter storm becomes severe enough to disrupt normal city operations, the City should activate the response portion of this plan. Supervisors should notify all employees of response status and activation of the plan. All employees should re-familiarize themselves with the plan.
- 2) **Unified command:** The City Manager should assess the need for setting up a Clinton emergency operations center. The City Manager can activate the Emergency Operations Center (EOC) if circumstances dictate a need.
- 3) **Internal briefings:** The City Manager or IC should schedule regular briefings with administrative staff and department heads. Department heads should

relay information to their staff within 15 minutes of the briefing. The briefings should be scheduled at least twice a day, one at 9:00 AM and one at 4:00 PM. The morning session should address expectations for the day and establish a plan of action in case of staff reduction. The afternoon session should assess the day's events and delivery of services. Other briefings should be scheduled as needed.

- 4) **Review plan:** This plan should be reviewed and assessed regularly during the response phase. This will help identify areas of concern early and enable needed changes.

## B. Operations

- 1) **Assess operations:** The City Manager or IC should assess:
  - The ability to provide essential services with available human and material resources.
  - Increases and decreases in demand of services.
  - The need for new or alternative services.
- 2) **Reallocate resources:** After assessing operations, the City Manager or IC should reallocate resources and reassign personnel as needed to ensure essential service delivery.
- 3) **Essential operations:** All services should be continued until the number of personnel available becomes limited. When employee numbers are reduced, all non-essential services should be suspended and all resources should be focused on essential services. Materials required for essential services need to be rationed to operate as long as possible.

## C. Job Functions

- 1) **Absenteeism:** Management should identify absent employees at the beginning of each shift and record the employee's name, job classification, and potential return date. These absences should be reported during scheduled briefings to help plan a course of action for the day.
- 2) **Reassign employees:** Supervisors should reassign employees as needed to continue essential services.
- 3) **Just-in-time training:** Provide brief training and position responsibility sheets (if available) to employees being reassigned to new job functions.

#### D. Communications

- 1) **Inform employees:** The City should provide employees with daily updates on the status of the winter storm if necessary, and any changes in policy, reassignments, or other plan changes. Police patrols are responsible for alerting the Public Works Manager and Fire Department when conditions are becoming hazardous outside of normal working hours. The Public Works Manager may choose to initiate an initial stage of snow and ice control.
- 2) **Inform product and service providers:** Departments should inform providers of changes in status and changes in supply and service needs. Departments should coordinate with providers to address these changes.
- 3) **Inform citizens:** The City should continually inform citizens on changes in status and services. Use of the city's Connect-CTY System will be the most effective method of delivering information regarding these changes.
- 4) **Communication system:** Activate and ensure all communication systems (radios, fax services, internet, etc.) are properly functioning.

#### E. Snow & Ice Accumulation Control

- 1) **Street Criteria:** Snow and Ice Control operations will be performed along designated snow routes as snowfall occurs. Priorities may be altered to address specific problem areas. Streets that are not designated snow routes will not be plowed, sanded, or deiced unless specifically requested by the police or fire emergency. The Public Works Manager may alter this practice as circumstances require. The City maintains a priority list of streets, *Appendix 4: Street Clearing Priority List*, and will not vary from this priority list for the duration of the storm event, except at the discretion of the Public Works Manager and/or Public Works & Utilities Director.

Top street priorities are the vital thoroughfares to get to emergency services such as the hospital. Second priority roads are other primary routes in town, both state maintained and city maintained. The City has an agreement to clear secondary state roads within the city limits except for those listed in the *Clinton Emergency Operations Plan, Appendix I, Attachment A*. Once primary and secondary streets are clear, crews should begin clearing residential and side streets. These third level priorities are covered by generally following the sanitation routes in a systematic fashion. At any time that accumulations continue to affect the higher priorities, the shift supervisor will redirect the effort back onto the higher priority routes.

## 2) Street Clearance

- **Snow:** It is standard practice to plow the roadways to provide two lanes of travel. This typically requires two passes with snow removal equipment. On-street parking lanes and side-street parking areas are used for snow storage. Complete removal of surface water from thawing snow and ice from the pavement is important to protect the roadway support and minimize hazards from refreezing. The City is not responsible for removing snow plowed into driveways. Snow removal staff is instructed to call the city Police Department when individuals impede their ability to clean streets of snow and ice.
  - **Ice:** Control operations for ice will consist of application of deicing/anti-icing agents along primary streets and routes essential for public health and safety. Application of deicing/anti-icing agents may occur days prior to forecasted freezing conditions. The brine solution used by the City is not effective below 17° F and may not prevent heavy accumulation during the severest of storms. Control operations requiring processes that are more effective will be deferred to NCDOT. The Public Works Manager may alter this policy to address unique storm conditions.
- 3) **Street Personnel:** If the storm event continues and the Public Works Manager determines continued clearing is necessary, crews will be assigned to work in 12-hour shifts from 7:00 am to 7:00 pm. The Public Works Manager should designate the required personnel and equipment ahead of time and notify the Public Works and Utilities Director of estimated overtime costs, who should then notify the City Manager and Finance Director.
- 4) **Facilities:** Designated City facilities shall have pathways and stairs with a safe surface, clear of accumulated snow and ice for pedestrian entry and exit. These needs will be addressed on an emergency response basis with the operational needs of each facility in mind. The Public Works Manager shall assign crews to plow and/or shovel snow and ice at critical facilities.
- 5) **Parking Lots:** City owned parking lots serving downtown businesses and City facilities should have pathways with a safe surface, clear of accumulated snow and ice for pedestrian use. These needs shall be addressed on a planned basis, after higher priority areas are made safe.

## F. Snow & Debris Removal

As soon as the snow stops and clearing of the streets is completed, the Public Works Manager and Director must decide if removing snow and debris is justified. Heavy accumulations, prolonged low temperatures, and an extended period for melt and runoff can require that crews load and remove snow to staging sites. Top priority areas are where stored snow is hazardous to traffic. Debris from

heavy snowfall or icing may need to be removed as directed in the *Clinton Emergency Operations Plan, Section VIII.D.*

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## 9. Recovery

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### A. Activation

- 1) **Activate recovery phase:** Recovery from a winter storm should begin when the City Manager or IC has determined that adequate supplies, resources, and personnel are available to resume normal operations without assistance from emergency response systems. At his time, the City Manager or IC should inform all personnel of the change in status. The PIO should be instructed to inform all citizens and outside agencies that the City has returned to normal operations.

### B. Operations

- 1) **Routine operations:** The City Manager should meet with all department heads and supervisors to assess the impacts of the winter storm on the City's resources, personnel, and services. Plans should be made to address any negative impacts resulting from the winter storm.
- 2) **Normal operations:** The City Manager should manage the return to normal operations as able based on human and material resources. It may take time to return completely to normal operations depending on available resources. The City Manager should inform employees and citizens if there will be any delay in returning to normal operations.
- 3) **Community recovery:** The City should hold a public meeting to assess the impact of the storm on citizens. The meeting should be used to identify community recovery needs. Once those needs have been identified, the City should provide assistance in recovery efforts. The City should also seek assistance from State and Federal agencies in the form of recovery aid and grants.

### C. Process Assessment

- 1) **Conduct evaluation:** The City should meet with County officials, citizens, and other relevant stakeholders to conduct an evaluation of Clinton's response to the winter storm event. The evaluation should result in a corrective action plan to assist in updating the current plan.
- 2) **Update plans:** The Winter Storm Plan should be updated in response to the evaluation mentioned in section 9.C.1.

**D. Communication**

- 1) **Employee communication:** Notify all employees when operations have returned to normal and inform them of changes to this plan.
- 2) **Product and service provider communication:** The City should contact all supply and service providers to re-establish normal operations.
- 3) **Citizen communication:** The City should inform all citizens when normal operations are resumed and there is no disruption of any City service.

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for **Administration** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
City Manager	1	Directing overall City functions, providing advice and command for City Council	1
Assistant City Manager	1	Public information officer	1
City Clerk	1	Maintaining City records	1
Office Assistant	1	Assist administration	0

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for the **Finance Department and Human Resources** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Finance Officer	1	Directing all financial operations, maintaining financial records	1
HR Manager	1	Maintaining payroll functions	1
Accounting Operations/ Purchasing Manager	1	Maintain financial records, prepare purchase orders, billing businesses	1
Billing & Revenue Supervisor	1	Service applications and orders, overseeing billing and fees collections	1
Accounting Clerk	1	Receiving and paying invoices	0
Payroll & Benefits Clerk	1	Maintaining payroll functions	0
Customer Service Representative	1	Billing and fees collections	0
Meter Reader	2	Collecting meter data	1

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for the **Fire Department** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Fire Chief	1	Purchase orders for supplies and equipment, Direct operations	1
Deputy Fire Chief	1	Purchase orders for supplies and equipment, Direct operations	0
Captain	2	Direct operations	1
Lieutenant	4	Fire suppression, prevention, and rescue	4 (in combination with firefighters)*
Firefighter	22	Fire suppression, prevention, and rescue	4 (in combination with lieutenants)*
Office Assistant	1	Assist department personnel	0

\* Number of required employees is per shift. The Fire Department operates in two 12-hour shifts. The Deputy Fire Chief may be assigned administrative duties to direct operations in absence of the Chief.

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for the **Planning Department** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Planning Director	1	n/a	0
Senior Planner	1	n/a	0
Planner	1	n/a	0
Code Enforcement Officer	1	n/a	0
Office Assistant	1	n/a	0

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for the **Police Department** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Police Chief	1	Public safety actions requiring law enforcement training and certification, Departmental purchase orders	1
Police Captain	1	Public safety actions requiring law enforcement training and certification	0
Police Lieutenant	2	Public safety actions requiring law enforcement training and certification	0
Police Sergeant	5	Public safety actions requiring law enforcement training and certification	1 (Can substitute for Officers)
Police Corporal	5	Public safety actions requiring law enforcement training and certification	1 (Can substitute for Officers)
Police Officer	12	Public safety actions requiring law enforcement training and certification	3
Office Assistant	1	Assist sworn personnel in public safety actions	0
Records Technician	1	Maintain department records and files	0

\* Number of required employees is per shift. The Police Department operates in two 12-hour shifts. Captains or Lieutenants may be assigned administrative duties to direct operations in absence of the Chief.

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for **Public Works** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services.

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Public Works Director	1	Directing all Public Works services, departmental purchase orders	1
Cemetery & Pest Control Supervisor	1	Supervision and direction of cemetery and municipal grounds maintenance and pest control, maintain cemetery plot records	1
Cemetery & Grounds Maintenance Worker	3	Cemetery and municipal grounds maintenance and rodent and insect control	(can assist other divisions)
Fleet Mechanic	3	Maintain vehicles and equipment necessary for essential services	1
Line Maintenance Supervisor	1	Supervision and direction of repair and maintenance of water distribution and collection lines and equipment	1
Line Crew Leader	1	Repair and maintenance of water distribution and collection lines and equipment	0 (can substitute for equipment operator or maintenance worker)
Line Equipment Operator	2	Repair and maintenance of water distribution and collection lines and equipment	1
Line Utility Maintenance Worker	5	Repair and maintenance of water distribution and collection lines and equipment	2

Streets & Sanitation Supervisor	1	Direct maintenance City streets for transportation and emergency access and solid waste collection and disposal	1
Street Division Supervisor	1	Maintain City streets for transportation and emergency access	0 (can substitute for equipment operator or maintenance worker)
Street Crew Leader	1	Maintain City streets for transportation and emergency access	0 (can substitute for equipment operator or maintenance worker)
Street Equipment Operator	3	Maintain City streets for transportation and emergency access	1 (can substitute for maintenance worker)
Street Utility Maintenance Worker	7	Maintain City streets for transportation and emergency access	1
Sanitation Equipment Operator	3	Solid waste collection and disposal	1 (can substitute for maintenance worker)
Sanitation Maintenance Worker	2	Solid waste collection and disposal	1
Wastewater Treatment Plant Supervisor	1	Supervision of wastewater treatment plant operations	1
Wastewater Plant Operator	4	Wastewater treatment plant operations	1
Wastewater Crew Leader	1	Wastewater treatment plant operations and maintenance	0
Wastewater Maintenance Worker	1	Wastewater treatment plant operations and maintenance	1 (as needed)
Lab Supervisor	1	Required water testing and analysis	1 (as needed)
Lab Technician	1	Required water testing and analysis	0
Water Production Supervisor	1	Supervision of water production plant operations	1
Water Plant Operator	1	Water production plant operations	1 (as needed)
Office Assistant	1	Assist public works personnel	0

**Appendix 4: Essential Job Functions**

The table below details the job classifications found for the **Recreation & Parks Department** and the number of individuals employed with these job classifications, the essential operations that rely on employees with these skills, and number of employees with this job classification required to maintain essential services. (Attach any job requirement sheets for essential operations to this form.)

<b>Job Classifications</b>	<b># of Employees with this Classification</b>	<b>Essential Operations that Require this Classification</b>	<b># of Employees Required to Maintain Essential Services</b>
Recreation & Parks Director	1	n/a	0
Athletics Director	1	n/a	0
Assistant Athletics Director	1	n/a	0
Activity Center Supervisor	2	n/a	0
Assistant Supervisor	1	n/a	0
Maintenance Crew Leader	1	Can assist Public Works	0
Grounds Workers	2	Can assist Public Works	0
Office Assistant	1	n/a	0



**Appendix 2: Essential Vehicles, Equipment, & Services**

The following table presents identified essential services with associated vital records and equipment and resources. All departments should refer to the City Emergency Operations Plan for specific assignments in the event of an emergency. Additional assignments are performed in combination with the essential services listed. Vital records, equipment, and resources should be secured and available in the event of an emergency. Each department should develop an inspection schedule to ensure ample resources will be available in the event of an emergency.

<i>Department</i>	<i>Essential Service(s)</i>	<i>Vital Records</i>	<i>Equipment/Resources</i>
<b>Administration: City Manager</b>	Direct City Operations, Advise and Provide Command for City Council, Notify Media of City Operations	City Council Contact List, Department Head Contact List, Media and Emergency Contact Lists	Computer, Mobile Phone, Radio, Recorder
<b>Administration: City Clerk</b>	Secure Vital City Documents	State of Emergency Forms, Employee Files, Minutes Records, City Contracts	Laptop Computer, Printer, Fax Machine, Copier, Mobile Phone, Radio and/or Television
<b>Finance</b>	Collect Fees, Payroll, Accounts Payable, Purchase Orders, Meter Reading	Checks, Water Bills, W-2, W-99, FEMA Emergency Forms, Purchase Order Forms, Receipts, Time Sheets, Invoices	Adding Machines (3) & Paper, Printers, Computers (3), Phone, Cash Register with Printer & Paper, Meter Trucks, Radix Handheld, Gas, Street Map, Office Supplies, File Cabinet
<b>Fire</b>	Fire Prevention, Fire Suppression, Technical Rescue	Fire and Rescue Reports, Employee Records	Tanker Truck and Engines, Hazmat Trailer, Gas, Radios, PPE and Gear, Computer, Phones
<b>Human Resources</b>	Assist Finance in payroll	Personnel Policy	Mobile Phone
<b>Planning</b>	None (Re-assign to assist other departments or tasks)	Maps, City Ordinances	Mobile Phone

<b>Police</b>	Respond to Calls, Patrol, Security	Incident Reports, Accident Reports, Arrest Reports, Investigative Reports, Follow-up Reports, Field Contacts, Juvenile Forms and Reports, Domestic Violence Forms and Reports, Civil Forms	Vehicles, Gas, Radios, Issued Weapons, Uniform and accessories, Vest, Credentials, ASP Baton, Computer, Phones, Fax, Copier, PPE
<b>Public Works: Building Maintenance</b>	None (Re-assign to assist other departments or tasks)	None	Radio, Vehicles, Gas, Tools and equipment
<b>Public Works: Cemetery &amp; Pest Control</b>	Maintain Cemetery, Pest Control	Cemetery Plot Records and Map	Computer, Records Book, Office Supplies, Vehicles, Gas, Phone, Plot Markers
<b>Public Works: Garage</b>	Maintain and Repair City Equipment (Motors and Engines)	Vehicle Maintenance Records	Tools, Tires, Brake Pads, Oil, Oil and Air Filters, Diesel Fuel, Parts, Fluids, Mobile Phone, Radio
<b>Public Works: Line Maintenance</b>	Repair and Maintenance of Water and Sewer Lines	Sewer Spill Response Plan, Purchase Agreements, Water and Sewer Maintenance Records	Backhoe, Vacuum Truck, Maintenance Vehicles, Gas, Generators, Piping, Repair Parts, Trench Box and Tools, Camera, Confined Space Equipment, Safety Equipment, Radio, Phone, Computer
<b>Public Works: Streets and Sanitation</b>	Waste Collection, Snow Removal, Traffic Control	Waste Material Collected Records	Computer, Phone, Radios, Snow Plows, Collection Trucks, Maintenance Vehicles, Gas, Signs, Tools, Safety Equipment
<b>Public Works: Wastewater Treatment</b>	Provide Effective Water Reclamation	Process Control Data Forms, Laboratory Testing Data Forms	Spectrophotometer, Testing Chemicals, Process Chemicals Installed Plant Equipment, Maintenance Tools, Lab Supplies,

			Autoclave, Oven, Refrigerator, Computer, SCADA Computer, Copier, Phone, Flashlight, De-ionized Water System, Vehicles
<b>Public Works: Water Production</b>	Provide Adequate and Safe Water	Turbidity Report, DENR Report of Physical Tests, Plant Operations Reports, Monthly Operations Report Summary, Microbiological Operations Report, Residual Disinfectant Monitoring Report, Daily Log	Spectrophotometer, Testing Chemicals, Purifying Chemicals, Reagents, Lab Supplies, Maintenance Tools, Safety Equipment, Autoclave, Refrigerator, Computers, Phone, Flashlight, Installed Plant Equipment, SCADA Computer
<b>Recreation and Parks</b>	None (Re-assign to assist other departments or tasks)	None	Mobile Phone, Maintenance Vehicles, Gas, Radios

**Emergency Storm Response Vehicles**

All vehicles and equipment will be fueled and prepped for emergency response.

<b>Street Division</b>		
<b>Vehicle or Equipment #</b>	<b>Description</b>	<b>Purpose</b>
6 Chain saws	-----	-----
ST10	09 1500 Chevy pickup	Support vehicle
ST51	99 F800 Ford truck	Snow rem/Debris hauling
ST50	99 F 800 ford truck	Snow rem/debris hauling
ST19	00 Galion Motor Grader	Snow removal
ST?	99 Hyun. Front End Loader	Snow Rem/Debris load
ST17	JCB backhoe	Snow Rem/Debris load
ST18	97 John Deer Excavator "rubber tire"	Debris loading
ST?	94 International tractor W/box blade	Snow removal
ST24	84 Koehring excavator "tracks"	Debris loading
ST28	92 Chevy 3500	Support truck/debris haul
ST25	99 F350 Ford	" "
ST27	98 F350 Ford	" "
ST33	04 F350	" "
ST53	01 F350 Ford	" "
ST58	98 Ford 800	" "
ST57	95 Ford Bucket Truck	Support truck Only
SN32	05 Freightliner Boom Truck	Loading & hauling debris

<b>Solid Waste Division (AFTER EMERGENCY)</b>		
<b>Vehicle/Equipment #</b>	<b>Description</b>	<b>Purpose</b>
SN38	87 S-2500 Intl.	Loading debris
SN59	Residential garbage truck	" "
SN34	GMC C8500 residential garbage	" "
SN45	Freightliner Residential	" "
SN32	05 Freightliner Boom truck	Loading/hauling debris
SN44	Commercial Mack Truck/cardboard	" "
ST56	76 Ford 8000 low boy tractor trailer	Used moving equipment only

<b>Garage</b>		
<b>Vehicle/Equipment #</b>	<b>Description</b>	<b>Purpose</b>
GR04	2010 Chevy pick up	
	Fuel trailer 110 gallon capacity	

<b>Grounds</b>		
<b>Vehicle/Equipment #</b>	<b>Description</b>	<b>Purpose</b>
	Chain Saw	Stihl Ms210c
	Chain Saw	Stihl Ms 290 (Em1)
	Chain saw	Stihl Ms 310 (Em2)
		01 Dodge Pick Up
		F150 Ford Pick Up
		F350 Ford Ton Truck
		Ford Ranger Xl Pick Up

<b>Water / Sewer</b>		
<b>Vehicle/Equipment #</b>	<b>Description</b>	<b>Purpose</b>
		2400w Generator
		1000 W Generator
		Air compressor
		Ditch Witch
		Extra reg. gas-mixed can
WS19	New Holland Back Hoe	Snow Rem/debris load
WS09	2008 Chevy pickup 4w drive	
WS06	04 Ford Small SeweTr.	
WS65	92 GMC big Sewer Tr	
WS 55	91 ford dump Truck	
WS08	08 Chevy (Randy)	
WS11	10 Chevy (Mike)	
WS10	99 Ford	

<b>Wastewater</b>		
<b>Vehicle/Equipment #</b>	<b>Description</b>	<b>Purpose</b>
	v-12Generator	supplies power top building, influent pump station, and intermediate pump station
	4 CY diesel 190-600v Generators	supply power to storm water pumps @ Wpcf. We also use one for the Country Club Drive lift station
	Lift Station Generators	Deer Run- propane Clinton High School- diesel Fontana Street –diesel Pugh Rd-diesel Carter St. –diesel

Trash Pump	4 0mgd pump-diesel	Main purpose for this is to pump out clarifiers
Case-1840 uni-loader-diesel		used to clear roads during inclement weather
	2007 Silverado	
	2008 Silverado	



**Appendix 4: Priority Streets**

The following list presents streets designated as priority for snow and ice control operation in the event of a winter storm. This list is subject to change with plan revisions or at the discretion of the Public Work and Utilities Director. A star represents priority designation given because of emergency service location, well sites, or other infrastructure concerns. Streets are listed in sections to increase efficiency by assigning crews to each section.

<u>Area 1</u>	<u>Area 2</u>	<u>Area 3</u>	<u>Area 4</u>	<u>Facilities</u>	<u>Downtown</u>
Balsey	Commerce	Barden	Coharie	Beaman St. Fire Station*	City Parking lots
Beaverdam	Devane	Bunting	Deer Track	Emergency Rm Entrance*	Connessee
Blaney	Eastover	East Carter	E. Arrowhead	Hospital Entrance*	Court House Parking
Blount	Edgewood	Fayetteville	Elam	Police Dept*	Main
Butler Drive*	Fontana	Finch	Forest Trail	Urgent Care*	Sidewalks
Carolina	Jacobs	Glendale	Fox Lake	Wall St. Fire Station*	Vance
Cooper*	John*	Herring*	Oakland	Water Plant	Vance St. Alley
Cutchins	Pine	Holmes	Royal Lane	WWTP*	
Fairfax	Railroad	Kerr	Shields		
Fairview	Wall*	Layton	W. Arrowhead		
Grove	Weeks	Main			
Jasper		Sampson			
Kimbrough		Stetson			
Lakeview		Williams			
Lloyd		Woodland*			
Park					
Peterson*					
Pineview					
Stewart					
Thornton					
Underwood*					
Walkingstick					
Willow					
Woodrow					