



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA**

**October 2, 2023**

**6:00 pm Convene Regular Meeting (County Auditorium)**

Invocation and Pledge of Allegiance  
Approve Agenda as Published

**Item 1 Public Hearing**

a. Naming of Private Roads **1-3**

**Item 2 Action Items**

a. Recommendation for Disposition of Real Property **4**

**Item 3 Consent Agenda** **5-6**

**(As Board of Commissioners)**

a. Approve the minutes of the September 11, 2023 meeting **7-14**

b. Adopt the Amended Hazard Mitigation Plan as submitted by Emergency Services **15-101**

c. Approve a request to discard items weeded from the collections of the Sampson-Clinton Public Library System **102-117**

d. Authorize the acceptance of grant funds from the Grassroots Arts Program for the Sampson-Clinton Public Library System **118-124**

e. Adopt the Revised Sampson County Safety Manual as submitted by Human Resources **125-160**

f. Authorize execution of an Agreement for Airport Safety/Maintenance Projects between Sampson County and the City of Clinton and the North Carolina Department of Transportation (Division of Aviation) **161-166**

g. Adopt a Resolution Approving the Local Water Supply Plan for Sampson County Water District I - Clinton and authorize submission to the Department of Environmental Quality, Division of Water Resources **167**

h. Adopt a Resolution Approving the Local Water Supply Plan for Sampson County Water District II – Dunn and authorize submission to the Department of Environmental Quality, Division of Water Resources	<b>168</b>
i. Adopt the Revised Sampson County Department of Social Services Internal Grievance Procedure	<b>169-172</b>
j. Approve the First Amendment to the Contract for EMS Medical Director Services	<b>173-174</b>
k. Approve late disabled veterans tax exclusion requests for Fred C. Warren II and David W. Tyndall	<b>175-180</b>
l. Approve tax refunds and releases as submitted	<b>181-190</b>
m. Approve budget amendments as submitted	<b>191-195</b>
<b>(As Board of Health)</b>	<b>196</b>
n. Approve SCHD Fee/CPT Code Update	<b>197</b>
o. Authorize the Annual Update of the SCHD HIPAA Policy and Procedures Manual	<b>198-199</b>
<b>Item 4 Board Information</b>	<b>200</b>
a. May 15, 2023 SCHD Health Advisory Committee Minutes	<b>202-205</b>
b. July 24, 2023 SCHD Health Advisory Committee Special Called Meeting Minutes	<b>206-207</b>
c. 2022 Child Fatality Report	<b>208-209</b>
<b>Item 5 County Manager’s Report</b>	
<b>Item 6 Public Comment Period</b>	
<b>Adjournment</b>	

**SAMPSON COUNTY**  
**BOARD OF COMMISSIONERS**

<u>ITEM ABSTRACT</u>	<u>ITEM NO.</u>	<u>1(a)</u>
Meeting Date: October 2, 2023	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue

**SUBJECT:** Public Hearing – Naming of Private Roads

**DEPARTMENT:** Emergency Services/ Administration

**PUBLIC HEARING:** Yes

**CONTACT PERSON(S):** Stephanie Shannon, Clerk to the Board  
Jessie Matthews, 911 Addressing Coordinator

**PURPOSE:** To consider public input on the naming of certain private roads

**ATTACHMENTS:** Memo/Ad

**BACKGROUND:**

We have duly advertised a public hearing to receive comments on the recommendations of the Road Naming Committee with regard to the names of certain private roads. The Road Naming Committee recommends the following:

PVT 1005-3361	Phil Jack Rd
PVT 1005-3361-284	Lyndall Ln

**RECOMMENDED ACTION OR MOTION:**

Name the private roads as recommended.

# NORTH CAROLINA'S SAMPSON COUNTY

## MEMORANDUM:

TO: Ms. Stephanie Shannon, Clerk to the Board

FROM: Jessie Matthews, GIS Coordinator  
Emily Burnette, GIS Technician

DATE: September 8, 2023

SUBJECT: Private Road Name/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private roads. The Committee's recommendation has been listed below:

PVT 1005-3361

PVT 1005-3361-284

Phil Jack Rd

Harvest Hills Ln

This is being forwarded for your review and if you concur, please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.



**NOTICE OF PUBLIC HEARING  
NAMING OF PRIVATE ROADS**

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. (or as soon as possible thereafter) on Monday, October 2, 2023, in the County Auditorium, Sampson County Complex Building A, 437 Rowan Road, Clinton, NC to consider public input on the naming of the following private roads:

<u>PVT ROAD CODE</u>	<u>PROPOSED NAME</u>
PVT 1005-3361	Phil Jack Rd
PVT 1005-3361-284	Harvest Hills Ln

Only those roads listed will be considered at this time.

The Board will also accept written comments until 5:00 p.m. on Monday, October 2, 2023, via email at [sshannon@sampsonnc.com](mailto:sshannon@sampsonnc.com) or via US Mail to Clerk to the Board, 406 County Complex Road, Building C, Clinton, NC 28328. Written comments submitted by members of the public will be read aloud by the Clerk and provided as part of the meeting minutes.

Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328 (tel: 910/592-6308)

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 2(a)

Meeting Date: October 2, 2023

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/ Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** Recommendation for Disposition of Real Property

**DEPARTMENT:** Administration

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Ed Causey, County Manager  
Joel Starling, County Attorney

**PURPOSE:** To receive input on the disposition of the old Emergency Services Building

**ATTACHMENTS:** None

**BACKGROUND:**

At the time of agenda preparation options are still being discussed regarding the disposition of real property located at 107 Underwood Street. Additional information will be provided at the meeting.

**RECOMMENDED ACTION OR MOTION:**



**(As Board of Health)**

- m. Approve SCHD Fee/CPT Code Update
- n. Authorize the Annual Update of the SCHD HIPAA Policy and Procedures Manual

**RECOMMENDED ACTION OR MOTION:**

Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, September 11, 2023, in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Jerol Kivett, Vice Chairperson Sue Lee, and Commissioners Thaddeus Godwin, Lethia Lee, and Allen McLamb.

Chairman Jerol Kivett called the meeting to order and turned the meeting over to Commissioner Thaddeus Godwin. Commissioner Godwin offered remarks on the anniversary of September 11, 2001, and provided the invocation. He then led the Pledge of Allegiance.

### **Approval of Agenda**

Upon a motion by Commissioner Godwin and seconded by Vice Chairperson Sue Lee, the Board voted unanimously to approve the agenda with the following changes:

- Added Item 2B – Proclamation Honoring Eunice Newkirk DeVane on her 100<sup>th</sup> Birthday
- Added one item to the Consent Agenda – Memorandum of Understanding between Sampson County Health Department and Sampson County Child Advocacy Center

### **Item 1: Reports and Presentations**

Chairman Kivett called upon Human Resources Director Nancy Dillman who provided an update on the status of the ongoing Market Study. Ms. Dillman informed the Board that the Market Study is closer to completion than it has been, and that final data is anticipated to be available for analysis within a few weeks. She also reiterated that work on the Market Study has been going on in conjunction with Human Resources staff's day-to-day operations, the ongoing lawsuit, and numerous reclassifications within various departments. Chairman Kivett and the Board members all commended Ms. Dillman and her staff on their hard work and dedication to everyday operations as well as the additional work that the Market Study and lawsuit has necessitated.

### **Item 2: Action Items**

Review of Options for Disposition of Real Property Located at 107 Underwood Street  
Chairman Kivett called upon County Manager Ed Causey and County Attorney Joel Starling who presented several options regarding the disposition of real property located at 107 Underwood Street. Mr. Causey stressed the fact that there was no desire to relocate or remove the Veterans Memorial located on this property. Following a short discussion, the Board agreed to look further into its options regarding the property and discuss them at a later date.

Proclamation Honoring Eunice Newkirk DeVane on her 100<sup>th</sup> Birthday  
Chairman Kivett called upon Commissioner Lethia Lee who presented a proclamation honoring Ms. Eunice

Newkirk DeVane in celebration of her 100<sup>th</sup> birthday. Upon a motion by Commissioner Godwin and seconded by Vice Chairperson Sue Lee, the Board voted unanimously to adopt the proclamation honoring Eunice Newkirk DeVane on her 100<sup>th</sup> Birthday. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

**Item3: Board Appointments**

CVB Board - Chairman Upon a motion by Vice Chairperson Sue Lee and seconded by Chairman Kivett, the Board voted unanimously to re-appoint Joel Rose to serve as the Chair of the CVB Board of Directors

Mid-Carolina Aging Advisory Council Upon a motion by Vice Chairperson Sue Lee and seconded by Commissioner Godwin, the Board voted unanimously to appoint Mayor Alice Butler to the Mid-Carolina Aging Advisory Council

Voluntary Ag Districts Board Upon a motion by Vice Chairperson Sue Lee and seconded by Commissioner Godwin, the Board voted unanimously to appoint Wendy Dorman to represent District 5 of the Voluntary Ag Districts Board

**Item 4: Consent Agenda**

Upon a motion made by Vice Chairperson Sue Lee and seconded by Commissioner McLamb, the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the August 7, 2023 meeting (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- b. Authorized the County Manager to execute a lease between Sampson County and Norwood and Judy Blanchard for the Harrells Solid Waste Container Site (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- c. Authorized the County Manager to execute a lease between Sampson County and Myron B. and Connie W. Bass for the Mt. Gilead Solid Waste Container Site (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- d. Authorized execution of the contract for the facilitation of Child and Family Team Meetings (CFTM) for FY 23-24 between Sampson County (DSS) and ADR Consultants, Inc. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- e. Authorized execution of a contract for Child Support Civil Officer Services for FY 23-24 between Sampson County (DSS) and Sampson County Sheriff Jimmy Thornton (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- f. Authorized execution of a contract for Juvenile Court Officer/Investigator Services for FY 23-24 between Sampson County (DSS) and Sampson County Sheriff Jimmy Thornton (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

- g. Authorized execution of a contract for School Health Nursing Services for FY 23-24 between Sampson County (Health Department) and Sampson County Schools (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- h. Approved the proposed updated Voluntary Agricultural District enrollment, amendment, and withdrawal form and enrollment fee (Cooperative Extension)
- i. Authorized execution of the updated Mid-Carolina Local Workforce Development Area Chief Elected Official Board (CEOB) Agreement
- j. Adopted a Proclamation Honoring the Sampson County Arts Council on its 50th Anniversary (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- k. Adopted a resolution declaring vehicles and other items as surplus, directing staff to dispose of them at auction, and designating Friday, October 27, 2023, as the date of the surplus property auction. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- l. Approved a late present use value application for Leonel Perez
- m. Approved late disabled veterans tax exclusion requests for Larry E. Bailey, Mark W. Bergstresser, Kenneth R. Best, and Jeremy Ray Hook
- n. Approved tax refunds and releases as submitted

#10258	Cheri Fawn Vann	\$129.90
#10251	Eric Ray Gainey	\$106.68
#10252	Peter Hodgson Bryant	\$208.62
#10250	Melvin Gibson Jr.	\$258.64
#10249	Victoria June Tomlinson	\$174.04
#10221	Paul Michael Lombardi, Jr.	\$100.04
#10229	Harry Bernard Spates	\$265.31
#10237	Tyler Nicholas McPherson	\$442.35
#10238	Manuel Cornejo Anselmo	\$118.29
#10241	Leslie Ann Byrd	\$111.72
#10242	Martina McNeil Copeland	\$234.71
#10243	Jane Wilson Spell	\$149.94
#10245	Brittney Nicole McAbee	\$316.31
#10253	Mark Todd Parks	\$299.93
Tax Release	Lynn Brown, Jr.	\$253.19
Tax Release	Sharon Hughes	\$414.88
Tax Release	Benjamin Copeland, Jr.	\$299.94
Tax Release	Eddie Williamson	\$423.72
Tax Release	Willie Jones	\$392.87
Tax Release	Carroll Spencer	\$205.53
Tax Release	Lowell Schiebe	\$1,371.26

- o. Approved budget amendments as submitted

<b><u>EXPENDITURE</u></b>		Sheriff		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	555001	Capital Outlay Other Grant	\$9,250.	
11243100	526230	Equipment Grant	\$178.	
11243100	526202	Department Supplies Grant	\$25,281.	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11039999	409900	Fund Balance Appropriated	\$34,709.	

<b><u>EXPENDITURE</u></b>		Social Services		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13554810	568416	Water Assistance Program	\$18,932.	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535480	403316	Grant Water Assistance	\$18,932.	

<b><u>EXPENDITURE</u></b>		Sampson County Schools Capital Outlay		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659110	555030	Capital Outlay Category 1	\$64,505.	
11659110	555031	Capital Outlay Category 2	\$30,422.	
11659110	550000	Unallocated Capital Outlay		\$94,927.
11659140	555030	Capital Outlay Category 1	\$285,764.	
11659140	555031	Capital Outlay Category 2	\$1,503,805.	
11659140	555032	Capital Outlay Category 3	\$355,368.	
11659140	550000	Unallocated Capital Outlay		\$1,121,454.
19959140	582096	Transfer to General Fund for Capital	\$1,023,483.	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
19932320	409900	Fund Balance Appropriated	\$1,023,483.	
11035914	409612	Transfer to School Capital Reserve	\$1,023,483.	

<b><u>EXPENDITURE</u></b>		Aging		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
2558790	526200	Info/Case Asst Department Supplies	\$1,333.	
2558790	544000	Info/Case Asst Contracted Services	\$2,000.	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
2035879	403602	Info/Case Asst Health Promotion	\$3,333.	

**Item 4: County Manager's Report**

Chairman Kivett called upon County Manager Ed Causey who reminded the Board that Thursday, September 14<sup>th</sup> will be Economic Developer Stephen Barrington's last day with the County and that Ray Jordan will step in as Interim Director.



## **Item 5: Public Comment Period**

Following a brief overview of Public Comment Policies and Procedures by Clerk to the Board Stephanie Shannon, Chairman Kivett reviewed standards of conduct and decorum and then opened the floor for public comments. The following were received:

Robert Graczyk, 2556 Greens Bridge Road, Garland, NC – “Good evening and peace be with you on 9/11. Twenty-two years ago, I led a team of customs inspectors at this time, looking for those terrorists that drew blood of Americans on our soil. We looked and we sought these individuals out. Several months later I was assigned to go overseas to go and inspect cargo coming into the United States so it wouldn’t explode on American soil. I was assigned to, I was asked to go to France, and I said, ‘Send me.’ I was assigned to the port of LeHavre, France in Normandy. On D-Day plus 59 years at 4 a.m. in the morning, I saw the sunrise at the first division memorial in the American cemetery. It seemed the blood had risen from the beaches to the sky for all the soldiers that we lost and at that American cemetery you can see monuments of all our soldiers that we lost as far as you can see, white granite monuments. Everywhere you went in France there would be a little city and in that city would be a monument to those Americans, those British, and those Canadian soldiers that lost their lives in that city. Even though they’re not buried there, it’s a monument to them. Now here we are in Clinton, North Carolina and we have an armory that is no longer viable as a building that floods, and we have a small little portion that is a memorial, a veterans park, a County park. Well, let’s get that building torn down and put that entire place to our veterans. Make it a County park, a County memorial park. In a few years our kids won’t know what a helicopter from Vietnam looks like, or an armored personnel carrier, or a tank. They’ll be thinking that all it is is a little drone that takes explosives and blows up our enemy. Let’s give something to our veterans. Give a place for them to go to and mourn and celebrate Veteran’s Day. And keep that shelter there for them that’s behind the EMS building so that they can have a place to celebrate and to get together as a brotherhood should. They’re brothers in war, they’re brothers, they left Clinton, North Carolina to go to war and defend us and freedom is not free. Freedom costs blood, tears, and sweat. Thank you for your time.”

Elaine Hunt, 7171 Old Warsaw Road, Turkey, NC – “Honorable Board, I would like those who have come with me this evening to please stand in support of what I’m about to say. I have been coming before you since May 2022. My request remains the same. The song is still the same. We residents further down from the Timberlake Subdivision but located on the same road, Old Warsaw Road, we’re requesting County water. Our water is not getting better, and this brown rusted water is detrimental to our physical health. I know what you said about the number of people who will be required on the petition. I know what you said about the cost. But please here what I am saying: We too deserve to have good clean water. It’s the right thing to do. It was stated that this section of Old Warsaw Road would not qualify for a water extension using your current scoring system. My response to that is: Change and amend your scoring system. Your system, in my mind, is not feasible for all the areas in Sampson County and I see the County, you all are doing a marvelous job at what you do, and I do believe that you can do anything that you set your mind to do. I have been told that there are grants available by reliable sources. I’m told that you all are more accessible to these grants and the grant information than I. I know that no County tax revenue is used to expand the water supply, but please take time to research these grants. Please take time to help us down Old

Warsaw Road. Please consider and do something about this concern. I read a person can survive a month without food, but a person will not survive three days without water. Water is essential to life and once again I say to you, we are not looking a handout, but we are looking a helping hand. And in conclusion, I have brought copies for you all to see the rusty water in my washer because I can't wash white clothes, but I got here too late to pass it out. And also, you can see this bottle. The water that was in here came from my faucet. You see the rust? Brown water. Please help the people down on Old Warsaw Road. And I thank you for your time, your consideration, and your approval of this request. Thank you."

David Brown, 3030 Fleet Cooper Road, Roseboro, NC – "Good evening, ladies and gentlemen. I'm here to talk to you tonight about what I believe is a problem with the construction debris compactor of the Snow Hill Convenience Site. This compactor has been broken for at least three months, I'm 100% sure of that, but I believe it's more like a five or six month period that it's been broken. I've asked repeatedly of the site employees over this time span what's wrong and they don't know what's wrong with it or when it is going to be fixed. The last time I was on the site was 5 September 2023 and the employee there working told me to ask the site manager, that he should know. Called the site manager on Wednesday, 6 September 2023 at 10:21 and got no answer. There's no voicemail on the number that I called, so I couldn't leave a message to be able to be called back. Called again on Friday, 8 September 2023 at 14:46 and a woman, who I'm assuming was the office manager or the secretary answered and said I would have to contact GFL in Hope Mills as they have control over the Snow Hill Convenience Site. So, I called that office on Friday, 8 September 2023 at 15:05 and spoke to a woman named Donna. After explaining why I was calling, she said I would have to speak to Samantha as she was a supervisor for that site. I left a message at 15:10 and she did return my phone call at 15:18. She said they had another six to eight weeks to wait on parts before the compactor could be repaired. We discussed why it would take so long to get parts and she said that it was due in part to the age of the compactor and because of that age it made it hard to get parts, but it would be fixed as soon as they came in because they wanted the compactor repaired too. I said that they should tell the employees working on that site so that they could tell us, the Sampson County residents, and consumers of that spot, so that we wouldn't be so upset. You load a truck up full of debris to take up there and then you can't get it out and then you do that three or four times, you have a tendency to be upset. Most people are relatively calm, but we do have people that I feel might jeopardize that employee's safe being. Eight weeks would make a delivery date of 3 November 2023 for the parts. I would assume that because of the length of this time frame that compactor would be repaired during the week of 6-10 November, and my goal right now is on 13 November to call them and find out if it has been fixed. Problems here is that we should be able to tell employees or the customers what the problem is and what's going on so that we understand your concern about our complaint and also because it's my understanding that Sampson County pays for the tipping fee on that dumpster that our tax dollars are being well spent. Thank you."

William Deaver, 4868 Bonnettsville Road, Clinton, NC – "I am currently the president of the Sampson County Veterans Council, elected president for this year and I just want to change things up a little bit. We've been talking about Veterans Park and I'm going to start off by saying that the veterans of Sampson County thank you guys for your consideration of what you're planning to do for the veterans of Veterans Park. You know, we know as veterans that you all are going to do your very best for the veterans of the County and I just wanted to

reiterate that and tell you that we thank you so much for what you guys are doing. Another thing is that park has, and I don't think anyone has stated since we've been here, we have a Medal of Honor recipient in Sampson County. One, and that Veterans Park has that Medal of Honor recipient sitting there with those big blue stars and things of that nature. The Medal of Honor is the highest honor. It is the highest ultimate sacrifice that you can give in a time of war. So, thank you guys so much, and to end up here, you are all cordially invited to our Veterans Day program on November 11. We would love to see you all there. Thank you so much."

Frederick Hayes, 166 New Pine Lane, Clinton, NC - "First I want to thank the Board for giving me this opportunity. I want to thank my fellow veterans for their service. As some of you know my name is Frederick Hayes. I'm the jail administrator for Sampson County. I feel like we're in code red when it comes to detention staffing. You know some of the things that I wanted to point out is that within these next four weeks, I heard Ms. Dillman talk about staff coming and staff going. I wanted to address that. I've got four employees that I'm losing. In fact, I've already lost one to Johnston County. I'm losing one to Duplin County, already got the resignation letter. Losing one to the Red Springs Police Department. Losing one to the North Carolina Department of Corrections. That's putting me at sixteen vacancies. Not only is it putting me at sixteen vacancies, I have one out on maternity leave, I have one out on family medical leave, the doctor took one out on Friday, and then I have another one that had to go to the ER today because of high blood pressure. So, I'm having to juggle 46 staff members and I'm having to juggle with 23 being out. That's 50% of my staff. And then when I asked some of my staff why they are leaving, it is got to do with salary. It doesn't have to do with poor management or jail management. The reason I say that is because I am your reigning North Carolina Detention Jail Administrator of the Year. If I was that bad of an administrator, I wouldn't have been appointed that so I can't say that it's my management. So, I'm coming to you as the Board of Commissioners, I understand that we're waiting on this pay study, the Sheriff did not ask me to do this, I do this because it's my heart. My heart is for the people of Sampson County. My heart is for my employees. I had three staff members that got assaulted today. Now, had them three staff members had to go out, that would put me at 26 staff members. So, I'm just saying, I've come to the Board to plead, yeah, we've got this pay study in progress, but something needs to be done. We're in code red. It's urgent. I'm looking at, you know, I just had my semi-inspection back on July 19 of this year. That's my semi-inspection. I do two a year. The only thing I got gigged on was being overstaffed with females. Last jail inspection I didn't get gigged on anything. So that's why I said if I was such a bad jail administrator, we wouldn't have such a good jail inspection. I can't help when we're overcrowded. So, I'm pleading to the Board once again. Please do something as it comes to employees' salaries. Thank you for your time."

**Recess to Reconvene**

Upon a motion made by Chairman Kivett and seconded by Commissioner Godwin, the Board voted unanimously to Recess to Reconvene on Monday, September 25, 2023 at 6:00 p.m. at Sampson Regional Medical Center for the Hospital Board of Trustees Annual Meeting.

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R. Jerol Kivett, Chairman

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Stephanie P. Shannon, Clerk to the Board

**MEMORANDUM:**

**TO:** Stephanie Shannon, Clerk to the Board  
**FROM:** Jared Rouse, Emergency Management Coordinator  
**DATE:** September 15, 2023  
**SUBJECT:** **Hazard Mitigation Plan Amendment Adoption**

The North Carolina Division of Energy, Mineral, and Land Resources has classified the Boykin Lakes Dam as a High Hazard Potential Dam (HHPD). Due to this classification, any repairs or modifications must meet certain Federal requirements. The dam is in need of repair and the Boykin Lakes Homeowner's Association (HOA) has gone to great lengths to obtain non-profit status in order to be eligible for funding through Federal Emergency Management (FEMA) grant programs.

Based on guidance from FEMA and in consultation with North Carolina State Emergency Management (NCEM) an amendment to our Hazard Mitigation Plan (HMP) is required. This proposed amendment allows the Boykin Lakes HOA to be eligible for the FEMA grant funds as an applicant and as signatory for any ongoing maintenance agreement.

The adoption of this amendment in no way binds the county to provide funding or be a signatory for any grant award. Adoption merely specifies what hazard mitigation activities can take place at HHPD sites by their respective owners.

I respectfully request this be added to next Board of Commissioner's meeting agenda for their consideration and adoption.

JR

**Attachments:**

Amendment to Hazard Mitigation Plan  
Boykin Lakes Dam Emergency Action Plan  
NCEM Communications Regarding Adoption

Amendment 1, Sampson-Duplin Regional Hazard Mitigation Plan Approved and Adopted April 6, 2021

Sections: 5 Dam and Levee Failure; 8 Mitigation Strategy; 9 Mitigation Actions

Upon adoption by Sampson County, NC on **October 2, 2023**, the following is an amendment to the above referenced Regional Hazard Mitigation Plan to meet the planning requirements of the FEMA High Hazard Dam Repair Program. This amendment will be incorporated into the body of the Sampson-Duplin Regional Hazard Mitigation Plan on the next regularly scheduled update.

**Whereas:** Sampson County, NC participates in the Sampson-Duplin Regional Hazard Mitigation Plan and,

**Whereas:** The NC Department of Environmental Quality has reviewed and approved an Emergency Action Plan for the Boykin Lakes Dam and,

**Whereas:** The Boykin Lakes HOA wishes to be an eligible participant in the Federal Emergency Management Agency's Rehabilitation of High Hazard Potential Dams Grant Program and,

**Whereas:** The North Carolina Department of Public Safety Division of Emergency Management, Hazard Mitigation Section has identified certain required amendments to the aforesaid plan in order to meet eligibility requirements and,

**Whereas:** NCDEQ has adjudged the dam to be in unsatisfactory condition,

**Now Therefore,** in order to demonstrate compliance with guidance from the North Carolina Department of Environmental Quality (DEQ), North Carolina Department of Public Safety (DPS) and the Federal Emergency Management Agency (FEMA) concerning participation in the FEMA Rehabilitation of High Hazard Dam Potential Dams Grant Program, Sampson County hereby adopts the following Amendment 1 to the Sampson-Duplin Regional Hazard Mitigation Plan adopted April 6, 2021. This amendment applies only to Sampson County and its involvement in various state and federal dam safety funding and mitigation programs.

State of North Carolina Enhanced State Plan Compatibility

Dam Failure is identified as a hazard in section 3.2.7 of the 2023 Enhanced 322 Plan for NC adopted February 3, 2023. Extent of hazard is described in section 3.2.7.2 and includes Table 3-16 Dam Hazard Classification, which provides a description of hazard classification (low, intermediate and high) with description of impacts (loss of road service, damage to infrastructure, economic damage, loss of life) and provides a set of quantitative guidelines for specific damages to establish ranking. A narrative description of the ranking process is on page 360 of the plan in Section 4.2.2.2 which describes dam safety capabilities. Section 3.2.7.3 quantifies the number of dams in the state and identifies approximately 1,500 as high hazard dams that would pose a risk to public safety and property in the event of failure. Figure 3-27 and 3-28 on page pdf page 131 of the plan is a density map of the state showing the number of potential high hazard dams by count per county on the scale 0-10, 11-20, 21-30, 31-80, 81-160 as of 11/20/2017. Eight specific dam failure incidents occurring between 1976 and 2016 are identified in table 3-17 Dam Failure History.

Dam Failure Vulnerability is assessed in section 3.5.5.9, pdf page 303 of the 2023 Enhanced 322 Plan for NC. The consequence analysis identifies six sectors that could be impacted: People (including public and public confidence) Responders, Operations/Continuity of Ops, Built environment (property, facilities, infrastructure) Economy, and Environment. Each sector includes a description of impacts, but does not suggest an impact rating (low, intermediate, high, etc.)

Dam failure mitigation measures and plan amendments were developed in cooperation with NCEM, NCDEQ, Licensed Engineers, and local government agents.

Sampson County, NC participated in the update of the Sampson-Duplin Regional Hazard Mitigation Plan and adopted the approved plan April 6, 2021. The Plan identifies Dam Failure as a hazard in Hazard Profiles, Section 5.1.1. Table 5-2 on page 38 identifies in summary 1 individual dam in Sampson County as a high-hazard dam according to NC Department of Environmental Quality Dam Safety Section analysis. The Boykin Lakes Dam (National ID NC 04128) is the only dam in Sampson County identified as a High Hazard Dam by NCDEQ. As of March 2023, NCDEQ identifies the dam's condition as "unsatisfactory."

Page 38 of the plan, Section 5.1.2 includes a Hazard History, which identifies no dam failures anywhere in Sampson County; no additional dam failures have been recorded in Sampson County since adoption of the plan.

The Mitigation Strategy section of the plan identifies goals designed to protect people and property and to reduce vulnerability and increase resilience to natural hazard impacts. Property Protection and Structural Projects are identified as appropriate mitigation measures on Page 620 section 8.1.

Now, therefore, Sampson County hereby adopts Amendment 1 to the Sampson-Duplin Regional Hazard Mitigation Plan as follows:

### **Amendment 1, Sampson-Duplin Regional Hazard Mitigation Plan;**

#### **Risk and Vulnerability**

Boykin Lakes is the only High Hazard Dam identified within the jurisdiction of Sampson County

An Approved Emergency Action Plan for Boykin Lakes Dam is on file with NCDEQ as of November 2022 and provides a risk assessment for the dam including an inundation map and indicates 11 parcels and 1 road at risk due to catastrophic failure of the dam. None of these parcels appear to be developed; Boykin Bridge Road traverses the crest of the dam and is the only road impacted by failure.

Inundation maps have been developed for this EAP from the best available information using reasonable assumptions and standardized methods. They are approximations of the maximum

water surface extents resulting from a complete dam breach and draining of the full reservoir. Inundation maps are empirical hydrologic and hydraulic simulations that can only be field verified in the event of an actual breach. Evacuation areas and call lists should take into consideration the anticipated local impacts of flooding, knowledge of local infrastructure, both occupancy and ownership, and potentially interrupted services or cut-off access, which would be caused by dam failure. Depending upon actual circumstances, appropriate alert and evacuation areas could be either more or less extensive than the simulated inundation zones. A copy of the map is included in this amendment.

Risks associated with the operation of the dam include an unsatisfactory condition rating contributing to risks to people, property and public roads.

The dam is subject to risk of overtopping related to excessive rainfall from Hurricanes, Tropical Storms and other high-intensity rainfall events. Additional risk from cascading hazard impacts including wildfire, winter storm, landslide and drought is negligible. These hazards are unlikely to trigger or exacerbate risk of overtopping or catastrophic failure.

While all mitigation measures are designed to address certain known or anticipated risks based on calculated recurrence intervals, no mitigation measures provide absolute protection. Mitigation measures will be designed and implemented by qualified experts to meet current engineering and safety requirements based on an understanding of current conditions and the knowledge that conditions may change in the future. As such, no mitigation measures other than dam breaching can be considered to reduce all risk of dam failure and under certain unknown conditions of rainfall, weather, seismic activity or other hazards damage and loss may occur despite completion of mitigation measures. Examples of residual risk include, overtopping due to higher than anticipated rainfall, un-anticipated upstream events, seismic events or intentional acts. Any of these may result in flooding of areas both below above the dam. There is also a minimal risk of upstream and downstream flood impacts from non-breach scenarios, i.e., large spillway flows or overtopping of the dam without breaching.

- A) **Section 9** of the plan, Mitigation Action Plan identifies mitigation actions for Sampson County. The table of actions on pdf page 644 (9-20 in the plan) Section 9 Sampson County Mitigation Actions is hereby amended to include the following measures:

Structure and Infrastructure Projects

ACTION NUMBER S 46

Description:

- 1) Geotechnical investigation to establish data for risk analysis and development of engineering designs/solutions
- 2) Build upstream dam to reduce load on existing dam



- 3) Property Acquisition in inundation area(s) below dam
- 4) Raise crest of dam to increase storage capacity
- 5) Add additional spillways, widen or lower existing spillways to increase discharge capacity
- 6) Warning systems to alert downstream areas of potential dam failure
- 7) Improve flow path below dam to increase conveyance capacity
- 8) Encourage conservation or re-forestation of upstream land to reduce runoff
- 9) Development of community Storm water Management Plans for upstream communities
- 10) Complete an Emergency Action Plan in conjunction with NCDEQ for all High Hazard Dams in the county
- 11) Permanently breach hazardous dams, or modify risers such that dam can no longer impound water, but may still provide attenuation of peak flooding by acting as a storm water retention feature

Hazard Addressed: Dam Failure

Relative Priority: High

Lead Agency/Department: Sampson County Emergency Management

Potential Funding Sources: FEMA HHDPR, BRIC, Local Funding

Implementation Schedule: **2024**

Implementation Status: Applying for funding 2023

This amendment will be incorporated into the next regularly scheduled update of the Sampson-Dupin Regional Hazard Mitigation Plan.

Attachments: Boykin Lakes Emergency Action Plan dated October 2022

Adopted this, the \_\_\_\_ day of \_\_\_\_\_, 2023 by Sampson County, NC

Attest:

R. Jerol Kivett

Chairman, Sampson County Board of Commissioners

\_\_\_\_\_ (signature)

Stephanie P. Shannon

Clerk to the Board

\_\_\_\_\_ (signature AND SEAL)

**From:** [Crew, John \(NCEM\)](#)  
**To:** [McGugan, Steve \(NCEM\)](#); [Jackson, Steven](#); [Jared Rouse](#); [Vinson, Toby](#)  
**Subject:** Boykin Lakes Dam--HHPDR amendment to Sampson-Duplin RHMP  
**Date:** Thursday, June 8, 2023 1:41:23 PM  
**Attachments:** [Draft Amendment 1.1 Boykin Lakes Sampson Duplin HHDRP.docx](#)

---

Gentlemen:

I had a phone conversation with Andrew Mitchell of the Boykin Lakes HOA this morning. During the call, Mr. Mitchell represented that NCDEQ has deemed the Boykin Lakes HOA an eligible applicant to the FEMA High Hazard Potential Dam Repair Program and the Sampson County EM has agreed to seek an amendment to the Sampson-Duplin Regional Hazard Mitigation Plan to bring it into compliance with FEMA guidance. Mr. Mitchell further represented that the HOA would be responsible for signing a 50-year maintenance agreement.

I have attached a draft amendment that conforms to the most recent amendment to receive FEMA review and approval (Wesley Chapel Dogwood Park Dam—Cabarrus, Stanley, Union RHMP.)

ion 4 to have it included in the plan.

Upon adoption by Sampson County, I will send the amendment to FEMA Reg

Sampson County will need to copy the amendment out onto official letterhead and have it adopted, signed and sealed by the County Commission.

Upon adoption by Sampson County and presentation of a signed and sealed copy, I will send the amendment to FEMA Region 4 for review and inclusion in the Regional Hazard

## Mitigation Plan.

Please let me know if you have any questions.

Chris Crew, CFM  
Mitigation Plans Manager  
North Carolina Department of Public Safety  
Division of Emergency Management, Hazard Mitigation  
200 Park Offices Drive, Suite 100, Durham, NC 27713  
(Physical Address)  
4238 MSC, Raleigh, NC 27699-4238 (Mailing Address)  
919 218 6557  
John.Crew@ncdps.gov

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Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

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# Boykin Lake Dam

## Emergency Action Plan (EAP)

National Inventory of Dams ID (NID): NC04128

State ID: SAMPS-010

Sampson County, North Carolina

Revision Number: 0

October, 2022

### Dam Owner/Operator:

Boykin Lake Homeowners Association

c/o Mr. Andrew Mitchell, President

amitch52207@gmail.com

60 Hubbard Place

Clinton, NC 28328

910-271-2204 (24-Hour Emergency/Cell)

### EAP Coordinator:

Mr. Andrew Mitchell

amitch52207@gmail.com

910-271-2204 (24-Hour Emergency/Cell)

### Dam Owner's Engineer:

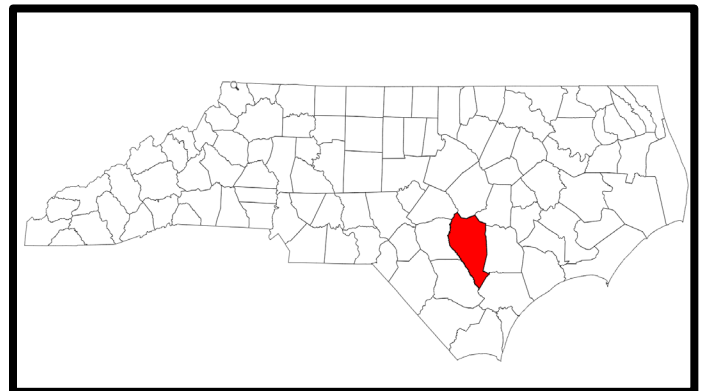
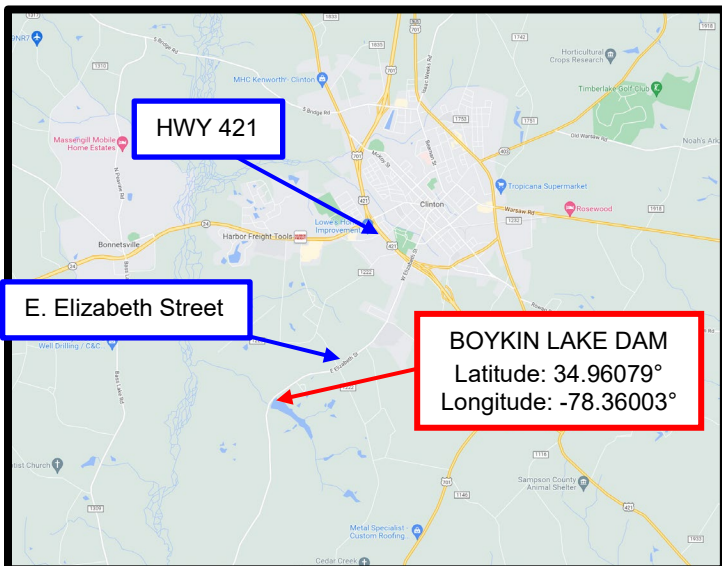
Grimes Engineering, PC

Mr. JT Grimes

jtgrimes@grimes-engineering.com

336-480-8500 (24-Hour Emergency/Cell)

919-413-2754 (Alt. Cell)



SAMPSON COUNTY

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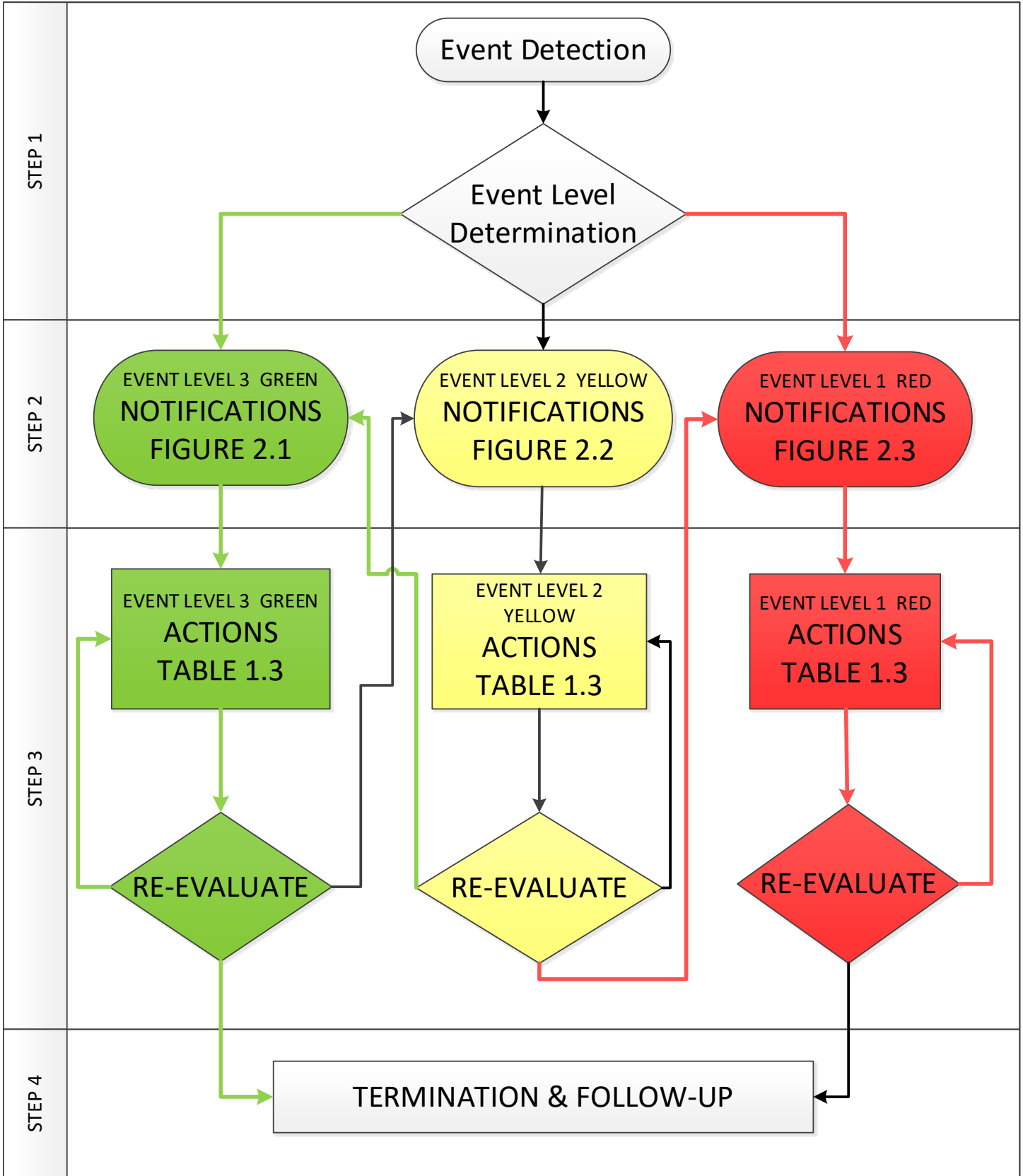
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# **EAP Overview**

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**Figure 1.0 – EAP Flowchart**



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## Summary of EAP Process

There are four steps that must be followed anytime an unusual or emergency event is detected at *Boykin Lake Dam*. The four steps are:

### Step 1: Event Detection and Level Determination

During the initial step, an unusual event or emergency event is detected at the dam and classified by the *EAP Coordinator (Mr. Andrew Mitchell)* into one of the following event levels (reference Table 1.3):

**Event Level 3, GREEN:** Unusual event, slowly developing.

**Event Level 2, YELLOW:** Potential dam failure situation, rapidly developing.

**Event Level 1, RED:** Urgent!! Dam failure imminent or is in progress.

### Step 2: Notifications and Communication

After the event level has been determined, notifications are made in accordance with the appropriate notification flowchart provided in Step 2 of this EAP.

### Step 3: Expected Actions

After the initial notifications are made, the *EAP Coordinator (Mr. Andrew Mitchell)* should refer to Table 1.3 and confer with the *Dam Owner's Engineer (Mr. John T. Grimes, PE)* to develop and execute appropriate preventative actions. During this step of the EAP, there is a continuous process of taking action, assessing the status of the situation, and keeping others informed through communication channels established during the initial notifications. The EAP may go through multiple event levels during Steps 2 and 3 as the situation either improves or worsens.

### Step 4: Termination and Follow-up

Once the event has ended or been resolved, termination and follow-up procedures should be followed as outlined in Section 4 of this EAP. EAP operations can only be terminated after completing operations under Event Level 3 or Event Level 1. If Event Level 2 is declared, the operations must be designated Event Level 3 or Event Level 1 before terminating the EAP operations.

## Statement of Purpose

1. The purpose of this plan is to prescribe procedures to be followed in the event of an emergency associated with the *Boykin Lake Dam*, which is caused by an unusually large flood or earthquake, a malfunction (hydraulic or structural) of the spillway, malicious human activity such as sabotage, vandalism or terrorism, or failure of the dam.
2. This EAP defines responsibilities and procedures to:
  - Identify unusual and unlikely conditions that may endanger the dam.
  - Initiate remedial actions to prevent dam failure or minimize the downstream impacts of a dam failure.
  - Initiate emergency actions to warn downstream residents of impending or actual failure of the dam.

---

## **Step 1: Event Detection and Level Determination**

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# Step 1: Event Detection and Level Determination

## 1.1 Event Detection

Daily surveillance, observation, and/or instrumentation readings at the site are the normal methods of detecting potential emergency situations. Unusual or emergency events may be detected by:

- Observations at or near the dam.
- Evaluation of instrumentation data.
- Earthquakes felt or reported in the vicinity of the dam.
- Forewarning of conditions that may cause an unusual event or emergency event at the dam (for example, severe weather or flash flood forecast).

## 1.2 Emergency Level Definitions

**Event Level 1, RED** - Urgent!! Dam failure imminent or is in progress.

This is an extremely urgent situation when a dam failure is occurring or is about to occur and cannot be prevented. When it is determined that no time is available to implement corrective measures to prevent failure, an order for the evacuation of residents in potential inundation areas shall be issued by the *Incident Commander (Mr. Stephen Lovette)*.

**Event Level 2, YELLOW** - Potential dam failure situation, rapidly developing.

This classification indicates that a situation is developing that could lead to dam failure, but there is not an immediate threat of dam failure. The *Dam Owner/Operator (Mr. Andrew Mitchell)* should closely monitor the condition of the dam and periodically report the status of the situation. A reasonable amount of time is available for analysis before deciding on the evacuation of residents. If the dam condition worsens and failure becomes imminent, the *Incident Commander (Mr. Stephen Lovette)* must be notified immediately of the change in the emergency level to evacuate the people at risk downstream.

If time permits, the *Dam Owner's Engineer (Mr. John T. Grimes, PE)* and *NC Dam Safety* officials should be contacted to evaluate the situation and recommend remedial actions to prevent failure of the dam. The *Dam Owner/Operator (Mr. Andrew Mitchell)* should initiate remedial repairs utilizing Appendix C. The time available to employ remedial actions may be in the scope of hours or days.

**Event Level 3, GREEN** - Unusual event, slowly developing.

This classification indicates a situation is developing but has not yet threatened the operation or structural integrity of the dam. The *Dam Owner's Engineer (Mr. John T. Grimes, PE)* and *NC Dam Safety* should be contacted to investigate the situation and recommend actions to take. The condition of the dam should be closely monitored, especially during storm events, to detect any development of a potential or imminent dam failure situation.

**See the following pages for guidance in determining the proper emergency level for various situations.**

---

**Event Level Determination Guidance and Action Data Sheet Index**  
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**Table 1.3 – Event Level Determination Guidance and Action Data Sheet Index**

Event	Condition	Emergency Level	Action Data Sheet
<b>Unexpected Failure</b>	Dam unexpectedly and without warning begins to fail	1	#1
<b>Earth Spillway Flow</b>	Reservoir water surface elevation at spillway crest or spillway is flowing with no active erosion	3	A3
	Spillway flowing with active gully erosion or flow that could result in flooding of people downstream if the reservoir level continues to rise	2	A2
	Spillway flowing with an advancing head cut that is threatening the control section or that is already flooding people downstream	1	A1
<b>Embankment Overtopping</b>	Reservoir level is 1 foot below the top of the dam	2	B2
	Water from the reservoir is flowing over the top of the dam	1	B1
<b>Seepage</b>	New seepage areas in or near the dam, water flowing clear	3	C3
	New seepage areas with cloudy discharge or increasing flow rate	2	C2
	Seepage with discharge greater than 10 gallons per minute	1	C1
<b>Sinkholes</b>	Observation of new sinkhole in reservoir area or on embankment	2	D2
	Rapidly enlarging sinkhole or new sinkholes forming	1	D1
<b>Embankment Cracking</b>	New cracks in the embankment greater than ¼-inch wide without seepage	3	E3
<b>Embankment Movement</b>	Visual movement/slippage of the embankment slope	2	F2
	Sudden or rapidly proceeding slides of the embankment slopes	1	F1
<b>Instruments</b>	Instrumentation readings beyond predetermined values	3	G3
<b>Earthquake</b>	Measurable earthquake felt or reported near the dam and the dam appears to be stable	3	H3
	Earthquake resulting in visible damage to the dam or appurtenances	1	H1
<b>Security Threat</b>	Reported, unverified bomb threat	3	I3
	Verified bomb threat that, if carried out, could result in damage to the dam or appurtenances with no impacts to the functioning of the dam	2	I2
	A detonated bomb that has resulted in damage to the dam or appurtenances	1	I1
<b>Sabotage/ Vandalism</b>	Damage to or modification to the dam or appurtenances with no impacts to the functioning of the dam	3	J3
	Damage to dam or appurtenances that has resulted in seepage flow	2	J2
	Damage to dam or appurtenances that has resulted in uncontrolled water release	1	J1
<b>Blocked Culvert/ Spillway</b>	Debris is blocking a spillway pipe, causing lake level to rise	3	K3
<b>Spillways/ Structural</b>	New minor spillway cracking, spalling, or damage to the spillway gate so that it is unable to be closed	3	L3
	New spillway cracking or spalling resulting from structure distress or gates become inoperable	2	L2
	Mass movement of the concrete structure	1	L1

1. If an event is not listed, **adapt an Action Data Sheet** to a similar type of event and event level.
2. If resources described in the Action Data Sheets are not available, **adapt available resources**.
3. Remove the “event” completely if it is not relevant to the dam.
4. After the [Dam Owner/Operator / EAP Coordinator \(Mr. Andrew Mitchell\)](#) has determined the event level:
  - See Step 2: GREEN, YELLOW & RED notification flowcharts.
  - See Step 3: Expected Action Data Sheets for specific actions per event level.

---

## **Step 2: Notifications and Communication**

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# **Notification Flowcharts**

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**Notification Flowchart, Event Level 3, GREEN  
UNUSUAL EVENT, SLOWLY DEVELOPING**  
(Can usually wait until regular business hours unless Level is elevated)

**Figure 2.1**

**E  
V  
E  
N  
T  
L  
E  
V  
E  
L  
3  
G  
R  
E  
E  
N**

**Dam Owner/Operator**  
Boykin Lake Homeowners Association  
Mr. Andrew Mitchell  
  
910-271-2204 (24 hr)

(1) ↓

↓ (2)

**Dam Owner's Engineer (if applicable)**  
  
Grimes Engineering, PC  
Mr. JT Grimes  
  
336-480-8500 (Cell)  
919-413-2754 (Alt. Cell)

**NC Dam Safety**  
  
**BUSINESS HOURS**  
  
Mr. Tim LaBounty  
Fayetteville Regional Office  
910-433-3300 (Office)  
  
Raleigh Central Office  
(919) 707-9220 (Office)

↓

**State Emergency  
Operations  
Center**  
24 hours  
**1 (800) 858-0368**

**SUGGESTED PHONE MESSAGE**

- This is **IDENTIFY YOURSELF, NAME, POSITION.**
- An unusual event has been detected at **Boykin Lake Dam.**
- The EAP has been activated and is currently at Level 3.
- If a problem occurs, flooding along the **Great Coharie Creek** is possible.
- The situation is being monitored to determine if any evacuation warnings will be necessary.
- We will keep you apprised of the situation.
- I can be contacted at the following number **Phone Number.** If you cannot reach me, please call the following alternative number **Alternative Number.**

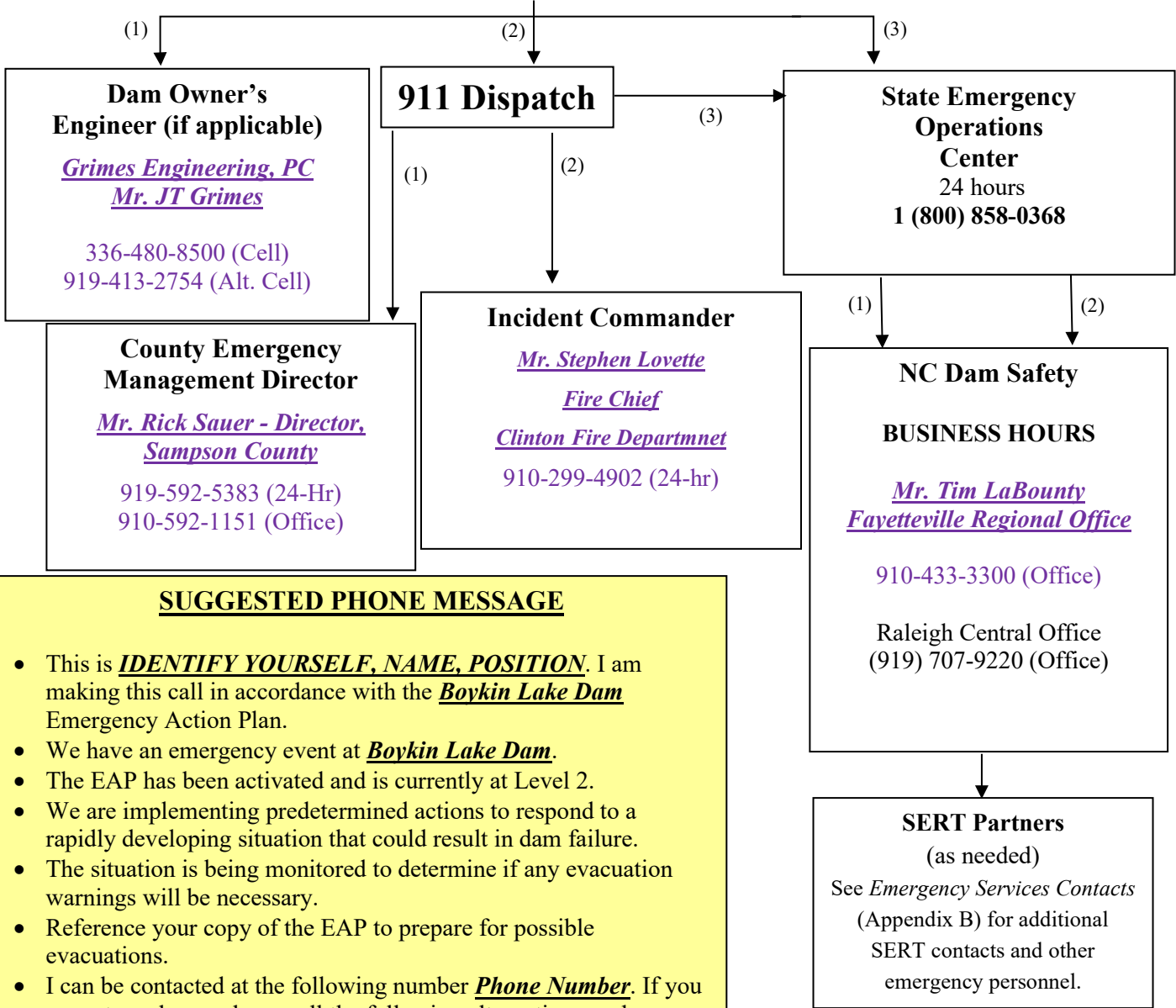
**Note:**  
(1), (2) denotes suggested call sequence.

**Notification Flowchart, Event Level 2, YELLOW  
POTENTIAL DAM FAILURE SITUATION, RAPIDLY DEVELOPING**

**Figure 2.2**

**E  
V  
E  
N  
T  
L  
E  
V  
E  
L  
2  
Y  
E  
L  
L  
O  
W**

**Dam Owner/Operator**  
Boykin Lake Homeowners Association  
Mr. Andrew Mitchell  
  
910-271-2204 (24 hr)



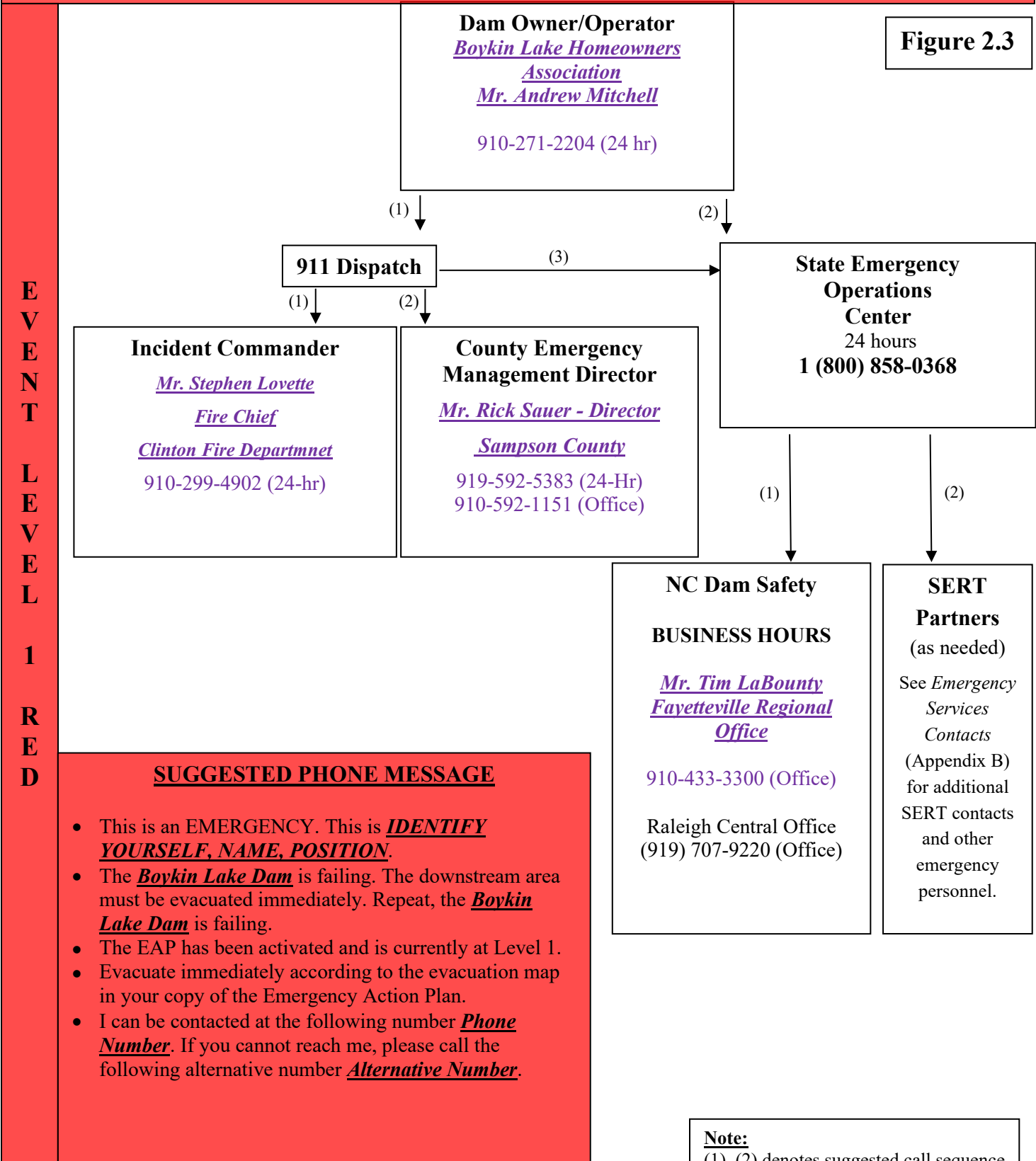
**SUGGESTED PHONE MESSAGE**

- This is **IDENTIFY YOURSELF, NAME, POSITION.** I am making this call in accordance with the **Boykin Lake Dam** Emergency Action Plan.
- We have an emergency event at **Boykin Lake Dam.**
- The EAP has been activated and is currently at Level 2.
- We are implementing predetermined actions to respond to a rapidly developing situation that could result in dam failure.
- The situation is being monitored to determine if any evacuation warnings will be necessary.
- Reference your copy of the EAP to prepare for possible evacuations.
- I can be contacted at the following number **Phone Number.** If you cannot reach me, please call the following alternative number **Alternative Number.**

**Note:**  
(1), (2) denotes suggested call sequence.

**Notification Flowchart, Event Level 1, RED  
URGENT!! DAM FAILURE IMMINENT OR IS IN PROGRESS**

**Figure 2.3**



**SUGGESTED PHONE MESSAGE**

- This is an EMERGENCY. This is **IDENTIFY YOURSELF, NAME, POSITION.**
- The **Boykin Lake Dam** is failing. The downstream area must be evacuated immediately. Repeat, the **Boykin Lake Dam** is failing.
- The EAP has been activated and is currently at Level 1.
- Evacuate immediately according to the evacuation map in your copy of the Emergency Action Plan.
- I can be contacted at the following number **Phone Number**. If you cannot reach me, please call the following alternative number **Alternative Number**.

**Note:**  
(1), (2) denotes suggested call sequence

---

## **Step 3: Expected Actions**

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## **Expected Actions**

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## Step 3: Expected Actions

This section includes Action Data Sheets and Emergency Event Logs to be used during and after an emergency situation.

### 3.1 Action Data Sheets

1. The Action Data Sheets are to be used as guidance during an emergency event. If an event is not included in Table 1.3, it is recommended to adopt an Action Data Sheet from a similar event and event level. Table 1.3 depicts the Action Data Sheet Index to be used according to the event level. The Action Data Sheet should be reviewed by the **Dam Owner's Engineer** when possible and time permits.
2. If the **Incident Commander** is not located on the dam, then it is recommended that two people split the following responsibilities:
  - a. One person at the dam to handle on site actions.
  - b. One person who can make the notifications.

**LEVEL: 1, RED – UNEXPECTED FAILURE**

Defined as: “Dam unexpectedly and without warning begins to fail”

**Sheet  
#1****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event remains at the current Event Level 1 (No change in situation).
- B. Event may be Terminated only when either:
  - There is no longer a threat of dam failure with no additional rainfall occurring AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL 1 (NO CHANGE)</b>	<b>B) TERMINATION</b>	
Continue recommended actions on this sheet	Go to <b>Termination and Follow-up</b> (Step 4)	

**LEVEL: 3, GREEN – EARTH SPILLWAY FLOW**

Defined as: “Reservoir water surface elevation at spillway crest or spillway is flowing with no active erosion”

**Sheet  
A3****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and spillway area for erosion at least daily.
3. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
5. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** and **Dam Owner/Operator (Mr. Andrew Mitchell)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when spillway flows cease.
- B. The event remains at the current Event Level 3 (No change in situation).
- C. The event warrants escalation to Event Level 2 if spillway flows with active gully erosion or flow that could result in flooding downstream or Event Level 1 if spillway flows with an advancing head cut that is threatening the control section or that is already flooding people downstream.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 2 or Event Level 1 Steps 2 &amp; 3</b>



**LEVEL: 2, YELLOW – EARTH SPILLWAY FLOW**

Defined as: “Spillway flowing with active gully erosion or flow that could result in flooding of people downstream if the reservoir level continues to rise”

**Sheet  
A2**

**RECOMMENDED ACTIONS**

*Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Stay clear of water flows as they are very dangerous. Monitor water levels and spillway area for erosion every 2 hours for changes.
3. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level. Caution must be taken to not add additional flooding to properties downstream.
6. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 3 if spillway flows are decreasing with no additional rainfall occurring. Notify all contacts on Event Level 2 Notification Flowchart that the Event Level will be downgraded to Event Level 3.
- B. The event remains at the current Event Level 2 (No change in situation).
- C. The event warrants escalation to Event Level 1 if spillway flows with an advancing head cut that is threatening the control section or that is already flooding people downstream.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

**LEVEL: 1, RED – EARTH SPILLWAY FLOW**

Defined as: “Spillway flowing with an advancing head cut that is threatening the control section or that is already flooding people downstream”

**Sheet  
A1**

**RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 or Event Level 3 if spillway flows have stopped with no additional rainfall occurring YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2 or Event Level 3.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - Spillway flows have stopped with no additional rainfall occurring AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 or Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

**LEVEL: 2, YELLOW – EMBANKMENT OVERTOPPING**

Defined as: “Reservoir is 1 foot below the top of the dam”

**Sheet  
B2****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Stay clear of water flows as they are very dangerous. Monitor water levels and spillway area for erosion every 2 hours for changes.
3. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level. Caution must be taken to not add additional flooding to properties downstream.
6. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when the reservoir level is more than 1 foot below the top of the dam.
- B. The event remains at the current Event Level 2 (No change in situation).
- C. The event warrants escalation to Event Level 1 if water begins to overtop the embankment.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

**LEVEL: 1, RED – EMBANKMENT OVERTOPPING**

Defined as: “Water from the reservoir is flowing over the top of the dam”

**Sheet  
B1****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** IMMEDIATE EVACUATION downstream of the dam.
3. Well-vegetated embankment dams can withstand overtopping for a short amount of time. Monitor for changes in water flow as signs of the embankment eroding.
4. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 if spillway flows have stopped with no additional rainfall occurring YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - Spillway flows have stopped with no additional rainfall occurring AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

**LEVEL: 3, GREEN – SEEPAGE**

Defined as: “New seepage areas in or near the dam, water flowing clear”

**Sheet  
C3****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and seepage points for cloudy discharge or increased flow rates at least daily.
3. If conditions permit:
  - If the inflow source of the seepage is within the reservoir, plug the flow with available material – hay bales, bentonite, or plastic sheeting.
  - Place an inverted filter (layered sand and gravel) over the exit area to hold soil material in place.
  - Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level. Caution must be taken to not add additional flooding to properties downstream.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** and **Dam Owner/Operator (Mr. Andrew Mitchell)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when seepage flow has been remedied AND it has been determined by **NC Dam Safety** staff to safely impound water.
- B. The event remains at the current Event Level 3 (No change in situation).
- C. The event warrants escalation to Event Level 2 if new seepage occurs with cloudy discharge or increasing flow rate or Event Level 1 if seepage occurs with discharge greater than 10 gallons per minute.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 2 or Event Level 1 Steps 2 &amp; 3</b>

**LEVEL: 2, YELLOW – SEEPAGE**

Defined as: “New seepage areas with cloudy discharge or increasing flow rate”

**Sheet  
C2****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and seepage points for cloudy discharge or increased flow rates every 2 hours for changes.
3. If conditions permit:
  - If the inflow source of the seepage is within the reservoir, plug the flow with available material – hay bales, bentonite, or plastic sheeting.
  - Place an inverted filter (layered sand and gravel) over the exit area to hold soil material in place.
  - Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level. Caution must be taken to not add additional flooding to properties downstream.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 3 if the water level in the lake is lowered below the level of seepage. Notify all contacts on Event Level 2 Notification Flowchart that the Event Level will be downgraded to Event Level 3.
- B. The event remains at the current Event Level 2 (No change in condition).
- C. The event warrants escalation to Event Level 1 if seepage occurs with discharge greater than 10 gallons per minute.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
<b>Go to Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	<b>Go to Event Level 1 Steps 2 &amp; 3</b>

<b>LEVEL: 1, RED – SEEPAGE</b> Defined as: “Seepage with discharge greater than 10 gallons per minute”	<b>Sheet C1</b>
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**RECOMMENDED ACTIONS**

*Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the *Incident Commander (Mr. Stephen Lovette)* **IMMEDIATE EVACUATION** downstream of the dam.
3. Well-vegetated embankment dams can withstand overtopping for a short amount of time. Monitor for changes in water flow as signs of the embankment eroding.
4. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Provide decision support and technical support to *Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)* as appropriate.
2. Advise *Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)* of dangerous conditions at the dam.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 or Event Level 3 if seepage stops AND the water level the in the lake is lowered below the level of seepage YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2 or Event Level 3.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - Seepage flows have stopped AND it has been determined by *NC Dam Safety* staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by *NC Dam Safety* staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 or Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>



**LEVEL: 2, YELLOW – SINKHOLES**

Defined as: “Observation of new sinkhole in reservoir area or on embankment”

**Sheet  
D2****RECOMMENDED ACTIONS***Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and change in diameter or depth of sinkhole every 2 hours for changes.
3. If conditions permit:
  - If the inflow source of the seepage is within the reservoir, plug the flow with available material – hay bales, bentonite, or plastic sheeting.
  - Place an inverted filter (layered sand and gravel) over exit area of soil loss to hold soil material in place.
  - Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level until below the bottom of a sinkhole. Caution must be taken to not add additional flooding to properties downstream.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when the reservoir level is lowered below the bottom level of sinkhole.
- B. The event remains at the current Event Level 2 (No change in condition).
- C. The event warrants escalation to Event Level 1 if the sinkhole rapidly enlarges or new sinkholes form.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions****A) TERMINATION**Go to **Termination and Follow-up** (Step 4)**B) EVENT LEVEL 2  
(NO CHANGE)**

Continue recommended actions on this sheet

**C) EVENT LEVEL  
ESCALATION**Go to **Event Level 1 Steps 2 & 3**



**LEVEL: 1, RED – SINKHOLES**  
 Defined as: “Rapidly enlarging sinkhole or new sinkholes forming”

**Sheet  
D1**

**RECOMMENDED ACTIONS**

**Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 if there is no longer an immediate threat of dam failure AND the water level in the lake is lowered below the bottom level of sinkhole YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - There is no longer a threat of dam failure AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up</b> (Step 4)

<b>LEVEL: 3, GREEN – EMBANKMENT CRACKING</b> Defined as: “New cracks in the embankment greater than ¼-inch wide without seepage”	<b>Sheet E3</b>
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**RECOMMENDED ACTIONS**

*Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and crack widths for movement or seepage at least daily.
3. Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level to relieve pressure on the embankment. Caution must be taken to not add additional flooding to properties downstream.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* and *Dam Owner/Operator (Mr. Andrew Mitchell)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

- Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:
- A. The event can be terminated when embankment cracking has been remedied AND it has been determined by *NC Dam Safety* staff to safely impound water.
  - B. The event remains at the current Event Level 3 (No change in situation).
- Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	

**LEVEL: 2, YELLOW – EMBANKMENT MOVEMENT**

Defined as: “Visual movement/slippage of the embankment slope”

**Sheet  
F2**

**RECOMMENDED ACTIONS**

*Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and development of new cracks or movements every 2 hours for changes.
3. If conditions permit:
  - Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level to relieve pressure on the embankment. Caution must be taken to not add additional flooding to properties downstream.
  - Stabilize slides on the downstream slope by weighting the toe area below the slide with additional soil, rock, or gravel.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when the reservoir level is lowered below the area of concern AND it has been determined by *NC Dam Safety* staff to safely impound water.
- B. The event remains at the current Event Level 2 (No change in situation).
- C. The event warrants escalation to Event Level 1 if the integrity of the dam appears to be threatened by sudden or rapidly proceeding slides of the embankment slopes.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

<b>LEVEL: 1, RED – EMBANKMENT MOVEMENT</b> Defined as: “Sudden or rapidly proceeding slides of the embankment slopes”	<b>Sheet F1</b>
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**RECOMMENDED ACTIONS**

*Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the *Incident Commander (Mr. Stephen Lovette)* **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Provide decision support and technical support to *Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)* as appropriate.
2. Advise *Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)* of dangerous conditions at the dam.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 if there is no longer an immediate threat of dam failure AND the water level in the lake is lowered below the bottom level of embankment fill YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - There is no longer a threat of dam failure AND it has been determined by *NC Dam Safety* staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by *NC Dam Safety* staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

A) <b>EVENT LEVEL DOWNGRADE</b>	B) <b>EVENT LEVEL 1 (NO CHANGE)</b>	C) <b>TERMINATION</b>
Go to <b>Event Level 2 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

**LEVEL: 3, GREEN – INSTRUMENTS**

Defined as: “Instrumentation readings beyond predetermined values”

**Sheet  
G3****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and instrument readings for changes or anomalies at least daily.
3. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
4. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least daily to report the latest observations and conditions. If instrumentation readings at the dam are determined to indicate a potentially dangerous situation, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** and **Dam Owner/Operator (Mr. Andrew Mitchell)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

- Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:
- A. The event can be terminated when instrumentation readings return to normal or if the instrument reading is determined to be invalid.
  - B. The event remains at the current Event Level 3 (No change in situation).
- Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	

**LEVEL: 3, GREEN – EARTHQUAKE**

Defined as: “Measurable earthquake felt or reported near the dam and the dam appears to be stable”

**Sheet  
H3****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks.**
3. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
4. Be prepared for additional aftershocks.
5. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** to report the latest observations and conditions.
6. If an inspection has determined a potentially dangerous situation, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** and **Dam Owner/Operator (Mr. Andrew Mitchell)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when the dam has been determined to be stable and a sufficient amount of time has passed when additional aftershocks are not expected.
- B. The event remains at the current Event Level 3 (Until a complete inspection by the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** and/or **NC Dam Safety** has determined the dam to be stable).
- C. The event warrants escalation to Event Level 1 if an inspection has determined the earthquake has resulted in visible damage to the dam or appurtenances.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

**LEVEL: 1, RED – EARTHQUAKE**

Defined as: “Earthquake resulting in visible damage to the dam or appurtenances”

**Sheet  
H1****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** IMMEDIATE EVACUATION downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 3 if there is no longer an immediate threat of dam failure AND water level in the lake is lowered below the bottom level of embankment fill YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of downgrade to Event Level 3.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - There is no longer a threat of dam failure AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>



**LEVEL: 3, GREEN – SECURITY THREAT**

Defined as: “Reported, unverified bomb threat”

Sheet

I3

**RECOMMENDED ACTIONS***Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Notify Local Law Enforcement to help evaluate the situation.
3. Access the dam only if the area has been cleared by Law Enforcement.
4. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. If an evaluation by Local Law Enforcement has determined a potentially dangerous situation, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* and *Dam Owner/Operator (Mr. Andrew Mitchell)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when Local Law Enforcement has determined the security threat to be unsubstantiated.
- B. The event remains at the current Event Level 3 (No change in situation).
- C. The event warrants escalation to Event Level 2 if an evaluation has determined a substantiated security threat or Event Level 1 if the security threat has resulted in damage to the dam or appurtenances.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

A) TERMINATION	B) EVENT LEVEL 3 (NO CHANGE)	C) EVENT LEVEL ESCALATION
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 2 or Event Level 1 Steps 2 &amp; 3</b>



**LEVEL: 2, YELLOW – SECURITY THREAT**

Defined as: “Verified bomb threat that, if carried out, could result in damage to the dam or appurtenances with no impacts to the functioning of the dam”

**Sheet  
12**

**RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Notify Local Law Enforcement to help evaluate the situation.
3. Access the dam only if area has been cleared by Law Enforcement.
4. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. If an inspection has determined a potentially dangerous situation, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 3 if the security threat is removed YET damage to the dam or appurtenances is in need of repair. Notify all contacts on Event Level 2 Notification Flowchart that the Event Level will be downgraded to Event Level 3.
- B. The event remains at the current Event Level 2 (No change in situation).
- C. The event warrants escalation to Event Level 1 if the security threat has resulted in damage to the dam or appurtenances.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

**LEVEL: 1, RED – SECURITY THREAT**

Defined as: “A detonated bomb that has resulted in damage to the dam or appurtenances”

**Sheet  
11****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 or Event Level 3 if there is no longer an immediate threat of dam failure AND water level in the lake is lowered below the bottom level of embankment fill YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of downgrade to Event Level 2 or Event Level 3.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - There is no longer a threat of dam failure AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 or Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

**LEVEL: 3, GREEN – SABOTAGE/VANDALISM**

Defined as: “Damage to or modification to the dam or appurtenances with no impacts to the functioning of the dam”

**Sheet  
J3****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Notify Local Law Enforcement to help evaluate the situation.
3. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks.**
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
5. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** to report the latest observations and conditions.
6. If an inspection has determined a potentially dangerous situation, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** on conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** and **Dam Owner/Operator (Mr. Andrew Mitchell)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when Local Law Enforcement has determined the sabotage/vandalism to have no impacts to the functioning of the dam.
- B. The event remains at the current Event Level 3 (No change in situation).
- C. The event warrants escalation to Event Level 2 if an evaluation has determined damage to the dam or appurtenances that has resulted in seepage flow or Event Level 1 if an evaluation has determined damage to the dam or appurtenances that has resulted in uncontrolled water release.

Notify **all** contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 2 or Event Level 1 Steps 2 &amp; 3</b>

<b>LEVEL: 2, YELLOW – SABOTAGE/VANDALISM</b>		<b>Sheet J2</b>
Defined as: “Damage to dam or appurtenances that has resulted in seepage flow”		
<b>RECOMMENDED ACTIONS</b>		
<u><i>Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)</i></u>		
<ol style="list-style-type: none"> <li>1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.</li> <li>2. Notify Local Law Enforcement to help evaluate the situation.</li> <li>3. Access the dam only if area has been cleared by Law Enforcement.</li> <li>4. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.</li> <li>5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).</li> <li>6. If an inspection has determined a potentially dangerous situation, go to the <b>re-evaluation/decision section</b> and follow relevant steps immediately.</li> </ol>		
<u><i>Dam Owner’s Engineer (Mr. John T. Grimes, PE)</i></u>		
<ol style="list-style-type: none"> <li>1. Review all pertinent information to recommend appropriate actions to the <u><i>EAP Coordinator (Mr. Andrew Mitchell)</i></u> in conjunction with <b><i>NC Dam Safety</i></b>.</li> <li>2. Provide oversight to corrective actions or work as required.</li> <li>3. Observe conditions on site periodically and provide decision support as appropriate.</li> </ol>		
<u><b>NC Dam Safety</b></u>		
<ol style="list-style-type: none"> <li>1. Provide decision support and technical support to the <u><i>Incident Commander (Mr. Stephen Lovette)</i></u> as appropriate.</li> </ol>		
<b>RE-EVALUATION / DECISION Based upon Table 1.3</b>		
Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:		
<ol style="list-style-type: none"> <li>A. The event warrants downgrade to Event Level 3 if the sabotage/vandalism has been remedied YET damage to the dam or appurtenances is in need of repair. Notify all contacts on Event Level 2 Notification Flowchart that the Event Level will be downgraded to Event Level 3.</li> <li>B. The event remains at the current Event Level 2 (No change in situation).</li> <li>C. The event warrants escalation to Event Level 1 if an evaluation has determined damage to the dam or appurtenances that has resulted in uncontrolled water release.</li> </ol>		
Notify <b>all</b> contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.		
<b>Based on this determination, follow the appropriate actions</b>		
<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>

<b>LEVEL: 1, RED – SABOTAGE/VANDALISM</b>		<b>Sheet J1</b>
Defined as: “Damage to dam or appurtenances that has resulted in uncontrolled water release”		
<b>RECOMMENDED ACTIONS</b>		
<u><i>Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)</i></u>		
<ol style="list-style-type: none"> <li>1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.</li> <li>2. Recommend to the <u><i>Incident Commander (Mr. Stephen Lovette)</i></u> <b>IMMEDIATE EVACUATION</b> downstream of the dam.</li> <li>3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.</li> <li>4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).</li> </ol>		
<u><i>Dam Owner’s Engineer (Mr. John T. Grimes, PE)</i></u>		
<ol style="list-style-type: none"> <li>1. Provide decision support and technical support to <u><i>Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)</i></u> as appropriate.</li> <li>2. Advise <u><i>Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)</i></u> of dangerous conditions at the dam.</li> </ol>		
<u><b>NC Dam Safety</b></u>		
<ol style="list-style-type: none"> <li>1. Provide decision support and technical support to the <u><i>Incident Commander (Mr. Stephen Lovette)</i></u> as appropriate.</li> </ol>		
<b>RE-EVALUATION / DECISION Based upon Table 1.3</b>		
Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:		
<ol style="list-style-type: none"> <li>A. The event warrants downgrade to Event Level 2 or Event Level 3 if there is no longer an immediate threat of dam failure AND water level in the lake is lowered below the bottom level of embankment fill YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of downgrade to Event Level 2 or Event Level 3.</li> <li>B. The event remains at the current Event Level 1 (No change in situation).</li> <li>C. Event may be Terminated only when either: <ul style="list-style-type: none"> <li>• There is no longer a threat of dam failure AND it has been determined by <u><i>NC Dam Safety</i></u> staff to safely impound water or;</li> <li>• The dam has failed AND there is no longer a threat to the downstream public as determined by <u><i>NC Dam Safety</i></u> staff.</li> </ul> </li> </ol>		
Notify <b>all</b> contacts on the Notification Flowchart to advise of the current situation and anticipated strategies.		
<b>Based on this determination, follow the appropriate actions</b>		
<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 or Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

**LEVEL: 3, GREEN – BLOCKED CULVERT/SPILLWAY**

Defined as: “Debris is blocking a spillway pipe, causing lake level to rise”

**Sheet  
K3****RECOMMENDED ACTIONS***Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and spillway area at least daily.
3. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
4. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety* staff.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions on site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* and *Dam Owner/Operator (Mr. Andrew Mitchell)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when debris is removed from the spillway pipe and the reservoir level has returned to normal pool elevation.
- B. The event remains at the current Event Level 3 (No change in situation).

Notify **all** contacts on the Notification Flowchart to advise of current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) TERMINATION</b>	<b>B) EVENT LEVEL 3 (NO CHANGE)</b>	
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	

**LEVEL: 3, GREEN – SPILLWAYS/STRUCTURAL**

Defined as: “New minor spillway cracking, spalling, or damage to the spillway gate so that it is unable to be closed”

**Sheet  
L3**

**RECOMMENDED ACTIONS**

*Dam Owner/Operator EAP Coordinator (Mr. Andrew Mitchell)*

1. Make sure Event Level 3 notifications on Figure 2.1 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and crack widths for movement or seepage at least daily.
3. Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level to a safe elevation. Caution must be taken to not add additional flooding to properties downstream.
4. Install stop logs to isolate the impacted gate bay.
5. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
6. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
7. Contact the *Dam Owner’s Engineer (Mr. John T. Grimes, PE)* at least daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

*Dam Owner’s Engineer (Mr. John T. Grimes, PE)*

1. Review all pertinent information to recommend appropriate actions to the *EAP Coordinator (Mr. Andrew Mitchell)* in conjunction with *NC Dam Safety*.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions in site periodically and provide decision support as appropriate.

*NC Dam Safety*

1. Provide decision support and technical support to the *Incident Commander (Mr. Stephen Lovette)* and *Dam Owner/Operator (Mr. Andrew Mitchell)* as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event can be terminated when it has been determined the cracking, spalling, or damage to the spillway gate does not affect its ability to be closed.
- B. The event remains at the current Event Level 3 (No change in situation).
- C. The event warrants escalation to Event Level 2 if new spillway cracks or spalls result from structure distress or spillway gates become inoperable or Event Level 1 if mass movement of the concrete structure begins.

Notify **all** contacts on the Notification Flowchart to advise of current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

A) TERMINATION	B) EVENT LEVEL 3 (NO CHANGE)	C) EVENT LEVEL ESCALATION
Go to <b>Termination and Follow-up</b> (Step 4)	Continue recommended actions on this sheet	Go to <b>Event Level 2 or Event Level 1 Steps 2 &amp; 3</b>



**LEVEL: 2, YELLOW – SPILLWAYS/STRUCTURAL**

Defined as: “New spillway cracking or spalling resulting from structure distress or gates become inoperable”

**Sheet  
L2****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 2 notifications on Figure 2.2 have been made using the pre-scripted message.
2. Ensure that the dam and surrounding areas are carefully monitored, and every part of the dam is inspected **without compromising the safety of anyone performing these tasks**. Monitor water levels and development of new cracks or movements every 2 hours for changes.
3. If conditions permit:
  - Use a bottom drain, installed siphon, or pumps on site to provide additional drawdown of the lake level to a safe elevation. Caution must be taken to not add additional flooding to properties downstream.
  - Employ experienced, professional divers to assess the problem and possibly implement repairs, if necessary.
  - Install stop logs to isolate the impacted gate bay.
4. Monitor off-site areas to include instrumentation (Applicable to all Action Data Sheets with reference to Instrumentation).
5. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).
6. Contact the **Dam Owner’s Engineer (Mr. John T. Grimes, PE)** at least twice daily to report the latest observations and conditions. If conditions change significantly, go to the **re-evaluation/decision section** and follow relevant steps immediately.

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Review all pertinent information to recommend appropriate actions to the **EAP Coordinator (Mr. Andrew Mitchell)** in conjunction with **NC Dam Safety**.
2. Provide oversight to corrective actions or work as required.
3. Observe conditions in site periodically and provide decision support as appropriate.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions at least twice daily or when conditions change significantly. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 3 if the reservoir level is lowered below the area of concern. Notify all contacts on Event Level 2 Notification Flowchart that the Event Level will be downgraded to Event Level 3.
- B. The event remains at the current Event Level 2 (No change in situation).
- C. The event warrants escalation to Event Level 1 if mass movement of the concrete structure begins. Notify **all** contacts on the Notification Flowchart to advise of current situation and anticipated strategies.

**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 2 (NO CHANGE)</b>	<b>C) EVENT LEVEL ESCALATION</b>
Go to <b>Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Event Level 1 Steps 2 &amp; 3</b>



**LEVEL: 1, RED – SPILLWAYS/STRUCTURAL**

Defined as: “Mass movement of the concrete structure”

**Sheet  
L1****RECOMMENDED ACTIONS****Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)**

1. Make sure Event Level 1 notifications on Figure 2.3 have been made using the pre-scripted message.
2. Recommend to the **Incident Commander (Mr. Stephen Lovette)** **IMMEDIATE EVACUATION** downstream of the dam.
3. Stay a safe distance away from the dam. The immediate concern is the safety of the downstream public.
4. Record all information, observations, and actions on the Unusual or Emergency Event Log (Form 3.2).

**Dam Owner’s Engineer (Mr. John T. Grimes, PE)**

1. Provide decision support and technical support to **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** as appropriate.
2. Advise **Dam Owner/Operator/EAP Coordinator (Mr. Andrew Mitchell)** of dangerous conditions at the dam.

**NC Dam Safety**

1. Provide decision support and technical support to the **Incident Commander (Mr. Stephen Lovette)** as appropriate.

**RE-EVALUATION / DECISION Based upon Table 1.3**

Evaluate conditions CONTINUOUSLY. Using Table 1.3, determine if:

- A. The event warrants downgrade to Event Level 2 or Event Level 3 if there is no longer an immediate threat of dam failure AND water level in lake is lowered below the area of concern YET there is damage to the dam that prevents safe impoundment of water. All contacts on Event Level 1 Notification Flowchart shall be notified of a downgrade to Event Level 2 or Event Level 3.
- B. The event remains at the current Event Level 1 (No change in situation).
- C. Event may be Terminated only when either:
  - There is no longer a threat of dam failure AND it has been determined by **NC Dam Safety** staff to safely impound water or;
  - The dam has failed AND there is no longer a threat to the downstream public as determined by **NC Dam Safety** staff.

Notify **all** contacts on the Notification Flowchart to advise of current situation and anticipated strategies.**Based on this determination, follow the appropriate actions**

<b>A) EVENT LEVEL DOWNGRADE</b>	<b>B) EVENT LEVEL 1 (NO CHANGE)</b>	<b>C) TERMINATION</b>
Go to <b>Event Level 2 or Event Level 3 Steps 2 &amp; 3</b>	Continue recommended actions on this sheet	Go to <b>Termination and Follow-up (Step 4)</b>

---

**Form 3.2 – Unusual or Emergency Event Log**

(To be completed during the emergency)

Dam name: Boykin Lake Dam

County: Sampson

When and how was the event detected:

Weather conditions:

General description of the emergency situation:

Emergency Classification Level determination:

Made by (Name/Agency):

**Actions and Event Progression**

<b>Date</b>	<b>Time</b>	<b>From</b>	<b>Action/Event Progression</b>	<b>Recorded By</b>



---

## **Step 4: Termination and Follow-up**

**(side tab inserted)**

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## Step 4: Termination and Follow-up

1. We recommend you coordinate this Section with Local Emergency Management. This section should be completed according to the different levels of emergency events. Our office is not seeking a termination and follow up procedure for each event/recommended action; the same termination and follow up procedure can be developed for Event Level 1 (RED) and Event Level 2 (YELLOW), however a different response is needed for Event Level 3 (GREEN).
2. Once EAP operations have begun under Event Levels 3, 2, or 1, the EAP operations must eventually be terminated and follow-up procedures completed. As shown in the EAP Flowchart (Figure 1.0), EAP operations can only be terminated after completing operations under Event Level 3 or Event Level 1. If Event Level 2 is declared, the operations must be designated Event Level 3 or Event Level 1 before terminating the EAP operations.

### 4.1 Termination Responsibilities

The Incident Commander is responsible for terminating the emergency response operation and relaying the decision to the Dam Owner/Operator, EAP Coordinator, and Local Emergency Management. It is then the responsibility of each person to notify the same group of contacts that were notified during the original event notification process to inform those people that the event has been terminated.

Prior to termination of the Event Level 1 that has not caused actual dam failure, the Dam Owner's Engineer or NC Dam Safety will inspect the dam or require the inspection of the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that conditions do not pose a threat to people or property, the Incident Commander will be advised to terminate emergency response operations as described above.

The EAP Coordinator shall assure that the Unusual or Emergency Event Log (Form 3.2) is completed to document the emergency event and all actions that were taken. The EAP Coordinator shall distribute copies of the completed log and a revised Record of Revisions and Updates (Appendix E) to all EAP document holders outlined in EAP Distribution Log (Appendix F).

### 4.2 Follow-up

This is to be performed by the EAP Coordinator.

**Event Level 3, GREEN** – Describe the EAP review process following the termination of an Event Level 3. Ensure all parties that participated in the EAP activities are involved in the review process. Impose a time frame within which the review is to be completed. During the review, document any EAP procedures that were followed effectively, as well as any ways that the EAP could be improved, and insert this document into Record of EAP Annual Review, Revision and Periodic Test (Appendix D).

**Event Level 2, YELLOW** or **Event Level 1, RED** – Describe the EAP review process following the termination of an Event Level 2 or Event Level 1. Ensure all parties that participated in the EAP activities are involved in the review process. Impose a time frame within which the review is to be completed. During the review, document any EAP procedures that were followed effectively, as well as

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any ways that the EAP could be improved, and insert this document into Record of EAP Annual Review, Revision and Periodic Test (Appendix D). In addition, note any extra measures that must be taken due to the increased severity of the event.

***Event that has Caused Loss of Life, Injury or Property Damage*** – In addition to the course of action outlined above for Event Level 2 or Event Level 1, note any special procedures that must be followed in the event of loss of life, injury, or property damage. In general, a closer look should be taken at the EAP operations. As before, impose a reasonable time frame on the completion of these activities, and insert any conclusions into Record of EAP Annual Review, Revision and Periodic Test (Appendix D).

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## **Maps, Figures and Supporting Data**

**(side tab inserted)**

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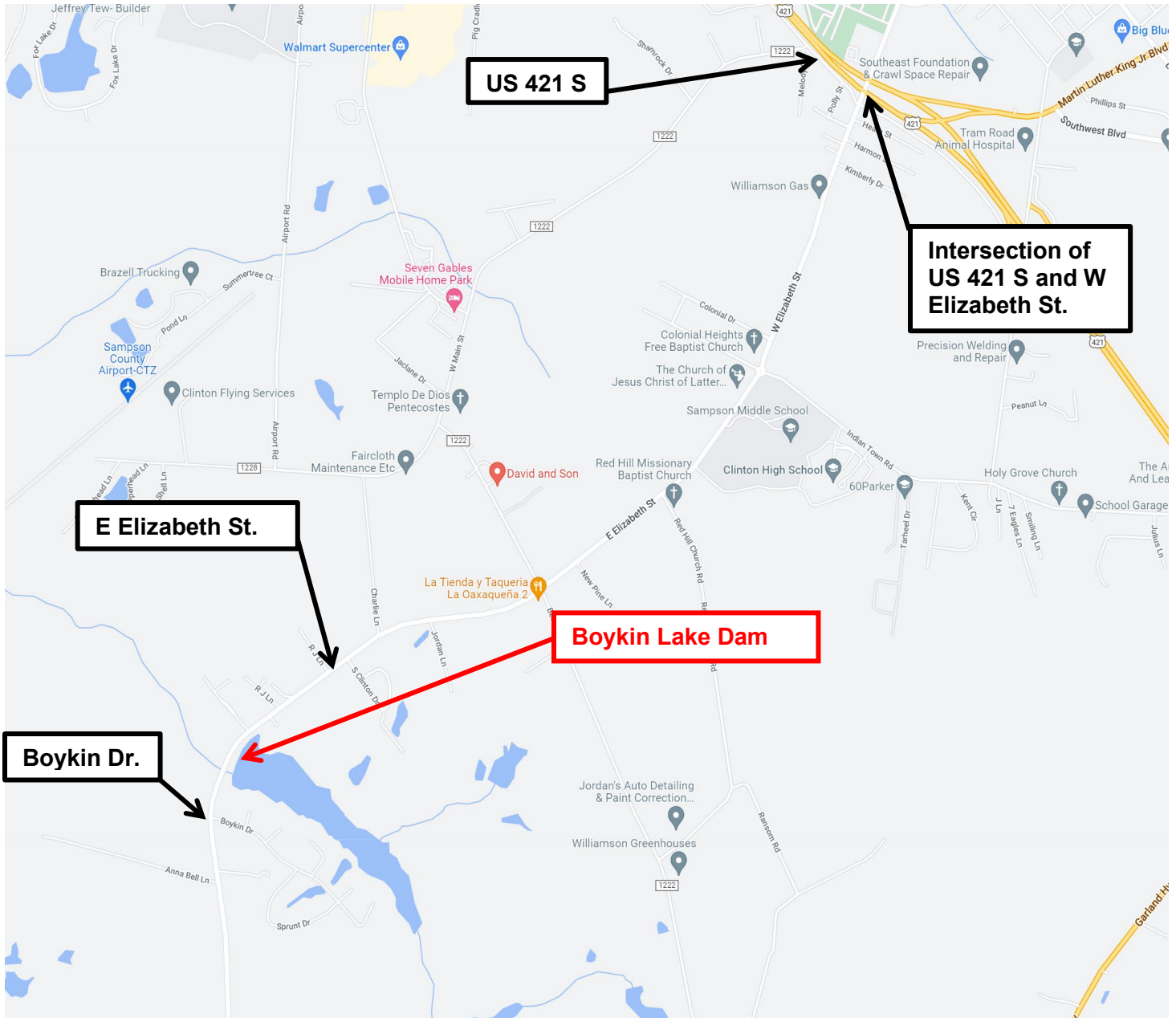
## Maps, Figures and Supporting Data

- Directions and Emergency Access Routes Map (Figure 5.1)
- Residents/Businesses/Roads/Infrastructure at Risk (Table 5.1)
- Downstream Inundation Study (Figure 5.2)
- NC Inventory of Dams Data Sheet (Figure 5.3)

Include any other maps, charts or figures deemed relevant in the case of an emergency event.



**Figure 5.1 – Directions and Emergency Access Routes Map**



**Directions to Boykin Lake Dam from intersection of US-421 S and W Elizabeth Street in Clinton, NC.**

1. Head East on US-421 S	
2. Take <b>right</b> onto W Elizabeth St.	0.3 miles
3. At the traffic circle, take the <b>second exit</b> onto E Elizabeth Street	2.1 miles
4. Turn <b>left</b> on Boykin Dr.	0.1 miles
5. Turn <b>left</b> onto Boykin Lake Access Rd	0.02 miles

**Coordinates for Boykin Lake Dam:**

**Latitude: 34.96079°**

**Longitude: -78.36003°**

---

**People at Risk**  
**(top tab inserted)**

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**Table 5.1 – Residents/Businesses/Roads/Infrastructure at Risk**

Summarize the list of entities as shown on the corresponding Downstream Inundation Study Map (Figure 5.2). All entity numbers listed below must match and be cross-referenced to the Downstream Inundation Study Map (Figure 5.2). Consult with your local or county emergency management to determine the proposed method of contact for at-risk parties downstream of a dam.

<b>Entity Number</b>	<b>Resident/Business/Road or Other Impacted Entity</b>	<b>Entity Property Address</b>	<b>Proposed Method of Contacting Entity</b>	<b>Entity's Distance Downstream from Dam (mi)</b>
	<b>SR 1214</b>	<b>E. Elizabeth Street</b>	<b>N/A</b>	<b>0.0 miles</b>
1	Johnson, Willie B	Off Annie Bell Ln, Clinton, NC 28328	910-305-9518	0.2 miles
2	Ashley, Anne Bell	187 Annie Bell Ln, Clinton, NC 28328	910-592-7037 910-584-9967	0.2 miles
		<b>Private Crossing</b>	<b>N/A</b>	<b>0.8 miles</b>

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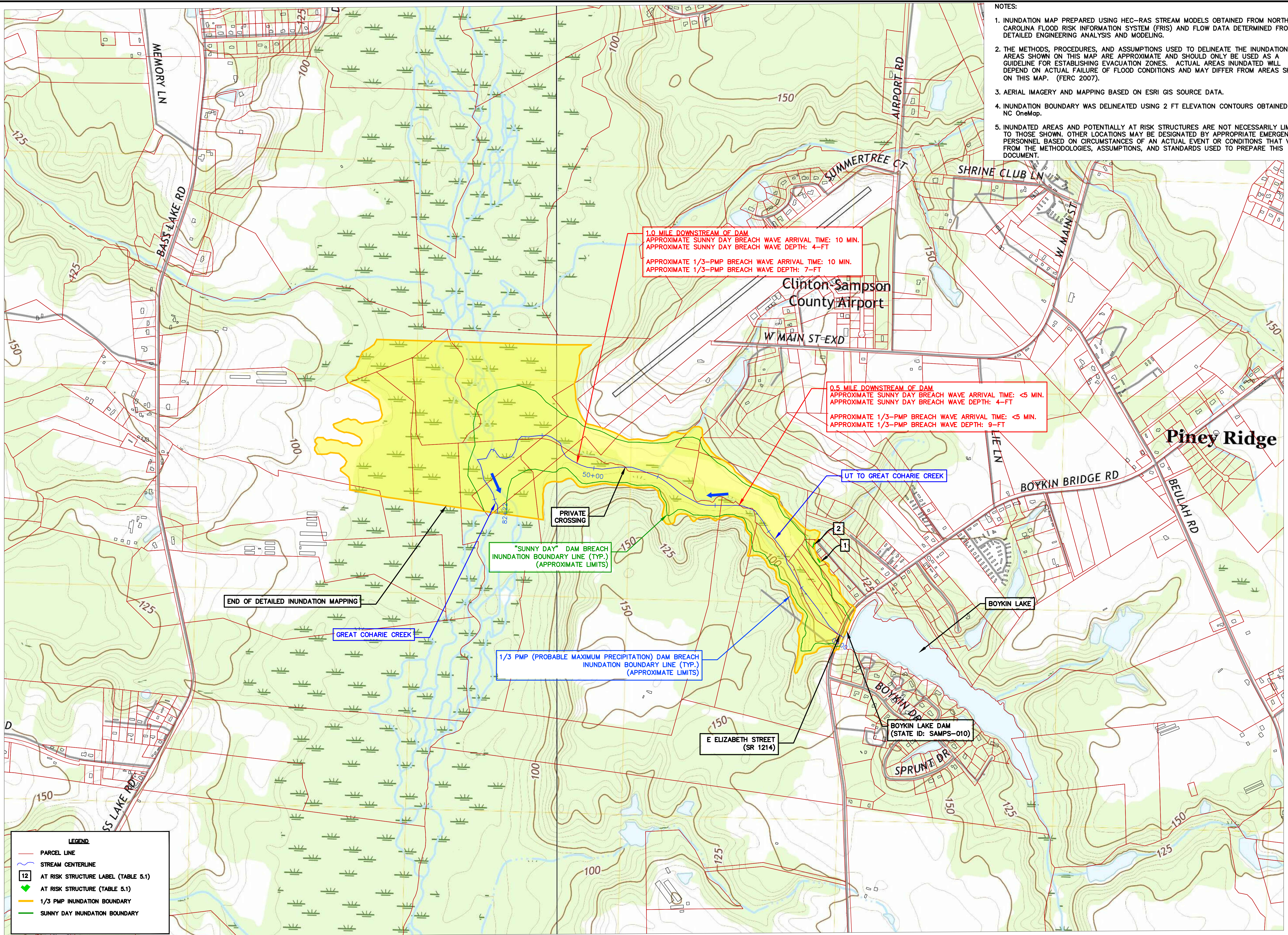
# **Inundation Maps**

**(top tab inserted)**

## Figure 5.2 – Downstream Inundation Study

1. As required by NCGS § 143-215.31(a1)(2)(d), a downstream inundation map depicting areas affected by a dam failure and sudden release of the impoundment must be provided. Provide supporting methodology used to develop the inundation map including: methodology used, assumptions made, modeling software used (if any), electronic files of the models, associated inputs, date of creation, legend table, compass, topographic contours, scale size, and directional arrows. The inundation map should depict both the Sunny-Day Breach (simulating a piping failure with the reservoir at normal pool elevation) and the Rainy-Day Breach (simulating an overtopping failure at maximum pool elevation during passage of the SDF) inundation zones. The two scenarios may be shown on the same map or set of maps using different colors. Inundation maps should be developed using an engineering computer model (e.g., HEC-RAS Unsteady Model, or other two-dimensional hydraulic analysis model, etc.), as referenced in FEMA P-946, Federal Guidelines for Inundation Mapping of Flood Risks Associated with Dam Incidents and Failures. The HEC-RAS models are available to anyone at no cost from the US Army Corps of Engineers at: <https://www.hec.usace.army.mil/software/hecras/>. The inundation map must depict the inundated areas superimposed on recent aerial imagery or a topographic map (including labeled two-foot interval topographic contours) clearly showing all impacted structures, roads, railroads, and other well-known features (located within the inundation zone extent) and reference each on Residents/Business/Roads/Infrastructure at Risk (Table 5.1).
2. The downstream limit of the breach inundation zone analysis should be the most downstream point where habitable structures are not located in the non-hydrologic fair weather dam breach inundation zone and the with- and without-dam breach flood elevations for the hydrologic failure converging to a specified vertical tolerance of 1 foot, unless sufficient justification exists for a larger vertical tolerance. Provide the following information at routine distance intervals on the inundation map: distance from embankment in miles, arrival time of breach wave in minutes, and maximum inundation depth in feet.
3. Inundation maps must be included within this EAP document, as they can be better distributed to emergency responders during an emergency within the same document.
4. Per NCGS § 143-215.31(a1)(2)(d), a downstream inundation map depicting areas affected by a dam failure and sudden release of the impoundment does not require preparation by a licensed professional engineer or a person under the responsible charge of a licensed professional engineer unless the dam is associated with a coal combustion residuals surface impoundment.
5. Inundation maps have been developed for this EAP from the best available information using reasonable assumptions and standardized methods. They are approximations of the maximum water surface extents resulting from a complete dam breach and draining of the full reservoir. Inundation maps are empirical hydrologic and hydraulic simulations that can only be field verified in the event of an actual breach. Evacuation areas and call lists should take into consideration the anticipated local impacts of flooding, knowledge of local infrastructure, both occupancy and ownership, and potentially interrupted services or cut-off access, which would be caused by dam failure. Depending upon actual circumstances, appropriate alert and evacuation areas could be either more or less extensive than the simulated inundation zones.





**LEGEND**

- PARCEL LINE
- STREAM CENTERLINE
- 12 AT RISK STRUCTURE LABEL (TABLE 5.1)
- ◆ AT RISK STRUCTURE (TABLE 5.1)
- 1/3 PMP INUNDATION BOUNDARY
- SUNNY DAY INUNDATION BOUNDARY

1.0 MILE DOWNSTREAM OF DAM  
 APPROXIMATE SUNNY DAY BREACH WAVE ARRIVAL TIME: 10 MIN.  
 APPROXIMATE SUNNY DAY BREACH WAVE DEPTH: 4-FT  
 APPROXIMATE 1/3-PMP BREACH WAVE ARRIVAL TIME: 10 MIN.  
 APPROXIMATE 1/3-PMP BREACH WAVE DEPTH: 7-FT

0.5 MILE DOWNSTREAM OF DAM  
 APPROXIMATE SUNNY DAY BREACH WAVE ARRIVAL TIME: <5 MIN.  
 APPROXIMATE SUNNY DAY BREACH WAVE DEPTH: 4-FT  
 APPROXIMATE 1/3-PMP BREACH WAVE ARRIVAL TIME: <5 MIN.  
 APPROXIMATE 1/3-PMP BREACH WAVE DEPTH: 9-FT

"SUNNY DAY" DAM BREACH  
 INUNDATION BOUNDARY LINE (TYP.)  
 (APPROXIMATE LIMITS)

1/3 PMP (PROBABLE MAXIMUM PRECIPITATION) DAM BREACH  
 INUNDATION BOUNDARY LINE (TYP.)  
 (APPROXIMATE LIMITS)

- NOTES:
1. INUNDATION MAP PREPARED USING HEC-RAS STREAM MODELS OBTAINED FROM NORTH CAROLINA FLOOD RISK INFORMATION SYSTEM (FRIS) AND FLOW DATA DETERMINED FROM DETAILED ENGINEERING ANALYSIS AND MODELING.
  2. THE METHODS, PROCEDURES, AND ASSUMPTIONS USED TO DELINEATE THE INUNDATION AREAS SHOWN ON THIS MAP ARE APPROXIMATE AND SHOULD ONLY BE USED AS A GUIDELINE FOR ESTABLISHING EVACUATION ZONES. ACTUAL AREAS INUNDATED WILL DEPEND ON ACTUAL FAILURE OF FLOOD CONDITIONS AND MAY DIFFER FROM AREAS SHOWN ON THIS MAP. (FERC 2007).
  3. AERIAL IMAGERY AND MAPPING BASED ON ESRI GIS SOURCE DATA.
  4. INUNDATION BOUNDARY WAS DELINEATED USING 2 FT ELEVATION CONTOURS OBTAINED FROM NC OneMap.
  5. INUNDATED AREAS AND POTENTIALLY AT RISK STRUCTURES ARE NOT NECESSARILY LIMITED TO THOSE SHOWN. OTHER LOCATIONS MAY BE DESIGNATED BY APPROPRIATE EMERGENCY PERSONNEL BASED ON CIRCUMSTANCES OF AN ACTUAL EVENT OR CONDITIONS THAT VARY FROM THE METHODOLOGIES, ASSUMPTIONS, AND STANDARDS USED TO PREPARE THIS DOCUMENT.

FINAL DRAWING - FOR REVIEW PURPOSES ONLY

MARK	REVISIONS	BY	DATE

NO PART OF THIS DOCUMENT MAY BE DISTRIBUTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF GRIMES ENGINEERING, P.C. THIS DOCUMENT IS TO BE USED ONLY FOR THE PROJECT SPECIFIED BY GRIMES ENGINEERING, P.C.



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**BOYKIN LAKE DAM  
 EMERGENCY ACTION PLAN  
 CLINTON, NC - SAMPSON COUNTY  
 MAP OF HAZARDS DOWNSTREAM**

SAMPS-010-H

DATE:	APRIL 2022
DESIGNED:	DNH
DRAWN:	DNH
JOB NO:	20-133-03-1
FIGURE:	5.2
OF:	1



## FIGURE 5.3 – NC Inventory of Dams Data Sheet

### North Carolina Department of Environment and Natural Resources Division of Land Resources

June 29, 2022

Land Quality Section

#### Boykin Lake Dam, SAMPS-010-High

##### General Information

Alternate names:	Johnson Pond Dam
*Status:	IMPOUNDING
*Dam Type:	Earth
Dam Purposes:	Recreation
Year Constructed:	
Region:	Fayetteville Regional Office
*Quadrangle:	Clinton South
*Latitude:	34.961
*Longitude:	-78.36
River or Stream:	Great Coharie Creek
*River Basin:	Cape Fear
Nearest City/Town:	Clinton
Distance Downstream:	2.0

##### Details

*Structural Height (ft):	22
Normal Freeboard (ft):	4
*Hydraulic Height (ft):	18
*Crest Length (ft):	850
*Crest Width (ft):	25
*Upstream Slope XH:1V:	3
*Downstream Slope:	3
*Low Flow Requirement (cfs):	0
*Max Spillway Capacity (cfs):	
*Normal Pool Elevation:	
*Drainage Area (ac):	2,182
Surface Area (ac):	37.70
Normal Pool Capacity (ac-ft):	271
*Max Pool Capacity (ac-ft):	510
Bottom Drain?	Y
Bottom Drain Operable?	U

##### Inspection Information

*Last Inspection Date:	11/19/2020
*Type Inspection:	Periodic
*Inspector(s):	LaBounty, Tim
*Next Routine Inspection:	11/19/2021
Comments:	Engineer transition from Enoch Engineers to Grimes Engineering.

##### Enforcement

NOD	11/23/2020
Deadline	01/15/2021
Resolved?	N
DSO	
Deadline	
Resolved?	
EAP?	Y
EAP Date	11/01/2019

##### Hazard Information

*Hazard Class	High
*Hazard Description	SR 1214

##### Spillways

<b>Primary Spillway</b>	<b>Other</b>
	Concrete Riser
<b>Emergency Spillway</b>	<b>Other</b>
	EARTHEN

##### Contacts

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# **Appendices**

**(side tab inserted)**



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## Appendix A – Roles, Responsibilities and Authority

### **Dam Owner/Operator (Mr. Andrew Mitchell)**

- As soon as an unusual or emergency event is observed or reported, immediately determine the emergency level.
  - **Event Level 1, RED**: Urgent!! Dam failure imminent or is in progress.
  - **Event Level 2, YELLOW**: Potential dam failure situation, rapidly developing.
  - **Event Level 3, GREEN**: Unusual event, slowly developing.
- Immediately notify the personnel in the order shown on the notification chart for the appropriate level.
- Provide updates of the situation to the ***Incident Commander*** dispatcher to assist them in making timely and accurate decisions regarding warnings and evacuations.
- Provide leadership to assure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP.

### **EAP Coordinator (Mr. Andrew Mitchell)**

- ***Dam Owner/Operator*** may designate responsibilities above to an ***EAP Coordinator***.

### **Local Emergency Management (Mr. Rick Sauer - Director)**

- Coordinate with local responders and dispatchers to ensure that each has an opportunity for input into the EAP, each has a copy of the EAP, and each is aware of their responsibilities.
- Assist in the determination of who would be the ***Incident Commander*** for this dam.
- During an event, maintain communication with ***NC Dam Safety*** staff.
- Assist owners in preparation of the Directions and Emergency Access Routes Map (Figure 5.1).
- Maintain communication with media when necessary.
- When an Event Level 2 situation occurs:
  - Prepare response personnel for possible evacuations that may be needed if a Level 1 situation occurs.
  - Alert the public as appropriate.
- When an Event Level 1 situation occurs:
  - Alert the public.
  - Immediately close roads and evacuate people within and possibly adjacent to the inundation area.
- Participate in the annual review and update of the EAP.

---

**Incident Commander (Mr. Stephen Lovette – Fire Chief)**

- Serve as the primary contact person responsible for the coordination of all emergency actions.
- When an Event Level 2 situation occurs:
  - Prepare responders for possible evacuations that may be needed if a Level 1 situation occurs.
- When an Event Level 1 situation occurs:
  - Initiate warnings and order evacuation of people at risk downstream of the dam.
  - Notify local or county emergency management services to carry out the evacuation of people and close roads within the inundation area.
- Decide when to terminate the emergency.
- Participate in an annual review and update of the EAP.

**Dam Owner's Engineer (Mr. John T. Grimes, PE)**

- Advise the **Dam Owner/Operator** of the emergency level determination, if time permits.
- Advise the **Dam Owner/Operator** of remedial actions to take if a Level 2 event occurs, if time permits.
- Assist the **Dam Owner/Operator** in preparation of Action Data Sheets (Table 3.1).

**NC Dam Safety**

- Advise the **Incident Commander** of the emergency level determination, if time permits.
- Provide technical and other assistance to the **Incident Commander** as needed.
- Advise the **Dam Owner/Operator** of remedial actions to take if an Event Level 2 occurs, if time permits.

## Appendix B – Emergency Services Contacts

Agency / Organization	Principal Contact	Physical Address	Office Phone Number	Alternate Telephone Number	Agency Website or Email
NC Emergency Operations Center (After-hours Contact for NC Dam Safety)			1-800-858-0368	N/A	
Local 911 Call Center			911	N/A	
Local or County Emergency Management Director Sampson County	Mr. Rick Sauer Director	107 Underwood Street Clinton, NC 28328	910-592-1151 (Office)	919-592-5383 (24-Hr)	rsauer@sampsonnc.com
EAP Coordinator	Boykin Lake Homeowners Association Mr. Andrew Mitchell	60 Hubbard Place Clinton, NC 28328	910-271-2204 (24 hr)		amitch52207@gmail.com
Dam Owner's Engineer (if available)	Grimes Engineering, PC Mr. JT Grimes	8940 Mackintosh Ln., Suite A Clemmons, NC 27012	336-480-8500 (Cell)	919-413-2754 (Alt. Cell)	jtgrimes@grimes-engineering.com
Dam Owner/Operator	Boykin Lake Homeowners Association Mr. Andrew Mitchell	60 Hubbard Place Clinton, NC 28328	910-271-2204 (24 hr)		amitch52207@gmail.com
County Sheriff Sampson County	Mr. Jimmy Thornton	112 Fontanta Street Clinton, NC 28328	910-592-4141		sheriff@sampsonsheriff.com
Local Police Department Clinton Police Department	Mr. Anthony Davis, Chief	222 Lisbon Street Clinton, NC 28328	910-592-3105		records@cityofclintonnc.us
Local Fire Department Clinton Fire Department	Mr. Stephen Lovette Fire Chief	222 Wall Street Clinton, NC 28328	910-592-4902 (Station)		records@cityofclintonnc.us

Local Highway Patrol	Troop B, Districy II - Sampson County	305 North Blvd. Clinton, NC 28328	910-592-3141 (Office)	919-733-3861 (Alt Phone)	N/A
North Carolina Dam Safety Program (NCDEQ, Division of Energy, Mineral, and Land Resources)	Mr. Tim LaBounty Fayetteville Regional Office	225 Green Street, Suite 714 Fayetteville, NC 28301-5095	910-433-3300 (Office)	1-800-858-0368	tim.labounty@ncdenr.gov
National Weather Service	NWS Raleigh, NC	100 Capability Drive, Suite 300 Raleigh, NC 27606-5226	919-326-1042		rah.webmaster@noaa.gov
NC Department of Transportation	Mr. Daniel Cumbo NC DOT Division 8 District 2	220 North Blvd. Clinton, NC 28328	910-682-5100		drcumbo@ncdot.gov

## Appendix C – Locally Available Resources (Equipment, Labor and Materials)

Provide the nearest contacts if not available locally.

Heavy Equipment Service and Rental Company	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
Grand Equipment Rental	611 Warsaw Rd. Clinton, NC 28328	910-596-2228	<a href="https://grandequipmentrental.com/">https://grandequipmentrental.com/</a>
Sunbelt Rentals	318 S. Eastern Street Fayetteville, NC 28301	910-323-4416	<a href="https://www.sunbeltrentals.com/">https://www.sunbeltrentals.com/</a>
Sand and Gravel Supply	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
WHI Sand & Gravel	2311 Clinton Rd. Fayetteville, NC 28312	910-323-0098	<a href="https://whisandandgravel.com/">https://whisandandgravel.com/</a>
American Material Co, LLC	4755 Game Rd. Wade, NC 28395	910-483-0707	<a href="https://americanmaterialco.com/">https://americanmaterialco.com/</a>
Ready-Mix Concrete Supply	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
S&W Ready Mix Concrete	1395 Turkey Hwy Clinton, NC 28328	910-592-0180	<a href="https://snwreadymix.com/">https://snwreadymix.com/</a>
Pumps	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
Grand Equipment Rental	611 Warsaw Rd. Clinton, NC 28328	910-596-2228	<a href="https://grandequipmentrental.com/">https://grandequipmentrental.com/</a>
Diving Service	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
In-Water Services Co., Inc.	3683 Southeast School Rd. Greensboro, NC 27496	336-272-5500	N/A
Sandbags	PHYSICAL ADDRESS	PHONE NUMBER	WEBSITE
WHI Sand & Gravel	2311 Clinton Rd. Fayetteville, NC 28312	910-323-0098	<a href="https://whisandandgravel.com/">https://whisandandgravel.com/</a>

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## Appendix D – Record of EAP Annual Review, Revision and Periodic Test

**EAPs are required to be updated and resubmitted annually to the North Carolina Dam Safety Program, one year from the anniversary date of the most recent approval. The EAP should be reviewed for correctness and modified to include any changes to the downstream hazards. If no updates are necessary to the EAP at the time of annual resubmittal, update the date of the EAP on each page and include a cover letter that states there have been no changes in the last year when resubmitting to North Carolina Dam Safety Program.**

**The North Carolina Dam Safety Program recommends that a periodic test, including a tabletop exercise, is conducted prior to the annual resubmission of the EAP.**

### **EAP Annual Review:**

**The EAP Coordinator at a minimum will be responsible for:**

1. Determining if downstream hazards have changed and updating Residents/Businesses/Roads/Infrastructure at Risk (Table 5.1) accordingly.
2. Contacting all individuals on the notification flowcharts to verify or update names, phone numbers, and specified positions.
3. Contacting and updating the information in Emergency Services Contacts (Appendix B).
4. Contacting and updating the information in Locally Available Resources (Equipment, Labor and Materials) (Appendix C).

### **EAP Periodic Test:**

**The EAP Coordinator at a minimum will be responsible for:**

1. Inviting all agencies involved within the EAP.
2. Coordinating the development of a tabletop exercise (develop objectives, scenario, messages, after-action review).
3. Hosting and facilitating the tabletop exercise.

### **Revision:**

The **EAP Coordinator** is responsible for updating the EAP document and ensuring that all copies of the EAP document are revised. The EAP document held by the **EAP Coordinator** is the master EAP document. When revisions occur, the **EAP Coordinator** will provide the revised pages and a revised Record of Revisions and Updates (Appendix E) to all the EAP document holders listed in EAP Distribution Log (Appendix F). The document holders are responsible for revising outdated copies of the respective document(s) whenever revisions are received. Outdated pages shall be immediately discarded to avoid any confusion with the revisions.



## Appendix F – EAP Distribution Log

Copy Number	Agency / Organization
1	<p>Boykin Lake Homeowners Association            Mr. Andrew Mitchell            60 Hubbard Place            Clinton, NC 28328            910-271-2204 (24 hr)            amitch52207@gmail.com</p>
2	<p>North Carolina Dam Safety Program            1612 Mail Service Center            Raleigh, North Carolina 27699-1612            (919) 707-9220            DamSafety@ncdenr.gov</p>
3	<p>Mr. Rick Sauer - Director            107 Underwood Street            Clinton, NC 28328            910-592-1151 (Office)            rsauer@sampsonnc.com</p>
4	<p>Mr. Stephen Lovette - Fire Chief            222 Wall Street            Clinton, NC 28328            slovette@cityofclintonnc.us</p>
5	<p>Grimes Engineering, PC            Mr. JT Grimes            8940 Mackintosh Ln., Suite A            Clemmons, NC 27012            336-480-8500 (Cell)            jtgrimes@grimes-engineering.com</p>



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## Appendix G – Engineering Documents

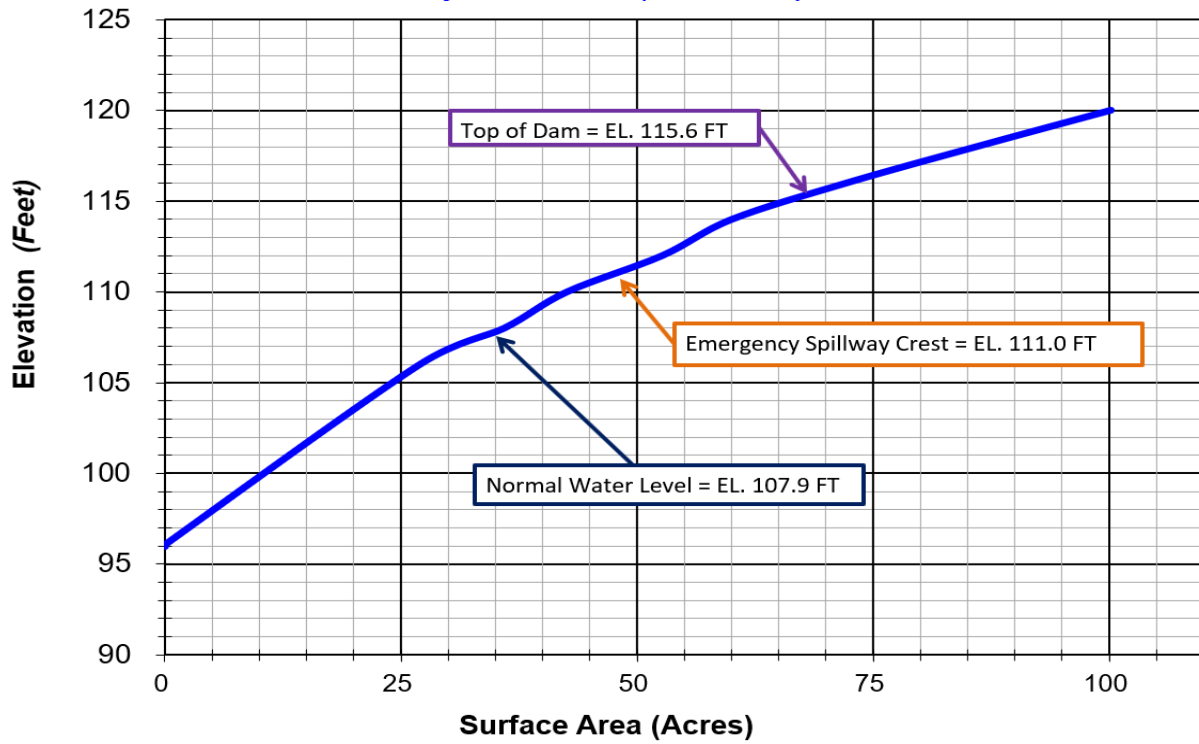
Include all available engineering records and documentation, including but not limited to:

- Hydrology and Hydraulics Memorandum summarizing the analyses performed and assumptions to evaluate the dam breach inundation boundaries and develop the dam breach inundation maps. Include computer programs used, versions, etc.
- Reservoir Area – Capacity Curve
- Principal Spillway Rating Curve
- Emergency Spillway (Top of Dam) Rating Curve
- Annotated Site Pictures
- Plan View of the Dam
- As-Built and/or Survey Drawings

# Exhibit G.1

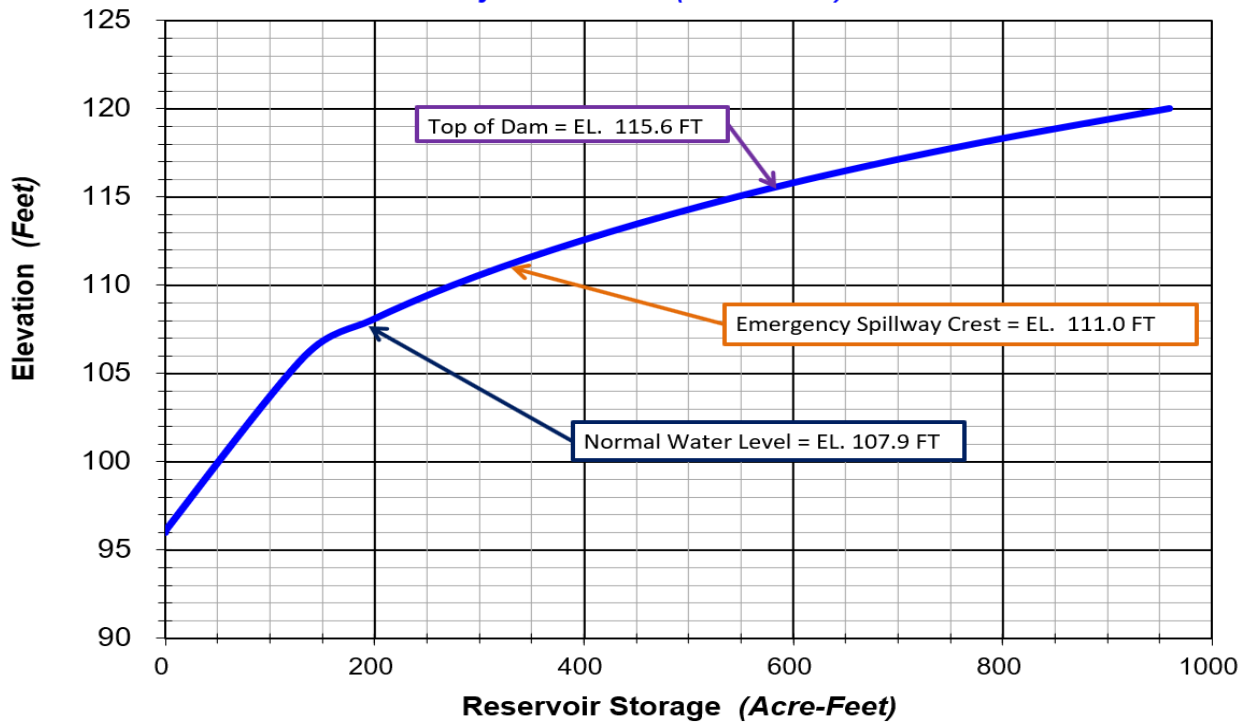
## Elevation - Area Curve

*Boykin Lake Dam (SAMPS-010)*



## Elevation - Storage Curve

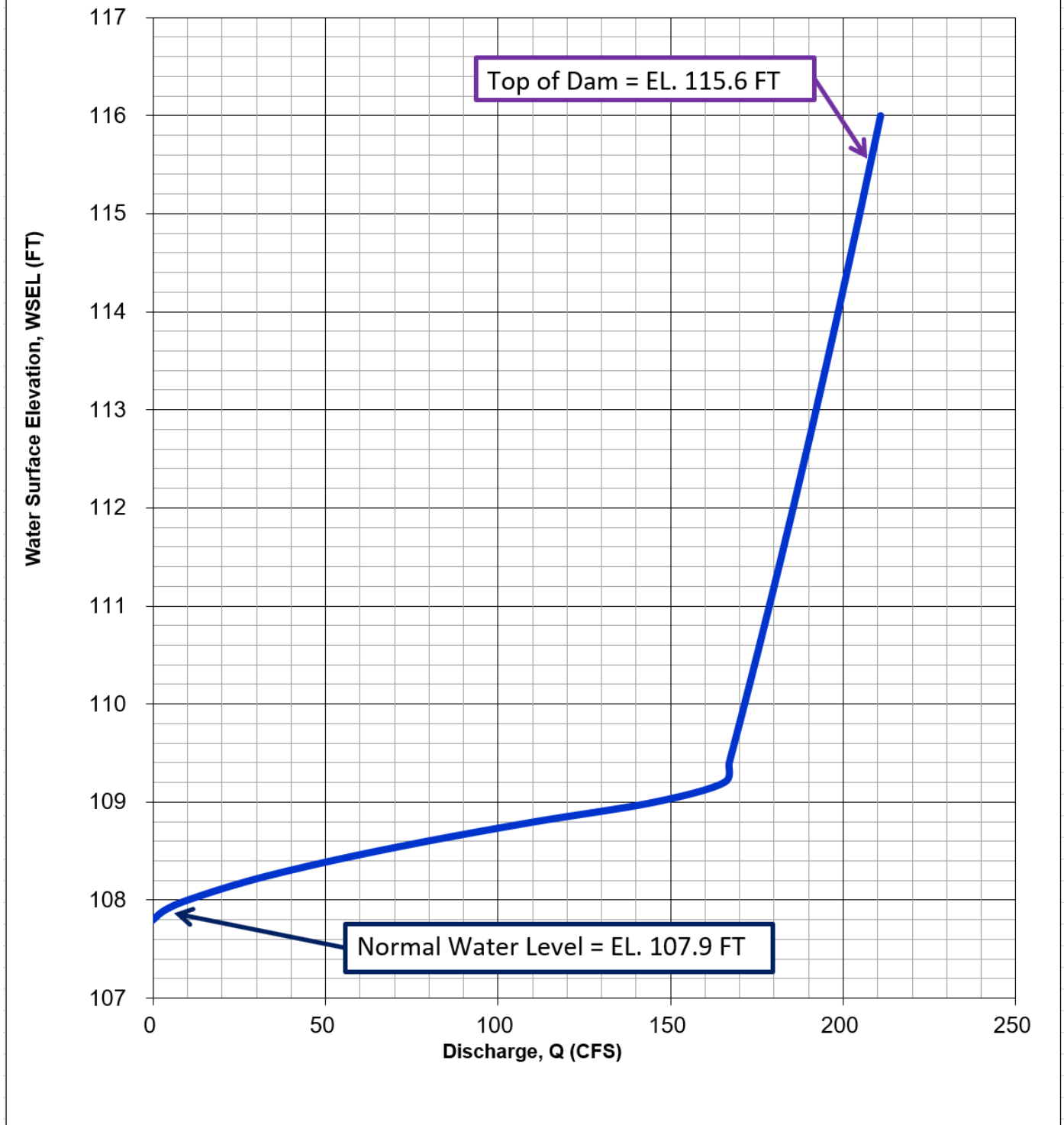
*Boykin Lake Dam (SAMPS-010)*



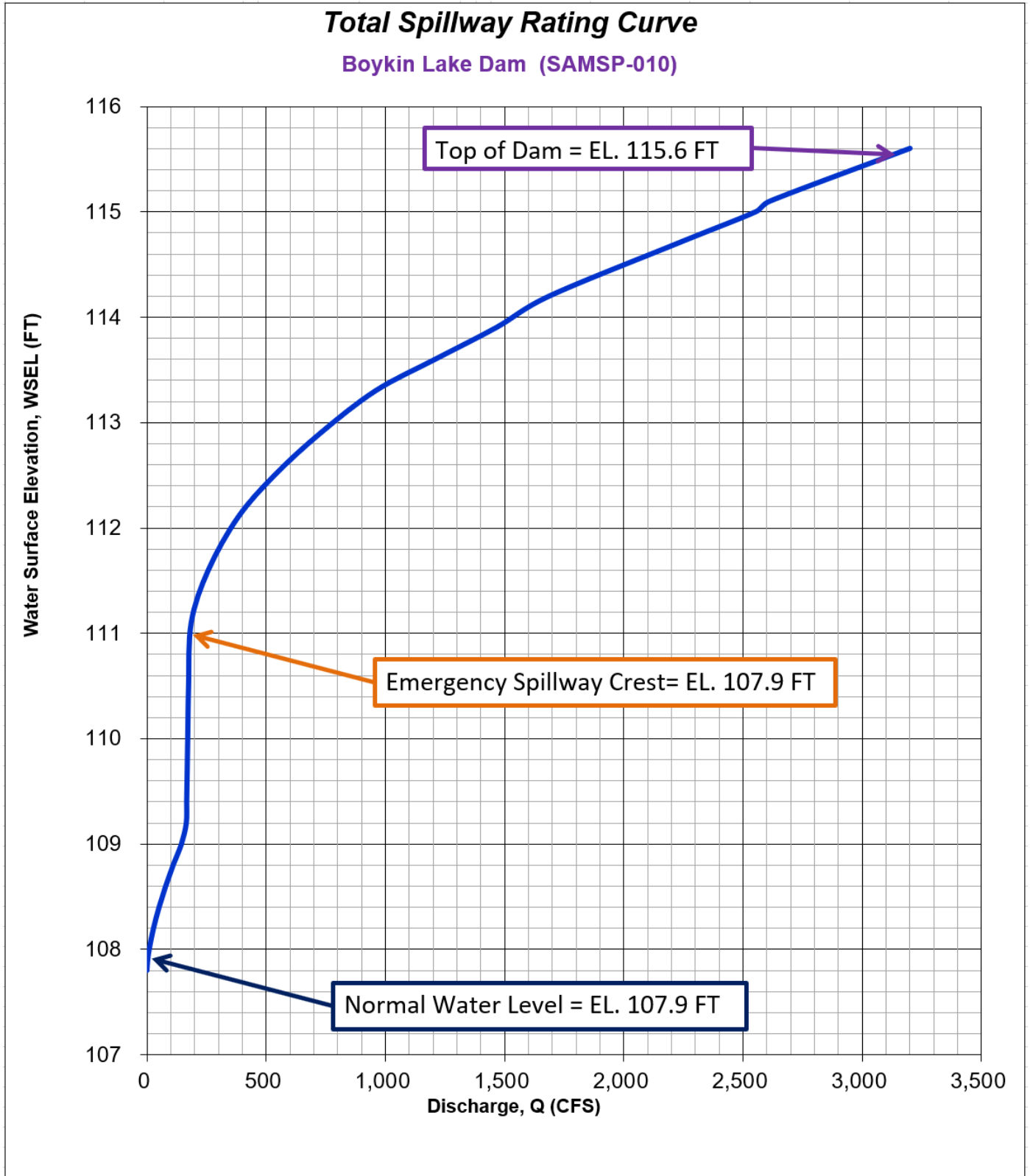
## Exhibit G.2

### Primary Spillway Rating Curve

Boykin Lake Dam (SAMSP-010)



### Exhibit G.3



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**Exhibit G.4**

***Boykin Lake Dam***

**Annotated Site Photographs**



**Photo 1 – Dam Access / Top of Dam**



**Photo 2 – Primary Spillway**



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**Exhibit G.4 (continued)**

**Boykin Lake Dam**

Annotated Site Photographs



**Photo 3 – Upstream Slope of Dam**



**Photo 4 – Top of Dam**



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**Exhibit G.4** *(continued)*

**Boykin Lake Dam**

Annotated Site Photographs



**Photo 5 – Top of Dam**

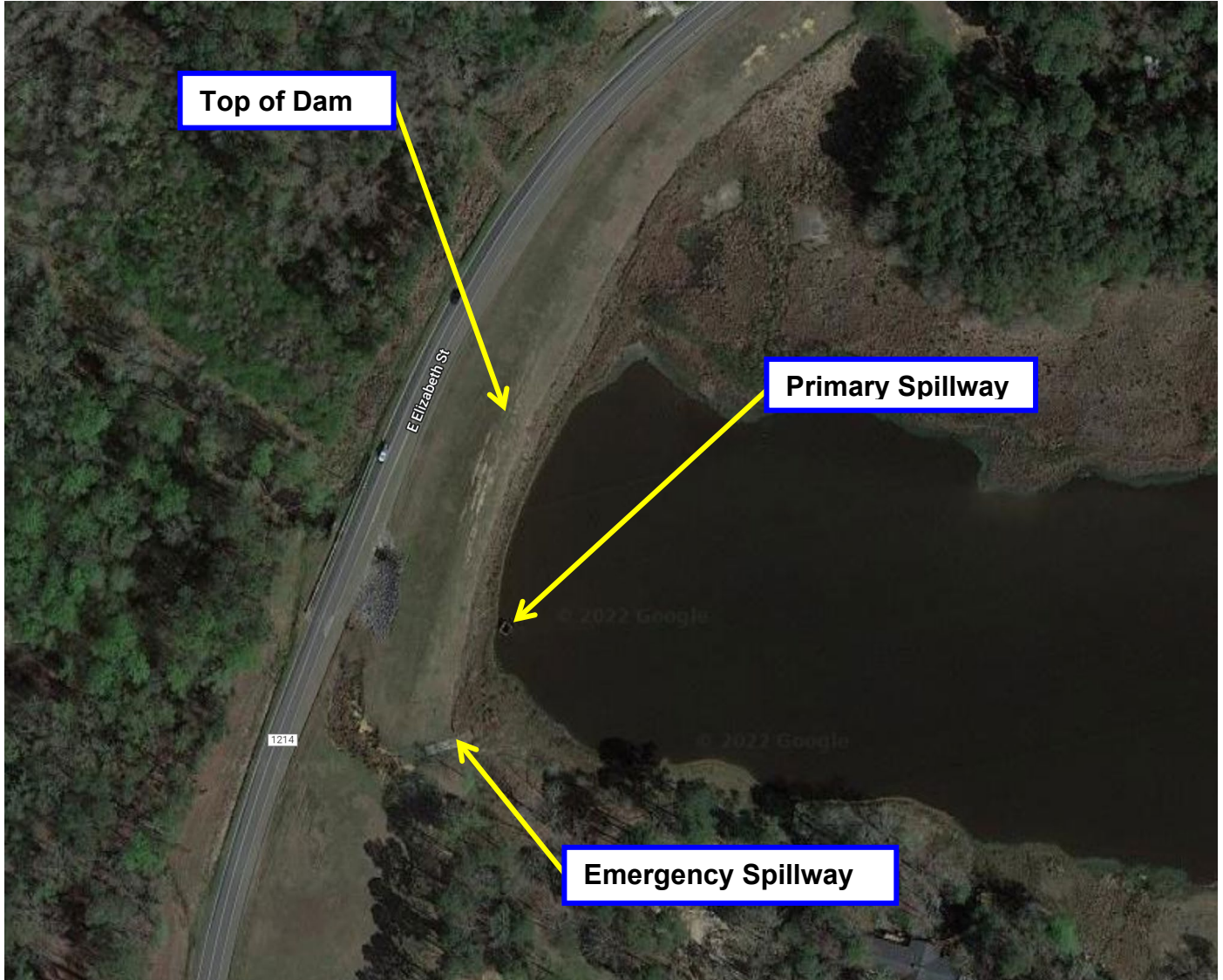


**Photo 6 – Primary Spillway Outlet**



## Exhibit G.5

### Plan View of Boykin Lake Dam



#### Critical Elevations: (NAVD-88)

1. Normal Water Level: EL. 107.9 ft
2. Primary Spillway Riser Crest: EL. 107.8 ft
  - a. Primary Spillway Barrel Invert EL. 96.6 FT
  - b. Primary Spillway Barrel Outlet EL. 96.2 FT
3. Emergency Spillway:
  - 50 ft Weir Crest EL. 111.0 ft
4. Top of Dam Embankment: Sag EL. 115.6 ft



## Appendix H – Glossary of Terms

<b>Abutment</b>	The part of the valley side against which the dam is constructed. The left and right abutments of dams are defined with the observer looking downstream from the dam.
<b>Appurtenances</b>	Structures incident to or annexed to dams essential to the proper operation, maintenance or functioning of the dam. This includes such structures as spillways, low-level outlet works, and water conduits, such as tunnels, pipelines, or penstocks, either through a dam or its abutments.
<b>Breach</b>	An opening through the dam that allows draining of the reservoir. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.
<b>Control section</b>	A usually level segment in the profile of an open channel spillway above which water in the reservoir discharges through the spillway.
<b>Dam</b>	An artificial barrier generally constructed across a watercourse to impound or divert water.
<b>Emergency spillway</b>	The appurtenant structure that provides the controlled conveyance of excess water through, over, or around the dam.
<b>Incident Commander</b>	(IC) is responsible for directing and/or controlling resources under explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander. For responses under the National Response System (NRS), the pre-designated On-Scene Coordinator (OSC) generally assumes the role of Incident Commander.
<b>Instrumentation</b>	An arrangement of devices installed into or near dams that provide measurements to evaluate the structural behavior and other performance parameters of the dam and spillway structures. Examples include seepage measuring weirs, piezometers, inclinometers and survey monuments.
<b>Low-level outlet works</b>	An appurtenant structure, usually consisting of a pipe through the embankment or principal spillway structure equipped with a valve, whose purpose is to allow lowering the lake level.
<b>Principal spillway</b>	The appurtenant structure that conveys normal inflow through or around the embankment.
<b>Reservoir</b>	The body of water is impounded or potentially impounded by the dam.
<b>Seepage</b>	The natural movement of water through the embankment, foundation, or abutment of the dam.
<b>SERT</b>	State Emergency Response Team, Collection of State Agencies, Non-profit and voluntary organizations which provide support to local government agencies in their response, recovery, preparedness & mitigation of natural & technological hazard.
<b>Unusual Event</b>	An event which takes place, or a condition which develops, that is not normally encountered in the routine operation of the dam and reservoir or necessitates a variation from the operating procedures.

**From:** [Crew, John \(NCEM\)](#)  
**To:** [Jared Rouse](#)  
**Subject:** RE: [External] Boykin Lakes amendment questions  
**Date:** Monday, July 10, 2023 8:18:19 AM  
**Attachments:** [image001.png](#)

---

1. The amendment only applies to Sampson—no one else needs to approve or adopt.
2. There's no requirement to complete ANY Mitigation Measure identified in the plan. Identifying a specific measure makes that an eligible activity for FEMA funding. There are 10 dam measures because those represent the scope of activities eligible under the HHPDR program.

Let me know if you have any further questions.

Chris Crew, CFM  
Mitigation Plans Manager  
NCEM  
Department of Public Safety  
919 218 6557

---

**From:** Jared Rouse <jrouse@sampsonnc.com>  
**Sent:** Thursday, July 6, 2023 11:02 AM  
**To:** Crew, John (NCEM) <John.Crew@ncdps.gov>  
**Subject:** [External] Boykin Lakes amendment questions

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Good morning Chris,

Our county attorney looked over the amendment you sent, he had 2 general questions.

1. He asked since this only applies to a dam in Sampson County do we need any type of concurrence/action from the Duplin County BOC?
2. He specifically asked about this amended section, Are these actions we **have** to take as the county or is this just a list of actions the county could take to mitigate the risk of any dam?

- A. **Section 9** of the plan, Mitigation Action Plan identifies mitigation actions for Sampson County. The table of actions on pdf page 644 (9-20 in the plan) Section 9 Sampson County Mitigation Actions is hereby amended to include the following measures:

Structure and Infrastructure Projects

ACTION NUMBER S 46

Description:

- 1) Geotechnical investigation to establish data for risk analysis and development of engineering designs/solutions
- 2) Build upstream dam to reduce load on existing dam
- 3) Property Acquisition in inundation area(s) below dam
- 4) Raise crest of dam to increase storage capacity
- 5) Add additional spillways, widen or lower existing spillways to increase discharge capacity
- 6) Warning systems to alert downstream areas of potential dam failure
- 7) Improve flow path below dam to increase conveyance capacity
- 8) Encourage conservation or re-forestation of upstream land to reduce runoff
- 9) Development of community Stormwater Management Plans for upstream communities
- 10) Complete an Emergency Action Plan in conjunction with NCDEQ for all High Hazard Dams in the county
- 11) Permanently breach hazardous dams, or modify risers such that dam can no longer impound water, but may still provide attenuation of peak flooding by acting as a stormwater retention feature

Thanks!

Jared



**Jared Rouse, EM Coordinator**

(O) 910-592-8996

[jrouse@sampsonnc.com](mailto:jrouse@sampsonnc.com)

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Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

# Memo

**To:** Sampson County Board of Commissioners  
**From:** Kelsey Edwards, Library Director  
**CC:** Ed Causey, County Manager & Stephanie Shannon, Clerk to the Board  
**Date:** September 19, 2023  
**Re:** Request to Discard Items

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I request that I be allowed to withdraw all items that have been weeded from the collections of the Sampson-Clinton Public Library System on the attached list due to disuse, damage, or out-of-date/inaccurate information.

I also request that the Board of Commissioners write off these titles and all items that have been donated to the library but not placed in the collection as of September 19, 2023. The library will dispose of all items per our Collection Development Policy.

Thank you.

Title	Barcode
The Ultimate Sacrifice II: Love Is Pain.	810191001176413
Submerged	810191001030290
Submerged /	810191001030290
Kids almanac 2020	810191001647406
National geographic	810191001647406
National geographic kids almanac 2020.	810191001647406
I do not want to go to sleep	810600000080462
I don't want to go to sleep	810600000080462
I don't want to go to sleep /	810600000080462
Duck on a bike	810191001136053
Duck on a bike /	810191001136053
National Geographic kids ultimate dinopedia	810600000026515
Ultimate dinopedia :	810600000026515
Ultimate dinopedia : the most complete dinosaur reference ever	810600000026515
Anne of Green Gables :	810191001896602
Anne of Green Gables : a graphic novel	810191001896602
Anne of Green Gables.	810191001896602
30-Minute meals (Television program)	810191000582827
Dinosaur stomp! :	810491000079758
Dinosaur stomp! : a monster pop-up	810491000079758
Rachael Ray 365 :	810191000582827
Rachael Ray 365 : no repeats : a year of deliciously different dinners	810191000582827
Rachael Ray three hundred sixty-five	810191000582827
To the stars, Isabelle	810191001265662
To the stars, Isabelle /	810191001265662
Livvie's song	810191001000032
Livvie's song /	810191001000032
Traces of mercy	810191001548322
Traces of mercy /	810191001548322
When calls the heart	810191001661103
When calls the heart /	810191001661103
After math	810191001765034
Aftermath	810191001765034

Aftermath /	810191001765034
Chicken Soup for the Soul: Home Sweet Home: 101 Stories about Hearth, Happiness	810191001275504
Chicken Soup for the Soul: Home Sweet Home: 101 Stories about Hearth, Happiness	810191001275504
Chicken soup for the soul :	810191000879202
Chicken soup for the soul : Christmas magic : 101 holiday tales of inspiration, love	810191000879202
Christmas magic	810191000879202
Cupid, Texas	810191001568482
Cupid, Texas how the cowboy was won	810191001568482
Don't look back	810191000739259
Don't look back /	810191000739259
On the Move -- Starting Over / Celebrating the Tears / Finally Home / Eulogy for a	810191001275504
Prime time	810591000031099
Prime time /	810591000031099
Rancher & the baby	810191001513425
Stealing home	810191000588242
Stealing home /	810191000588242
Sweet Annie	810191001505141
The Cinderella bride	810191001028829
The Cinderella bride /	810191001028829
The rancher and the baby	810191001513425
The rancher and the baby /	810191001513425
Brave	810191001888814
Brave /	810191001888814
Max and Mo go apple picking	810191000985485
Max and Mo go apple picking /	810191000985485
Thomas Jefferson, a founding father of the United States of America	810191000700255
Thomas Jefferson, a founding father of the United States of America /	810191000700255
This is Miles Morales	810191001714346
This is Miles Morales /	810191001714346
Bedtime for Little Bulldozer	810191001632999
Bedtime for Little Bulldozer /	810191001632999
I am cool!	810191001619070
I'm cool!	810191001619070
I'm cool! /	810191001619070

Tin Lizzie	810191000703514
Tin Lizzie /	810191000703514
Trucks galore	810191001618901
Trucks galore /	810191001618901
What the dinosaurs did at school	810491000172303
What the dinosaurs did at school /	810491000172303
LEGO Ninjago masters of Spinjitzu character encyclopedia	810191001698529
LEGO Ninjago masters of Spinjitzu character encyclopedia /	810191001698529
LEGO Ninjago, masters of spinjitzu (Television program)	810191001698529
Ninjago character encyclopedia	810191001698529
Ninjago masters of Spinjitzu character encyclopedia	810191001698529
Ninjago masters of Spinjitzu character encyclopedia Ninjago character encyclopec	810191001698529
A raisin in the sun	810191000773885
A raisin in the sun /	810191000773885
Battle of the best friends	810191001891297
Battle of the best friends /	810191001891297
Claudia and Mean Janie	810191001526147
Claudia and mean Janine.	810191001526147
The Baby-sitters Club.	810191001526147
The Baby-sitters Club. 4 Claudia and Mean Janine	810191001526147
Cub Creek	810191001803718
Cub Creek /	810191001803718
23 minutes in hell	810191001193334
23 minutes in hell /	810191001193334
Twenty-three minutes in hell	810191001193334
Twenty-three minutes in hell Twenty-three minutes in hell Twenty-three minutes	810191001193334
Together Again: The Trouble with Caasi\Reflections of Yesterday.	810191001325375
A time for peace	810191000962002
A time for peace /	810191000962002
A time to love	810191000886662
A time to love /	810191000886662
Great Gatsby (Motion picture : 1974)	810191001221725
The great Gatsby	810191001221725
The Crocodile Hunter :	810191000422263

The Crocodile Hunter : the incredible life and adventures of Steveand Terri Irwin	810191000422263
Baking with dad	81010000001751
Baking with dad /	81010000001751
What will grow?	810191001521703
What will grow? /	810191001521703
Ivy loves to give	810191000898351
Ivy loves to give /	810191000898351
Real friends	810191001565951
Real friends /	810191001565951
Alfred Hitchcock and the three investigators in The secret of Skeleton Island.	810191001354928
Breaking dawn, part 1 (Motion picture)	810191001159103
Breaking dawn, part 2 (Motion picture)	810191001159103
Breaking dawn, part 2 (Motion picture) Breaking dawn, part 1 (Motion picture)	810191001159103
Disney Ralph breaks the internet	810191001716694
Disney Ralph breaks the internet Wreck-it-Ralph 2 Wreck-it-Ralph two	810191001716694
Ralph breaks the internet	810191001716694
Ralph breaks the internet (Motion picture)	810191001716694
Ralph breaks the internet (Motion picture) Wreck-It Ralph (Motion picture)	810191001716694
Secret of Skeleton Island	810191001354928
The three investigators in the secret of Skeleton Island	810191001354928
The twilight saga.	810191001159103
The twilight saga. Breaking dawn, part 2	810191001159103
Trolls world tour	810191001758210
Wreck-It Ralph (Motion picture)	810191001716694
Wreck-it-Ralph 2	810191001716694
Wreck-it-Ralph two	810191001716694
Body book for younger girls	810191001173603
Care and keeping of you the body book for younger girls	810191001173603
Care and keeping of you the body book for younger girls Body book for younger g	810191001173603
The care & keeping of you 1 :	810191001173603
The care & keeping of you 1 : the body book for younger girls	810191001173603
The care & keeping of you the body book for younger girls 1	810191001173603
Christmas train	810191001688463
Christmas train /	810191001688463



Witness :	810191000485564
Witness : for the prosecution of Scott Peterson	810191000485564
A secret rage	810191000780583
A secret rage /	810191000780583
Noisy dinosaurs	810591000127443
Noisy dinosaurs /	810591000127443
The art of the party	810191001181325
The art of the party /	810191001181325
Biggest and smallest!	810191001491829
Guinness world records :	810191001491829
Guinness world records : biggest and smallest!	810191001491829
Let's go fishing!.	810191001559870
Puffin Rock	810191001559870
Puffin Rock (Television program)	810191001559870
Summer color!	810600000046406
Summer color! /	810600000046406
Wild goose chase :	810191001740891
Wild goose chase : funny animal phrases and the meanings behind them	810191001740891
Baby dinosaur	810491000158431
Baby dinosaur /	810491000158431
Growl! Growl!	810591000129188
Growl! Growl! /	810591000129188
It is not easy being Number Three	810191001449724
It's not easy being number three	810191001449724
It's not easy being number three /	810191001449724
Nickelodeon PAW patrol	810191001699697
PAW patrol	810191001699697
Paw patrol up and down	810191001699697
Paw patrol up and down /	810191001699697
Take-a-look	810191001699697
Up and down	810191001699697
Up and down Take-a-look Nickelodeon PAW patrol PAW patrol	810191001699697
The Velveteen Rabbit	810191000332424
The Velveteen Rabbit /	810191000332424

Touch the Earth	810191001533168
Touch the Earth /	810191001533168
Last minute	810191001735793
Sonic the hedgehog :	810191001735793
Sonic the hedgehog : the last minute, Vol. 6	810191001735793
Gabby Drama Queen.	810191001243790
Bad guys	810191001768873
Hemlock Bay	810191000354982
Hemlock Bay /	810191000354982
Sonic the Hedgehog: bad guys	810191001768873
Sonic the Hedgehog: bad guys /	810191001768873
Take a chance	810600000078081
Take a chance /	810600000078081
How do I feel? :	810191001751330
How do I feel? : a little guide to my emotions	810191001751330
Dog Man :	810191001666604
Dog Man : Lord of the fleas	810191001666604
Dogman Lord of the fleas	810191001666604
Lord of the fleas	810191001666604
Lord of the fleas Dogman Lord of the fleas	810191001666604
1 fish, 2 fish, red fish, blue fish	810491000122486
One fish, two fish, red fish, blue fish	810491000122486
One fish, two fish, red fish, blue fish /	810491000122486
Fallen kingdom	810191001623167
Finding Dory (Motion picture)	810191001450308
Finding Nemo	810191001450308
Jurassic World: fallen kingdom (Motion picture)	810191001623167
Jurassic world.	810191001623167
Jurassic world. Fallen kingdom	810191001623167
Perfect murder, perfect town :	810191000473584
Perfect murder, perfect town : JonBenet and the City of Boulder	810191000473584
The cowboy	810391000151119
The cowboy /	810391000151119
A game of thrones	810191001486264

A game of thrones /	810191001486264
True grit	810191001363242
Watching you :	810191001681955
Watching you : a novel	810191001681955
Friends: Complete 3rd Season, Episodes 105-110, Disc 18	810191001054621
Friends: Complete 3rd Season, Episodes 111-117, Disc 19	810191001054684
Friends: Complete 3rd Season, Episodes 80-85, Disc 14	810191001054677
Friends: Complete 3rd Season, Episodes 92-97, Disc 16	810191001054605
Friends: Complete 3rd Season, Episodes 98-104, Disc 17	810191001054669
Friends: Complete 1st Season, Episodes 13-18, Disc 3	810191001054593
Friends: Complete 1st Season, Episodes 19-24, Disc 4	810191001054395
Friends: Complete 1st Season, Episodes 25-30, Disc 5	810191001054522
Friends: Complete 1st Season, Episodes 31-37, Disc 6	810191001054461
Friends: Complete 1st Season, Episodes 38-43, Disc 7	810191001054407
Friends: Complete 1st Season, Episodes 7-12, Disc 2	810191001054530
Friends: Complete 3rd Season, Episodes 86-91, Disc 15	810191001054613
Friends: Complete 6th Season, Episodes 207-212, Disc 35	810191001055162
Friends: Complete 6th Season, Episodes 213-218, Disc 36	810191001055096
Friends: Complete 6th Season, Episodes 219-224, Disc 37	810191001054974
Friends: Complete 6th Season, Episodes 225-230, Disc 38	810191001055033
Friends: Complete 6th Season, Episodes 231-236, Disc 39	810191001054910
Friends: Complete 6th Season, Special features, Disc 40	810191001054859
Harry Potter & the order of the phoenix	810191001648962
Harry Potter and the Chamber of Secrets	810191001654302
Harry Potter and the Chamber of Secrets	810191001654310
Harry Potter and the Chamber of Secrets.	810191001654302
Harry Potter and the Chamber of Secrets.	810191001654310
Harry Potter and the Chamber of Secrets. Year 2	810191001654302
Harry Potter and the Chamber of Secrets. Year 2	810191001654310
Harry Potter and the Deathly Hallows	810191001574005
Harry Potter and the Deathly Hallows, part 1, year 7 (Motion picture)	810191001574005
Harry Potter and the Deathly Hallows, part 1, year 7 (Motion picture) Harry Potter	810191001574005
Harry Potter and the Deathly Hallows.	810191001574005
Harry Potter and the Deathly Hallows. Part 1	810191001574005

Harry Potter and the Deathly Hollows.	810191001574211
Harry Potter and the Half-Blood Prince (Motion picture)	810191001574005
Harry Potter and the Order of the Phoenix (Motion picture)	810191001648962
Harry Potter and the Order of the Phoenix (Motion picture) Harry Potter and the {	810191001648962
Harry Potter and the Order of the Phoenix.	810191001648962
Harry Potter and the deathly hallows.	810191001574211
Harry Potter and the deathly hallows. Part 2	810191001574211
Harry Potter and the goblet of fire (Motion picture)	810191001648962
Harry Potter and the order of the phoenix	810191001648962
Harry Potter and the order of the phoenix Year 5	810191001648962
Harry Potter and the order of the phoenix Year 5 Harry Potter & the order of the {	810191001648962
Harry Potter and the philosopher's stone	810191001649021
Harry Potter and the philosopher's stone	810191001649134
Harry Potter and the prisoner of Azkaban	810191001649290
Harry Potter and the prisoner of Azkaban :	810191001649290
Harry Potter and the prisoner of Azkaban : Year 3	810191001649290
Harry Potter and the sorcerer's stone.	810191001649021
Harry Potter and the sorcerer's stone.	810191001649134
Harry Potter and the sorcerer's stone. Year 1	810191001649021
Harry Potter and the sorcerer's stone. Year 1	810191001649134
Harry potter and the goblet of fire :	810191001654465
Harry potter and the goblet of fire :	810191001654473
Harry potter and the goblet of fire : Year 4	810191001654465
Harry potter and the goblet of fire : Year 4	810191001654473
Order of the Phoenix	810191001648962
Friends: Complete 4th Season, Episodes 122-127, Disc 21	810191001054966
Friends: Complete 4th Season, Episodes 128-133, Disc 22	810191001054902
Friends: Complete 4th Season, Episodes 134-140, Disc 23	810191001054841
Friends: Complete 4th Season, Episodes 141-146, Disc 24	810191001054783
Friends: Complete 4th Season, Episodes 147-152, Disc 25	810191001055025
Friends: Complete 4th Season, Episodes 153-158, Disc 26	810191001055088
Friends: Complete 4th Season, Episodes 159-164, Disc 27	810191001055140
Friends: Complete 2nd Season, Episodes 56-61, Disc 10	810191001054453
Friends: Complete 2nd Season, Episodes 62-67, Disc 11	810191001054506

Friends: Complete 2nd Season, Episodes 68-73, Disc 12	810191001054445
Friends: Complete 2nd Season, Episodes 74-79, Disc 13	810191001054387
Friends: Complete 5th Season, Episodes 165-170, Disc 28	810191001055261
Friends: Complete 5th Season, Episodes 171-176, Disc 29	810191001055207
Friends: Complete 5th Season, Episodes 177-182, Disc 30	810191001055279
Friends: Complete 5th Season, Episodes 183-188, Disc 31	810191001055215
Friends: Complete 5th Season, Episodes 189-194, Disc 32	810191001055154
Friends: Complete 5th Season, Episodes 195-200, Disc 33	810191001055286
Friends: Complete 5th Season, Episodes 201-206, Disc 34	810191001055223
Friends: Complete 3rd Season, Episodes 118-121, Disc 20	810191001054720
The ghost at the drive-in movie	810191000713703
The ghost at the drive-in movie /	810191000713703
An African American cookbook :	810591000098764
An African American cookbook : living the experience	810591000098764
Harry Potter and the Deathly Hallows	810191001655235
Harry Potter and the Deathly Hallows, part 1, year 7 (Motion picture)	810191001655235
Harry Potter and the Deathly Hallows, part 1, year 7 (Motion picture) Harry Potter	810191001655235
Harry Potter and the Deathly Hallows.	810191001655235
Harry Potter and the Deathly Hallows. Part 1	810191001655235
Harry Potter and the Half-Blood Prince (Motion picture)	810191001655235
The midnight fair	810191001754524
The midnight fair /	810191001754524
Tales from a not-so-talented pop star	810191001072102
Tales from a not-so-talented pop star /	810191001072102
Astronaut for a day :	810191000592285
Astronaut for a day : interactive playbook	810191000592285
Be our guest	810191001720822
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# Memo

**To:** Sampson County Board of Commissioners  
**From:** Kelsey Edwards, Library Director  
**CC:** Ed Causey, County Manager & Susan Holder, Assistant County Manager  
**Date:** September 19, 2023  
**Re:** Grassroots Arts Program Application-Request Approval if Grant is Awarded

---

I request the Board of Commissioners give approval for the Sampson-Clinton Public Library to accept funds from the Grassroots Arts Program provided by the North Carolina Arts Council and the Sampson Arts Council if the library's grant application is chosen for funding. The funds will be used to provide a program to be held during Black History Month-Empowered, Brilliant & Brave: Great Women of Black History. The funds do require a match of the same amount awarded to us, but we have funds available in our programming budget to provide the match if the Board approves. The grant application was submitted by the deadline to the Sampson Arts Council with the understanding that the grant funds would not be accepted without Board approval. We expect to hear by December if we have been awarded the grant. (Please see attached for the grant paperwork.)

Thank you.

Grassroots Arts Program  
 Subgrant Application  
 FY 2023-2024



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*Submit this report to your funding agency. It should not be submitted to the North Carolina Arts Council.*

**I. Organization Information**

Name of Organization Sampson-Clinton Public Library  
 Contact Person's Name Kelsey Edwards  
 Contact Person's Title Library Director  
 Mailing Address 217 Graham St. City Clinton  
 State: North Carolina Zip Code 28328 County Sampson  
 Work Phone (910) 592-4153 Fax Number ( )  
 E-mail Address kedwards@sampsonnc.com  
 Website https://www.sampsonnc.com/departments/library\_services/  
 Organization's EIN 56-6000338  
 Organization's UEI \_\_\_\_\_  
 Applicant Race White

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

**Organizational Finances:**

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY <u>21-22</u>	Current Year FY <u>22-23</u>	Next Year FY <u>23-24</u>
Actual Income \$ <u>148,887.73</u>	Income \$ <u>231,710.75</u>	Projected Income \$ <u>130764</u>
Actual Expenses \$ <u>747,460.20</u>	Expenses \$ <u>886,023.06</u>	Projected Expenses \$ <u>847971</u>

Grassroots Arts Program  
Subgrant Application Form  
FY 2023-2024



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Arts  
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## II. Project Description

Grant Amount Requested: \$475 \_\_\_\_\_

Project Start Date: February 3, 2024 (No earlier than July 2022)

Project End Date: February 3, 2024 (No later than June 15, 2023)

### Project Narrative:

Please attach a narrative providing the information requested below for the project you propose. Please be concise and specific as possible:

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

Grassroots Arts Program  
 Subgrant Application Form  
 FY 2023-2024



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**Project Budget:**

Please provide a projected budget for your proposed project utilizing the format below.

Project Expenses	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
<b>A. Personnel</b>					
1. Administrative Staff	0				
2. Artistic Staff	0				
3. Technical/Production Staff	0				
<b>B. Outside Fees and Services</b>					
1. Artistic Contracts	545		\$272.50		\$272.50
2. Other Contracts	0				
<b>C. Space Rental</b>	0				
<b>D. Travel</b>	0				
<b>E. Marketing</b>	100		50		50
<b>F. Remaining Project Expenses</b>	305		152.5		152.50
<b>G. Total Cash Expenses</b>	950	=	475	+	475

**Project Income**

<b>A. Admissions</b>	
<b>B. Contracted Services Revenue</b>	
<b>C. Other Revenue</b>	
<b>D. Private Support</b>	
1. Corporate Support	
2. Foundation Support	
3. Other Private Support	
<b>E. Government Support</b>	
1. Federal	
2. State/Regional	
3. Local	
<b>F. Applicant Cash</b>	475
<b>G. Grant Amount Requested in this application</b>	475
<b>H. Total Cash Income (Must at least equal Total Cash Expenses, Item G above)</b>	950

Grassroots Arts Program  
Subgrant Application Form  
FY 2023-2024



Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official Kelsey Edwards, Library Director

Signature of Authorizing Official Kelsey B. Edwards Date 9/19/2023

Signature of Contact Person Kelsey B. Edwards Date 9/19/2023

We will not be able to accept grant funds until this grant application is approved by the Sampson County Board of Commissioners. We will seek approval at the October 2, 2023 meeting.



## 23-24 Grassroots Grant Application Project Description

### I. Organization Information

The Sampson-Clinton Public Library strives to be a place where people can gather to learn, explore, interact, and grow. The library system provides needed information and services to community members of all ages, beliefs, and backgrounds. The library strives to be a source of community information and connection at all our library locations.

Our staff work across four branches, which include: JC Holliday Library (Clinton, NC), Miriam Lamb Memorial Library (Garland, NC), Bryan Memorial Library (Newton Grove, NC), and Roseboro Public Library. There are seventeen staff members (seven full-time, ten part-time). The Library's Board of Trustees has ten library board members with eight board members appointed by the Sampson County Board of Commissioners and two appointed by the Clinton City Council.

We strive to include activities related to the arts in our scheduled children's programming for preschool and school age children. We continue to provide North Carolina Museum of Art (NCMA) To Go kits with high-quality art kits for users to create unique artwork inspired by artwork at the North Carolina Museum of Art. The NCMA provides these kits to us to distribute to our community. We serve a diverse population of approximately 59,000 people throughout Sampson County. Our patrons include families with young children and/or teens as well as adults of all ages and senior adults. We also serve public and private schools as well as daycares.

### II. Project Description

#### Project Narrative:

1. Project Title: Empowered, Brilliant & Brave: Great Women of Black History
2. Project Goals: The Goal of this project is to encourage individuals of all races to embrace the history of different races by providing positive and entertaining educational opportunities.
3. We are expecting a diverse audience of families with school-aged children of various ages as well as adults of all ages outside of family units. We will promote the event to attract attendees of all races and ethnicities.
4. The event will take place at JC Holliday Library in Clinton, NC.
5. The audience will enjoy a performance by Bright Star Touring Theatre that allows them to "meet" several of Black History's most inspiring female figures in a special show that highlights some of the world's most amazing women. Crunch hidden figures with Dorothy Vaughan. Follow along the Underground Railroad with Harriet Tubman. Celebrate the Jazz Age with Ella Fitzgerald. Plus meet incredible groundbreakers like Michelle Obama, Sojourner Truth, Serena Williams, and many, many more amazing women from Black History!

Additional funds budgeted outside of the performance fee and the marketing expenses (\$305 referenced in the budget) will pay for take home craft kits for the audience, rental of additional seating for the space, and light refreshments for the event.

6. The artists are part of Bright Star Touring Theater and at least one artist for the event will be African American. This group was chosen as we have collaborated with them for past Black

History events, and they presented Black culture in a tasteful and informative way that was appealing to children and adults of all ages. Their rate is \$545 for libraries.

7. We will publicize the Black History Program through our social media platforms, library website, Star Communications public access page, and through City and County School System contacts.
8. We will survey event attendees to evaluate the event.

### **Bright Star Touring Theatre Biography**

Bright Star Touring Theatre is a national touring theatre company based in Asheville, NC. Our mission is simple: to challenge, engage, and delight audiences all over the world. We have performed for schools and communities large and small from Seattle, WA to Moscow, Russia. From 2000 seat theatres overlooking Manhattan's skyline to school cafeterias and libraries, no audience is too large or small. We have over 70 different shows in rotation covering topics such as Classic Literature, Cyber Safety, Health and Wellness, etc.

Bright Star is one of America's most affordable touring theatres. With all-inclusive pricing, Bright Star works to create programs that underserved schools and communities can access to bring the magic of theatre to young people who may not always have the chance to see it. Every year we are humbled and honored by the ever-growing list of supporters and sponsors who choose to make us a part of their programming. We cannot wait to bring a show to YOU!

MEMORANDUM

TO: Sampson County Board of Commissioners  
FROM: Nancy Dillman, Human Resources Director  
DATE: September 19, 2023  
SUBJECT: Safety Manual

The Sampson County Safety Committee met this date and approved the revised Sampson County Safety Manual. We respectfully request adoption of this document by the Board of Commissioners.

Thank you for your ongoing support of Sampson County employees and citizens.

Attachment





# SAMPSON COUNTY SAFETY MANUAL

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*This manual is intended to provide for the safety of county employees, volunteers, and the public, promote understanding of Sampson County safety policies and to assure uniform administration of these policies throughout all County Departments and functions.*

Adopted / /2023

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# ARTICLE 1: INTRODUCTION

## Section 1:1 Purpose

A safety program is designed to accomplish one primary purpose: To prevent accidents. Preventing accidents results in saving lives, eliminating human suffering, increasing efficiency of operations, and saving thousands of dollars for both employees and the general public of our County. A county safety program must provide not only for the safety of the County employees, but also for the safety of the public in regard to operations of the various departments. To be successful, the safety program must have continuous active support of all employees, particularly of those in supervisory positions; Department Heads must emphasize its importance to maximize employee support and participation. This manual has been published to provide written policies and procedures for the guidance of our personnel; however, it is not intended to be in derogation of any individual Department policies. **Existing policies will take precedence when those policies are more stringent.**

## Section 1:2 Elements of an Effective Safety Plan

An effective safety program includes, but is not limited to the following functions and responsibilities:

- a. Assigning responsibilities to persons for safety activities
- b. Assigning personnel to jobs for which they are physically qualified to perform safely
- c. Making equipment, work areas and working methods safe
- d. Searching out hazards and eliminating them immediately
- e. Establishing and maintaining employees' interest in safety
- f. Controlling work habits through adequate and effective supervision
- g. Providing proper protective equipment and making its use mandatory
- h. Educating and training employees as the specific hazards of their jobs
- i. Investigating accidents to determine cause and taking necessary action to prevent reoccurrence
- j. Preparing and maintaining proper and complete accident records to permit evaluation of the safety program
- k. Adoption and enforcement of safety rules and safety practices

## Section 1:3 Safety Policy Statement

It is the policy of the County that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of County management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our county and its operations. It is, therefore, a basic requirement that each Department Head makes the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety policies and procedures.

No employee is ever required to perform work they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others. Every effort will be made to provide adequate training for employees; however, if an employee is ever in doubt about how to perform a job or task safely, it is his or her duty to ask a qualified person for assistance.

The County is sincerely interested in the safety of its employees. It is the employees' responsibility to follow the rules of safety as established for their protection. Personal protection, periodic safety inspections of buildings and grounds and areas of responsibility, including hazard awareness and risk management shall be fundamental in our daily operations. Department Heads and Supervisors at all levels will continually promote safety and situational awareness. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported, and employees who need help should be assisted.

All employees of the County will be expected to take care of themselves and others. Under no circumstances should an employee leave their work area without reporting an injury. When someone has an accident, everyone is hurt. Safety is everyone's business; please work safely.



## **ARTICLE II: ACCOUNTABILITY FOR SAFETY**

### **Section 2:1 Responsibility for Safety Functions**

**Safety Officer** – The Safety Officer shall be delegated by and answer to the Office of Human Resources Director and shall oversee the safety program for the County.

- a. Ensure that Federal, State, and Local laws, regulations, codes, and ordinances are followed
- b. Develop accident prevention methods, procedures, and programs
- c. Conduct investigations of accidents and hazardous conditions and make recommendations for corrective actions. Accident investigation teams will consist of at least three members of the Safety Committee, the Safety Officer and any other individual that may have specific knowledge in the applicable area.
- d. Coordinate safety inspections of all County facilities
- e. Conduct or coordinate safety training
- f. Assist in the formation and activities of safety committee; conduct Safety Committee meetings and ensure written minutes are maintained
- g. Assist in the maintenance of records and reports concerning safety issues
- h. Ensure that safety policies and programs are implemented and complied with consistently

**Safety Committee** – (See Article III) The Safety Committee is established to promote better communication between employees and management regarding safety issues.

- a. Create and maintain a high level of interest in and awareness of safety among all employees
- b. Review policies and provide oversight of the safety program for the County
- c. Make or supervise periodic inspection of work areas for the purpose of discovering unsafe conditions or unsafe practices and report any noted incident to the Department Head or Supervisor for corrective action.
- d. Assist departments in planning and conducting safety meetings and safety education courses
- e. Follow-up all accident investigations to ensure that corrective actions have been taken by Department Heads or Supervisors to prevent recurrence
- f. Review the Safety Manual annually; recommend revisions for adoption

**Department Heads** – Department Heads shall be responsible for establishing a safety program within their department to promote safe and healthy working conditions and practices for employees under their supervision.

- a. Assure that employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision
- b. Assure that required reports pertaining to injuries, accidents, vehicle accidents, and investigations are promptly prepared and forwarded to the appropriate personnel

- c. Encourage the reporting by employees of all unsafe acts, conditions, equipment, etc. and take necessary action to correct them
- d. Require all personnel to comply with safety rules, procedures and policies and take or recommend appropriate disciplinary action whenever deemed necessary

**Supervisors** – Supervisors are responsible to their Department Head for the safety program as it pertains to personnel and equipment under their supervision. They are the key personnel of the safety program because they are in the best position to observe the work of their employees.

- a. Give job instruction to subordinates with special emphasis on the hazards of their work to be performed
- b. Constantly watch for and immediately correct unsafe conditions and unsafe working practices, reporting to the Department Head those incidents which are beyond the scope of their authority to correct
- c. Promptly inform their Department Head of all accidents involving personnel or equipment under their supervision and take immediate steps to investigate each accident to determine its cause
- d. Enforce safety rules, policies and procedures and require the wearing of protective equipment when necessary
- e. Demonstrate by their actions the importance of safety
- f. Inform all their personnel as to the responsibilities of employees as outlined in this section

**Employees** – Employees are responsible for exercising care and good judgement in preventing accidents.

- a. Responsible for their own safety, the safety of their fellow employees and the safety of the general public with regards to their work
- b. Required to follow established safety work practices and to comply with applicable policies and procedures as a condition of employment
- c. Wear all issued protective equipment whenever necessary or required
- d. Promptly inform their Department Head or Supervisor of any injury received while on the job, no matter how minor this injury or whether or not medical treatment is required
- e. Promptly inform their Department Head or Supervisor of any noted items of unsafe equipment, unsafe acts, or hazardous conditions
- f. Obtain specific instruction from their Department Head or Supervisor in all cases where conditions are not completely understood
- g. Follow all safety and security procedures during off-site visits. Before operating any equipment at a customer location, permission must first be secured from the customer contact. If host does not advise of safety hazards, consider the following:
  - Located emergency exits
  - Focus on tripping/slipping hazards.
  - If touring a factory or construction sites, wear appropriate eye/hearing/head protection. Dress appropriately.
- h. Sampson County has a zero-tolerance policy for violence in the workplace (see Personnel Resolution). Any employee who feels threatened should immediately report

their concern to their supervisor and to Human Resources. If any person is observed exhibiting threatening behaviors or making threatening statements, the person discovering the situation should warn others in the area immediately and immediately notify Human Resources. Always stay away from those exhibiting threatening behavior; never attempt to confront the person. Depending on the level of concern, contact 911. Any employee who has reason to believe circumstances in their personal life could result in acts of violence at work, is urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

## **Section 2:2 Enforcement of Safety Standards**

The County considers the safety of its employees to be very important. The Department Head and Supervisors have the responsibility to enforce the Safety Manual. Failure to adhere to the Safety Manual may result in disciplinary action. Employees have the right to appeal the actions of the Department Head or Supervisor as detailed in the Personnel Resolution.

## **ARTICLE III: SAFETY PROGRAM STRUCTURE**

### **Section 3:1 Safety Committee**

#### **Membership and Selection**

The Safety Committee shall consist of six non-management employees who shall serve staggered three-year terms. Non-management committee members shall not serve more than two successive terms. In addition to the six non-management employee members, five permanent members shall serve: the Safety Officer, the Human Resources Director, the Finance Officer (Risk Manager), the Public Information Officer, the Emergency Services Director, and a representative of Sampson County Public Works.

Non-management committee members shall be nominated by and from non-managerial employees. Terms of committee members shall begin following the October meeting. The Safety Officer shall obtain a list of nominations in September to present to the non-management members of the Safety Committee. Every employee in each county department shall be given the opportunity to nominate a committee member to include self-nomination.

Employees are encouraged to take into account an employee's personal experience with safety when nominating committee members. Someone from a specific work area with a knowledge of accident and injury problems can bring valuable insights to the committee. Volunteers/individuals who show an interest in safety are good candidates, as are those with a good safety record themselves.

Occasionally, specialists or consultants may be added to the Committee to address specific problems/situations. Ad hoc subcommittees may be used to analyze and formulate recommendations on a particular issue.

The time during which Committee members are engaged in the activities of the Safety Committee shall be considered as hours worked for the purpose of wages, benefits and other terms and conditions of employment. Members of the committee shall take the time from work reasonably necessary to exercise the duties and responsibilities of the Committee without any loss of pay or benefits for time spent on duties of the Committee.

#### **Officers**

Chairperson(s) – The Safety Officer will serve as the Chair of the Safety Committee.

Secretary – The Secretary of the Safety Committee shall be elected by the members during the meeting in January. Written minutes of each meeting shall be maintained.

#### **Meetings**

Safety Committee meetings shall be held quarterly. Regular attendance is strongly encouraged. Committee members may select a designee to attend a meeting in his/her place, with full voting privileges extended to the designee.

- a. The Secretary will send out notices of meetings to members before the scheduled meeting, along with an agenda, minutes of the last meeting, and any supporting material as needed.

### **Duties and Responsibilities**

- a. Develop and recommend employee safety and health programs that may include education, training, incentive programs, etc.
- b. Discuss, formulate and recommend safety policies and procedures; periodically review and update policies and programs
- c. Strive to have approved safety and health recommendations placed into practice.
- d. Review accident and injury (and near-miss) summary reports and employee safety complaints/suggestions and offer suggestions and recommendations to prevent accident recurrence
- e. Conduct periodic safety/housekeeping inspection(s) of departments
- f. Promote safety awareness among all employees through day-to-day interactions, promotional activities, etc.

### **Section 3:2 Accident/Injury Reporting, Policy, and Procedure**

**Property Damage Accidents** – All accidents involving damage to a vehicle being operated for County Business shall be reported immediately to the employee’s Department Head or Supervisor. Any required police reports are the employee’s responsibility. Any other accident resulting in damage to publicly or privately owned property during official County business shall be reported to the employee’s Department Head or Supervisor who will report to Finance Officer (Risk Manager).

**Injuries** – Employees involved in any type of accident while on duty with no injury, no matter how minor the accident, shall submit the ‘Report of Accidents/Incidents/Near Miss Situations’ form to their Department Head or Supervisor within 24 hours or as soon as possible following the incident. Customers/citizens receiving any type of injury, no matter how minor, shall have the ‘Customer Accident Form’ filled out and submitted to the Department Head or Supervisor immediately upon completion. Employees receiving any type of injury while on duty, no matter how minor, shall report the accident/injury to their Department Head or Supervisor, who will complete and submit the ‘Safety and Workers Compensation Reporting Package’ to Human Resources within 24 hours or as soon as possible following the incident.

**See the Sampson County Personnel Resolution for information on the County’s transitional duty policies for return to work after injury.**

**Exam** – At the discretion of the Safety Officer or as directed by departmental policy, the employee may be required to submit to a physical and/or drug screening following an accident or injury. Refusal to comply with the physical and/or drug screening shall be subject to employee disciplinary action, but the exam shall not waive any objection or rights the employee may have.

**Reporting** – The following reports shall be completed by the designated individual, when

applicable and are available via Staff Central under “Documents + Forms” in SharePoint.

- a. Customer Accident Form – Shall be completed by the Supervisor and submitted to the Safety Officer. Copies of any customer and/or employee statements shall be attached to the form. A copy will be shared with the Finance Director/Risk Manager.
- b. Accident/Incident/Near Miss Situations Form – Shall be completed by the Supervisor or Department Head and submitted to the Safety Officer.
- c. Safety and Workers Compensation Reporting Package – Shall be completed by the Supervisor or Department Head and submitted to the Human Resources Department.

**Considerations Following a Serious Accident** – Any work-related accident resulting in serious injury, or the death of an employee presents significant emotional challenges for fellow employees as well as management. The following are some guidelines that may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

- a. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful, but do not speculate or offer unsolicited opinions, information, or theories. Also, be prepared for contacts from local news media. Consult with the Public Information Officer if in doubt. Always operate under the assumption that OSHA will investigate and take steps to be sure that your entire facility is as prepared as possible.
- b. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within eight hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at 1-800-321-6742.
- c. Human Resources will contact the employee’s next of kin to inform them of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support.
- d. Get all witnesses’ names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
- e. Render safe any hazards created by the accident scene. (i.e., material that may fall, leaking chemicals, etc.). Rope off or otherwise isolates the accident scene early on to prevent it from becoming an attraction to onlookers.
- f. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
- g. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
- h. Follow the County’s procedure for bloodborne pathogens in cleaning any bodily fluid spills.

- i. Consider meeting with employees in small groups to discuss:
  - The serious nature of the accident that occurred
  - That all the necessary steps were taken to care for the person involved
  - That an accident investigation is being performed
  - That all employees will be kept informed
  - The availability of the employee assistance program (EAP) (if applicable)
  - Provide encouragement and request that employees work safely
- j. Request Supervisors be alert for employees who may not be paying full attention to their jobs, thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

### **Section 3:3 Safety and Health Training**

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the safety program into action. Training is required for both Supervisors and employees alike. The content of each training session may vary, but each session will attempt to teach the following:

- a. The success of the safety program depends on the actions of individual employees as well as a commitment by the Department Heads and Supervisors.
- b. Each employee's Department Head and/or Supervisor will review all safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c. Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d. Each employee will learn what to do in case of emergencies occurring in the workplace.

Online safety training courses will be assigned and should be utilized for all department specific mandatory training, as well as any other training that the Department Head and/or Safety Officer may require.

### **Section 3:4 Safety Orientation of New Employees**

The 'Employee Safety Orientation Checklist' is available via SharePoint. The Supervisor will complete the checklist with the new employee, ensuring the understanding of any possible hazards specific to their job function. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and be reminded of safe practices. Any tendency to overlook safety procedures should bring a prompt and vigorous warning. The Department Head or Supervisor is responsible for the documentation of the employee's progress or need for retraining.

### **Section 3:5 Facility Inspection Program**

It is the responsibility of Public Works to monitor and complete the Facilities Inspection Checklist.

This inspection program is designed to identify unsafe conditions within the facility and take necessary steps to correct them to prevent injuries and damage. If properly completed, this inspection program is a very effective tool in managing and maintaining safety within our facilities.

Inspections shall be completed each month and reported on at quarterly meeting. In addition, Department Heads may request an inspection of their facility at any time and are responsible for including needed improvements in yearly budget requests.



## ARTICLE IV: FEDERAL COMPLIANCE

### Section 4:1 Hazard Communication Standard (HCS) (29 CFR 1910.120)

The purpose of hazard substance communication is to establish procedures to comply with the OSHA Hazard Communications Standard. This is done by compiling a hazardous chemicals list, using Safety Data Sheets (SDS), ensuring that containers are labeled, and providing employees with training.

This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation. Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazard associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

Department Heads or their designee are responsible for:

- a. Ensuring all hazardous substance containers are labeled.
- b. Requesting an SDS every time a hazardous substance is purchased.
- c. Maintaining a SDS file for all such hazardous substances.
- d. Training all new employees on the Right-to-Know and Hazardous Substances requirements.

**List of Hazardous Chemicals** – A list of hazardous chemicals used in the facility will be kept and updated as necessary. The list of chemicals identifies all of the chemicals used in the work areas. A separate list is available for each location. Each list shall also identify the corresponding SDS for each chemical.

**Safety Material Sheets (SDS)** – SDS's provide specific information concerning the chemicals used. The Department Head or their designee will maintain a binder with an SDS on every substance on the list of hazardous chemicals. The SDS will be a fully completed OSHA Form 174 or equivalent. The Department Head or their designee will ensure that each worksite maintains an SDS for hazardous materials at that location. SDS's will be made readily available during all shifts. SDS's will be available online as an alternative for employees working in the field and are accessible using a mobile device.

**Labels and Other Forms of Warning** (See Appendix \_ for standardized pictograms.) Labels, as defined in the HCS, are an appropriate group of written, printed, or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or the outside packaging. The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemical leaving the workplace is labeled, tagged, or marked with the following information:

- a. Product identifier

- b. Signal work
- c. Hazard Statement(s)
- d. Precautionary Statement(s)
- e. Pictograms
- f. Name, Address, Telephone Number of Manufacturer, Importer, or other Responsible Party

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (SDS) that correspond with labeled containers will be made readily available to employees during their work shift.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in training sessions.

If an employee discovers an unlabeled container they suspect might contain a hazardous substance, they should immediately advise the Department Head or Supervisor. The Department Head or Supervisor shall review the container's label and the SDS for that substance. If appropriate, they shall prepare a hazardous substance label for that container. The Department Head or their designee will ensure that all hazardous chemicals at the locations are properly labeled and updated, as necessary.

**Training** – Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the Department Head or their designee. Whenever a new hazard is introduced, additional training will be provided. Training will vary by department.

**Contractor Employees** – The Department Head or their designee will advise outside contractors in person of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of SDS's. Each contractor bringing in chemicals on site must provide the County with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with these chemicals.

**Additional Information** – All employees may obtain further information on the hazard communication standard, applicable SDS's and chemical information lists from their Department Head or their Supervisor.

#### **Section 4:2 Bloodborne Pathogens (29 CFR 1910.1030)**

Sampson County is committed to providing a safe working environment and to inform employees about health hazards associated with the workplace. The bloodborne pathogens policy is designed to eliminate or minimize employee occupational exposure to blood and certain other body fluids, in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard.

### **Section 4:3 Personal Protective Equipment (PPE) (29 CFR 1910.132)**

The objective of this section is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a good substitute for good engineering or administrative controls or good work practices but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard over the employee. This is done by wearing approved personal protective apparel such as hard hats, safety belts, safety goggles, face shields, gloves, aprons, toe guards, respirators, etc. Department Head and/or Supervisors shall ensure that all employees are properly protected. Local dress codes may be established within a particular department, or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection. Once appropriate safety equipment has been issued to an employee, that employee is responsible for having the equipment during work hours. Any person reporting to work without the required safety equipment will not be permitted to work until such equipment is obtained.

The following are recommended used for personal protective equipment per OSHA General Industry Standards and is not an all-inclusive list of recommended PPE:

- a. Hard Hats – When working in designated areas where there is a potential for injury to the head from falling objects.
- b. Safety Vests or High Visibility Clothing – High visibility is one of the most prominent needs for employees who must perform tasks near moving vehicles or equipment.
- c. Protective Footwear – When working in designated areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole, and where such employees' feet are exposed to electrical hazards.
- d. Hand Protection – To use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- e. Eye and Face Protection – Use of appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- f. Hearing Protection – Protection against the effects of noise exposure shall be provided when employees are exposed to extended noise levels.

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents. The personal protective equipment selected

should meet applicable standards, such as those of Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), National Institute for the Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA).

## **ARTICLE V: FLEET SAFETY**

### **Section 5:1 Operation of County Equipment/Vehicles**

\*See also Fleet Vehicle Policy found as addendum to County Personnel Resolution

The operation of County vehicles or any moveable County equipment on the roadways and streets is indispensable in conducting County business, and a loss of any vehicle due to an accident and/or abuse will affect the overall mission capability of the County. This section provides employee guidelines for the use of County equipment/vehicles.

Compliance with Federal, State and Local Laws – All drivers of County vehicles, and those using their personal vehicle in pursuit of County business, shall comply with all applicable Federal, State, and Local laws. All County drivers should keep themselves abreast of any changes in State law and County policies regarding driving, such as seat belt requirements.

Driving Under the Influence – No person shall drive or be required or permitted to drive a County owned vehicle while under the influence of any alcoholic beverage or narcotic drug. Employees who are taking prescription drugs which may cause drowsiness or may affect the safety of the employee or others, shall receive authorization from their Department Head before operating equipment or driving a vehicle while on duty with the County.

Accountability for Actions – Since all County drivers are working for the public, employees should remember that they are being observed by the public and will be held accountable for their actions. County vehicles are easily identified as such, and thus they constitute a direct reflection upon the County. By demonstrating courteous and considerate driving habits, and the safe operation of county vehicles, employees can reflect good will upon the County and build good public relations. Therefore, employees should always make every effort to avoid incidents which may aggravate citizens, and to apply the principles of defensive driving to prevent accidents and avoid endangering citizens.

## **ARTICLE VI: GENERAL SAFE WORK PRACTICES**

### **Section 6:1 General Safety Rules**

The following guidelines are general in nature and should help employees carry out responsibilities safely. It is not a complete list and could be amended by need or suggestion as well as specific to the department.

- a. Report and take care of injuries at once. Small cuts and scratches can become infected unless care is immediate.
- b. Work at a safe, sane pace.
- c. First aid to an injured person should only be provided by trained individuals. Do not move a seriously injured person unless necessary. Call 911 immediately.
- d. Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction before operating any machine or equipment.
- e. Horseplay on the job is not allowed. Workers' Compensation coverage benefits could be negated for horseplay related injuries.
- f. The use or possession of intoxicating beverages or unprescribed medications on the job is prohibited.
- g. Correct all unsafe conditions or report them to your Department Head or Supervisor.
- h. Keep work areas clean and orderly at all times. Good housekeeping can help prevent accidents. Place waste and debris in designated containers for disposal. Keep aisles, exits, fire extinguishers, emergency equipment, electrical breakers, controls and switches, eye washes and safety showers clear of obstructions.
- i. Use the correct tools and equipment for the job.
- j. Wear proper safety equipment such as eye and ear protection and hard hats as specified by policy.
- k. Be considerate and concerned at all times for the safety of fellow employees and the general public.
- l. Obey safety rules and practices and take an active part in the safety of co-workers. Remind co-workers if they are working unsafely.

### **Section 6:2 Specific Safety Practices**

There are safety policies specific to departments and certain operations. Those policies, which are more stringent and require specialized training should supersede these general guidelines.

#### **Lifting**

- a. Avoid placing objects on the ground if they must be picked up again soon after.
- b. Use a mechanical device to lift objects when possible.
- c. Avoid lifting above shoulder height.
- d. Request assistance when needed to help move material.
- e. Use leg muscles to lift by squatting close to the load, preserving the curve in back, spreading feet, and lifting with legs, keep the load close to body.
- f. When turning while holding an object, move feet; do not twist.

- g. Minimize risk of injury by getting proper exercise and building up leg and abdominal muscles.

### **Fall Prevention**

- a. Use caution on stairs and on surfaces containing ice, snow, rock, oil, water, or any other slippery materials.
- b. Clean up spills immediately and keep walkways clear of cords, loose materials, or other objects.

### **Ergonomics**

Musculoskeletal disorders can result from repetition and inadequate rest, forceful exertions, awkward and extreme positions of the body and sustained or static positioning. Assess and correct assigned workstation to avoid undue stress on muscles, bones, ligaments, tendons, and nerves.

- a. Sit with lower back against chair, with upper legs parallel to the floor and feet flat on the floor or on a footrest.
- b. Adjust table and chair so elbows are bent at right angles and forearms are approximately parallel to the floor.
- c. Keep wrists straight by using a wrist rest.
- d. Keep mouse at the same height as keyboard.
- e. Position monitor an arm's length away at eye level.
- f. Use a document holder to position work at eye level close to the screen.
- g. Adjust lighting and monitor to prevent glare or use an anti-glare filter.
- h. When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.

### **Office Safety**

- a. Never leave file drawers open or open multiple file drawers at once. Never climb on open file drawers.
- b. Do not place computers or other large equipment close to the edge of a desk or counter.
- c. Stand away from the path of the door swing, and open doors with caution.
- d. Use caution on stairs. Falls on stairs often happen because of distraction in conversation or when a person turns to another while descending.
- e. Do not stack heavy or bulky objects on top of cabinets.
- f. Use sharp objects such as razor blades, knives, scissors, and paper cutters with caution.
- g. Do not store frequently used objects above shoulder height or below knee height.
- h. Never reach into office machines without turning them off and unplugging them if possible.
- i. Keep work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.
- j. Inspect step stools/ladders before use. Utilize a stationary object when using a step stool to provide stability.

### **General Security**

- a. Always be aware of surroundings. Keep head up and hands out of pockets while walking

- to and from car.
- b. Immediately report any suspicious activity or persons to Supervisor, and immediately report any theft to Supervisor.
  - c. When parking, remove all valuables from sight and lock car doors.
  - d. Do not enter an elevator car if concerned about other riders; instead, wait for the next car.
  - e. Keep all valuables (money, purse, jewelry, etc.) out of sight at workstation. Do not bring large sums of money or other valuables into the building.
  - f. Secure laptop computers, PDAs, and other small electronic devices before leaving workspace for extended periods of time.
  - g. If working alone or in the office before or after regular business hours, on weekends or on holidays, observe these additional guidelines:
    - Close and lock doors
    - Turn on lights when moving through the building.
    - Be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
    - Make others aware of your plans and make arrangements for periodic check-in.
    - When departing, turn off all equipment, lights, etc.

### **Fire Prevention**

- a. Smoking is not allowed in any interior areas of Sampson County facilities. Smoking is only allowed in designated exterior areas. Do not throw matches, cigars, cigarettes, etc. into wastebaskets; only use designated containers in smoking areas to dispose of cigarette butts, etc.
- b. Candles or open flames are not allowed within County buildings.
- c. Contractors performing hot work in or around County facilities (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Public Works prior to the start of work.
- d. Only space heaters provided/approved by the County are approved for use in County facilities. Employees using space heaters are responsible for turning off heaters when leaving their work areas for extended periods of time. Approved space heaters should be located at least three feet from combustibles.
- e. Flammable liquids must be stored and labeled in approved safety containers with flame arrestors and spring-actuated caps.
- f. Acids and bases or oxidizers must be kept in separate cabinets.
- g. Poisons are stored separately.
- h. Fire equipment, such as extinguishers, must be accessible at all times.
- i. Smother flames for clothing on fire by rolling on the ground. Never run, as this could cause the flames to spread. Remember to stop, drop, and roll.

### **Electrical Safety**

Employees who work on or near exposed energized parts are required to be trained in safe electrical practices that pertain to their job assignments.

- a. Whenever possible, all work on electrical equipment or circuits must be done with power off.
- b. Tampering with the electrical main switch or breakers is forbidden. Authorization is only to operate switches/disconnects on/for individual machines.
- c. All electrical problems and suspected problems should be reported to Supervisors.



- d. All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.
- e. Prior to use, inspect all plugs, cords, and portable equipment prior to use. Any non-current carrying metal parts of portable and/or plug connected equipment must be grounded or protected by a system of double insulation.
- f. Any damaged electrical equipment should be reported to Supervisors. Only authorized personnel are permitted to make repairs. Worn, frayed, or damaged electrical cords or connected may not be used and must be tagged “Danger: Out of Service, Do Not Use.”
- g. Extension cords are to be used only for temporary applications. Cords should never be stretched across aisles or areas where others may trip over them. Extension cords should never be attached to the building or run under rugs, mats or through walls.
- h. Ground fault circuit interrupters should be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.
- i. Outlets at construction sites that are not part of the permanent wiring of the building or structure must have ground fault circuit interrupters that comply with the National Electric Code and Occupational Safety and Health Administration (OSHA) requirements. It should be de-energized when not in use.
- j. Any personal electrical devices must be approved by the Public Works prior to use.
- k. The use of multi-plug adapters is prohibited.
- l. UL Listed surge protectors plugged directly into an outlet should be utilized in all instances where power needs to be extended a short distance from an outlet or additional electrical connections are needed. Surge protectors should never be daisy chained.

### **Equipment Operation**

- a. Employees must be specifically trained and authorized by Supervisors to operate the following: county vehicles, forklifts, machine and power tools, paint sprayers, welders, cranes, and hoists.
- b. When operating equipment, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down, and do not wear loose clothing.
- c. Damaged or defective equipment should never be operated. Turn the machine off and report it to Supervisor.
- d. Tampering with, removing, or deactivating machine guards or controls designed to ensure safe operations is prohibited.

### **Tools**

- a. Use all required PPE.
- b. Maintain tools in safe operating condition.
- c. Inspect tools and equipment guards before use for defects or wear. If a defect is found, notify a supervisor immediately.
- d. Tools should never be left on stepladders, scaffolds, roofs, or other places where they might fall.
- e. Impact-type tools, such as wedges and chisels, should be kept free of mushroomed heads.

### **Ladders**

- a. Inspect all ladders prior to each use.

- b. Ladders must be placed on secure footing. Only one person is allowed on a ladder at a time.
- c. Never stand on the top two steps of a stepladder.
- d. Always maintain three-point contact when working on ladders.
- e. Never reach beyond arm length when working on a ladder.
- f. Trained personnel should use only listed fiberglass ladders when working on or around electrical equipment.

### **Cranes/Hoists/Lifting Devices**

- a. Inspect all cranes, hoists, lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b. Never walk under a load suspended from a hoist or crane.
- c. Keep all personnel clear of the fall zone of the crane or hoist.
- d. Know the weight of the material being lifted. Never overload a crane or hoist.

### **Powered Industrial Trucks/Forklifts**

- a. Only qualified personnel (trained and licensed) may operate powered industrial trucks.
- b. All vehicles must receive proper inspection prior to operation.
- c. Defective or damaged items must be reported to your supervisor for correction before use or operation.
- d. Equipment must be operated safely at all times, keeping the load under complete control.
- e. Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

### **Lockout/Tagout**

- a. Prior to working on any machinery when guards are removed, every energy sources (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.
- b. Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER-DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device, it means keep your hands off.

### **Asbestos**

Asbestos should not be removed or disturbed, except by those trained to handle it. Where contact is unavoidable, wear required, protective clothing and use proper procedures for hygiene and decontamination. Where applicable, make use of proper respirators for the level of exposure. Materials that may contain asbestos include adhesives/mastics, ceiling areas, duct work, flooring, floor tiles, insulation, lab fume hoods, piping, and vented enclosures.

### **Confined Space**

Only trained and authorized employees are permitted to enter confined spaces such as manholes, sewers, tanks, trenches, or vaults, and then only as directed by a Supervisor. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric or entrapment hazards.)

### **Laboratory Safety**

Workers in the laboratory must attend training that describes the OSHA laboratory standard, hazardous material handling and waste disposal regulations, where to find chemical safety information, emergency procedures and required laboratory safety plans. See your supervisor or Safety Officer for the Laboratory Chemical Hygiene Safety Plan. The following guidelines always apply in the laboratory:

- a. Never smoke, eat, or drink in the laboratory.
- b. Properly label hazardous waste for disposal.
- c. Do not store food in refrigerators with chemical, biological or radioactive materials.
- d. Use proper laboratory hoods to control chemical fumes, mist, vapors, and biological and radioactive agents.
- e. Always wear proper personal protective equipment as required when handling chemicals or other substances.

### **Section 6:3 Protection of the General Public - Visitors**

Protection of the general public and public property is the duty of every employee. It is the responsibility of every employee to recognize the types of risks affecting each operation and to take proper action to prevent property damage and/or the loss of life.

- a. Keep work areas compact with adequate protection from employees.
- b. Make every effort to protect and minimize inconvenience to the public while executing County responsibilities.
- c. Arrange tools and equipment neatly within work areas. Promptly clear away excess materials and equipment.
- d. Ensure work area present no unmarked hazards or inconveniences to the public.
- e. Account for all tools and equipment used at the work area at the end of the work shift.
- f. Visitors need to be escorted by county personnel when entering areas with specific hazards such as mechanical yards, EMS bay areas where vehicles are frequently entering and exiting, EM warehouse, Public Works Warehouse, chemical storage areas or rooms.

## **ARTICLE VII: EMERGENCY ACTION PLANS**

### **Section 7:1 Introduction**

Sampson County is dedicated to maintaining a safe working environment for all employees and citizens occupying any County building, and while on County property. This is achieved by taking appropriate actions to mitigate, prepare for, respond to, and recover from all natural, technological, and human caused hazards that may affect Sampson County buildings, personnel and property therein.

The purpose of this section is to prescribe actions to take during emergency situations that may affect the area within or immediately surrounding County departments. It is written for the protection of life and property and to provide information on operations associated with most emergency situations.

These Emergency Action Plans should not be considered to be comprehensive or sufficient as training materials for all emergency situations that may be encountered. They are intended for use as a quick reference during an emergency situation or when such a situation appears to be imminent. Department Heads and Supervisors must include specific emergency action plans for their area of responsibility as part of their safety plan. All employees are charged with the knowledge of how to respond appropriately in an emergency.

The Department Head shall assign a Building Safety Coordinator (individual Floor Managers if a multi-story building) that will oversee the execution of the Emergency Action Plan and be the point of contact during an emergency activation.

### **Section 7:2 Gas Leak**

#### **I. Introduction**

If natural gas or liquefied petroleum is allowed to escape into the atmosphere, there is an immediate danger of fire, explosion, or asphyxiation. For this reason, natural gas or liquefied petroleum, which is normally odorless, is given an odor to aid in the detection of leaks through a distinctive smell. If you smell gas, ACT FAST!

#### **II. Actions/Procedures**

- a. If the gas odor is strong, a gas main may be broken. Employees should evacuate the building, using the building's evacuation procedures.
- b. DO NOT turn any electrical switches on or off. Eliminate all open flames.
- c. After evacuation, call 911 and report the leak.
- d. If possible, turn the gas main off. The shut-off valve is usually next to the meter. Using a wrench, give the valve a one-quarter turn in a clockwise direction to stop the flow of gas in the pipe. The shut-off valve for liquefied petroleum gas is located on top of the tank, under the protective dome.
- e. Check all gas taps and turn them off

### **III. Building Safety/Floor Manager**

- a. Ensure that the area assigned to you has been cleared of all personnel.
- b. Report to the evacuation point or command post.

### **IV. General Information**

- a. Do not go back into the building until the gas company or the Fire Department issues an 'All Clear'.
- b. The gas company will turn the service back on to the building.
- c. Gas main is located: (each department should note this specific info)
- d. Shut-off valve is located: (each department should note this specific info)
- e. Gas Company is: (each department should note this specific info)

## **Section 7:3 Serious Illness or Injury**

### **I. Introduction**

In the event of a serious injury or illness to an employee, the immediate concern is to aid the injured or ill person. Proceed according to the following plan.

### **II. Actions/Procedures**

- a. Treat life-threatening emergencies in order of priority.
- b. Get the victim out of any dangerous environment if safe to do so.
- c. Call 911 for assistance and stay on the line to answer questions and receive instructions from the 911 telecommunicator.
- d. Send someone to meet EMS and direct them to the patient.
- e. Notify a qualified first aid person in the facility.

**Impaired Breathing** – work efficiently. The average person will die in six minutes or less if the oxygen supply is cut off. Place the victim on their back and loosen their collar. Remove any obstruction to the airway and apply mouth-to-mouth resuscitation if a barrier device is available. After the victim is breathing on his/her own, treat for shock.

**Heart/Circulatory Failure** – Work quickly. If possible, get trained help and work as a team. Begin Cardiopulmonary Resuscitation (CPR) and send someone to get the AED. While continuing CPR, apply the AED and follow the instructions. If successful, treat for shock.

**Severe Bleeding** – Act quickly. A victim may lose consciousness or go into shock when losing blood, continued bleeding will result in death. Apply direct pressure on the wound, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is a pumping action, apply the pressure to the appropriate arterial pressure point. Apply a tourniquet if bleeding is unable to be controlled via direct or arterial pressure.

**Shock** – If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover victim with blankets. Encourage fluids if the victim is conscious and there is no abdominal injury or nausea.

Other injuries/Illnesses – Should be treated in priority with respect to critical needs.

## **Section 7:4 Floods**

### **I. Introduction**

Flooding due to water and the potential for flash flooding are usually forecast sufficiently in advance for appropriate preparation to be affected.

### **II. Actions/Procedures**

#### Flood Watches

- a. Monitor radio, television or the weather radio for forecasts and updates.
- b. If your building is likely to be flooded, move records, equipment, and furniture to upper floors or to higher locations. Also, store chemicals where flood waters cannot reach them and cause contamination.
- c. Check the condition of batteries in flashlights and radios. Replace batteries if weak.
- d. Prepare vehicles for the possibility of evacuation. Check fuel, tires, etc.
- e. Check supplies of water and non-perishable food in the event evacuation becomes necessary.
- f. Remember that electricity may not be available for some time. Check money on hand as ATM machines may be inoperable.

#### Flood Warnings

- a. If you are in an area threatened and vulnerable to a flash flood (low ground), evacuate immediately.
- b. Building/Floor Safety Coordinators should contact their Department Heads for further instructions.
- c. Evacuate the area by a route that is safe. Take valuables and necessities with you that may be needed.
- d. Disconnect any electrical appliances that cannot be moved unless you are already wet or standing in water.

### **III. Evacuation Procedures**

- a. Follow official county instructions.
- b. Leave early enough to avoid being marooned by flooded roads.
- c. Turn electricity and gas off.
- d. Lock doors
- e. Listen to radio, television, or weather radio for recommended routes of evacuation.
- f. Drive slowly and do not drive through flood waters.
- g. If on foot, do not cross flooded areas.

## **Section 7:5 Hazardous Materials Incident**

### **I. Introduction**

Hazardous materials accidents may occur in a variety of ways and can involve an almost infinite number of different toxic or hazardous materials, each of which have different characteristics, reactions, levels of toxicity, and other effects on human health.

The variety of potential accidents and materials makes it impossible to present

comprehensive procedures on this subject. Nevertheless, some basic procedures are generally applicable.

## **II. Actions/Procedures**

- a. Evacuate the area immediately. All personnel will cooperate with management and evacuate the building or area as soon as possible.
- b. Observe wind direction and evacuate crosswind or upwind to the assembly site or alternate site.
- c. Do not turn any electrical switches on or off. Eliminate all open flames.
- d. Call 911 and report the incident.
- e. DO NOT rescue persons overcome by fumes unless you have the proper respiratory protection to do so.
- f. If contact has been made with hazardous materials, flush skin with water, unless otherwise advised by warning labels, if available. Consult a physician as soon as possible.
- g. Re-entry into the area should not be attempted until the authorities have advised that it is safe to do so.

## **III. Transportation Accidents**

- a. Observe wind direction and move to a crosswind or upwind and uphill location.
- b. Call 911 immediately and report the accident.
- c. Return to a crosswind or upwind location close enough to the accident to warn others that may approach the scene.
- d. Upon arrival of the Fire Department, withdraw as instructed.

## **IV. Hazardous Materials in the Workplace**

Employees should be aware of the location of all hazardous materials in the building where they work. Additionally, they should be aware of the health hazards of these materials. Under the NC Community Right to Know Law and the OSHA Hazcom Rules, employees have a right to know this information.

## **Section 7:6 Fire**

### **I. Introduction**

In the event a fire is detected within any part of the workplace, the following actions should be taken.

### **II. Actions/Procedures**

- a. Evacuate the area of the fire. DO NOT use elevators.
- b. Activate the fire alarm.
- c. Call 911 and report the fire and its location. Never assume the fire department has been contacted just because the fire alarm has been activated.
- d. If the fire is small, an attempt can be made to put it out using a fire extinguisher located in the building if you have been trained to use the extinguisher. Follow these instructions: **P**(ull the safety pin); **A**(im the nozzle at the base of the fire); **S**(queeze the operating lever); and **S**(weep side to side covering the base of the fire). When using



the fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.

- e. Close all windows and doors as you evacuate if it is safe to do so. Do not leave exterior doors open.
- f. If smoke is present, you should keep low to the floor while exiting the building.
- g. Prior to opening a door to a room where the fire is suspected, you can place the back of your hand against the door to check for heat. If the door is hot, do not open.
- h. All personnel will cooperate with management and evacuate the building as soon as possible, using the evacuation procedures as prepared by the Department Head and move to a designated safe area.
- i. The Department Head or designee will be responsible to check accountability / attendance of everyone that was in the building to ensure they made it out. Department Head to have a roster of people.

### **III. Department Head**

- a. Determine the evacuation status of the threatened area. Do not allow re-entry.
- b. Check to be sure the elevators are empty. Turn lock controls to OFF.
- c. If hazardous materials are involved in the fire, cease all firefighting and security activities and evacuate immediately.
- d. Prevent the return of personnel to affected areas until re-entry is authorized by the Fire Department.
- e. Designate personnel to go to the nearest main intersection(s) to direct fire department vehicles to the scene.
- f. Upon arrival of the fire department, establish contact with the senior fire department officials and coordinate subsequent activities with them.
- g. Designate teams of personnel to secure valuable or irreplaceable items and information, if feasible.

## **Section 7:7 Bomb Threat**

### **I. Introduction**

Bomb threats and actual bombings have increased in recent years and have created a need for practical procedures to be followed. The majority of bomb threats are actually the work of pranksters, the mentally disturbed or those who harbor ill feelings toward a person or institution. The seriousness of the threat must never be underestimated.

The first concern must always be for the safety of employees and for the public. A secondary, but important aspect is the effect on employees' morale and the disruption of productivity. Advance planning reduces the potential for panic and injury and is the best assurance that proper action will be taken.

### **II. Actions/Procedures**

- a. The employee receiving the threat shall notify the Department Head or Supervisor immediately following receipt of the call and provide the documentation (bomb threat checklist) of all information received. Do not create panic by informing everyone in the

- department that a threat has been received.
- b. If a bomb threat is received by handwritten/typed note: Minimal handling of the note is essential. Notify Supervisor immediately.
  - c. If a bomb threat is received by e-mail: Do not delete the message and notify Supervisor immediately.
  - d. If while evacuating, personal belongings, such as purses, briefcases, and keys are located in close proximity to employees and can be readily retrieved, employees should take these items with them as they leave the building. These items can pose a problem to search crews. However, if these items are not readily available, they should not be retrieved, and the employees are to exit the building immediately. Safety comes first.

### **III. Department Heads**

- a. The decision to evacuate a facility is based on either the assumption that a bomb has been placed in the facility, there is a credible threat of terrorism, or the fact that an unknown device has been discovered in the building.
- b. Words and phrases such as BOMB, EXPLOSION, BLOW-UP, etc. can produce panic. To clear people from the building, use more acceptable phrases such as, "Please clear the building immediately, we have an emergency." Repeat as often as necessary.
- c. Ensure that all personnel are assembling at the pre-designated area, and all are accounted for. If anyone is missing, advise the Department Head or Supervisor.
- d. During evacuation activities, look around for any suspicious objects or items not usually present.
- e. If a suspicious object or item is located, DO NOT TOUCH IT; DO NOT MOVE IT; DO NOT USE CELL PHONES OR RADIOS! In all instances when a suspected object or item is located, the area in close proximity to the suspicious package is to be cleared of personnel and the public immediately. Advise Command and await instructions.
- f. If a device or other hazardous object or item has not been found after a thorough search and a reasonable time has passed, the decision to allow evacuated personnel back into the building will be left to the official in charge of the facility, after consultation with the Incident Commander.

## **Section 5:8 Inclement Weather**

### **I. Introduction**

Sampson County can and does experience a variety of weather events, from small rain showers to severe thunderstorms to winter storms. When the weather is severe, all efforts will be made to listen to weather reports regarding the changing weather conditions in our area. The first step to preparedness is to be aware of the terminology of severe weather key terms.

Weather 'Watch' – A watch is used when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It

is intended to provide enough lead time so that those who need to set their plans in motion can do so.

Weather “Warning” – A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

Weather “Advisory” – Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

## **II. Actions/Procedures**

Winter Storm – Winter storms vary widely in intensity, from brief snow flurries to blizzards lasting many days. Severe winter storms are usually forecast far enough in advance to allow for preparation.

### Winter Storm Warning

- a. Issuance of a winter storm warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring, or will soon occur within Sampson County which will provide significant accumulation of frozen precipitation.
- b. Remain indoors. County administration will make a decision in regard to closing.

Severe Thunderstorms – Thunderstorms can occur at any time of the year in Sampson County. They are most frequent in spring and summer and least frequent in winter. Any thunderstorm may have gusty winds and a possibility of dangerous lightning strikes, damaging winds, large hail, and heavy rains. When a thunderstorm occurs, do not panic.

### Severe Thunderstorm Warning

- a. If outside, return to the building for protection and shelter.
- b. If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to break.

Tornadoes – Tornadoes are a possibility whenever a severe thunderstorm occurs. Tornadoes may strike with little to no warning, leaving a path of almost destruction, moving at a speed from 30 to 75 miles per hour.

### Tornado Warning

- a. Proceed to the designated safe area within your building.
- b. If outside, return to the building and proceed to the safe area.
- c. If you are outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hands over your head.
- d. Stay away from windows and skylights.
- e. Use “head tuck” position when appropriate to protect yourself from flying objects.
- f. Remain in the designated safe area until cleared by the Department Head.

## Section 7:9 Active Assailant

### I. Introduction

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because many active assailant/shooter situations are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### II. Actions/Procedures

In the event of a threat of violence, employees who believe that a situation exists which may jeopardize the safety or security of anyone within the building should immediately call 911 or contact their supervisor. The employee should give a description of the person(s), and if possible, describe the nature of the threat or give a description of any weapons if known.

If an active shooter is in your area, remember to follow these steps to safely exit – RUN, HIDE, FIGHT.

**RUN** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- a. Have an escape route and plan in mind
- b. Evacuate regardless of whether others agree to follow
- c. Leave your belongings behind
- d. Help others, if possible
- e. Prevent others from entering an area where the active shooter may be
- f. Keep your hands visible
- g. Follow the instructions of any law enforcement officer
- h. Do not attempt to move wounded people
- i. Call 911 when safe

**HIDE** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- a. Your hiding place should be out of the active shooters' view and provide protection if shots are fired in your direction.
- b. To prevent an active shooter from entering your hiding place, lock and blockade the door with heavy furniture.
- c. If the active shooter is nearby, silence your cellphone and turn off any sources of noise. Hide behind large items and remain quiet.

**FIGHT** – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- a. You must commit to fighting for your life and act as aggressively as possible against

- him/her.
- b. Use anything that you can to disable, disarm or disorient the shooter. DO this by yelling and screaming, throwing items, and improvising weapons.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

The officers may not know the location of the shooter, so do not let them mistake you for the shooter.

- a. Remain calm and follow the officers' instructions.
- b. Put down any item in your hand and immediately raise your hands and spread your fingers.
- c. Avoid making quick movements towards the officers as well as avoid pointing, screaming and/or yelling.

Once you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**ARTICLE           VIII:           EMPLOYEE           DISSEMINATION,  
ACKNOWLEDGEMENT**

Each Department Head shall be responsible for reviewing the Safety Manual with each employee. Each employee must sign an acknowledgement form indicating the employee has received a copy of the Safety Manual. This acknowledgement form shall be kept in the employee's personnel file. All new hires will receive the instructions on the Safety Manual as part of orientation.

**Employee Safety Manual Acknowledgement Form**

I, as an employee of Sampson County, hereby acknowledge that I have received training on and am aware of the Sampson County Safety Manual.

Also, I acknowledge that it is my responsibility as an employee of Sampson County to read and follow the guidelines outlined in the Sampson County Safety Manual. I understand that safety is a condition of my employment and that failure to observe the guidelines of the Safety Manual may result in possible disciplinary action or termination.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

This signed acknowledgement shall be maintained in the employee personnel file.

**LETTER OF AGREEMENT FOR  
AIRPORT SAFETY/MAINTENANCE PROJECTS**

THIS AGREEMENT is made, this \_\_\_\_ day of \_\_\_\_\_, 2023 by (Airport Owner) SAMPSON COUNTY and THE CITY OF CLINTON as owner and operator (hereinafter referred to as “Sponsor”) of the CLINTON-SAMPSON COUNTY AIRPORT (CTZ) (hereinafter referred to as “Airport,”) and the North Carolina Department of Transportation (Division of Aviation), an agency of the State of North Carolina (hereinafter referred to as “Department”), for the purposes of future and as-yet unspecified safety or maintenance services to be performed by said Department in accordance with the terms, conditions and provisions hereof.

WITNESSETH

WHEREAS, the Sponsor is primarily responsible for maintaining the facilities of the Airport to protect and preserve the safety of flight operations at, from and to the Airport; and

WHEREAS, and the Department shares the interest of the Sponsor in the prompt and adequate maintenance and repair of the paved surfaces of the Airport which support aircraft movements on the Airport; and

WHEREAS, the Sponsor and the Department may, from time to time, mutually determine that certain paved surfaces and adjacent areas on the airport have aged and deteriorated and/or that other infrastructure is in need of maintenance or repair, and that the Sponsor could benefit from the assistance of the Department in accomplishing such maintenance and repair; and

WHEREAS, pursuant to Article 7 of North Carolina General Statute 63, the Department is authorized to undertake safety improvements of aircraft movement areas, on publicly owned and operated airports in North Carolina; and

WHEREAS, the Sponsor and the Department agree that upon the request by the sponsor and the acceptance by the Department, certain needed improvements at the Airport may be undertaken by the Department in conformance with the provision of North Carolina General Statute 63; and

WHEREAS, the Department requires a Commitment and Release of Liability statement to be on file in its offices, in order to be able provide and oversee such maintenance and repair at the Airport;

NOW THEREFORE, the Sponsor does hereby commit to the following measures:

1. This Letter of Agreement supersedes all prior agreements between the Department and Sponsor with respect to the subject matter of this Letter of Agreement.

2. Upon the Sponsor's approval, the Department, using NCDOT state forces and/or private contractor(s) under a Purchase Order Contract, may perform the requested maintenance and repair to the Airport. This work may include, but not be limited to; Joint and Crack Sealing, Pavement Repairs and Patching, Surface Treatments, Maintenance Overlays, Electrical, Grading, Drainage Improvements, Pavement Markings, or other infrastructure maintenance.
3. The Sponsor will receive notification from the Department of the Department's willingness to perform (or pay to have performed) any item or items of work approved by the Sponsor and a proposed schedule for performing the work and the force or contractor the Department proposes to perform the work.
4. If the schedule and the force or contractor proposed by the Department for performing the work is acceptable to the Sponsor, the Sponsor shall authorize the Department (or its contractors) to enter upon the property of the Airport during the scheduled time to perform the work.
5. If the schedule and the force or contractor proposed by the Department for performing the work is unacceptable to the Sponsor, the Sponsor shall inform the Department of the reasons for its objections and the Sponsor and the Department will engage in dialogue with the intent of determining if an alternative schedule or force or contractor is acceptable to both the Sponsor and the Department. If the Sponsor and the Department cannot reach agreement through the process described in paragraph 4 then the Department will withdraw its offer to perform the requested work.
6. The Sponsor hereby represents to the Department that the title to the pavement and adjacent areas of the Airport is vested in the Sponsor.
7. The Sponsor agrees to provide a duly authorized representative who will be present and/or available at all times the work is in progress (including nights and weekends, as applicable) to monitor project operations and assist the Department's representative.
8. The Sponsor agrees to provide a duly qualified operator who will monitor the airport's UNICOM radio transceiver at all times the work is in progress (including nights and weekends, as applicable) and will issue airport advisories as necessary on the UNICOM radio transceiver.
9. The Sponsor agrees, when needed, to formally close any runway, taxiway, or apron at all times when the work is in progress on that pavement area and to take appropriate steps to prohibit use of such areas by aircraft and/or ground vehicles while the work is being performed or the subject pavement areas are in an unsafe or uncured condition due to the conduct of the work.
10. The Sponsor agrees to issue and keep current the necessary Notices to Airmen (NOTAMS) through the Federal Aviation Administration (FAA) until all work is completed and the Department's representative notifies the Sponsor's representative that the affected areas may be returned to service.



11. The Sponsor agrees that the Department may, in its sole discretion, determine the design, scope of work, materials to be used, and methods of accomplishing the authorized work. The Department covenants that any and all such work as it performs or has performed at the Airport pursuant to this agreement will meet or exceed all relevant State of North Carolina and Federal Aviation Administration specifications for the type of pavement concerned and the type of maintenance or repair that is being performed.

12. To the maximum extent allowed by law, the Sponsor shall indemnify and hold harmless the Department and its officers and employees from all suits, actions, or claims of any character because of injury or damage received or sustained by any person, persons, or property resulting from work performed under this Commitment. This indemnity does not extend to causes of action arising from the negligence of the Department, its officers and employees or any of Department's contractors who performed the work.

13. Should Sponsor fail to comply with any material duty required of it under this Agreement the Department shall give written notice to the sponsor of the details of its non-compliance and provide a reasonable period in which the Sponsor can cure its non-compliance. Upon the expiration of said cure period without the Sponsor having come into compliance, the Sponsor agrees that, at its sole and unlimited discretion, the Department shall have the right to immediately stop all work being performed at the Airport and release the work area to the jurisdiction of the Sponsor.

14. The Sponsor understands that for the Department to perform maintenance or safety services, the Airport and Sponsor must be in good standing on all State and Federal Grant Requirements and Assurances before any project shall be performed under this Commitment.

15. Subject to the provisions of paragraph 13 above, this Commitment will expire on December 31, 2028. Subject to the provisions of paragraph 13 above, this Commitment may be terminated by either the Department or the Sponsor by providing written notification of termination. The effective date of termination pursuant to this paragraph shall be the date of receipt of the notice of written termination by the non-terminating party.

**NC Division of Aviation**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Becca Gallas, P.E.  
Aviation Director

WITNESS WHEREOF, the Sponsor has executed this Commitment on the date first written on Page 1 of this document.

FOR THE LOCAL AIRPORT SPONSORING AGENCIES

Signed: \_\_\_\_\_

Title: County Manager

Official Sponsor: Sampson County

Attest: \_\_\_\_\_

SEAL OF SPONSOR

Signed: \_\_\_\_\_

Title: City Manager

Official Sponsor: The City of Clinton

Attest: \_\_\_\_\_

SEAL OF SPONSOR

A digital copy of this LETTER OF AGREEMENT in adopted form should be emailed to the Statewide Program Manager and your Airport Project Manager. General telephone number is: (919) 814-0550.

Statewide Program Manager – Raj Kondapalli, P.E. rkondapalli@ncdot.gov  
Airport Project Manager (NW) – Caleb Whitby, P.E. cwhitby@ncdot.gov  
Airport Project Manager (NE) – Robin Peele, P.E. rdpeele@ncdot.gov  
Airport Project Manager (SW) – Emily Ferreira. eaferreira@ncdot.gov  
Airport Project Manager (SE) – Tommy Mann, P.E. tmann@ncdot.gov

**Joint Resolution of Sponsor**

A motion was made by (Name and title) \_\_\_\_\_

and seconded by (Name and Title) \_\_\_\_\_

for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS (Airport Owner) SAMPSON COUNTY and THE CITY OF CLINTON (hereinafter referred to as "Sponsor") the North Carolina Department of Transportation (hereinafter referred to as "Department") requires a Commitment and Release of Liability statement to be on file, in order to provide and oversee maintenance and safety improvements on the operational surfaces of the (Official Airport Name) CLINTON-SAMPSON COUNTY AIRPORT (CTZ); in accordance with the provisions of North Carolina General Statute 63.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED, that the (Title of Airport Official) County Manager and City Manager of the Sponsor be and is hereby authorized and empowered to enter into a Commitment and Release of Liability with the Department, thereby binding the Sponsor to fulfillment of its obligation as incurred under this resolution and its commitment to the Department.

\*\*\*\*\*

I, (Name and title of Public Notary) Stephanie P. Shannon, Clerk of the Sampson County Board of Commissioners of (Name of Sponsoring Agency) Sampson County, do hereby certify that the above is a true and correct copy of the minutes of (Name of Authorizing Board of the Sponsoring Agency) Sampson County Board of Commissioners, held on (Date of Meeting) \_\_\_\_\_ .

WITNESS my hand and the official seal of the Sponsor.

This the day of (month, day, year) \_\_\_\_\_ .

Signed: \_\_\_\_\_

NOTARY SEAL

\*\*\*\*\*

I, (Name and title of Public Notary) Elaine F. Hunt, Clerk of the City Council of (Name of Sponsoring Agency) The City of Clinton,

do hereby certify that the above is a true and correct copy of the minutes of

(Name of Authorizing Board of the Sponsoring Agency) Clinton City Council,

held on (Date of Meeting) \_\_\_\_\_ .

WITNESS my hand and the official seal of the Sponsor.

This the day of (month, day, year) \_\_\_\_\_ .

Signed: \_\_\_\_\_

NOTARY SEAL



**APPROVAL OF LOCAL WATER SUPPLY PLAN  
SAMPSON COUNTY WATER AND SEWER DISTRICT I**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for **Sampson County Water District I - Clinton**, has been developed and submitted to **Sampson County** for approval; and

WHEREAS, **Sampson County** finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for **Sampson County Water District I - Clinton**, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by Sampson County of Sampson County Water District I - Clinton, that the Local Water Supply Plan entitled **Sampson County Water District I - Clinton**, dated **August 21, 2023**, is hereby approved, and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the **Sampson County** intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 2nd day of October 2023.

-  
\_\_\_\_\_  
Jerol Kivett  
Chairman, Board of Directors  
Sampson County Water and Sewer District II

ATTEST:

\_\_\_\_\_  
Stephanie Shannon, Clerk to the Board



**APPROVAL OF LOCAL WATER SUPPLY PLAN  
SAMPSON COUNTY WATER AND SEWER DISTRICT II**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for **Sampson County Water District II - Dunn**, has been developed and submitted to **Sampson County** for approval; and

WHEREAS, **Sampson County** finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for **Sampson County Water District II - Dunn**, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute,

NOW, THEREFORE, BE IT RESOLVED by Sampson County of Sampson County Water District I - Clinton, that the Local Water Supply Plan entitled **Sampson County Water District II - Dunn**, dated **August 16, 2023**, is hereby approved, and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the **Sampson County** intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 2nd day of October 2023.

---

Jerol Kivett  
Chairman, Board of Directors  
Sampson County Water and Sewer District II

ATTEST:

---

Stephanie Shannon, Clerk to the Board

# **SAMPSON COUNTY DEPARTMENT OF SOCIAL SERVICES INTERNAL GRIEVANCE PROCEDURE**

Revised/Effective October 1, 2023

## **Policy Statement**

The Sampson County Department of Social Services encourages a prompt, fair and orderly resolution of employee grievances. To achieve that goal and resolve workplace issues and problems effectively and efficiently, this policy and its procedures are hereby adopted.

## **Coverage**

The following categories of employees are covered:

1. Career Status Employees – Employees with career status have full access to the grievance procedure. Employees with career status may appeal the final decision of the Director to the Office of Administrative Hearings (OAH).
2. Employees who have completed probationary status but do not have career status – These employees have full access to the grievance procedure for all issues covered by this policy. Such employees may only appeal the Director’s final decision to OAH if illegal discrimination, harassment or retaliation was alleged in the grievance.
3. Employees in probationary status and temporary employees – Temporary and probationary status employees cannot access the grievance procedures in this policy except for allegations of illegal discrimination, harassment or retaliation.

## **Issues**

Employees may use this policy only to address issues specifically covered in this policy. These issues are:

1. Serious disciplinary actions – These actions are disciplinary demotion, suspension without pay and dismissal.
2. Allegations of illegal discrimination – Allegations of illegal discrimination because of age, sex, race, color, national origin, religion, genetic information, political affiliation, or disability.
3. Allegations of retaliation or harassment because of age, sex, race, color, national origin, religion, genetic information, political affiliation, or disability.
4. Separation from employment with the department due to unavailability.

The following matters are not covered by this policy and are not subject to appeal under this policy and its procedures:

1. Written warnings and placement on investigatory status with pay.
2. Matters of inherent management rights such as budgeting, staff assignment, approval or denial of the opportunity to telework or work a flexible schedule.

## **Definitions**

1. Career Status – An employee achieves career status after serving twelve (12) continuous months as an employee of Sampson County DSS.
2. Serious Disciplinary Action – These are disciplinary demotions (a disciplinary reduction in pay or position), disciplinary suspension and dismissal. Investigatory status with pay is not a disciplinary action and is not grievable.
3. Illegal Discrimination – This includes allegations of discrimination (including allegations of harassment) based on age, sex, race, color, national origin, religion, genetic information, political affiliation, or disability.
4. Final agency decision – The decision of the Director of Sampson County DSS is the final agency decision.

## **Procedures**

NOTE: All time in this procedure is calculated in calendar days.

### **1. Serious Disciplinary Actions –**

An employee who wishes to appeal a disciplinary demotion, a disciplinary suspension without pay or dismissal must start a grievance by providing a notice of grievance in writing to the Director of the Sampson County DSS within fifteen (15) days of receiving notice of the action. This written notice must include the grievant's name, contact information (telephone number, email address and mailing address), and a brief statement of the reason for the grievance.

The Director has ten (10) days to schedule a meeting with the grievant after receiving the grievance. This meeting is the grievant's opportunity to provide information they wish the Director to consider in making a decision. Following this meeting, the Director may make any investigation she determines necessary.

The Director shall give a written decision on the grievance within ten (10) days after the meeting. Persons with career status may appeal the Director's decision to the OAH by following the procedures contained in this policy.

The decision of the Director on grievances involving serious disciplinary action for persons who have not achieved career status may not be appealed to the OAH.

### **2. Allegations of Illegal Discrimination –**

Persons who are alleging illegal discrimination (including allegations of harassment or retaliation) because of age, sex, race, color, national origin, religion, genetic information, political affiliation, or disability in promotion, training, demotion, suspension without pay or termination may appeal to the Director. This appeal must be in writing. The appeal must be made within fifteen (15) days of the alleged discriminatory action.



The Director must schedule a meeting with a grievant alleging discrimination, harassment, or retaliation within five (5) days of receiving the grievance. At this meeting, the grievant will have an opportunity to present any information they wish the Director to consider in making a decision.

Following this meeting, the Director may make any investigation determined necessary. The Director shall give a written decision on the grievance within ten (10) days after the meeting. Appeal of the Director's decision to the OAH because of allegations of illegal discrimination, harassment or retaliation is open to any employee of the Sampson County DSS regardless of career status.

### **3. Allegations of Illegal Discrimination against the Director –**

Persons who are alleging illegal discrimination (including allegations of harassment or retaliation) because of age, sex, race, color, national origin, religion, genetic information, political affiliation, or disability by the Director may appeal to the County Manager, acting as the supervisory authority on behalf of the Sampson County Board of Commissioners. This appeal must be in writing. The appeal must be made within fifteen (15) days of the alleged discriminatory action.

The County Manager must schedule a meeting with a grievant alleging discrimination, harassment, or retaliation within five (5) days of receiving the grievance. At this meeting, the grievant will have an opportunity to present any information they wish the County Manager to consider in making a decision.

Following this meeting, the County Manager may make any investigation determined necessary. The County Manager shall give a written decision on the grievance within ten (10) days after the meeting. Appeal of the County Manager's decision to the OAH because of allegations of illegal discrimination, harassment or retaliation is open to any employee of the Sampson County DSS regardless of career status.

An attorney may not represent either the employee or the Sampson County DSS during any portion of this procedure.

Employees may file a grievance with the Director's office of the Sampson County DSS. Employees may file a grievance in person or by US mail. Sampson County DSS will not accept or process a grievance filed in any other manner.

Sampson County DSS reserves the right to dismiss grievances filed outside the periods in this policy.

This policy has been adopted and will remain in effect until amended or repealed.

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Lynn S. Fields, Director

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Edwin Causey, County Manager

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Jerol Kivett, Chair  
Sampson County Board of Commissioners

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**Procedure for Appealing to the Office of Administrative Hearings with the Administrative Law Judge issuing the Final Decision or Order**

Filing an OAH Form H-06A begins an appeal of a final agency decision to the Office of the Administrative Hearings (OAH). This form must be received by the OAH within 30 calendar days of the final agency decision of Sampson County Department of Social Services at:

Office of Administrative Hearings  
1711 New Hope Church Road  
6714 Mail Service Center  
Raleigh, NC 27699-6714  
(919) 431-3000

To request this form, contact OAH at (919) 431-3000. You may request that the Petition form be mailed or faxed to you or you can obtain the form online at [www.ncoah.com/](http://www.ncoah.com/). The certificate of services is included on the bottom of the Petition form. OAH will also include a page titled, *Instructions for Form H-06 "Petition for a Contested Case" and "Certificate of Service."*

The Office of Administrative Hearings must receive the original plus one copy of the Petition and a certificate of service within thirty (30) days after the final agency decision is received. If a petition is not filed within this timeframe, the right to appeal may be lost.

**STATE OF NORTH CAROLINA**  
**COUNTY OF SAMPSON**

**FIRST AMENDMENT TO**  
**CONTRACT FOR EMS**  
**MEDICAL DIRECTOR SERVICES**

**THIS FIRST AMENDMENT TO CONTRACT FOR EMS MEDICAL DIRECTOR SERVICES** is made and entered into by and between **SAMPSON COUNTY** (“County”), a body corporate and politic and a political subdivision of the State of North Carolina, and **CHRISTOPHER OCCHINO, M.D.** (“Physician”), a natural person and a physician duly licensed by the North Carolina Medical Board to practice medicine in the State of North Carolina.

**WITNESSETH:**

WHEREAS, County and Physician entered into a Contract for EMS Medical Director Services (the “Contract”) on or about July 10, 2017; and

WHEREAS, County and Physician now wish to amend certain of the Contract’s provisions as more particularly set forth herein below;

NOW, THEREFORE, for and in consideration of the mutual covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, County and Physician incorporate the foregoing recitals and agree as follows:

1. Paragraph 4 of the Contract is hereby amended, such that Paragraph 4 of the Contract shall now read as follows:

**4. FEE FOR PHYSICIAN’S SERVICES.** For Physician’s services under this contract, County shall pay Physician the sum of Two Thousand Five Hundred Dollars (\$2,500) monthly in arrears on or before the 10th day of each month.

2. Except as expressly amended herein, the Contract and all of its terms and provisions shall remain in full force and effect.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.**

**IN WITNESS WHEREOF**, County and Physician have executed this First Amendment to Contract for EMS Medical Director Services as of the day and year first written above.

**SAMPSON COUNTY**

By: \_\_\_\_\_  
R. Jerol Kivett, Chairman,  
Sampson County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Stephanie P. Shannon, Clerk,  
Sampson County Board of Commissioners

\_\_\_\_\_(SEAL)  
**CHRISTOPHER OCCHINO, M.D.**

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
David K. Clack, Finance Officer

Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: September 19, 2023  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1 c )

The attached disabled veteran exclusion application was received after June 1, 2023. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Fred C Warren II

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on August 31, 2023.

Please put on the next Board of Commissioners consent agenda for their action.

August 31, 2023

Sampson County Board of Commissioners  
Rowan Rd  
Clinton, NC 28328

Re: Fred C Warren. II

Dear Commissioners,

I am an honorably discharged Veteran. I received a permanent and total rating with the Veterans Administration for my service-connected disabilities in August 2023. My 100% rating was granted back to May 23, 2022. I am requesting the Sampson County Commissioners accept my application and grant me the Property Tax Exclusion for 2023.

Thank you for your consideration.

Sincerely,

  
Fred C Warren, II

2776 Old Mintz Hwy  
PO Box 1058  
Roseboro, NC 28382

# 19731

09-0288800-01

	<b>State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)</b>	<b>Sampson County Veterans Service Office</b> COUNTY
<b>SECTION 1</b>	<b>TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED</b>	# 197310
Fred Clifton Warren, II NAME (Print or Type)		Fred Clifton Warren, II DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
PO Box 1058 STREET ADDRESS OR P.O. BOX NUMBER		09-0288800-01 SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i>
Roseboro CITY	NC STATE	28382 ZIP CODE
U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER		
VETERAN'S SOCIAL SECURITY NUMBER		
I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification <i>in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.</i>		
<b>SECTION 2</b>	<b>Disabled Veteran's Signature</b>	
I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.		
Fred C. Warren II DISABLED VETERAN'S SIGNATURE		08-31-2023 DATE
<b>SECTION 3</b>	<b>Surviving Spouse's (who has not remarried) Signature</b>	
I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.		
SURVIVING SPOUSE'S SIGNATURE		08-31-2023 DATE
<b>SECTION 4</b>	<b>To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee</b>	
Please check all that apply:	A. <input type="checkbox"/> Veteran does not meet either B, C, D, or E of the below criteria. B. <input checked="" type="checkbox"/> Veteran has a service-connected permanent and total disability that existed as of <u>05/23/2022</u> C. <input type="checkbox"/> Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence. D. <input type="checkbox"/> Veteran died on _____ and had a service-connected permanent and total disability at death. E. <input type="checkbox"/> Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.	
Character of Disabled Veteran's Service at Separation: (DD-214)	<input checked="" type="checkbox"/> Honorable <input type="checkbox"/> Under Honorable Conditions	<input type="checkbox"/> Under Other than Honorable Conditions
The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.		
Sherry M Hope SIGNATURE OF NCDMVA OFFICIAL		Sherry M. Hope PRINTED NAME OF NCDMVA OFFICIAL
08-31-2023 DATE		Sampson Co. VSO TITLE OF NCDMVA OFFICIAL

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: September 19, 2023  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1 c )

The attached disabled veteran exclusion application was received after June 1, 2023. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

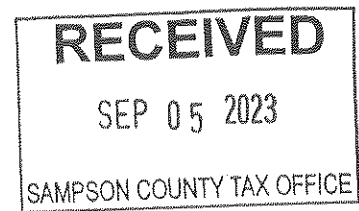
David W. Tyndall

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on September 5, 2023.

Please put on the next Board of Commissioners consent agenda for their action.





September 5, 2023

Sampson County Board of Commissioners  
Rowan Rd  
Clinton, NC 28328

Re: David Tyndall

Dear Commissioners,

I am an honorably discharged Veteran. I received a permanent and total rating with the Veterans Administration for my service-connected disabilities in December 2022. My 100% rating was awarded back to June 21, 2021. I recently became aware of the property tax reduction. I am requesting the Sampson County Commissioners accept my application and grant me the Property Tax Exclusion for 2023.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "David W Tyndall".

David W Tyndall  
1915 Ozzie Rd  
Clinton, NC 28328

# 2179 54

07-0142076-01

# 219954 07-0142076-01	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Sampson County Veterans Service Office COUNTY
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**SECTION 1** TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

David Wayne Tyndall NAME (Print or Type)	David Wayne Tyndall DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)	
1915 Ozzie Rd STREET ADDRESS OR P.O. BOX NUMBER	SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) (If Applicable)	
Clinton CITY	NC STATE	28328 ZIP CODE

U.S. DEPT. OF VETERANS AFFAIRS  
IMBER

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification *in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.*

**SECTION 2** Disabled Veteran's Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

*David Wayne Tyndall*  
 DISABLED VETERAN'S SIGNATURE

09-05-2023  
 DATE

**SECTION 3** Surviving Spouse's (who has not remarried) Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

09-05-2023  
 DATE

**SECTION 4** To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee

Please check all that apply:

- A.  Veteran does not meet either B, C, D, or E of the below criteria.
- B.  Veteran has a service-connected permanent and total disability that existed as of 06/21/2021
- C.  Veteran received benefits on \_\_\_\_\_ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D.  Veteran died on \_\_\_\_\_ and had a service-connected permanent and total disability at death.
- E.  Veteran died on \_\_\_\_\_ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)  Honorable  Under Other than Honorable Conditions  
 Under Honorable Conditions

The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.

<i>Sherry M Hope</i> SIGNATURE OF NCDMVA OFFICIAL	Sherry M. Hope PRINTED NAME OF NCDMVA OFFICIAL
09-05-2023 DATE	Sampson Co. VSO TITLE OF NCDMVA OFFICIAL

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10260

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Mark Douglas Kelley in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR <u>2022</u>	\$ <u>334.90</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>334.90</u>

These taxes were assessed through clerical error as follows.

Bill # 0073861558-2022  
Plate # TBK4537  
Vehicle sold - plate turned in  
2019 Hyun

G02 County Tax	<u>186.62</u>
S01 School Tax	<u>32.80</u>
SF2 Fire Tax	<u>25.00</u>
T02 City Tax	<u>90.48</u>
TOTAL \$	<u>334.90</u>

Mailing Address.

206 SYCAMORE ST  
CLINTON, NC 28328

Yours very truly

Mark Douglas Kelley  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

**10263**

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by David Wayne Tyndall in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>14.80</u>
<u>2022</u>	\$ <u>313.48</u>
<u>2022</u>	\$ <u>3.12</u>
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>331.40</u>

These taxes were assessed through clerical error as follows.

Bill # 0068492487-2022  
0062655304-2022  
0073482240-2023

1994 Jeep - REJ7141  
2021 Chev - HFE9341  
1997-Toyota - KDS9166

Vehicles sold - tags turned in

602 County Tax	<u>295.57</u>
School Tax	_____
F23 Fire Tax	<u>35.83</u>
City Tax	_____
TOTAL \$	<u>331.40</u>

Mailing Address.

1915 Ozzie Rd  
Clinton, NC 28328

Yours very truly

David W. Tyndall  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

**10266**

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Terry Wayne Long in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>58.26</u>
<u>2022</u>	\$ <u>59.78</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>118.04</u>

These taxes were assessed through clerical error as follows.

Bill # 0018827523-2022  
0068813795-2022  
2012 GMC - BAJ8937  
2006 Chev - TLK1918  
Vehicles sold - tags turned in

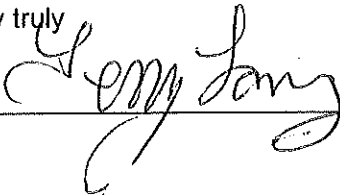
G02	County Tax	<u>91.02</u>
S01	School Tax	<u>15.99</u>
F19	Fire Tax	<u>11.03</u>
	City Tax	_____
TOTAL \$		<u>118.04</u>

Mailing Address.

199 Pinehurst Ln  
Clinton, NC  
28328

Yours very truly

Taxpayer



Social Security # \_\_\_\_\_

RECOMMEND APPROVAL

Sampson County Tax Administrator



Board Approved \_\_\_\_\_

Date

Initials

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

**10267**

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Wayne Lee's Towing Service LLC in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2022</u>	\$ <u>112.97</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>112.97</u>

These taxes were assessed through clerical error as follows.

*Bill # 0059580670-2022*  
*Plate # TFA3737*  
*Vehicle traded- plate turn in*  
*2016 Chev tk*

602 County Tax	<u>101.86</u>
School Tax	_____
606 Fire Tax	<u>11.11</u>
City Tax	_____
TOTAL \$	<u>112.97</u>

Mailing Address.

8880 Green Park Rd  
Dunn NC 28334

Yours very truly

Wayne Lee  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

[Signature]

Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10274

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Mark Bergstresser in Dismal Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 416.25

These taxes were assessed through clerical error as follows.

*BOC approved DV (Late App)  
1671 Sivertsen Rd  
PARCEL 02015435101*

601	County Tax	<u>371.25</u>
	School Tax	_____
F20	Fire Tax	<u>45.00</u>
	City Tax	_____
	TOTAL \$	<u>416.25</u>

Mailing Address.

Mark Bergstresser  
1671 Sivertsen Rd  
Autyville NC 28318

Yours very truly

*[Signature]*  
Taxpayer

\* Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

*[Signature]*  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10275

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Kenneth Ray Best in SC Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>416.25</u>

These taxes were assessed through clerical error as follows.

*B.O.C approved DV (late App) Cor  
2656 Reedsford Rd  
Tax Parcel 15004099301*

County Tax	<u>371.25</u>
School Tax	_____
Fire Tax	<u>45.00</u>
City Tax	_____
TOTAL \$	<u>416.25</u>

Mailing Address.

Kenneth Ray Best  
2656 Reedsford Rd  
Clinton NC 28328

Yours very truly

*[Signature]*  
Taxpayer

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL:  
*[Signature]*  
Sampson County Tax Administrator



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10273

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Larry Edward Bailey in Honeycutt Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>416.25</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 416.25

These taxes were assessed through clerical error as follows.

BOC approved DV (Late App) 10/1  
668 Lakewood School Rd  
Tax Parcel 06103651201

County Tax	<u>371.25</u>
School Tax	_____
Fire Tax	<u>45.00</u>
City Tax	_____
TOTAL \$	<u>416.25</u>

Mailing Address.

Larry Edward Bailey  
668 Lakewood School Rd  
Salemberg NC 28385

Yours very truly

Larry E. Bailey  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

**Members:**

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Star Telephone membership Corporation in SOUTH CLINTON Township, Sampson County, for the year(s) and in the amount(s) of:

<b>Year</b>	
2023	\$ 458.87
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Release/Adjustment \$ 458.87**

<b>G02</b>	<b>County Tax</b>	<b>\$ 458.87</b>
	<b>School Tax</b>	<b>\$ _____</b>
	<b>Fire Tax</b>	<b>\$ _____</b>
	<b>City Tax</b>	<b>\$ _____</b>
	<b>Total</b>	<b>\$ 458.87</b>

The taxes were assessed through clerical error, or an illegal tax as follows:

Company vehicles are exempted.

Taxpayer: STAR Telephone Membership Corp

Tax Administrator: [Signature]

Board Approved: \_\_\_\_\_

Date Initials

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

**Members:**

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Ronald K. Doorn in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	
<u>2023</u>	\$ <u>177.42</u>
<u>2023</u>	\$ <u>313.30</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Release/Adjustment** \$ 490.72

<b>GOI County Tax</b>	\$ <u>158.24 / \$ 279.43</u>
<b>School Tax</b>	\$ _____
<b>F20 Fire Tax</b>	\$ <u>19.18 / \$ 33.87</u>
<b>City Tax</b>	\$ _____
<b>Total</b>	\$ <u>490.72</u>

**The taxes were assessed through clerical error, or an illegal tax as follows:**

Military Vehicle Exemptions (100%)  
 2021 Jeep  
 2021 Ram  
 STATE of Residence - Michigan

**Taxpayer:** Ronald Kelvin Doorn  
**Tax Administrator:** Jim Doorn  
**Board Approved:** \_\_\_\_\_  
 Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

**Members:**

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by BETTIE ELLEN WILLIAMS in SOUTH CLINTON Township, Sampson County, for the year(s) and in the amount(s) of:

<b>Year</b>	
2023	\$ 436.80
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Release/Adjustment \$ 436.80**

G02	County Tax	\$ 389.58
	School Tax	\$ _____
F19	Fire Tax	\$ 47.22
	City Tax	\$ _____
	<b>Total</b>	<b>\$ 436.80</b>

The taxes were assessed through clerical error, or an illegal tax as follows:  
**VEHICLE REGISTERED IN PENNSYLVANIA FROM 4/29/2019-6/28/2023.**

Taxpayer: Bettie Ellen Williams  
 Tax Administrator: Joe Brown  
 Board Approved: \_\_\_\_\_  
   Date  Initials

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

9/20/2023

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2023-2024

1. It is requested that the budget for the COVID Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551240-523900	MEDICAL SUPPLIES	7,000.00	
12551240-526200	DEPARTMENTAL SUPPLIES	2,200.00	
12551240-526201	DEPARTMENTAL SUPPLIES EQUIPMENT	20,000.00	
12551240-537000	ADVERTISING	2,000.00	
12551240-539500	EMPLOYEE TRAINING	23,721.00	
12551240-543000	RENTAL EQUIPMENT	2,500.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551240-404000	STATE ASSISTANCE	57,421.00	

2. Reason(s) for the above request is/are as follows:

TO MOVE FUNDS TO PURCHASE EQUIPMENT NEEDED - REGION 8 ARPA FUNDS.

Wanda K. Rubin  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

9/20, 2023  
Dal K. Chaf  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
Sam W. G.  
(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

9/19/2023

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2023-2024

1. It is requested that the budget for the CMHRP & CMARC Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551650-526201	DEPARTMENTAL SUPPLIES EQUIPMENT	4,806.00	
12551680-526201	DEPARTMENTAL SUPPLIES EQUIPMENT	4,806.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535165-404097	FUND BALANCE	4,806.00	
12535168-404097	FUND BALANCE	4,806.00	

2. Reason(s) for the above request is/are as follows:

TO CARRY FORWARD REGION 8 ARPA FUNDS RECEIVED 5/26/2023 NOT USED FY22-23

Wade Baker  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.



9/20, 2023  
Debra H. Hill  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.



\_\_\_\_\_, 20\_\_\_\_  
Erin W. G.  
(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

09/14/23

FROM: Brad Hardison

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for Fiscal Year 2023-2024

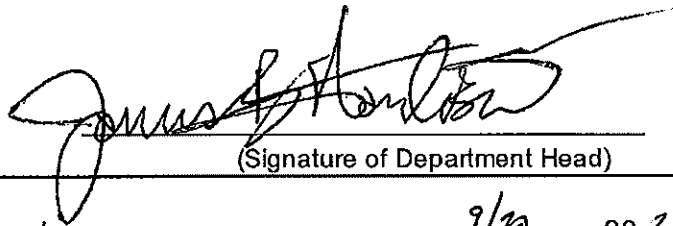
1. It is requested that the budget for the Cooperative Extension Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449560-526200	DEPARTMENTAL SUPPLIES	2775.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034956-404010	LAGOON MGMT-REVENUES	2,775.00	

2. Reason(s) for the above request is/are as follows:

NC TOBACCO TRUST GRANT FOR PORTABLE CATTLE CHUTE SUPPLIES

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

9/20, 2023

  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

, 20

  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

*Dana Hall*

September 6, 2023

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2023-2024

1. It is requested that the budget for the Aging Department

be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-525000	HR CONST-UNITED WAY	\$ <del>1,632.34</del> <i>1,633.00</i>	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-403602	FUND BLANCE APPROPRIATED	\$ <del>1,632.34</del> <i>1,633.00</i>	

2. Reason(s) for the above request is/are as follows:

To bring forward unexpended grant funds to continue providing services required by the grant.

DANA HALL  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

*9/20*, 20*23*  
*Dana Hall*  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
*Sam W. G.*  
(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.



**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

September 6, 2023

FROM: Dana Hall, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2023-2024

1. It is requested that the budget for the AGING Department  
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558790-526200	INFO/CASE ASST - DEPT SUPPLIES	\$ 1,333.00	
02558790-544000	INFO/CASE ASST - CONTRACTED SERVICES	\$ 2,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035879-403602	INFO/CASE ASST - HEALTH PROMOTION	\$ 3,333.00	

2. Reason(s) for the above request is/are as follows:  
To budget Health Promotion Funding for FY 23-24.

Dana Hall  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

9/20, 2023  
Dafu  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
Sam W. G.  
(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

To: Mr. Edwin Causey  
County Manager

Stephanie Shannon  
Clerk to the Board

From: Wanda Robinson  
Health Director

Subject: County Commissioner's Consent Agenda

Date: September 19, 2023

Attached are items that were approved by the SCHD Health Advisory Committee on September 18, 2023. These items are being submitted for approval by the County Commissioners.

- I. Fee/CPT Code Update
- II. HIPAA Policy and Procedures Manual-Annual Update. Added insurance statement to consent forms (see highlighted statement on attached consent form). No other changes.

For any questions or comments, please contact me. Your assistance is appreciated.

Attachments:

>Fee/CPT Code Update

>HIPAA Consent Form/HIPAA Signature Page

**Sampson County Health Department Fees/CPT Update**

**09/18/2023**

<b>Date Added</b>	<b>Name of Procedure</b>	<b>LabCorp Order Number</b>	<b>CPT Code</b>	<b>Current Price</b>	<b>Recommended Price</b>
08/14/2023	Transferrin	004937	84466	N/A	\$44.13
08/29/2023	Cystic Fibrosis/Spinal Muscular Atrophy Panel	481758	OL031	N/A	\$373.75
08/29/2023	QuantiFERON- TB Gold Plus	182879	86480	\$250.00	\$50.00
09/18/2023	Admin- Moderna COVID-19 Vaccine	N/A	90480	N/A	\$40.00
09/18/2023	Moderna COVID-19 Vaccine 12 yrs & up	N/A	91322	N/A	\$182.40
09/18/2023	Moderna COVID-19 Vaccine 6 mo-11 yrs	N/A	91321	N/A	\$182.40

Label

**Consent for Services at Sampson County Health Department**

I am providing voluntarily consent to any medical screenings, interview procedures, examinations, treatments and procedures, birth control supplies and education, lab tests (which may include screening for syphilis, HIV, gonorrhea, chlamydia, cervical cancer), immunizations or any other tests which are deemed necessary in the opinion of my health care provider(s) to provide medical care services to me. I am providing consent prior to receiving any clinical or telemedicine/telehealth services.

I understand that the services provided to me are based on the program services that I have requested.

I understand that any possible risks associated with any care provided to me will be fully explained to me prior to receiving the care.

I understand that benefits associated with the services I have requested will be explained to me.

I understand that I may be offered alternatives to services I have requested if they are not available at this facility.

I understand that I have the right to withhold or withdraw consent to any part of the services offered to me except as required by law without affecting my right to treatment or future care.

I understand that I may be requested to sign additional consents based on the services I have requested prior to receiving those services.

I understand that no guarantees or warranties have been made to me concerning the results of the examinations, testing, treatments, or procedures.

**I understand that my insurance is being billed for the services I receive as well as any follow up services. I further understand I am responsible for any co-pays and/or any amounts not paid by my insurance company.**

I understand that this consent is valid for up to one year.

Follow up: I understand that if any problems are found, suggestions will be made to me concerning follow up and it is up to me to follow up. I will let the Sampson County Health Department know of any changes in my address and/or telephone number so that I may be contacted quickly, if needed. I understand that I should call back to Sampson County Health Department within allotted time frame for test results, if applicable. If my exam or lab work shows any problems, staff may send me to another clinic for help, if needed.

I consent to telehealth services provided by Sampson County Health Department Providers. I understand that services could be provided using apps such as Zoom, or any other secure apps available including telehealth services offered via the EMR systems. I understand Sampson County Health Department providers will take all appropriate measures to keep my information protected and confident.

I hereby authorize the Sampson County Health Department to release any information acquired in the course of my examination or treatment to insurance companies as requested to settle claims and I authorize payment of medical benefits (insurance payments) be sent to the Sampson County Health Department.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Patient Printed Name

Revised 03/09; 10/12; 04/13; 11/2014; 10/2019; 07/2020, 03/2022; 03/2023

**SAMPSON COUNTY HEALTH DEPARTMENT  
HIPAA Privacy Policy & Procedure Manual: Year 2023**

	Applicable Signatures/Title:
Manual: SCHD HIPAA Manual	Program Specialist: Wanda Robinson
Title: SCHD HIPAA Policy & Procedures	Supervisor: N/A
<input type="checkbox"/> Program Policy: _____ Program	Director of Nursing: Kelly Parrish
<input type="checkbox"/> Program Procedure: _____ Program	Medical Director: Dr. Timothy Smith
<input checked="" type="checkbox"/> Management/Department-wide Policy	Health Director: Wanda Robinson
<input type="checkbox"/> workforce Policy	Board of Health Chair: Jerol Kivett
<input type="checkbox"/> Fiscal Policy	Health Advisory Board Chair: Jeffrey Bell
	Effective Date: 07/01/2023
Distributed to: All workforce	Supersedes: 07/01/2022

Review/Revision Date: 04/2003; 04/2004; 04/2005; 04/2006; 04/2007; 04/2008; 04/2009;  
04/2010; 04/2011; 04/2012; 04/2013; 04/2014; 04/2015; 04/2016; 04/2017; 04/2018;  
01/27/2020; 12/07/20, 12/08/21; 03/21/2022; 07/01/2022; 7/01/2023

\_\_\_\_\_  
Jerol Kivett

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Jeffrey Bell

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Timothy Smith

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wanda Robinson

\_\_\_\_\_  
Date

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     3    

Meeting Date:	October 2, 2023	<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
		<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
		<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
		<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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INFORMATION ONLY

*For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.*

- a. May 13, 2023 SCHED Health Advisory Committee Minutes
- b. July 24, 2023 SCHED Health Advisory Committee Special Called Meeting Minutes
- c. 2022 Child Fatality Report

To: Mr. Edwin Causey  
County Manager

Stephanie Shannon  
Clerk to the Board

From: Wanda Robinson  
Health Director

Subject: County Commissioner's Agenda-Information Items

Date: September 19, 2023

Attached are items that were approved by the SCHD Health Advisory Committee on September 18 2023. These are being submitted as information items for review by the County Commissioners.

- I. May 15, 2023 - SCHD Health Advisory Committee Minutes
- II. July 24, 2023 – SCHD Health Advisory Committee Special Call Meeting Minutes
- III. 2022 Child Fatality Report

For any questions or comments, please contact me. Your assistance is appreciated.

Attachments:

- > May 15, 2023 - SCHD Health Advisory Committee Minutes
- > July 24, 2023 – SCHD Health Advisory Committee Special Call Meeting Minutes
- > 2022 Child Fatality Report



**SCHD Advisory Committee Meeting Minutes**  
**Monday, May 15, 2023**

**Attendance:** Board Members- Linda Peterson, Yire Hernandez, Cynthia Davis, Daniel Cumbo, Russell Devane, Dr. Shane Sundlie, Cassie Faircloth, Lethia Lee  
Health Department and Administration Staff- Wanda Robinson, Cherish Allen, Tamra Jones, Kelly Parrish, Kory Hair, Luke Smith, Jason Royal, Joel Starling, Edwin Causey.

- I. **Call to Order:** Linda Peterson
- II. **Invocation:** Lethia Lee
- III. **Approval of Minutes:**
  - a) March 20, 2023, SCHD Health Advisory Committee minutes: Motion to approve with corrections made by Cassie Faircloth; 2<sup>nd</sup> by Yire Hernandez. All in favor.
- IV. **2022 SOTCH Report:** Luke Smith, Health Educator, reviewed the 2022 SOTCH report (see full report attached). The State of the County Health report provides information for health priorities identified in our 2021 Community Health Assessment (obesity, substance use, teen pregnancy), as well as covers Progress on Community Health Improvement Plans. It an update of action to address these priorities and the ongoing need to address them through our Community Health Improvement Plans, Morbidity and Mortality changes, Emerging Issues, and new/paused/discontinued initiatives since our last Community Health Assessment. Report will go the Board of Health for review.
- V. **2023 Child Health Report Card:** Luke Smith, Health Educator, reviewed the 2023 Child Health Report Card (see full report attached). This is a biannual report that reviews 15 key indicators of children’s health. Most of the data reported represents conditions facing children and families in 2021. The report provides an illustration of how the covid pandemic exacerbated several troubling trends facing our children, particularly in areas of mental health, education outcomes and school-based health. NC earned failing grades in several key areas, including mental health, school health, housing and economic security, and birth outcomes. However, the state is making progress in other areas, including preconception health and maternal health support, and substance abuse. Report will go to the Board of Health for review. According to report the State is making progress and trends are staying consistent. Luke reported that the County report will come out in 2024.



**VI. Environmental Health Update:**

- a) CDP presentation: Jason Royal, Environmental Health Specialist, presented a PowerPoint presentation regarding the new CDP software (see attached slides for details). Jason reported that Sampson County is the 68<sup>th</sup> County to use this software. Training was streamlined as Pamela Lindsay, Environmental Health Specialist, was familiar with this software. The department summarized the benefits and of this software and stated, "Foodservice inspections in NC have become more comprehensive and technical since the adaption of the FDA Food Code in 2012. Currently there are 323 establishments regulated by Sampson County Environmental Health Food & Lodging section. Depending on the type of facility, inspections are performed 1-4 times per fiscal year which means to reach 100% inspection compliance a total of 816 inspections must be performed annually. While BETS was simply a digital filing cabinet, CDP has the additional tools and functions that will both speed up and increase the quality of inspections performed. Staff are continuing to learn and becoming more proficient with it each day and once the first round or two of inspection data is entered into CDP, we will begin to see more benefits of the program. From the initial assessment we believed this new software system could save the county over \$20,000/yr in worker efficiency and help achieve 100% inspection compliance with the State." However, shortly after CDP went live, there was unforeseen staffing shortage that has hampered results. The department does feel once staffing is back to 100% these initial assessments will be achieved.

- VIII. Clinical-Flex Schedule Presentation:** Kelly presented a PowerPoint (see attached slides for details). Kelly explained that these flex schedules would not affect patient appointments. All recommendations from the Committee will be considered as the Health Department continues to discuss a flex schedule.

**IX. Financial**

- a) Monthly Update: Tamra reviewed the monthly update (see attached). No questions.
- b) FY 23-24 Budget: Tamra reviewed the final budget. (Budget letter and budget attached). Committee had already seen and reviewed preliminary budget. County Contributions stayed the same. Motion to approve budget as presented made by Cassie Faircloth; 2<sup>nd</sup> by Russel Devane. All in favor.
- c) Fee Schedule: Changes presented to the Committee (see attached fee schedule for details). Motion to approve pending Commissioners approval made by Cassie Faircloth; 2<sup>nd</sup> by Lethia Lee. All in favor.
- d) CPT Code Update: CPT Code for Gardasil 9 vaccine has been updated. No change in cost. Motion to approve changes made by Cassie Faircloth; 2<sup>nd</sup> by Yire Hernandez. All in favor.

- X. COVID Update:** The Public Health Emergency (PHE) ended May 11<sup>th</sup>, 2023. While the public health emergency has ended, COVID-19 vaccines, testing and treatment will remain free in North Carolina, regardless of insurance or immigration status, while supplies last. When supplies of federally purchased vaccines run out, they will be available like flu shots and other routine vaccinations, covered by Medicare, Medicaid, private insurance, or out-of-pocket costs for the uninsured.
- **The CDC simplified COVID-19 vaccine recommendations:**
    - Everyone older than six months will now only receive the updated (bivalent) COVID-19 vaccine that protects against more variants of the virus.
    - Monovalent (original) COVID-19 mRNA vaccines are no longer recommended for use in the United States.
  - **Changes to reporting:**
    - Effective May 12<sup>th</sup>, 2023, COVID-19 will no longer be required to be reported for cases or deaths.
    - NC DHHS encourages physicians, other clinicians, and facilities to continue to report outbreaks or unusual cases that might require public health investigation or intervention, similar to reporting of outbreaks of other non-reportable conditions such as influenza.
    - Since it is no longer a reportable disease, COVID-19 vaccines will not be allowed to be administered under North Carolina's minors' consent law.
  - **Commercialization of the COVID-19 Vaccine:**
    - All vaccines purchased by the US government will continue to be distributed and available for free.
    - Commercialization may occur in early fall of 2023, concurrent with the potential release of an updated booster.
  - **Healthcare Infection Prevention Guidance-**
    - What has NOT changed:
      - Adhere to standard and transmission-based precautions.
      - Quarantine/Isolation guidance.
      - Testing guidance and source control for symptomatic and exposed individuals.
      - Outbreak testing guidance.
    - What HAS changed:
      - Admission testing in nursing homes is at the discretion of the facility.
      - Facilities have greater flexibility for implementing broader use of masking.

- No single replacement metric for Community Transmission levels to guide masking recommendations.

X. **Test and Go Quote:** Currently the Health Department has a COVID testing Kiosk outside. This machine has been at no cost and has offered free and confidential COVID testing for the community. Being the PHE ended on May 11<sup>th</sup>, there will now be a charge to continue to use the machine. Wanda would like to pay monthly for the machine so that the Health Department can continue to offer COVID tests. She would also like to add Narcan to the machine, as this need has increased in the community. At this time, the Health Department has plenty of COVID tests to use in the machine. Once the supply has been exhausted, additional COVID tests will need to be purchased. Wanda reviewed prices to keep the machine and prices of tests when needed (see handout for full price list). COVID-19 funding may be used to pay for the machine. Motion to approve the continuation of the Kiosk, outside the Health Department, made by Lethia Lee; 2<sup>nd</sup> by Cassie Faircloth. All in favor.


XI. **Health Directors Comment:** Health Department vacancies were reviewed. Still have PHN positions and Fiscal positions open.

XII. **Public Comment:** None.

XIII. **Adjournment:** Motion to adjourn made by Cassie Faircloth 2<sup>nd</sup> by Yire Hernandez. All in favor.

Next meeting July 17<sup>th</sup>, 2023.

 7/24/23  
\_\_\_\_\_  
Jeffrey Bell Date  
Advisory Committee Chair

 9/20/23  
\_\_\_\_\_  
Wanda Robinson Date  
Secretary



**SCHD Advisory Committee Meeting Minutes**  
**Monday, July 24, 2023**  
**Special Call Meeting via ZOOM**

**Attendance:** Board Members: Linda Peterson, Dr. Shane Sundlie, Cassie Faircloth, Lethia Lee, Daniel Cumbo, Russell Devane.

Non-Board Members: Edwin Causey, Joel Starling, Wanda Robinson, Cherish Allen, Kelly Parrish.

\*Due to not having a quorum on July 17, 2023, the SCHD Health Advisory Committee reconvened on July 24, 2023.

I. **Call to Order** – Linda Peterson, Vice Chair

II. **Approval of Minutes:**

- a) May 15<sup>th</sup>, 2023, SCHD Health Advisory Committee Meeting minutes:  
Motion to approve made by Cassie Faircloth; 2<sup>nd</sup> by Lethia Lee. All in favor.

III. **Financial:**

- a) AA 130- Management of Chronic Illness in Pregnancy: Management of Chronic Illness in Pregnancy-**\$12,000**. Background: 70% of pregnancy related deaths were preventable and the majority happened during pregnancy and within 42 days postpartum. Strategy: to assist with detecting and diverting obstetrical emergencies early through regular monitoring of blood pressure and glucose levels by the patient outside of their schedule appointments. Purpose: Provide one-time funding to buy medical supplies to support the management of hypertension and diabetes during pregnancy and in the postpartum period. The health department will distribute these medical supplies to pregnant and postpartum women who are enrolled in maternal health services and are uninsured, for their use outside their scheduled appointments. Motion to approve funding from AA 130 made by Lethia Lee; 2<sup>nd</sup> by: Shane Sundlie. All in favor.
- b) AA 403/AA 415- Breastfeeding Peer Counselor Program: \$25,290- total of **\$53,332**. Motion to approve funds for the Breastfeeding Counselor Program made by Cassie Faircloth; 2<sup>nd</sup> by Russell Devane. All in favor.
- c) AA 914- ARPA Addressing Lead in Water and Base Paint in Public Schools and Childcare Facilities: **\$6,251**. Purpose: To Conduct testing and remediation in NC Public Schools and Licensed Child Care Facilities. Motion to approve Funding for AA 914 made by Cassie Faircloth; 2<sup>nd</sup> by Lethia Lee. All in favor.
- d) AA 117 Public Health Infrastructure: Local Workforce Development. **\$295,150**. Purpose: This funding will support the foundational capabilities and the local health department workforce needed to support the service area. To be used over a 5-year time frame.


1. Recruit and hire new public health staff.

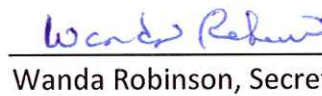
2. Retain public health staff.
3. Support and sustain public health staff.
4. Train new and existing public health staff.
5. Strengthen public health workforce planning, systems, processes, and policies.

Motion to approve AA 117 Funding made by Lethia Lee; 2<sup>nd</sup> by Shane Sundlie. All in favor.

IV. **Public Comment:** None

V. **Adjournment:** Motion to adjourn made by Cassie Faircloth; 2<sup>nd</sup> by Russell Devane. All in favor.

 09/18/23  
Dr. Jeffrey Bell, Chair                      Date

 9/18/23  
Wanda Robinson, Secretary              Date

# Sampson County Child Fatality Prevention Report

## 2022

### I. Introduction

In 1993, the North Carolina General Assembly established a network of local Child Fatality Prevention Teams (CFPT's) across the state to confidentially review medical examiner reports, death certificates and other records of deceased residents under age 18. Each local team consists of representatives of public and nonpublic agencies in the community such as law enforcement, Guardian Ad Litem, health departments, among others, that provide services to children and their families.

The purpose of this report is to give a summary of the causes of death, the number of cases reviewed, recommendations for prevention, if any, that have been made and to share local team activities and accomplishments.

### II. Role of the Sampson County Commissioners and Advisory Board

- Receive annual reports which contain recommendations and advocate for system improvements and needed resources, if requested.
- Appoint members of the local team as identified by the membership.

### III. Child Deaths by Cause, System Problems Identified, Recommendations for Prevention & Proposed Action

In 2022, the Sampson County CFPT reviewed 12 child deaths and identified 4 system problems and recommendations for future prevention efforts. Below are highlights:

Cause of Death	System Problem Identified	Recommendation	Proposed Action
Injuries due to motor vehicle crash	Failure to use seat belt restraint	Provide and promote education regarding seat belt usage.	The health department promoted an educational awareness campaign for safe driving to include importance of seat belt usage on social media platforms which reached 1,288 viewers.
Injuries due to motor vehicle crash	Cell phone usage while driving	Education to all drivers (targeting teens) regarding cell phone usage while driving.	The health department promoted an educational awareness campaign for safe driving to include importance of avoiding cell phone usage on social media platforms which reached 1,288 viewers.
Injuries due to motor vehicle crash	Car seat malfunction	<ol style="list-style-type: none"> <li>1. Promote car seat safety during and after pregnancy.</li> <li>2. Car seat safety checks by law enforcement</li> <li>3. Research hospital policy for education prior to discharge after birth.</li> <li>4. Identify resources for car seats for new parents</li> <li>5. PSA's on car seat safety</li> <li>6. Add member of NCSHP to our team</li> </ol>	<ol style="list-style-type: none"> <li>1. Information given to OBGYN providers and pediatricians</li> <li>2. Confirmed that LEOs and Fire Departments do car seat checks.</li> <li>3. The hospital does ensure the car seat is not expired and installed properly. Also provide information from Lippincott during discharge to the new parents.</li> <li>4. Partnership for Children does assist new parents with obtaining car seats if needed.</li> <li>5. PSA's and information above posted to social media accounts and disseminated to team.</li> <li>6. Member of NCSHP added to team.</li> </ol>
Injuries due to house fire	<ol style="list-style-type: none"> <li>1. Faulty wiring/electrical issues may have contributed to fire but none reported due to extent of fire damage to the room.</li> <li>2. Only one smoke detector in this home although it met code, by the time the smoke reached the hallway and alarm sounded, the children are thought to already be injured.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have electrical issues fixed promptly if there are known electrical issues.</li> <li>2. Raise awareness on importance of working smoke detectors and placing them in every bedroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide education to homeowners, landlords and tenants regarding safety issues with electrical issues.</li> <li>2. Fire Marshals present at the meeting and provided education on smoke detectors and how to get these at no cost through local fire departments.</li> </ol>

**IV. Sampson County CFPT Activities and Accomplishments**

- The annual CFPT Activity Summary was completed and sent by the date requested.
- An in-service on smoke detectors was provided for 15 local CFPT members.
- Two team members attended and presented at the North Carolina Child Fatality System Summit sponsored by the Jordan Institute for Families, UNC School of Social Work in partnership with the NC Department of Health and Human Services.
- A member of the North Carolina State Highway Patrol was added to the team.
- Individual reports were completed on child deaths reviewed by the team and were forwarded to the State Coordinator.

**V. Conclusion**

Thank you to the members of the Sampson County Commissioners/Advisory Board for the opportunity to share with you the successes and dedicated work of the local team as we continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. Please feel free to contact the Health Director at 910-592-1131, should you have any questions about this report.

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Health Director

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Chairperson

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Date

May 2023