

**A G E N D A**

**PRESTON COUNTY COMMISSION  
OCTOBER 29, 2024  
9:30 A.M.**

**Call to order by President and Pledge of Allegiance**

**Roll call of Commissioners**

**Recognition of Public**

**Review of Bills**

**Assessor's Office**

**Tax Correction List – None**

**Apportionments – None**

**Recognition of Scheduled Appointments –**

9:31 a.m. Dr. Fred Conley – Sheriff's Office Update

9:35 a.m. Lisa Leishman, Circuit Clerk - Employee Hires

**Approval of Minutes – October 8, 2024 and October 15, 2024**

**Estate Settlements List – October 18, 2024 thru October 18, 2024**

ESTATE NAME: LINDA JUNE DEWITT

**Proceedings in Vacation/Clerk's Fiduciary Report – October 17, 2024 through October 23, 2024**

**Fiduciary Commissioner Report – None**

**Old Business – Consideration and/or action**

- A. Update on Financial Statements—Sheriff's Tax Office, Jim Fields
- B. Preston County Chamber of Commerce - Preston County Day – Contribution
- C. JH Consulting Emergency Action Plan
- D. Motion to Rescind OEM Budget Revision

**New Business – Consideration and/or action**

**County Administrator's Report – Consideration and/or action**

- A. Courthouse Reconfiguration Update
- B. Budget Revisions
- C. Miscellaneous Correspondence

**Personnel Matters- Consideration and/or action**

- A. Executive Session

**Legal Matters- Consideration and/or action**

- A. Executive Session

**Information**

**Commissioners' Comments**

**STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:**

The Preston County Commission met in Regular Session at 9:30 a.m., October 29, 2024, in the County Commission Meeting room.

The meeting was called to order by President Smith who invited those present to join in the Pledge of Allegiance.

President Smith then declared the following Commissioners present: Samantha Stone, Hunter Thomas and Don Smith.

# Recognition of Public

Also present was County Administrator Nate Raybeck and Assessor Connie Ervin.

The following people registered their attendance during the meeting:

Sheriff Jim Fields.	Carl Ervin-PCP&R	Jeniffer Graham - DP
Becky Zuchowski	Dr. Fred Conley	V.J. Davis-PCHD
Jacob Martin-WV News	Deanna Lively	Lisa Leishman-PCC

No one registered before the meeting to address the commission.

# Review of Bills

Commissioner Thomas moved to pay the bills that have been properly presented and reviewed. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

SYSTEM DATE 10/29/2024 COUNTY OF PRESTON PAGE 1  
 REPORT DATE 10/29/2024 TRANSACTION EDIT LIST TIME 7:33:15  
 FILES ID W BATCH NUMBER 0876 USER WVPRRMAR

TYPE	TRANS. NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					
VC	20240876-001	3792	00171121102	10/29/2024	10/10/2024	10/10/2024	AG01	P	102.08
N	NA	.00	ACCT #854806714	3792					10/2024
		US CELLULAR	OEM-TELEPHONE-US CELL						
VC	20240876-002	4581	00371634100	10/29/2024	10/21/2024	10/21/2024	AS03	P	387.75
N	N1	.00	INV #9025680804	4581					10/2024
		ZOETIS US LLC	DOG & KENNEL SUPPLIES						
VC	20240876-003	5762	00171721700	10/29/2024	10/17/2024	10/17/2024	AG01	P	21.95
N	NA	.00	SERVICE	5762					10/2024
		WHITESIDE OF ST	CENTRAL GARAGE-M&R-AUTO						
VC	20240876-004	1251	00140522300	10/29/2024	10/18/2024	10/18/2024	AG01	P	834.48
N	NA	.00	INV #CI00009584	1251					10/2024
		UNIVERSITY HEALTH ASSOC.	PROG ATTY - PROF SERV						
VC	20240876-005	0907	00140610300	10/29/2024	10/18/2024	10/18/2024	AG01	P	12250.00
N	NA	.00	REIMBURSE-PAYROLL ERROR	0907					10/2024
		ASSESSOR'S VALUATION FUND	ASSESSOR SALARIES/WAGES						
VC	20240876-006	0907	00140610400	10/29/2024	10/18/2024	10/18/2024	AG01	P	898.28
N	NA	.00	REIMBURSE-PAYROLL ERROR	0907					10/2024
		ASSESSOR'S VALUATION FUND	ASSESSOR PICA						
VC	20240876-007	0907	00140610600	10/29/2024	10/18/2024	10/18/2024	AG01	P	1103.86
N	NA	.00	REIMBURSE-PAYROLL ERROR	0907					10/2024
		ASSESSOR'S VALUATION FUND	ASSESSOR RETIREMENT EXP						
VC	20240876-008	0907	00140610800	10/29/2024	10/18/2024	10/18/2024	AG01	P	15.14
N	NA	.00	REIMBURSE-PAYROLL ERROR	0907					10/2024
		ASSESSOR'S VALUATION FUND	ASSESSOR - OVERTIME						
VC	20240876-009	0907	00140110500	10/29/2024	10/18/2024	10/18/2024	AG01	P	2097.13
N	NA	.00	REIMB-PAYROLL ERROR	0907					10/2024
		ASSESSOR'S VALUATION FUND	CO COMM GRP INS						
VC	20240876-010	1033	00140621400	10/29/2024	10/29/2024	10/29/2024	AG01	P	328.14
N	NA	.00	REIMB-COURT HEARING TRAVE	1033					10/2024
		CONNIE ERVIN	ASSESSOR TRAVEL						
VC	20240876-011	0223	07273121300	10/29/2024	10/23/2024	10/23/2024	BC72	P	544.32
N	NA	.00	ACCT #110 162 679 531	0223					10/2024
		MON POWER	COMM CORR-MISC UTILITES						
VC	20240876-012	0223	00140121302	10/29/2024	10/22/2024	10/22/2024	AG01	P	18.46
N	NA	.00	ACCT #110 083 937 554	0223					10/2024
		MON POWER	UTILITIES MON POWER						

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SEPARATE-CHK BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					
VC	20240876-013	0223	00140121302	10/29/2024	10/23/2024	10/23/2024	AG01	P	62.94
N	NA	.00	ACCT #110 088 635 047	0223					10/2024
		MON POWER	UTILITIES MON POWER						
VC	20240876-014	0223	00140121302	10/29/2024	10/23/2024	10/23/2024	AG01	P	1843.59
N	NA	.00	ACCT #110 088 635 294	0223					10/2024
		MON POWER	UTILITIES MON POWER						
VC	20240876-015	0223	00140121302	10/29/2024	10/23/2024	10/23/2024	AG01	P	1167.72
N	NA	.00	ACCT #110 086 272 223	0223					10/2024
		MON POWER	UTILITIES MON POWER						
VC	20240876-016	0223	00140121302	10/29/2024	10/23/2024	10/23/2024	AG01	P	335.32
N	NA	.00	ACCT #110 081 397 009	0223					10/2024
		MON POWER	UTILITIES MON POWER						
VC	20240876-017	0280	00142034100	10/29/2024	10/22/2024	10/22/2024	AG01	P	287.21
N	NA	.00	INV #4209061143	0280					10/2024
		CINTAS CORPORATION	CUSTODIAL MAT/SUPPLIES						
VC	20240876-018	0280	00142022500	10/29/2024	10/22/2024	10/22/2024	AG01	P	247.84
N	NA	.00	INV #4209061143	0280					10/2024
		CINTAS CORPORATION	CUSTODIAL LAUN/DRY CLEAN						
VC	20240876-019	0280	00142034500	10/29/2024	10/22/2024	10/22/2024	AG01	P	23.70
N	NA	.00	INV #4209061143	0280					10/2024
		CINTAS CORPORATION	CUSTODIAL UNIFORMS						
VC	20240876-020	4581	00371634100	10/29/2024	10/22/2024	10/22/2024	AS03	P	976.40
N	N1	.00	INV #9025686682	4581					10/2024
		ZOETIS US LLC	DOG & KENNEL SUPPLIES						
VC	20240876-021	0196	00142021500	10/29/2024	10/21/2024	10/21/2024	AG01	P	56.66
N	NA	.00	PARTS	0196					10/2024
		LEWIS & BURGE INC	CUSTODIAL M&R BLD & GRD						
VC	20240876-022	4777	00140121400	10/29/2024	10/29/2024	10/29/2024	AG01	P	296.14
N	NA	.00	REIMB-HUNTINGTON	4777					10/2024
		DON SMITH	CO COMM TRAVEL						
VC	20240876-023	3733	00141221400	10/29/2024	10/29/2024	10/29/2024	AG01	P	918.64
N	NA	.00	TRAVEL REIMBURSEMENT	3733					10/2024
		DAVID HARTLEY	CO AGENT TRAVEL						
VC	20240876-024	3769	00170034500	10/29/2024	10/21/2024	10/21/2024	AG01	P	29.00
N	N1	.00	ALTERATIONS	3769					10/2024
		TERESA HYRE	LAW ENFORCE UNIFORMS						

TYPE	TRANS.	NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT	
SEPARATE-CHK	BOX		DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
			VENDOR NAME	ACCOUNT NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME			
VC	20240876-025	N	NA	4236	00371621900		332167	10/23/2024	AS03	P	22.30
				.00	PRINTS	10/29/2024	10/23/2024				10/2024
			HART OFFICE SOLUTIONS		DOG KENNEL BLDG/EQUIP REN	4236		HART OFFICE SOLUTIONS			
VC	20240876-026	N	NA	0223	00140121302			10/28/2024	AG01	P	469.01
				.00	ACCT #110 110 115 984	10/29/2024	10/28/2024	MON POWER			10/2024
			MON POWER		UTILITIES MON POWER	0223		MON POWER			
VC	20240876-027	N	NA	1157	00141321200			10/21/2024	AG01	P	1608.00
				.00	INV #CD2107158	10/29/2024	10/21/2024	ES&S			10/2024
			ES&S		CO CLK-ELECTIONS PRINTING	1157		ES&S			
VC	20240876-028	N	NA	1157	00141334100			10/22/2024	AG01	P	265.44
				.00	INV #CD2107424	10/29/2024	10/22/2024	ES&S			10/2024
			ES&S		CO CLK-ELECTIONS MAT/SUPP	1157		ES&S			
VC	20240876-029	N	NA	5918	05640734100		08077188	10/18/2024	AA56	P	51.20
				.00	ACCT #D519629	10/29/2024	10/18/2024	QUENCH USA INC			10/2024
			QUENCH USA INC		AVF-MATERIALS & SUPPLIES	5918		QUENCH USA INC			
VC	20240876-030	N	NA	0492	02871356807			10/29/2024	FL28	P	5316.26
				.00	REIMB-TRAINING EXPENSESES	10/29/2024	10/29/2024	MT GROVE VFD			10/2024
			MT GROVE VFD		FIRE LEVY CONT-MT GROVE	0492		MT GROVE VFD			
VC	20240876-031	N	NA	0492	02871356807			10/29/2024	FL28	P	53162.63
				.00	REIMB-VARIOUS EXPENSESES	10/29/2024	10/29/2024	MT GROVE VFD			10/2024
			MT GROVE VFD		FIRE LEVY CONT-MT GROVE	0492		MT GROVE VFD			
VC	20240876-032	N	NA	5648	00170034400			10/26/2024	AG01	P	13.98
				.00	WATER	10/29/2024	10/26/2024	CRYSTAL SPRINGS			10/2024
			CRYSTAL SPRINGS		LAW ENFORCE FOOD/DRUGS	5648		CRYSTAL SPRINGS			
VC	20240876-033	N	NA	2425	20744256816			10/29/2024	AR207	P	36084.95
				.00	WATER TOWER PROJECT	10/29/2024	10/29/2024	TOWN OF TERRA ALTA			10/2024
			TOWN OF TERRA ALTA		ARPA-TOWN OF TERRA ALTA	2425		TOWN OF TERRA ALTA			
VC	20240876-034	N	NA	2425	20744256816			10/29/2024	AR207	P	19496.72
				.00	WATER TOWER PROJECT	10/29/2024	10/29/2024	TOWN OF TERRA ALTA			10/2024
			TOWN OF TERRA ALTA		ARPA-TOWN OF TERRA ALTA	2425		TOWN OF TERRA ALTA			
VC	20240876-035	N	NA	5823	00170022300			10/18/2024	AG01	P	8.79
				.00	SERVICE	10/29/2024	10/18/2024	BREEZELINE			10/2024
			BREEZELINE		LAW ENFORCE PROF SERVICES	5823		BREEZELINE			
VC	20240876-036	N	NA	3017	00170021102			10/16/2024	AG01	P	524.72
				.00	ACCT #832451359	10/29/2024	10/16/2024	US CELLULAR			10/2024
			US CELLULAR		SHERIFF TELEPHONE-US CELL	3017		US CELLULAR			

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SEPARATE-CHK	BOX		DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
			VENDOR NAME	ACCOUNT NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME			
VC	20240876-037	N	NA	6074	00171721700		85	10/24/2024	AG01	P	184.50
				.00	UNDERCOATING	10/29/2024	10/24/2024	CJ'S PIT STOP			10/2024
			CJ'S PIT STOP		CENTRAL GARAGE-M&R-AUTO	6074		CJ'S PIT STOP			
VC	20240876-038	N	NA	6074	00171721700		84	10/24/2024	AG01	P	144.00
				.00	UNDERCOATING	10/29/2024	10/24/2024	CJ'S PIT STOP			10/2024
			CJ'S PIT STOP		CENTRAL GARAGE-M&R-AUTO	6074		CJ'S PIT STOP			
VC	20240876-039	N	NA	2046	00771221104			10/20/2024	AE07	P	2257.50
				.00	ACCT #3041891897112503-4	10/29/2024	10/20/2024	FRONTIER			10/2024
			FRONTIER		E-911 TELEPHONE FRONTIER	2046		FRONTIER			

TOTAL TRANSACTION AMOUNT 144456.75

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371621900  
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371634100  
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 02871356807  
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273121300  
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256816

List of invoices approved for payment  
 this 29th day of Oct, 2024  
 Int. MR

**Assessor's Office**

**Tax Correction List –None**  
**Apportionments – None**

**Recognition of Scheduled Appointments –**

9:31 a.m. Dr. Fred Conley – Sheriff's Office Update

Dr. Fred Conley explained how he became involved as the health officer and the issues related to the Sheriff's Office.

He explained how Sheriff Fields asked him to come down and do a brief investigation of the environmental issues that were occurring in the Sheriff's Office since the flood, in December 2022, when the pipes broke.

During his inspection of the premises, he noticed where water naturally had gone into the air vents and caused other damage on the first floor. He saw carpeting on the second floor that had been wet at one time and not removed. He spoke about the significant damage to the back steps and the visible mold that was coming up the wall of the back steps, the cracks in the steps and the debris in the cracks and the strong musty odor coming from the area.

He noticed the vents on the first floor had not been cleaned for a long time and contained debris and dust and was told that the ventilation system does not allow fresh air to come in which is a concern for people with allergic problems. In the basement area he saw the open grating in the floor and noticed the sewage smell that comes from beneath the floor.

He was concerned that all these issues could be a possible reason for people in the sheriff's office having respiratory issues and wrote a letter to the commission stating these concerns of the health department.

Two weeks later, he returned and revisited some of the areas and said they had obviously been cleaned. He spoke with the custodians who had been cleaning the affected areas with a Clorox solution, but the steps area was still extremely musty. The bathroom had new mold growing back, due to the wet environment.

He concluded that the employees had legitimate concerns that what they're being exposed to may be contributing to their medical ailments.

There was discussion of what was of utmost importance. He believes the biggest problem to be the HVAC system. There was discussion about removing employees while renovations and cleaning is taking place and whether the project would need bidded out.

V. J. Davis, Administrator of the Preston County Health Department, stated that the experts are the ones that should be deciding whether people should be in the building when they're doing restorations. The commission will continue to work on this issue.

9:35 a.m. Lisa Leishman, Circuit Clerk – Employee Hire

Commissioner Stone moved to approve the request to hire Patricia P. Smith to fill the full-time position as a Deputy Circuit Clerk to be effective November 7, 2024, with a starting salary of \$30,000. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas, and Smith voting yes. Motion carried. (See attached.)

Lisa Leishman  
Circuit Clerk  
101 W. Main St., Room 301  
Kingwood, WV 26537  
Phone: 304-329-0047  
Fax: 304-329-1417

October 25, 2024

Honorable Preston County Commission  
106 W. Main St.  
Kingwood, WV 26537

Re: Appointment of Deputy Circuit Clerk

Dear Commissioners:

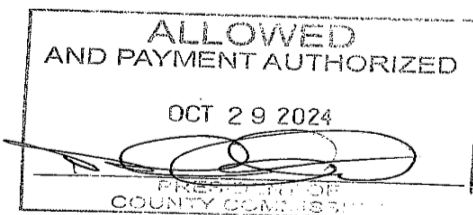
Please consider this my request to hire, Lara Hayes to fill the full-time position as a Deputy Circuit Clerk to be effective on November 7, 2024. Ms. Hayes will receive a starting salary of \$30,000 per annum.

Sincerely,



Lisa Leishman  
Circuit Clerk

LL/II



Commissioner Stone moved to approve the request to hire Lara Hayes to fill the full-time position as a Deputy Circuit Clerk to be effective November 7, 2024, with a starting salary of \$30,000. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

Lisa Leishman  
Circuit Clerk  
101 W. Main St., Room 301  
Kingwood, WV 26537  
Phone: 304-329-0047  
Fax: 304-329-1417

October 25, 2024

Honorable Preston County Commission  
106 W. Main St.  
Kingwood, WV 26537

Re: Appointment of Deputy Circuit Clerk

Dear Commissioners:

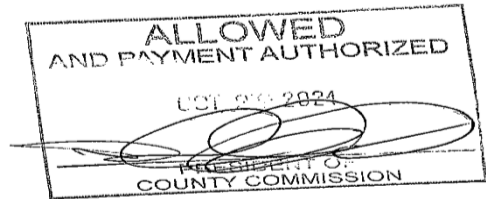
Please consider this my request to hire, Patricia P. Smith to fill the full-time position as a Deputy Circuit Clerk to be effective on November 7, 2024. Mrs. Smith will receive a starting salary of \$30,000 per annum.

Sincerely,



Lisa Leishman  
Circuit Clerk

LL/II



### Approval of Minutes – October 8, 2024, and October 15, 2024

Commissioner Thomas moved to approve the Minutes of October 8, 2024, and October 15, 2024. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

### Estate Settlement List – October 18, 2024, thru October 18, 2024

Commissioner Thomas moved that the proceeding estate settlements and/or waivers thereof, having been filed for a period of ten (10) days prior to the commencement of this term and there being no exceptions or objections filed thereto, be approved, and confirmed. (See attached.)

United States of America



State of West Virginia

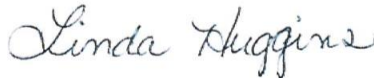
County of Preston, ss:

## Settlement List

Notice is hereby given that the following estate(s) have been submitted for settlement from 10/18/2024 thru 10/18/2024 in the Preston County Clerk's Office at 106 West Main Street, Suite 103, Kingwood, WV 26537-1131. For approval by the Preston County Commission on Tuesday, October 29, 2024.

ESTATE NUMBER: 4408  
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement  
SETTLEMENT RECORDED: October 18, 2024  
ESTATE NAME: LINDA JUNE DEWITT  
ADMINISTRATOR: MICKY POWELL

Subscribed and sworn to before me on 10/23/2024.



Clerk of the Preston County Commission

By:   
Ashley Cole, Deputy Clerk

Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

**Proceedings in Vacation/Clerks's Fiduciary Report – October 17, 2024, through October 23, 2024**

Under **New Business** Commissioner Stone moved to dispense with the reading in open court of the Proceedings of the Clerk of this Commission, had in vacation on October 17, 2024, through October 23, 2024, inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment.)

United States of America



State of West Virginia

County of Preston, ss:

**Clerk's Fiduciary Report**

**Estates from Thursday, October 17, 2024, through Wednesday, October 23, 2024**

The County Commission of Preston County this 29<sup>th</sup> day of October, 2024 proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

**On, Thursday, October 17, 2024, the following matters were disposed of in the presence of the Clerk:**

The said estate of **HERBERT NEIL CLARKSON AKA HERBERT NEAL CLARKSON**, deceased was referred to **OLIVIA S. DEVALL**, a FIDUCIARY COMMISSIONER for the Preston County Commission, for settlement thereof.

**On, Monday, October 21, 2024, the following matters were disposed of in the presence of the Clerk:**

The said estate of **DALE DAMIEN GOODE**, deceased was referred to **WOODROW E. TURNER**, a FIDUCIARY COMMISSIONER for the Preston County Commission, for settlement thereof.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **JAMES D. FIELDS SHERIFF OF PRESTON COUNTY** was appointed and qualified as ADMINISTRATOR of the estate of **LUCY M. SILBAUGH**, deceased. No bond was required. As ordered by the Circuit Court of Preston County.

**On, Wednesday, October 23, 2024, the following matters were disposed of in the presence of the Clerk:**

**SHAWN L. MCCARTY** was named as AFFIANT of the Ancillary Affidavit Intestate Affidavit filed for **ARLENE L. MCCARTY**, deceased. A late resident of FAYETTE CO, PENNSYLVANIA.

The last will and testament of **MARY ANN PONTILLO**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Testate Affidavit was filed.

**JOANNE WATSON**, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 10/23/2024.

*Linda Huggins*

Clerk of the Preston County Commission

By: *Ashley Cole*  
Ashley Cole, Deputy Clerk

Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

**Fiduciary Commissioner Report – None**

**Old Business- Consideration and/or action**

**A. Update on Financial Statements-Sheriff’s Tax Office, Jim Fields**

Sheriff Fields reported the reconciliation is within \$1 of being complete and hopefully it will be done by next week. The dollar is off for the month of September. He said they are currently waiting on the auditor to come back with what they found in the previous audit from the former late Sheriff Paul “Moe” Pritt back and need to check with them on the state of that audit.

**B. Preston County Chamber of Commerce – Preston County Day – Contribution**

Commissioner Stone made a motion to fund up to and not exceed \$4000 from contributions for Preston County Day. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

**C. JH Consulting Emergency Action Plan**

Commissioner Thomas moved to approve the Emergency Action Plan for all of Preston County’s Governmental Facilities as proposed by JH Consulting. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)



**EMERGENCY ACTION PLAN**

Preston County Governmental Facilities

**2024**

Submitted by JH Consulting, LLC  
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# PRESTON COUNTY FACILITIES EMERGENCY ACTION PLAN

RELEASED 2024

*Preston County Facilities  
Emergency Action Plan – Table of Contents*

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## PRESTON COUNTY FACILITIES EMERGENCY ACTION PLAN FOREWORD

This document is to be maintained and secured as required for the following status:  
**For Official Use Only (FOUO)**

WHEREAS preparedness to cope with disasters requires several diverse but interrelated elements which must be woven into an integrated emergency management system involving various departments of government and private agencies, planning is necessary to coordinate all these elements.

WHEREAS emergencies necessitate a sudden escalation in material needs, reorganization of resources, and a shifting of personnel to address the response, a lack of planning results in disorganized, "salvage-type" activities instead of a coordinated response.

WHEREAS planning for population protection must be a cooperative effort to avert or minimize the effects of an emergency, a standard set of incident management guidelines should be followed to allow for seamless interoperability and cooperation to restore the stricken area to its pre-disaster condition with as little social or economic disruption possible.

WHEREAS the National Incident Management System (mandated by Homeland Security Presidential Directive-5) requires all jurisdictions to follow a standardized operational framework for managing emergency incidents that includes the incident command system, multi-agency coordination systems, and a joint (public) information system, a plan outlining this framework must be developed.

THEREFORE, BE IT RESOLVED THAT this plan is a statement of policy regarding emergency management for the Preston County Facilities located in Kingwood, WV. This plan assigns tasks and responsibilities to county officials and personnel, specifying their roles during an emergency or disaster situation at Preston County Facilities. It is developed pursuant to Homeland Security Presidential Directive (HSPD)-5, Presidential Policy Directive (PPD)-8, and the West Virginia Court Security Standards.





access to work, and/or private property damages of employees vehicles or homes resulting in absenteeism. Flash flooding may lead to evacuations or shelter-in-place orders to address employee and citizen safety needs during or immediately following an event.

#### Severe Storms

Severe storms cover a wide variety of interrelated events that may include thunderstorms, lightning, hail, and straight-line winds. Any given storm has the potential to create damage to the Preston County facilities and the surrounding area. Of particular note would be the possible damage from large hailstones and blowing debris from straight-line wind events. Between 1950 and 2023, data from the National Oceanic and Atmospheric Administration (NOAA) shows over 30 reportable thunderstorms, more than a dozen lightning strikes (with damage), and two hail events impacting Kingwood. Over the same course of years, costs from these storm events have resulted in more than \$212,500.00 in property damages.

**Relevance to EAP:** Severe weather scenarios may threaten or result in damage to the Preston County facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Utility services may be diminished or lost. Severe storm events may lead to evacuations or shelter-in-place orders to address employee and citizen safety needs during or immediately following an event.



#### Tornadoes

Tornadoes are violently rotating columns of air that descend from supercell thunderstorms to the ground. Ranging in intensity from an EF0 (winds between 65-85mph) to an EF5 (sustained winds of over 200mph) on the Enhanced Fujita Scale, tornadoes create intensely dangerous conditions from both sheer force of winds to massive amounts of blowing debris/projectiles. Tornadoes can be short lived or long-tracked ranging in size from 100 yards to more than 2.6 miles wide and can stay in contact with the Earth's surface over wide swaths of territory. Between 1950 and 2023, Preston County has endured 10 reported/documented tornadoes, ranging in scale between F0 to F3. The largest of these was an F3 that touched down west of Arthurdale on June 06, 1980, and traveled a total of 21.9 miles before dispersing southwest of Crellin, MD (NCEI, 2024).

**Relevance to EAP:** Given the quick onset nature of tornadoes, coupled with numerous windows and open areas within and around the Preston County facilities which provide potential glass and other types of debris and wind tunneling effects, tornadoes may result in physical damage and/or life safety situations necessitating immediate protective action. Tornadoes may threaten or result in damage to the Preston County facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Tornado events may lead to shelter-in-place orders or evacuations to address employee and citizen safety needs during or immediately following an event.

#### Winter Weather

Winter weather systems and winter storms pose the most common and potentially most reliably impactful events in Preston County and Kingwood. While the Preston County facilities themselves have been designed and engineered to withstand snow and ice buildup complications (i.e., roof collapses), even small amounts of snow/ice can dramatically impact local infrastructure, utilities, and employee availability. On average, Preston County receives more than 171" of snow accumulation annually (NWS, 2024).



**Relevance to EAP:** Without a back-up generator system capable of keeping offices with electricity in the event of a wide-area power outage, necessary office closures will result in immediate loss of services to constituents until such time power can be restored by the utility. Plans must also be in place for snow/ice clearing around the building grounds to include access/egress points, sidewalks and walkways, and evacuation routes. Winter storm scenarios may threaten or result in damage to the Preston County facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Winter storm events may lead to shelter-in-place orders to address employee and citizen safety needs during or immediately following an event.

## TECHNOLOGICAL

### Fire

Structural fires pose a potential threat from either accidental or arson-inspired events. Fires within multi-level structures present unique challenges to employees, citizens, and responders with elevators, stairs, and other normal access/egress points being potentially compromised thereby requiring secondary means of access/egress. Occupancy accountability becomes incredibly important in a fire event where building evacuation is initiated. According to the National Fire Protection Association (NFPA), the greatest threat from fires in non-residential buildings, at 30% of reported cases, comes from cooking accidents. Intentional fires account for only 10% of all non-residential structure fires (USFA, 2024). Other than direct loss of life, property damage including both aesthetic and structural damage is the greatest threat during a fire event. Fire can kill either by heat, smoke inhalation, toxic chemical inhalation, or by actual burning of a victim.



**Relevance to EAP:** Fires create a number of concerns related to identification of fires (location, size, and type); notification and evacuation of employees, citizens, and prisoners; and recovery after a fire event. The Preston County Courthouse, Annex and OEM/911 buildings are well prepared with an installed sprinkler system and current policies, procedures, and protocols in place. Fire incident scenarios may threaten or result in damage to Preston County facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Fire incident events may lead to evacuation to address employee and citizen safety needs during or immediately following an event. Environmental health issues become critical during the recovery phase due to possible mold/mildew and/or additional water damage to structural and/or aesthetic sections of the facility.

### Hazardous Materials

Hazardous materials are defined as "any substance or material that could adversely affect the safety of the public, handlers or carriers during transportation." The United States Environmental Protection Agency (USEPA) lists 13 facilities reporting hazardous material in Kingwood (USEPA, 2024), two of which have reported toxic releases to the EPA. The Preston County facilities are located within a 1.5 mile radius of 20 of the 29 reported facilities located in Preston County, which includes the previously mentioned 13 facilities.

In addition to facilities, sizable quantities of hazardous materials may travel via by commercial vehicle on SR 7 (Main Street) and SR 26 (Kingston Road) which run east/west and north/south respectively and serve as primary transportation routes through Kingwood.

**Relevance to EAP:** Hazardous material incident scenarios may threaten or result in damage to the Preston County Courthouse, Sheriff's Department and Annex facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism.



Hazardous material incident events may lead to evacuations or shelter-in-place orders to address employee and citizen safety needs during or immediately following an event based upon the location, type of substance involved and size of spill, along with weather factors.

#### Utility Failure

Utility failure can be a stand-alone event or the effect of another emergency event such as storms, flooding, etc. Electricity, internet, telephone, sewage, HVAC, and water have become necessities within current society. If these services are hindered, degraded, or lost, Preston County facilities can be adversely impacted. Loss of electricity will impact computer/internet usage, lighting, elevators for personnel and/or secure prisoner transport, etc. Loss of water/sewer will bring immediate sanitation and health safety issues to the forefront. While government and citizens in Preston County rely on utility access and operations and take daily availability as normal, historically utility loss incidents have happened due to storms, traffic accidents, equipment failures, burst water lines, etc.

**Relevance to EAP:** Utility loss incident scenarios may threaten or result in damage to the Preston County facilities and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Utility loss incident events may lead to evacuation to address employee and citizen safety needs during or immediately following an event.



### **HUMAN-CAUSED**

#### Civil Disturbance

Civil disturbances are defined as, "group acts of violence and disorder prejudicial to public law and order" (Dictionary of Military and Associated Terms, 2015) and should be distinguished from peaceful protests. While both offer public expressions of disapproval and/or disagreement by individuals or groups with governmental/civic policies, procedures, actions, etc., peaceful protests pose little threat to the Preston County facilities other than minor access/egress issues. Civil disturbances, however, may represent a significant threat to property and personnel should a peaceful protest erupt into violence. Civil disturbances may involve anything from the throwing of debris to damaged windows or other parts of the facility, to gun shots, mob violence and assault towards employees or even citizens, etc.

**Relevance to EAP:** An increasingly polarized political environment throughout the United States and an increased mistrust of government entities is cause for precautionary measures to be addressed (FBI, 2015). Civil disturbance incident scenarios may threaten or result in damage to Preston County buildings and may result in jurisdictional/community infrastructure damage preventing employee access to work, and/or private property damages of employee's vehicles or homes resulting in absenteeism. Civil disturbance incident events may lead to evacuations or shelter-in-place/lockdown to address employee and citizen safety needs immediately prior to, during, or immediately following an event.

#### Crime

While Kingwood itself is not considered a "high crime rate" community the Preston County Courthouse, Annex, OEM/911, and Sheriff's Department buildings are primarily protected from crime due to their inherent security assets on site. It should be noted, however, that due to the open access concept of the Animal Control, Extension Service and Prosecutors buildings, used to facilitate citizens and governmental staff presence, these facilities present a potentially valuable target-rich environment for specific acts of violence and/or terrorism. Historically, seats of government have always served as prime targets for



violence and/or terrorist acts.

**Relevance to EAP:** Due to the nature of the daily operations of Preston County facilities and the daily activity of governmental proceedings contained therein, crime and/or terrorism present a clear threat (FBI, 2015). Crime and/or terrorism incident scenarios may threaten or result in damage/destruction to the facility. Crime and/or terrorism incident events may lead to evacuations shelter-in-place/lockdown to address employee and citizen safety needs during, or immediately following an event.

In conclusion, this section of the *Preston County Facilities Emergency Action Plan* helps identify likely causes and/or scenarios for potential primary threats. While entirely preventing a threat from a specific weather event, environmental accident, or even malicious act is not possible, planning allows the facility to mitigate potential negative impacts of such events and to provide better overall protection of property and personnel. Identifying and understanding potential threats to the facility is a critical step in providing a safe environment for citizens and personnel.



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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN**

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>NRF Base Plan (Roles and Responsibilities, Concept of Operations)</li> </ul>
<b>Related State ESFs</b>	<ul style="list-style-type: none"> <li>Base Plan</li> <li>ESF-5: Information and Planning</li> </ul>
<b>Related County ESFs</b>	<ul style="list-style-type: none"> <li>Basic Plan</li> <li>ESF #5: Direction and Control</li> </ul>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>Board of Preston County Commissioners</li> <li>Preston County Administrator</li> <li>Preston County Office of Emergency Management</li> <li>Preston County Sheriff's Office</li> <li>Preston County Animal Control</li> <li>Preston County Facilities Department</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>Preston County Assessor</li> <li>Preston County Probation Office</li> <li>Preston County Health Department</li> <li>Preston County Circuit Clerk</li> <li>Preston County Circuit Court</li> <li>Preston County Prosecutor</li> <li>Preston County Clerk</li> <li>Preston County Tax Office</li> <li>Preston County Animal Control</li> <li>West Virginia Emergency Management Division (WVEMD)</li> <li>United States Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>Code of Federal Regulations (CFR), 29 CFR Part 1910.38 and 1910.39, as amended.</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>United States Department of Homeland Security. (2008). <i>National Incident Management System</i>. Washington, D.C.: Federal Government.</li> <li>United States Department of Homeland Security. (2013). <i>National Response Framework</i>. Washington, D.C.: Federal Government.</li> <li>United States Department of Homeland Security. (2010). <i>Comprehensive Preparedness Guide 101: Guide to Developing and Maintaining Emergency Operations Plans</i>. Washington, D.C.: Federal Government.</li> <li>West Virginia Division of Emergency Management. (2018). <i>State of West Virginia Emergency Operations Plan</i>. Charleston, WV: State Government.</li> <li>Preston County Emergency Management Agency. (2023). <i>Preston County Emergency Operations Plan</i>. Kingwood, WV: Local Government.</li> <li>Preston County Emergency Management Agency. (2014). <i>Preston County Commodity Flow Study</i>. Kingwood, WV: Local Government.</li> </ul>



**I. SITUATION AND ASSUMPTIONS**

**A. Situation**

**1. Facility Profiles**

a. The Preston County Courthouse, Sheriff's Office and Annex Buildings are multi-story, masonry constructed buildings used for non-residential office purposes and are critical facilities for county government. Located along West Main Street, in Kingwood, West Virginia, which serves as the main transportation route for the area. They play a vital role during day-to-day governmental operations and during emergency events. Located behind the courthouse, along Court Street, are the Prosecutor's and Extension Service Offices both of which are single story, brick clad structures. The occupants of these buildings include employees of Preston County government, West Virginia University Extension Service and members of the Preston County and West Virginia State court systems.

b. The OEM/911 and Animal Control facilities are located outside the city limits adjacent to the Preston County High School Campus. The OEM/911 facility is a single story, masonry constructed building located at the end of Rich Wolfe Drive and is considered critical to the operations of emergency services within the county. The Animal control building, located at 278 Poor Farm Road, is a single-story facility which houses numerous animals and has some public visitation to the site. These buildings are approximately 0.3 miles east of SR 26 and 0.5 miles west of SR 72, both serving as significant transportation routes within the area.  
**See photos below.**





Figure I.A.1.1: Preston County Facilities Aerial View – Downtown Kingwood



Figure I.A.1.2: Preston County Facilities Aerial View – Animal Shelter and OEM/911



c. Floor Warden Program

i. Overview

- Though individuals are not specifically named as *floor wardens*, there is a similar program in effect to ensure accountability should the building need to shelter or evacuate. That program is described in this section.
- The majority of incidents at Preston County buildings will be handled on a daily basis by primary departmental points of contact. The departmental approach assures a quick and effective response to any facility emergencies.
- A *Building Warden* gets information to all departments in the building. The building warden also receives all clear reports from departments. The designated departmental point of contact, then, is the key person to clear the portions of the building for which they may be responsible. Departmental representatives may also be asked to help schedule meetings/training sessions and to give input into the development or re-design of the accountability program.

A **DEPARTMENTAL POINT OF CONTACT** is trained to assist in medical emergencies, fire drills, and other emergency situations.

The general duties of a point of contact include the following:

- Provide assistance in emergency situations.
- Ensure floors are completely cleared of personnel if an evacuation is necessary.
- Notify the Building Warden if personnel with disabilities will need assistance to evacuate.
- Ensure that everyone in his/her area of the floor closes the doors to all offices (if it is safe to do so) and proceeds to each office's shelter-in-place area (in severe weather or shelter-in-place situations) or to the stairwell when building evacuation is necessary. **Report status clear to the Building Warden.**
- Ensure that everyone in his/her area of the floor goes to the emergency exit area to prepare for evacuation. **Report status clear to the Building Warden.**
- Advise the Building Warden or his/her designee if someone refuses to evacuate.
- Refuse re-entry into the building unless authorized by the building warden, county administrator (or court chain of command, if applicable), and/or local emergency responders.
- Assist employees with emergency procedure inquiries and refer them to the list of departmental points of contact, or to the building warden with specific questions.
- Assist in the completion of drills.
- Communicate any concerns with the EAP to the Commissioners' office (or judge).
- Report any safety issues on your floor that need attention to facilities.
- Divide floors among all designated departmental points of contact; ensure all contacts understand their areas of responsibility.
- Periodically assess whether accountability coverage on your floor is adequate.



- ii. The county administrator serves as the primary building warden. The back-up building warden is the Preston County Facilities Manager.
- iii. A list of designated departmental points of contact is included in the evacuation response guideline in Appendix 1.

**B. Assumptions**

- 1. Emergencies and disasters will occur in Kingwood, West Virginia thereby affecting Preston County governmental facilities.
- 2. Though attempts have been made to ensure this plan is responsive to the range of hazards that could impact the facility, emergencies not anticipated by this document, or the life safety team could occur.
- 3. Employees will follow instructions as per training and directives.
- 4. Employees will cooperate fully with the instructions of emergency responders.

**II. CONCEPT OF OPERATIONS**

**A. Basic Policies**

- 1. The responsibility of the Preston County Commissioners, in cooperation with the Preston County Emergency Management Agency and the Preston County Sheriff's Office, is to protect life and property from the effects of hazardous events.
- 2. To address such a responsibility, this document has been developed to guide the response to an immediate onset emergency at Preston County Commission facilities. It is not meant to supplant the *Preston County Emergency Operations Plan*, the *State of West Virginia Emergency Operations Plan*, or the *National Response Framework*. Rather, it has been developed to be complimentary to those documents. If and when support from outside agencies is necessary, it would be guided by the contents of those other plans.

- B. When appropriate, services for functional and access needs populations (e.g., handicapped, elderly, non-English speaking, children, incarcerated, etc.) should be considered and implemented.



*The following matrix represents the type of emergencies that could occur and the associated response types that could address those situations.*

<b>EMERGENCY TYPES OF POSSIBLE RESPONSES</b>								
Type	Active Intruder	Bomb Threat	Close Office	Evacuation	Lock-down	Medical Emergency	Shelter-in-Place	Suspicious Package
Armed or Unruly Person	X			X	X	X		
Blizzard or Ice Storm			X			X	X	
Bomb Threat/Suspicious Package		X		X			X	X
Civil Disturbance	X				X	X		
Court Disruption	X			X	X	X		
Earthquake						X	X	
Extreme Temperatures			X			X		
Fire				X		X		
Flood			X	X				
Hazmat				X		X	X	
Long-Term Water Outage			X					
Long-Term Power Outage			X					
Medical Emergency			X	X		X		
Tomado						X	X	

- C. A detailed response process is available in Appendix 1: Response Descriptions for each response type.
- D. All hazards will be marked as "over" by the All Clear action.
- E. Fire-Specific Considerations (as per 29 CFR Part 1910.39)
  - 1. A fire is a hazard to which the building is susceptible; however, because the facility is sprinkled, fires may be quickly contained.
  - 2. Site-Specific Fire Hazards
    - a. Electrical fire at service panel
    - b. Electrical fire in computer server areas
    - c. Fire associated with HVAC system
    - d. Overloaded circuits involving office equipment
    - e. Overuse of power strips
    - f. Use of daisy chains
    - g. Excessive accumulation of paper, cardboard
    - h. Use of electric space heaters
    - i. Fire in kitchen/break areas (site of appliances)
    - j. Poor housekeeping
  - 3. Potential Ignition Sources





Potential Ignition Source	Yes	No	Mitigation Measures (i.e., Fire Prevention)
Open flames (e.g., candles)		X	The use of candles, incense, or any open flame is not permitted
Sparks		X	In general, minimized by following safe work practices, manufacturer specifications on all equipment, etc.
Static electricity	X		Temperature is controlled to be within acceptable workplace standards
Cigarettes, lighters, matches	X		Smoking is not permitted in the facility, use of lighters and matches is also not permitted.
Extension cords, daisy chains		X	Follow UL-listed and manufacturer specifications as to loading extension cords, power strips, etc. Daisy chains are prohibited. Frayed or chafed cords are discarded.
Desk lights	X		Follow manufacturer specifications for usage
Portable electric appliances	X		Follow manufacturer specifications for usage; all portable appliances not used with extension cords. Use of portable electric heaters is prohibited.
Cooking facilities	X		Follow manufacturer specifications; appliances not used with extension cords; appliances plugged into surge protectors.
Improper equipment ventilation		X	All heat-producing equipment is positioned such that there is adequate ventilation on all sides.
Hot processes (i.e., welding, grinding, cutting)	X		Minimal instances – would only occur when renovations are necessary
Other: Electric wiring	X		All wiring in the facility appears to be appropriately run with conduit; comply with local inspection regulations.

4. Fire Mitigation Measures

- a. Use of appropriate breakers in electric and other control panels
- b. Sprinklers installed and inspected regularly
- c. Fire pumps inspected regularly
- d. Fire extinguishers posted throughout building and inspected regularly
- e. Fire hydrants near facility in city
- f. Staff are prohibited from overloading the design specifications of battery back-ups, power strips, etc. at workstations
- g. Daisy chains are strictly prohibited



- h. Surge protectors are in use, where appropriate
- i. Staff are required to keep workstations free of clutter and generally clean

III. DIRECTION, CONTROL, AND COORDINATION

- A. The Preston County Commissioners are responsible for the policy making, coordination, and direction and control over all emergency management activities within Preston County and its facilities.
- B. Emergencies at the administration building should generally be managed by the incident command system (ICS).
  1. It should be noted that there is a difference between *direction and control* and *incident command*.
  2. *Direction and control* refers to the structure and authority that empowers any agency to fill a command role.
  3. *Incident command* refers to the leadership and management of tactical operations necessary to resolve an emergency incident.
- C. Incident Command System Considerations
  1. The highest-ranking officer of the Preston County Sheriff's Office on-scene should serve as the on-scene incident commander.
  2. Transfer of command can occur if either a higher-ranking officer or a more technically knowledgeable officer arrives. Transfer can also occur if, due to excessive time periods, shifts must occur.
  3. The incident commander manages the total response at the administration building (to include interface with arriving emergency responders), which is a different role than that filled by the building warden. The building warden (i.e., county administrator) simply ensures clearance of the building by overseeing departmental points of contact. Significantly, such accountability information should be shared with the incident commander when evacuations/shelter-in-place operations are necessary.



- D. This document is designed to facilitate immediate life-saving actions as opposed to sustained emergency operations. If a response such as a shelter-in-place is implemented (i.e., one that is of longer duration), management and communications support may be provided by the Preston County emergency operations center via the county emergency management agency.

#### IV. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

- A. Warning information may be disseminated by the county's Intercom system. A roster of departmental contacts is maintained in the evacuation section of Appendix 1 to this plan.
- B. General information collection and analysis relative to specific types of responses are discussed throughout the remainder of this document (see, in particular, Appendices 1 and 2).
- C. Information sharing and communications are based on plain English principles as outlined by the National Incident Management System (USDHS, 2008).
- D. During evacuation and shelter-in-place operations, designated departmental points of contact maintain accountability. Accountability information should be shared with the building warden as soon as can be done safely upon implementation of a response. The building warden would then share appropriate information with the incident commander. During non-emergency situations, department heads maintain accountability of their personnel via regular oversight policies.
- E. Information that should be collected is as follows:
  - 1. Missing persons,
  - 2. Damage assessments,
  - 3. Equipment readiness,
  - 4. Unit readiness levels, and
  - 5. Injury/casualty counts.



- F. Sensitive information is of concern during certain types of emergencies. The following issues should be considered sensitive and be disseminated through either phone or face-to-face contact. Other information may be deemed sensitive (contingent on the actual emergency) by the incident commander.
  - 1. Personal patient information (name, address, etc.)
  - 2. If there were suspected criminal intentions
  - 3. Any fatality information

#### V. COMMUNICATIONS

- A. Communications resources to support the implementation of this plan include the following.
  - 1. **Telephone, Text, Email, Face-to-Face:** Normal modes of disseminating information can also be utilized during emergency situations. (NOTE: Phones are mixed IP/conventional.)
- B. Department heads maintain complete, up-to-date employee directories for their offices.

#### VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
  - 1. In general, the regular operating organizational structure for each office in Preston County facilities remains intact during emergencies.
  - 2. The basic incident command system structure discussed above may also interact, as necessitated by an emergency situation, with the leadership of the various offices in the building.
- B. Assignment of Responsibilities
  - 1. Annex Building Personnel
    - a. Preston County Commissioners
      - i. Ensure that personnel, equipment, and supplies are available for emergency operations.
      - ii. Delegate appropriate authorities as necessary to ensure efficient emergency management and response at the administration building.



- b. Preston County Administrator
  - i. Activate the *Preston County Facilities Emergency Action Plan* as and if necessary.
  - ii. Ensure the compliance of personnel within the commissioners' office with this plan.
  - iii. Ensure that emergency numbers are provided to staff in the commissioners' office.
  - iv. Interface, as necessary, with emergency responders.
- c. Preston County Sheriff's Office
  - i. Ensure the provision of security at county facilities, as per regular protocols.
  - ii. Serve as the initial incident commander, as and if this plan is activated, or delegate the role to another appropriate official.
  - iii. Direct, control, and/or participate in any necessary law enforcement response at the administration building.
  - iv. Interface, as necessary, with emergency responders and participate in any ICS structure needed to manage the external response effort.
- d. Preston County Facilities Management
  - i. (DIRECTOR ONLY) Activate the *Preston County Facilities Emergency Action Plan* as necessary.
  - ii. Manage maintenance personnel.
  - iii. Maintain situational awareness of building systems.
  - iv. Advise the incident commander on building systems.
  - v. Perform mitigation and maintenance of building systems.
  - vi. Perform emergency repairs as directed.
- e. Courts
  - i. Judge
    - Oversee the security of their courtroom.
    - Maintain the security of all current proceedings' documents.
    - Advise the building's incident commander of all relevant court matters (impacting the response).



- ii. Administrative support
    - Secure court records for current docket.
    - Maintain record of court events during an emergency incident.
  - f. Department Heads
    - i. Ensure the compliance of direct reports with this plan.
    - ii. Ensure that emergency contact numbers of provided, as appropriate, to staff.
    - iii. Direct the evacuation of the workplace, when required.
    - iv. Ensure the accountability of staff during evacuations and shelter-in-place situations.
  - g. Employees
    - i. Complete all required safety training, including training on this plan.
    - ii. Conduct operations safely to limit the risk of fire or other hazards.
    - iii. Report injuries, incidents, etc. to the appropriate official as soon as possible.
    - iv. Follow all fire emergency and evacuation/shelter-in-place instructions.
    - v. Maintain awareness of general hazards in the community and workplace.
2. Support Organizations
- a. Preston County Office of Emergency Management
    - i. Advises the Preston County Commissioners on matters of emergency management.
    - ii. Supports efforts to maintain this document.
    - iii. Serves as liaison to state and federal officials during local states of emergency.



- b. Preston County Sheriff's Office
  - i. Supports efforts to maintain this document.
  - ii. Liaises, as necessary, with units of the Sheriff's office that work in the administration building (e.g., bailiffs, security).
  - iii. Provides security for the facility.
  - iv. Coordinates perimeter security near the facility, if necessary.
- c. Preston County Information Technology Manager
  - i. Mitigates and provides preventive maintenance of computer networks within the facilities in concert with an Outside contractor.
  - ii. Advises the Preston County Commissioners on all computer/network and communication matters.
- d. Kingwood Fire Department
  - i. Provides primary fire suppression services.
  - ii. Provides emergency medical assistance, as necessary.
  - iii. Advises local officials on hazardous material incidents.
- e. City of Kingwood Police Department
  - i. Assists with the security of the facility.
  - ii. Assists in the provision of perimeter security at the facility.
- f. KAMP Ambulance
  - i. Provides primary emergency medical services

## VII. ADMINISTRATION, FINANCE, AND LOGISTICS

### A. Administration

1. Following any type of occupational health injury, all reporting should be done as per OSHA and other regulatory requirements.
2. All legal issues regarding emergency preparedness, response, and recovery (as per the scope of this emergency action plan) should be addressed by the Preston County Prosecuting Attorney's office.



3. Preston County governmental departments should work, as necessary, on the creation of continuity of operations for their offices. The Preston County Emergency Management Agency may be a technical resource.

### B. Finance

1. During any emergency action, to the extent that is safe and practical, department heads should maintain records regarding any supplies, resources, etc. expended as a result of the response.
2. Authorized personnel should be accessible at all (normal operating) times to approve emergency resource procurement and expenses as necessary.

### C. Logistics

1. The Preston County Information Technology Manager should control, support and maintain all county IP and telecommunication equipment.
2. The Sheriff's Department and OEM/911 buildings are the only facilities served by a sprinkler system as per appropriate local and other codes. The county has these sprinkler systems inspected regularly by a certified inspection provider. Additionally, fire extinguishers are strategically located throughout all buildings. These extinguishers are also inspected regularly by a competent person.
3. The HVAC systems can be manually shut off at the Courthouse location. If a need to restrict air flow is present, maintenance should be contacted at (304) 282-7489 to shut down the system.
4. Shelter-in-place supplies should be located near each designated area. These supplies should include the following:
  - a. Plastic sheeting,
  - b. Duct tape,
  - c. Communicative means with outside (e.g., phone in room, reliable cellular communications, etc.),
  - d. Flashlight and fresh batteries,
  - e. Bottled water for drinking,
  - f. First aid kit,
  - g. Periodic checks of supplies should occur during standard building surveillance activities.



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## VIII. PLAN DEVELOPMENT AND MAINTENANCE

### A. Plan Development

1. This plan has been developed by the Preston County Commissioners in accordance with guidance provided by the Preston County Office of Emergency Management, West Virginia Emergency Management Division, and the United States Department of Homeland Security.
2. Training, Tests, and Exercises
  - a. Training
    - i. A brief training module that reviews the contents of this plan as well as evacuation routes, collection points, shelter areas, etc. should be created and presented to employees upon hiring.
    - ii. Training topics may include the following:
      - Key card access, where applicable,
      - Key policies, where applicable,
      - 9-1-1 instructions using the county phone system,
      - Evacuation procedures and collection points,
      - Alarm system(s), and/or
      - Duress buttons, where applicable.
    - iii. The County Commission, Administrator and Facilities Manager should consider periodic refresher training on this document for all personnel in the facilities.
  - b. Tests and Exercises
    - i. The County Administrator, in coordination with facilities management, the court system, and emergency responders, may conduct periodic exercises to confirm the effectiveness of training received and responsibilities in this plan. Exercises may include fire, evacuation, and/or shelter drills as well as tests of emergency communications capabilities.



- ii. An after-action documentation process should be initiated following activation of this plan to any level. Such a process should review what response activities were implemented, assess the appropriateness/success of those activities, and identify ways in which this plan and other elements of future responses can be improved.

### B. Plan Maintenance

1. The Preston County Administrator should ensure that this plan is periodically updated (at a minimum of) annually and distributed to all agencies within Preston County facilities.
2. At a minimum of every five years, the County Commissioners, County Administrator and should reconvene to evaluate this emergency action plan and the processes contained therein, in conjunction with a third party consultant, to ensure it continues to meet the needs of the facilities of Preston County.

## IX. LIST OF APPENDICES

- Appendix 1: Response Descriptions
- Appendix 2: Agency Specific Information
- Appendix 3: Building Mapping
- Appendix 4: Court Security Policies and Procedures
- Appendix 5: Glossary



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

Preston County employs an “all-hazards” approach to emergency management and response. The following actions are basic responses to the various hazards identified by this emergency action plan. The actions in this appendix are as follows.

- Bomb Threat
- Close Office
- Evacuation
- Lockdown
- Medical Emergency
- Shelter-in-Place
- Suspicious Package
- Violent Intruder

This appendix presents a set of basic criteria that can be followed. Ad hoc modifications may be necessary contingent on the circumstances of a specific incident. Such modifications should be determined by the building incident commander, building warden, and/or emergency responders.

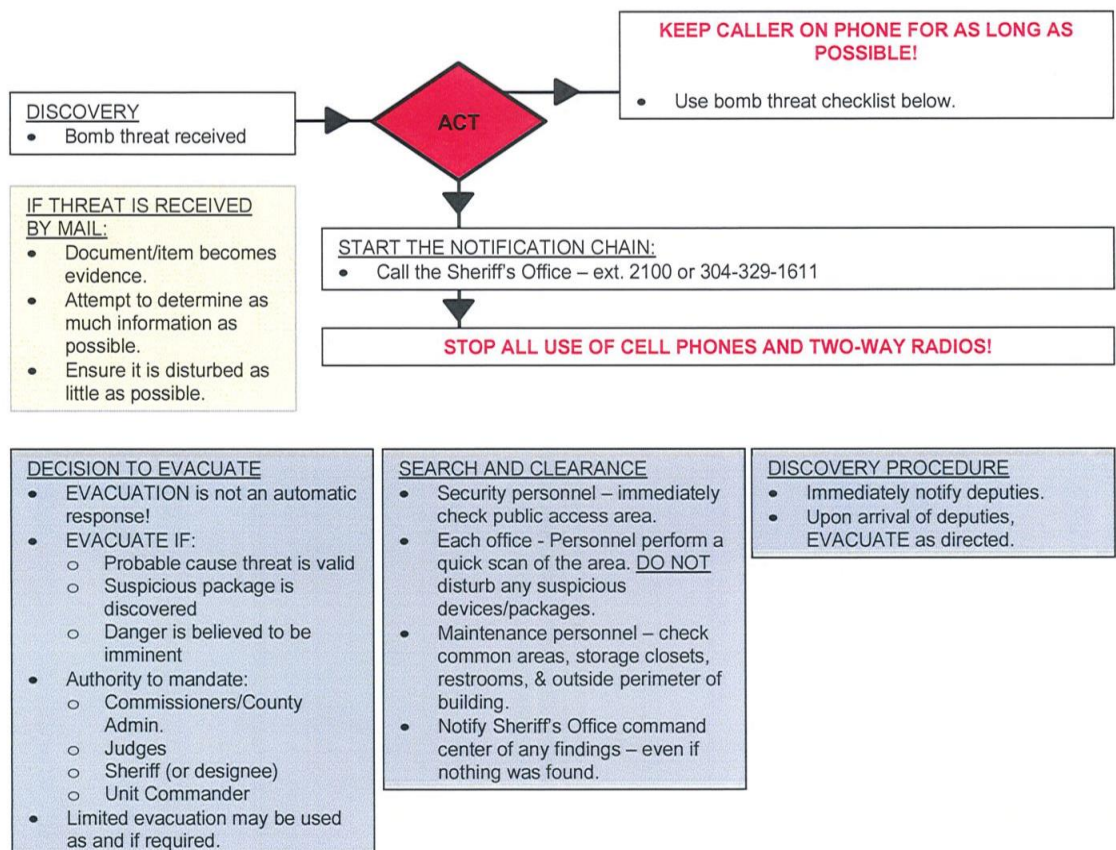
**Additionally, all responses should be noted as complete by the use of the “ALL CLEAR” action.**

A1-1



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: BOMB THREAT**



A1-2



**PURPOSE**

The purpose of this procedure is to protect employees, visitors, and building property in the event of a bomb threat. A "bomb" may include any explosive device which may (or may not) contain chemical, biological, or radiological supplements.

**OTHER PROCEDURES**

- A. A Sheriff's deputy should respond to the location where the call or letter was received, or suspicious device was found to take a report.
- B. Deputies notify supervisors as per command procedures.
- C. The command center should notify each office as per the point of contact noted in Appendix 2.
- D. A deputy should be assigned to keep a log of events at the incident command center. The log should be kept in a timeline fashion and, at minimum, record any times evacuations are ordered as well as the results of any localized searches in the building. Additional personnel, units, etc. called in as well as any other major event should be recorded.
- E. A bomb disposal unit will respond only if a suspected device is found; the unit should be escorted to the area of the suspected device. Deputies should assist, as requested, until these units have removed or disarmed the device (or they are otherwise told to stand down).
- F. Standby units, such as the Kingwood Fire Department and KAMP Ambulance, should be notified as needed.
- G. Detonation of an explosive device within the building may be done under the following conditions:
  - Primary considerations will be to care for the injured and guard against injury.
  - The maintenance department curtails gas and electric power to the area, as directed and determined by the bomb disposal unit.
- H. No personnel shall enter any area until cleared by bomb disposal units. Even then, only authorized personnel (such as emergency responders) should enter to ensure appropriate gathering of evidence.



**Department of the Treasury**  
**Bureau of Alcohol, Tobacco & Firearms**  
**BOMB THREAT CHECKLIST**

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does the bomb look like?**
4. **What kind of bomb is it?**
5. **What will cause the bomb to explode?**
6. **Did you place the bomb?**
7. **Why?**
8. **What is address?**
9. **What is your name?**

**EXACT WORDING OF BOMB THREAT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Telephone number at which call is received: \_\_\_\_\_

Time call received: \_\_\_\_\_

Date call received: \_\_\_\_\_

**CALLER'S VOICE**

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Soft	<input type="checkbox"/> Angry
<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Laughter	<input type="checkbox"/> Slow
<input type="checkbox"/> Rasp	<input type="checkbox"/> Crying
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct

<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered
<input type="checkbox"/> Ragged	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Cracking Voice
<input type="checkbox"/> Disguised	<input type="checkbox"/> Accent
<input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____	

**BACKGROUND SOUNDS:**

<input type="checkbox"/> Street noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Voices	<input type="checkbox"/> Crackery
<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear
<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> House noises
<input type="checkbox"/> Long distance	<input type="checkbox"/> Local
<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery
<input type="checkbox"/> Booth	<input type="checkbox"/> Other (Please specify) _____

**BOMB THREAT LANGUAGE:**

<input type="checkbox"/> Well spoken (education)	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Message read by threat maker
<input type="checkbox"/> Taped	<input type="checkbox"/> Irrational

**REMARKS:**

\_\_\_\_\_

\_\_\_\_\_

**Your name:** \_\_\_\_\_

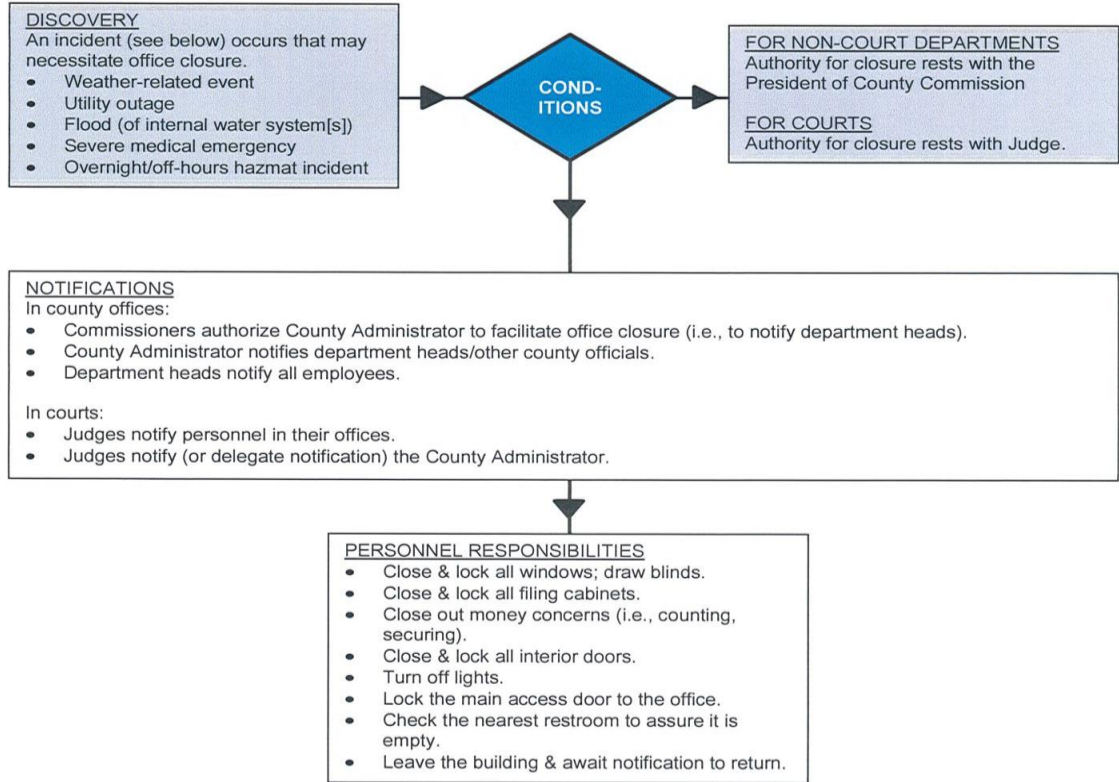
**Your position:** \_\_\_\_\_

**Your telephone number:** \_\_\_\_\_

**Date checklist completed:** \_\_\_\_\_

**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: CLOSE OFFICE**

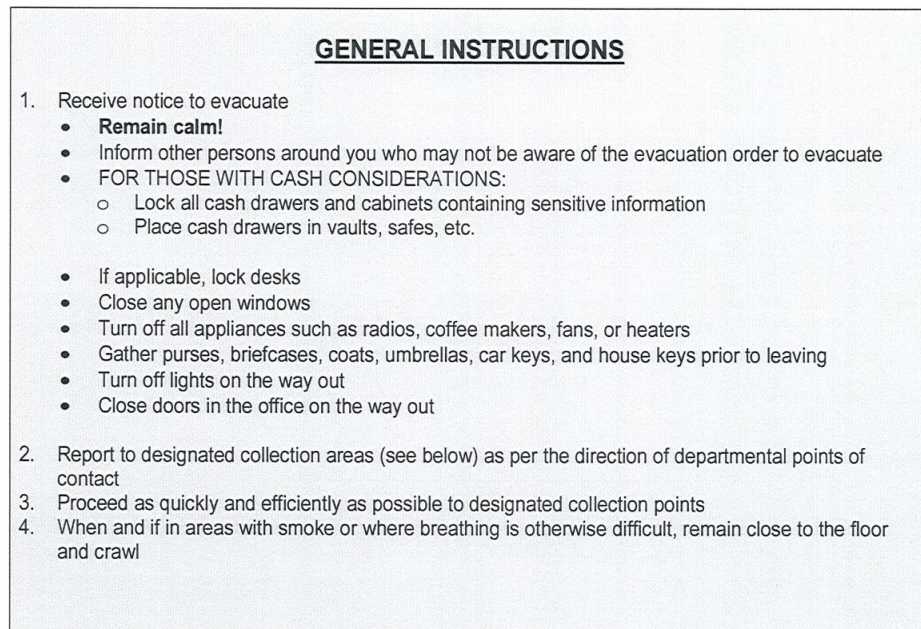


A1-5



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: EVACUATION**



NOTICE TO EVACUATE may be received by fire alarm, personal contact from a Sheriff's deputy, telephone, or via the county's intercom system.

A1-6





**Preston County Courthouse Annex**

EVACUATE AS FOLLOWS:

- All offices use the closest available exit to their area.
- Proceed north to the parking lot at Preston County Inn (Assembly Point A) for a head count.
- In the event that Assembly Point A is not viable, proceed east across N Price St. to McGrew House (Assembly Point B)

**Sheriff's Department**

EVACUATE AS FOLLOWS:

- All offices use the closest available exit to their area
- Proceed south to W Court St then east S Price St.; continue south on S Price St across High St to parking lot beside Kingwood VFD (Assembly Point C) for a head count.

**Prosecuting Attorney's Office**

EVACUATE AS FOLLOWS:

- All personnel exit the building via closest available exit.
- Proceed south on through parking lot across W High St. and then east to S Price St, and assemble in the parking lot located beside Kingwood VFD (Collection Point C) for a head count

**Extension Service Building**

EVACUATE AS FOLLOWS:

- All personnel exit the building through main entrance.
- Proceed west on W Court St to Tunnelton St then south along Tunnelton St to Brown Ave. to parking lot located beside Kingwood VFD (Collection Point C) for a head count

**Preston County Courthouse**

Judges and Magistrates should assemble in their assigned locations

EVACUATE AS FOLLOWS:

- All offices/court rooms use closest available exit per Preston County Court Evacuation Plan
- Proceed south along S Price St, and assemble in the parking lot located beside Kingwood VFD (Collection Point C) for a head count

**Animal Shelter**

EVACUATE AS FOLLOWS:

- All personnel use closest available exit.
- Proceed northeast along Poor Farm Rd to Buckwheat Express Garage (Collection Point E) for a head count

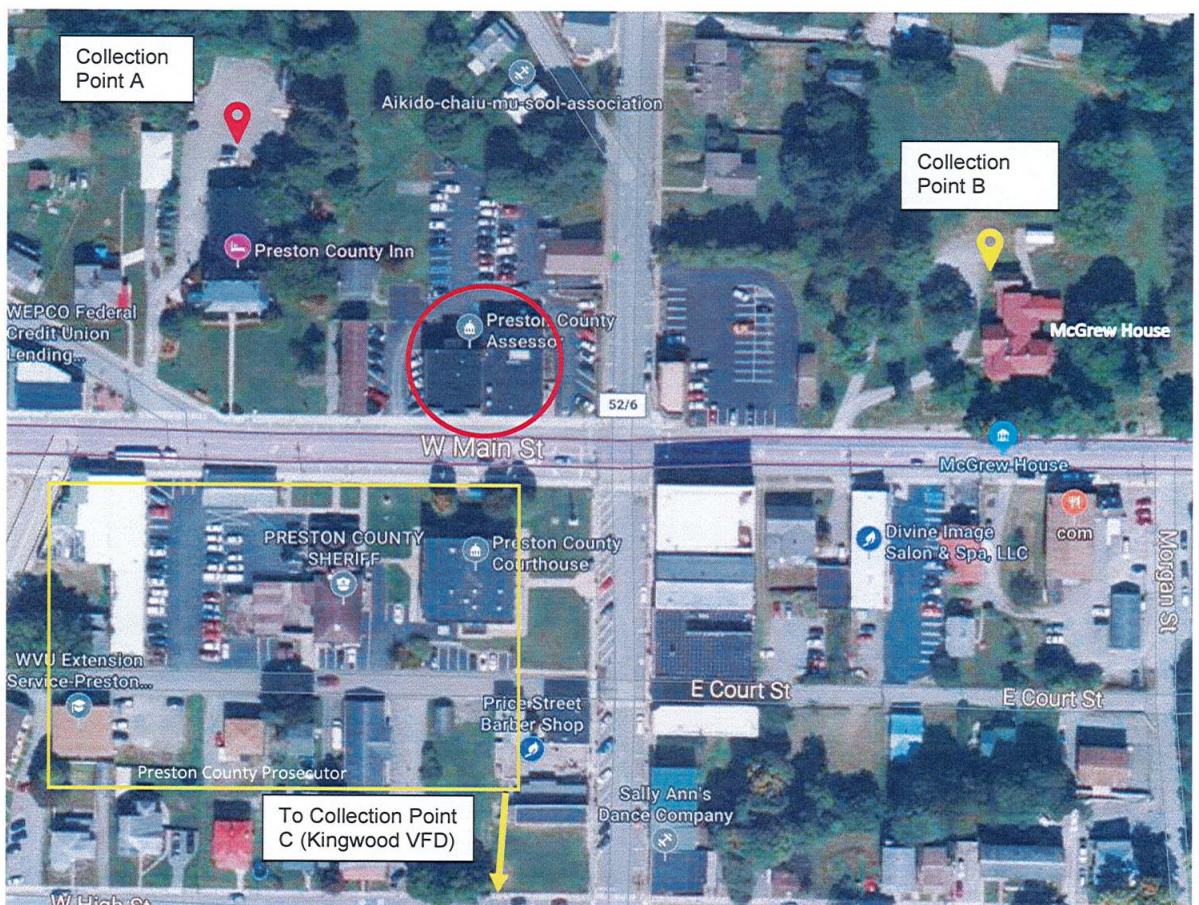
**OEM / 911**

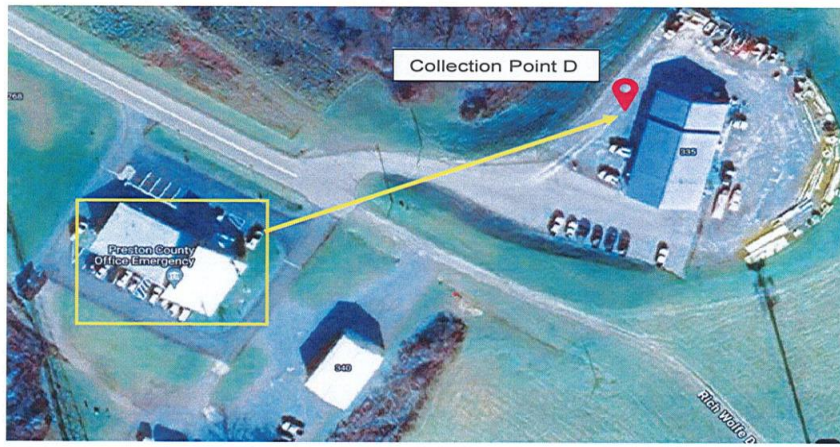
EVACUATE AS FOLLOWS:

- All personnel use closest available exit.
- Exit building and proceed across Rich Wolfe Dr to Mountaineer Gas Company garage (Collection Point D) for a head count.

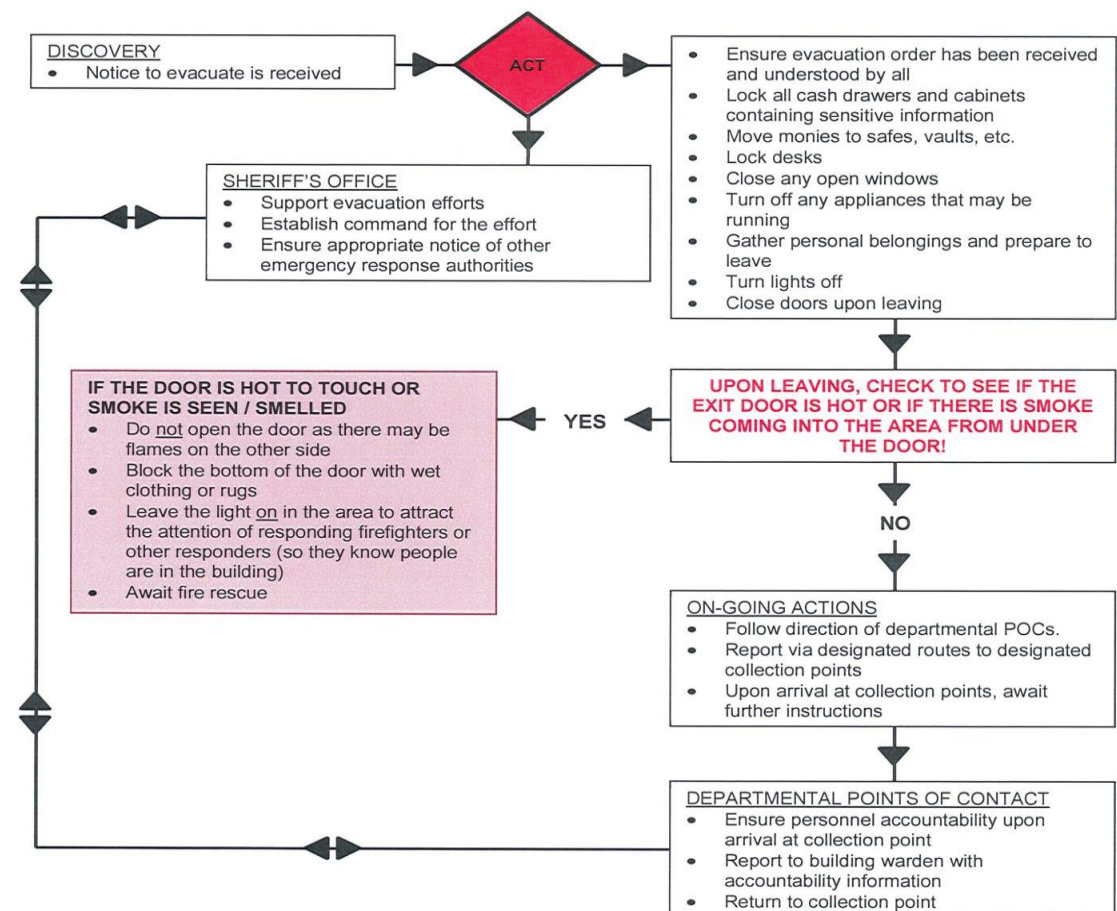


**MAP OF COLLECTION POINTS**





A1-9



A1-10



**PURPOSE**

This response guideline provides for the orderly and efficient evacuation of employees and visitors from the Preston County Facilities.

**OTHER PROCEDURES**

**Do NOT use elevators during fire or explosion evacuations.** (Elevators may be used for other evacuations unless otherwise noted.)

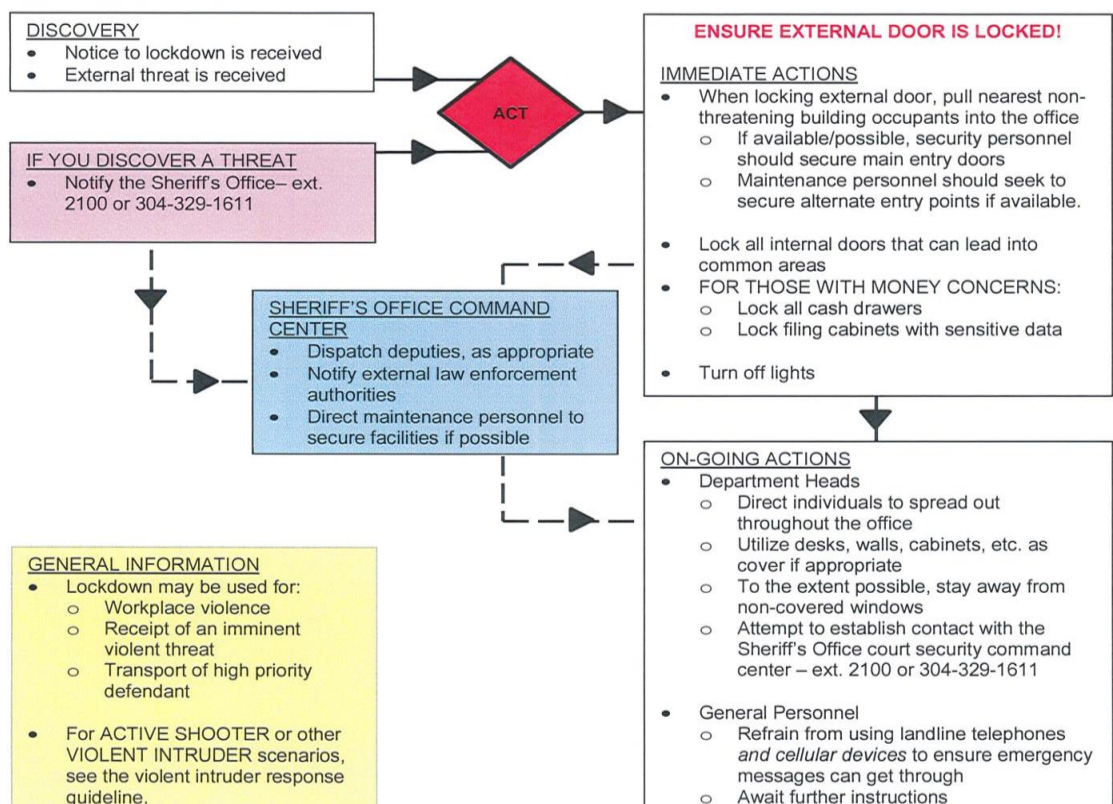
**Personnel must be strongly encouraged to report to collection areas for accountability purposes rather than getting in the cars to leave.**

- Training in evacuation procedures is critically important to an effective response. Training may include (but not be limited to):
  - The location of stairs and emergency exits,
  - The designated meeting places for each floor or area,
  - Never to use elevators or to break windows during an evacuation, and/or
  - The names and contact information of departmental points of contact.
  
- Primary points of contact have been identified for each floor. Departmental points of contact should keep a copy of this evacuation guideline handy at all times.
- Evacuation drills should be conducted not less than annually. Evacuation drills should be coordinated by the Commissioners' Office and directed by the Sheriff's Office. (Note: The Commissioners' Office should coordinate, as necessary, with the courts in the scheduling of drills.)



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: LOCKDOWN**



**PURPOSE**

Lockdown is a response whereby a physical barrier is introduced between a threat and a potentially targeted population. Lockdown situations are meant to provide security from a threat; while hiding may be an acceptable outcome, the primary impetus for the lockdown should be to provide security. Additionally, lockdowns (depending on the situation necessitating them) may be accompanied by barricading and other efforts to deny access to an area.

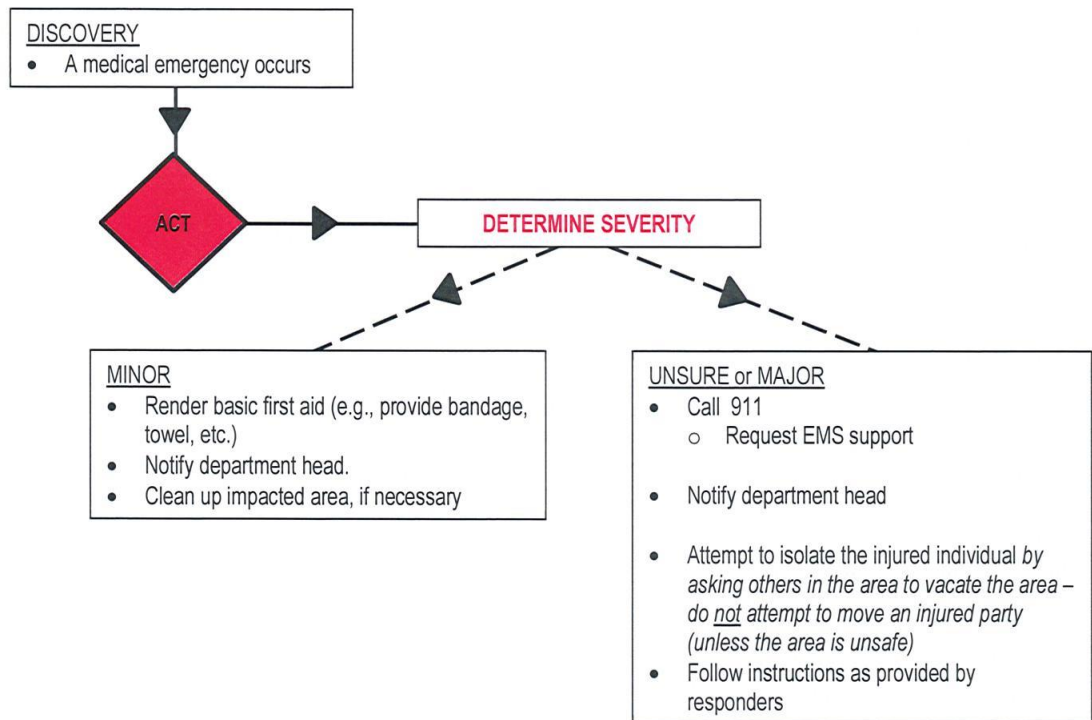
**OTHER PROCEDURES**

- Remember that law enforcement will likely be investigating any type of threat necessitating a lockdown. All employees are expected to cooperate with law enforcement officials. If an employee is unsure, they may ask for some type of verification that the individual is an officer (e.g., ask to see a badge, etc.).



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: MEDICAL EMERGENCY**



**PURPOSE**

The purpose of this action is to assist staff and visitors in the event of a medical emergency. Medical emergencies range from the need for a bandage to heart attacks, seizures, and other severe crises.

**OTHER PROCEDURES**

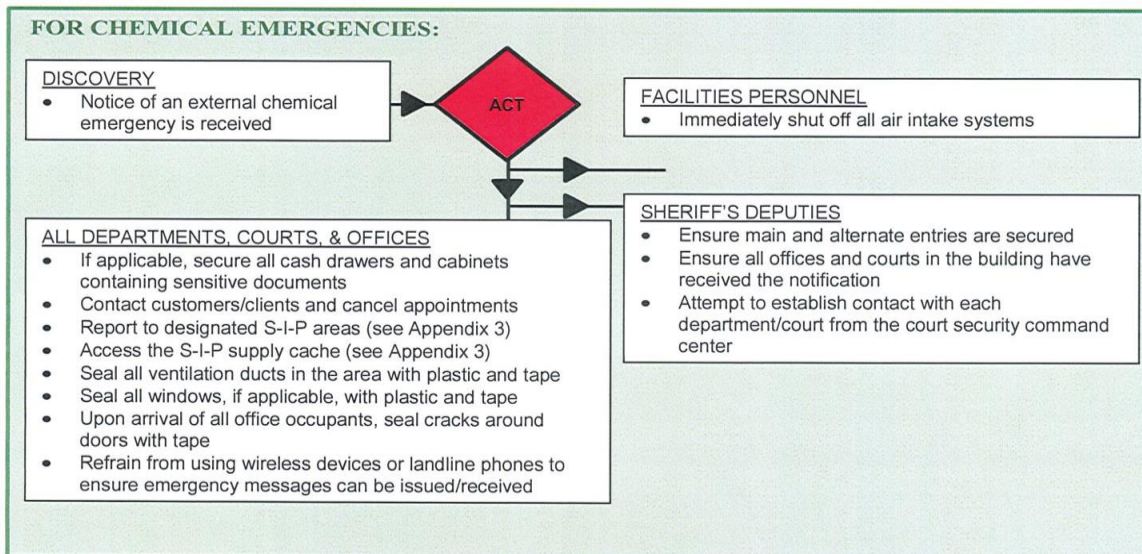
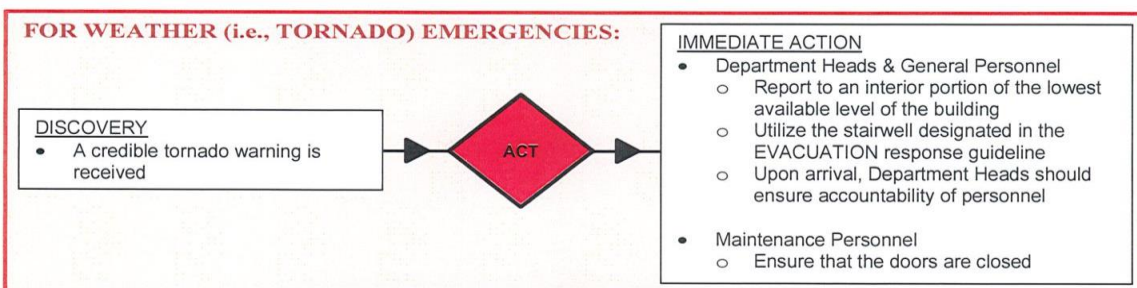
**THIS RESPONSE GUIDELINE IS BASED ON THE PREMISE THAT COUNTY AND/OR COURT EMPLOYEES WILL NOT RENDER ANY TYPE OF AID UNLESS THEY ARE FORMALLY TRAINED TO DO SO.**

- Departments or offices not affected by a medical emergency should, depending on the location of the actual emergency and to the extent possible, keep staff and visitors in their office until an all clear is announced. Operations within those offices may otherwise continue as normal.



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: SHELTER-IN-PLACE**



**PURPOSE**

The shelter-in-place response guideline provides a means for staff and visitors to obtain refuge from external hazards. The two most probable situations to result in shelter-in-place are HAZARDOUS MATERIAL RELEASES or TORNADO WARNINGS. A less likely scenario could involve the presence of an uncontained violent threat outside of the Courthouse Annex building where sheltering protects those inside the facility. (An example of this less likely scenario would be the use of shelter-in-place during the manhunt immediately following the Boston Marathon bombings.)

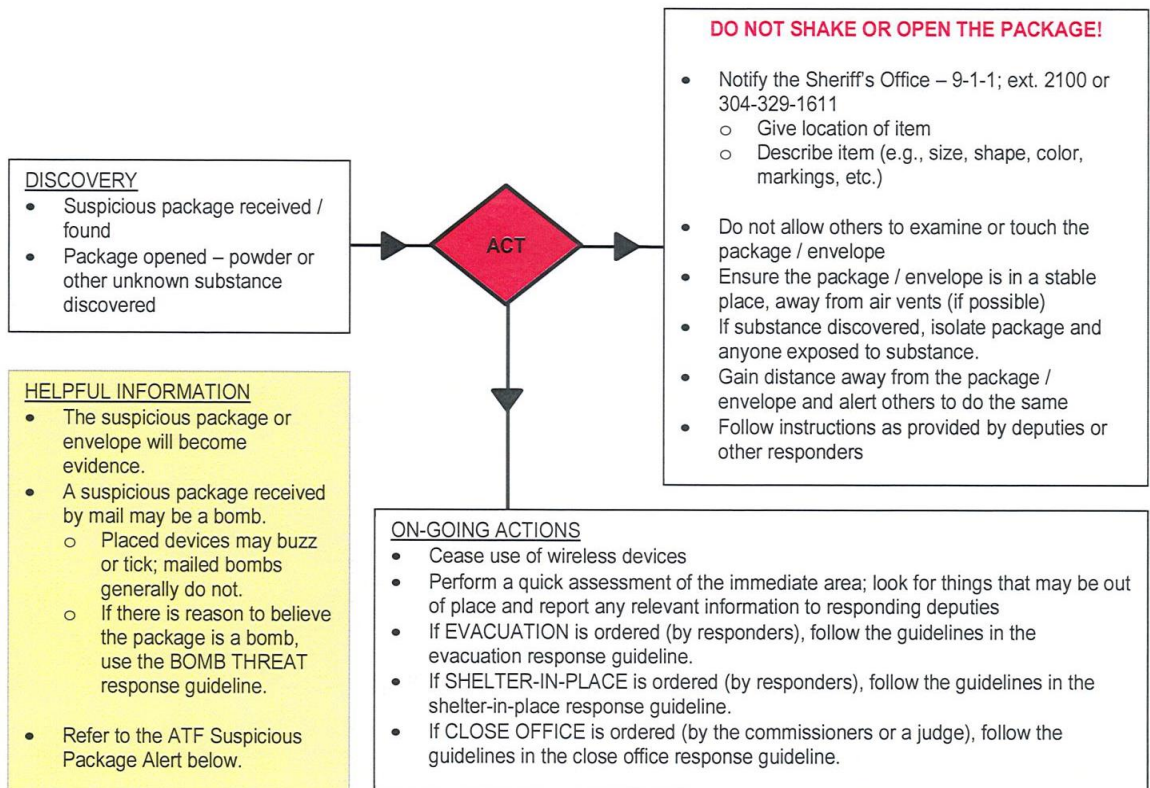
**OTHER PROCEDURES (CHEMICAL EMERGENCIES)**

- Studies show that moving to an internal location within the floor *and ensuring that all air intake is stopped* improves protection significantly.
  - **A critical first step to sheltering-in-place is to shut off all air intakes.**
  - When sealing areas with the pre-positioned supplies, attention should be given to ventilation ducts.
  - In the absence of tape, cracks along the bottom of doors and around window sills can be temporarily sealed with damp towels; these towels should be periodically checked and reinforced when necessary. (Note: Do not remove towels; simply add to them.)
  - This guideline notes the need to seal cracks around windows. It should be noted that only windows (if any) in designated shelter areas need to be sealed. Do not waste time sealing external windows *that are not in the area where you are sheltering.*



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: SUSPICIOUS PACKAGE**



OVERALL EVENT COMMUNICATION SCHEMATIC		
Who	What	When
Discoverer	Convey existence of potential threat to Sherrif's Dept / 911.	Immediately upon discovery
Sherrif's Department / 911  <i>If exposure to unknown substance occurred:</i>	Contact parties for response	Immediately
	Notify county Building administrator and County Administrator	Immediately after dispatching responders
	Contact local fire, EMS	When directed by responding deputies
	Contact Kingwood FD hazmat resources	Immediately after dispatching responders
Responding Deputies	Protective action directives	As needed
Commissioners	Orders to close offices or implement any other protective action (beyond those issued by responding deputies)	As needed
Department Heads	General communications to personnel	As needed

### PURPOSE

The purpose of this guideline is to protect employees, visitors, and building property. It addresses situations in which a suspicious package is received. Suspicious packages may contain explosive devices or chemical/biological hazards and should be treated with extreme caution.



### SUSPICIOUS PACKAGE CHECKLIST

Source: US Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms (Suspicious Package Alert)  
Please be advised that this is only a general checklist. The best protection is personal contact with the sender of the package/letter.




- Is the addressee familiar with the name and address of the sender?
- Does the package/letter have no return address?
- Is the addressee expecting a package/letter from the sender? If yes, verify with the expected contents
- The package/letter is addressed to a title but no name
- The package/letter has the wrong title with the name
- There is a handwritten or poorly typed address
- There are misspellings of common words
- The return address and postmark are not from the same area.
- Stamps (often excessive or unusual in appearance) vs. metered mail
- Special handling instructions (i.e., special delivery, open by addressee only, foreign mail, air mail, etc.)
- Restrictive markings (i.e., CONFIDENTIAL, PERSONAL, etc.) when one normally does not receive mail with these markings
- Over-wrapped or excessive securing material (i.e., masking tape, string, wrappings, etc.)
- Oddly shaped or unevenly weighted
- Lumpy or rigid envelopes (i.e., stiffer than normal, heavier than normal, etc.)
- Lopsided or uneven envelopes
- Oily stains or discolorations
- Strange odors
- Protruding wires or tinfoil
- Visual distractions (i.e., unusual statements, artwork, stickers, etc.)



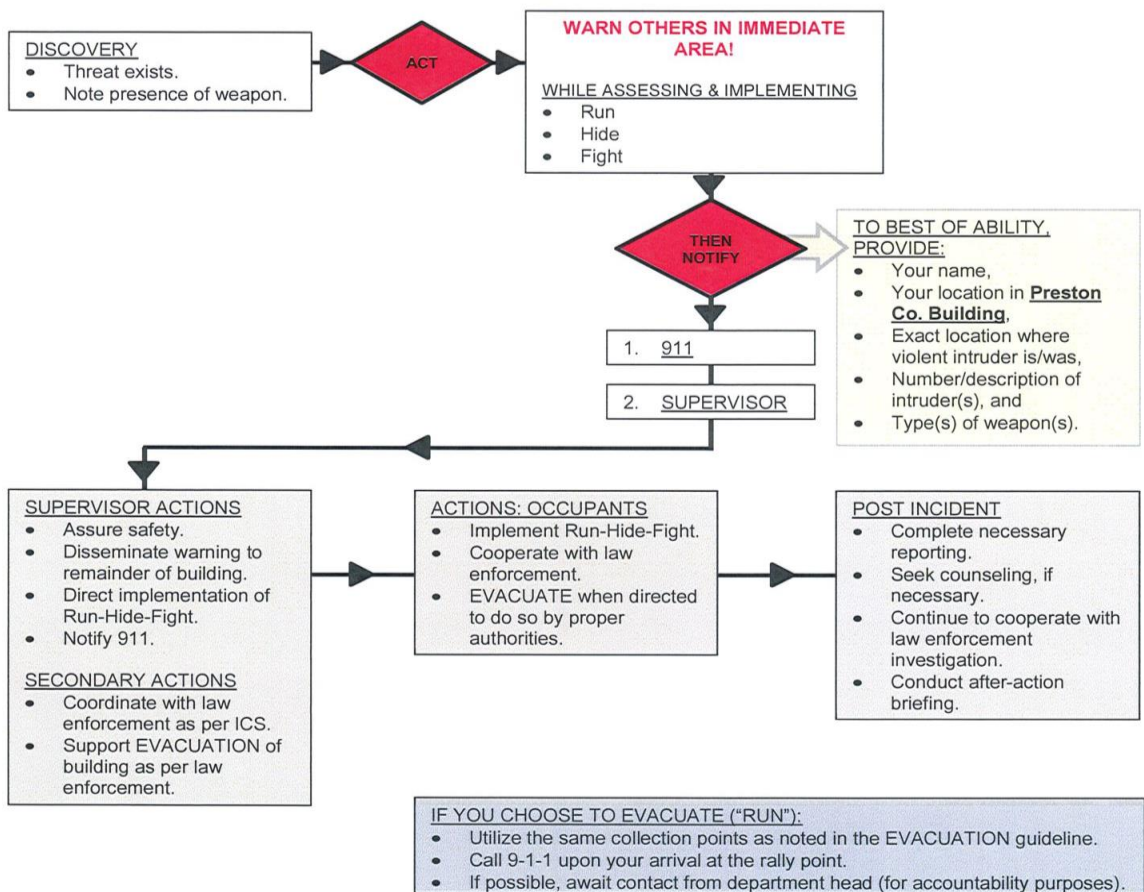
**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: VIOLENT INTRUDER**

The basic response paradigm for violent intruder situations is RUN-HIDE-FIGHT.

<p><b>RUN</b></p> 	<ul style="list-style-type: none"> <li>• If it is safe to do so, exit the facility immediately.</li> <li>• Move away from the immediate path of danger and utilize all available protective cover as you exit.</li> <li>• When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head in an effort to see what may be happening. CALL 9-1-1 from a cell phone.</li> <li>• Give emergency dispatchers the following information:             <ul style="list-style-type: none"> <li>○ Your name</li> <li>○ Exact location of the incident (i.e., Preston Co. Assessors Office)</li> <li>○ Number of shooters or other violent people (if known)</li> <li>○ Identification or description of the shooter/s or violent person/s</li> <li>○ Number of persons who may be involved</li> <li>○ Any description of weapon(s) (if known)</li> <li>○ Your exact location</li> <li>○ Injuries (if known)</li> </ul> </li> <li>• <b>STAY ON THE LINE UNTIL THE DISPATCHER TELLS YOU TO HANG UP.</b></li> <li>• Wait and listen for directions from the police.</li> </ul>
<p><b>HIDE</b></p> 	<ul style="list-style-type: none"> <li>• Go to the nearest room or office with a lockable door.</li> <li>• Close and lock the door.</li> <li>• If possible, barricade the door with heavy furniture.</li> <li>• Turn off the lights.</li> <li>• Close all window and door blinds.</li> <li>• Seek protective cover.</li> <li>• Keep quiet, silence all electronic devices, and act as if no one is in the room.</li> <li>• Do not peek out the door or windows to see what may be happening.</li> <li>• Do not answer the door.</li> <li>• If safe to do so, CALL 911</li> <li>• Stay where you are until contacted by police.</li> <li>• <b>FOLLOW POLICE DIRECTIONS.</b></li> </ul>
<p><b>FIGHT</b></p> 	<p>If unable to avoid or deny entry of the violent intruder or active shooter, take all available actions to defend yourself / neutralize the subject.</p>

A1-21



A1-22





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## PURPOSE

A violent intruder response is often associated with an active shooter or an armed assailant within a Preston County Facility. Such a person or group of people are intent on causing physical harm and/or death to occupants of the building, whether employees or visitors. Violent intruders often possess either a gun, knife, and/or fists, but they could also have a bomb or other harmful device. As a result, law enforcement within the building as well as additional emergency response personnel will be arriving on scene.

It is critical to follow the instructions of, and cooperate with, all law enforcement officers.

- Be prepared to show your hands as law enforcement officers clear the building.
- Do not rush toward law enforcement officers; do as you are instructed. Remember that officers are on heightened alert and looking for threats. They may perceive being rushed by someone as a threat.
- Do not use cellular phones or outside telephone lines to contact people as this could interfere with the completion of emergency operations communications.

If there is a report of a threat, consider implementation of an EVACUATION, LOCKDOWN, or CLOSE OFFICE depending on the nature of the threat. Consult with law enforcement is necessary.

## OTHER PROCEDURES

- A. After the violent intruder(s) have been subdued, the building incident commander in consultation with external law enforcement will direct an EVACUATION.

**Leave the building as per the direction of law enforcement; do not disturb the area (i.e., move items, shut doors, etc.) unless allowed to do so by law enforcement.**

- B. The Preston County facility will be a crime scene which requires a thorough search and processing.
- Do not worry about securing money.
  - Do not worry about securing documents.
  - Only take personal belongings if allowed.



- C. Occupants who had direct contact with the violent intruder should expect to be debriefed by law enforcement.
- D. If occupants are injured, emergency medical personnel will coordinate and provide services appropriately.
- E. Any mental health assistance needed should be directed to the appropriate mental health agencies within Preston County.



**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 1: RESPONSE DESCRIPTIONS**

**ACTION: ALL CLEAR**

**I. PURPOSE**

To enable the safe and orderly return into the facility and resumption of operations.

**II. RESPONSIBILITIES**

Once all hazards have been removed and conditions deemed safe by emergency responders and/or the building incident commander, the response may be ended.

1. Department heads are responsible for contacting their employees to notify them the building has re-opened.
2. Employees should then report to work as directed (i.e., resume the workday or report the next day).

**III. OTHER PROCEDURES: N/A**

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A1-25



*Preston County Facilities  
Emergency Action Plan\_ Appendix 2: Agency Specific Information*

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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

This appendix contains specific information associated with each government office within the Preston County Administration Building. The information in this section will assist with the efficiency and expediency for each office to be able to respond to the various emergencies expected. The following information is requested from each office.

- Chain of command (succession)
- Point of contact for the office
- Maximum security level for materials in office
- Special Instructions in responses

Reference Appendix 3: Building Mapping for the locations of fire extinguishers, first aid kits, AED devices, shelter areas, and evacuation routes.

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A2-1



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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: ANIMAL CONTROL**

**Chain of Command (Succession)**

1. Supervisor Dog Warden
2. County Administrator
3. Facilities Manager

**Point of Contact:** Supervisor Dog Warden

**Number of Staff in Office:** 4

**Average Visitors:** 15

**Document Security Levels:** None

**Money Security Requirements:** Yes; Primarily checks but have lockbox for storage

**Special Instructions:**

1. When evacuating the building, ensure all staff and visitors are accounted for
2. Visitors within the office could require additional assistance during an evacuation.

**Duress Button Locations:** None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:**

1. Bathroom
2. Euthanasia Room
3. AED Located in Lobby

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A2-2



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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: ASSESSOR'S OFFICE**

**Chain of Command (Succession)**

1. Assessor
2. Facilities Manager
3. County Administrator

**Point of Contact:** Assessor

**Number of Staff in Office:** 16

**Average Visitors:** 75

**Document Security Levels:** Personal Confidential

To properly maintain the security of these documents, all can be secured within a locked room.

**Money Security Requirements:**

1. Nine cash bags, lockable in the desks

**Special Instructions:**

1. Visitors to this office are will need guidance to perform safety actions.
2. When sheltering-in-place, close all office doors to the offices with exterior windows.
3. Elderly within the office may require assistance with evacuation.

**Duress Button Locations:** None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:** None

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A2-3



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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: COUNTY COMMISSIONERS**

**Chain of Command (Succession)**

1. County Administrator
2. Facilities Manager
3. Administrative Assistant

**Point of Contact:** County Administrator (Nathan Raybeck) / County Facilities Manager (Kevin Likens)

**Number of Staff in Office:** 4

**Average Visitors:** 3

**Document Security Levels:** Personal Confidential

To properly maintain the security of these documents, all can be secured within a locked room.

**Money Security Requirements:** None

**Special Instructions:**

1. Visitors to this office will need guidance to perform safety actions.
2. When sheltering-in-place, close all office doors to the offices with exterior windows.
3. Those with functional and access needs within the office could use assistance with evacuation.
4. Notification to elected officials should occur as needed.

**Duress Button Locations:** Reception Desk; Commissioners work area (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:** Custodian closet

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A2-4



*Preston County Facilities  
Emergency Action Plan - Appendix 2: Agency Specific Information*

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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: EXTENSION SERVICE OFFICE**

**Chain of Command (Succession)**

1. Director
2. Assistant Director
3. Executive Secretary

**Point of Contact:** Receptionist

**Number of Staff in Office:** 5

**Average Visitors:** 12

**Document Security Levels:** None

**Money Security Requirements:** Lockbox

**Special Instructions:**

1. Visitors to this office will need guidance to perform safety actions.
2. When sheltering-in-place, all persons should be moved to a common area.
3. Close all office doors along the exterior of the building.
4. Visitors with access needs will require assistance.

**Duress Button Locations:** None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:** Postage room

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A2-5



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**PRESTON COUNTY BUILDINGS  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: OEM /911**

**Chain of Command (Succession)**

1. OEM Director
2. Assistant OEM Director
3. PIO/Floodplain Coordinator
4. 911 Supervisor

**Point of Contact:** OEM Director (Duane Hamilton)

**Number of Staff in Office:** 9

**Average Visitors:** 12

**Document Security Levels:** Personal, Confidential and Law Enforcement Sensitive.

To properly maintain the security of these documents, all law enforcement sensitive materials must be locked within a cabinet and workstations will be logged off of. All other documents can be secured within a locked room.

**Money Security Requirements:** None

**Special Instructions:**

1. When evacuating the building, law enforcement sensitive documents must be secured.
2. Visitors within the office could require additional assistance during an evacuation.

**Duress Button Locations:** None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:**

1. Lunchroom
2. Main Hall
3. 911 Center

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A2-6



*Preston County Courthouse Annex Building  
Emergency Action Plan – Appendix 2\_Prosecuting Attorney*

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**PRESTON COUNTY COURTHOUSE ANNEX BUILDING  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: PROSECUTING ATTORNEY'S OFFICE**

**Chain of Command (Succession)**

1. Prosecuting Attorney
2. Assistant Prosecutor
3. Operations Director
4. Office Manager

**Point of Contact:** Prosecuting Attorney

**Number of Staff in Office:** 8

**Average Visitors:** 4

**Document Security Levels:** Personal, Confidential and Law Enforcement Sensitive.

To properly maintain the security of these documents, all law enforcement sensitive materials must be locked within a safe. All other documents can be secured within a locked room.

**Money Security Requirements:** None

**Special Instructions:**

1. Visitors within the office could require additional assistance during an evacuation.

**Duress Button Locations:**

1. None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:** Kitchenette

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A2-7



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**PRESTON COUNTY BUILDINGS  
EMERGENCY ACTION PLAN  
APPENDIX 2: AGENCY SPECIFIC INFORMATION**

**AGENCY: SHERIFF**

**Chain of Command (Succession)**

1. Shift Supervisor
2. Sheriff
3. Facilities Manager
4. County Commission

**Point of Contact:** Shift Captain

**Number of Staff in Office:** 5

**Average Visitors:** 25

**Document Security Levels:** Personal, Confidential and Law Enforcement Sensitive.

To properly maintain the security of these documents, which are primarily electronic, all law enforcement workstations will be logged off. All other documents can be secured within a locked room.

**Money Security Requirements:** Stored in a lockbox and deposited at end of business day

**Special Instructions:**

1. Visitors within the office could require additional assistance during an evacuation.

**Duress Button Locations:**

1. None (All phones will have duress button programmed by 6/1/2024)

**First Aid Kit Location:** Kitchen area and Administrative Assistant desk

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A2-8



*Preston County Facilities  
Emergency Action Plan - Appendix 3: Building Mapping*

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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 3: BUILDING MAPPING**

This appendix contains maps, complete with life safety equipment, shelter areas, and evacuation routes noted.

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A3-1



*Preston County Facilities  
Emergency Action Plan\_ Appendix 4: Court Security Policies and*

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**PRESTON COUNTY FACILITIES  
EMERGENCY ACTION PLAN  
APPENDIX 4: COURT SECURITY POLICIES AND PROCEDURES**

This appendix contains the following document:

Preston County Circuit Court Security Procedures, Kingwood, WV: State Government.

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A4-1



## Preston County Courthouse

### Bomb Threat/ Fire Plan

- Exit immediately.
- Do not take time to get personal belongings.
- The person who observes the fire or receives the bomb threat must pull the fire alarm.

All County and Supreme Court employees have designated areas to go to, as follows:

- **1<sup>st</sup> Floor**
  - **Probation Department** will go to the Prosecuting Attorney's Office.
    - Chief Probation Officer will ensure any member of the public in this office are evacuated.
  - **Maintenance Workers** will go to the porch at the Sheriff's Department.
  - **Security Officers** will go to the porch at the Sheriff's Department.
  - **Family Court** will go to the Prosecuting Attorney's Office.
    - Family Court Judge will ensure that any member of the public in the offices are evacuated.
- **2<sup>nd</sup> Floor**
  - **Magistrate Court** will go to the Extension Office
    - Magistrate Court Clerk will ensure that any member of the public in the offices are evacuated.
  - **Division 2 Circuit Court** will go to the Prosecuting Attorney's Office.
    - Division 2 Circuit Judge will ensure that any member of the public in the offices are evacuated.
- **3<sup>rd</sup> Floor**
  - **Circuit Clerk's Office** will go to the Extension Office
    - The Circuit Clerk will ensure that any member of the public in the offices are evacuated.
  - **Division 1 Circuit Court** will go to the Prosecuting Attorney's Office.
    - Division 1 Circuit Court Judge's Assistant will ensure that any member of the public in the offices are evacuated.

Division 1 Circuit Judge in conjunction with the Division 1 Circuit Court Bailiff will ensure that the building is evacuated before they leave the building.

**\*\* No one is to be lingering outside of the Courthouse. You must go to your designated areas immediately.**

## Preston County Courthouse

### Active Shooter Plan

- **1<sup>st</sup> Floor**
  - **Crystal Thomas, Kerry Patton, Martha Elliott**—will go to shelter inside of the Probation Department, the last person in must secure the door. The door to the shelter will be bullet proof.
    - Any member of the public in these offices at the time must go to the designated area.
  - **Family Court**—will go to the Fire Escape, the last person must secure the door going into the Fire Escape.
    - Any member of the public in these offices at the time must go to the designated area.
  - **Bill Cobasky, Jaunetta Likins, Todd Schell**—must remain in their offices, doors will be bullet proof, they will secure their door and take shelter under their desks.
    - Any member of the public in these offices at the time must go to the designated area.
    - Bill Cobasky will ensure that any member of the public in the lobby on the 1<sup>st</sup> floor is barricaded with him.
- **2<sup>nd</sup> Floor**
  - **Marsha Bolyard and Mark Clingerman**—must secure bullet proof door and take shelter in the restroom.
    - Any member of the public in these offices at the time must go to the designated area.
  - **Magistrates and Assistants**—must secure bullet proof door and take shelter in the old safe area.
    - Any member of the public in these offices at the time must go to the designated area.
  - **Division 2 Circuit Court**—must go to the fire escape and the last person will barricade the door.
    - Any member of the public in these offices at the time must go to the designated area.
    - 2<sup>nd</sup> Floor lobby Bailiff will ensure that any member of the public in the lobby on the 2<sup>nd</sup> floor is barricaded with Magistrate Court staff in the old safe area.
- **3<sup>rd</sup> Floor**
  - **Circuit Clerk's Office**—will go into the Evidence Room, last person will barricade the bullet proof door.
    - Any member of the public in these offices at the time must go to the designated area.

- **Division 1 Circuit Court**—staff to go to the fire escape and the last person will barricade the door. Judge Shaffer and Bailiff to remain in the office.
  - Any member of the public of the public in these offices at the time must go to the designated area.
- **Maintenance and Custodians**—wherever they are located at the time, go to the designated area.

**\*\*Never open a barricaded door to anyone who cannot provide you with a security password. Password is not to be provided to anyone including your spouse or family.**

## PRESTON COUNTY FACILITIES EMERGENCY ACTION PLAN APPENDIX 5: GLOSSARY

### DEFINITIONS

#### A

**Advisory** – Information concerning potential disaster-causing destructive forces giving details on locations, intensity, and precautions that should be taken.

**Agency** – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative** – A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**American Red Cross (ARC)** – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under a Congressional charter and is supported by the people. Internationally, it operates under the Treaty of Geneva.

**Applicant** – A state or local government-making request for Federal assistance under the Disaster Relief Act.

**Area Command (Unified Area Command)** – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to





priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area command becomes unified area command when incidents are multi-jurisdictional. Area command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment** – The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments** – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the incident action plan.

**Assistant** – Title for subordinates or principal command staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency** – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also “Supporting Agency.”

**Available Resources** – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

**Avoidance** – To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger or by other means.

## B

**Biological Agents** – The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

**Branch** – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the operations section, and between the section and units in the logistics section. Branches are identified by the use of Roman numerals or by functional area.

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A5-2



## C

**Categorical Grant** – A project-by-project grant for debris removal, repairs, reconstruction, etc., after a major disaster.

**Census Tract** - A nonpolitical geographical subdivision of no standard size, but within a city, town, country, or other political jurisdiction. It is used by the U.S. Bureau of the Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. In most instances, a tract corresponds to a Standard Location Area (SLA).

**Chain of Command** – A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In** – The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

**Chemical Agents** – The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

**Chief** – The ICS title for individuals responsible for management of functional sections: operations, planning, logistics, finance/administration, and intelligence (if established as a separate section).

**Civil Air Patrol** – Corporation created by Federal statute and established by law as a voluntary, civilian auxiliary of the United States Air Force. CAP has the major task of performing search and rescue missions.

**Code of Federal Regulations** – Title 44, refers to Emergency Management and Assistance and Homeland Security.

**Command** – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

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A5-3



**Command Staff** – In an incident management organization, the command staff consists of the incident commander and the special staff positions of command staff public information officer, safety officer, liaison officer, and other positions as required, who report directly to the incident commander. They may have an assistant or assistants, as needed.

**Common Operating Picture** – A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit** – An organizational unit in the logistics section responsible for providing communication services at an incident or an EOC. A communications unit may also be a facility (e.g., a trailer or mobile van) used to support an incident communications center.

**Comprehensive Emergency Management** – An all-inclusive approach in combining the four phases of management. *Mitigation*: those activities which eliminate or reduce the possibility of disaster. *Preparedness*: those activities which governments, organizations, and individuals develop to save lives and minimize damage. *Response*: to prevent the loss of lives and property and emergency assistance. *Recovery*: short and long-term activities, which return all systems to normal or improved standards.

**Congregate Care Facilities** – Public or private building in the host area that may be used to lodge and care for evacuees. Assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter.”

**Consequence Management** – Addressing the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the National Response Plan (NRP).

**Construction Practices** – Codes, standards, and specifications applicable to repairs, or to alterations or new construction of a facility or structure.



**Contamination, Radiological** – The deposit of radioactive material on the surfaces of structures, areas, objects, or personnel following a nuclear explosion.

**Contributions** – Federal Financial Assistance, also called Matching Funds. These funds are provided by the Federal Government to match those provided by the State or Local government. They are used for the purchase of supplies, equipment, emergency operating centers, and training, and for the payment of personnel salaries, administrative expenses, and reimbursement of student expenses while attending authorized courses.

**Cooperating Agency** – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate** – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Counterforce Targets** – Places which contain strategic offensive military forces. Such as, SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

**Credible Threat** – The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in developing terrorist incidents.

**Crisis Management** – “The law enforcement response to the causes of terrorist incidents, terrorists and their weapons.” It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In an incident, a crisis management response may include traditional law enforcement missions (i.e., intelligence, surveillance, negotiations, forensics, investigations relating to apprehending the terrorist, etc.) and technical support missions (i.e., agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the weapons.)

**D**

**Damage Assessment** – The appraisal or determination of the actual effects resulting from conventional or nuclear bombs or weapons.



**Damage Classification** – For the purpose of reporting damage assessments, damage to structures, or objects, (it) has been divided into three categories: **Severe Damage** – A degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction. **Moderate Damage** – A degree of damage to principal members that precludes effective use of the structure or objects for the intended purpose unless major repairs are made. **Light Damage** – A degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blowing down light interior partitions, and slight cracking of curtain walls. Damage, which does not prevent the use of equipment or installations for the purposes intended.

**Damage Estimation** – Forecasting the probable effects of enemy attacks upon the human and material resources located in a specified area.

**Decontamination, Radiological** – The reduction or removal of contaminating radioactive material from a structure, area, object, or person.

**Deputy** – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the incident commander, general staff, and branch directors.

**Disaster** – An occurrence threatening the health, safety, or property of a community or larger area. Types include manmade, natural, or war-related; such as nuclear attack, earthquakes, floods, drought, mine cave-ins, landslide, tornado, severe winter storm, wildfire, civil disorder, dam failure, hazardous materials incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), and urban fire, as well as many others.

**Disaster Assistance Center** – A local center following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

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A5-6



**Dispatch** – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division** – The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the operations chief. A division is located within the ICS organization between the branch and resources in the operations section.

**Dose** – A quantity (total or accumulated) of ionizing (or nuclear radiation experienced by a person or an animal).

**Dose Rate** – The amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

**Dosimeter** – An instrument for measuring and registering total accumulated exposure to ionizing radiations.

## E

**Electromagnetic Pulse (EMP)** – Energy radiated by nuclear detonation, which may affect or damage electronic components and equipment.

**Emergency** – Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Alert System (EAS)** – Consists of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency.

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A5-7



**Emergency Operations Center (EOC)** – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan (EOP)** – The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information** – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider** – Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as “Emergency Responder.”

**Evacuation** – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuee** – The individual who is moved to a less hazardous area. Also, may be called a relocatee.

**Event** – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Executive Order** – A rule or order having the force of law, issued by an executive authority of a government.

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A5-8



**Exposures** - Fires that are caused by the spread of or from another fire. These were identified by factors contributing to ignition code 71. This code is automatically applied when the exposure number is greater than zero.

## F

**Federal** – Of or pertaining to the federal government of the United States of America.

**Function** – Function refers to the five (5) major activities in ICS: command, operations, planning, logistics, and finance/administration. The term “function” is also used when describing the activity involved, e.g., the planning function. A sixth function – intelligence – may be established, if required, to meet incident management needs.

## G

**General Staff** – A group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief.

**Grant-in-Lieu** – In a major disaster, the scope of work may include improvements.

**Greenwich Mean Time** - The solar time at the Greenwich Meridian. Also called ZULU time or Coordinated Universal Time.

**Group** – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the operations section. See “Division.”

## H

**Hazards** – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Material** – Any substance or material of a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified as chemical,

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biological, radiological, or explosive. **Chemical** – Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers (asbestos). **Biological** – Microorganisms of associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like; imported unprocessed wool fibers. **Radiological** – Any radioactive substance emitting ionizing radiation at a level to produce a health hazard. **Explosive** – Material capable of releasing energy with blast effect in a split second upon activation. The released energy usually damages or destroys objects in close proximity to the blast.

**Host Area** – A specified area unlikely to experience direct weapons effects (blast of 2 psi or more, heat and initial nuclear radiation) from a nuclear attack and designate for reception and care of risk area evacuees.

I

**Incident** – An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP)** – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP)** – The field location at which the primary tactical-level, on-scene incident command functions are performed, the ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.



**Incident Command System (ICS)** – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT)** – The IC and appropriate command general staff personnel assigned to an incident.

**Incident Objectives** – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action** – The actions taken by those responders first to arrive at an incident site.

**Initial Response** – Resources initially committed to an incident.

**Intelligence Officer** – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g. classified information, law enforcement sensitive information, proprietary



information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

## J

**Joint Information Center (JIC)** – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS)** – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction** – A range of sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

## K

**Key Worker** – An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host county residents. To insure the continuance of the nation's production capabilities and preservation of the economic system.

## L

**Land Use Regulations** – Includes zoning for purpose compatible with prudent hazard mitigation practices and both preventive and corrective restrictions on construction, repairs or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use such as use of high flood hazard areas for parks, farms, and recreational areas. Corrective restrictions tend to address existing problems and include



flood proofing, property acquisition, insurance, and removal of non-conforming uses.

**Liaison** – A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer** – A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government** – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Local Warning Point** – A facility in a city, town, or community, which receives warnings and activates the public warning system in its area of responsibility.

**Logistics** – Providing resources and other services to support incident management.

**Logistics Section** – The section responsible for providing facilities, services, and material support for the incident.

## M

**Major Disaster** – As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.



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**Management by Objective** – A management approach that involves a four (4)-step process for achieving the incident goal. The “management by objective” approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation** – The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization** – The process and procedures used by all organizations (federal, state, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-Agency Coordination Entity** – A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-Agency Coordination System** – Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.



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**Multi-Jurisdictional Incident** – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under unified command.

**Mutual Aid Agreements** – Written agreements between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

## N

**National** – Of a nationwide character, including the federal, state, local, and tribal aspects of governance and polity.

**National Disaster Medical System** – A cooperative, asset-sharing partnership between the US Department of Health and Human Services, the US Department of Veterans Affairs, the US Department of Homeland Security, and the US Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Plan.

**National Incident Management System (NIMS)** – A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies that as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan (NRP)** – A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one (1) all-discipline, all-hazards plan.



**National Warning Center** – The facility staffed by Attack Warning Officers situated within the combat operations center at NOAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

**National Warning System (NAWAS)** – The Federal portion of the civil Defense Warning System, used for the dissemination of Warning and other emergency information from the warning Centers or Regions to Warning Points in each State.

**Nongovernmental Organization** – An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

**Nuclear Radiation** – Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiation, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

**Nuclear Weapon** – A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

O

**On-Site Assistance** – A community readiness survey process, involving Federal, State, and local personnel, to determine the current operational readiness of a particular local jurisdiction, to identify deficiencies, and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

**Operation** – The process of applying resources to events to achieve specific objectives.

**Operational Period** – The time scheduled for executing a given set of operation actions, as specified in the incident action plan. Operational periods can be of various lengths, although usually not over 24 hours.



**Operations Section** – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

P

**Peacetime Disaster** – Peacetime disaster includes the natural disasters as well as the explosions, nuclear accidents, aircraft crashes in populated areas, etc.

**Personnel Accountability** – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting** – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the incident action plan.

**Planning Section** – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the incident action plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness** – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations** – The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident





management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Presidential Declared Emergency** – To avert or lessen the threat of major disaster.

**Presidential Declared Major Disaster** – Triggers the disaster relief act for state and local assistance.

**Prevention** – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such counter measures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector** – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and information structures, commerce and industry, and private voluntary organizations.

**Processes** – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer** – A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. A county-level public information officer may also be named to function from an activated EOC that supersedes the command staff public information officer.

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**Publications Management** – The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Q**

**Qualification and Certification** – This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**R**

**Radiation Exposure Record** – The card issued to individuals for recording their personal radiation exposure doses.

**Radio Amateur Civil Emergency Service (RACES)** – An emergency service designed to make efficient use of the reservoir of skilled radio amateurs throughout the Nation in accordance with approved civil defense communications plans. Many of the states and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency or emergency condition.

**Radiological Monitor (RM)** – An individual trained to measure, record, and report radiation dose and dose rates. Provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and perform operator's maintenance of radiological instruments.

**Radiological Protection Program (RPP)** – The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

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**Reception Area** – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of incident action plans, supplies, and equipment, feeding, and bed down.

**Recovery** – The development, coordination, and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan** – A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

**Resources** – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management** – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

**Resources Unit** – Functional units within the planning section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response** – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic

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human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities including applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

## S

**Safety Officer** – A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section** – The organizational level having responsibility for a major functional area of incident management, e.g., operations, planning, logistics, finance/administration, and intelligence (if established). The section is organizationally situated between the branch and the incident commander.

**Shelter Facility** – A building or subsurface enclosure, other than a single family dwelling, which contains fallout shelter meeting fallout shelter criteria.

**Span of Control** – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area** – Location established where resources can be placed while awaiting a tactical assignment. The operations section manages staging areas.

**State** – When capitalized, refers to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the

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United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Statement** – Information on developing severe weather, which has occurred or is in existence, which is disseminated to clarify rumors.

**Strategic** – Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions; policy development; and the application of measures of performance or effectiveness.

**Strike Team** – A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy** – The general direction selected to accomplish incident objectives set by the incident commander.

**Supporting Technologies** – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

## T

**Task Force** – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a task force must have common communications and a designated leader.

**Technical Assistance** – Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism** – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical



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infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government of affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat** – An indication of possible violence, harm, or danger.

**Tools** – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Traffic Control Points** – Places along evacuation routes that are manned by law enforcement personnel. To direct and control movement to and from the area that is being evacuated.

**Tribal** – Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 USCA and 1601 et.seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type** – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams; experience and qualifications.

## U

**Unified Area Command** – A unified area command is established when incidents under an area command are multi-jurisdictional. See "Area Command."

**Unified Command** – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior



person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single incident action plan.

**Unit** – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command** – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

## V

**Volunteer** – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 USC 742f(c) and 29 CFR 553.101.

## W

**Warning** - The alerting of civil defense forces and the public to the threat of extraordinary danger and the related effects of both the enemy caused and natural disorders.

**Warning Point** - A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with State and local plans.

**Watch** – An announcement indicating that conditions are such that a specific type of destructive force may develop.

**Weapon of Mass Destruction** – Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.



## Y

**Yield** – The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation, and shock (and blast) energy. The actual distribution being dependent upon the medium in the explosion occurs (primarily) and also upon the type of weapon and the time after detonation.

## Z

**Zulu (Z) Time** – Greenwich Mean Time



**ACRONYMS**

<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liabilities Act
<b>CFS</b>	Calls For Service
<b>EHS</b>	Extremely Hazardous Substances
<b>EOC</b>	Emergency Operations Center
<b>ESF</b>	Emergency Support Function
<b>EPA</b>	Environmental Protection Agency
<b>EPZ</b>	Emergency Preparedness Zone
<b>FOUO</b>	For Official Use Only
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>MMI</b>	Modified Mercalli Intensity
<b>NCDC</b>	National Climatic Data Center
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmosphere Administration
<b>NRC</b>	Nuclear regulatory Commission
<b>NSTAC</b>	National Security Telecommunications Advisory Committee
<b>NWS</b>	National Weather Service
<b>PPD</b>	Presidential Decision Directive
<b>PC</b>	Preston County
<b>TRI</b>	Toxic Release Inventory(ies)
<b>USC</b>	United States Code
<b>USDHS</b>	United States Department of Homeland Security
<b>USFA</b>	United States Fire Administration
<b>USGS</b>	United States Geological Survey



**D. Motion to Rescind OEM Budget Revision**

Commissioner Stone moved to rescind the budget revision that was approved for OEM/E911 October 22, 2024, in the amount of \$2,662.00, that increased 001-382-005 and moved that funding into 001-717-217-05. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

**New Business – Consideration and/or action**

**County Administrator’s Report – Consideration and/or action**

Commissioner Smith recognized Nate Raybeck with the Administrator’s Report.

**A. Courthouse Reconfiguration Update**

As of this morning, they are 70% through the punch list. The painters are touching up and should be done by tomorrow. All the doors except for the bullet proof doors are on the premises and are being installed now. The bullet proof doors are expected on the 5<sup>th</sup>. The bullet proof glass should arrive today by noon for the magistrate’s window. By the end of the week 90% of everything should be done and then a walk-through will be scheduled.

**B. Budget Revisions - None**

C. Miscellaneous Correspondence

Commissioner Thomas moved to approve the Proclamation for the Local Economic Development Grant (LEDG) Program Resolution of Participation and Cooperation and authorize the President of the Preston County Commission to sign. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

PRESTON COUNTY COMMISSION  
106 W. MAIN ST., SUITE 202  
KINGWOOD, WV 26537

LOCAL ECONOMIC DEVELOPMENT GRANT (LEDG) PROGRAM

RESOLUTION OF PARTICIPATION AND COOPERATION

**WHEREAS**, the governing body of Preston County, the Preston County Commission, is interested in the well-being of its citizenry and the community at-large; and,

**WHEREAS**, the Preston County Commission is prepared to support appropriate efforts within the county to become totally prepared to promote economic development and community growth; and,

**WHEREAS**, the West Virginia Department of Economic Development, through the efforts of the Legislature of the State of West Virginia, is again making funding available to be matched with local funding through the Local Economic Development Grant (LEDG) program; and,

**WHEREAS**, the leadership of this county fully realizes that economic development programs require continued dedicated effort;

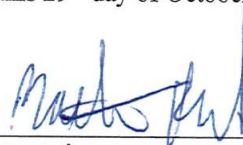
**THEREFORE, BE IT RESOLVED**, by the County Commission of Preston County, that our county wishes to again apply for funding through the LEDG program for FY 2024-2025 for support of our local economic development efforts; and,

**BE IT FURTHER RESOLVED**, because the program requires the existence or formation of a Local Economic Development Organization, this governing body designates the Preston County Economic Development Authority as representing our county for the purpose of participating in this program.

This resolution is in full effect upon its adoption this 29<sup>th</sup> day of October 2024.



Signature  
Don Smith, President of the Commission



Attestation  
Nathan Raybeck, County Administrator

Commissioner Stone moved to approve a Letter of Support for Preston County Parks and Recreation Commissions WV Northern Rail-Trail Project and authorize the President to sign. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

deanna

PRESTON COUNTY COMMISSION



Don Smith, President  
Hunter Thomas, Commissioner  
Samantha Stone, Commissioner

October 29, 2024

RE: Preston County Parks & Recreation Commission's WV Northern Rail-Trail Project Request

We support Preston County Parks & Recreation Commission's (PCPaRC) continued efforts to develop the West Virginia Northern Rail-Trail (WVNRT) and its trailhead parks. Creating and integrating public outdoor recreational spaces along the 10-mile long rail-trail for community gathering, play, and fitness ensures equitable access to active, healthy lifestyles regardless of age and socioeconomic status. Further, these recreational amenities and spaces will enhance the county's outdoor recreation tourism opportunities, link the trail to towns, and promote recreation-based economic development.

Since the construction of the Kingwood Section of the WVNRT in 2020, followed by trailhead park work on both the northern and southern ends and the construction of the Linear Park along the Tunnelton Section, both the trail and trailhead parks are experiencing an exciting surge of use. With Preston County's high rates of obesity and physical inactivity, it is now more important than ever to keep this positive momentum going and invest in the county's recreational infrastructure.

PCPaRC's proposal for continued development of the WVNRT and trailhead parks is much needed for Preston County where recreational infrastructure is sparse. Thank you for your consideration of this request. Your financial investment will have a huge impact on the rural communities of Preston County.

Sincerely,

A handwritten signature in black ink, appearing to be "Don Smith", written over a horizontal line.

Don Smith  
President

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537  
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652  
[www.prestoncountywv.gov](http://www.prestoncountywv.gov)

The next meeting of the Preston County Commission will be held Wednesday, November 6, 2024, at 9:30 a.m.

**Personnel Matters – Consideration and/or action**

A. Executive Session

**Legal Matters - Consideration and/or action**

A. Executive Session

**Information**

**Commissioner’s Comments**

**Commissioner Stone –**

- Attended the EMS Advisory Board meeting. She said the meeting went well and the attitudes were wonderful. They are working on listing the pros and cons with EMS as it is currently, as a hybrid system and what it would look like as a county run operation. The next meeting is scheduled for November 20, 2024.
- Thanked everyone that made the journey to bring back the remains of Lt. Jay R. Manown Jr.
- Encouraged everyone to get out and vote.
- Tonight is the Mon Conservation District annual dinner in Reedsville.

**Commissioner Thomas –**

- Reminded the commissioners of the need to figure out an evidence room for the Circuit Clerk’s Office ASAP. There was discussion of walls to the ceiling vs a cage and costs. They will look at prices on cages.

**Commissioner Smith -**

- Operation green light the week of Veterans Day, November 4-11, 2024, to honor all veterans.

At 10:30 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

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*Commissioner*

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*Commissioner*

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*Commissioner*

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*10/29/2024*



