

Buena Vista/Lexington/Rockbridge County

EMERGENCY OPERATIONS PLAN

2022

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Executive Summary

Pursuant to the Code of Virginia §44-146.20, Rockbridge County, the City of Buena Vista, and the City of Lexington maintain a unified Emergency Operations Plan (EOP). This consolidated EOP is the framework to combine efforts of planning, logistics, resources, and disaster emergency response through adoption of a combined Emergency Operations Plan.

The plan is an accurate and appropriate reflection of how all three governments will address natural and man-made disasters, and events as they develop. The revised plan is based upon current resources available at the local level.

The plan has been formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a Basic Plan followed by the Emergency Support Functions (ESFs), and Support Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations among each of the three jurisdictional governments. The EOP sets the framework to effectively respond to, and recover from, all-hazards and emergency situations.

The Emergency Support Functions group resources and capabilities into functional areas to serve as the primary mechanism for aiding at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describe the framework through which local departments and agencies, the private sector, volunteer organizations, and non-governmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to specific types of events but, are overarching in nature. In addition, support actions may facilitate several ESFs.

In addition to the Executive Summary, included in the Basic Plan is a resolution of adoption from each governing body. The purposes of these resolutions are two-fold. First, the resolution serves as the format for formal adoption of the Emergency Operations Plan. Second, the resolution charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years. The EOP must be reviewed and adopted on a four-year schedule.

1. Introduction

Rockbridge County, the City of Buena Vista, and the City of Lexington are vulnerable to a variety of natural and man-made hazards. These hazards include flooding, drought, tropical systems including hurricanes, and severe winter storms. To effectively respond to any emergency of a size or complexity beyond routine response systems, it is critical that public officials, local government departments and agencies, non-governmental organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and the response initiated. These responsibilities become particularly important as command for the three-local government organizes beyond the initial reactive phase of the first responders.

A planned and coordinated response on the part of local and state officials in support of in-the-field emergency responders can save lives, protect property, and facilitate restoration of essential services. The foundation for this coordinated response is established through the *Rockbridge County, City of Buena Vista, City of Lexington Emergency Operations Plan*. The *"Commonwealth of Virginia Emergency Services and Disaster Laws of 2000"*, as amended (*Code of Virginia, § 44-146.13 to 44-146.28:1*) mandate that state and local governments develop and maintain a current Emergency Operations Plan to be prepared for such events.

The *Rockbridge County, City of Buena Vista, City of Lexington Emergency Operations Plan* consists of a "Basic Plan" followed by the "Emergency Support Functions," and "Support Annexes."

1.1 Plan Preface

The following items are included in the Buena Vista/Lexington/Rockbridge EOP:

- Table of Contents
- Executive Summary
- Basic Plan
- Appendices to Basic Plan
- Emergency Support Functions
- Support Annexes

1.2 Purpose and Scope

The purpose of the "Basic Plan" is to establish the legal and organizational basis for operations in Rockbridge County, and the Cities of Buena Vista and Lexington to effectively respond to and recover from severe weather, emergencies, and disasters. It assigns broad responsibilities to local government agencies and support organizations

for disaster prevention, emergency preparedness, response, and recovery operations. These responsibilities are generally extensions of normal and daily functions involving the same personnel and material resources.

The Emergency Operations Plan employs a multi-agency operational structure based upon the principles of the National Incident Management System's (NIMS) Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. Rockbridge County, and the Cities of Buena Vista and Lexington are practitioners of NIMS. The three jurisdictions are committed to providing the required NIMS training to all persons with direct responsibility for implementing the EOP and its critical functions. Supporting plans set forth the concepts and procedures whereby the three governments can effectively apply available resources to ensure that casualties and property damage will be minimized. An active EOP facilitates the restoration of essential services following an emergency or disaster situation.

The Emergency Operations Plan identifies a range of severe weather, emergencies, and disasters that could possibly occur in or near the three localities. The EOP works to anticipate the needs that each jurisdiction might experience during an incident. The EOP provides guidance across county/city departments, agencies, response organizations and private entities by outlining an overall emergency response system including:

- Organization of departments and agencies, including command authorities.
- Critical actions and interfaces taken during preparedness, response, recovery, and mitigation.
- Interaction between local, state, and federal governments.
- Management of private partners assisting the local governments.
- Resource management.

The Emergency Operations Plan is applicable to all local agencies that may be requested to provide support.

2. Planning Situation and Assumptions

2.1 Situation

Rockbridge County, the City of Buena Vista and the City of Lexington are in the central western part of Virginia. Rockbridge County, the City of Buena Vista, and the City of Lexington populations are 22,650, 6,641, and 7,320 respectively (based on the 2020 Census Count). The area of Rockbridge County, The City of Buena Vista, and The City of Lexington is 600 sq. mi., 7 sq. mi., and 2 sq. mi. respectively. The entire area covers 609 square miles and has a population of 36,304.

The area is home to several institutions of higher education: Virginia Military Institute, Washington & Lee University, Southern Virginia University, and Dabney S. Lancaster Community College's Rockbridge Regional Center. All these institutions of higher learning are partners in the Regional Emergency Management Advisory Group (EMAG), which conducts all planning and disaster response. Additionally, this group is responsible for all training as well as planning, conducting, and evaluating exercises within the region. All of these institutions have points of contact with the Emergency Management Coordinators for the three localities.

The Norfolk Southern and CSX railroad companies traverse the Rockbridge County, City of Lexington, City of Buena Vista (RLB) region; posing a significant risk to the area due to the number of hazardous materials that are transported.

The RLB region has several heavily traveled roadways within it including I-81, I-64, U.S. Routes 11 and 501, and State Route 130. There are frequent traffic crashes along these roadways that sometimes include tractor-trailers carrying hazardous materials. These incidents may adversely impact the environment, the population, travel, and commerce and place additional burdens upon jurisdictional emergency services.

The EOP recognizes the increasing risks related to man-made hazards, identified through hazardous materials reporting required by the "Superfund Amendments and Reauthorization Act of 1986 (SARA)" and community planning through "The Emergency Planning and Community Right-To-Know Act of 1986 (SARA Title III)." The EOP further identifies, through a review of the *Central Shenandoah Valley All Hazards Mitigation Plan*, the risk level related to identified hazards and the mitigation strategies to address those risks. The primary natural hazards in Rockbridge County, City of Buena Vista and City of Lexington include flooding, severe snow and ice storms, high winds, and wildfires. The table below indicates the probability of specific incidents. These natural and man-made hazards pose a potential for the loss of life, destruction of property, and impact to agriculture and infrastructure.

| Hazard Identification Results | |
|---|-------------|
| Hazard Type | Ranking |
| Flooding or Dam Failure | Significant |
| Drought | High |
| Hurricane | High |
| Severe Winter Weather | High |
| Land Subsidence/Karst | Medium |
| Wind (Tornado, Derecho or Straight-Line Winds) | Medium |
| Wildfire | Medium |
| Landslide | Low |
| Earthquake | Low |
| Hazardous Materials (Transportation and Industrial) | Medium |
| Terrorism | Low |
| Power Outages | Medium |

Table No. 1 – Hazard Ranking from Central Shenandoah Planning District Commission, Hazard Mitigation Plan, 2020

Capability Assessments are another tool used to indicate the strength and knowledge of personnel about emergency procedures, the importance of the installed and tested emergency alert system throughout the Region, and the need to continue efforts to integrate response with local and state response plans. The Local Capability Assessment for Readiness (LCAR) is a process used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR is updated annually, as required by the “*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*”, as amended.

2.2 Assumptions

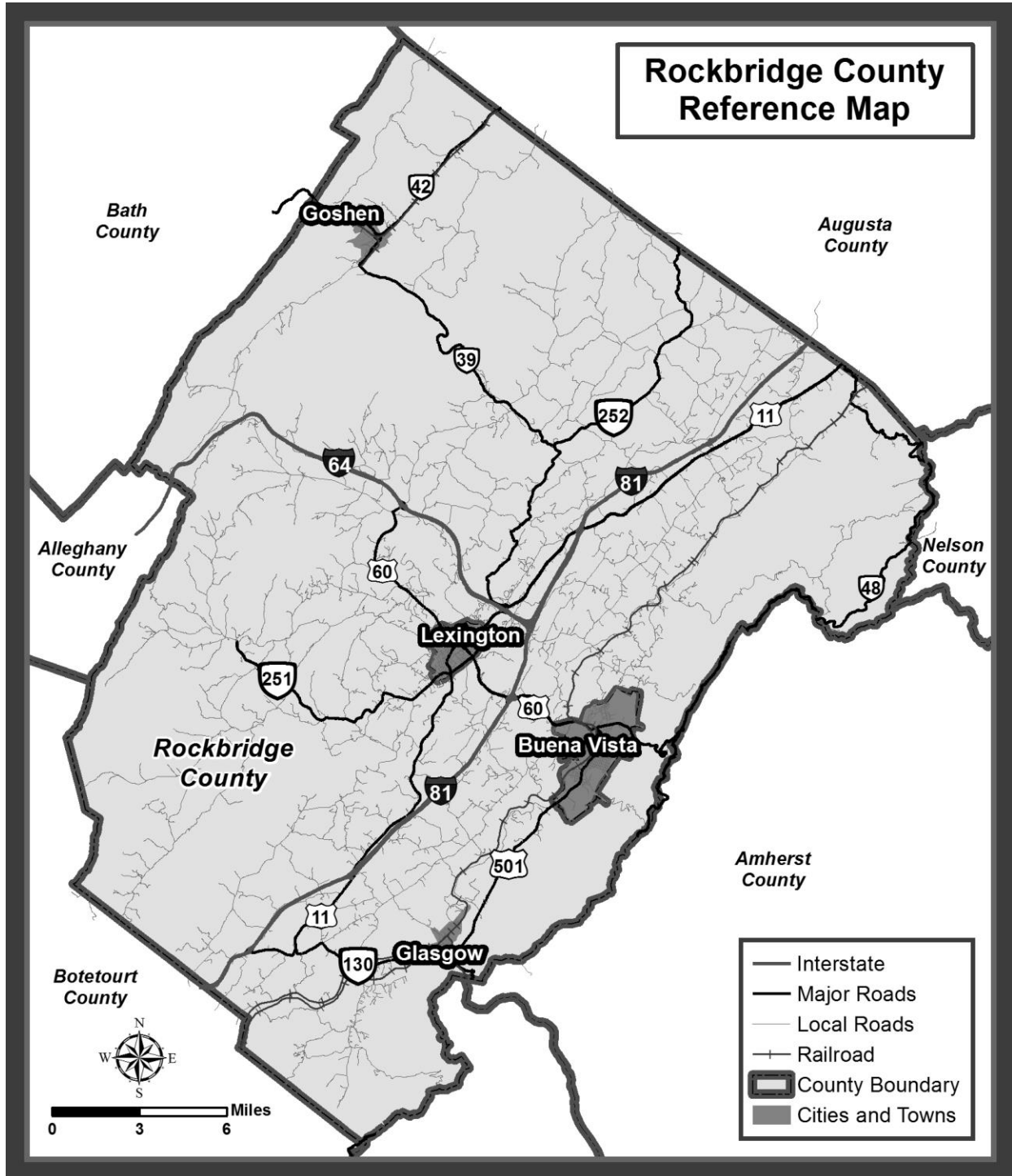
- *The Rockbridge County, City of Buena Vista, City of Lexington Emergency Operations Plan* is based on an all-hazards principle that most emergency response functions are similar regardless of the hazard.
- The Emergency Management Coordinator of each locality will mobilize resources and personnel as required by the situation to save lives, protect property, restore critical infrastructure, ensure continuity of government, and facilitate recovery of individuals, families, businesses, and the environment.
- Incidents are managed at the local level.
- All parties will have mutual aid agreements with neighboring jurisdictions.

- Rockbridge County, the City of Buena Vista and the City of Lexington use the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Special facilities (schools, nursing homes, adult day-care and childcare facilities) are required to develop emergency plans. The Emergency Manager may request the facility to furnish a copy for review as applicable by the *Code of Virginia*.
- Regulated facilities (SARA) sites posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local and state departments and agencies as applicable and as required by codes, laws, regulations, or requirements.

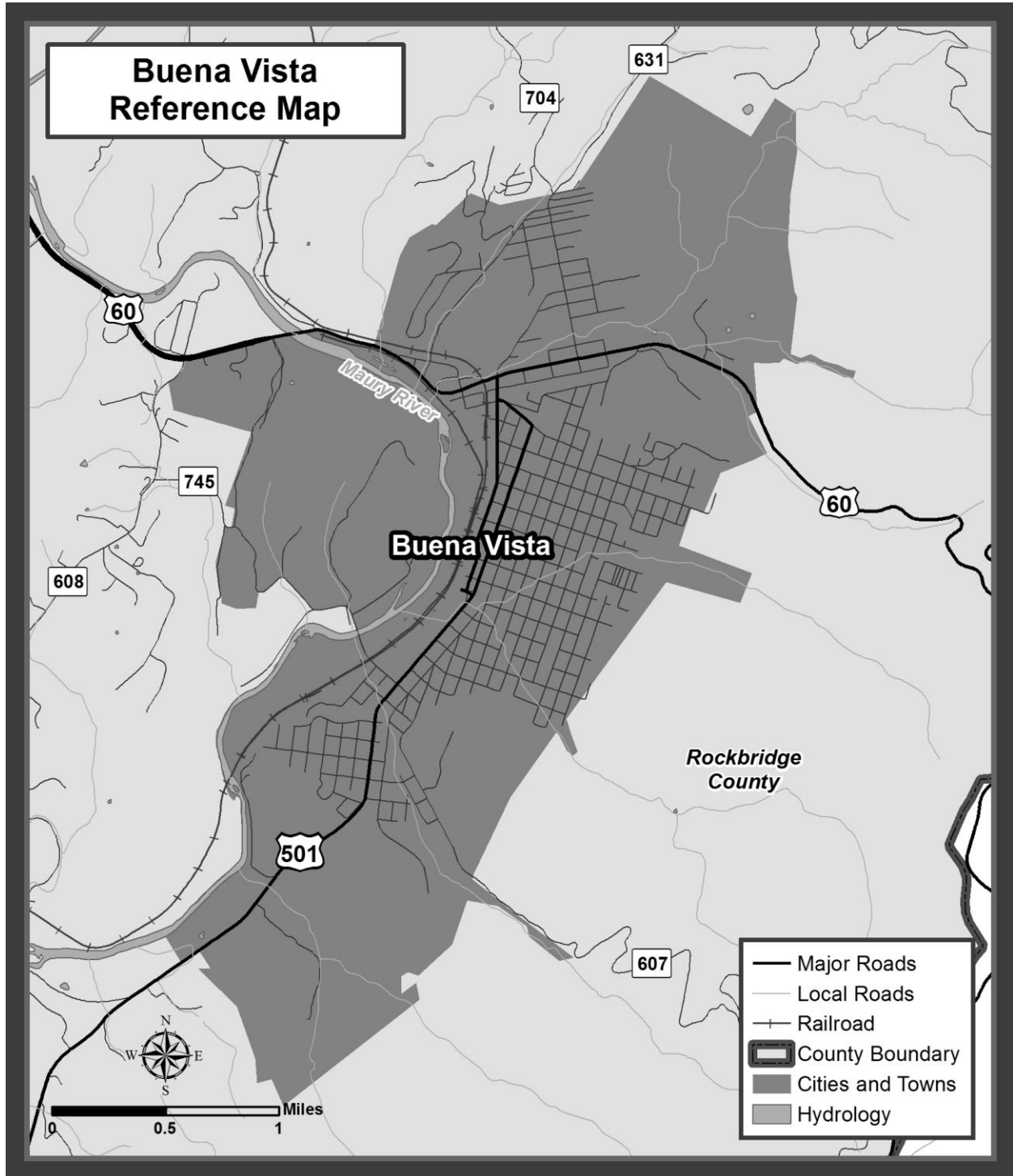
2.3 Maps

- Tabs 1, 2, and 3 contain maps of Rockbridge County, Buena Vista, and Lexington, respectively.

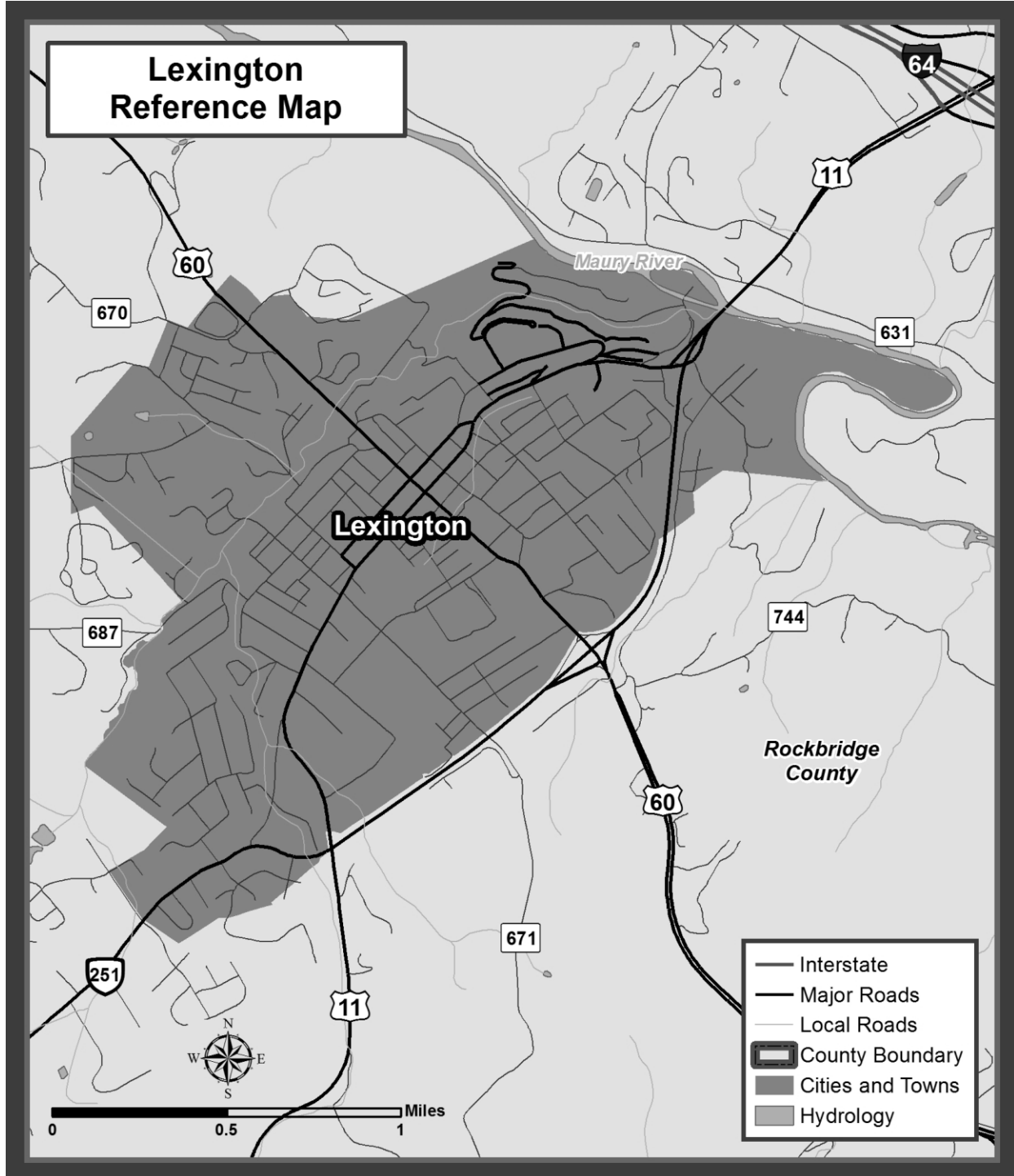
**Tab 1 to Planning Situation and Assumptions
MAP OF ROCKBRIDGE COUNTY**



**Tab 2 to Planning Situation and Assumptions
MAP OF CITY OF BUENA VISTA**



Tab 3 to Planning Situation and Assumptions
MAP OF CITY OF LEXINGTON



3. Roles and Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government. *Section 44-146.19* of this *Code* establishes the powers and duties of political subdivisions.

The Emergency Management programs of Rockbridge County, the City of Buena Vista, and the City of Lexington involve local government officials and agencies, as well as private sector and non-profit organizations. Their roles are summarized below:

3.1 Elected Officials

Members of the Rockbridge County Board of Supervisors and Buena Vista and Lexington City Councils are each responsible for:

- Protecting the lives and property of citizens.
- Understanding and implementing laws and regulations that support emergency management and response.
- Establishing a local emergency management program.
- Appointing the local Emergency Management staff.
- Adopting and implementing *the Rockbridge County, City of Buena Vista, City of Lexington Emergency Operations Plan (EOP)*.

3.2 Local Chief Executive Officer

The Rockbridge County Administrator and the City Managers of Buena Vista and Lexington in the role of Local Chief Executive Officer are responsible for:

- Coordinating local resources to address the incident.
- Establishing a curfew.
- Directing evacuations.
- In coordination with the District Health Director of the Virginia Department of Health, ordering a quarantine.
- Providing leadership.
- Communicating information to the public.

3.3 Director of Emergency Management

The Rockbridge County Administrator and the City Managers of Lexington and Buena Vista serve as the Director of Emergency Management, respectively, in addition to their role as Local Chief Executive Officer. The responsibility of the Director of Emergency Management is:

- Determining the need to evacuate endangered areas.
- Exercising direction and control from the Emergency Operations Center (EOC) during disaster operations.
- Overall responsibility for maintaining and updating the EOP.

In addition to a Director of Emergency Management, the cities of Buena Vista and Lexington also have Deputy Directors of Emergency Management. In the City of Buena Vista, the Deputy Director is the Police Chief. In the City of Lexington, the Deputy Director is the Fire Chief. Responsibilities of the Deputy Director are assigned by the Director of Emergency Management.

3.4 Emergency Management Coordinator

The Emergency Management Coordinator is appointed by the local governing body. For Rockbridge County, the Emergency Management Coordinator is the Fire Chief. For the City of Buena Vista, the Coordinator is a member of the police department. For the City of Lexington, the Coordinator is a member of the fire department. The coordinator has the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Assessing the availability and readiness of local resources most likely required during an incident.
- Developing mutual-aid agreements to support the response to an incident.
- Coordinating damage assessments during an incident.
- Advising and informing local officials about emergency management activities during an incident.
- Developing and executing public awareness and education programs.
- Conducting exercises to test plans and systems and obtain lessons learned.
- Involving the private sector and nongovernmental organizations in planning, training, and exercises.
- Maintaining the local EOC in a constant state of readiness.

- Developing and maintaining the EOP, ensuring the plan considers the needs of the jurisdiction including; persons, property, structures, individuals with special needs, and household pets.
- Assuming certain duties as assigned by the Director of Emergency Management in his/her absence.
- Ensuring that the EOP is reviewed, revised, and adopted every four years.

3.5 Local Government Agencies

Local department and agency heads collaborate with the Emergency Management Coordinator during development of the EOP and provide key response resources. Participation in the planning process ensures that specific capabilities, e.g. firefighting, law enforcement, emergency medical services, public works, and public health are integrated into the EOP. These department and agency heads develop, plan, and train to internal policies and procedures to meet response and recovery requirements. The agencies participate in interagency training and exercises to develop and maintain operational capabilities. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities. Additional discussion on roles and responsibilities of ESF primary agencies and support/secondary agencies can be found in the introduction to the ESF Annexes.

3.6 Emergency Support Functions (ESFs)

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating agencies and local departments participate in the ESF structure as primary response agencies and support agencies.

Rockbridge County, the City of Buena Vista, and the City of Lexington identify the primary agencies based on authority, scope of responsibility, available resources, and capabilities. Support agencies are assigned based on the resources and capabilities in a given functional area. (See Appendix 4 – Matrix of Responsibilities). Note: not all incidents result in the activation of the ESFs. The possibility exists that an incident may be addressed without activating the ESFs.

The ESFs are responsible for:

- Describing emergency operations of local agencies or departments within the region.
- Including specific detail and direction for departments and agencies, and supporting the Basic Plan.
- Allowing the facilitation of communication between all levels of government, especially during large scale emergencies.

3.7 Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, all levels of government, and other agencies and organizations providing relief services in order to sustain life, reduce physical and emotional distress, and promote recovery of disaster survivors when assistance is not available from other resources. These resources, when available, will be integrated into the regional operations, and will be incorporated into an ESF to support critical functions as best suited by their skill set.

3.8 Private Sector

Private sector organizations play a key role before, during, and after an incident. They must provide for the welfare and protection of their employees in the workplace. The Emergency Management Coordinator must work with businesses that provide water, electricity, communications, transportation, medical care, security, and numerous other services during emergency response and disaster recovery. Primary and support agencies coordinate with the private sector to effectively share information, take necessary courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities, and participation of the private sector during a disaster vary based upon the nature of the organization and the type and impact of the disaster. The four distinct roles of the private sector organizations are summarized in Table No. 2:

Table No. 2 – Private Sector Roles

| Type of Organization | Role |
|---|---|
| Impacted Organization or Infrastructure | Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those that are significant to local economic recovery. Examples of privately-owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals. |
| Response Resource | Private sector organizations provide response resources (either donated or compensated) during an incident: including specialized teams, equipment, and advanced technologies. These resources are triggered through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteer initiatives. |
| Regulated and/or Responsible Party | Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for incidents, preventing incidents from occurring, and responding to incidents once they occur. |
| Local Emergency Organization Member | Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee (LEPC). |

Private sector organizations:

- support emergency management by sharing information with the local government,
- identify risks,
- perform vulnerability assessments,
- develop emergency response and business continuity plans,
- enhance their overall readiness,
- implement appropriate prevention and protection programs; and by providing goods and services through donation, contractual agreement, or purchase to assist in response and recovery activities.

Private sector organizations are encouraged to develop and maintain capabilities to respond and manage a complete spectrum of incidents and emergencies. Rockbridge County, the City of Buena Vista and the City of Lexington maintain ongoing interaction with critical infrastructure, key resources, and industries to provide coordination of prevention, preparedness, response, and recovery activities. Private sector representatives should be included in planning and exercises.

3.9 Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. Currently the region has a Citizens Corps Council, which is coordinated through the CSPDC, and known as Shenandoah Valley Project Impact. The Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer services to help make communities safer, stronger, and better prepared to address all-hazards incidents. The Citizen Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.

The Citizen Corps Council, at the national level, implements the Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), Neighborhood Watch, Volunteers in Police Service, and affiliate programs and provides opportunities for special skills and interests. These programs develop targeted outreach for special needs groups and organize special projects and community events.

3.10 Individuals and Households

Although not formally a part of emergency management operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes, such as raising utilities above flood level.
- Preparing an emergency supply kit and household emergency plan, including supplies for persons with special needs, household pets, and service animals.
- Monitoring emergency communications to reduce their risk of injury, keeping emergency routes open, and reducing demands on landline and cellular communication.
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are most needed.
- Enrolling in emergency training courses to enable them to initiate the initial response actions required to ensure personal safety and well-being for themselves and their household.

4. Concept of Operations

4.1 General

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate state, federal, nongovernmental organizations, and private sector efforts into a comprehensive approach to incident management.

4.1.1 *“The Commonwealth of Virginia Emergency Services and Disaster Law of 2000,”* as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The emergency operations organizations for Rockbridge County, Buena Vista, and Lexington consist of existing government departments and non-governmental and private sector emergency response organizations.

4.1.2 The Director of Emergency Management is the County Administrator in Rockbridge County, and the City Managers in Buena Vista and Lexington. The day-to-day activities of the emergency management program have been delegated to the Emergency Management Coordinator of each local government. The Director, in conjunction with the coordinator, will provide direction and control of emergency operations in time of emergency, issue directives to other services and organizations concerning disaster preparedness and prevention, and be responsible for dissemination of critical public information.

4.1.3 The Emergency Management Coordinator, assisted by department heads will develop and maintain a primary Emergency Operations Center (EOC) where emergency operations will be coordinated. For emergencies or disasters that occur within the boundaries of Rockbridge County, the City of Buena Vista, and the City of Lexington, there is an agreement that states the three local governments will work cooperatively to command and mitigate the situation.

Depending upon the location of the emergency/disaster, the determination of where to open a jointly operated EOC will be decided by Unified Command (UC). Unified Command consists of the Emergency Management Coordinators for Rockbridge County, the City of Buena Vista, and the City of Lexington, but depending upon the incident, the Emergency Management Coordinator may not always be the EOC UC representative. Each locality may maintain an EOC facility, to provide redundancy with equipment and staff, when needed.

The EOC's will be located at:

- Rockbridge County- 100 Baner Lane, Buena Vista, VA 24416
- City of Buena Vista- 306 Park Avenue, Buena Vista, VA 24416
- City of Lexington- 708 S. Main Street, Lexington, VA 24450

4.1.4 The day-to-day activities of the emergency management program, for which the Emergency Management Coordinator is responsible, include developing and maintaining an EOP, maintaining the EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

4.1.5 The Director of Emergency Management, or in his/her absence the Deputy Director of Emergency Management (where applicable), or the Emergency Management Coordinator or the Deputy Emergency Management Coordinator shall determine the need to evacuate large areas and will issue orders for evacuation or other protective actions as necessary. Local law enforcement will implement evacuation directives and provide security for the evacuated area(s). In the event of a hazardous materials incident, the jurisdictional Fire Chief or his/her designee shall implement immediate protective actions, to include evacuation as appropriate.

4.1.6 Succession to the Director of Emergency Management shall be the Mayor or the Chairman of the Board of Supervisors.

4.1.7 The heads of all government departments and agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.

4.1.8 The Emergency Management Coordinator will assure compatibility among the EOP and the plans and procedures for key facilities and private organizations within the jurisdiction.

4.1.9 Each local government must be prepared to bear the initial impact of a disaster. External resources may not be immediately available from the State or federal governments during a natural or man-made disaster. All appropriate and locally available forces and resources will be fully committed before requesting assistance from the Commonwealth. Requests for assistance will be made through the local EOC, then forwarded to the Commonwealth of Virginia Emergency Operations Center (VEOC) and State Coordinator as appropriate. All requests for State Assistance are done through WebEOC.

- 4.1.10 The Director of Emergency Management or in his/her absence the Assistant Director of Emergency Management (where applicable) or the Emergency Management Coordinator, with support from designated local officials will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will ensure maximum protection of the population, property, and supplies from the effects of threatened disasters.
- 4.1.11 The head of government departments/agencies will develop and maintain detailed plans and Standard Operating Procedure (SOP) necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources for emergency supplies, equipment, and transportation. All disaster-related expenditures will be maintained and documented to provide a basis for reimbursement, especially if federal disaster assistance is initiated. In times of emergency, the heads of county/city offices, departments and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
- 4.1.12 Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would routinely be required of those functions will be redirected to accomplish the goals of emergency incident response, recovery, and mitigation.
- 4.1.13 In the event an incident exceeds local emergency response capabilities, outside assistance is available through mutual aid agreements with outside jurisdictions and volunteer emergency organizations or through the VEOC. A local emergency must be declared and local resources must be fully committed before State or federal assistance is requested.

4.2 Concurrent Implementation of Other Plans

The City of Buena Vista, City of Lexington, Rockbridge County, EOP is the core plan for managing incidents. The EOP details the local coordinating structures and processes used during incidents. Supplemental agency and inter-agency plans provide details on the authority, response protocols, and technical guidance for responding to and managing specific contingency situations, such as hazardous material spills, wildfires, or like events. In many cases, agencies manage incidents under these plans using their own authorities. The supplemental agency or inter-agency plans may be concurrently

implemented with the EOP; but are subordinate to the overarching core coordinating structures, processes, and protocols detailed within the EOP.

4.3 Organizational Structure

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. When issues cannot be resolved at that level, they are forwarded to the next higher authority level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- Incident Command Post (ICP), on-scene and structured by the National Incident Management System
- Area Command (when required)
- Emergency Operations Centers
- Emergency Support Functions
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting local incident management activities
- Local Department of Emergency Management
- Director of Emergency Management
- Coordinator of Emergency Management
- Incident Commander (IC)

4.4 Emergency Operations Center (EOC)

When the local Emergency Operations Center (EOC) is activated, the Emergency Management Coordinator will coordinate with the Incident Commander to ensure a consistent response:

- The EOC follows the National Incident Command System (NIMS) structure.
- The Emergency Support Functions (ESFs) are aligned with NIMS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is a 5 to 1 ratio).
- Personnel accountability (each person reports to only one person in the chain of command).

- Functional positions staffed only as needed. Responsibilities for any unstaffed positions are delegated and consolidated with another staffed position.

The diagram on page 4.8 represents the EOC staff structure. Additional details on the EOC function can be found in ESF # 5.

4.5 Disaster Field Office (DFO) - Local

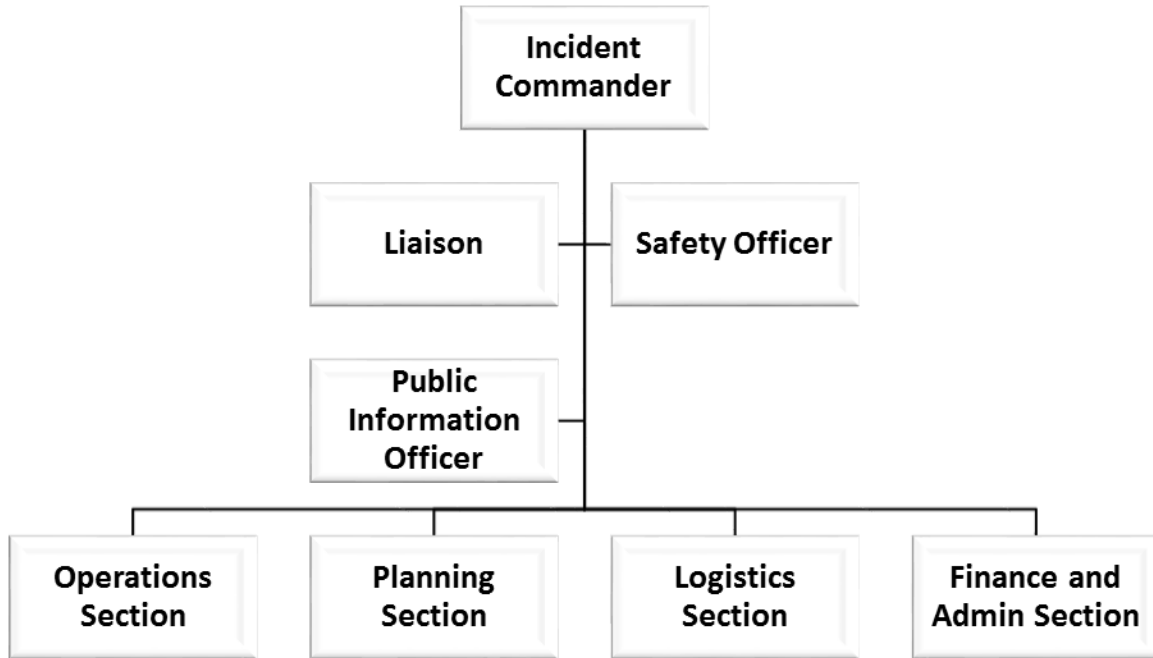
The Disaster Field Office (DFO) is responsible for coordinating disaster assistance supporting local incident management activities. Activities at the DFO primarily focus on recovery operations. However, a DFO may simultaneously be operational with the local EOC during incident operations.

Additional details on the programs and services coordinated from the DFO are available in Emergency Support Function #14.

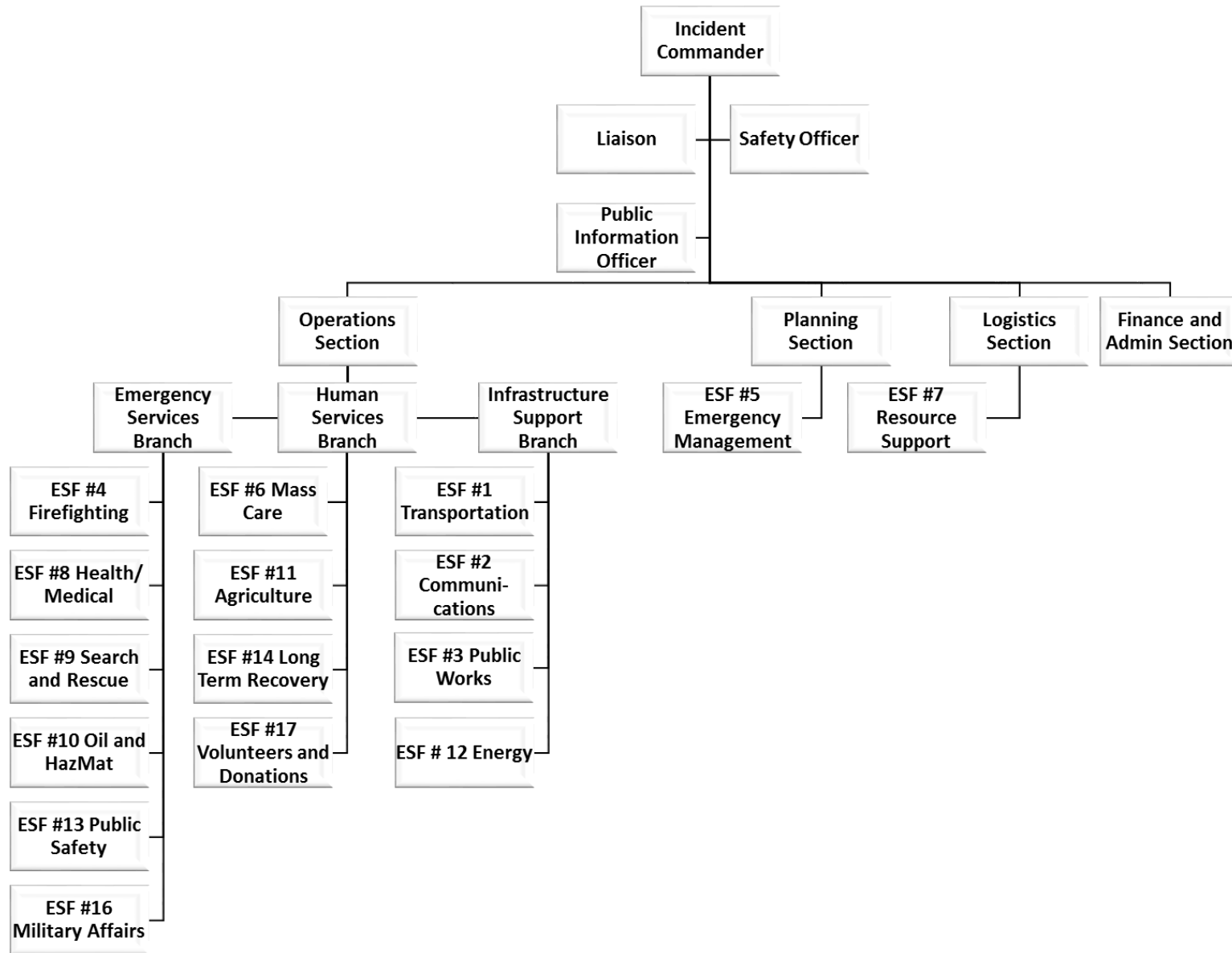
**ROCKBRIDGE COUNTY/CITY OF BUENA VISTA/CITY OF LEXINGTON
ORGANIZATIONAL STRUCTURE**



**ROCKBRIDGE COUNTY/CITY OF BUENA VISTA/CITY OF LEXINGTON
NATIONAL INCIDENT COMMAND SYSTEM STRUCTURE**



**ROCKBRIDGE COUNTY/CITY OF BUENA VISTA/CITY OF LEXINGTON
EMERGENCY OPERATIONS CENTER STRUCTURE**



4.6 Sequence of Action

This section describes incident management actions; ranging from initial threat notification, early coordination efforts to assess and disrupt the threat, preparatory activation of the ESF structure, deployment of resources in support of incident response, to recovery operations. These actions do not necessarily occur in sequential order but may be undertaken concurrently in response to single or multiple threats or incidents.

4.7 Non-Emergency/Normal Operations

These actions are to be implemented during non-emergency or disaster periods to prepare Rockbridge County, the City of Buena Vista, and the City of Lexington for potential emergency response:

- Information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal websites/social media, through other media outlets, and outreach.
- Develop, review and exercise EOP, Standard Operating Guideline (SOG), and SOP.
- Assure the accuracy and viability of emergency contact lists, resource lists, and emergency contracts.
- Conduct emergency management training; including response and incident management training.

4.8 Pre-Incident Actions

These are actions that are implemented if the Emergency Management Coordinator receives notice of a potential emergency from the National Terrorism Advisory System, the National Weather Service, or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert and warning.
- Public health and safety.
- Responder health and safety.
- Property protection.
- Possible partial activation of the EOC.
- Brief the local governing body of the impending situation.
- Alert emergency response personnel and develop a staffing pattern.

- Coordinate with external agencies, i.e. the Virginia Department of Health , the American Red Cross and like organizations.
- Determine any protective action measures that need to be implemented in preparation for the situation.

4.9 Response Actions

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law enforcement.
- Protection of responder health and safety.
- Fire.
- Emergency Medical Services.
- Evacuations.
- Dissemination of public information.
- Actions to minimize additional and collateral damages.
- Urban search and rescue.
- Public health and medical services.
- Distribution of emergency supplies.
- Debris clearance.
- Protection and restoration of critical infrastructure.
- Daily functions of the government that do not contribute directly to the emergency operation which may be suspended for the duration of the emergency response.
- Efforts and resources which may be redirected to accomplish an emergency job or task.
- Implementation of evacuation orders as required.
- Open and staff emergency shelters as required.
- Submit situation reports” to the Virginia Emergency Operations Center (VEOC) via WebEOC.

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

4.10 Recovery Actions

Recovery actions occur after the initial response has been implemented. These actions should assist individuals and the three communities with returning to a routine and normal status, as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Preliminary Damage Assessment — occurring within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC via WebEOC.
- Assess local infrastructure and determine viability for re-entry of residents.
- Begin immediate restoration of electrical, water and sewer services.
- Assess long-term recovery requirements.
- Begin cleanup and restoration of public facilities, businesses, and dwellings.

A Joint Field Office (JFO) may open to assist those impacted if the event is declared as a Federal Disaster. The JFO is the central coordination point among federal, state, and local agencies, and external organizations for administering and delivering recovery assistance programs.

4.11 Mitigation Actions

Mitigation actions are completed to reduce or eliminate long-term risk to persons and property from hazards and damages. During the mitigation process, the following issues need to be addressed:

- Reviewing the “Central Shenandoah Valley All-Hazard Mitigation Plan,” and update, as necessary, any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Working with the Virginia Department of Emergency Management Mitigation Program and CSPDC to develop mitigation grant projects to assist in the most at risk areas.
- Researching grant programs for loss reduction measures (if available).
- Delivering of loss reduction building-science expertise.
- Coordinating National Flood Insurance Program operations and integration of mitigation efforts.
- Creating flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs.
- Conducting predictive modeling to protect critical asset.
- Documenting losses avoided due to previous hazard mitigation measures.
- Providing community education and outreach necessary to foster loss reduction.

- Implementing mitigation measures in the rebuilding of infrastructure damaged during the event.

4.12 Declaration of a Local Emergency

The governing body shall declare by resolution an emergency to exist whenever the **threat** or **actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing body. If the governing body cannot convene secondary to the disaster or other exigent circumstances, the Director or in his/her absence the Deputy Director shall declare the existence of an emergency, subject to the confirmation by the governing body and within 14 days of the declaration (*Title §44-146.21 Code of Virginia*).

A declaration of a local emergency as defined in *Statute §44-146.16* shall activate the Rockbridge County, City of Buena Vista, City of Lexington EOP, and authorize the furnishing of aid and assistance thereunder (*Title 44-146.21(b)*).

The governing body of each of the three local jurisdictions must independently declare a local emergency for its individual jurisdiction.

4.13 Activation of the Emergency Operations Center (EOC)

The Emergency Management Coordinator may activate the EOC if any of the following conditions exist:

- There is an imminent threat to public safety or health on a wide-spread scale.
- An extensive multi-agency / jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event.
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined or left vacant. Functional positions are staffed only as needed. Responsibilities for any unstaffed positions may be delegated and consolidated with another staffed position.

Communication, alert, and warning will be provided to the public via the Emergency Alert System (EAS) and the Alert Rockbridge local message system. Other systems will be used as available include door-to-door notifications, loud speakers, television, radio, and locality social media and websites. The website for the City of Buena Vista is www.buenavistavirginia.org. The website for the City of Lexington is www.lexingtonva.gov. The website for Rockbridge County is www.co.rockbridge.va.us.

5. Finance and Administration

The Finance Department of each locality will ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide essential funding in a timely manner. Each Finance Department will be prepared to conduct emergency operations and document expenditures in order to maximize state and federal assistance following the disaster.

The Director of Emergency Management must notify the Finance Director or designee that a local emergency or disaster has been declared in accordance with the provisions set forth in *Section §44-146.21 of the Virginia Emergency Services and Disaster Law of 2000, as amended*.

5.1 Concept of Operations

- 5.1.1 In an emergency as defined by the EOP, the Finance Director or his/her designee will be responsible for swiftly purchasing necessary capital items. Verbal approval will replace the usual written budget change request process. However, the budget change requests must be documented later. The Director of Emergency Management or his/her designee must request verbal approval of funding.
- 5.1.2 Under emergency circumstances, as defined in the EOP, the Finance Director or his/her designee will permit over-spending under specific line items, e.g. overtime, materials and supplies. A year-end adjustment can be made, if required.
- 5.1.3 The Finance Department will staff the EOC Finance and Administration Section during emergency operations. This section will work with the ESFs to facilitate necessary expenditures and purchases.
- 5.1.4 The Director of Emergency Management or his/her designee must define disaster-related expenditures for the Finance Section, and the approximate length of time these expenditures will be incurred. All disaster-related expenditures must be documented to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or the Federal Government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. The Finance Department will also assist in compiling information for the “Report of Disaster-Related Expenditures,” as required.

- 5.1.5 The Finance Department will work with ESF #7 - Resource Management, to track resource needs, purchases, equipment, and personnel utilizing electronic software, to the greatest extent possible.
- 5.1.6 Employees must complete and submit payroll records, including overtime hours worked, during disaster response and recovery operations. Copies of employee payroll records must be signed by their supervisor or the EOC Manager, as appropriate.
- 5.1.7 The Chief Administrative Officer (County Administrator / City Manager) of each locality may reassign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- 5.1.8 Each locality has established mutual-aid agreements with local volunteer and non-governmental agencies for use of facilities, food, equipment, and other resources, during disaster response and recovery operations. Rockbridge County, the City of Buena Vista and the City of Lexington also participate in the Statewide Mutual Aid (SMA) Agreement. The SMA provides for requesting goods, services, personnel and equipment through the Virginia EOC. Mutual Aid Agreements are referenced in ESF #7.

5.2 Actions

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal government.
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms.
- Instruct all departments to maintain a continuous inventory of supplies.
- Prepare to make emergency purchases of goods and services.
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation.
- Track and compile accurate cost records from data submitted by departments and ESFs.
- Prepare and submit disaster assistance applications for reimbursement.
- Assist in the preparation and submission of government insurance claims.

- Work with the County/City Treasurer to ensure reimbursements are received and reconciled.
- Update and revise, as necessary, human resource policies and procedures.

6. Plan Maintenance

6.1 Coordination

The Emergency Management Coordinator of each locality will annually review the EOP. The coordinator will communicate with each emergency resource organization and encourage the development and maintenance of an appropriate emergency response capability.

The planning team, to assist in reviewing the EOP, may include the Emergency Management Coordinator, Public Works staff, representatives from internal locality departments such as Finance and Human Resources. External group representatives may include emergency medical services (EMS), fire, law enforcement, hospitals, The American Red Cross, the VA Department of Health, and other disaster response, relief, and recovery organizations as appropriate.

Every four years, Rockbridge County, the City of Buena Vista and the City of Lexington will conduct a comprehensive plan review and revision, followed by the adoption by each governing body of the EOP.

The EOP shall also be submitted in writing to the Virginia Department of Emergency Management (VDEM).

A responsibility of the Emergency Management Coordinator for each locality is to ensure the EOP is tested and exercised on a regularly, scheduled basis.

7. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the *Rockbridge County, City of Buena Vista, and City of Lexington EOP*. The Director of Emergency Management for each locality will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency; as well as how their roles and responsibilities interface with the other response components of the EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator of each locality is responsible for the development, administration, and maintenance of a comprehensive training and exercise program. This program will be designed to attain an acceptable level of emergency preparedness for Rockbridge County, and the Cities of Buena Vista and Lexington.

Training will be based on federal and state guidance. Instructors may be selected from local government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator of each locality will annually develop, plan, and conduct tabletop, functional and/or full-scale exercises. These exercises will be designed to not only test the EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response capability of Rockbridge County, the City of Buena Vista and the City of Lexington. Quasi-public agencies and volunteer groups will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The three localities may also participate in regional HSEEP exercises, as deemed appropriate.

The Emergency Management Coordinator for each locality will maintain the training and exercise schedule and ensure that the appropriate resources are available to complete the activities. All exercises will be done jointly with Rockbridge County, the City of Buena Vista and the City of Lexington as to maximize coordination, preparedness, efficiency and effectiveness.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will be conducted. Strengths and areas for improvement will be identified, addressed, and incorporated into an update of the EOP.

8.1 Appendix 1 – Glossary of Key Terms

8.1 Appendix 1 – Glossary of Key Terms

All Hazards

Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

American Red Cross

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assembly Area

Local site identified by local authority to bring together transit dependent populations and mass transit resources with the expressed purpose to move people out of a risk locality.

Basic Needs

Water, food, shelter, heat, and sanitation.

Catastrophic Incident

Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Chain of Command

A series of command, control, executive, or management positions in hierarchical order of authority.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Continuity of Government

All measures that may be taken to ensure the continuity of essential functions of government in the event of emergency conditions, including line-of-success for key decision makes.

Continuity of Operations

Efforts to ensure a viable capability exists to continue essential functions across a wide range of potential emergencies through plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safe keeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Critical Infrastructure

Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitation impact on security, national economic security, national public health or safety, or any combination of those matters.

Dam

A barrier built across a watercourse for impounding, controlling, or diverting the flow of water.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Demobilization

The orderly, safe, and efficient return of a resource to its original location and status.

Displaced Persons

These individuals for who transportation to their homes is either unavailable or not feasible due to the nature of the event and who need to be moved to shelters.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency Alert System

A network of broadcast stations interconnection facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency.

Emergency Operations Center (EOC)

A facility from which government directs and controls its emergency operations; where information about the status of the emergency is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications,

evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Responder

Includes local, state, and federal emergency services, public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies, and authorities.

Emergency Support Function (ESF)

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Family Assistance Center (FAC)

A facility that is normally established as the result of a mass casualty/fatality incident wherein a significant number of victims and/or family members are expected to request information and assistance.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Homeland Security Exercise and Evaluation Program

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP constitutes a national standard for all exercises. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

Hurricane

An intense storm system with pronounced rotary circulation in which the maximum sustained surface wind is 74 mph or more.

Incident Commander

The individual responsible for the management of all incident operations.

Incident Command System

See: National Incident Management System

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

In-kind Donations

Donations other than cash, usually materials or volunteer service, for people and communities impacted by disasters.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Field Office

The central coordination point among federal, state, and local agencies and voluntary organizations for delivering recovery assistance programs.

Jurisdiction

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical or functional.

Local Emergency

The condition declared by the local governing body when in its judgment the threat or actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby; provided, however, that a local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body, when he/she deems the threat or actual occurrence of such an emergency or disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby. Reference Code of Virginia, § 44-146.16.

Local Emergency Planning Committee (LEPC)

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Long-Term Recovery

A process of recovery that may continue for many months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

Major Disaster

Any natural or manmade disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the Federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him.

Manmade Disaster

Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.

Mass Care

The actions that are taken to protect evacuees and other disaster survivors from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

Mitigation

Activities that eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency.

National Incident Management System

A Command model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. With NIMS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration. Post September 11, 2001, NIMS is used synonymous with the Incident Command System (ICS). ICS is, however, a separate framework from the NIMS model. NIMS incorporates ICS within its structure.

National Response Framework

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Natural Disaster

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Nongovernmental Organization (NGO)

An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Prevention

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Primary Agency

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

Public Assistance Program

The program established by the Stafford Act and administered by the Federal Emergency Management Agency that provides supplemental assistance to public

entities for the costs of emergency protective actions, debris removal, and repair and restoration of facilities such as roads, schools, and other public buildings.

Recovery

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

Regional Information Coordination Center

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

Resource Shortage

The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the Commonwealth.

Response

Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Risk

The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

Service Animal

Any guide dog, signal dog, or other animal individually trained to aid an individual with special needs.

Severe Weather Watch

Atmospheric conditions indicate that severe weather is possible, but has not yet occurred.

Severe Weather Warning

Severe weather conditions which could cause serious property damage or loss of life have occurred – have been observed or reported. For example, a Flashflood Warning means that heavy rains have occurred, and low-lying areas are likely to be flooded.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

Standard Operating Guidelines (SOG)

A set of instructions intended to offer direction only, not a directive. Deviation is expected as operational prudence may require modification, addition, or deletion due to safety, effectiveness, or applicability.

Standard Operating Procedures (SOP)

SOPs provide the means to translate organized tasking into specific action-oriented checklists that are very useful during emergency operations. They tell how each task organization or agency will accomplish its assigned tasks. Normally, SOPs include checklists, call-down rosters, resource listings, maps, charts, etc. and give step-by-step procedures for notifying staff, obtaining and using equipment, supplies, vehicles, obtaining mutual aid, reporting information to organizational work centers and the emergency operating center (EOC), communicating with staff members that are operating from more than one location, etc.

State

“State” or “state,” used in context with governmental jurisdiction, authority or responsibility, references and is used synonymous for, the Commonwealth of Virginia.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Threat

An indication of possible violence, harm, or danger.

Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds can be as low as 65 miles per hour, but may reach 300 miles per hour or higher.

Tropical Depression

A tropical cyclone in which the maximum sustained surface wind speed is 38 mph or less.

Tropical Storm Force Winds

A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph – 73 mph.

Unaffiliated Volunteer

An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as “spontaneous” or “emergent” volunteer,

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Volunteer

Any individual accepted to perform services by the lead agency (which has the authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Vulnerability

A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921.)

8.2 Appendix 2 – List of Acronyms

8.2 Appendix 2 – List of Acronyms

| | |
|---------|--|
| AAR | After Action Review |
| APHIS | Animal and Plant Health Inspection Service |
| ARES | Amateur Radio Emergency Service |
| BRRRA | Blue Ridge Resource Authority (a.k.a. landfill) |
| CAP | Civil Air Patrol |
| CERT | Community Emergency Response Team |
| CFO | Chief Financial Officer |
| CoVEOP | Commonwealth of Virginia Emergency Operations Plan |
| CR | Community Relations |
| C-SALTT | Capability, Size, Amount, Location, Time, Type |
| DFO | Disaster Field Office |
| DSCO | Deputy State Coordinating Officer |
| DHS | Department of Homeland Security |
| DAC | Disaster Application Center |
| DRC | Disaster Recovery Center |
| DMME | Department of Mines, Minerals, and Energy |
| DRM | Disaster Recovery Manager |
| EAS | Emergency Alert System |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| EPA | Environmental Protection Agency |
| ERT-A | Emergency Response Team – Advance Element |
| FBI | Federal Bureau of Investigation |
| FCO | Federal Coordinating Officer |

| | |
|---------|---|
| FEMA | Federal Emergency Management Agency |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IC | Incident Commander |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IDA | Initial Damage Assessment |
| IFLOWS | Integrated Flood Observing and Warning System |
| IPAWS | Integrated Public Alert Warning System |
| JIC | Joint Information Center |
| JFO | Joint Field Office |
| LEPC | Local Emergency Planning Committee |
| MACC | Multi-Agency Command Center |
| MEDEVAC | Medical Evacuation |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| MRC | Medical Reserve Corps |
| MSA | Maury Service Authority |
| MSDS | Material Safety Data Sheets |
| NAWAS | National Warning System |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NOAA | National Oceanic and Atmospheric Administration |
| NRC | Nuclear Regulatory Commission |
| NRF | National Response Framework |
| NRP | National Response Plan |
| NWS | National Weather Service |
| PDA | Preliminary Damage Assessment |
| PIO | Public Information Officer |

| | |
|--------|--|
| POC | Point of Contact |
| RACES | Radio Amateur Civil Emergency Services |
| RARO | Rockbridge Area Recreation Organization |
| SAR | Search and Rescue |
| SARA | Superfund Amendments and Reauthorization Act |
| SCC | State Corporation Commission |
| SOG | Standard Operating Guidelines |
| SOP | Standard Operating Procedures |
| SPCA | Society for the Prevention of Cruelty to Animals |
| UC | Unified Command |
| USACE | U.S. Army Corps of Engineers |
| VDEM | Virginia Department of Emergency Management |
| VDOF | Virginia Department of Forestry |
| VDOT | Virginia Department of Transportation |
| VEOC | Commonwealth of Virginia Emergency Operations Center |
| VDEQ | Virginia Department of Environmental Quality |
| VDH | Virginia Department of Health |
| VFDA | Virginia Funeral Directors Association, Inc. |
| VOAD | Voluntary Organizations Active in Disaster |
| WAWAS | Washington Area Warning System |
| WebEOC | Web Emergency Operations Center |
| WMD | Weapons of Mass Destruction |

8.2 Appendix 2 – List of Acronyms

8.2 Appendix 2 – List of Acronyms

| | |
|---------|--|
| AAR | After Action Review |
| APHIS | Animal and Plant Health Inspection Service |
| ARES | Amateur Radio Emergency Service |
| BRRR | Blue Ridge Resource Authority (a.k.a. landfill) |
| CAP | Civil Air Patrol |
| CERT | Community Emergency Response Team |
| CFO | Chief Financial Officer |
| CoVEOP | Commonwealth of Virginia Emergency Operations Plan |
| CR | Community Relations |
| C-SALTT | Capability, Size, Amount, Location, Time, Type |
| DFO | Disaster Field Office |
| DSCO | Deputy State Coordinating Officer |
| DHS | Department of Homeland Security |
| DAC | Disaster Application Center |
| DRC | Disaster Recovery Center |
| DMME | Department of Mines, Minerals, and Energy |
| DRM | Disaster Recovery Manager |
| EAS | Emergency Alert System |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| EPA | Environmental Protection Agency |
| ERT-A | Emergency Response Team – Advance Element |
| FBI | Federal Bureau of Investigation |
| FCO | Federal Coordinating Officer |

| | |
|---------|---|
| FEMA | Federal Emergency Management Agency |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IC | Incident Commander |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IDA | Initial Damage Assessment |
| IFLOWS | Integrated Flood Observing and Warning System |
| IPAWS | Integrated Public Alert Warning System |
| JIC | Joint Information Center |
| JFO | Joint Field Office |
| LEPC | Local Emergency Planning Committee |
| MACC | Multi-Agency Command Center |
| MEDEVAC | Medical Evacuation |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| MRC | Medical Reserve Corps |
| MSA | Maury Service Authority |
| MSDS | Material Safety Data Sheets |
| NAWAS | National Warning System |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NOAA | National Oceanic and Atmospheric Administration |
| NRC | Nuclear Regulatory Commission |
| NRF | National Response Framework |
| NRP | National Response Plan |
| NWS | National Weather Service |
| PDA | Preliminary Damage Assessment |
| PIO | Public Information Officer |

| | |
|--------|--|
| POC | Point of Contact |
| RACES | Radio Amateur Civil Emergency Services |
| RARA | Rockbridge Area Relief Association |
| RARO | Rockbridge Area Recreation Organization |
| SAR | Search and Rescue |
| SARA | Superfund Amendments and Reauthorization Act |
| SCC | State Corporation Commission |
| SOG | Standard Operating Guidelines |
| SOP | Standard Operating Procedures |
| SPCA | Society for the Prevention of Cruelty to Animals |
| UC | Unified Command |
| USACE | U.S. Army Corps of Engineers |
| VDEM | Virginia Department of Emergency Management |
| VDOF | Virginia Department of Forestry |
| VDOT | Virginia Department of Transportation |
| VEOC | Commonwealth of Virginia Emergency Operations Center |
| VDEQ | Virginia Department of Environmental Quality |
| VDH | Virginia Department of Health |
| VFDA | Virginia Funeral Directors Association, Inc. |
| VOAD | Voluntary Organizations Active in Disaster |
| WAWAS | Washington Area Warning System |
| WebEOC | Web Emergency Operations Center |
| WMD | Weapons of Mass Destruction |

8.3 Appendix 3 – Authorities and References

8.3 Appendix 3 – Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act of 2002
3. National Response Framework, FEMA January 2008
4. Developing and Maintaining Emergency Operations Plans; Comprehensive Preparedness Guide 101 v.2
5. Americans with Disabilities Act of 2010

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2015

Local

1. Central Shenandoah Valley All Hazards Mitigation Plan
2. City of Buena Vista Comprehensive Plan
3. City of Lexington Comprehensive Plan
4. Rockbridge County Comprehensive Plan

8.4 Appendix 4 – Matrix of Responsibilities

8.4 Appendix 4 – Matrix of Responsibilities

| Agency | ESF #1 Transportation | ESF #2 Communications | ESF #3 Public Works | ESF #4 Fire Fighting | ESF #5 Emergency Management | ESF #6 Mass Care | ESF #7 Resource Support | ESF #8 Health & Medical | ESF #9 Search & Rescue | ESF #10 Hazardous Materials | ESF #11 Agriculture & Natural Resources | ESF #12 Energy | ESF #13 Public Safety | ESF #14 Long-Term Recovery | ESF #15 External Affairs | ESF #16 – Military Affairs | ESF #17 – Volunteers & Donations |
|---------------------------|--------------------------|--------------------------|------------------------|-------------------------|-----------------------------------|---------------------|----------------------------|----------------------------|---------------------------|--------------------------------|---|-------------------|--------------------------|-------------------------------|-----------------------------|-------------------------------|-------------------------------------|
| Emergency Management | P | P | S | S | P | P | P | S | S | S | | S | S | P | S | S | S |
| Fire | | | S | P | S | S | | | P | P | | | S | | S | | |
| EMS/ Public Health | | | S | S | S | S | | P | P | S | S | | S | | S | | |
| Law Enforcement | S | S | S | S | S | S | P | S | P | S | S | S | P | | P | S | |
| Public Works | S | | P | S | S | S | | S | | S | | S | | | | | |
| Building Inspection | | | P | | S | | | | | | | S | | S | | | |
| Planning and Zoning | | | S | | S | | | | | | | | | S | | | |
| Parks and Rec. | | | S | | | | | | | | | | | | | | |
| American Red Cross | | | S | | S | P | | | | | S | | | S | | | |
| Information Technology | | P | | | S | | | | | | | | | | | | |
| Social Services | | | | | S | P | | | | | S | | | S | | | |
| Finance | | | | | S | | | | | | | | | | | | |
| Transportation | P | | S | | | S | S | | | | | | S | | | | |
| Schools | S | S | | | | S | | | | | | | | | S | | |
| Water Authority | | | S | | | | | | | | | S | | | | | |
| County Attorney | | | S | | S | | | | | | | | | S | | | |
| Public Affairs | | S | | | | S | | | | | | | | S | | | S |
| VVOAD | | | | | | S | | | | | S | | | S | P | | S |
| Local Recovery Task Force | | | | | | | | | | | | | | S | | | S |
| Extension Service | | | | | | S | | | | | P | | | | | | |
| Hospital | | | | | | | | | | | | | | | | | |
| E-911 | | P | | | | S | P | | | | | | S | | | | |
| Animal Control | | | | | | S | | | | | P | | | | | | |
| District Health | S | | | | | S | | | | | | | | | | | |
| Private Sector | S | | | | | S | | | | | | | | | | | |
| Amateur Radio | | S | | | | | | | | | | | | | | | |
| Utility Providers | | S | P | | | S | | | | | | P | | | | | |

P = Primary **S** = Support

8.5 Appendix 5 – Succession of Authority

8.5 Appendix 5 – Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in the table below by position in decreasing order.

| <u>Organization/Service Function</u> | <u>Authority in Line of Succession</u> |
|--------------------------------------|---|
| Director of Emergency Management | <ol style="list-style-type: none"> 1. County Administrator/City Manager 2. Deputy Director of Emergency Management |
| Coordinator of Emergency Management | <ol style="list-style-type: none"> 1. Emergency Management Coordinator 2. Deputy Emergency Management Coordinator |
| Head of Law Enforcement | <ol style="list-style-type: none"> 1. Sheriff/Police Chief 2. Chief Deputy/Deputy Chief 3. Lieutenant 4. Sergeant 5. Senior Officer/Deputy |
| Fire Chief | <ol style="list-style-type: none"> 1. Fire Chief 2. Deputy Fire Chief 3. Assistant Fire Chief 4. Captain |
| Public Works Director | <ol style="list-style-type: none"> 1. Public Works Director 2. Public Works Superintendent/Supervisor 3. Public Works Supervisor/Foreman |
| Local Health Director | <ol style="list-style-type: none"> 1. Director 2. Deputy Director |
| Local Social Services Director | <ol style="list-style-type: none"> 1. Director of Social Services 2. Social Work Supervisor 3. Eligibility Supervisor |

Table 5 – Succession of Authority

8.6 Appendix 6 – EOP Distribution List

8.6 Appendix 6 – Emergency Operations Plan Distribution List

Electronic copy provided via locality website; individual copy provided upon request

Assessor (Chief)
City Attorney
City Manager
Damage Assessment Team
Director of Emergency Management
Director of Finance
Director of Inspections
Director of Parks and Recreation
Director of Public Works
Director of Social Services
Emergency Management Coordinator
Emergency Medical Services
Fire departments
Health Department
Local Emergency Planning Committee
Police departments
Public Information Office
Public School System
Public - via internet web-page
Rockbridge County Administrator
Rockbridge County Attorney
Rockbridge County Sheriff's Office
Rockbridge Regional Emergency Communications Center
Unit Director - Extension Service
Utility providers
Virginia Department of Transportation

8.7 Appendix 7 – Essential Records

8.7 Appendix 7 – Essential Records

Court Records

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

- Real Estate Records*
- Criminal Records
- Wills
- Civil Records
- Chancery Records
- Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The loading and transportation of these records is the responsibility of the Sheriff's Office.

*** A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

Agencies/Organizations

Each agency/organization within Rockbridge County, the City of Buena Vista and the City of Lexington government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

8.8 Appendix 8 – NIMS Resolution

8.8 Appendix 8 – NIMS Resolution

Declaration of Adoption National Incident Management System

BE IT RESOLVED by the Rockbridge County Department of Emergency Management as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Rockbridge County Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Rockbridge County Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that Rockbridge County Department of Emergency Management adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted by the Rockbridge County Board of Supervisors and effective on the date of adoption.

Chairman, Board of Supervisors

ATTEST:

Clerk, Rockbridge County Board of Supervisors

Adopted this ___ day of _____ 2022

**Declaration of Adoption
National Incident Management System**

BE IT RESOLVED by the City of Buena Vista Department of Emergency Management as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders’ efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, the City of Buena Vista Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, the City of Buena Vista Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the City of Buena Vista Department of Emergency Management adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted by the City of Buena Vista City Council and effective on the date of adoption.

Mayor, City of Buena Vista

ATTEST:

Clerk, City Council

Adopted this ____ day of _____ 2022

**Declaration of Adoption
National Incident Management System**

BE IT RESOLVED by the City of Lexington Department of Emergency Management as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders’ efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, the City of Lexington Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, the City of Lexington Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the City of Lexington Department of Emergency Management adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted by the City of Lexington City Council and effective on the date of adoption.

Mayor, City of Lexington

ATTEST:

Clerk, City Council

Adopted this ____ day of _____ 2022

8.9 Appendix 9 – Resolution of Adoption of EOP

8.9 Appendix 9 – Resolution of Adoption of EOP

**Resolution
Emergency Operations Plan**

WHEREAS the Board of Supervisors of Rockbridge County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS Rockbridge County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS Rockbridge County has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Rockbridge County, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Chairman, County Board of Supervisors

ATTEST:

Clerk
Rockbridge County Board of Supervisors

Adopted this ____ day of _____ 20_____

**Resolution
Emergency Operations Plan**

WHEREAS the City Council of the City of Buena Vista, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the City of Buena Vista has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the City of Buena Vista has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Buena Vista, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Mayor, City of Buena Vista

ATTEST:

Clerk
City Council

Adopted this ____ day of _____ 20____

**Resolution
Emergency Operations Plan**

WHEREAS the City Council of the City of Lexington, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the City of Lexington has a responsibility to provide for the safety and wellbeing of its citizens and visitors; and

WHEREAS the City of Lexington has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lexington, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Mayor, City of Lexington

ATTEST:

Clerk
City Council

Adopted this ____ day of _____ 20____

8.10 Appendix 10 – Local Declaration of Emergency

8.10 Appendix 10 – Local Declaration of Emergency

**Consent to Director of Emergency Management’s
DECLARATION OF EMERGENCY**

WHEREAS, the (insert name of governing body) does hereby find:

1. That due to _____, (insert name of locality) is facing dangerous conditions;
2. That due to _____, conditions of extreme peril to life and property necessitates the proclamation of the existence of an emergency;
3. The Director of Emergency Management has declared a local emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that the (insert name of governing body) consents to the declaration of emergency by the Director of Emergency Services and the emergency now exists throughout _____; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Rockbridge County/City of Buena Vista/City of Lexington Emergency Operations Plan is now in effect.

(insert name of governing body)

ATTEST:

Clerk, (insert name of governing body)

Adopted this ____ day of _____, 20____

Introduction

Emergency Support Functions:

The Emergency Support Functions (ESFs) describe the emergency operations of local agencies or departments within the Cities of Buena Vista and Lexington and Rockbridge County. These ESFs include specific detail and direction for the departments and agencies and support the Basic Plan. The ESFs are mechanisms for grouping functions most frequently used to provide support during disasters and emergencies. The ESF format allows for the facilitation of communication between all levels of government, especially during large scale emergencies. The parties responsible for carrying out the ESFs are primary agencies and secondary or support agencies. A description can be found below:

- **Primary Agency:** An ESF primary agency has significant authorities, roles, resources or capabilities for a function within an ESF. There may be multiple primary agencies; and the specific responsibilities of those agencies are outlined within the ESF.
- **Secondary/Support Agency:** An ESF secondary or support agency has specific capabilities or resources that support the primary agency in executing the mission of the ESF.

EMERGENCY SUPPORT FUNCTION #1 - TRANSPORTATION

Primary Agencies

Buena Vista and Lexington Public Works
Buena Vista, Lexington, and Rockbridge County Emergency Management
Virginia Department of Transportation (VDOT)

Secondary/Support Agencies

Buena Vista and Lexington Police Departments
Private Contractors
Buena Vista, Lexington, and Rockbridge County School Systems
Rockbridge County Sheriff's Office

Purpose:

Transportation assists local, Federal, and state government entities and volunteer organizations requiring transportation capabilities to perform response missions following a disaster or emergency. Emergency Support Function #1 – Transportation (ESF #1) will additionally serve as a coordination point between response operations and restoration of transportation infrastructure.

Scope:

ESF- # 1 shall:

- Coordinate evacuation transportation as its first priority during disaster operations.
- Prioritize and allocate all local government transportation resources; a list of these will be maintained within each localities Emergency Management staff and the Regional Emergency Operations Center (EOC). These resources include:
 - Public School Buses.
 - Maury River Express.
 - Rockbridge Area Transportation System (RATS).
 - Local Nursing Homes & Long Term Care Facilities.
- Facilitate movement of the public in coordination with other transportation agencies.
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources.
- Maintain ingress/egress.
- Provide traffic control.
- Communicate and coordinate with Virginia Department of Transportation.
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations. A list of these will be maintained within each locality Emergency Management Office and the Regional EOC.

Policies:

The following policies are reviewed and revised as necessary:

- Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident, including but, not limited to:
 - Use of available transportation resources to respond to an incident.
 - Provide traffic control.
 - Facilitate the prompt deployment of resources.
 - Recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies.
 - Develop and maintain priorities for various incidents through an interagency process led by Rockbridge County, the City of Buena Vista and the City of Lexington, and the Virginia Department of Transportation.
 - Request additional resources.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not a part of this EOP.

Organizational Structure:

Rockbridge County, the City of Buena Vista and the City of Lexington, in conjunction with the Virginia Department of Transportation (VDOT), are responsible for the transportation infrastructure of Rockbridge County. Rockbridge County, the City of Buena Vista, the City of Lexington and VDOT are responsible for coordinating resources necessary to restore and maintain transportation routes to protect life and property during an emergency or disaster.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure; and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal.
- Close infrastructure determined to be unsafe, and report closures to the EOC.
- Post signage and barricades at the closure site.
- Maintain and restore critical transportation routes, facilities, and services.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The Emergency Operations Plan (EOP) provides guidance for managing the use of transportation services and request for relief and recovery resources.

Access routes should remain secured and clear as to permit a sustained flow of emergency relief.

All requests for transportation support will be submitted to the Rockbridge County/City of Buena Vista/City of Lexington Emergency Operations Center (EOC) for coordination, validation, and/or action in accordance with this ESF #1.

Emergency Management Actions:

Roles and Responsibilities:

- Develop, maintain, and update plans and procedures for use during an emergency or disaster.
- Personnel will stay up-to-date with education and training required for a safe and efficient response to an incident.
- Alert Rockbridge County, City of Buena Vista, and the City of Lexington, and local primary agency representative of possible incident; and begin preparations for mobilization of resources.
- Keep record of all expenses through the duration of the emergency.
- Follow emergency procedures and policies for conducting evacuations.
- Include procedures for traffic control.
- Identify pre-designated pick-up sites, if any.
- Identify viable transportation routes, to, from and within the emergency or disaster area(s).

EMERGENCY SUPPORT FUNCTION #2 - COMMUNICATIONS

Primary Agencies

Buena Vista, Lexington, and Rockbridge Emergency Management
Information Technology Department
Rockbridge Regional Public Safety Communications Center

Secondary/Support Agencies

Radio Amateur Civil Emergency Services (RACES)
Buena Vista and Lexington Police Departments
Rockbridge Sheriff's Office

Purpose:

Communication supports public safety and other local agencies by maintaining continuity of information and telecommunication equipment and other technical resources. Emergency Support Function #2 – Communications (ESF #2) uses available communication resources to respond to an incident by:

- Alerting and warning the community of a threatened or actual emergency.
- Continuing to communicate with the three communities through a variety of public and social media to inform of protective actions.
- Providing guidance, when appropriate, to protect life and property.

ESF #2 describes the emergency communications/notification and warning system for the three localities. Emergency Management Staff will coordinate with the Virginia Emergency Operations Center (VEOC) should additional assistance and resources be required.

Scope:

ESF # 2 works to accurately and efficiently transfer information during an incident. ESF #2 also:

- Informs the community of a threatened or actual emergency; through coordination with ESF #15 – External Affairs.
- Ensures Rockbridge County, the City of Buena Vista, and the City of Lexington has the ability to notify the community of a disaster or emergency.
- Provides for the technology associated with the representation, transfer, interpretation, and processing of data.
- Supports Rockbridge County, the City of Buena Vista, and the City of Lexington with the restoration, emission or reception of various forms of communication including audio, visual, and written.

Policies:

The following policies are reviewed and revised as necessary:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the warning point for Buena Vista, Lexington, Lexington, and Rockbridge County.
- The ECC is accessible to authorized personnel only.
- The ECC will initiate notification and warning of appropriate personnel.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

Emergency communications for Rockbridge County, the City of Buena Vista and the City of Lexington are heavily dependent upon the commercial telephone network. The telephone system is vulnerable to damage during emergencies and disasters; and to possible system overload to increased usage. Technical failure or damage and loss of telecommunications equipment could hinder communications with emergency personnel and the public. Mutual-aid repeaters in contiguous jurisdictions may not be available or provide sufficient coverage or channel loading to compensate for lack of telecommunications resources, within any or all three jurisdictions during an emergency.

Amateur radio operators and other non-governmental volunteer groups, used to assist with emergency radio communications support, will be under the authority of each jurisdiction's Director of Emergency Management, Emergency Management Coordinator or by the Information Technology Department. Amateur radio and other non-governmental volunteer operators will be required to actively participate in regular training and exercises established by Emergency Management and Information Technology staff.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The regional communications system is operating on a UHF digital, P25, Phase-2 trunking radio system that provides communications capability for all County and City law enforcement and County and City fire and EMS units. The current method of interoperability is through several means. The County maintains three UHF conventional repeaters in the north, central, and southern portions of the County that outside agencies without digital or trunking radios can access and be patched into the digital radio system. A Comlinc/Rios interoperability capability is installed, which is utilized by the majority of Virginia counties and state agencies to patch between radio systems in the State. All of the County portable and mobile radios are programmed with national interoperability frequencies as recommended by the Department of Homeland Security. The Lexington Fire Department has ten (10) mobile repeaters in service. The Lexington Police Department has one (1) mobile repeater in service. The Regional Incident Support Trailer has regional radio communications, to include one (1) mobile repeater.

The Emergency Communication Center (ECC) is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The dispatcher on-duty will notify other key personnel, chiefs and department heads as required by Standard Operating Procedures (SOPs).

The ECC is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public.

The ECC has the capability to access the Emergency Alert System (EAS). This access includes notification(s) through Alert Rockbridge to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

The Century Link telephone utility will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Emergency Management Coordinators will coordinate with the telephone company to provide these services.

Amateur radio operators may provide emergency backup radio communications between the Rockbridge County/City of Buena Vista/City of Lexington Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC), should normal communications be disrupted. Amateur radio may also provide communications with its in-field operators.

Based on NIMS, standard terminology will be utilized to create better interaction and communication between multiple agencies.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, reverse 9-1-1, television, use of mobile public-address systems, and if necessary, door-to-door notification within the effected community. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include: recommended primary and alternate evacuation routes; designated assembly points for those without transportation; rest areas; and service facilities along evacuation routes, if appropriate; as well as potential health hazards.

Emergency Public Information regarding potential secondary hazards, i.e. landslides from flooding, and protective actions such as shelter-in-place, and other information as determined by the event, will also be disseminated via radio and television.

Emergency Management Actions:**Roles and Responsibilities:**

- Coordinate with ESF #15 – External Affairs.
- Initiate notification and warning of appropriate personnel; utilizing landline telephones, 2-way radio, and wireless telecommunications devices, as required.
- Develop and maintain primary and alternate communications system(s) for contacting local jurisdictions, State agencies, non-governmental, and private sector agencies required for mission support.
- Equip Emergency Services vehicles with public address systems, which may be used to warn the general public.
- The Emergency Management Coordinator or designee from Buena Vista, Lexington, or Rockbridge County must authorize the use of the Emergency Alert System; including Alert Rockbridge.
- Emergency warning may originate at the Federal, State or local levels of government. Timely warning requires dissemination to the public by all available means, including:
 - Alert Rockbridge.
 - Emergency Communications Center.
 - Emergency Alert System.
 - Local radio and television stations.
 - NOAA Weather Radio—National Weather Service.
 - Mobile public address system (bullhorns or loudspeakers).
 - Telephone.
 - General broadcast over all available radio frequencies.
 - Newspapers.
 - Amateur Radio volunteers.
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls.
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor.
- Provide additional staffing in the EOC to assist with communications functions.
- Develop and maintain an emergency communications program and plan.
- Develop and maintain a list of bilingual personnel.
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster.
- Maintain records of cost and expenditures and forward them to the Finance Department.

**Tab 1 to Emergency Support Function #2
EMERGENCY NOTIFICATION PROCEDURES**

Until the EOC is activated, the ECC will notify the following officials upon receipt of a severe weather warning, other impending emergency, or when directed by an on-scene incident commander.

Once operational, the local Emergency Operations Center will receive messages directly from the VEOC. Then, communications become the responsibility of the Communications Center of the locality to monitor message traffic and to ensure that messages reach the Director of Emergency Services or his designee.

A full listing of contact numbers is maintained in the Communications Center, and by the Emergency Management Coordinator(s).

EMERGENCY SUPPORT FUNCTION #3 – PUBLIC WORKS

Primary Agencies

City of Buena Vista Public Works
City of Lexington Public Works
County of Rockbridge General Services

Secondary/Support Agencies

Blue Ridge Resource Authority (BRRRA)
Buena Vista, Lexington, and Rockbridge County Assessor
Buena Vista, Lexington, and Rockbridge County Building Inspection
Buena Vista, Lexington, and Rockbridge County Emergency Management
Rockbridge County Extension Office
Rockbridge County Sheriff's Office
Buena Vista and Lexington Police Department
Buena Vista and Rockbridge County Parks and Recreation
Lexington – Rockbridge Area Recreation Organization (RARO)
Buena Vista, Lexington, and Rockbridge County Planning and Zoning
Buena Vista, Lexington, and Rockbridge County Public Schools
Virginia Department of Environmental Quality (VDEQ)
Virginia Department of Health (VDH)
Virginia Department of Transportation (VDOT)
Maury Service Authority
Rockbridge Public Service Authority

Purpose:

Emergency Support Function #3 – Public Works, to include BRRRA, MSA and PSA, (ESF #3) addresses the public works infrastructure within Rockbridge County, the City of Buena Vista and the City of Lexington following an emergency or disaster. Functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF. ESF #3 coordinates with the Damage Assessment Team, as described in the Damage Assessment Support Annex. The purpose of ESF #3 Public Works is to:

- Assess the overall damage to the community after a disaster.
- Coordinate with ESF #14 to assist with the recovery operations.

Scope:

The scope of work includes the following but, is not limited to:

- Conduct pre-incident assessment and mitigation, if necessary.
- Assess extent of damage.
- Repair and maintenance.
- Coordinate debris removal through the Debris Management Annex.

- Provide maintenance of the buildings and grounds, and engineering-related support.
- Clear roadways.

Policies:

The following policies are reviewed and revised as necessary:

- Personnel will stay up-to-date with procedures through training and education.
- The Department of Public Works will develop work priorities in conjunction with other agencies when necessary.
- Local authorities may obtain required waivers and clearances related to ESF #3 support.
- Outside assistance will be requested with repairs to facilities that are beyond the capability of any of the three jurisdictions.
- For ESF #3, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities, and are not part of this EOP.

Organizational Structure:

Following an emergency or disaster, ESF #3 will coordinate the following functions in conjunction with appropriate local, State, and Federal government agencies and non-governmental agencies:

- Assess damaged facilities.
- Inspect for structural, electrical, gas, plumbing and mechanical damages.
- Determine what type of assistance will be needed.
- Facilitate of the building permit process.
- Coordinate debris removal.
- Manage contracts with private firms.
- Coordinate with VDH and VADEQ on environmental and public health hazards.
- Coordinate with VDOT for road clearance.

The Emergency Management Coordinator for each locality will be responsible for deploying damage assessment teams; consolidating damage data; and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess structural damage.

Local Damage Assessment Teams will assess damage to the extent their resources and expertise allow. The VDH may assist the Public Service Authority with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be completed by the Emergency Management Coordinator(s) and submitted to the Virginia Department of Emergency Management within 72 hours of the event; outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration; and defines the specific needs for a long-term recovery.

To minimize threats to public health, Public Works will serve as liaison with the Virginia Department of Environmental Quality (VDEQ) and the attorneys for the localities; to secure the necessary emergency environmental waivers and legal clearances that will be needed to dispose

of emergency debris and materials from demolition activities. The Public Service Authority will coordinate with VDEQ to monitor disposal of debris materials.

The departments mentioned will inspect all buildings for structural, electrical, gas, plumbing, and mechanical damage following an emergency or disaster. They will ensure that any repairs or rebuilding will comply with the building codes, zoning and land-use regulations and the comprehensive plan for that jurisdiction.

The Local Building Official is responsible for determining the state and status of a building and placing notification upon the facility(ies). The building owner retains responsibility for demolishing or restoring the structure. During the recovery phase, the Building Official is responsible for the facilitation of the building permit issuance process; and for the review and approval of site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Concept of Operations/Emergency Management Actions:

Concept of Operations:

Following a disaster, Rockbridge County, the City of Buena Vista and the City of Lexington Officials will:

- Determine if buildings/structures are safe.
- Coordinate with other ESFs if there is damage to utilities, water or plumbing systems.
- Clear debris.
- Coordinate with law enforcement to secure adjacent areas to damaged buildings/structures that may be unsafe.
- Coordinate with State and Federal preliminary damage assessment teams.
- Coordinate with insurance companies.

In a disaster buildings and structures may be severely damaged or destroyed. Homes, public buildings, bridges, and other facilities may be required to be reinforced or razed to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs that support lifesaving and emergency response activities will be given top priority.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. General, early damage assessments will be conducted rapidly. Following an incident, damage assessment activities will be conducted by a variety of organizations including Local Damage Assessment Teams, Insurance Companies, the Virginia Department of Emergency Management, Utility Companies, and Federal Agencies.

Emergency Management Actions:**Roles and Responsibilities:**

- Alert personnel to report to the Emergency Operations Center (EOC).
- Review plans.
- Begin keeping a record of expenses and continue for the duration of the emergency.
- Prepare for an initial damage assessment (IDA).
- Activate the necessary equipment and resources to address the emergency or disaster.
- Assist in assessing the degree of damage of the locality(ies).
- Assist in coordinating response and recovery.
- Identify private contractor and procurement procedures.
- Prioritize debris removal.
- Inspect buildings for structural damage.
- Post appropriate signage to unsafe or heavily damaged buildings.
- Ensure repairs comply with current building codes, land-use regulations, and the comprehensive plan.

**Tab 2 to Emergency Support Function # 3
BUILDING POSTING GUIDE**

1. All buildings within the area, regardless of damage, are to be POSTED by the damage assessment squad members at the site.
2. One of the following three posters is to be used:
 - A. "SAFE FOR OCCUPANCY" GREEN POSTER
No damage to structural elements.
No damage to utilities.
There is only minor damage to walls or roof affecting weather resistance.
Generally 10% or less damage.
 - B. "LIMITED ENTRY" YELLOW POSTER
There is structural damage to a portion of the building.
The building needs utility or weather resistance repairs.
The building may be occupied safely.
Generally greater than 10% and less than 50% damage.
 - C. "THIS BUILDING IS UNSAFE" RED POSTER
There is major structural damage.
No occupancy is allowed.
May or may not need to be demolished.
Generally more than 50% damage.
3. If there is immediate danger to life from failure or collapse, the damage assessment squad leader shall inspect and, as appropriate, sign or have the Building Official sign a demolition order, or call the appropriate entities to shore-up structures.

EMERGENCY SUPPORT FUNCTION #4 - FIREFIGHTING

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Fire Departments

Secondary/Support Agencies

Virginia Department of Forestry (VDOF)

Purpose:

Firefighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as assists with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope:

Emergency Support Function #4 – Firefighting (ESF #4) manages and coordinates firefighting activities; including the detection and suppression of fires, and provides personnel, equipment and supplies to support to the agencies involved in the firefighting operations.

Policies:

The following policies are reviewed and revised as necessary:

- Priority is given to life safety, incident stabilization, and property conservation.
- For efficient and effective fire suppression, mutual-aid may be required from various local firefighting agencies, or the VEOC, to aid any of the three communities/emergency response team(s). This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.
- For ESF #4, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of firefighting emergency operations.
- The Fire Departments will implement evacuations, and the Sheriff's Office and Police Department(s) will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

Rockbridge County, the City of Buena Vista and the City of Lexington fire departments are prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Materials Emergency Response Plan.) Fire department personnel, who are not otherwise engaged in emergency response operations, may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When ESF #4 is activated; all requests for fire fighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and action.

The Director of Emergency Management for each locality or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. The Incident Commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard life and property. Warning and instructions will be communicated through the appropriate means.

Emergency Management Actions:

- Develop and maintain plans and procedures to provide fire, rescue and EMS services in time of emergency.
- Document expenses and continue for the duration of the emergency.
- Check all firefighting and communications equipment.
- Fire Service representatives shall report to the Local Emergency Operations Center to assist with operations.
- Fire department personnel may be asked to assist with warning and alerting, evacuation, communication, and emergency medical transport.
- Follow established procedures in responding to fires and hazardous materials incidents, and in providing rescue and EMS services.
- Request mutual-aid from neighboring jurisdictions, including: Alleghany, Amherst, Augusta, Bedford, Botetourt and Nelson Counties, or otherwise as needed.
- The NWS may be contacted to provide weather forecast support and/or on-site support for decision support services as needed.

Roles and Responsibilities:

- Fire prevention and suppression.
- Hazardous materials incident response and training.
- Radiological monitoring and decontamination, based on level of training.
- Assist with evacuation.
- Conduct search and rescue as needed.
- Set up "Refuges of Last Resort" temporary shelters for evacuees at each fire station.
- Assist in initial warning and alerting.
- Provide qualified representative(s) to assist in the local EOC.
- Request assistance from supporting agencies as needed.
- Arrange direct liaison with fire chiefs in the area.

-
- Implement Mutual-Aid as needed.
 - Assist with clean-up operations.
 - Assist with inspection of damaged facilities, if applicable.
 - Lexington Fire also provides Emergency Medical Services and EMS Transport.

EMERGENCY SUPPORT FUNCTION #5 – EMERGENCY MANAGEMENT

Primary Agency

Buena Vista, Lexington, Rockbridge County Emergency Management

Secondary/Support Agencies

Buena Vista and Lexington City Managers and Rockbridge County Administrator
Buena Vista, Lexington, Rockbridge County Attorneys
Buena Vista, Lexington, Rockbridge County Finance Departments
Buena Vista, Lexington, Rockbridge County Fire/EMS Departments
Buena Vista, Lexington, Rockbridge County Information and Technology Departments
Buena Vista, Lexington, Rockbridge County Planning and Zoning Departments
Buena Vista and Lexington Police Departments
Buena Vista and Lexington Public Works Departments
Rockbridge County Sheriff's Office

Purpose:

Emergency Management directs controls and coordinates emergency operations from the Rockbridge County/City of Buena Vista/City of Lexington Emergency Operation Center (EOC), utilizing the National Incident Management System (NIMS) doctrine.

Scope:

Emergency Support Function #5 – Emergency Management (ESF #5) coordinates the response of all local government departments and community organizations involved in emergency response and recovery.

ESF #5 facilitates information flow in the pre-incident prevention phase in order to:

- Alert and pre-position assets for quick response.
- Provide alerts and notification.
- Coordinate with outside agencies and organizations when capabilities are anticipated to exceed local resources.

Post-incident functions that support and facilitate planning and coordination are:

- Alert and notification.
- Deployment and staffing of emergency response teams.
- Incident action planning.
- Coordination of operations with local government for logistics and material.
- Direction and control.
- Information management.
- Facilitation of requests for assistance.
- Resource acquisition and management (to include allocation and tracking).
- Worker safety and health.

- Facilities management.
- Financial management.
- Other support as required.

Policies:

The following policies are reviewed and revised as necessary:

- Provides a multi-departmental command system.
- Manages operations at the county/city level.
- The National Incident Management System (NIMS) can be used in any size or type of disaster to coordinate and control response personnel, facilities and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- Emergency Management staff supports the implementation of mutual-aid agreements to ensure seamless resource response.
- Provides representatives to staff key positions on Emergency Response Team(s).
- Departments and agencies participate in the incident action planning process which is coordinated by ESF # 5.
- For ESF #5, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator of the three localities and are not part of this EOP.

Organizational Structure:

- Emergency operations may be directed and controlled from the Emergency Operations Center (EOC).
- Identify the responsibilities of the emergency manager.
- Identify the role of the EOC.
- Identify the EOC staff.
- Identify the departments that have a role in the emergency management organization.
- Identify succession of authority within key departments and positions; as identified in the Basic Plan.
- Develop and scale the National Incident Management System (NIMS) to the particular incident.
- Exercise the plan annually as pursuant to the *Code of Virginia*.

The Emergency Management Coordinator will assure the development and maintenance of established procedures on the part of each major emergency support function (ESF). Generally, each ESF should identify:

- Staffing responsible for implementing the Emergency Operations Plan.
- Procedures for reporting emergency information.
- Provide ongoing training to maintain emergency response capabilities.

The Emergency Management Coordinator will coordinate training for this emergency support function and conduct exercises involving the EOC.

Concept of Operations/Emergency Management Actions:

Concept of Operations:

The Emergency Management Coordinator:

- Assures development and maintenance of SOPs on the part of each major emergency support function.
- Each function should maintain current notification rosters; rosters are currently kept at the local regional Emergency Operations Center.
- Designate staff to the Emergency Operations Center.
- Establish procedures for reporting appropriate emergency information.
- Coordinate emergency response plans with the local government.
- Develop mutual aid agreements with the local government in adjacent localities.
- Designate a representative to the local EOC if the local plan is implemented and a representative is needed; and Develop threat levels.
- Support personnel to assist with communications, logistics, and administration will also be designated. The Director of Emergency Management will be available for decision making as required.

The Emergency Management Coordinator will assure the development and maintenance of SOPs on behalf of each major emergency support function. Generally, each designated agency should:

- Maintain current notification rosters.
- Establish procedures for reporting emergency information.
- Develop mutual aid agreements with like agencies in adjacent localities.
- Provide ongoing training to maintain emergency response capabilities.

The Emergency Management Coordinator for the three localities will assume coordination of all responsibilities. When an emergency threatens increased readiness; measures will be implemented as listed in each emergency support function annex to this plan.

Procedures for these support operations should be established and maintained.

Rockbridge County, the City of Buena Vista and the City of Lexington participate in the Statewide Mutual-Aid Agreement (SMA) program. Emergency Management staff is scheduled, or has already been trained, on WebEOC. WebEOC will be utilized when there is a need to request state resources during an incident.

Emergency Management Actions:

Roles and Responsibilities:

- Maintain a notification roster of EOC personnel and their alternates.
- Establish a system and procedure for notifying EOC personnel.
- Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and applicable relief organizations.
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF- # 15.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the community.
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- Prepare to provide emergency information to the community in coordination with ESF- # 15.
- Provide logistical support to on scene emergency response personnel.
- Maintain essential emergency communications through the established communications network.
- Provide reports and requests for assistance to the local and Virginia EOC, through WebEOC.
- Activate and convene emergency assets and capabilities within Buena Vista, Lexington, and Rockbridge County.

EMERGENCY OPERATIONS CENTER (EOC)

Mission

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

Organization

1. See EOC Organizational Chart.
2. The EOC staff will be organized using the Incident Command System. A partial listing of job responsibilities for the command and general staff are described below:

A. Incident Commander/EOC Manager:

- Manages overall operations.
- Coordinates activities for all Command and General Staff.
- Develops and implements strategy.
- Approves and authorizes the implementation of an Incident Action Plan (IAP).
- Approves requests for additional resources or for the release of resources.
- Authorizes release of information to the news media.
- Orders the demobilization of the incident, when appropriate.
- Ensures establishment and oversight of a Joint Information Center (JIC).

B. Safety Officer:

- Safety Officer is a member of the Command Staff and reports to the Incident Commander.
- Monitors and assesses hazardous and unsafe situations.
- Develops personnel safety measures.
- Corrects unsafe acts or conditions through the regular line of authority.
- Maintains an awareness of active and developing situations.
- Investigates or coordinates the investigation of accidents that occur within the EOC.
- Includes safety messages in each IAP.

C. Liaison Officer:

- Liaison Officer is a member of the Command Staff and reports to the Incident Commander.
- Interacts with the ESFs, state and federal agencies.
- Identifies current or potential interagency problems.
- Keeps the Incident Commander and Command Staff informed of current or potential problems.

D. External Affairs:

- Public Information Officer is a member of the Command Staff and reports to the Incident Commander.
- Initiates and maintains contact with the media throughout the incident.
- Arranges for press briefings with Incident Commander and other EOC staff, as appropriate.
- Coordinates with state and federal public information officers.
- Coordinates VIP visits to EOC and affected areas.
- Prepares fact sheets.
- Coordinates Community Relations with local community leaders.
- Informs the public during incidents.

E. Operations Section Chief:

- Operations Section Chief is a member of the general staff and reports to the Incident Commander.
- Manages all operations directly applicable to the primary mission.
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP.
- Assists in the formulation of the IAP and directs its execution.
- Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources.
- Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander.
- Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section.

F. Planning Section Chief:

- Planning Section Chief is a member of the general staff and reports to the Incident Commander.
- Collects and processes situation information about the incident.
- Identifies the need for specialized resources.
- Performs operational planning.
- Activates Planning Section Units.
- Supervises preparation of IAP.
- Analyzes data and emerging trends.
- Supervises Planning Section Units.
- Prepares situation reports for the operational period.
- Activates and supervises the ESF Branch Chiefs assigned to the Planning Section.

G. Logistics Section Chief:

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander.
- Provides facilities, services, and materials in support of the incident.
- Participates in the development of the IAP.
- Advises on current service and support capabilities.
- Activates Logistics Section Units.
- Recommends the release of resources/supplies.
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section.

H. Finance and Administration Section Chief:

- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander.
- Manages all financial aspects of an incident.
- Activates Finance/Administration Section Units.
- Organizes and operates within the guidelines, policy, and constraints.
- Participates in the development of the IAP.
- Extensively uses agency provided forms.
- Meets with assisting and cooperating agency representatives, as required.
- Identifies and orders supply and support needs for Finance Section.
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section.

Concept of Operations

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Emergency Management Director or Coordinator based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. The EOC may remain functional during the mobilization, response, and recovery operational phases.
5. Initial situation briefings will be provided by the Emergency Management Coordinator.
6. Direction and control of personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the Virginia EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management, through use of WebEOC, if available, or by phone at (804) 674-2400 or 1-800-468-8892.
8. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

Location

The Rockbridge County Emergency Operations Center (EOC) is located 100 Baner Lane, Buena Vista, Virginia 24416. Activation of the Rockbridge County EOC is the responsibility of the Emergency Management Director or the Emergency Management Coordinator. The City of Buena Vista's EOC is located at 306 Park Avenue, Buena Vista, Virginia 24416. Activation of the Buena Vista EOC is the responsibility of the Emergency Management Director or the Emergency Management Coordinator. The City of Lexington's EOC is located at 708 S. Main Street, Lexington, Virginia 24450. Activation of the Lexington EOC is the responsibility of the Emergency Management Director or the Emergency Management Coordinator. The primary EOC for each

locality does have a back-up power supply. The alternate location has a generator that is maintained on a routine basis; with the fuel supply checked and maintained regularly. The primary EOC for each locality must be set-up with computers and phones each time it is activated.

ACTIONS – EMERGENCY OPERATIONS CENTER

- Direct overall emergency operations.
- Initiate activation of EOC.
- Determine operational course of action.
- Coordinate requests for resources.
- Develop and maintain accurate status of the situation.
- Develop, implement, and execute IAP.
- Procure support services.
- Establish and maintain emergency communications.
- Use WebEOC to request and track resources.

**Tab 5 to Emergency Support Function #5
PRIMARY EOC STAFFING**

Skeletal Staffing

Emergency Management Coordinator
Sheriff/Police Chief
Message Clerk
Phone Operator

Full Staffing

Director of Emergency Management
Emergency Management Coordinator
Sheriff/Police Chief
Fire and Rescue Chief or Designated Person
Virginia Department of Health Representative
Virginia Department of Social Services Representative
American Red Cross
Message Clerks (2)
Public Information Officer (PIO)
Utility Director or designee
County and/or City's Attorney Representative
Superintendent of County/City Schools or designee

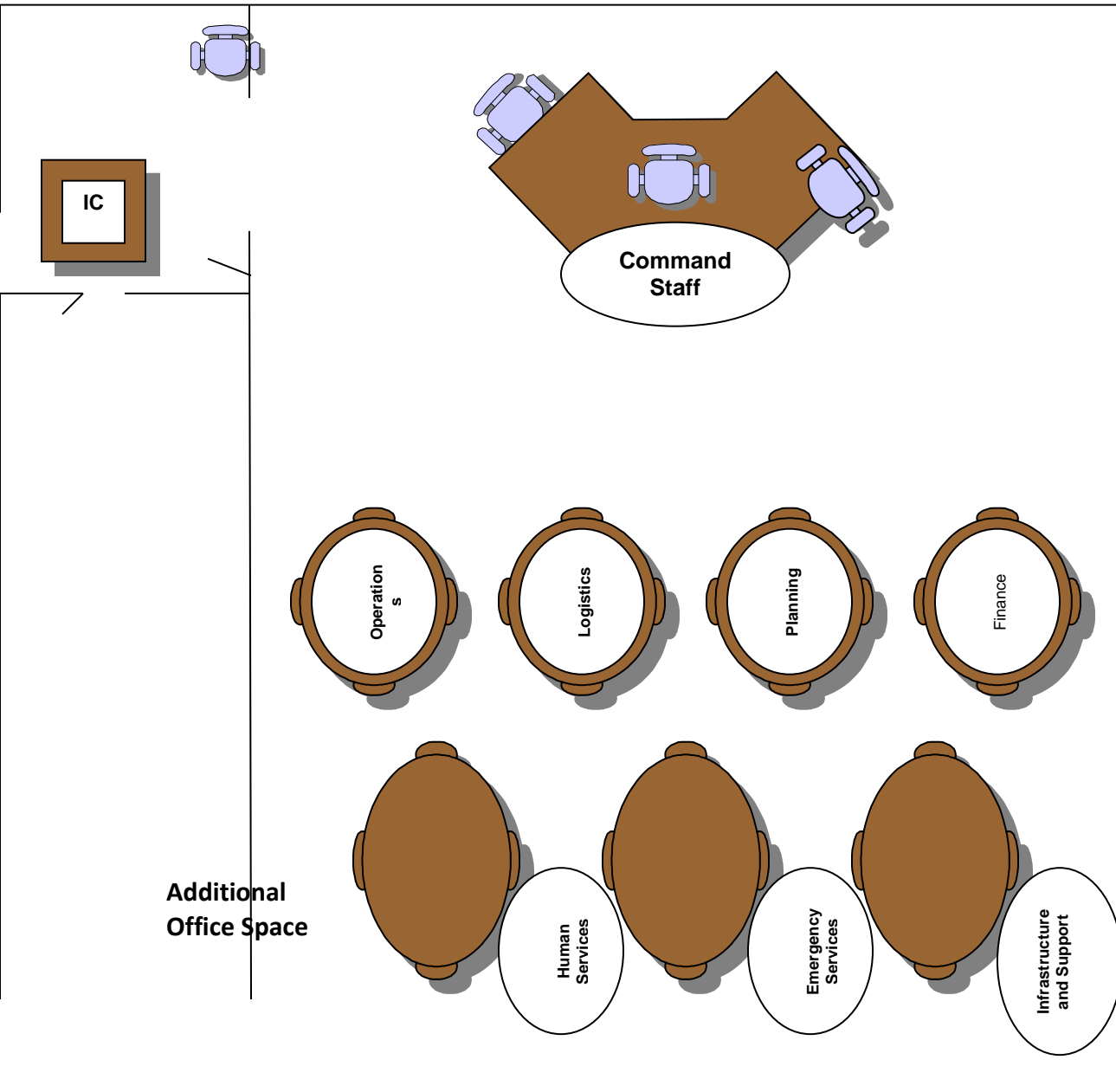
Messengers (2)

Status Board/Map Assistants (2)
Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Messenger
Security

**Tab 6 to Emergency Support Function #5
EOC FLOOR PLAN**



Tab 7 to Emergency Support Function #5
SUGGESTED EOC MESSAGE FLOW

(To be used when WebEOC or other electronic tracking system is not available)

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

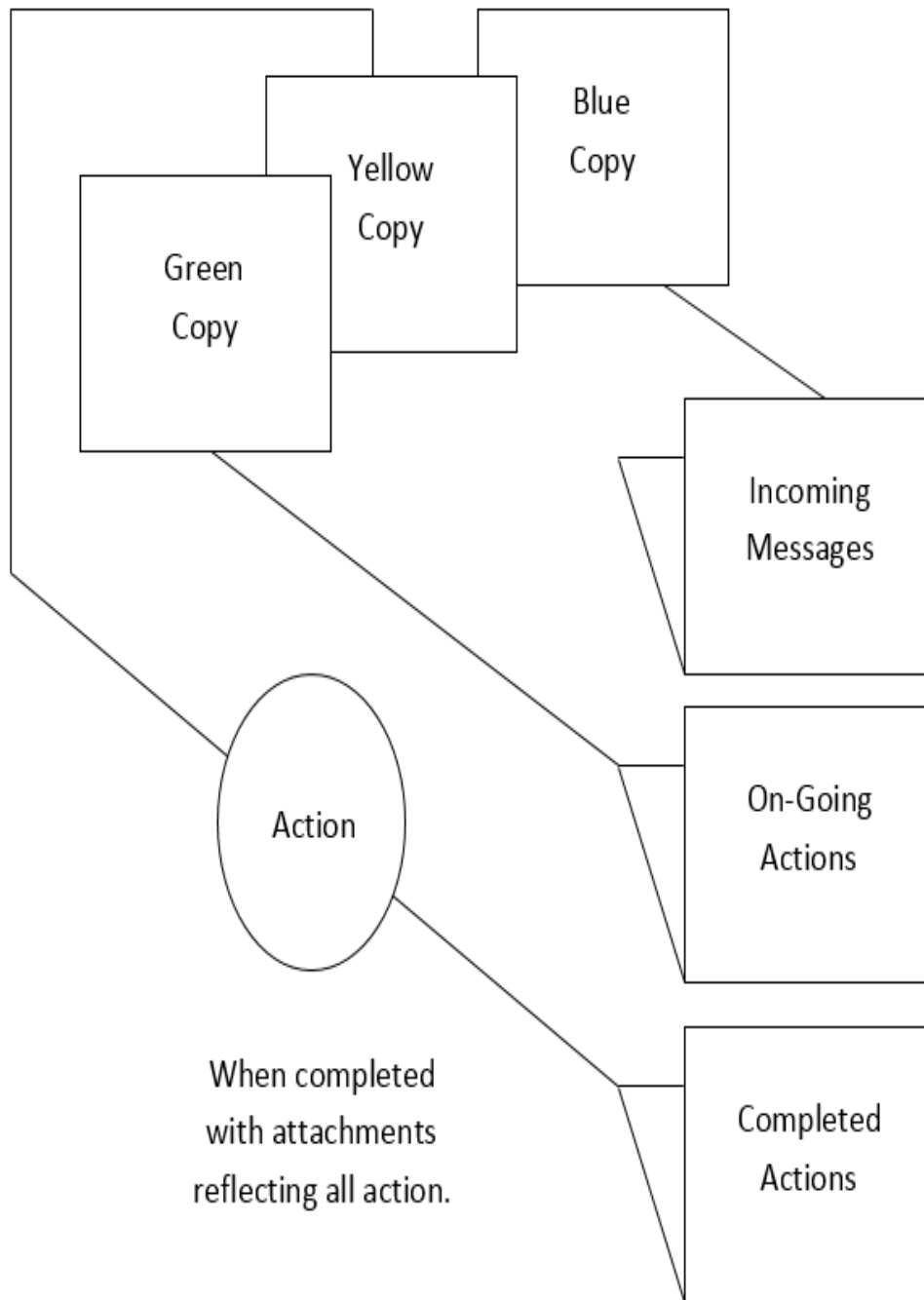
Maintain the official files for the Coordinator— “Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow “action copy” of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.



**Tab 8 to Emergency Support Function #5
EOC MESSAGE FORM**

| | | | | |
|---------------------------------|---------------------|-------------|-----------|--------------------------|
| EOC MESSAGE | | | URGENT | <input type="checkbox"/> |
| | | | ROUTINE | <input type="checkbox"/> |
| MESSAGE NO: _____ | DATE: _____ | TIME: _____ | INFO ONLY | <input type="checkbox"/> |
| TO: NAME: _____ | FROM: _____ | | | |
| ORGANIZATION: _____ | ORGANIZATION: _____ | | | |
| TELEPHONE: _____ | TELEPHONE: _____ | | | |
| SITUATION/INCIDENT DESCRIPTION: | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
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| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| ACTION TAKEN/RESPONSE/REPLY: | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |
| EOC ACTION OFFICER: _____ | | | | |

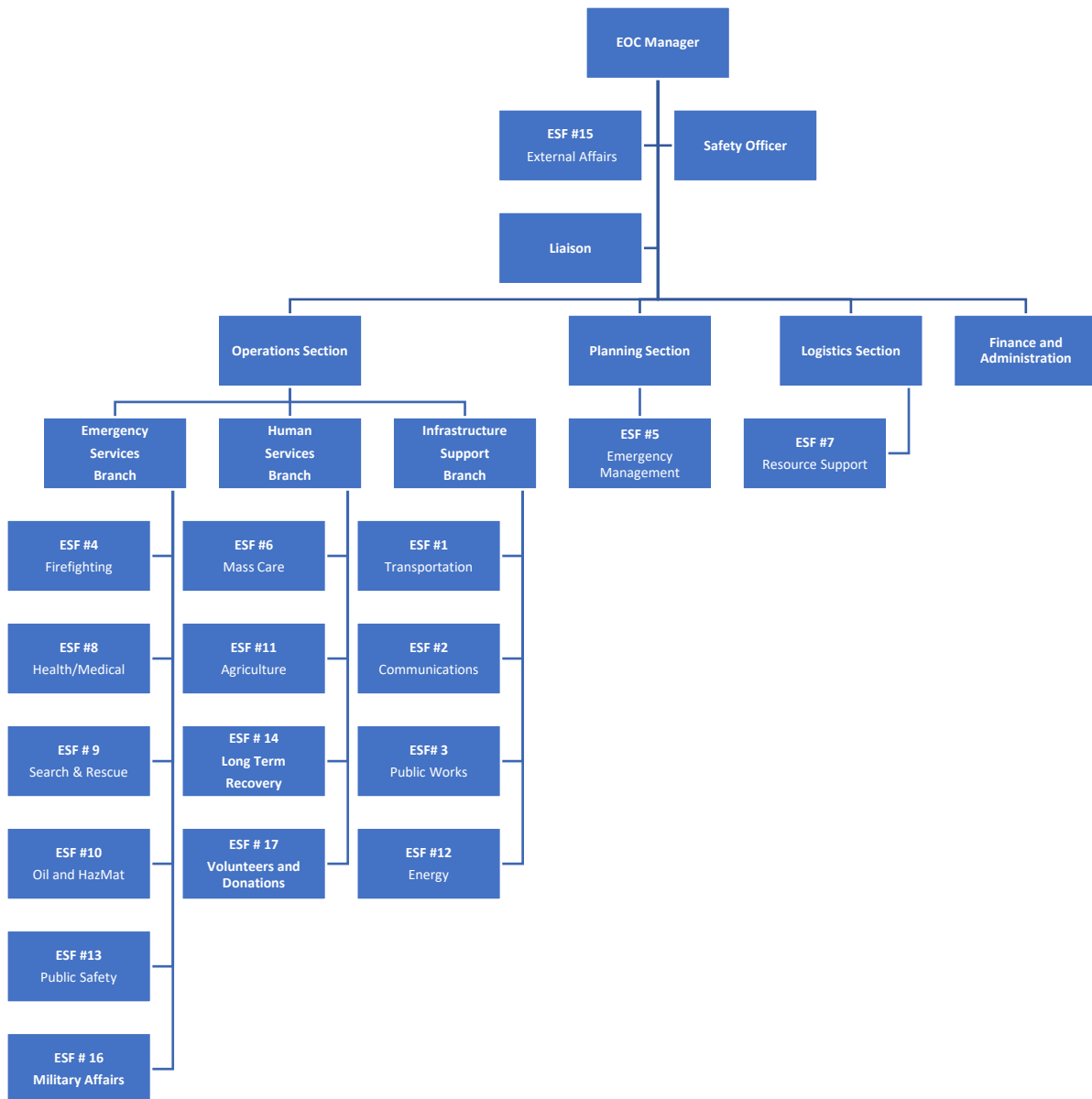
Table 5.4 – Message Form

Tab11 to Emergency Support Function #5
INCIDENT COMMAND SYSTEM
Emergency Operations Center (EOC) Structure

The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5).
- Personnel accountability (each person reports to only one person in the Chain-of-Command).
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).



EMERGENCY SUPPORT FUNCTION #6 – MASS CARE, HOUSING, HUMAN RESOURCES

Primary Agencies

Department of Social Services

Secondary/Support Agencies

American Red Cross

Buena Vista, Lexington, Rockbridge Emergency Management

Local Recovery Task Force

Rockbridge CERT

Virginia Department of Behavioral Health, and Developmental Services

Virginia Department of Health

Virginia Military Institute

Virginia Voluntary Organizations Active in Disaster (VOAD)

Washington and Lee University

Purpose:

Supports efforts by the three jurisdictions with the assistance of State organizations and nongovernmental organizations (NGOs) to address Emergency Support Function #6 – Mass Care, Housing, and Human Resources (ESF #6), the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

Scope:

ESF- # 6 provides services and programs in areas of immediate relief, short-term housing, relocation assistance and other human services to assist individuals, households, and families impacted by potential or actual incidents.

Policies:

- ESF #6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- The purpose of ESF #6 is to support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- ESF #6 will coordinate with ESF #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate.
- Personnel will be assigned to support ESF #6 functions in accordance with the rules and regulations of their respective parent agencies.

- Reducing a duplication of efforts is a goal of ESF #6. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.
- For ESF #6, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not a part of this EOP.

Organizational Structure:

Potential hazards such as severe weather, flooding, or hazardous materials incidents, may require the evacuation areas of within any or all of the three jurisdictions. For small emergencies, the American Red Cross will provide emergency-related assistance to individuals and families. For larger emergencies, a shelter or shelters may need to be opened. The three local governments will supply the facility for the shelter that will be staffed by the American Red Cross, Department of Social Services and/or VOAD.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The Department of Social Services is designated the lead agency for ESF #6; and maintains overview of ESF #6 activities, resolves conflicts and responds to questions. The American Red Cross, in partnership with the Department of Social Services, is responsible for reception and care of evacuees; including feeding operations. Local law enforcement will provide security at the shelters. Local health department and EMS providers will provide first-aid and limited medical care at the shelter center. Local Fire Departments will provide fire protection to the shelters. The school system may provide transportation of evacuees to the designated shelter location. The Department of Social Services, as the lead for ESF- # 6 will ensure coordination with other ESFs for integration of special sheltering needs for non-general populations, including people with special medical needs and pets. The Department of Social Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them; and will coordinate with the Virginia Department of Behavioral Health and Developmental Services to provide counseling services as needed.

In the event of a large disaster requiring an evacuation, Rockbridge County, the City of Buena Vista, and the City of Lexington have pre-determined shelter locations. The following services may be offered at these locations:

Sheltering

- An emergency shelter is an immediate short-term accommodation either: (1) designated by local officials for persons threatened by or displaced by an incident; or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident.
- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people

with special medical needs; that do not require hospital admission, people without their own transportation; and registered sex offenders.

- Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF #11. *Refer to the Animal Care and Control Annex for details regarding pet and animal sheltering.*
- For mass evacuations directed by state officials; the Virginia Department of Social Services will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction.

Feeding

- Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards, to the extent possible.
- Includes meeting the requirements of victims with special dietary needs.
- The American Red Cross and VOAD is responsible for feeding in each jurisdiction.
- Rockbridge Area Relief Association is a local resource for short term mobile feeding.

Emergency First Aid

- Emergency first-aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF- # 8.

Counseling

- Counseling is provided through local government services, if appropriate, based upon the scale of the emergency and the capabilities of the counseling services available.
- Incidents involving mass casualties and injuries that exceed local government resources and capabilities, may require resources from external agencies.
- Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section; the Department of Behavioral Health and Developmental Services, Emergency Mental Health Section; and activated via the local government.

Security

- The Sheriff's Department and Police Departments have the responsibility for coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter(s).

Transportation

- Emergency Management and the school system have the responsibility to coordinate transportation during an emergency event.

- Ensure that residents are transported and sheltered safely. *Refer to ESF- # 1 for details regarding Transportation.*

Family Assistance Center (FAC)

- The FAC plan should be based on the Commonwealth of Virginia FAC, which has been updated by the Virginia Department of Social Services (VDSS). The final version is posted on the VDSS website; VDEM has also posted the information.
- The purpose of the FAC is to provide the seamless delivery of services and the dissemination of information to victims and families following a large scale incident or one in which there are mass casualties, as stated in the Commonwealth of Virginia Emergency Operations Plan, ESF- # 6 (CoVEOP).
- The scope of services that the FAC may provide include: reunification services, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.
- ESF- # 6 personnel will report to the incident, coordinate/determine a physical site for FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources. The plan should identify, by title, the individual responsible for this function and identify an alternate.

Reunification Services

- This service collects information regarding individuals residing within the affected area and makes the information available to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.

Hospice

- Hospice may also be an additional resource for this Emergency Support Function.

Emergency Management Actions:

Roles and Responsibilities:

- Will coordinate human services provision in areas of mass care, emergency assistance, housing, and human services.
- Will provide staffing at emergency shelters and assistance to persons with special needs such as the elderly or persons with disabilities, when possible.
- Will provide mental health and behavioral health services as needed.

Tab2 to Emergency Support Function #6 SHELTER REGISTRATION FORM

AMERICAN RED CROSS
SHELTER REGISTRATION FORM
Please print all sections

Incident / DR Number & Name: _____
 Shelter Name: _____
 Shelter City, County/Parish, State: _____

| | |
|---|--|
| Family Name (Last Name): | Total family members registered: Total family members sheltered: |
| Pre-Disaster Address (City /State/Zip): | Post-Disaster Address (if different) (City/State/Zip): |
| Home Phone: | Cell Phone/Other: |
| Method of Transportation: If personal vehicle—plate #/State: <i>(for security purposes only)</i> | Identification verified by (Record type of ID; if none, write none): |
| Primary Language: If primary language is not English, please list any family members who speak English. | |

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

| Name (Last , First) | Age | Gender (M/F) | Rm./Cot # | Arrival Date | Departure Date | Departing? Relocation address and phone |
|---------------------|-----|--------------|-----------|--------------|----------------|---|
| | | | | | | |
| | | | | | | |
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| | | | | | | |

Are you required by law to register with any state or local government agency for any reason?
 Yes No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT
 American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
 I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

| | | |
|--|--|--------------------------|
| For Red Cross Use Only | | Form 5972 Rev 02/07 |
| Copy Distribution | | |
| 1. Shelter registration on-site file - Mass Care | 2. Information Management (Data Entry) | 3. Client (if requested) |

**Tab 3 to Emergency Support Function #6
SPECIAL NEEDS POPULATION REQUIRING SPECIAL CARE IN TIMES OF EMERGENCY**

General

A confidential listing of such persons is maintained by the Department of Social Services. When the Emergency Operations Center (EOC) is operational, this listing will be available from a Department of Social Services staff member staffing ESF # 6. It will be the responsibility of commercial home health care providers, adult care facilities, group living facilities, day care facilities, assisted living facilities, charitable organizations, and the faith-based community to prepare, maintain, and exercise an evacuation plan that is specific to the facility and to keep current rosters of residents that can be faxed or sent electronically to the EOC during a disaster situation. These plans will be on file with the Emergency Services Coordinator and serve as confidential appendices to this ESF.

Special Transportation Resources

- Public Schools.
- Additional transportation resources are identified in the Basic Plan.

For example, a local American Red Cross chapter provides relief at the local level and provides staffing of ESF # 6 – Mass Care.

EMERGENCY SUPPORT FUNCTION #7 – RESOURCE MANAGEMENT

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Finance Departments

Secondary/Support Agencies

American Red Cross

Virginia Department of Social Services

Buena Vista, Lexington, and Rockbridge County Emergency Management

Buena Vista, Lexington, and Rockbridge County Public Works

Virginia Department of Emergency Management

Southern Virginia University

Virginia Military Institute

Washington and Lee University

Purpose:

The purpose of this Emergency Support Function #7 – Resource Management (ESF #7) is to identify, procure, inventory, and distribute critical resources for the locality during an emergency.

Scope:

ESF #7, “Resource Management” refers to, but is not limited to, the provision of personnel, facilities, services, and materials. These categories can include emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support response activities. Resource Management provides support for requests not supportable by other ESFs, including mutual aid and excess and surplus property. Rockbridge County, Buena Vista, and Lexington will determine what resources are available and identify potential sites for receiving, storing, and distributing any outside resources that are needed. During an incident, if demand exceeds local capabilities, requests will be made based upon Memoranda of Understanding (MOUs), Mutual Aid Agreements, and local/State policy. Resources may also be requested through the Virginia Emergency Operations Center (VEOC).

Policies:

The following policies are reviewed and revised as necessary:

- Rockbridge County, Buena Vista, and Lexington will use jurisdictional resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.

- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation(s).
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency.
- The Emergency Operations Plan (EOP) reflects state policy, regarding requesting resources based when that policy is determined. All resources are to be requested through WebEOC, using the C-SALTT method.
- For ESF #7, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- The Director and Coordinator of Emergency Management, or their designees, will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for resource management during emergency situations.
- Departments, with an emergency function, will be responsible for identifying resources, including human resources.
- Report available resources to the emergency manager.
- Identify potential distributions sites for emergency response.
- Identify policies and personnel responsible for obtaining resources.
- For ESF #7, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

- Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.
- Priorities will be set regarding the allocation and use of available resources.
- The necessary Memoranda of Understanding, Mutual Aid Agreements, and sample contracts should be developed prior to the disaster to facilitate space and delivery of critical resources.

**Emergency Management Actions:
Roles and Responsibilities:**

- Designate local department(s) within the community responsible for resource management.
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- Prepare Mutual-Aid agreements with local and surrounding jurisdictions to aid the locality.
- Develop SOPs/SOGs to manage the processing, use, inspection, and return of resources coming to the locality.
- Identify actual or potential facilities; and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality.
- Develop and maintain a detailed list of available community resources.
- Ensure the community is aware of available resources. The messages are to be coordinated through ESF- # 15.

EMERGENCY SUPPORT FUNCTION #8 – PUBLIC HEALTH AND MEDICAL SERVICES

Primary Agencies

Central Shenandoah Health District
Buena Vista, Lexington, Rockbridge County Emergency Management

Secondary/Support Agencies

American Red Cross
Buena Vista, Lexington, Rockbridge County Fire/EMS Departments
Buena Vista and Lexington Police Departments
Rockbridge County Sheriff's Office
Carilion Stonewall Jackson Hospital
Department of Social Services
Virginia Department of Agriculture and Consumer Services
Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Virginia Department of Health

Purpose:

The purpose of Emergency Support Function #8 – Public Health and Medical Services (ESF #8) is to provide the mechanism for coordinated assistance, to supplement resources in response to public health and medical service needs, to the residents of Rockbridge County, the City of Buena Vista, and the City of Lexington during and/or after an emergency situation. This response will use local resources and coordinate with local and/or state agencies when the incident exceeds local capabilities.

Scope:

- An all hazards approach based on Rockbridge County and the Cities of Buena Vista and Lexington's ability to provide medical resources.
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs, Mutual-Aid Agreements, including Statewide Mutual-Aid, and the coordination of this plan with the Central Shenandoah Health District Emergency Response Plan.

Policies:

The following policies are reviewed and revised as necessary:

- Internal policies and procedures and regulations associated with Public Health and Medical Services.
- Privacy policies and laws with regard to provision of medical care.
- Policies regarding provision of first-aid and health care.
- EMS vehicles are dispatched primarily through the ECC. But, providers can be alerted through individual department communication avenues.
- For ESF #8, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities are not part of this EOP.

Organizational Structure:

The Director and Coordinator of Emergency Management, and their designees, will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for public health and medical services during emergency situations. All departments will be responsible for developing their own plans, Standard Operation Procedures, and mutual aid agreements in their functional area to successfully carry out their tasks.

The Virginia Department of Health will be the primary representative/coordinator for matters pertaining to public health and medical services during times of emergency; assisted by representatives from other health/medical services agencies.

All EMS agencies shall operate under a licensed and approved Operations Medical Director (OMD) approved by the Office of Emergency Medical Services (OEMS).

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

- Rockbridge County and the Cities of Buena Vista and Lexington will respond with available resources as designated in the Basic Plan.
- Support and assistance from neighboring local governments and state agencies will be requested based on mutual aid agreements and coordination with other agency's plans.
- If the EOC is activated during the response, representatives of this ESF#8 will be assigned to the EOC.
- Essential public health services, such as food and water inspections and aid in additional services will be provided by the Virginia Health Department, augmented by State-level

resources and personnel. Public health advisories will be issued only after coordination with the Emergency Operations Center.

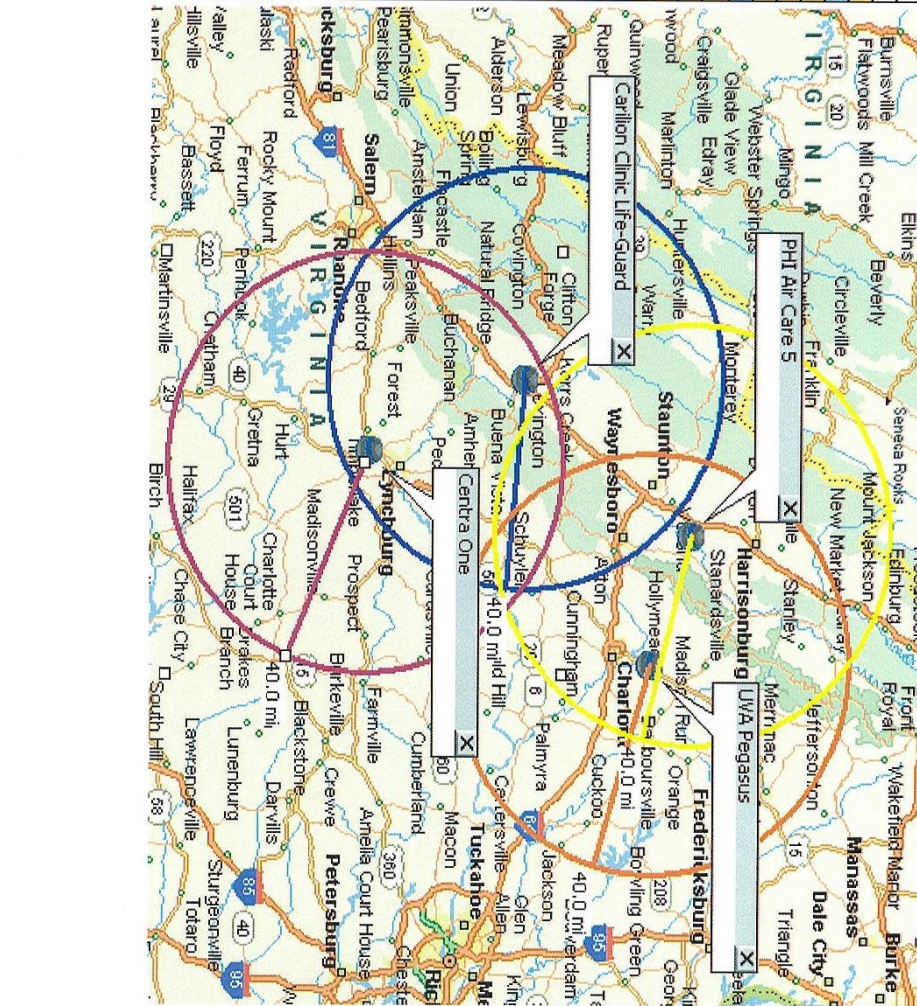
- In disasters involving a large number of casualties, assistance will be requested from local funeral directors. Assistance may also be requested from the State Coroner at the Virginia Department of Health for mobile mortuary assets. The remains of the deceased must be documented as dictated by the Office of the Chief Medical Examiner prior to the release to the funeral home or a temporary morgue. A large building may need to be designated to serve as a temporary morgue. The Chief Medical Examiner's Office and/or the Virginia Funeral Directors Association will provide equipment, supplies, and personnel as needed for such a localized disaster. The Director of Public Health will refer to the Virginia Department of Public Health's Office of the Chief Medical Examiner's fatality management plan for guidance.

Emergency Management Actions:

Roles and Responsibilities:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident.
- Designate an individual to coordinate medical, health, and rescue services.
- Coordinate and develop SOPs for personnel in this ESF#8.
- Develop and maintain procedures for providing a coordinated response with local government and private organizations.
- Maintain a roster of key officials in each medical support area; updated rosters are kept at the EOC.
- Review emergency plans with local governments.
- Implement mutual-aid agreements as necessary.

| Town | County | First | Second | Third |
|----------------------------|------------|-----------|-----------|-----------|
| Augusta Springs | Augusta | LG12 (22) | ACS (26) | UVA (46) |
| Bridgewater | Augusta | ACS (8) | UVA (34) | LG12 (48) |
| Churchville | Augusta | ACS (14) | LG12 (34) | UVA (40) |
| Craigsville | Augusta | LG12 (20) | ACS (30) | UVA (52) |
| Deerfield | Augusta | ACS (28) | LG12 (30) | UVA (62) |
| Fishersville | Augusta | ACS (12) | UVA (28) | LG12 (34) |
| Greenville | Augusta | ACS (22) | LG12 (22) | UVA (40) |
| Middlebrook | Augusta | LG12 (22) | ACS (22) | UVA (40) |
| Staunton | Augusta | ACS (24) | LG12 (32) | UVA (64) |
| Stuart's Draft | Augusta | ACS (18) | LG12 (28) | UVA (64) |
| Verona | Augusta | ACS (6) | UVA (30) | LG12 (38) |
| Waynesboro | Augusta | ACS (9) | UVA (12) | LG12 (18) |
| Weyers Cave | Augusta | ACS (0) | UVA (26) | LG12 (46) |
| Burnsville / Williamsville | Bath | LG12 (30) | ACS (36) | UVA (60) |
| Hot Springs | Bath | LG12 (42) | ACS (52) | C-1 (58) |
| Lake Loomaw | Bath | LG12 (30) | ACS (60) | C-1 (62) |
| Millboro | Bath | LG12 (16) | ACS (42) | C-1 (50) |
| Mountain Grove | Bath | LG12 (32) | ACS (54) | C-1 (68) |
| McDowell | Highland | ACS (32) | LG12 (40) | UVA (60) |
| Monterey | Highland | ACS (38) | LG12 (44) | UVA (64) |
| Musioe | Highland | LG12 (40) | ACS (42) | UVA (66) |
| Buena Vista | Rockbridge | LG12 (6) | C-1 (30) | ACS (44) |
| Fairfield | Rockbridge | LG12 (10) | ACS (34) | C-1 (40) |
| Goshen | Rockbridge | LG12 (14) | ACS (38) | C-1 (50) |
| Lexington | Rockbridge | LG12 (0) | C-1 (32) | ACS (44) |
| Natural Bridge / Glasgow | Rockbridge | LG12 (10) | C-1 (28) | ACS (54) |
| Raphine | Rockbridge | LG12 (16) | ACS (28) | UVA (44) |
| Bridgewater | Rockingham | ACS (10) | UVA (32) | LG12 (48) |
| Grottoes | Rockingham | ACS (4) | UVA (22) | LG12 (46) |
| Harrisonburg | Rockingham | ACS (12) | UVA (30) | LG12 (54) |



CSEMS Site Response

9/25/2018

**Tab 4 to Emergency Support Function #8
VIRGINIA FUNERAL DIRECTORS ASSOCIATIONS INC.
MORTUARY DISASTER PLAN ORGANIZATION**

Mission – To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next-of-kin or family representative.

Organization – The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. VFDA's Disaster Response Team is comprised of two state coordinators, four regional coordinators, and seven district coordinators. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The Office of the Chief Medical Examiner is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk (Attachment 1). **Rockbridge County and the Cities of Buena Vista and Lexington are served by the Western District Office of the Chief Medical Examiner.**

Concept of Operations – In the event of a mass fatality disaster situation, the Virginia EOC will contact the State Medical Examiner's Office. The State Medical Examiner will notify the Virginia Funeral Directors Association (VFDA). Once contacted by the State Medical Examiner's Office, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

EMERGENCY SUPPORT FUNCTION #9 – SEARCH AND RESCUE

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Medical Services (EMS) Providers
Buena Vista, Lexington, and Rockbridge County Fire Departments
Buena Vista and Lexington Police Departments
Rockbridge County Sheriff's Department

Secondary/Support Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
Virginia Department of Emergency Management
Volunteer Search and Rescue Groups

Purpose:

Emergency Support Function #9 – Search and Rescue (ESF #9) provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress. Search and rescue activities include locating, accessing, stabilizing, and transporting lost, missing, stranded, or trapped subjects to a place of safety or to another emergency response provider.

Scope:

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county/cities. Search and Rescue groups/teams must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this; people may be lost, missing, disoriented, traumatized, or injured; in which case, the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in "open field" situations, such as parks, neighborhoods, or other open terrain. Search and Rescue Operations are generally divided into three categories: 1. Land, 2. Maritime, and 3. Catastrophic Incident.

Policies:

The following policies are reviewed and revised as necessary:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources.

- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.
- Coordination with State and federal agencies will occur when necessary.
- Personnel will stay up to date with procedures through training and education.
- Search and rescue task forces are considered Federal assets under the “Robert T. Stafford Act” only when requested for a search and rescue for a collapsed structure.
- For ESF #9, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- It is generally understood that a SAR incident, in particular a missing person incident may occur as a result of criminal activity. Law enforcement, followed by volunteer search and rescue agencies, will be the primary agency in any search and rescue operation. The local EMS, fire departments, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3). Local Law Enforcement will be the primary agency in any ground searches. The local chapter of the American Red Cross, as requested, will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. The Virginia Department of Health will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Departments of Public Works and Environmental Services for the three localities will assist with any equipment, maps, staff, and vehicles. In a secondary role, local law enforcement will assist with perimeter security, communications, and other tasks as required. The Fire Department and EMS, as a secondary role, will provide medical resources, equipment and expertise.
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

Law enforcement and local volunteer search and rescue agencies will be responsible for rescue and search operations during a disaster, with assistance from EMS and local fire departments. The Emergency Medical Services providers will apply the EMS discipline, as well as assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

Emergency Management Actions:

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
- Provide emergency medical treatment and pre-hospital care to the injured.
- Assist with the warning, evacuation and relocation of citizens during a disaster.
- The designated representatives should report to the Emergency Operations Center (EOC) and when necessary assign duties to all personnel.
- Follow established procedures in responding to urban search and rescue incidents.
- Record disaster related expenses.

Roles and Responsibilities:

- Manage search and rescue task force deployment to, employment in, and redeployment from the affected area.
- Coordinate logistical support for search and rescue during field operations.
- Develop policies and procedures for effective use and coordination of search and rescue.
- Provide status reports on search and rescue operations throughout the affected area.
- Request further assistance from the Virginia Department of Emergency Management for additional resources when local and support resources are exhausted.

EMERGENCY SUPPORT FUNCTION #10 – OIL AND HAZARDOUS MATERIALS

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Fire Departments, and On-Call Rockbridge County Fire-Rescue Duty Officer.

Secondary/Support Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Medical Services
Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Virginia Department of Health

Purpose:

The purpose of Emergency Support Function #10 – Oil and Hazardous Materials (ESF #10) is to coordinate the technical response to hazardous materials incidents and to coordinate the technical response to actual or impending releases of radiological materials. ESF #7 also provides environmental compliance and oversight with overall disaster response. This section provides information for response to hazardous materials incidents and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the “Emergency Planning and Community Right to Know Act – SARA Title III.”

The fire department of the impacted locality or localities will be immediately contacted; and the Fire Chief, or designee, will assume primary operational control of all hazardous materials incidents. Mutual-Aid Agreements with the state or neighboring jurisdictions may provide support to the fire department if needed.

Scope:

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents and petroleum products spills. The threat of an incident involving hazardous materials is always present; due to the everyday use and transportation of petroleum products and chemicals by various segments of our population. Hazardous Materials incidents may occur without warning and may require immediate response. Such incidents may originate from a variety of sources including, but not limited to:

- Fixed facilities that produce, use, store, or dispose of hazardous materials,
- Transportation accidents, including roadway, rail, aircraft, and waterways,
- Abandoned hazardous waste sites, and

- Terrorism incidents involving Weapons of Mass Destruction.

Evacuation or sheltering in place may be required to protect portions of the region. If contamination occurs, victims may require special medical treatment. Additionally, the release of hazardous materials may have short and/or long-term health, environmental, and economic effects depending upon the type and quantity of material released.

Policies:

The following policies are reviewed and revised as necessary:

- Local resources, policies and procedures regarding hazardous material incidents should be reviewed and revised, as necessary.
- Fixed Facilities will report annually under SARA Title III.
- The community will be notified of the need to evacuate or shelter in place.
- Mutual aid agreements will be implemented, if needed.
- Establish communications with ESF #5 – Emergency Management and ESF #15 – External Affairs.
- For ESF #10, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- The Local Fire Chief, or designee, will assume primary operational control of all hazardous materials incidents; until the arrival of the local hazardous materials coordinator; who will then assume operational control of the incident.
- Mutual-aid agreements between the community and the local government will be implemented.
- The jurisdictional fire chief will notify the local hazardous materials coordinator. The jurisdictional Hazardous Material Coordinator may request the Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer, and its Hazardous Materials Response Team.
- The NWS may be contacted to provide weather forecast support and/or on-site support for decision support services as/if needed.

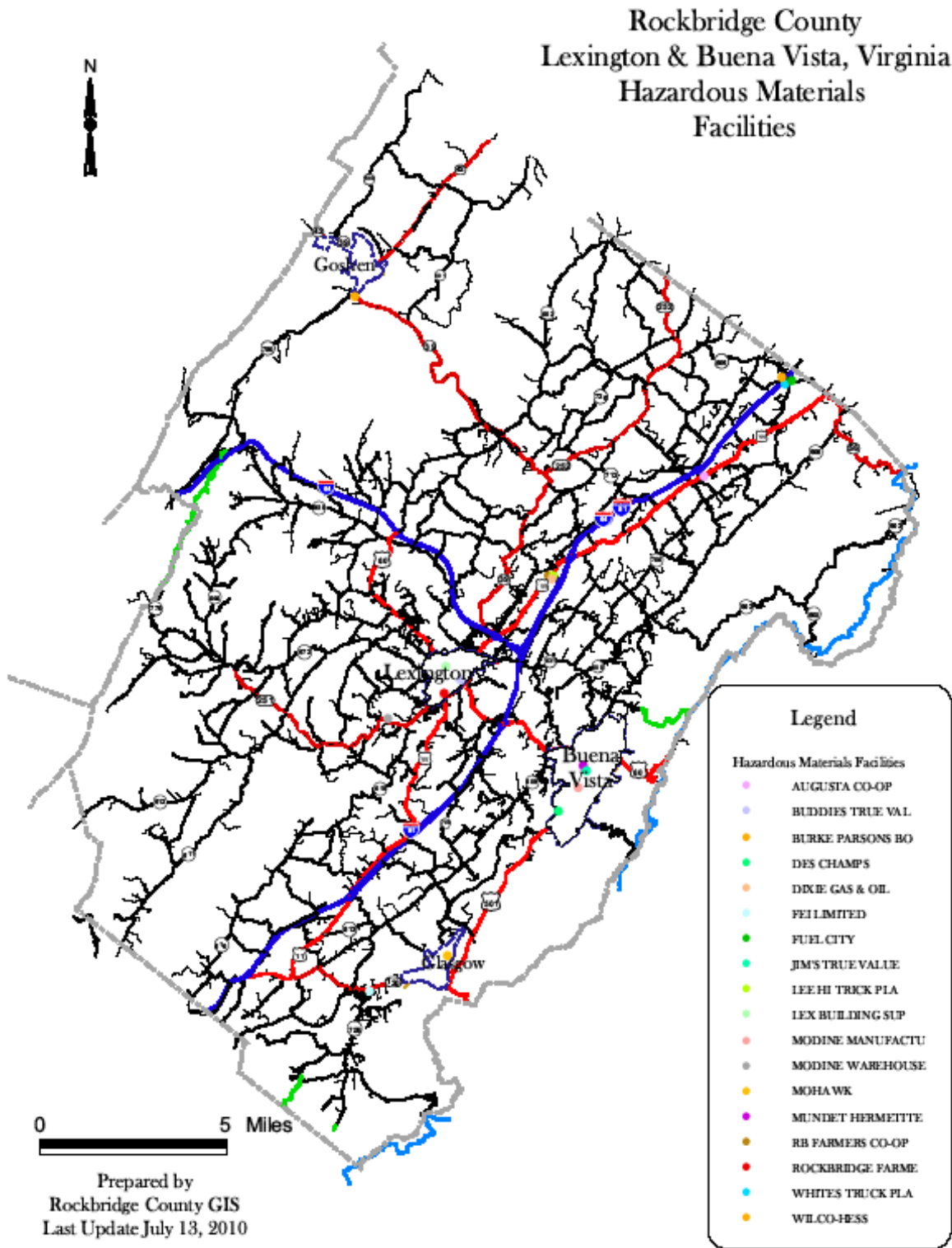
- The fire chief and the jurisdictional hazardous materials coordinator will determine the need to evacuate or shelter in place. Evacuation orders and other protection actions will be issued as needed.
- Law enforcement may coordinate the evacuation of the area.
- ESF #2 and ESF #15 will coordinate the dissemination of public information.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

Rockbridge County, the City of Buena Vista and the City of Lexington maintain a separate volume of this annex that defines the roles and responsibilities during an oil and hazardous materials incident.

Emergency Management Actions:**Roles and Responsibilities:**

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Conduct training for personnel in hazardous materials response and mitigation.
- Follow established procedures in responding to hazardous materials incidents.
- Access the situation and implement immediate protective actions.
- Implement mutual aid agreements.
- Record expenses.



EMERGENCY SUPPORT FUNCTION #11 – AGRICULTURE AND NATURAL RESOURCES

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Animal Care and Control
Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services
VPI Cooperative Extension Service

Secondary/Support Agencies

Virginia Department of Health
American Red Cross
Virginia Department of Game and Inland Fisheries (VDGIF)
Voluntary Organizations Active in Disaster (VOAD)

Purpose:

The purpose of Emergency Support Function #11 - Agriculture and Natural Resources (ESF #11) is to address the provision of nutrition assistance, control and eradication of an outbreak of a highly contagious or economically devastating animal disease; highly infective plant disease; or economically devastating plant pest infestation; assure food safety and security; and protect cultural resources and historic property resources during an incident.

Scope:

Determined based on the local capabilities and includes:

- Identify food assistance needs.
- Obtain appropriate food supplies.
- Arrange for transportation of food supplies to the designated area; this is coordinated through ESF- # 1.
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation.
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported.
- Inspect and verify food safety in distribution and retail sites.
- Conduct food borne disease surveillance and field investigations.

- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies:

The following policies are reviewed and revised as necessary:

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Local Department of Emergency Management.
- Actions will be coordinated with agencies responsible for mass feeding.
- ESF #11 will encourage the use of mass feeding as the primary outlet for disaster food supplies.
- Schools and communities may be able to feed affected population for several days.
- Food supplies secured and delivered are for household distribution or congregate meal service.
- Transportation and distribution may be arranged by volunteer organizations; this is to be coordinated through ESF #17.
- Priority is given to moving supplies into areas of critical need, and then to areas of moderate need.
- Animal depopulation activities and disposal will be conducted as humanely as possible.
- Ensure food safety.
- For ESF #11, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

The Emergency Management Coordinator for each locality will determine what tasks are to be completed and designate the appropriate agency and individuals by titles that are responsible for:

- Assessing damage to facilities and infrastructure.
- Assessing current food supply of community and determine if safe for human consumption.
- Assessing sensitive areas on community, such as plant and animal laboratories, to ensure secure.
- Conducting inventory of sensitive items, regarding agriculture and horticulture.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

- Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.
- Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.
- Identifies, secures, and arranges for the transportation of food to disaster areas.
- Protects cultural resources and historic property resources during an incident.

Emergency Management Actions:

These items may vary based on local capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population.
- Catalog available resources and locate these resources.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks.
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.
- Proper containment and disposal of contaminated food, animals, and/or plants.

Roles and Responsibilities:

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health.
- Assist handling and packing of any samples and shipments to the appropriate research laboratory.
- Provide information and recommendations to the Health Department for outbreak incidents.
- Assist with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities.

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- Participate in subsequent investigations jointly with other law enforcement agencies.
 - Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area.
 - Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident.
 - Assist with establishing logistical links with organizations involved in long-term congregate meal service.
 - Establish need for replacement food products.

EMERGENCY SUPPORT FUNCTION #12 - Energy

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff

Secondary/Support Agencies

State Corporation Commission (SCC)

Virginia Department of Mines, Minerals, and Energy (DMME)

Local Energy Utility Providers

Purpose:

The purpose of Emergency Support Function #12 – Energy (ESF #12) is to provide for coordinated response to emergency situations involving energy, loss of power, or interruption in ability to produce energy. It is also to estimate the impact of energy system outages in the locality; and make decisions about closings based on:

- Duration of the outage.
- If portions of the locality are affected or if it the entire community.
- Ability to be operational.
- Current weather conditions.

Help to prioritize facilities and infrastructure so that power may be restored, or other energy supplies may be provided, in such a way as to enable life to be restored to full capacity, as soon as possible, is also a part of this ESF.

Scope:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages in the community and provide information concerning the energy restoration process such as:

- Projected schedules.
- Percent completion of restoration.
- Determine schedule for reopening facilities.

The incident may have a local impact, or it may be part of a larger incident that impacts the the region. In the latter cases, the locality will follow its plans, policies and procedures but, also ensure that the locality is following regional plans.

Policies:

The following policies are reviewed and revised as necessary:

- This ESF provides fuel, power, and other essential resources.
- The impacted locality or localities will contact utility providers.
- The three localities will work with utility providers to set priorities for allocating commodities.
- Personnel will stay up to date with procedures through education and training.
- Restoration of normal operations at critical facilities will be a priority.
- A list of critical facilities will be maintained and continuously monitored to identify vulnerabilities.
- Decisions concerning closures will be made by each locality as needed.
- Each locality will manage independently, until it needs additional resources.
- For ESF #12, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

Rockbridge County, the City of Buena Vista and the City of Lexington may activate its EOC to:

- Provide for the health and safety of individuals affected by the event.
- Comply with local and state actions to conserve fuel, if needed.
- Coordinate with local governments and utility providers to provide emergency information, education, and conservation guidance to the citizens.
- Coordinate information with local, State, and federal officials and energy.
- Coordinate with suppliers about available energy supply recovery assistance.
- Submit requests to the Virginia Emergency Operations Center (VEOC) for fuel and power assistance, based on current policy.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials, other Commonwealth support agencies, and energy suppliers and distributors. Each locality impacted will identify the providers for each of their energy resources.

Concept of Operations/Emergency Management Actions:

Concept of Operations:

The supply of electric power to customers may be cut-off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are a result of extreme weather conditions and disruptions to generation facilities. Other energy shortages (such as petroleum products) may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, and terrorism.

Impacts:

- Sever key energy lifelines.
- Disrupt transportation and industrial uses.
- Constrain supply in impacted areas or in areas with supply links to impacted areas.
- Affect transportation, communications and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures that extend beyond the locality. Without electric service, communications could become interrupted.

Emergency Management Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities.
- Monitor the status of all essential resources to anticipate shortages.
- Maintain liaison with fuel distributors and local utility representatives.
- Implement local conservation measures.
- Keep the public informed; coordinate with ESF- # 15.
- Implement procedures for determining need and for the distribution of aid.
- Allocate available resources to assure maintenance of essential services.

- Consider declaring a local emergency.
- Document expenses.

Roles and Responsibilities:

- Review plans and procedures.
- Review procedures for providing lodging and care for displaced persons (see ESF # 6).
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by the three local governments.
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- Provide emergency assistance to individuals as required.
- Enforce state and local government conservation programs.
- Identify resources needed to restore energy systems.

Tab 1 to Emergency Support Function #12

EMERGENCY SUPPORT FUNCTION #13 – PUBLIC SAFETY AND SECURITY

Primary Agencies

Buena Vista and Lexington Police Departments
Rockbridge County Sheriff's Office

Support Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
Buena Vista, Lexington, and Rockbridge County Emergency Medical Services (EMS)
Buena Vista, Lexington, and Rockbridge County Fire Departments
Virginia Department of Transportation (VDOT)
Virginia State Police (VSP)

Purpose:

The purpose of Emergency Support Function (ESF #13) is to maintain law and order, provide public warning, coordinated through ESF- # 2 and ESF- # 15, provide for the security of critical facilities and supplies, including shelters, provide a "safe scene" for the duration of a disruptive incident, provide access control to evacuated areas or critical facilities, implement traffic control, as needed, coordinated with ESF- # 1, lead ground search and rescue operations, and assist with the identification of the dead. There are several factors may require outside assistance to respond to the event including: law or regulation that requires involvement of State or federal agencies secondary to circumstances of the event, e.g. a terrorist event or if the locality is impacted by a larger event that affects the region.

Scope:

ESF #13 provides a mechanism for coordinating law enforcement, public safety, and security capabilities and resources during potential or actual incidents. It also responds to an emergency in the locality using existing procedures. These procedures are in the form of department directives that cover all-hazards disasters and acts of terrorism. Capabilities of this ESF support incident management requirements including: protection of personnel and critical infrastructure, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.

Policies:

The following policies are reviewed and revised as necessary:

- The Rockbridge County Sheriff's Office and Buena Vista and Lexington Police Departments will retain operational control of their respective jurisdictions.

- The operational plan will be coordinated with each local government's plan pursuant to Code of Virginia.
- Law enforcement for each locality will coordinate the response with other ESFs on the details of the events.
- Law enforcement for each locality will coordinate with Emergency Management staff to identify areas of potential evacuation.
- Rockbridge County, the City of Buena Vista and the City of Lexington have appropriate MOUs and Mutual-Aid agreements.
- Incident Command Staff may become subordinate if other organizations are called upon to respond.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

The Rockbridge County Sheriff's Office and Buena Vista and Lexington Police Departments have the primary responsibility for law enforcement security, evacuation, search and rescue, and traffic control. Additional resources are available if needed from the Virginia Department of State Police and law enforcement organizations in surrounding localities. Local Law Enforcement will utilize their normal communications networks during disasters, designate areas that need to be evacuated, provide traffic control and security, and coordinate with local law enforcement if the event exceeds the local capability.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency. The mission of ESF- # 13 is to maintain law and order, protect life and property, provide traffic control and law enforcement support, secure essential facilities/supplies and coordinate mutual-aid.

The ECC is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters. Information will be disseminated to the public in coordination with ESF #2 – Communication and ESF #15 – External Affairs.

Emergency Management Actions:**Roles and Responsibilities:**

- Maintain police intelligence capability to alert government agencies and the public to potential threats; information is shared via the Virginia Fusion Center.
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations.
- Test primary communications systems and arrange for alternate systems, if necessary; coordinated with ESF- # 2.
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary.
- Provide traffic and crowd control as required.
- Provide security and law enforcement to critical facilities.
- Implement existing mutual-aid agreements with other jurisdictions, if necessary.
- Document expenses.
- Coordinates backup support from other areas.
- Provide initial warning and alerting.
- Provide security of emergency site, evacuated areas, shelter areas, vital facilities and supplies.
- Conduct traffic control.
- Implement evacuation and access control of threatened areas.
- Assist the Office of the Chief Medical Examiner Health Department with identification of the dead.

Tab 1 to Emergency Support Function #13

ENTRY PERMIT TO ENTER RESTRICTED AREAS

- 1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

- 2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

- 3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

- 4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. _____

Entry granted into hazard area.

Authorizing Signature _____ Date _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

Tab 2 to Emergency Support Function #13

WAIVER OF LIABILITY
(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party: _____ Date: _____

Print full name first, then sign.

_____ I have read and understand the above waiver of liability.

_____ I have read and understand the above waiver of liability.

_____ I have read and understand the above waiver of liability.

_____ I have read and understand the above waiver of liability.

_____ I have read and understand the above waiver of liability.

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_____ I have read and understand the above waiver of liability.

_____ I have read and understand the above waiver of liability.

Tab 3 to Emergency Support Function #13

EMERGENCY SUPPORT FUNCTION #14 – LONG TERM RECOVERY

Primary Agencies

Virginia Department of Social Services
Buena Vista, Lexington, and Rockbridge County Emergency Management Staff

Secondary Support Agencies

American Red Cross
Buena Vista, Lexington, and Rockbridge County Building Official's Offices
County/Cities Attorney
Voluntary Organizations Active in Disaster (VOAD)
Buena Vista, Lexington, and Rockbridge County Zoning and Planning Office

Purpose:

The purpose of Emergency Support Annex (ESF) #14 is to facilitate both short term and long-term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency. ESF #14 addresses the immediate resource and personnel needs of short-term recovery. For long term recovery, ESF #14 addresses the restoration of critical infrastructure, the local economy, and human services disrupted by a disaster.

Scope:

ESF- # 14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF- # 14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services. The full scope of services provided will depend upon local capabilities and resources.

Policies:

The following policies are reviewed and revised as necessary:

- ESF- # 14 will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and Federal and state programs authorized by a presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.

- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The recovery phase addresses broad recovery and reconstruction, which deals with more permanent and long-term redevelopment issues. The recovery and reconstruction components of this phase deal with housing and redevelopment, public works, economic development, land use, zoning, and government financing.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short term and long-

term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the Federal Government, and private industry.

Long term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. If the disaster does not receive a Federal Declaration then the region will perform the duties of recovery on its own. Regional cooperation and coordination will be stressed and promoted at all levels of government to achieve the priorities established and facilitate recovery efforts. Each locality will develop strategies in coordination with regional local governments and the Central Shenandoah Planning District Commission. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- Completion of the damage assessment; based on the Damage Assessment Annex.
- Completion of the debris removal; using the Debris Management Annex.
- Repairing/rebuilding the transportation system.
- Repairing/rebuilding of private homes and businesses.
- Hazard Mitigation projects.

Emergency Management Actions:

Roles and Responsibilities:

- Partner with disaster recovery agencies to implement recovery programs.
- Coordinate the state's participation in recovery operations with FEMA, SBA and other Federal agencies co-located in the Joint Field Office or other command center.
- Develop a recovery strategy that addresses but, is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services).
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance and identify and coordinate resolution of policy and program issues.
- Determine and identify responsibilities for recovery activities.
- All information coordinated through ESF- # 15.

EMERGENCY SUPPORT FUNCTION #15 – EXTERNAL AFFAIRS

Primary Agencies

Buena Vista and Lexington City Managers and Rockbridge County Administrator
Buena Vista, Lexington, and Rockbridge County Public Information Officers
Buena Vista, Lexington, and Rockbridge County Directors and Coordinators of Emergency Management

Secondary/Support Agencies

Buena Vista and Lexington Police Departments
Rockbridge Sheriff's Office
Local Newspaper
Local Television/Radio Stations
Virginia Department of Emergency Management

Purpose:

The purpose of ESF #15 is to provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

Scope:

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area. Manage information during an incident so that correct and current information is given to the public.

Policies:

The following policies are reviewed and revised as necessary:

- The Public Information Officer (PIO) will be responsible for disseminating information by appropriate means, to include any appropriate local alert systems and media alerts. The PIO will ensure that information is accurate and released in a timely manner.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

A Public Affairs Officer may be appointed to serve as the primary ESF- # 15 coordinator. Other local and/or state officials will serve within the Joint Information Center (JIC). Additionally, Rockbridge County, the City of Buena Vista and the City of Lexington will establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between local, state, and federal personnel. The composition of field teams should involve a variety of local, state, and federal personnel. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and information exchange, and to facilitate collaborative community, local, state, and federal planning and mutual disaster recovery support.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The Public Information/Affairs Office is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the EPIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

Emergency Management Actions:**Roles and Responsibilities:**

- Develop standard operations procedures (SOPs) to carry out the public information function.
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazard present.
- Develop Rumor Control Procedures.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures.

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- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases.
 - Maintain support agreements and liaison arrangements with other agencies and the new media, if needed.
 - Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster.
 - Coordinate with the VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases.
 - Assist with the preparation/transmission of Emergency Alert System (EAS) messages, if needed.
 - Disseminate news releases and daily Situation Reports from the State EOC via the agency's website.
 - Disseminate information to elected officials through the legislative liaison function.
 - Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the public to call for information.
 - Monitor the media to ensure accuracy of information and correct inaccurate as quickly as possible.
 - Plan and organize news conferences with the Governor's staff, if necessary.
 - Provide information to the public about available community disaster relief assistance and mitigation programs.
 - Coordinate efforts to provide information to public officials.
 - Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

Tab 2 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages

Release or Spill
(No explosion or fire)

1. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on _____
(hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank
car/truck. Due to the toxicity of material released to the atmosphere, all traffic on
_____ (hwy/street) is being rerouted via _____
(hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within ____ feet of the
site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for
additional information/instructions.

Tab 3 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages

(FIRE AND/OR EXPLOSION IMMINENT)

2. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an accident occurred on _____ (hwy/railroad) at _____ (location). All traffic on _____ (hwy) is being rerouted via _____ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within ___ feet of the site are urged to leave immediately and report to _____ (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

**Tab 4 to Emergency Support Function #15
Emergency Public Information
Health Advisory for Shelter Centers**

DATE: _____

TO: _____

FROM: _____

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The _____ (event) at _____ (site) in City/ County on _____ (date) released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are _____
_____. (enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the **City/County** Health Department at 540-463-3185

**Tab 5 to Emergency Support Function #15
Emergency Public Information
Health Advisory for Chemical/Biological Event**

DATE: _____

TO: _____

FROM: **City/County** Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The **City/County** Public Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by _____ (event) at the _____ (location) in /CityCounty.

The chemical release occurred at _____ (date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms: _____. (list symptoms on the MSDS)

Any person who was in the vicinity of _____ (site of event) between _____ (hours) on _____ (day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For additional information, contact **City/County** Health Department at 540-463-3185

**Tab 6 to Emergency Support Function #15
Emergency Public Information
Health Advisory for Physicians**

DATE: _____
TO: All Primary Care Physicians in _____
(area, city, county)
FROM: **City/County** Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ (event) at _____ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (list name(s) of chemicals involved) should be considered with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, (site of incident) and estimated time of onset of symptoms. Report incidents to the **City/County** Health Department.

For additional information, contact the **City/County** Health Department at 540-463-3185

Tab 6 to Emergency Support Function #15
Emergency Public Information
Health Advisory for Primary Health Care Facilities

DATE: _____
TO: All Primary Care Facilities in _____
(area, city, county)
FROM: **City/County** Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ (event) at _____ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of overexposure to these chemicals.

Exposure to _____ (list name(s) of chemicals involved) should be considered with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the **City/County** Health Department at 540-463-3185

EMERGENCY SUPPORT FUNCTION #16 – MILITARY AFFAIRS

Primary Agency

Department of Military Affairs – Virginia National Guard

Secondary/Support Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
Virginia Department of Emergency Management

Purpose:

Emergency Support Function (ESF- # 16) – Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

Scope Applicability:

The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the Department of Military Affairs (DMA). The Adjutant General (TAG) of Virginia is the military commander.

DMA staffs its Joint Force Headquarters (JFHQ). Within the JFHQ is the Joint Operations Center (JOC) that is operational 24/7. The Virginia Army National Guard, Virginia Air National Guard, and the Virginia Defense Force are three components that JFHQ-VA draws forces from to fulfill request for assistance requirements.

ESF #16 will not be staffed but rather exists as a coordinating entity. Coordination will occur between the Coordinator of Emergency Management for each of the three localities and the response assets on specifics as it relates to duties assigned.

Policies:

The following policies are reviewed and revised as necessary:

- In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the locality.
- DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent significant damage or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC)

- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

The Virginia National Guard is a support agency for the other Emergency Support Functions located in the Emergency Operations Center.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can deploy Virginia National Guard personnel, equipment and resources, through appropriate commanders, to assist civil authorities.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

Emergency Management Actions:**Roles and Responsibilities:**

- Provide Military Support to civil authorities on a mission request basis, within the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

EMERGENCY SUPPORT FUNCTION #17 – VOLUNTEER AND DONATION MANAGEMENT

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff

Secondary/support Agencies

Buena Vista, Lexington, and Rockbridge County Attorneys

Virginia Department of Social Services

Buena Vista, Lexington, and Rockbridge County Public Information Officers

Virginia Voluntary Organizations Active in Disaster (VOAD)

Purpose:

ESF- # 17 describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

Scope:

Volunteer services and donated goods refer to unsolicited goods, and unaffiliated volunteer services. Coordination of affiliated volunteers will also be needed during recovery operations.

ESF #17 has a scope which focuses around three key elements;

1. Facilitating the delivery of donated goods and services to areas of need,
2. Coordinating offers and needs for volunteers in both response and recovery, and
3. Managing emergent volunteers and spontaneous donations.

Policies:

The following policies are reviewed and revised as necessary:

- In coordination with VVOAD, and Emergency Management has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.
- The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations. This process includes:
 - Coordinating with other agencies to ensure goods and resources are effectively utilized.

- Relying on those organizations with established volunteer and donation management structures.
- Encouraging cash donations to recognize non-profit voluntary organizations.
- Encouraging individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization.
- Encouraging the use of existing non-governmental organizational volunteer and donations resources before seeking governmental assistance.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained by the Emergency Management Coordinator for the three localities and are not part of this EOP.

Organizational Structure:

- The Emergency Management Coordinator for each of the three localities will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The primary Point of Distribution (POD) for the region is Rockbridge County High School. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Rockbridge County, the City of Buena Vista and the City of Lexington, and volunteer organizations, as required.
- The Emergency Management Coordinator for each of the three localities will coordinate the disaster relief actions of quasi-public, private sector partners, and volunteer relief agencies and groups. This is necessary to ensure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross will provide food and clothing to displaced persons at the shelter centers.
- Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service, to which personnel are assigned, will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

Concept of Operations/Emergency Management Actions:**Concept of Operations:**

Volunteer and Donations Management operations may include the following:

- A Volunteer and Donations Coordinator.
- A phone bank.

- A coordinated media relations effort, using ESF- # 15 as the spokesperson for the needs.
- Effective liaison with other emergency support functions, State and federal government officials.
- A Facility Management Plan.

Donated Goods Management Function:

- Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community based organizations, the business sector and the media.
- Rooftop of Virginia, in conjunction with voluntary organization partners and local government, is responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function:

- Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

Emergency Management Actions:

Roles and Responsibilities:

- Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- Assign the tasks of coordinating auxiliary manpower and material resources.
- Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- Develop a critical resources list and procedures for acquisition in time of crisis.
- Develop procedures for the management of donated goods.
- Receive donated goods.
- Assist with emergency operations.
- Assign volunteers to tasks that best utilize their skills.
- Compile and submit totals for disaster-related expenses.

**Tab 1 to Emergency Support Function # 17 – Volunteer & Donations Management
VOLUNTEER REGISTRATION FORM**

| |
|---|
| Name: |
| |
| Social Security Number: |
| |
| Organization (if appropriate): |
| |
| Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.): |
| |
| Estimated length of time services can be provided in the disaster area: |
| |
| Special tools or equipment required to provide service: |
| |
| Billet or emergency shelter assignment in local area: |
| |
| Whether or not the group or individual is self-sufficient with regard to food and clothing: |
| |

SUPPORT ANNEX #1 – ANIMAL CARE AND CONTROL

Primary Agencies

City of Buena Vista Sheriff Department, Animal Control Officer
City of Lexington Police Department, Animal Control Officer
Rockbridge County Sheriff Department, Animal Control Officer
SPCA
Virginia Cooperative Extension Service Representative
Virginia Horse Center

Supporting Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management
Buena Vista, Lexington, and Rockbridge County Fire and EMS Agencies
Buena Vista Police Department
Local Veterinary Clinics and Veterinarians

Purpose:

To provide guidelines for rapid response to disasters affecting the health, safety and welfare of animals, both domestic and livestock. Resources in emergency preparedness, response and recovery include but, are not limited to, small and large animal care, facility usage and displaced pet/livestock assistance.

The Animal Care and Control Annex coordinates public and private sector resources to meet the animal-service needs that may arise during an emergency including:

- Rescue and capture of animals that have escaped confinement
- Evacuation/transportation
- Sheltering
- Veterinary care for the sick and injured
- Quarantine of infectious or contaminated animals
- Disposal of deceased animals

Scope:

The *Hazard Analysis for Virginia* identifies natural disasters and hazardous material dumps/storage as the hazards posing the greatest threat to the county. These hazards and others could create the need to evacuate people from their homes, which would also displace

companion animals. These hazards could also cause injury or death to animals and allow animals to roam unattended.

The duration of these hazards and their effects on the region will vary based on the individual incident. Any one of the potential hazards could cause the separation of animals from their owners for several days, and perhaps weeks. Secondary events, such as power outages, could prolong the situation. Smaller scale events, such as a fire at an animal care facility or an animal transportation accident could require emergency animal care.

Pet Population Estimates

A. Frequency of animal ownership in the United States:

| Species | Percentage of US households owning pets |
|---------|---|
| Dogs | 36.5 |
| Cats | 30.4 |
| Birds | 3.1 |
| Horses | 1.5 |

Source: 2012 U.S. Pet Ownership & Demographics Sourcebook

B. Average number of animals per household:

| Species | Average number of pets per pet-owning household |
|---------|---|
| Dog | 1.6 |
| Cat | 2.1 |
| Birds | 2.3 |
| Horses | 2.7 |

Source: 2012 U.S. Pet Ownership & Demographics Sourcebook

Concept of Operations:**Organization:**

Animal Disaster Plan Manager (Virginia Cooperative Extension Service representative) coordinates all evacuation planning activities and assists, as appropriate, the animal care and control agency staff's efforts to:

- Identify facilities that may be used to shelter evacuated animals
- Protect and care for animals during and following catastrophic emergencies, as well as participate in the evacuation of animals at risk during catastrophic emergencies
- Disseminate to the public appropriate action(s) that should be taken to protect and care for companion and farm animals that are to be evacuated or left behind

Rockbridge County, the City of Buena Vista and the City of Lexington Animal Control:

- Obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals during disaster situations.
- Disseminate information on appropriate actions to protect and care for companion animals that are to be evacuated or left behind.
- Make public announcements about availability of animal shelters and their locations.
- Coordinate the preparedness actions that should be accomplished to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.
- Upon notification by the Animal Disaster Plan Manager (Virginia Cooperative Extension Service agent) at the EOC, provide a listing of the location(s) of the animal shelters that have been opened to shelter and care for companion animals.
- Feed, shelter, and secure veterinary treatment for animals during catastrophic emergencies.

Central Shenandoah Health District:

- Address health concerns as well as sanitary and safety issues as appropriate.
- Recommend methods of proper isolation of diseased animals and disposal of dead animals.
- Supervise prevention and control of epizootic and zoonotic diseases.
- Develop procedures to handle all aspects of animal care and control in disaster and major emergency situations.
 - Establish animal shelters
 - Rescue and evacuation
 - Provide health care

- Provide food and water
- Dispose of deceased animals
- Identify and reunite pets with their owners
- Protect citizens from any dangers (illness or injuries) posed by domestic pets during and after a disaster

ADMINISTRATIVE ACTIONS:

1. Normal Operations: Develop and maintain plans to provide animal care and control in time of emergencies.
 - A. The Rockbridge County, City of Buena Vista, City of Lexington Emergency Operations Plan provides an organizational structure, chain of command, and outlines the duties and responsibilities of the designated Animal Disaster Plan Manager involved in implementation of the response to a disaster or major emergency. The Virginia Cooperative Extension Service Agent shall be designated as the Animal Disaster Plan Manager.
 - B. Develop procedures for public information and education on animal disaster preparedness, to include a directory of recognized animal health care responders, licensed veterinarians and guidelines for individual owners on appropriate responses to disasters.
 - C. Assign emergency duties and provide training of volunteers as appropriate.
 - D. Identify essential shelters and develop procedures to provide for their security in time of emergency. Identify individuals qualified to make determinations regarding animal behavior with respect to legal authority and knowledge to make those decisions.
 - E. Review and update plans and procedures, if necessary, as time permits.
2. Increased Readiness: A natural or man-made disaster is threatening the local area:
 - A. Alert on-duty personnel
 - B. Monitor the situation and be prepared to mobilize, if required
 - C. Request stand-by of volunteers
3. Mobilization Phase:

Conditions continue to worsen requiring full-scale mitigation and preparedness activities:

 - A. Alert all personnel
 - B. Activate resources as needed

- C. Activate Animal Care Units
- D. Implement evacuation, if requested by landowner

4. Response Phase:

Disaster strikes. An emergency response is required to help protect lives and property. The appropriate designee of the animal disaster plan team and/or volunteers will:

- A. Maintain effective communication with the EOC, shelters and field personnel.
- B. Search, rescue and transport animals to shelters.
- C. Receive and care for animals.
- D. Identify, control and, if necessary, recommend the destruction of animals to the proper authorities that pose hazards to the well-being and safety of citizens. Recommend methods of proper disposal of dead animals in coordination with the Health District/Environmental Health Officer, the animal control officer and local veterinarians.
- E. Register, tag and maintain accurate records.
- F. Provide food, water, and waste disposal for small and large animals at the shelter.
- G. Provide care for sick and/or injured animals. Maintain secure veterinary medical facilities and supplies.
- H. Recommend methods and supervise prevention and control of epizootic and zoonotic diseases in conjunction with the Central Shenandoah Health District.

5. Recovery Phase:

- A. Identify and dispose of dead animals.
- B. Provide documentation of injuries and deaths of animals and cascading events resulting from emergencies and disasters and report this information to the state through the EOC.
- C. Reunite animals with owners.
- D. Open long-term shelter of animals for homeless owners.
- E. Report disaster related expenses to state agencies.
- F. Deactivate shelter.

6. Evaluation Phase:

- A. Determine what worked well and what improvements need to be made.

- B. Evaluate whether the individuals responsible for the plan kept their commitments.
- C. Revise the plan if necessary.

RESPONSIBILITIES:

1. The Animal Disaster Plan Manager (Virginia Cooperative Extension Service representative) will:
 - A. Contact the Emergency Management Coordinator and/or the Deputy Emergency Management Coordinator to coordinate response activities with the recognized animal-care responders.
 - B. Manage the public and private sector efforts to meet the animal service needs that arise including: Rescue and capture of animals that have escaped confinement, evacuation, sheltering, care of the injured, sick, and stray and disposal of dead animals.
 - C. In coordination with the State Veterinarian and the USDA (located at the Virginia Department of Emergency Management office), assist in the isolation, euthanasia and disposal of diseased animals.
 - D. Handle inquiries regarding actions to protect and care for companion animals, farm animals, (location of animal shelters, provisions and requirements, - e.g. use of leashes and cages – for transportation of companion animals, etc.) and available emergency assistance including how and where to get help for companion and farm animals.
2. SPCA will:
 - A. Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters to include state and national resources.
 - B. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
3. Animal Control Officers will:
 - A. Assist with transportation of animals to shelters.
 - B. Assist in animal rescue operations.
4. Health Department/Environmental Health will:

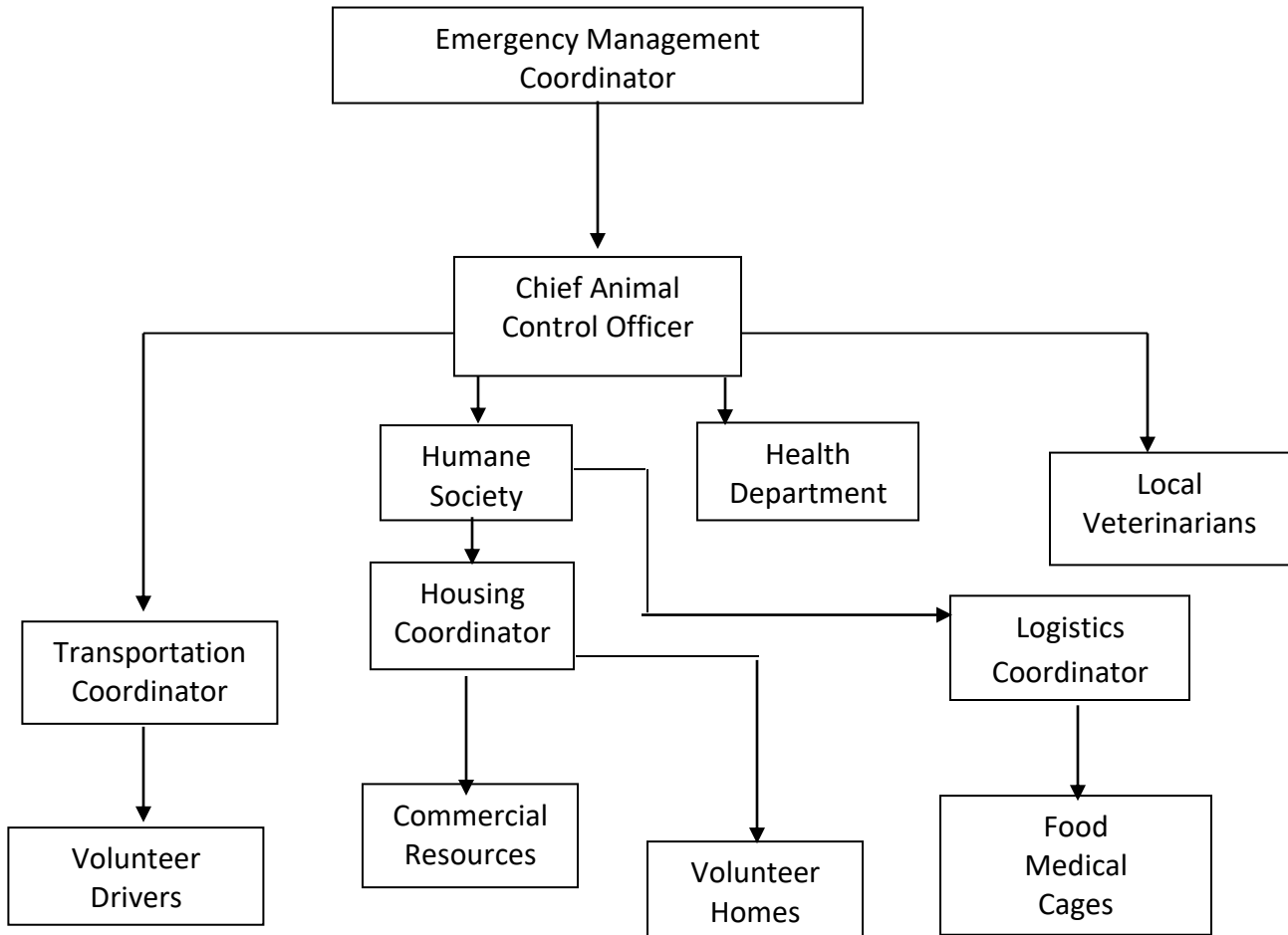
- A. Provide support when dealing with the safe isolation of diseased animals and coordinates with the animal care agencies and animal control to dispose of these animals when necessary in cooperation with the USDA.
5. VDOT will:
- A. Provide assistance with the disposal of diseased animals in disaster operations as requested by the licensed State representative at the local level.

ADMINISTRATION AND LOGISTICS:

1. Coordinate preparedness activities with the appropriate public and private sector organizational representatives. The activities include planning that addresses provisions for protection of companion and farm animals, and animals in animal shelters. Coordination with state and national animal protection volunteer groups will be necessary to ensure the needs of animals are met during disaster situations, as well as providing volunteer training opportunities.
2. Assess the situation and decide on the number and location of shelters that will be used to house animals. Typical facilities include the jurisdiction's animal shelter(s), veterinary hospitals, boarding kennels. Facilities for agricultural animals could include boarding stables, horse farms, and dairy farms, and/or public land (after obtaining clearance through the EOC).
3. Make provisions for purchasing, stockpiling, or otherwise obtaining the essential stocks (food, water, medical, etc.) needed to support an extended stay (3-14 days) in shelters within the risk area or in mass care facilities.
4. Based on information on the high-hazard areas in the jurisdiction, make an initial estimate of the numbers and types of animals that may need to be evacuated.
5. Coordinate the actions needed to obtain sufficient personnel to staff animal shelters, as needed.
6. Ensure each animal shelter has a highly visible identity marker and sign that identifies its location, with signs from major intersections directing people to shelter(s).
7. Coordinate with the EOC to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.
8. If appropriate, coordinate with personnel in public shelters to act as a referral source for individuals with service animals.

9. Open shelters and provide food, water, and medical care, as needed, for the animals in the shelter.
10. Keep shelters open as deemed necessary by the animal control shelter manager.
11. Ensure each shelter receives the necessary supplies to sustain itself.
12. Form emergency response teams (evacuation, shelter, veterinary treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations.
13. Coordinate the services and assistance provided to the animal victims. Activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
14. Coordinate to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinarian hospitals, animal shelters, etc. from the risk area.
15. As appropriate, mobilize transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals, to include transportation accommodations for large breed animals.
16. Implement evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
17. As appropriate, dispatch search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transportation to a safe location, in areas other than a mandated evacuation area. This need assessment will determine subsequent rescue efforts.
18. Coordinate with the Environmental Health on the location, collection, and disposal of deceased animals.
19. When appropriate, terminate shelter operations and close the facility.

**Tab 1 to Support Annex #1
ORGANIZATIONAL CHART OF EMERGENCY RESPONSE FOR ANIMALS**



SUPPORT ANNEX #2 – DAMAGE ASSESSMENT

Coordinating Agency

City of Buena Vista, City of Lexington, and Rockbridge County Zoning and Building Departments

Cooperating Agencies

Buena Vista, Lexington, and Rockbridge County Assessor's Offices

Buena Vista, Lexington Department of Public Works

Rockbridge County Department of Parks and Recreation

Buena Vista, Lexington, and Rockbridge County Departments of Finance

Buena Vista and Lexington Police Departments

Rockbridge County General Services

Rockbridge County Sheriff's Office

Buena Vista, Lexington, and Rockbridge County Public Schools

American Red Cross

Amateur Radio Emergency Services

Virginia Department of Social Services Virginia Department of Transportation (VDOT)

Virginia Department of Agriculture Extension Agent

Virginia Department of Health

Virginia Department of Emergency Management

Purpose:

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in Rockbridge County, the City of Buena Vista, and the City of Lexington after an emergency or disaster. The Damage Assessment Support Annex provides procedures to estimate the nature and extent of the damage(s), and outlines details of the damage assessment process as required by the Commonwealth of Virginia for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

Scope:

Damage assessment activities are an evaluation (in U.S. dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (City/County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments, and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by jurisdictional Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

Definitions:

Initial Damage Assessment (IDA): Independent review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is must be submitted to the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, state and local government to document the impact and magnitude of the disaster on individuals, families, businesses and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

Situation:

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, Rockbridge County, the City of Buena Vista and the City of Lexington will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for Rockbridge County, the City of Buena Vista and the City of Lexington. The assessment is to determine required actions, the establishment of properties, and the allocation of local government resources. The assessment also identifies the need for external assistance and resources.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency” or a specific federal agency disaster declaration, e.g. the Small Business Administration, the Department of Agriculture and the Corps of Engineers etc., as to augment state, local and private disaster relief efforts. The President, under a “major emergency” declaration, may authorize the utilization of any Federal equipment and/or personnel and other resources. The President under a “major disaster” declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA):
 - a. Temporary housing
 - b. Individual and family grants (IFG)
 - c. Disaster unemployment assistance

- d. Disaster loans to individuals, businesses and farmers
 - e. Agricultural assistance
 - f. Legal services to low-income families and individuals
 - g. Consumer counseling and assistance in obtaining insurance benefits
 - h. Social security assistance
 - i. Veteran's assistance
 - j. Casualty loss tax assistance
2. Public Assistance (PA):
- a. Debris removal
 - b. Emergency protective measures
 - c. Permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, and the like.

Assumptions:

1. Fast and accurate damage assessment is vital to effective disaster responses.
2. Damage will be assessed by pre-arranged teams of local resource personnel.
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
4. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements.
5. Damage to utility systems and to communications systems will hamper the recovery process.
6. A major disaster affecting the three localities could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary).
2. At the Incident Commander's discretion, a primary priority for damage assessment is to assess Rockbridge County, the City of Buena Vista and the City of Lexington structural / infrastructure damage(s).
3. A federal/State supported Preliminary Damage Assessment will be conducted in coordination with Rockbridge County, the City of Buena Vista and the City of Lexington to verify IDA results

and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration.

4. An estimate of expenditures and obligated expenditures will be submitted to Rockbridge County, the City of Buena Vista, the City of Lexington and to the VEOC before a Presidential Disaster declaration is requested.
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Management Coordinator depending upon the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission.
7. Additional supplies, equipment, and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) within the EOC.
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken, and costs incurred are consistent with identified missions.

Concept of Operations

Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The Rockbridge County, the City of Buena Vista and the City of Lexington Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, (Long Term Recovery).

Damage assessments will be conducted by qualified, trained local teams under the supervision of the jurisdictional building department. The damage assessment teams will be supported by multiple agencies from Rockbridge County, the City of Buena Vista and the City of Lexington. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested of the VEOC via resource request procedures.

Additional ESFs may need to be utilized as to enhance the results of the Damage Assessment, such as ESF 7 (Resource Management), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of a damaged area, ESF 8 (Public Health and Medical Services) and ESF 10 (Oil and Hazardous Materials) may also be activated. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by City/County, State, and Federal regulations. If supplies, materials, and

equipment are required, records will be maintained in accordance to jurisdictional, Commonwealth and Federal reporting requirements. All procurement processes will follow appropriate jurisdictional procurement policies and regulations, and Commonwealth and Federal policies and regulations as necessary.

Responsibilities:**1. Department of Building and Zoning:**

- a. Assemble the appropriate team and develop damage assessment plans, policies and procedures.
- b. Maintain a list of critical facilities that will require immediate repair if damaged.
- c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data and developing accurate and appropriate reports for the Rockbridge County, City of Buena Vista and the City of Lexington Emergency Management Coordinators.
- d. Solicit cooperation from companies and local representatives of support agencies to serve as members of damage assessment teams.
- e. Conduct damage assessment training programs for the teams.
- f. Coordinate disaster teams, which are conducting the field surveys.
- g. Collect and compile incoming damage reports from field-teams, from other operations directors and from external agencies, systems and companies.
- h. Using existing policies and procedures, determine the state of damaged buildings and place notification / placards as necessary.
- i. Using existing policies and procedures, facilitate the issuance of building permits, and for the review and inspection of the site-related and construction plans submitted for the construction or restoration of buildings.
- j. Assist in the establishment of the sequence of repairs and priorities for the restoration of effected areas.
- k. Correlate and consolidate all expenditures for damage assessment to the Departments of Finance for each locality.
- l. Ensure that there will be an escort available for any Commonwealth or Federal damage assessment teams. Prior to the arrival of external damage assessment team(s), prepare an area or site map, showing the location of damage sites.

2. Department of Public Works:

- a. Designate representatives to serve as members of damage assessment team(s).
- b. Participate in damage assessment training.

- c. Collect and compile damage data regarding public and private utilities and provide to City/County Department of Building and Zoning within the EOC.
 - d. Participate, as requested, in Initial Damage Assessment field reviews, and provide escort for Commonwealth and local damage assessments.
3. Virginia Department of Transportation:
- a. Designate representatives to serve as members of damage assessment team(s).
 - b. Participate in damage assessment training.
 - c. Collect and compile damage data regarding public and private transportation resources and provide the data to jurisdictional Department of Building and Zoning within the EOC.
 - d. Participate, as requested, in the Initial Damage Assessment field reviews and provide escort for Commonwealth and Local damage assessments.
4. Extension Office:
- a. Designate representatives to serve as members of damage assessment teams.
 - b. Participate in damage assessment training.
 - c. Collect and compile damage data regarding public and private agricultural resources and provide to jurisdictional Department of Building and Zoning within the EOC.
 - d. Participate, as requested, in the Initial Damage Assessment field reviews and provide escort for Commonwealth and Local damage assessments.
5. Sheriff's Office and Police Departments:
- a. Provide security for ingress and egress of the damaged area(s), post-event.
 - b. Provide access and security for damage assessment activities with Rockbridge County, the City of Buena Vista and the City of Lexington.
6. Department of Finance:
- a. Collect, report, and maintain estimates of expenditures and obligations required for response and recovery activities.
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident.
 - c. Report these estimates and obligations to the Emergency Management Coordinator for inclusion into the appropriate Public Assistance IDA categories.

7. Emergency Management:

- a. Overall direction and control of damage assessment for Rockbridge County, the City of Buena Vista and the City of Lexington.
- b. Reporting of damages to the Virginia EOC within 72 hours of the incident utilizing the appropriate Initial Damage Assessment format.
- c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.

8. Public Information Officer:

- a. Ensures prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments.

Actions

Mitigation/Prevention:

- Develop public awareness programs from building codes, ordinances and the National Flood Insurance Program.
- Develop a damage assessment training program.
- Develop damage assessment plans, procedures and guidance.
- Designate representatives to lead damage assessment activities within the EOC.
- Designate damage assessment team members.

Preparedness:

- Identify resources to support and assist with damage assessment activities.
- Train personnel in damage assessment techniques.
- Review plans, procedures and guidance for damage assessments, damage reporting and accounting.
- List all critical facilities and all local buildings requiring priority restoration.

Response:

- Activate the damage assessment staff in the EOC.
- Organize and deploy damage assessment teams or team escorts as necessary.
- Organize collection of data and record keeping at the onset of the event.

- Document all emergency work performed by local resources to include photographs.
- Compile and disseminate all damage reports for appropriate agencies.
- Determine the state of damaged buildings and place notification/placards as needed.
- Inform officials of hazardous facilities, bridges, roadways, and the like.

Recovery:

- Continue damage assessment surveys as needed.
- Advise on priority repairs and unsafe structures.
- Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings.
- Monitor restoration activities.
- Complete an event review with all responding parties.
- Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Review building codes and land use regulations for possible improvements.
- Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used, on-hand inventory of supplies.
- Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate Commonwealth and/or Federal agencies for reimbursement of disaster related expenditures.

**Tab 1 to Support Annex #2
DAMAGE ASSESSMENT TEAM ASSIGNMENTS**

The appointed representative from the Department of Building will report to the EOC, when activated by the Emergency Management Coordinator. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based upon categories in the Damage Assessment Form)

I. PRIVATE PROPERTY

Category A – Residential/Personal Property:

Houses, manufactured dwellings, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles / boats.

Team: Building Official

Department Heads and additional staff, as needed

Category B – Business and Industry:

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Building Official

Department Heads and additional staff, as needed

Category C – Agriculture:

An agricultural parcel is at least 5 acres. Include estimate of all damage to dwellings, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

Team: VPI Extension Agent

Department Heads and additional staff, as needed

II. PUBLIC PROPERTYCategory A – Debris Clearance:

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Department Heads and additional staff, as needed

Category B – Protective Measures:

1. Life and safety (all public safety report costs)

Team: Department Heads and additional staff, as needed

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Department Heads and additional staff, as needed

Virginia Department of Health

Category C – Road Systems:

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team: VDOT

Department Heads and additional staff, as needed

Category D – Water Control Facilities:

Damage to dams and drainage systems.

Team: Department Heads and additional staff, as needed

Category E – Public Buildings and Equipment:

Damage to buildings, inventory, vehicles and equipment.

Team: Department Heads and additional staff, as needed

Category F – Public Utility Systems:

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Department Heads and additional staff, as needed

Virginia Department of Health – Environmental Health

Category G – Recreational Facilities:

Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation

Department Heads and additional staff, as needed

**Tab 2 to Support Annex #2
TELEPHONE REPORT**

| LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT | | | | |
|--|--------------------|------|--|---|
| 1. CALLER NAME | | | 2. PROPERTY ADDRESS (include apt. no; zip code) | |
| | | | | |
| 3. TELEPHONE NUMBER | | | 4. TYPE OF PROPERTY | 5. OWNERSHIP |
| Home | Work | Cell | <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence | <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only) |
| | | | | |
| Best time to call | Best number to use | | | |
| 6. CONSTRUCTION TYPE | | | | |
| <input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other | | | | |
| 7. TYPE OF INSURANCE | | | | |
| <input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None | | | | |
| 8. DAMAGES (Check all that apply) | | | | |
| HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Basement Flooding <input type="checkbox"/> Yes - Depth ___ Feet Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 9. SOURCE OF DAMAGES | | | | |
| <input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____ | | | | |
| 10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable | | | | |
| 11. CALLER'S ESTIMATE OF DAMAGES | | | | |
| REPAIRS | CONTENTS | | TOTAL | |
| \$ | \$ | | \$ | |
| 12. COMMENTS | | | | |
| | | | | |
| 12. CALL TAKER | | | 13. DATE & TIME REPORT TAKEN | |
| | | | | |

**Tab 3 to Support Annex #2
CUMULATIVE INITIAL DAMAGE ASSESSMENT REPORT**

PRIMARY: Input into WebEOC

SECONDARY: VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

| | |
|---------------------------------------|--|
| Jurisdiction: | |
| Date/Time IDA Report Prepared: | |
| Prepared By: | |
| Call back number: | |
| Fax Number: | |
| Email Address: | |

Part I: Private Property CUMULATIVE DAMAGES

| Type Property | # Destroyed | # Major Damage | # Minor Damage | # Affected | Dollar Loss | % Flood Insured | % Property Insured | % Owned | % Secondary |
|---|--------------------|-----------------------|-----------------------|-------------------|--------------------|------------------------|---------------------------|----------------|--------------------|
| Single Dwelling Houses (include. condo units) | | | | | | | | | |
| Multi-Family Residences (count each unit) | | | | | | | | | |
| Manufactured Residences (Mobile) | | | | | | | | | |
| Business/Industry | | | | | | | | | |
| Non-Profit Organization Buildings | | | | | | | | | |
| Agricultural Facilities | | | | | | | | | |

Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES

| Type of Property | Estimated Dollar Loss | % Insured |
|---|------------------------------|------------------|
| Category A (Debris Removal) | | |
| Category B (Emergency Protective Measures) | | |
| Category C (Roads and Bridges) | | |
| Category D (Water Control Facilities) | | |
| Category E (Public Buildings and Equipment) | | |
| Category F (Public Utilities) | | |
| Category G (Parks and Recreation Facilities) | | |
| TOTAL | \$0.00 | |

Additional Comments:



Tab 4 to Support Annex #2

PUBLIC ASSISTANCE DAMAGE ASSESSMENT GUIDELINES

| Category | Purpose | Eligible Activities |
|---|--|---|
| A: Debris Removal | Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property | <ul style="list-style-type: none"> Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards |
| B: Emergency Protective Measures | Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property | <ul style="list-style-type: none"> Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs Emergency repairs • Emergency demolition Removal of health and safety hazards |
| C: Roads and Bridges | Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs | <ul style="list-style-type: none"> Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails. |
| D: Water Control Facilities | Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted | <ul style="list-style-type: none"> Channel alignment • Recreation Navigation • Land reclamation Fish and wildlife habitat Interior drainage • Irrigation Erosion prevention • Flood control |
| E: Buildings and Equipment | Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles | <ul style="list-style-type: none"> Buildings, including contents such as furnishings and interior systems such as electrical work. Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event. |
| F: Utilities | Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities | <ul style="list-style-type: none"> Restoration of damaged utilities. Temporary as well as permanent repair costs can be reimbursed. |
| G: Parks, Recreational Facilities, and Other Items | Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F | <ul style="list-style-type: none"> Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances. |

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

Eligibility Criteria: Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

Adapted from the *Public Assistance Guide, FEMA 322*; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtm>

**Tab 5 to Support Annex #2
PUBLIC ASSISTANCE DAMAGE ASSESSMENT FIELD FORM**

| | | | | | | | |
|------------------------------------|-----------------------|---------------------------------------|----------------------------|------------------------------------|----------------------------|----------------------------|--------------------------------------|
| SITE # | WORK CATEGORY: | NAME of FACILITY and LOCATION: | | | | | |
| | | GPS (in decimal deg.): | | | | | |
| DAMAGE DESCRIPTION: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| EMERGENCY FOLLOW-UP NEEDED? | | <input type="checkbox"/> Y | <input type="checkbox"/> N | TOTAL ESTIMATED DAMAGES: \$ | | | |
| FLOOD INSURANCE | | <input type="checkbox"/> Y | <input type="checkbox"/> N | PROPERTY INSURANCE | <input type="checkbox"/> Y | <input type="checkbox"/> N | NO DATA AVAILABLE (check box) |
| SITE # | WORK CATEGORY: | NAME of FACILITY and LOCATION: | | | | | |
| | | GPS (in decimal deg.): | | | | | |
| DAMAGE DESCRIPTION: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| EMERGENCY FOLLOW-UP NEEDED? | | <input type="checkbox"/> Y | <input type="checkbox"/> N | TOTAL ESTIMATED DAMAGES: \$ | | | |
| FLOOD INSURANCE | | <input type="checkbox"/> Y | <input type="checkbox"/> N | PROPERTY INSURANCE | <input type="checkbox"/> Y | <input type="checkbox"/> N | NO DATA AVAILABLE (check box) |
| SITE # | WORK CATEGORY: | NAME of FACILITY and LOCATION: | | | | | |
| | | GPS (in decimal deg.): | | | | | |
| DAMAGE DESCRIPTION: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| EMERGENCY FOLLOW-UP NEEDED? | | <input type="checkbox"/> Y | <input type="checkbox"/> N | TOTAL ESTIMATED DAMAGES: \$ | | | |

| | | | | | | |
|-----------------|---|---|--------------------|---|---|-------------------------------|
| FLOOD INSURANCE | Y | N | PROPERTY INSURANCE | Y | N | NO DATA AVAILABLE (check box) |
|-----------------|---|---|--------------------|---|---|-------------------------------|

JURISDICTION: _____ **INSPECTOR:** _____ **DATE:** _____ **PAGE** ____ **of** ____

| | | |
|---|--|---|
| A. Debris Clearance B. Emergency Protective Measures C. Roads & Bridges | D. Water Control Facilities E. Public Buildings & Equipment F. Public Utility System | G. Parks, Recreation Facilities & Other |
|---|--|---|



Tab 6 to Support Annex #2 INDIVIDUAL ASSISTANCE DAMAGE ASSESSMENT LEVEL GUIDELINES

| Damage Definitions | General Description | Things to Look For | Water Levels |
|--|--|--|---|
| DESTROYED | DESTROYED | DESTROYED | DESTROYED |
| Structure is a total loss. <i><u>Not economically feasible to rebuild.</u></i> | Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged. | Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls. | More than 4 feet in first floor. More than 2 feet in <i>mobile home</i> . |
| MAJOR | MAJOR | MAJOR | MAJOR |
| Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <i><u>Will take more than 30 days to repair.</u></i> | Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system. | Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation. | 2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in <i>mobile home</i> with plywood floors. 1 inch in <i>mobile home</i> with particle board floors. |
| MINOR | MINOR | MINOR | MINOR |
| Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <i><u>Will take less than 30 days to repair.</u></i> | Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing. | Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system. | 2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <i>Mobile home</i> , "Belly Board" to 6 inches. |
| AFFECTED HABITABLE | AFFECTED HABITABLE | AFFECTED HABITABLE | AFFECTED HABITABLE |
| Structure has received minimal damage and is <i>habitable without repairs</i> . | Chimney or porch damaged. Carpet on first floor soaked. Broken windows. | Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding. | Less than 2 inches in first floor Minor basement flooding. <i>Mobile home</i> , no water in "Belly Board". |

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

Additional information: www.VAEmergency.com

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07 VDEM

Tab 7 to Support Annex #2

| LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM | | | | | | | | | | | | | |
|--|-----------|--|--|----------------|--|-------------|--|----------------|----------------|-----------|-----------|--------------|---------------------|
| Incident Type | | | | Sector | Place Name | | | IDA Date | | | | | |
| Geographic Area Description | | | | | | | | Page # | Of Total Pages | | | | |
| IDA Team | | | | | | | | | | | | | |
| | | SINGLE FAMILY | | MULTI - FAMILY | | MOBILE HOME | | Total Surveyed | % Owner | % FL Ins. | % HO Ins. | % Low Income | Number Inaccessible |
| AFFECTED | OWNER | | | | | | | | | | | | |
| | RENTER | | | | | | | | | | | | |
| | Secondary | | | | | | | | | | | | |
| MINOR | OWNER | | | | | | | | | | | | |
| | RENTER | | | | | | | | | | | | |
| | Secondary | | | | | | | | | | | | |
| MAJOR | OWNER | | | | | | | | | | | | |
| | RENTER | | | | | | | | | | | | |
| | Secondary | | | | | | | | | | | | |
| DESTROYED | OWNER | | | | | | | | | | | | |
| | RENTER | | | | | | | | | | | | |
| | Secondary | | | | | | | | | | | | |
| TOTAL PRIMARY | | | | | | | | | | | | | |
| TOTAL SECONDARY | | | | | | | | | | | | | |
| TOTAL (Incl. Secondary) | | | | | | | | | | | | | |
| ROADS / BRIDGES | | Number of Roads / Bridges Damaged | | | Number of Households Impacted | | | | | | | | |
| UTILITIES | | Number of Households Without Utilities | | | Estimated Date for Utilities Restoration | | | | | | | | |
| Comments | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

SUPPORT ANNEX #3 – DEBRIS MANAGEMENT

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
General Services or Contracted Agency

Supporting Agencies

Blue Ridge Resource Authority (BRRRA)
Buena Vista, Lexington, Departments of Public Works
Rockbridge County General Services
Virginia Department of Health
Virginia Department of Environmental Quality
Virginia Department of Transportation

Purpose:

The purpose of Support Annex #3 – Debris Management is to facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens. To expedite recovery efforts in the impacted area and address any threat of significant damage to improved public or private property.

Scope:

Natural and man-made disasters precipitate a variety of debris that would include but, is not limited to, such things as trees, sand, gravel, building/construction material, vehicles, and personal property.

The quantity and type of debris generated from any disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which the debris is dispersed will have a direct impact on the type of collection and disposal methods utilized to address the problem, the associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, state agencies and the three local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal; in the short, as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process for state agencies and local governments.

The debris management program implemented by state agencies and the three local governments will be based upon the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and disposal.

Policies:

- The debris removal process must be initiated promptly and conducted in an orderly, effective manner to protect public health and safety following an incident.
- A primary priority will be to clear debris from key roadways, to provide access for emergency vehicles and resources into the impacted area(s).
- A secondary priority will be that debris removal resources be assigned to providing access to critical facilities pre-identified by the three local governments and possibly the State.
- Another priority for the debris removal teams is to address the elimination of debris related threats to public health and safety, including such things as the repair, demolition or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public.
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner(s) or responsible party(s) of heavily damaged buildings, systems, or facilities.

Concept of Operations**Organization:**

The General Services will be responsible for coordinating debris removal operations for Buena Vista, Lexington, and Rockbridge County. Each locality will be responsible for removing debris from property under its own authority, as well as from private property, when it is deemed in the public interest. Debris must only be allowed to impede recovery operations for the absolute minimal time period. To this end, the Department of Public Works for each locality will stage equipment in strategic local and regional locations to protect the equipment from damage, to preserve the decision maker's flexibility for deployment of the equipment, and to allow for the clearing crews to begin work immediately after the incident.

The General Services will also develop and maintain a list of approved contractors that have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner. The listing will categorize contractors by their capabilities and service area to facilitate their effective utilization and prompt deployment following the disaster.

Sample contracts listing a menu of services and generic scopes of work will be developed prior to the disaster, as to allow each locality to closely tailor their contracts to specific needs, as well as expedite the implementation of the contractors in a prompt and effective manner.

Buena Vista, Lexington, and Rockbridge County will be responsible for managing the debris contract from project inception to completion, unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. Under these circumstances, state and federal agencies will be identified to assume the responsibility of managing the debris contract(s). Monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities will be included in the management of the debris removal contract.

Each locality is encouraged to enter into cooperative agreements with state agencies and local governments to maximize the utilization of public assets. Agreements should comply with the procurement policy of all government agencies involved. All state agencies and local governments who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Interagency site selection teams comprised of a multi-disciplinary staff will identify debris storage and reduction sites. A listing of appropriate local, state and federal contacts to serve on these site selection teams will be developed.

Initially, debris will be placed in temporary holding areas until a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property, when feasible, as to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the County/City engineer and will be coordinated with other recovery efforts through each locality's EOC. Where appropriate, final disposal may be to the multi-jurisdictional sanitary landfill. Site selection criteria will be developed into a checklist format for use by these debris teams as to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. A recommendation is to standardize the categories of debris as to facilitate and coordinate debris mitigation. The Commonwealth, and its political subdivisions, will adopt the categories established for recovery operations by the Army Corps of Engineers. The categories of debris appear in Tab 1. Modifications to these categories can be made, as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event, will be handled in accordance with federal, State, and local regulations. The area hazardous materials coordinator will be the initial contact for hazardous/toxic materials. (See the Hazardous Materials Plan.)

The General Services is responsible for the debris removal function. The General Services will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of each of the localities following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, each locality will be relying on private contractors for debris removal, collection, and disposal. Contractors shift the burden of conducting the debris removal from government entities to the private sector. This allows government personnel to devote time to their routine assigned duties. Private contracting stimulates local, regional, and state economies impacted by the incident. The entire process, e.g., clearance, collection, transporting, reduction, and disposal, or other segments of the process, may be contracted.

Responsibilities:

- Develop local and regional resource list of contractors who can assist Buena Vista, Lexington, and Rockbridge County in all phases of debris management.
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies.
- Develop mutual-aid agreements with state agencies and other local governments, as appropriate.
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.
- Develop site selection criteria checklists to assist in identification of potential debris storage sites.
- Identify and address potential legal, environmental, and health issues that may be generated during the debris removal process.
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims.
- Establish debris assessment processes to define the scope of problem.

- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues.
- Document costs for the duration of the incident.
- Coordinate and track resources, both public and private.
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions.
- Perform necessary audits of operation and submit claim for Federal assistance.

Tab 1 to Debris Management Annex**DEBRIS CLASSIFICATIONS***

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. **Burnable Debris:** Burnable debris includes but, is not limited to, damaged and disturbed trees, bushes and shrubs, broken or partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition materials.
 - b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include but, are not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage and household waste will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes but, is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be immediately reported to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities, and above ground appurtenances. Emergency workers advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

Reference:

Debris classifications developed and used by Corps of Engineers

Tab 2 to Debris Management Annex**DEBRIS QUANTITY ESTIMATES**

The formula used in this model will generate debris quantity as an absolute value based on a known population, using a worst-case scenario.

Determine population (P) in the affected area using the most current Census Data for Rockbridge County, the City of Buena Vista, and the City of Lexington. The assumption of three persons per household (H) is used for this model.

The model formula is: **Q = H (C) (V) (B) (S)**

Where:

Q is quantity of debris in cubic yards

H is the number of households

C is the storm category factor in cubic yards. It expresses debris quantity in cubic yards per household by category and includes the house and its contents, and land foliage--Category 5 storm Value of C Factor is 80 cubic yards.

V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way--Vegetative Cover Heavy - Value of Multiplier is 1.3.

B is the commercial/business/industrial use multiplier and takes into account areas that are not solely single-family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities--Commercial Density Heavy - Value of Multiplier is 1.3.

S is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only)--Precipitation Characteristic Medium to Heavy - Value of Multiplier is 1.3.

Then **Q = (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.9 MILLION CUBIC YARDS**

Reference:

District Corps of Engineers, Emergency Management Branch, Debris Modeling

SUPPORT ANNEX #4 – DAM SAFETY

Primary Agencies

Buena Vista, Lexington, and Rockbridge County Emergency Management Staff
Rockbridge County Sheriff's Department
Buena Vista and Lexington Police Departments

Supporting Agencies

Rockbridge County Administrator and Buena Vista and Lexington City Managers
Virginia Department of Conservation and Recreation (DCR)
Buena Vista, Lexington, and Rockbridge County Fire and EMS Services
State and Other Localities Law Enforcement Agencies
CERT

Purpose:

The purpose of Support Annex 4 – Dam Safety is to facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

Scope:

The Virginia Department of Conservation and Recreation provides detailed guidance to dam owners in developing an emergency action plan in the event of dam failure. Local governments are responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

Policies:

Dam owners will:

- Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.
- Operate and maintain the dam to assure the continued integrity of the structure.

Buena Vista, Lexington, and Rockbridge County will:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure.

Concept of Operations

Organization:

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Rockbridge County Sheriff or Chief of Police of Buena Vista or Lexington, the Rockbridge County Administrator or the Buena Vista or Lexington City Manager and the Coordinator of Emergency Management for their locality. Dam owners are also to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that are 25 feet or greater in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan (EAP). This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An Emergency Action Plan is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia Department of Conservation and Recreation. In addition to the Virginia Department of Conservation and Recreation, a copy of the plan must be provided to the local Director of Emergency Management and to the Virginia Department of Emergency Management.

Standards have been established for Dam Classifications and Emergency Stages. See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the County Administrator and/or the Coordinator of Emergency Management and/or the Chairman/Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

Responsibilities:

Dam Owners:

- Develop an Emergency Action Plan for warning and evacuating the Public in the event of dam failure.
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.
- Operate and maintain the dam to assure the continued integrity of the structure.

Buena Vista, Lexington, and Rockbridge County:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure.

- Notify public of possible dam failure.
- Order immediate evacuation of residents in expected inundation areas.
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, the Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
- Assist disaster victims.
- Clean up debris and restore essential services.
- All agencies tasked in this plan implement recovery procedures.
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Tab 1 to Dam Safety Annex
DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams which are 25 feet or greater in height **and** creates a maximum impounding capacity of 15 acre-feet or greater, or the impounding structure is six feet or greater in height and creates a maximum impounding capacity of 50 acre-feet or greater and is not otherwise exempt from regulation by the Code of Virginia are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

Class I (High Hazard) - Probable loss of life; serious economic damage.

Class II (Significant Hazard) - Possible loss of life; appreciable economic damage.

Class III (Low Hazard) - No loss of life expected; minimal economic damage.

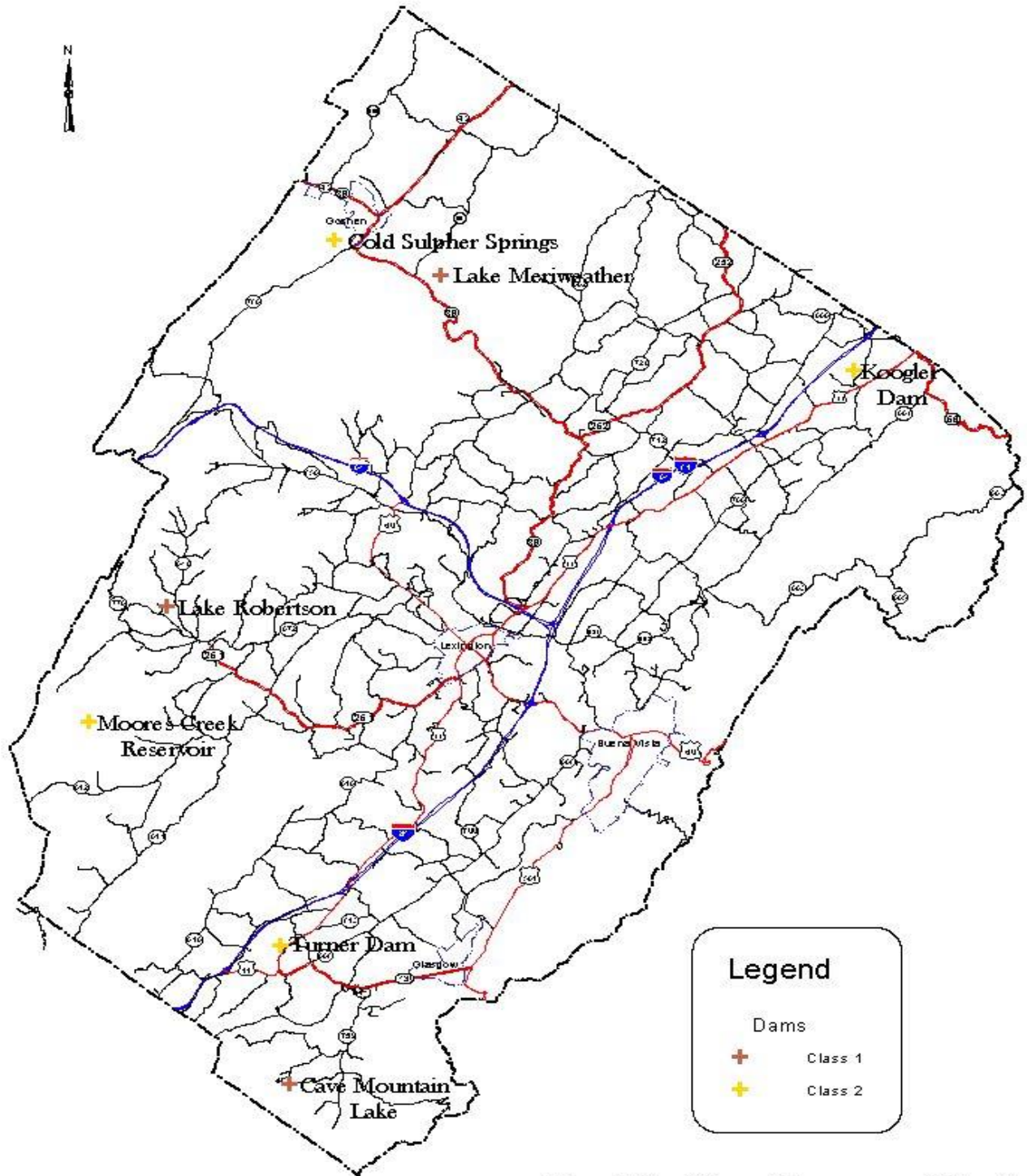
Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times which may be appropriate.

Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.



Rockbridge County, Virginia Class 1 & 2 Dams

SUPPORT ANNEX #5 – PANDEMIC INFLUENZA

Coordinating Agencies

Carilion Stonewall Jackson Memorial Hospital
Central Shenandoah Health District of the Virginia Department of Health
City of Buena Vista Emergency Management Staff
City of Lexington Emergency Management Staff
Rockbridge County Emergency Management Staff
Rockbridge Health Center

Supporting Agencies

Virginia Military Institute, Hospital
Washington and Lee University, Student Health Center

Purpose:

This annex serves to provide information and guidelines to local government officials and public service authorities for the potential outbreak of influenza resulting in a pandemic. These guidelines are intended to provide non-medical direction to local officials and/or emergency managers during the planning and implementation phases of a pandemic influenza emergency, while remaining general enough to allow for flexibility at the local level. Rockbridge County, the City of Buena Vista, and the City of Lexington will look to the Central Shenandoah Health District for direction on medical interventions. Coordination between the local government and the health department are paramount in mitigating the effects of a pandemic.

Pandemic planning requires that people and entities not accustomed to responding to health crises understand the actions and priorities required to prepare for, respond to, and recover from these potential risks. With that said, this annex is designed to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths and minimize social disruption and economic losses.

Situation - Pandemic Influenza (Flu):

Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already exist among people. They occur from time to time and in most cases can be treated through vaccinations and/or medicines.

An epidemic is an outbreak of a disease similar to a seasonal flu. The difference between the two is that an epidemic outbreak may affect a limited area, such as a city, county, and/or state.

A pandemic can extend beyond the borders of several or more countries. As noted, a pandemic may also be regional or localized if it involves more cases than a simple epidemic.

Influenza is a highly contagious viral disease that can spread from the coughing and sneezing of an infected individual or by picking up the virus from a contaminated surface, such as a door knob, a person's hand, etc. Signs and symptoms of influenza illness may include fever, muscle aches, headache, malaise, coughing, sore throat, and runny nose. Children may show signs of the infection through ear infections, nausea and vomiting.

More information regarding influenza can be found in Tab 2 of this plan annex.

Event Phases:

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency, and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated on Figure 1. These phases are intended to characterize the progression of transmission that may be experienced during the course of an event.

Sustained human-to-human transmission, Phase 6, will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The Federal Government developed stages associated with the WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

Figure 1:

WORLD HEALTH ORGANIZATION (WHO) GLOBAL PANDEMIC PHASES AND THE STAGES FOR FEDERAL AND STATE GOVERNMENT RESPONSE

| WHO PHASES | FEDERAL AND VIRGINIA GOVERNMENT RESPONSE STAGES |
|--|---|
| INTER-PANDEMIC PHASE | |
| 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low. | 0 New domestic animal outbreak in at-risk country |
| 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. | |
| PANDEMIC ALERT PHASE | |
| 3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact. | 0 New domestic animal outbreak in at-risk country |
| 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans. | 1 Suspected human outbreak overseas |
| 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk.) | 2 Confirmed human outbreak overseas |
| PANDEMIC PHASE | |
| 6. Pandemic Phase: increased and sustained transmission in general population. | 3 Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. 4 First human case in North America 5 Spread throughout the United States 6 Recovery and preparation for subsequent waves. |

Assumptions:

- A. Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
- B. A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.

- C. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- D. All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g., government, education, health, commerce and trade, critical infrastructure, etc.) Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the context of the existing emergency management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.
- F. Although technical assistance and support will be available through the federal government prior to, during, and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter, and nonrecurring timeframe.
- G. A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's), and citizens.
- H. At the state level, the Commonwealth of Virginia Emergency Operations Plan (COVEOP), which is in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), provides the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- I. Pan Flu planning is inherent in continuity of operations and business planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support, and critical infrastructure due to increased illness and death rates.
- J. The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be released once evidence suggests normal commercial supplies are inadequate or are reasonably expected to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided.
- K. Vaccines will be in limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
- L. Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.

- M. Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, **will play a significant role** in mitigating the impacts of the disease at the local and state level.
- O. Of those who become ill with influenza, 50% may seek outpatient care. Ill persons should call ahead to their health care providers for guidance rather than presenting at provider treatment locations to avoid exposing other persons seeking medical care but who do not have influenza.

***Special Note on Continuity of Operations Plans, Pandemic Flu Annex**

Through guidance from the Office of Commonwealth Preparedness (OCP) continuity planning program, VDEM created a Pandemic Influenza Annex to its pre-existing continuity of operations (COOP) plan guidance. This annex can be used by state agencies, institutions of higher education, or local governments. This can be found at:

<http://www.vaemergency.com/library/coop/panflu/index.cfm>

Citizen Preparedness:

The Virginia Department of Emergency Management (VDEM) website includes links to the U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control (CDC) to provide the necessary information and guidance to citizens regarding what they need to do to be prepared in the event of a pandemic influenza. The website also provides information on a variety of programs that citizens can become a part of to support community preparedness and response activities. Some of these include: the Community Emergency Response Team (CERT), Neighborhood Watch Program, Public Safety Volunteers in Virginia, Medical Reserve Corps (MRC), Fire Corps, and Volunteers in Police Service.

Concept of Operations

Community Mitigation Strategies:

Rockbridge County, City of Buena Vista, and City of Lexington, in coordination with the Central Shenandoah Health District will determine the need to implement any of these initiatives. More information on Community Strategy and further explanation can be found in Tab 3 of this plan annex.

External Affairs/Public Information:

Dissemination and sharing of timely and accurate information with all stakeholders and the public will be one of the most important facets of the pandemic response. Advising the public on actions they can take to minimize their risk of exposure or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services. Clear, concise, consistent and timely Public information is essential to a successful response effort. To this end, VDH may activate a Public Health Information Center (Call Center) and important information will be posted on the agency website. If necessary and the need exists, VDEM may choose to open the Public Information Center.

Rockbridge County, City of Buena Vista, and City of Lexington will coordinate the sharing of information among decision makers along with other agencies vital to mitigating the hazard, more specifically, all agencies listed under the “Responsibilities” as appropriate. This effort will follow the already established processes of information sharing as outlined in the External Affairs/Public Information section of the Rockbridge County/City of Buena Vista/City of Lexington Emergency Operations Plan.

Declaration of State of Emergency:

Rockbridge County/City of Buena Vista/ City of Lexington

All the current authorities granted to Rockbridge County, City of Buena Vista, and City of Lexington remain constant as described by the Code of Virginia in Title 44 §146.21. A declaration of a local emergency shall activate the Rockbridge County/City of Buena Vista/ City of Lexington Emergency Operations Plan. A further explanation of these authorities can be found in Tab 1 “Legal Authorities” of this plan annex.

Commonwealth of Virginia

In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State response stage reaches #3, or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education. A further explanation of these authorities can be found in Tab 1 of this plan annex.

Public Health Authorities:

The State Health Commissioner and the Board of Health have the authority under the Code of Virginia to take the necessary actions to protect the public health. Under Virginia law and the Department of Health, the Health Commissioner and his/her local designee, the District Health Director, as quoted “shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases” and to protect the public’s health. These authorities are listed in Tab 1 of this plan annex.

Virginia Department of Health:

The Virginia Department of Health (VDH) will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses, and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and will continue to make revisions, as necessary, to reflect the most current guidance provided by HHS. The VDH Pandemic Influenza Plan and the Pandemic Influenza Annex to the Commonwealth of Virginia’s Emergency Operations Plan, which focuses on the non-health sectors, represent the Commonwealth’s overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia’s purchase of an antiviral stockpile (maintained by a contract vendor responsible for storage and emergency distribution)
- Virginia’s receipt and storage of antivirals and federal medical supplies during the Spring of 2009.
- Metropolitan Medical Response System (MMRS) caches in Virginia’s three (3) MMRS areas (Northern Virginia, Richmond and Hampton Roads), hospital supplies provided through Health Resources and Services
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) grants,
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH’s pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia’s primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will

be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

Coordination of Response Operations:

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from the Rockbridge County/City of Buena Vista/ City of Lexington Emergency Operations Center, if appropriate. All requests for local or state resources from any entity must be submitted to the Rockbridge County/City of Buena Vista/ City of Lexington Emergency Operations Center which will then follow the proper process of submission to the Virginia Emergency Operations Center. However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

The Rockbridge County, City of Buena Vista, and City of Lexington Office of Emergency Management and the Central Shenandoah Health Department are the primary agencies responsible for assisting the locality and coordinating with the Virginia Emergency Operation Center (VEOC) in the event of a Pandemic Influenza Outbreak. The Rockbridge County/City of Buena Vista/ City of Lexington EOC will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the Rockbridge County/City of Buena Vista/ City of Lexington EOC to implement the locality emergency plans and mutual aid agreements.

In addition, the health department will coordinate the county/city wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the Rockbridge County/City of Buena Vista/ City of Lexington –wide Emergency Operation Center (EOC) when a unified response is necessary.

The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (i.e. vaccinations, medical supplies and equipment, etc.).

Responsibilities:

Rockbridge County, City of Buena Vista, and City of Lexington Government

- Prepare agency specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic.

- Identify and list emergency contact information for the Point of Contact and the lines of succession for all agencies that will respond to the pandemic. Include this information in local emergency plans.
- Describe the procedures for rotating employee shifts during the emergency event.
- Determine the steps that will be taken to preserve continuity of critical government functions.

Rockbridge County, City of Buena Vista, and City of Lexington Offices of Emergency Management

- Rockbridge County, City of Buena Vista, and City of Lexington shall develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions.
- Identify the leading agency that will be in charge of all pandemic influenza health related issues and the supporting agencies. Create a flowchart identifying lines of authority and communication.
- Identify potential local partnerships with community and private industries for resources.
- Identify critical government functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained; and plan accordingly to maintain those critical functions.
- List and explain the communication strategy and devices for both internal and external sources, to communicate information to government officials, county agencies, the public, public health partners, other jurisdictions, and authorities.
- Describe local training and education the locality will provide for incidents regarding a pandemic.
- Create and maintain an Incident Command Structure (ICS) and comply with the National Incident Management System (NIMS).
- Local government will have the primary responsibility of ensuring that adequate medical and/or resource supplies within their jurisdiction during an emergency have been received.
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary.
- Identify staging areas for vaccine, medicine, food, fuel, water and security, if necessary.
- Pre-identify and list potential long –term shelters.
- Describe the steps the locality will implement to contain and control the disease outbreak.

Central Shenandoah Health Department

- Clearly state the responsibilities and roles for the jurisdictions health department, local health provider and partners, and local response agencies during all phases of a pandemic.
- Describe the response, coordination, and decision making structure for the pandemic that incorporates the combined social/health services and local response agencies within the locality.
- Define preparedness activities that should be taken into account before a pandemic occurs that will enhance the effectiveness of response measures.
- Describe training and education the health department will provide for incidents regarding a pandemic.
- Identify critical functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained.
- List and explain the communication strategy and devices for both internal and external sources, to communicate information to the local Emergency Operation Center, county agencies, the public, public health partners, other jurisdictions, and authorities.
- Develop and disseminate recommendations on the use of influenza diagnostic tests, antiviral drugs, and vaccines during a pandemic.
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary.
- Identify the position/ person who is the point of contact at the local Emergency Operation Center (EOC) of an impending pandemic.
- Identify and describe the steps that will be taken by the health department to activate the plan and notify support agencies.
- Identify the position or person responsible for collecting and providing situation reports to the local EOC as related issues of influenza challenges continue.
- Describe the procedures for obtaining, storing and distributing vaccinations and/or medicine(s).
- Work with partner organizations to discuss and resolve clinical issues related to pandemic influenza response.

Rockbridge County, City of Buena Vista, and City of Lexington Schools

The responsibilities and authorities with regard to emergency management issues and specifically school closure decisions (both prior to and during a declared state of emergency) rest at the local level. School closure and emergency management issues for post-secondary schools (including state funded) are decided by the administration of the particular institution. However, due to the impacts that school closure will have on the community in an influenza

pandemic, it is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff.
- Impacts absenteeism is having on operations.
- Strategies that are being considered or employed to sustain operations.
- Resource and supply chain issues that need to be addressed.

The decision to close schools will necessitate consideration of other actions related to other types of facilities, activities, and functions that bring people together, particularly in closed environments. The decision to close schools will need to be made in coordination with a variety of community partners, and implemented in conjunction with other actions that will complement and reinforce the desired objective of social distancing. To accomplish this, the school system must have a representative in a strong and continuous link to, the local emergency operations center to provide the necessary guidance, technical assistance, and support in regard to response operations, public information, and policy issues.

It is important to understand school closure is an extreme measure with serious social and community ramifications. Localities should maintain awareness, through the Department of Health, on federal school closure guidance developed by the Centers for Disease Control and Prevention in coordination with the Department of Education.

The rates of absenteeism and operational impacts being experienced by the school system will be reported to the local emergency operations center by the school system, as well as to the state agency that typically interfaces with the system/institution reporting.

Rockbridge County, City of Buena Vista, and City of Lexington schools will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

The Virginia DOE has updated the Pandemic Influenza Plan Guidelines for Virginia Public Schools. The plan is available on the Virginia DOE Web site at the following address: <http://www.doe.virginia.gov/VDOE/studentsrvcs/>. The guidance document includes specific considerations during each phase of a pandemic regarding expected local school division actions; DOE activities; access control; surveillance, screening, and triage; infection control and precautions; communication and education; social distancing; and school closure strategies.

Colleges / Universities

Virginia Military Institute
Washington & Lee University
Southern Virginia University
Dabney S. Lancaster Community College

Colleges and universities present unique challenges in terms of pre-pandemic planning because many aspects of student life and activity encompass factors that are common to both the child school environment (e.g., classroom/dormitory density) and the adult sphere (e.g., commuting longer distances for university attendance and participating in activities and behaviors associated with an older student population).

It is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff. Administrators should coordinate with the college/university clinic to monitor and report the number of students presenting with flu-like symptoms. It is important for the school to distinguish absenteeism due to flu and routine absences from class.
- Impacts absenteeism is having on operations.
- Strategies that are being considered or employed to sustain operations.
- Resource and supply chain issues that need to be addressed.

Colleges and Universities will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

Colleges and Universities should identify a liaison to the Rockbridge County, City of Buena Vista, and City of Lexington Emergency Management Organizations. Frequent communication should occur. In addition to regular sharing of information and message coordination, decisions of either party should be shared with the other before implementation.

Colleges and Universities should consider implementing various community mitigation strategies at the college/university level as described in Tab 3 “Community Mitigation Strategy.” Contemplation of implementation of these strategies should be done in consultation with the Central Shenandoah Health District and Rockbridge County, City of Buena Vista, and City of Lexington Emergency Management.

Emergency Medical Services

As the nation’s health care “safety net,” EMS will be faced with higher demands for services while experiencing problems similar to the rest of the nation – increased employee

absenteeism, disruption of supply chains and increased rates of illness and death. EMS is only one component of a coordinated system response.

If predictions about the surge of patients and the concomitant increase in absenteeism among EMS personnel become a reality, EMS providers' regular day-to-day practices may need to be modified during pandemic influenza. OEMS field representatives will continue to disseminate important information to localities and squads including emerging protocols before and during an influenza pandemic.

Virginia OEMS will support local EMS providers in establishing procedures to, if necessary, legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients. EMS providers should look to Virginia OEMS for final guidance on protocols and for any changes in protocols that may occur.

Additional Standards of Care Considerations:

- EMS medical directors should play a lead role in pandemic influenza planning efforts in collaboration with public health officers.
- EMS medical directors should have knowledge and experience with the clinical and operational aspects of the EMS System.
- Local EMS medical director oversight, including credentialing of additional EMS personnel skills, modification of treatment protocols should be consistent with State laws, rules and policies.

Law Enforcement Agencies

- Providing security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, if such support is requested.
- Enforcing orders of quarantine and isolation, in the unlikely event these are implemented (atypical for a pandemic, but more realistic for an isolated disease outbreak)
- Preventing and responding to civil disturbances associated with the pandemic
- Assisting law enforcement agencies unable to provide essential law enforcement services due to high rates of absenteeism.

Local Hospitals/Clinics

- Determine the steps that will be taken to preserve continuity of critical healthcare functions
- Collaborate closely with the Health Department on the availability of prophylactic and treatment supply items (e.g., antivirals, vaccines and ancillary supplies), the most recent guidance available, etc.

- Register with the Health Department as vaccination locations/vaccine reception sites to help assure a controlled supply ordering, delivery and documentation capability

Rockbridge County Department of Social Services

The Department of Social Services (DSS) oversees many programs that provide benefits and services to eligible applicants. Persons adversely affected in a pandemic may apply and, if eligible, receive direct financial aid from Food Stamps, Medical Assistance, Energy Assistance, Temporary Assistance for Needy Families, Auxiliary Grants, and General Relief. Each program is governed by federal and/or state law/regulations that define the parameters for eligibility. Policies governing the eligibility for these programs and services already exist in program manuals. In the event of a pandemic, the provision of benefits and services will continue to the extent possible. DSS, through its regional and home offices will continue to provide program supervision, secure program waivers, and resolve conflicts relative to program operations. Information regarding these programs, eligible applicants, and how to apply will be disseminated through DSS's Public Information Officer in coordination with the Rockbridge County, City of Buena Vista, and City of Lexington Public Information Officers.

Finance/Administration

Rockbridge County/City of Buena Vista/ City of Lexington will follow the established procedures for procurement and record keeping as outlined in the Rockbridge County/City of Buena Vista/ City of Lexington Emergency Operations Plan and individual Rockbridge County, City of Buena Vista, and City of Lexington department's standard operating procedures.

Tab 1 to Pandemic Influenza Support Annex**LEGAL AUTHORITIES****Local Powers**

Declaration of a local emergency (§44-146.21) The Director or Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the Rockbridge County/City of Buena Vista/ City of Lexington Emergency Operations Plan.

State Powers**Powers and duties of the Governor (§44-146.17)**

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

Investigation of Disease (§32.1-39)

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

Authority to Examine Records (§32.1-40; §32.1-48.015)

Authorizes the Commissioner or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

Emergency Orders and Regulations (§32.1-13; §32.1-42; §32.1-20)

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health.

Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any disease of public health importance.

Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

Isolated or Quarantined Persons (§32.1-44)

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public.

However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1-48.05 through §32.1-48.017)

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances.

Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking *ex parte* court review in the circuit court of residence, and appeal process.

Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)

Gives the Commissioner of Health the ability to allow non-physician and non-pharmacy staff to dispense drugs in limited circumstances.

The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and

Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of Health Professions, that address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

Immunity from Liability (§ 32.1-48.016)

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A))

Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities.

- **Vaccination Authorities**

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering "treatment" for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require "...quarantine, isolation, immunization, decontamination, or **treatment** of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance." There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a "communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death," (ii) have "refused or failed to adhere to treatment, despite counseling," and (iii) are "engaging in conduct that places uninfected persons at risk of contracting such disease." This statute, which pre-dates the 2004 amendments to the isolation and

quarantine laws, applies primarily to tuberculosis. Invocation of the Commissioner's powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the front-end with due process protections.

- **Vaccinator Statutes, Protocols and Training Plan (§54.1-3401)**

- **Definitions.**

"Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

- **Professional use by practitioners (§54.1-3408)**

A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

I. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

O. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

Tab 2 to Pandemic Influenza Support Annex**INFLUENZA FACT SHEET**

Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.

What is influenza?

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

When does influenza occur?

Influenza occurs most often in the late fall and winter months.

Who gets influenza? How is it spread?

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

How soon after exposure do symptoms appear? What are the symptoms of influenza?

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not common. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

How is influenza diagnosed and treated?

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

How long can a person spread influenza?

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

Does past infection with influenza make a person immune?

Generally, no. Influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

What are other steps that can be taken to prevent the spread of flu?

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

Tab 3 to Pandemic Influenza Support Annex

Community Mitigation Strategy

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website: <http://www.pandemicflu.gov/plan/community/commitigation.html>.

Figure 2:

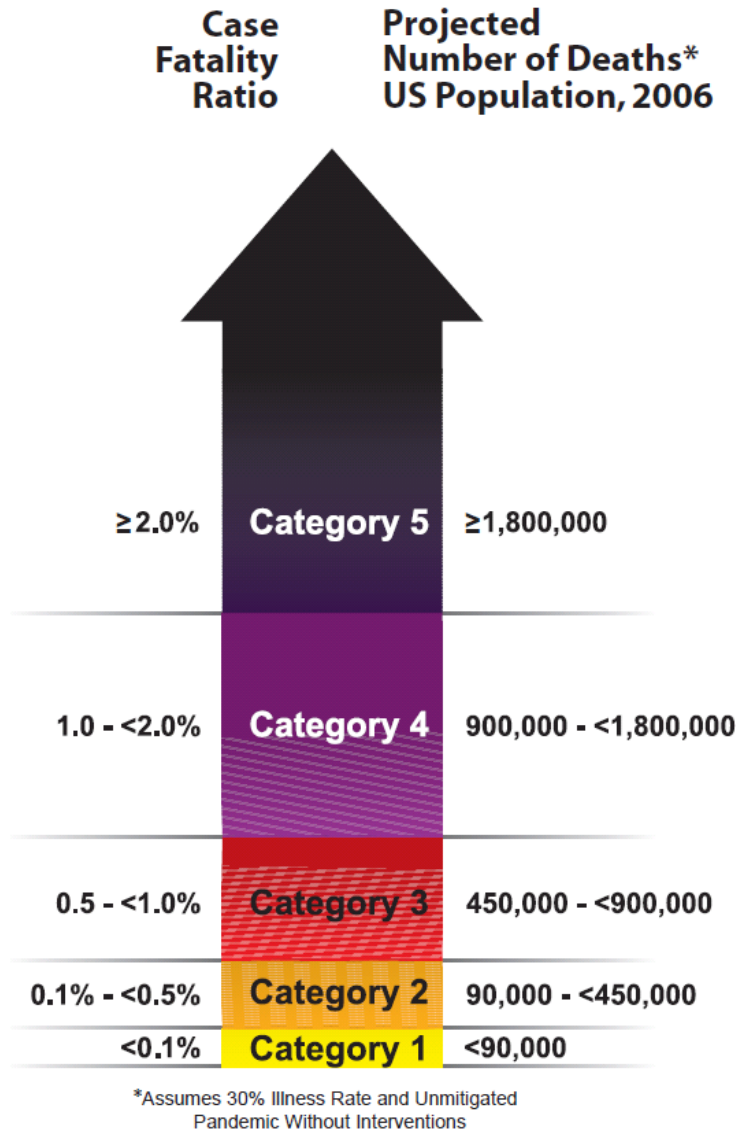


Figure 3: **SUMMARY OF THE COMMUNITY MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX**

| Interventions* by Setting | Pandemic Severity Index | | |
|---|--|--|--|
| | 1 | 2 and 3 | 4 and 5 |
| Home Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated | Recommend†§ | Recommend†§ | Recommend†§ |
| Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient | Generally not recommended | Consider** | Recommend** |
| School Child social distancing -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing | Generally not recommended Generally not recommended | Consider: ≤4 weeks†† Consider: ≤4 weeks†† | Recommend: ≤12 weeks§§ Recommend: ≤12 weeks§§ |
| Workplace / Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts) | Generally not recommended Generally not recommended Generally not recommended Generally not recommended | Consider Consider Consider Consider | Recommend Recommend Recommend Recommend |

*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home.

The contribution made by contact with asymptotically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

**To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure—that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure—that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing.
4. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules; and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

- Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.
- Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.
- Recommended = Generally recommended as an important component of the planning strategy.

Figure 4: TRIGGERS FOR IMPLEMENTATION OF MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX AND U.S. GOVERNMENT STAGES

| Pandemic Severity Index | WHO Phase 6, U.S. Government stage 3* | WHO Phase 6, U.S. Government Stage 4† and First human case in the United States | WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶ |
|-------------------------|---------------------------------------|---|--|
| 1 | Alert | Standby | Activate |
| 2 and 3 | Alert | Standby | Activate |
| 4 and 5 | Standby** | Standby/Activate†† | Activate |

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

§Spread throughout the United States.

¶Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

**Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.