

ESSEX COUNTY

EMERGENCY
OPERATIONS
PLAN

JULY 2016

Essex County Virginia Emergency Operations Plan

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Executive Summary **Essex County Emergency Operations Plan**

The Essex Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, § 44-146.13 to § 44-146.29:2. A local planning team was developed to provide input and gather information to complete the revision of this plan.

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

The plan has been re-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 in Essex County to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions (ESF) group resources and capabilities into functional areas that serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental 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 particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

In addition to the Executive Summary, included in the Basic Plan is a Board Resolution. The purpose of this resolution is twofold. First, it serves as the format for formal adoption of the County of Essex Emergency Operations Plan. Second, it charges and authorizes Chief of Emergency Services or designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before this Board for formal adoption.

Forward

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive-5, the purpose of which is to enhance the ability of the United States of America to manage domestic incidents by establishing a single, comprehensive national incident management system.

To implement this directive, the Secretary of Homeland Security was charged to develop and publish an initial version of the National Response Plan. The initial version of that document was published and released to all federal agencies with instructions to make initial revisions to existing plans by July 1, 2003. Further, they are to submit a plan for implementation and adoption of the National Incident Management System to the Secretary and the Assistant to the President for Homeland Security by September 1, 2003.

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of Essex County has elected to model its plan after the Federal Response Plan as amended in January 2003, the National Response Framework published January 2008, and the existing Commonwealth of Virginia Plans.

This approach allows for maximum interaction at all levels of government, it ensures the development of public-private partnerships which are critical in times of disaster, and it facilitates change as necessary in changing times and situations.

All staff are directed to review this document and become familiar with their specific roles and responsibilities.

Thank you.



Signature of senior elected official or manager

NOTE: Resolution to include Responsibility & Authority to maintain up to date until next adoption.

Resolution #16-025

**Resolution
Emergency Operations Plan**

WHEREAS the Board of Supervisors of Essex County, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS Essex County has a responsibility to provide for the safety and wellbeing of its citizens and visitors and

WHEREAS Essex County has established and appointed a Director and Coordinator of Emergency Services

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of Essex County, Virginia that this Emergency Operations Plan as revised August 2016 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next five year period or until such time it be ordered to come before this Board.

ADOPTED: This 16th day of August.



Chairman, County Board of Supervisors

ATTEST:



Clerk
County Board of Supervisors

INTRODUCTION

Essex County is vulnerable to a variety of hazards such as flash flooding, hurricanes, tropical storms, major river flooding, winter storms, high winds, wildfires and resource shortages. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all Essex County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the Essex County Emergency Operations Plan (EOP). The "*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*", as amended (*Code of Virginia, § 44-146.13 to 44-146.29:2*) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events.

The Essex County Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, Support Annexes, and finally Incident Annexes.

PLAN PREFACE

The following items are included in the Essex County EOP:

- Table of contents
- Promulgation statement
- Executive Summary
- Record of changes
- Distribution list
- Basic Plan
- Emergency Support Functions
- Support Annexes
- Incident Annexes

PREFACE

Virginia is continuously threatened by emergency and disaster situations such as terrorist attacks, flash flooding, hurricanes, hazardous materials incidents, and resource shortages. The Virginia Emergency Services and Disaster Law of 2000 requires that the state, and each county and city within the state develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for Essex County is designed to meet this responsibility and to include the county in the mutually supportive statewide emergency management system.

The Essex County **Emergency Operations Plan** actually consists of three plans. The development and maintenance of these plans is the basis of the local emergency management program.

- A. The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. ESFs and hazard-specific annexes to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- B. The **Emergency Support Functions** group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations
- C. The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published **SARA Title III Plan** (a state plan) has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.
- D. ***The Radiological Emergency Response Plan (RERP)*** (a state plan) provides guidance for effective emergency response operations in the event of a radiological emergency precipitated by events at fixed nuclear facilities or by transportation accidents.

BASIC PLAN

PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in Essex County in response to any type of disaster or large scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same human, physical and financial resources. Supporting plans for peacetime and war-caused disasters set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

DEMOGRAPHICS

Over the past 25 years, the rural nature of Essex County has experienced little pressures from population growth due to the County's location and the improved highway network that serves the area.

Essex County is a county located in the state of Virginia; The Rappahannock River forms Essex County 's northern border. Located on Virginia's Middle Peninsula, Essex County is centrally situated just outside the Washington to Norfolk urban crescent. The county's principal town, Tappahannock, dates back to a 17th century and is at the intersection of the two major highways that traverse. The cities of Fredericksburg (40 miles north) and Williamsburg (56 miles SE) are within an hour's drive.

TOPOGRAPHY:

Acreage: 167,200 acres / 261 sq. miles / 678 sq. kilometers

Province: Coastal Plain

Latitude/Longitude: 37° 56' North / 76° 52' West

Elevation: Sea level to 200 ft.

Drainage: Rappahannock River, Occupacia Creek, Hoskins Creek, Dragon Run Swamp, Piscataway Creek, Mount Landing Creek

NATURAL RESOURCES

According to the 2012 Census, there are 98 farms in the county with 37,129 acres of harvested cropland. The major agriculture crops harvested in Essex County are corn (15,976 acres), wheat (8,702 acres), barley (2,231 acres), and soybeans (19,254 acres). The county also has about 1000 head of beef cattle.

Forests - 107,164 wooded acres (62.9% of county); most privately owned, Class 4.

Water - Groundwater occurs in three major aquifer systems. Adequate groundwater supplies exist in good quality for present and distant future.

Hospitals

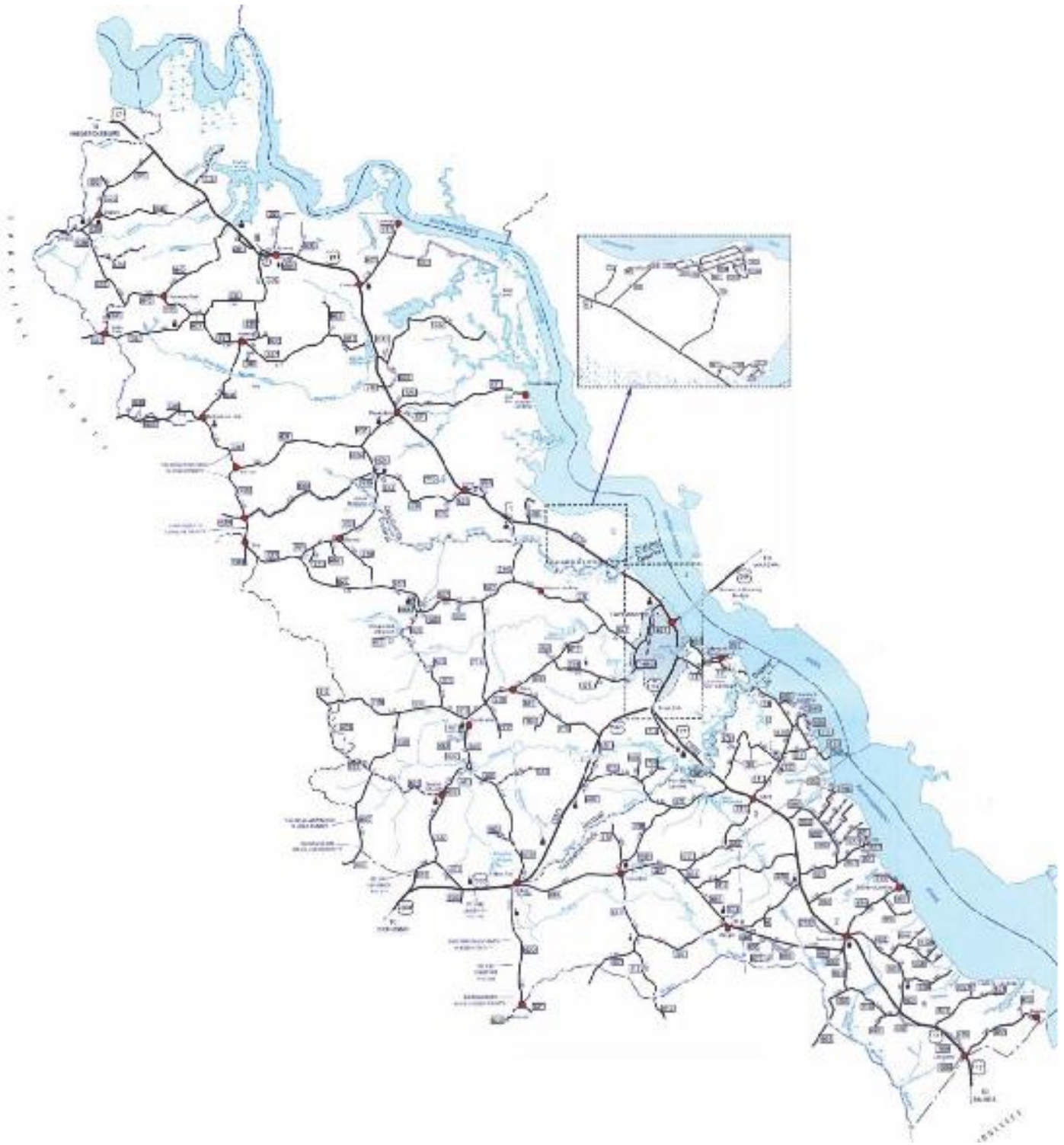
Riverside Tappahannock Hospital (100 beds) in Tappahannock offers services in X-ray, nuclear medicine, physical therapy, respiratory therapy, family medicine, emergency services, cardiology, and orthopedic surgery. Riverside Middle Peninsula Hospital (71 beds) offers general medical and surgical care, ICU and 24-hour emergency services. There are several major hospitals in Richmond (45 miles) including Virginia Commonwealth University's Medical College of Virginia, and the new Memorial Regional Medical Center.

The plan takes into account the increasing risks related to man made hazards, identified through hazardous materials reporting required by the Superfund Amendments and Reauthorization Act of 1986 (SARA). The plan further takes into account, through a review of the Commonwealth of Virginia Emergency Operations Plan (updated March 2015), the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards occurring in Essex County include flooding, hurricanes/tropical storms, and winter/severe weather.

<i>Hazard</i>	<i>Probability</i>
Flooding	High
Hurricane/Tropical Storms	High
Winter Storms/Ice	High
Severe Thunderstorms	Moderate
Tornadoes	Moderate
Drought	Moderate
Earthquakes	Low
Sinkholes	Low
Landslides	Low
Wildfires	Low
Dam/Levee Failure	Low
Erosion	Low

Table No. 2 – Hazard Probability

Essex County Map



HAZARDS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in Essex County are flooding, winter storms, hazardous materials incidents, and now since 9-11-01, acts of terrorism, other hazards including resource shortages, and power outages.
- C. The government of Essex County is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Services and Disaster Law of 2000, as amended, requires that each county and city prepare and keep current an emergency operations plan. This plan will be officially adopted by the local governing body and promulgated by the chief administrative official every four years.
- E. The Chief of Emergency Services will update the Emergency Operations Plan annually. This will be coordinated with each emergency resource organization to assure the development and maintenance of an appropriate emergency response capability.
- F. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State EOC via WebEOC. **A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.**

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The County maintains the following emergency services organizations to deal with normal day-to-day emergencies:
 - 1. Essex County Sheriff's Department
 - 2. Tappahannock Police
 - 3. Tappahannock/Essex Volunteer Fire Department
 - 4. Essex County EMS & Tappahannock/Essex Volunteer Rescue Squad
 - 5. Essex County Emergency Services
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies that have been assigned emergency duties in addition to their primary day-to-day functions.
 - 1. Board of Supervisors/County Administrator
 - 2. Essex County School System
 - 3. Essex County Health Department
 - 4. Essex County Human Services Department

- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. The following is a list of duties and assigned responsibilities for emergency operations in Essex County.
1. Chairman, Vice Chairman of the Board of Supervisors, County Administrator, Director of Emergency Services, Chief of Emergency Services.
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Damage assessment
 - f. Coordination of disaster assistance and recovery
 - g. Radiological monitoring and decontamination
 2. Essex Sheriff's Department & Tappahannock Police
 - a. Law Enforcement
 - b. Communications
 - c. Initial warning and alerting
 - d. Security of vital facilities and supplies
 - e. Traffic control
 - f. Search and rescue
 - g. Evacuation and access control of threatened areas
 3. The Tappahannock-Essex Volunteer Fire Department
 - a. Fire prevention and suppression
 - b. Hazardous materials incident response and training
 - c. On-scene direction and control
 - d. Assist with radiological monitoring and decontamination
 - e. Assist with evacuation
 - f. Support Search and Rescue
 4. Essex County Emergency Medical Services (EMS)
 - a. EMS operations, to include emergency medical transportation and pre-hospital care
 - b. Assist with the evacuation of endangered areas
 - c. Assist with the dissemination of warnings
 - d. Other functions as set forth in the Hampton Roads Mass Casualty Incident Response Guide and Peninsulas EMS Council Protocols.
 - e. Support Search and Rescue
 5. Essex County Superintendent of Schools
 - a. Provide facilities for the reception and care of evacuees
 - b. Evacuation transportation

6. Essex County Department of Social Services.
 - a. Reception and care of evacuees
 1. Provide registration and recordkeeping
 2. Provide mass feeding
 3. Provide crisis counseling services as required
 - b. Provide emergency welfare services for displaced persons
 - c. Coordinate the services of quasi-public and volunteer relief organization
 - d. Provide special assistance for the elderly and handicapped as required

7. Essex County Health Department
 - a. Hazardous Waste Management and enforcement
 - b. Epidemic control measures
 - c. Assist with the medical support to persons in shelters
 - d. Issues health advisories
 - e. Emergency mortuary and interment coordination
 - f. Insect and rodent control
 - g. Inspection of food, milk, and water supply. Assure the continued supply of potable water
 - h. Coordination and control of biological and radiological
 - i. Identification of the dead, assisted by the local and State Police
 - j. Coordination with area hospitals
 - k. Assure the provision of minimum essential sanitation services

8. *Essex County Department of Building and Zoning*
 - a. Resource and water supply
 - b. Assist with damage assessment
 - c. Assist with reports and records

9. County Building Official
 - a. Coordinate the maintenance and continued operation of utilities
 - b. Assist in identifying essential facilities
 - c. Debris removal
 - d. Assist with assuring the continued supply of potable water
 - e. Assist with providing minimum essential sanitation service
 - f. Assist with damage assessment

10. Riverside Tappahannock Hospital
 - a. Provide emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities if required

11. County Attorney

- a. Advise the County concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster assistance
- b. Assist the Board of Supervisors and County Administrator with maintaining continuity of government

CONCEPT OF OPERATIONS

- A. The Director of Emergency Services is a member of the County Board of Supervisors. The day-to-day activities of the emergency preparedness program have been delegated to the Chief of Emergency Services. The Director of Emergency Services, in conjunction with the Chief of Emergency Services, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
- B. The day-to-day activities of the emergency management program, for which the Chief of Emergency Services is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
- C. A local emergency may be declared by the Director of Emergency Services with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activated the provision of aid and assistance hereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
- D. Succession to the Director of Emergency Services will be County Administrator, and Chief of Emergency Services respectively.
- E. The Director of Emergency Services, County Administrator, or the Chief of Emergency Services will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports will be required thereafter. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
- F. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
- G. The Chief of Emergency Services will assure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and organizations within the county.

CONCURRENT IMPLEMENTATION OF OTHER PLANS

The Local Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with

the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

ORGANIZATIONAL STRUCTURE

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next 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 Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Emergency Support Functions;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- Director of Emergency Services;
- Incident Commander

SEQUENCE OF ACTION

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

NON-EMERGENCY/NORMAL OPERATIONS

These are actions that are implemented during non-emergency or disaster periods that will prepare Essex County for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- Conduct response and incident management training.

PRE-INCIDENT ACTIONS

These are actions that are implemented if the Chief of Emergency Services receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

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

- Communication alert & 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 and determine any protective action measures that need to be implemented in preparation for the situation.

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 damage;
- 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 may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

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

RECOVERY ACTIONS

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to normal as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Initial damage assessment—within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological sites during other recovery operations.

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

MITIGATION ACTIONS

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the Emergency Operations Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management to develop mitigation grant projects to assist in the most at risk areas.
- Apply for grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

DECLARATION OF A LOCAL EMERGENCY

The Board of Supervisors 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 services with the consent of the local governing board. If the governing body cannot convene due to the disaster or other exigent circumstances, the director shall declare the existence of an emergency, subject to the confirmation by the governing board within 14 days of the declaration.

Declaring a Local Emergency

Referenced from Virginia Emergency Services and Disaster Laws 2000 as Amended (Title 44)

Definition: "Local Emergency" means 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 . . . (§ 44-146.16(6))

A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. (§ 44-162.21)

- Political subdivisions are responsible for taking the appropriate action to end a declared emergency.
- In all instances, declaration of a local emergency will activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance to victims.

Once a local emergency has been declared, the director of emergency management, if so authorized by the governing body, may:

- Control, restrict, allocate or regulate the use, sale, production, and distribution of food, fuel, clothing or other commodities, materials, goods, services, and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions.
- Enter into contracts and incur obligations necessary to combat such threatened or actual disaster.
- Protect the health and safety of persons and property and provide emergency assistance to the victim of such disaster, and proceed without regard to time-consuming procedure and formalities prescribed by law (except mandatory constitutional requirements).
- Enter into contracts, incur obligations, employ temporary workers, rent equipment, purchase supplies and materials, and expend other public funds, provided such funds in excess of appropriations in the current approved budget, un-obligated, are available.

When the Governor declares a State of Emergency, political subdivisions may, under the supervision and control of the Governor, have the same authority as they do in local situations.

No inter-jurisdictional agency or official can declare a local emergency.

The provisions in this law do not pertain to relief agencies that provide relief to citizens of the Commonwealth at no cost.

Points in this document are basic. All local Emergency Management Coordinators should obtain a copy of the Virginia Emergency Services and Disaster Laws, as Amended, and refer to it for further reference.

A copy of a locally approved 'Declaration of a Local Emergency' should be available.

Advise the VEOC immediately when a Local Emergency is declared.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

The Chief of Emergency Services may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/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; and/or
- 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 positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

AUTHORITIES AND REFERENCES

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Comprehensive Preparedness Guide 101, November, 2010

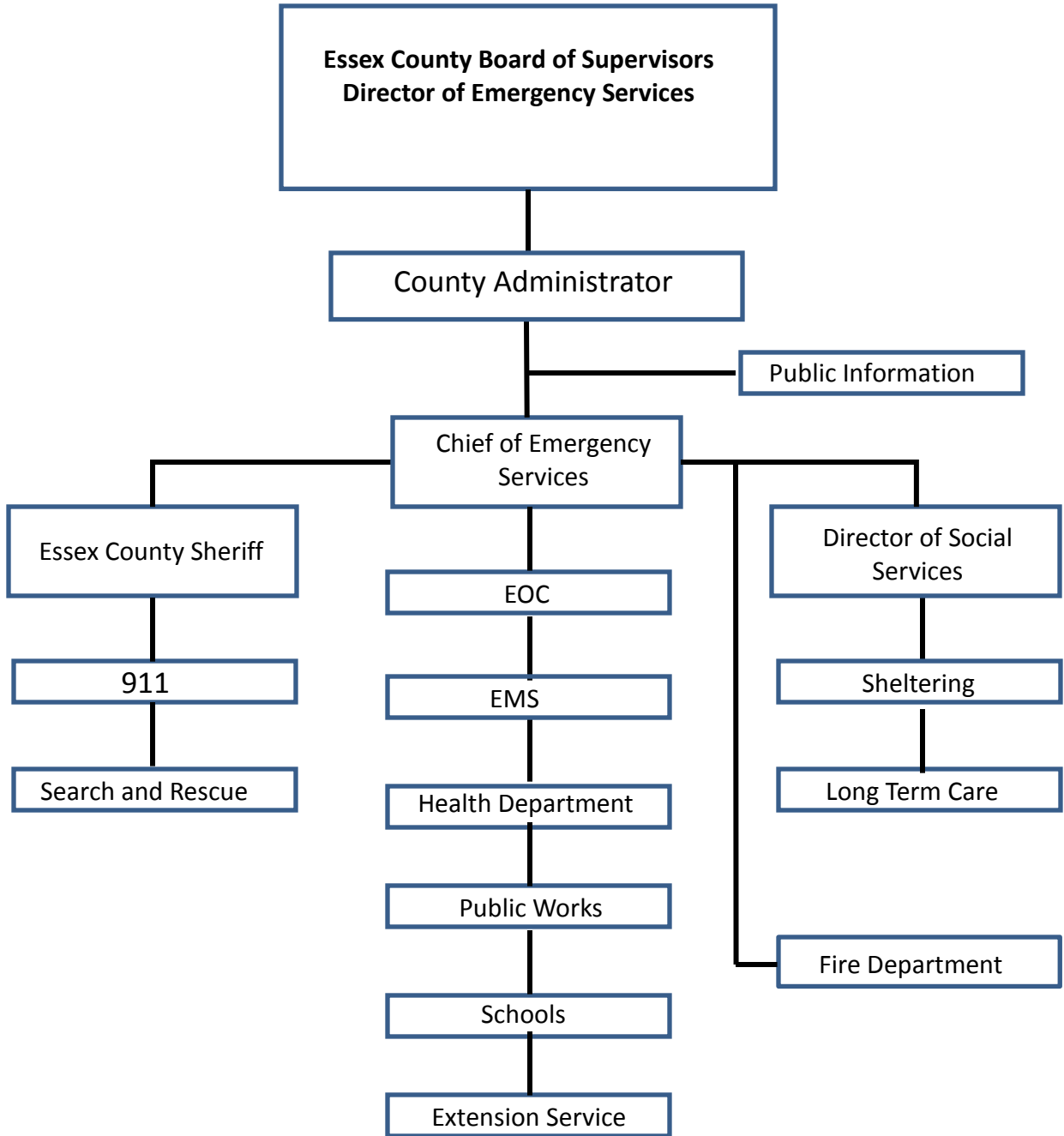
State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, September 2012 (updated March 2015)

Local

1. .Code of the County of Essex Virginia, Section 14-30 Rescue squads and fire departments designated as part of the county's official safety programs (Ord, as of 8-29-2011 §,3-20)

ESF BASED INCIDENT OPERATIONS



Attachment 2

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 Donations
Emergency Services	P					P	P		S	P		S	P	P	P		P
Fire			S	P	S	S		S	P	P			S				
EMS			S	S	P	S		P	P	S			S				
Sheriff	S		S	S	S	S	P	S	P	S			P		P		
Facilities		P			S							S					
Social Services					S	P					S		P	P			
Planning and Zoning			P		S									S			
Parks and Rec.			S														
Information Technology		S			S												
VERT		S															
Health Department					S	S		P			S						
Public Schools	S				S	S											
Water Authority			S					S									
County Attorney			S		S									S			S
VDOT	P		S				S						S				
VT Extension Service						S					P						
Riverside Hospital								P									
Animal Control						S					P						
Va State Police	S	S							S				S				
VDOF				P													
Utility Providers		S	P									P					
VITA		S															
VDEQ			S					S		P							

**Attachment 3
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 below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Chairman of the Board of Supervisors 2. Vice Chairman of the Board of Supervisors 3. County Administrator 4. Chief of Emergency Services
Emergency Public Information	<ol style="list-style-type: none"> 1. County Administrator 2. Chairman of the Board of Supervisors 3. Vice Chairman of the Board of Supervisors 4. Chief of Emergency Services
Essex County Sheriff Department	<ol style="list-style-type: none"> 1. Sheriff 2. Captain
Tappahannock Police Department	<ol style="list-style-type: none"> 1. Chief 2. Captain
Tappahannock Essex Volunteer Fire Department	<ol style="list-style-type: none"> 1. Chief 1 2. Chief 2 3. Chief 3
Essex EMS	<ol style="list-style-type: none"> 1. EMS Chief 4. Lieutenants
School System	<ol style="list-style-type: none"> 1. Superintendent 2. Assistant Superintendent
Essex County Health Department	<ol style="list-style-type: none"> 1. District Health Manager

Attachment 4

**Consent to Director of Emergency Service's
DECLARATION OF LOCAL EMERGENCY**

WHEREAS, the Director of Emergency services of _____Jurisdiction does/did hereby find:

1. That due to _____(Specify Event)_____, Jurisdiction is facing/faced dangerous conditions;

2. That due to the _____(Specify Event)_____, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now/or did exists throughout said Jurisdiction; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Services Agency of Jurisdiction shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Jurisdiction in order to mitigate the effects of said emergency.

Date

Chair, Essex County Board of Supervisors
Commonwealth of Virginia

Attest: _____
Clerk, Board of Supervisors
Commonwealth of Virginia

Attachment 5
EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

Each Member of the Essex County Board Of Supervisors
County Administrator
County Attorney
Essex County Library
Essex County Fire Departments and Rescue Squads
 - The Tappahannock-Essex Volunteer Fire Department
 - Essex EMS
Tappahannock Police
Tappahannock Town Manager
Essex Sheriff's Office
Essex Chief of Emergency Services
Riverside Hospital
Essex County School Board
Commonwealth Of Virginia, Department Of Emergency Management
All Essex County Department Heads

Attachment 6 EXERCISE AND TRAINING RECOMMENDATIONS

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Essex County Emergency Operations Plan (EOP). The Chief of Emergency Services will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Essex County EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Chief of Emergency Services is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Essex County. This program will be designed to attain an acceptable level of emergency preparedness for Essex County.

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

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

The Chief of Emergency Services will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

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

Attachment 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:

- 1) Real Estate Records*
- 2) Criminal Records
- 3) Wills
- 4) Civil Records
- 5) Chancery Records
- 6) 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.

AGENCIES/ORGANIZATIONS

Each agency/organization within Essex County 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.

Essex County maintains a Continuity of Operations Plan (COOP) Annex to the EOP. Additional guidance and standard operating procedures for the continued delivery of essential government services is included in the COOP currently under development.

Attachment 8 Glossary of Key Terms

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

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.

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.

Decontamination

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

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 situation.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation 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 Support Function

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.

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).

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.

Incident Command System

A 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. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

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.

Integrated Communications Plan

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

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

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.

Mitigation

Activities that actually 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 situation.

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.

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.

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.

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 regarding events such as closings, early release of employees, evacuation, transportation coordination of decision-making decisions, health response, etc.

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.

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.

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.

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).

Attachment 9 List of Acronyms

APHIS	Animal and Plant Health Inspection Service
ARES	Amateur Radio Emergency Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
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
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service

PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Service
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Attachment 10 Record of Changes

Changes to the Essex County Emergency Operations Plan (EOP) are made following an After Action Review and Lessons Learned from previous disasters and/or training exercises. The EOP is updated annually to ensure accuracy of capabilities and plan content. Suggested changes or recommendations to enhance the EOP should be submitted to the Chief of Emergency Services, if the following situations occur.

- A formal update of planning guidance or standards
- A change in elected officials
- A plan activation or major exercise
- A change in the jurisdiction's demographics or hazard or threat profile, or
- The enactment of new or amended laws or ordinances or policy changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				

Emergency Support Function #1: TRANSPORTATION

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- All transportation activities coordinated by school system
- Check all school buses for operational readiness
- Notify EOC of any vehicle failures
- Stage vehicles at critical pre determined points
- Have sign in sheets on each bus to track who goes where
- Use pre determined routes if possible
- Other key issues – notes

Emergency Support Function # 1 – Transportation

ESF Coordinator

VDOT Residency Administrator

Primary Agencies

Essex County Chief of Emergency Services
Virginia Department of Transportation (VDOT)

Secondary/Support Agencies

Essex County Sheriff's Office
Virginia State police
Essex County Public Schools

State Virginia Emergency Response Team (VERT) Contact:

Virginia Department of Transportation

INTRODUCTION

MISSION

Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

SCOPE

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- Prioritize and allocate all local government transportation resources;
- 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;
- Coordinate transportation for those with access and functional needs
- Communicate and coordinate with Virginia Department of Transportation; and
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

POLICES

All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts, including, but not limited to:

- Use of available transportation resources to respond to an incident;
- 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 Essex County and the Virginia Department of Transportation.
- Request additional resources

CONCEPT OF OPERATIONS

GENERAL

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 clear to permit a sustained flow of emergency relief.

All requests for transportation support will be submitted to the Essex County Emergency Operations Center (EOC) for coordination, validation, and/or action in accordance with this Emergency Support Function.

ORGANIZATION

Essex County, in conjunction with the Virginia Department of Transportation (VDOT), is responsible for transportation infrastructure of Essex County. Essex County and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, 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;
- Post signage and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

RESPONSIBILITIES

- Develop, maintain, and update plans and procedures for use during an emergency or disaster;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert the Essex County, 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; and
- Identify viable transportation routes, to, from and within the emergency or disaster area.

EMERGENCY MANAGEMENT ACTIONS – EVACUATION/EMERGENCY TRANSPORTATION

1. Normal Operations

- a. Delineate hazard-prone areas that may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. Example: "Flash Flood Watch."

- a. Review and update plans and procedures.
- b. Delineate the specific areas that may need to be evacuated and designate evacuation routes.
- c. Make a list of potential evacuees, if feasible.
- d. Prepare news releases.
- e. Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.
- f. Alert personnel to standby status.
- g. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Response

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

- a. Implement evacuation. Contact EOC to disseminate warning via radio news releases and via mobile loudspeakers.
- b. The EOC staff should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order.
- c. Contact EOC to provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- d. Advise the State EOC of the order to evacuate and advise again when the evacuation has been completed.
- e. Complete evacuation.
- f. Consider expanding the evacuation area, if necessary.
- g. Coordinate security and access control for the evacuated area.
- h. Record disaster-related expenses.

4. Recovery

- a. Continue to coordinate security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses.
- c. Facilitate damage assessment of roads and highways.

Emergency Support Function #2: COMMUNICATIONS

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Monitor all communication systems for proper working order
- Recall off duty personnel as necessary
- Make any required notifications
- Implement any emergency procedures
- Test back up communications equipment
- Verify ARES and RACES have been contacted
- Other key issues – notes

Emergency Support Function #2 – Communications

ESF Coordinator
Essex County Sheriff's Office (911)

Primary Agencies
Essex County Emergency Services Chief
Essex County Facilities Management

Secondary/Support Agencies
Virginia State Police
Verizon
State Virginia Emergency Response Team (VERT) Contact: Virginia Department of Emergency Management
Virginia Information Technologies Agency

MISSION

Communications supports public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. 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 community through a variety of media to inform of protective actions; and
Provide guidance, when appropriate, to help save lives and protect property;

This ESF describes the locality's emergency communications/notification and warning system. The locality 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;
Ensures Essex County 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 among people, places, and machine; and
Supports Essex County with the restoration, emission or reception of signs, signals, writing images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

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 locality's warning point.
The ECC is accessible to authorized personnel only;
The ECC staff will consist of the 911 Supervisor and key department heads or their designated representatives.
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, and The ECC will initiate notification and warning of appropriate personnel.

CONCEPT OF OPERATIONS

GENERAL

The Chief of Emergency Services or designee will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Chief of Emergency Services will assure that all actions are completed as scheduled.

The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included. An EOC wall map should be prepared and readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

ORGANIZATION

The Chief of Emergency Services will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each designated agency should:

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

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each emergency support function annex to this plan. The Chief of Emergency Services will assure that all actions are completed as scheduled.

The Public Information Officer (PIO) will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information.

ACTIONS/RESPONSIBILITIES

- Initiate notification and warning of appropriate personnel, utilizing landline telephones, voice or data—2 way radio, and wireless telecommunications devices, as required;
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- Emergency Services vehicles equipped with public address system may be used to warn the general public;
- The Chief of Emergency Services or designee must authorize the use of the Emergency Alert System;

Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:

Emergency Communications Center

Emergency Alert System

Local radio stations

NOAA Weather Radio—National Weather Service

Mobile public address system (bullhorns or loudspeakers)

Telephone

General broadcast over all available radio frequencies

Newspapers

Ensure the ability to provide continued service as the Answering Point (911) 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; and Maintain records of cost and expenditures and forward them to the Finance Section Chief.

Tab 1 to Emergency Support Function #2

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the Communications Center of Essex County E-911 will notify the designated 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. It is then the responsibility of the Communications Center of the locality to monitor message traffic and ensure that messages reach the Chief of Emergency Services or designee.

A full listing of contact numbers is maintained in the Communications Center.

Emergency Support Function # 3 – Public Works

ESF Coordinator

Essex County Zoning Administrator

Primary Agencies

Essex County Building & Zoning Office
Tappahannock Assistant Town Manager
Rappahannock Electric (County)
Dominion Virginia Power (Town)
Verizon

Secondary/Support Agencies

Department of Parks and Recreation
Water Authority
Fire
EMS
Essex County Sheriff
County Attorney
VDOT
VDEQ

MISSION

To coordinate with public utilities and other resource providers; conduct hazard mitigation activities prior to and following an emergency situation; assist in debris removal; conduct emergency repair and/or restoration of county facilities and structures; assist with damage assessment; and assist in implementing emergency response actions to protect life and property.

ORGANIZATION

In Essex County, the public works function is handled by Zoning Administrator He will be assisted by, and work in conjunction with, a variety of other county departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. Essex County is served by the following utilities: Rappahannock Electric, Dominion Virginia Power, and Verizon.

CONCEPT OF OPERATIONS

The Essex County Building & Zoning Office will coordinate their public works responsibilities under the direction of the Emergency Services Chief. Contingency plans to provide emergency lighting, water, debris removal, and sewage disposal will be developed. The Zoning Administrator will also assist other county departments in developing and implementing

mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

The Zoning Administrator will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The Emergency Services Chief, in conjunction with the County Attorney, Director of Finance, and Human Services Director, will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Potential sites for local and regional resources 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. Training will be provided, as required, in the use of the specialized equipment.

GENERAL

Following a disaster, Essex County Officials will:

- Determine if buildings are safe or need to be closed;
- Coordinate with other ESFs if there is damage to utilities or water or plumbing system;
- Clear debris;
- Coordinate with law enforcement to secure damaged buildings adjacent areas that may be unsafe;
- Coordinate with state and federal preliminary damage assessment teams; and
- Coordinate with insurance companies.

ORGANIZATION

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:

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

ACTIONS/RESPONSIBILITIES

- Alert personnel to report to the Emergency Operations Center (EOC);
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the community
- Assist in coordinating response and recovery;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect buildings for structural damage;
- Post appropriate signage to close buildings; and
- Ensure all repairs comply with current building codes, land-use regulations, and the county's comprehensive plan, unless exempted.

ESF #4: FIRE SERVICE
QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Test all response and back up equipment
- Notify mutual aid departments of possible needs
- Alert/recall off duty personnel as necessary
- Prepare to assist with public notification
- Prepare for post disaster actions
- Other key issues – notes

Emergency Support Function #4 - Firefighting

ESF Coordinator

Fire Chief or appointee

Primary Agencies

The Tappahannock-Essex Volunteer Fire Department
Virginia Department of Forestry (VDOF)

Secondary/Support Agencies

Essex County Sherriff
Tappahannock Police
Essex County Emergency Medical Service (EMS)

MISSION

To direct and control operations regarding fire prevention, fire suppression, rescue and hazardous material incidents; as well as to assist with warning and alerting, evacuation, communications and other operations as required in time of emergency.

ORGANIZATION

The Fire Chief or designee will coordinate the response of the Fire Department and will be a part of the EOC staff, which will assist with the overall direction and control of emergency operations.

CONCEPT OF OPERATIONS

The Fire Chief or designee will contact the Fire Department if resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material 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 the Emergency Support Function is activated all requests for firefighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The director of Emergency Management and/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 lives and property. Warning and instructions will be communicated through the appropriate means.

ORGANIZATION

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 emergency operations.

The Fire and EMS Departments will implement evacuations and the County Sheriff 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.

ACTIONS

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check firefighting and communications equipment;
- Fire Department representatives should report to the Local Emergency Operations Center to assist with operations;
- Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

RESPONSIBILITIES

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the local EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid;
- Assist with clean-up operations; and
- Assist with inspection of damaged facilities, if applicable.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations
Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.
2. Increased Readiness: A natural or man-made disaster is threatening the local area.
 - a. Alert on-duty personnel.

- b. Review and update plans and procedures.
- c. Alert personnel to stand-by status.
- d. Begin to implement record keeping of all incurred expenses.
- e. Check fire, rescue, and communications equipment.

3. Response

- a. The Fire Department representative should report to the EOC and assist with emergency operations.
- b. As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
- c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
- e. Record disaster-related expenses.

4. Recovery

- a. Continue to provide essential services as required.
- b. Continue search and certain rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire service to the Chief of Emergency Services.

ESF #5: EMERGENCY MANAGEMENT

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- EOC operational with all necessary equipment
- EOP available
- Key staff notified and assigned
- Board of Supervisors notified
- Local emergency requirement assessed
- PIO in place
- State EOC notified
- Notify Finance Director when "Local Emergency" is declared
- Other key issues – notes

Emergency Support Function #5 – Emergency Management

ESF Coordinator

Chief of Emergency Services or designee

Primary Agency

Emergency Medical Services

Secondary/Support Agencies

The Tappahannock-Essex Volunteer Fire Department

Essex County Sheriff's Department

Tappahannock Police Department

Essex County School System

Essex County Health Department

Information and Technology

Planning and Zoning

Essex County Facilities Director

County Attorney

Finance

Department of Social Services

MISSION

When there is no emergency, the mission is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an effective emergency response capability.

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the State EOC should outside assistance be required.

ORGANIZATION

Emergency operations will be directed and controlled from the County Emergency Operations Center. The EOC staff will consist of the Director of Emergency Services, Chief of Emergency Services, key service chiefs/department heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Services will be available for decision making as required.

CONCEPT OF OPERATIONS

The Chief of Emergency Services will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Chief of Emergency Services will assure that all actions are completed as scheduled.

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

1. Normal Operations May Include:
 - a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
 - b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
 - c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
 - d. Maintain a notification roster of these key personnel and their alternates.
 - e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
 - f. Develop fire and EMS mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross.
 - g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local Emergency Alert System (EAS) radio stations.
 - h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.
 - i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
 - j. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Laws.
 - k. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
2. Increased Readiness: A natural or man-made disaster is threatening the local area.
 - a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.

- b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
 - c. Implement record keeping of all incurred expenses, if applicable.
 - d. Prepare to provide emergency information to the public.
 - e. Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to the on-site emergency response personnel.
 - f. Brief the Board of Supervisors when appropriate.
 - g. Call a meeting of county personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.
 - h. Disseminate emergency information and protective action guidance to the public.
 - i. Advise individuals to evacuate from danger areas, if appropriate.
 - j. Establish and maintain liaison with the State EOC and adjacent jurisdictions.
 - k. Provide daily situation reports to the State EOC.
 - l. Continue to maintain records for all expenses incurred.
 - m. Coordinate with department heads.
3. Response
- a. Disaster strikes. An emergency response is required to protect lives and property.
 - b. Direct and control emergency operations.
 - c. Ensure that previous checklist items have been completed or initiated.
 - d. Provide emergency information and protective action guidance to the public.
 - e. Declare a local emergency if the situation warrants.
 - f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires.
 - g. Ensure that an accurate record of expenses is maintained.
 - h. Make an Initial Damage Assessment and forward to the State EOC.
4. Recovery

- a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
- b. Monitor restoration of essential facilities and services.
- c. Coordinate temporary housing and food as required.
- d. Continue to maintain a record of disaster-related expenditures.
- e. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
- f. Provide information to the public.

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 Organization Chart (Attachment 1).
2. The EOC staff will be organized as follows:
 - a. **EXECUTIVE GROUP** - Provides overall direction and control of emergency operation.
 - b. **OPERATIONS GROUP** - Maintains accurate estimates of the emergency situation, maintains current records of utilization and availability of resources and implements orders of the Executive Group.
 - c. **COMMUNICATIONS GROUP** - Establishes, operates and maintains communications with required elements of county resources, adjacent cities and counties and state agencies.
 - d. **DAMAGE ASSESSMENT AND ANALYSIS GROUP** - Maintains current Situation Reports referencing damages.
 - e. **INFORMATION GROUP** - Collects, analyzes and disseminates appropriate official information to the population concerning the emergency.
 - f. **SUPPORT GROUP** - Provides logistical support for Emergency Operations Center operations.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Chief of Emergency Services 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. Initial situation briefings will be provided by the Director of Emergency Services.
5. Direction and control of County personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the VEOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management through WebEOC or by calling the VEOC at (804) 674-2400 or 1-800-468-8892.
7. 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.
8. Essex County Emergency Operations Center (EOC) is located at:
202 South Church Lane Tappahannock, Virginia 22560

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

- A. Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:
 - 1. EXECUTIVE GROUP
 - a. Direct overall emergency operations.
 - b. Initiate activation of EOC.
 - c. Determine operational courses of action.
 - d. Make decisions as to adoption of course of action.
 - e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.
 - 2. OPERATIONS GROUP
 - a. Develop and maintain an accurate status of the emergency situation.
 - b. Record and maintain current status of resources.
 - c. Develop course(s) of action based on the emergency and available resources.
 - d. Implement course of action approved by the Executive Group.
 - e. Coordinate the procurement and utilization of all support services and resources made available from throughout the county.
 - 3. COMMUNICATIONS GROUP
 - a. Establish and maintain Essex County emergency communications to include communications with adjacent towns and counties.
 - b. Establish and maintain communications with the following agencies:
 - (1) Tappahannock/Essex Volunteer Fire Department
 - (2) Essex County EMS/Tappahannock Volunteer Rescue Squad
 - (3) Essex County Sheriff's Office
 - (4) Essex County School System
 - (5) Essex County Public Works
 - (6) Virginia Emergency Operations Center
 - (7) All surrounding governmental agencies maintaining mutual aid/assistance agreements with Essex County.
 - (8) Tappahannock Police Department
 - c. Insure continuous telephone communications.
 - d. Monitor Emergency Alert System (EAS)stations.
 - e. Establish and operate the EOC Message Center.
 - 4. DAMAGE ASSESSMENT AND ANALYSIS GROUP
 - a. Maintain current damage status to include estimated dollar amounts.
 - b. Display damage status in EOC.
 - c. Recommend to Operations Groups priorities for debris removal.
 - 5. INFORMATION GROUP
 - a. Act as Essex County Public Information Office.
 - b. Establish and operate an Joint Information Center.

- c. Prepare and present official press releases to media based on current and factual information.

6. SUPPORT GROUP

- a. A group of specialty trained individuals will constitute an EOC Response Team.
- b. The team would be trained in the County Emergency Operations Plan and how to establish and operate an EOC.
- c. This group will maintain support and logistical coordination for all other groups in the EOC.

7. FOOD AND LODGING

- a. County staff will coordinate the operation of the facilities necessary to feed the EOC staff.
- b. Cots and bedding will be furnished by Essex County

8. FIRST AID MEDICAL

Essex County EMS will establish and operate an emergency medical services treatment area for the EOC staff.

9. GOODS AND SERVICES

- a. Requests for supplies and services will be made to the Budget and Accounting representatives assigned to the EOC, who will authorize all expenditures.
- b. All purchases of such goods and services will be approved and purchased using a County purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.
- e. Every effort will be made by on-duty law enforcement and fire and rescue personnel to establish the safety of the families of on-duty County personnel involved in the emergency. This is to insure the well being of families of essential employees.

10. TRANSPORTATION

- a. Transportation to and from the EOC will be the responsibility of the individual.
- b. Emergency requests for transportation to and from the EOC will be made to the chief of Emergency Services on an individual basis for requirements generated due to breakdowns or inclement weather

Tab 1 to Emergency Support Function #5 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. Chief of Emergency Services / EOC Manager:

- Manage overall operations
- Coordinate activities for all Command and General Staff
- Development and implementation of strategy
- Approve and authorize the implementation of an Incident Action Plan (IAP)
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the news media
- Order the demobilization of the incident, when appropriate
- Ensure 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
 - Monitoring and assessing hazardous and unsafe situations
 - Developing measures for assuring personnel safety
 - Correct unsafe acts or conditions through the regular line of authority
 - Maintain an awareness of active and developing situations
 - Investigate or Coordinate 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
- Interacting with the ESFs, state and federal agencies
- Identifying current or potential interagency problems
- Keeping 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 sheet
- Coordinates Community Relations with local community leaders
- Keeps the public informed of the situation

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
- Collect and process situation information about the incident
- Identify the need for specialized resources
- Perform operational planning
- Activate Planning Section Units
- Supervise preparation of IAP
- Analyze data and emerging trends
- Supervise Planning Section Units
- Prepare 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
- Provide facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activate 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
- Manage all financial aspects of an incident
- Activate Finance/Administration Section Units
- Organize and operate within the guidelines, policy, and constraints
- Participates in the development of the IAP
- Extensive use of agency provided forms
- Meet with assisting and cooperating agency representatives, as required
- Identify and order supply and support needs for Finance Section

Concept of Operations

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director of Emergency Services and/or by the Chief of Emergency Services 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.
4. 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. Prior to activation, laptops and/or desktop computers, phone lines, fax, copier, status boards, and other general office equipment will be set-up in the EOC. The EOC may remain functional during the mobilization, response and recovery operational phases.
5. Initial situation briefings will be provided by the Chief of Emergency Services.
6. Direction and control of county 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 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

Essex County Emergency Operations Center (EOC) is located at: 202 South Church Lane Tappahannock, Virginia 22560. The EOC does have a back-up power supply.

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 of WebEOC to request and track resources

**Tab 2 to Emergency Support Function #5
PRIMARY EOC STAFFING**

Skeletal Staffing

Chief of Emergency Services
Essex County Sheriff or designee
Message Clerk
Phone Operator

Full Staffing

Chief of Emergency Services
Director of Emergency Services
Law Enforcement
Fire Chief or Designated Person
Health Department Representative
Human Services Representative
PIO Officer
Utility Representative
County Attorney Representative

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Security

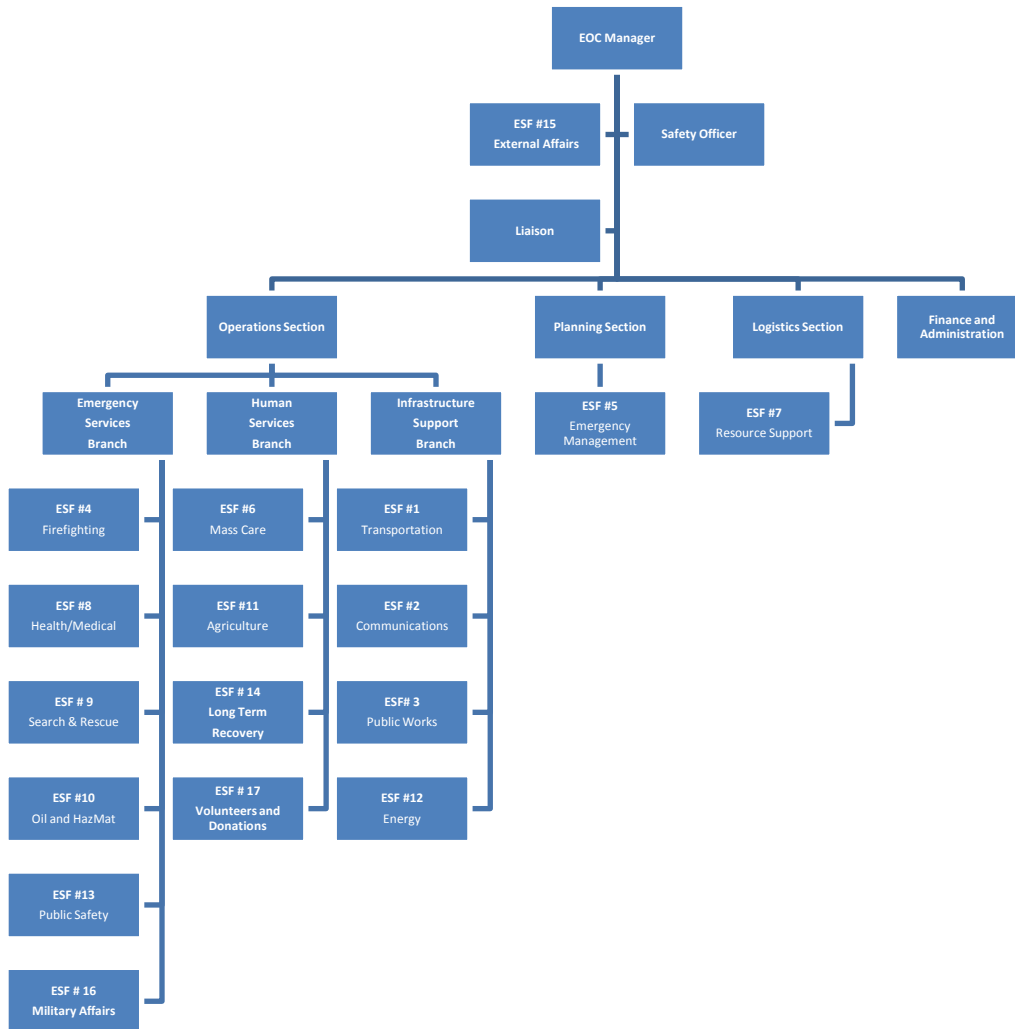
Tab 4 to Emergency Support Function #5 INCIDENT COMMAND SYSTEM

Emergency Operations Center (EOC) Structure

The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESF) 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); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)



**Tab 5 to Emergency Support Function #5
COUNTY MAP**



ESF #6: MASS CARE
QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Joint effort by Social Services and Schools
- Evaluate possible shelter needs
- Notify/recall shelter staff as necessary
- Assess/inspect shelters being considered for use
- Prepare registration materials
- Consider special needs population requirements
- Determine maximum number shelter can accommodate
- Establish EMS and security for shelter
- Other key issues – notes

Emergency Support Function #6 – Mass Care, Housing, Human Resources

ESF Coordinator

Department of Social Services Director or designee

Primary Agencies

Department of Social Services
Chief of Emergency Services

Secondary/Support Agencies

Department of Health
Three Rivers Medical Reserve Corps
Essex County Sheriff (security for shelter or evacuation)
Essex County Volunteer Fire Department
Essex County EMS
Essex County Schools
Animal Control
VPI Extension Service
Department of Criminal Justice Services

MISSIONS

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

The Social Services Department and Superintendent of Schools are responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Department. EMS will assist as needed with medical care service at the shelter center.

POLICIES

- The Chief of Emergency Services, in consultation with the Director of Social Services, will determine the need to open a shelter and identify the shelter(s) location. This information will be communicated internally and externally through ESF # 2-Communications and ESF#15-Public Affairs.
- 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;
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, disability or other affiliation;

- To coordinate with ESFs #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate;
- To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies; and
- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

SCOPE

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the community affected by a disaster.

The services and programs may include the following:

- Sheltering
- Food service
- Emergency First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund
- Department of Criminal Justice Services

CONCEPT OF OPERATIONS

GENERAL

The Essex County 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 Department of Social Services maintains Standard Operating Procedures for opening and managing a shelter and/or Family Assistance Center (FAC). 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. Essex County Schools 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 individuals with access and functional needs and service animals. The Department of Social Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them..

Essex County has pre-determined shelter locations in the event of a large disaster requiring an evacuation. Shelter locations have, at best, a limited supply of cots, blankets, personal hygiene supplies, etc. Additional supplies will be requested through ESF # 7 – Resource Management, if needed. 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 Support Annex for details regarding pet and animal sheltering. Check 11 then black*
- 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 and to the extent possible
- includes meeting the requirements of victims with special dietary needs

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. *Refer to ESF-8 for details regarding medical care services.*

COUNSELING

- Middle Peninsula Northern Neck Community Services Board Executive Director has the responsibility to coordinate counseling services for the local government.
- Provide counseling through local government services if it appropriate based on the scale of the emergency and the capabilities of the counseling services.
- Events in which there are mass casualties and injuries that exceed local governments resources and capabilities can contact the following agencies:
 - Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section, and the Va. Department of Behavioral Health and Substance Abuse Services, Emergency Mental Health Section, and activated via the local government.

SECURITY

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

TRANSPORTION

- Essex County Emergency Management and Essex County School 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*

“In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia, the County of Essex will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.”

“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § [19.2-11.01](#). The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”

Tab 1 to Emergency Support Function #6 Shelter Registration Form

SHELTER REGISTRATION

HEAD OF FAMILY

NAME (LAST) _____ (FIRST) _____ (MI) _____

ADDRESS: _____

TELEPHONE: CELL - _____ HOME: _____ DATE IN: _____ DATE OUT: _____

LIST ALL HOUSEHOLD MEMBERS INCLUDING HEAD	CURRENT MEDICATIONS	ALLERGIES	TIME	TIME	TIME	TIME	TIME	TIME
			IN	OUT	IN	OUT	IN	OUT
1								
2								
3								
4								
5								

(TURN OVER TO LIST OTHER MEMBERS)

SPECIAL NEEDS

PERSON TO CONTACT IN CASE OF EMERGENCY: NAME _____

I do _____, do not _____, authorize release of the above information concerning my whereabouts or general whereabouts.

Signature _____

Tab 2 to Emergency Support Function #6 Special Needs Population Requiring Special Care in Times of Emergency

General

A listing of such persons is maintained by the Essex County Emergency Medical Services chief. When the Emergency Operations Center (EOC) is operational, this listing will be available to 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 Chief of Emergency Services and serve as appendices to this ESF.

Special Transportation Resources

- Essex County Public Schools
- Governmental Cooperative(s)
- Additional transportation resources are identified in ESF # 1

ESF #7: RESOURCE MANAGEMENT

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- EOC operational with all necessary equipment
- SOPs available
- Points of Distribution identified
- Staging Location identified
- Key staff notified and assigned
- Local emergency requirement assessed
- Other key issues – notes

Emergency Support Function #7 - Resource Support

ESF Coordinator:

Chief of Emergency Services or designee

Primary Agencies

Emergency Management
Essex County Sheriff's Office

Secondary/Support Agencies

Virginia Department of Transportation
Virginia Department of Emergency Management
External Affairs ESF #15

MISSION

- Identify, procure, inventory, and distribute critical resources for locality during an emergency.

SCOPE

- Essex County will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed;
- Resource support may continue until the disposition of excess and surplus property is completed; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy.

POLICIES

- Essex County will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- The Chief of Emergency services is authorized to appoint a coordinator of volunteers and a coordinator for donations acceptance and distribution
- Individuals involved in distributing and/or obtaining resources will be made aware of Essex County emergency procurement policies.
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency; and
- The Emergency Operations Plan (EOP) reflects state policy, regarding requesting resources.

CONCEPT OF OPERATIONS

GENERAL

- Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts; and
- Priorities will be set regarding the allocation and use of available resources.
- The Chief of Emergency services may appoint a coordinator of volunteers and a coordinator for donations acceptance and distribution the role for each is part of an event appendix.

ORGANIZATION

- Departments, with an emergency function, will be responsible for identifying resources, including human resources;
- Convey available resources to emergency manager;
- Identify potential distributions sites for emergency response;
- Identify policies and personnel responsible for obtaining resources;

ACTIONS/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 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; and
- Ensure the community is aware of available resources and coordinate with ESF #15.

ESF #8: MEDICAL AND HEALTH
QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Establish communication with local and neighboring health care facilities
- Prepare to test milk, food, and water for contamination
- Review prepared statements in the Appendices
- Monitor and record disease reports
- Maintain contact with Virginia Department of Health (VDH)
- Establish contact with State Medical Examiner's office
- Prepare for crisis counseling
- Other key issues – notes

Emergency Support Function # 8 – Public Health and Medical Services

ESF Coordinator:

Health District Director or designee

Primary Agencies

Essex County Health Department / Three Rivers Health District
Essex County Emergency Medical Services
Riverside Tappahannock Hospital

Secondary/Support Agencies

Water Authority
Tappahannock-Essex Volunteer Fire Department
Essex County Sheriff's Office
Tappahannock Police Department
Three Rivers Medical Reserve Corps
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Agriculture and Consumer Services

MISSION

- The purpose of ESF # 8 is to provide health and medical services to the residents of Essex County during and/or after an emergency situation.

PURPOSE

- Guide a response using local resources and to coordinate a response with the local and/or state agencies when the incident exceeds the local capabilities.

SCOPE

- An all hazards approach based on Essex County's ability to provide medical resources;
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs,
- VDH—will monitor, survey, and evaluate the situation to determine if there is a public health issue/emergency;
- Hospitals may request resources through Hospital WebEOC, which is maintained by the Virginia Hospital and Healthcare Association (VHHA).

POLICIES

- Internal policies and procedures and regulations;
- Privacy policies and laws with regard to provision of medical care;
- Policies regarding provision of first aid and health care'
- EMS vehicles are dispatched through the County Communication Center.

CONCEPT OF OPERATIONS

- Essex County will respond with available resources as designated in the 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;
- Public Health Advisories will be coordinated with the Virginia Department of Health, Emergency Service Chief, Virginia Department of Emergency Management.
- If the EOC is activated during the response, representatives of this ESF could be assigned to the EOC.

ACTIONS

- 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;
- 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;
- Review emergency plans with local governments; and
- Implement existing mutual aid agreements as necessary.

**Tab 1 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 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).

Concept of Operations

In the event of a mass fatality disaster situation, the EOC will contact the State Medical Examiner's Office, who will in turn 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.

The EOC will follow the "Guidelines For Reporting And Managing Mass Fatality Events With The Virginia Medical Examiner System" referenced in the Essex EOC Reference Guide which is separately maintained.

**Tab 2 to Emergency Support Function #8
Virginia Medical Examiner Districts**

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER**
400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174



OFFICES OF THE MEDICAL EXAMINER

Central District (Richmond)

400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174

Tidewater District (Norfolk)

830 Southampton Avenue
Suite 100
Norfolk, VA 23510
(757) 683-8366

Northern District (Manassas)

10850 Pyramid Place Suite 121
Manassas, VA 20110
(703) 530-2600

Western District (Roanoke)

6600 Northside High School Rd
Roanoke, VA 24019
(540) 561-6615

ESF #9: SEARCH & RESCUE
QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Test all response and back up equipment
- Notify mutual aid departments of possible needs
- Alert/recall off duty personnel as necessary
- Notify VEOC
- Prepare for post disaster actions
- Other key issues – notes

Emergency Support Function #9 - Search and Rescue

ESF Coordinator:

Essex County Sheriff or Designee

Primary Agencies

Essex County Sheriff's Department
Tappahannock Police Department
Essex County EMS
Tappahannock, Essex Volunteer Fire Department

Secondary/Support Agencies

Emergency Management
Virginia Department of Emergency Management
Virginia State Police
DGIF Marine Police
5th District US Coast Guard

MISSION

Emergency Support Function (ESF) #9 – Search and Rescue provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress.

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. Search and Rescue 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.

POLICES

- 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 and coordinate with State and Federal agencies when necessary.

CONCEPT OF OPERATIONS

GENERAL

Law enforcement and local volunteer search and rescue agencies will be responsible for rescue and search operations during a disaster with assistance from local fire and EMS agencies.

ORGANIZATION

Law enforcement 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 Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Essex County Facilities Department will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance 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.

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). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

RESPONSIBILITIES

- Manages search and rescue task forces
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations and Request further assistance through the EOC from the Virginia Department of Emergency Management for additional resources.

Emergency Support Function #10 - Oil and Hazardous Materials

ESF Coordinator

Chief of Emergency Services / Hazmat Coordinator or designee

Primary Agencies

The Tappahannock-Essex Volunteer Fire Department
Virginia Department of Emergency Management
Virginia Department of Environmental Quality

Secondary/Support Agencies

Essex County Sheriff's Department
Tappahannock Police Department
Essex County EMS

MISSION

Chief of Emergency Services/ Hazmat Coordinator will be contacted immediately and will assume primary operational control of all hazardous materials incidents with the assistance of The Tappahannock-Essex Volunteer Fire Department. Mutual Aid Agreements with neighboring jurisdictions may provide support.

SCOPE

- The initial response will be handled by the fire department.
- State agencies may be called upon depending on the nature of the incident

POLICIES

Local resources, policies and procedures regarding hazardous material incidents should be reviewed and revised, as necessary.

- Notify the community of the need to evacuate or shelter in place;
- Mutual aid agreements will be implemented.
- Establish communications with ESF # 5 and ESF #15.

CONCEPT OF OPERATIONS

GENERAL

Chief of Emergency Services / Hazmat Coordinator or designee will assume primary operational control of all hazardous materials incidents;

- Mutual aid agreements between the community and the local government will be implemented;
- Chief of Emergency Services / Hazmat Coordinator may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team
- The Chief of Emergency Services / Hazmat Coordinator will determine the need to evacuate or shelter in place.
- Law enforcement may coordinate the evacuation of the area.
- ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

ACTIONS/RESPONSIBILITIES:

- Review procedures for hazard material incident.(Hazardous Material Emergency response plan)
- 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;
- Record expenses

ESF #11: AGRICULTURE & NATURAL RESOURCES

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Monitor all communication systems
- Recall off duty personnel as necessary
- Make any required notifications
- Implement any emergency procedures
- Test back up equipment
- Other key issues – notes

Emergency Support Function # 11 – Agriculture and Natural Resources

ESF Coordinator

Local Extension Agent or designee

Primary Agencies

VPI Cooperative Extension Service
Animal Care Control
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services

Secondary/Support Agencies

Essex County Health Department/VA Department of Health
Department of Social Services
Local/Regional Food Banks
Federation of Virginia Food Banks
Virginia Department of Game and Inland Fisheries (VDGIF)

MISSION

Va. Department of Agriculture and Natural Resources works to address the 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; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

SCOPE

Determined based on the local capabilities and include:

- 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.

POLICES

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF 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;
- 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; and ensure food safety.

CONCEPT OF OPERATIONS

GENERAL

- 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; and
- Protects cultural resources and historic property resources during an incident.

ORGANIZATION

The Chief of Emergency Services 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; and conducting inventory of sensitive items, in regard to agriculture and horticulture.

ACTIONS

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

- 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; and,
- Proper containment and disposal of contaminated food, animals, and/or plants.

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;
- Participate in subsequent investigations jointly with other law enforcement agencies;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;

Emergency Support Function # 12 – Energy

ESF Coordinator

Chief of Emergency Services or Designee

Primary Agencies

Rappahannock Electric Cooperative
Dominion Virginia Power

Secondary/Support Agencies

Emergency Management
Essex County Facilities
State Corporation Commission (SCC)
Virginia Department of Mines, Minerals, and Energy (DMME)

MISSION

Estimate the impact of energy system outages in the locality.

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; and
- 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 to enable life to be restored to full capacity as soon as possible.

SCOPE

- ESF #12 will collect, evaluate, and share information on energy system damage. Estimate the impact of energy system outages in the community.
- Provide information concerning the energy restoration process such as:
 - Projected schedules;
 - Percent completion of restoration; and
 - Determine schedule for reopening facilities.

The incident may impact the locality only or it may be part of a larger incident that impacts the locality and the region.

In the latter cases, the locality will follow its plans, policies and procedures, but ensure that they are also following regional plans.

POLICIES

- Provide fuel, power, and other essential resources
- Locality will contact utility providers;
- 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;
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Make decisions concerning closures; and
- Locality will manage independently, until it needs additional resources.

CONCEPT OF OPERATIONS

GENERAL

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; disruptions to generation facilities.

Other energy shortages (such as petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

And can impact transportation and industrial uses

Other Impacts:

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

ORGANIZATION

Essex County may activate its EOC in order 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; and
- 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 (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

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;
- 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; and
- Document expenses.

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 Essex County Government;
- 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; and
- Identify resources needed to restore energy systems.

ESF #13: LAW ENFORCEMENT
QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Notify/recall off duty personnel as necessary
- Check all communications equipment
- Review SOPs for emergency actions
- Mobilize all signs, barricades, and related equipment
- Prepare for public notification
- Check all backup equipment
- Provide security for EOC
- Other key issues – notes

Emergency Support Function # 13 – Public Safety & Security

ESF Coordinator

Essex County Sheriff

Primary Agencies

Essex County Sheriff's Office
Tappahannock Police department
Chief of Emergency Services
Department of Social Services

Support Agencies

Fire Department
EMS
Virginia Department of Transportation (VDOT)
Virginia State Police (VSP)

MISSION

To maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to conduct search and rescue operations, and to assist with identification of the dead in a mass casualty incident.

PURPOSE

- Maintain law and order;
- Provide public warning;
- 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;
- Traffic control, as needed
- Leads ground search and rescue operations; and
- Assists with the identification of the dead.

Several factors may require outside assistance to respond to the event:

- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event); and If the locality is impacted by a larger event that affects the region

SCOPE

ESF #13 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.

ORGANIZATION

The Sheriff's Department located at 304 Prince Street Tappahannock, VA 22560 has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue. Additional resources are available if needed through working agreements with the Department of State Police, (First Sargent or Area #2 804-333-3800) or other law enforcement organizations—county/town police departments or county sheriff's offices—in the region.

CONCEPT OF OPERATIONS

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. Such directives are in force for all types of natural disasters or technological hazards which have been recently experienced to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The local law enforcement has the authority and responsibility for search and rescue operations throughout the County.

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations. They may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the local law enforcement; typically a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

The Virginia Department of Transportation Residency Shop has general responsibility for signing and marking.

The Chief of Emergency Services, in coordination with the local law enforcement and the Fire Department, should delineate areas which may need to be evacuated, such as the floodplain and areas within one-half mile of sites with a potential for a hazardous substance incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dumps sites where such materials are stored or disposed.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and other media by ESF#15. Also, the local law enforcement and the Fire Department

will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. .

Although Essex County does not have a designated primary Evacuation Assembly Center, schools, churches, or public facilities may be designated and used as needed. A list is maintained in the EOC Reference Guide and final selection and coordination of the evacuation center(s) should be made at the time of the emergency.

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies (if needed), and sleeping bags or blankets. They will also be advised to secure their homes and turn off utilities before leaving. It is recommended that pets remain at home. The local law enforcement will provide for the security of the evacuation area. VDOT Residency Shop personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.

- a. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- b. Develop procedures for promptly warning the public of an emergency, using any means necessary and available (i.e., telephone, public address systems, knocking on doors)
- c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.) Anticipate and resolve problems associated with these population groups such as evacuating nursing homes and schools. (Social Services will maintain a list and the Sheriff's Office will handle the jail.)
- d. Identify potential evacuation routes in the event of a major emergency situation.
- e. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas which may need to be evacuated and designate evacuation routes

- d. Alert personnel to standby status
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency
- f. Alert all personnel and special facilities, as required.
- g. Test primary communications systems and arrange for alternate systems, if necessary.

3. Response

- a. Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
- b. Provide traffic and crowd control, as required
- c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- d. Begin recording disaster-related expenses.
- e. Assist EOC in evacuation, as required.
- f. Secure the emergency site, evacuated areas, vital facilities, and supplies
- g. Continue to provide traffic and crowd control
- h. Continue to warn the public and assist with providing protective action guidance.
- i. Assist with search and rescue operations, as required.
- j. Implement existing mutual aid agreements with other jurisdictions, if necessary.

4. Recovery

- a. Continue to provide traffic and crowd control, as well as the necessary security.
- b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the County. Assist in state and federal investigation as necessary.
- c. Support cleanup and recovery operations as required
- d. Assist with identification of the dead, if necessary.
- e. Assist with damage assessment

- f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator.

ESF #14: LONG TERM RECOVERY

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Make available VDEM report forms
- Initial report to State EOC due in the first 24 hours
- Assign damage assessment teams
- Provide necessary safety equipment for teams
- Maintain contact with teams from EOC
- Other key issues – notes

Emergency Support Function #14 – Long Term Recovery

ESF Coordinator

Chief of Emergency Services or designee

Primary Agencies

Virginia Department Emergency Management
Department of Social Services

Secondary/Support Agencies

Building and Zoning Administrator
County Attorney
Bay Family Housing
Volunteer and donations coordinators

MISSION

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.

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 on local capabilities and resources. During a disaster, maps of the locality will be located in the Building and Zoning Office. Available maps may include VDOT highway transportation maps, topographical maps, Geographic Information System (GIS) mapping, etc.

POLICIES

- 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, the Secretary of Commerce and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs..
- 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.

CONCEPT OF OPERATIONS

GENERAL

The recovery phase addresses broad recovery and reconstruction which deals with more permanent and long-term redevelopment issues.

The recovery and reconstruction component, deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing. Essex County uses an established coding system for structures inspected by the Damage Assessment Team. This system provides for a quick overview of the anticipated need for long-term recovery housing and other services.

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. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and the 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;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

ORGANIZATION

- 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 Chief of Emergency Services or designee will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

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;
- Obtain maps of the impacted areas;
- 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, and;
- Determine and identify responsibilities for recovery activities.

ESF #15: EXTERNAL AFFAIRS

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Gather information as it becomes available
- Develop a draft media release for review by EOC
- Make ready access to media
- Clear all releases.
- Other key issues – notes

Emergency Support Function # 15 – External Affairs

ESF Coordinator

Chief of Emergency Services or Public Information Office Designee

Primary Agencies

Chief of Emergency Services
Essex County Sheriff
Tappahannock Police Chief

Secondary/Support Agencies

Virginia Department of Emergency Management
Virginia Department of Health
Local Radio Stations
Local Newspaper

MISSION

To keep the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property..

SCOPE

Provides emergency information to Essex County residents before and during any emergency situations such as hurricanes, ice storms and chemical spills. The aim is to communicate to the Essex County community a flow of alerts, updates, announcements and warnings during periods of disaster preparedness and response. These messages parallel the emergency information broadcast by WRAR and WNNT and provide links to other resources during a disaster.

GENERAL

The Public 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.

Public information may be disseminated to special populations and those with access and functional needs through use of prepared lists of such individuals.

ORANGIZATION

The dissemination of public information will be directed and controlled from the EOC. The EOC will work jointly with, and have official access to, local radio stations and newspapers.

The Chief of Emergency Services will serve as Public Information Officer. However, the PIO role may shift to the Director of Emergency Services, the sheriff, or other department heads depending on the type of incident and the circumstances involved.

The following officials and organizations are responsible:

Public Information Officer

Director of Emergency Services/ A designated member of the Board of Supervisors

Chief of Emergency Services

A Public Information Officer may be appointed to serve as the primary ESF #15 coordinator.

RESPONSIBILITIES/ACTIONS

1. Normal Operations

a. Develop standard operations procedures (SOPs) to carry out the public information function. Establish a working arrangement between the County PIO, the local EOC and local radio stations and newspapers. Encourage local newspapers to periodically publish general information about those specific hazards that are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective actions.

b. Prepare and provide general information as appropriate to people with access and functional needs.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

a. Monitor national and state level news coverage of the situation (if applicable).

b. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.

3. Response

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

a. Disseminate news releases and Situation Reports via the local news media, the county's websites and Code Red alert system

b. After coordination with the State EOC, the PIO will begin to disseminate Public information via news releases.

c. Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases.

d. Monitor the media to insure accuracy of information and correct inaccuracies as quickly as possible.

e. If necessary, designate a phone number and personnel to handle citizen inquiries.

f. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

Continue to keep the public informed concerning local recovery operations.

a. Assist the Health Department in disseminating public health notices, if necessary.

b. Assist state and federal officials in disseminating information concerning relief assistance.

ESF #16: MILITARY
QUICK REFERENCE CHECK LIST
ESSEX COUNTY

- Request specific needs from the VEOC which will determine the best resource to meet the need of the jurisdiction.
- Review SOPs for joint emergency actions
- If National Guard forces deploy assist with signs, barricades, and related equipment
- Prepare for public notification

Emergency Support Function # 16 – Military Support

ESF Coordinator

Essex County Sheriff's Office

Primary Agency

Virginia Emergency Operations Center
Department of Military Affairs – Virginia National Guard

Secondary/Support Agencies

Virginia Department of Emergency Management

MISSION

Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

CONCEPT OF OPERATIONS

GENERAL

Essex County CANNOT request National Guard forces. A locality will request specific needs from the VEOC which will determine the best resource to meet the need of the jurisdiction.

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

The National Guard is only available under a disaster declaration.

The National Guard Provides the staffing, functions, and professional expertise for all military support actions as a part of the Virginia Emergency Response Team (VERT) in preparation for and in response to emergencies, natural disasters, or other catastrophic events, or as deemed necessary by the Governor of Virginia.

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.

ORGANIZATION

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

POLICIES

The county will request a capability or need to the Virginia EOC as outlined in Virginia EOC procedures,

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the locality.

RESPONSIBILITIES

Assist the provided Military Support which is provided to Essex County on a mission request basis, subject to the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

ESF #17: VOLUNTEER & DONATIONS MANAGEMENT

QUICK REFERENCE CHECK LIST

ESSEX COUNTY

- Establish communication with local volunteer organizations
- Monitor situation
- Maintain contact office of emergency management
- Prepare for crisis counseling
- Other key issues – notes

Emergency Support Function #17 - Volunteer and Donations Management

ESF Coordinator

Chief of Emergency Services

Primary Agencies

Voluntary Organizations authorized by Essex County

Secondary/support Agencies

Public Information Office
Department of Human Services
County Attorney

MISSION

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.

POLICIES

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.

Chief of Emergency Services and/or Director Emergency Services:

- Have primary responsibility for the authorization of unaffiliated volunteer services and monitoring of unsolicited donated goods.
- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognize non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization; and

- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance

CONCEPT OF OPERATIONS

GENERAL

Volunteer and Donations Management operations may include the following:

- A Volunteer Coordinator
- A Donations Coordinator
- A phone bank
- A coordinated media relations effort
- Effective liaison with other emergency support functions, state and federal government officials
- Facility Management Plan

Donated Goods Management Function

- Management of unsolicited donated goods involves a cooperative effort by local Voluntary and community based organizations, the business sector and the media.

Volunteer Management Function

- Management of unaffiliated volunteers requires a cooperative effort by voluntary and community based organizations, such as citizen groups, faith-based organizations, the private sector and the media.

ORGANIZATION

Chief of Emergency Services or designee may 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 necessary equipment, staff, communications, and security support to these facilities and sites may be provided by Essex County and volunteer organizations as required.

Chief Emergency Services or designee may identify individuals and groups that will be used to monitor, assign and Coordinate both affiliated and unaffiliated volunteers.

Chief of Emergency Services or designee will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

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.

ESF #15 will coordinate with ESF # 2 – Communications and ESF # 15 – External Affairs to develop public service announcements (PSAs) to notify the public about donations programs. PSAs will be disseminated from the Joint Information Center (JIC). PSAs may also include information about unneeded items, such as used clothing.

If additional resources are needed, a request for assistance from organizations such as Team Rubicon, Christ in Action, Gods Pit Crew, and Virginia Baptist Disaster relief could be made through ESF # 7 – Resource Management to the Virginia Emergency Operations Center (VEOC).

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;
- Calculating manpower hours donated by volunteer groups and
- Compile and submit totals for disaster-related expenses.

The Support Annexes

ANNEX A: EVACUATION

MISSION

The Evacuation Support Annex describes the coordinated process of localities and agencies to ensure a smooth evacuation of any portion or all of the Essex County attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

SCOPE

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by Essex County Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time. Additional incident scenarios can be found in the appropriate Incident Annex.

There are four basic scenarios in which a planned evacuation or spontaneous evacuation without warning may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wild land fires and severe riverine flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events, or hazardous materials events.
3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.
4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

DEFINITIONS

Assembly Area

Site where mass transit resources collect people as directed by the EOC to assist in the transporting of populations out of the risk area;

Evacuation Route

Road or highway designated as a primary route for motorists evacuating from the threat;

Evacuee

A person moving out of the risk area of a potential or occurring hazard. Evacuees are designated into those that are transit dependent and those who are “self-evacuating”. Transit

dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends' home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

Pick-up Point

Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

Refuge of Last Resort

A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a "shelter" and may not be able to provide basic services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. IN many cases these sites can be pre-identified.

Shelter

A facility where evacuees with no end destination point can be processed evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic first aid, pet sheltering (if applicable,) sleeping quarters, hygienic support and basic disaster services (counseling, financial assistance and referral, etc.)

ASSUMPTIONS

1. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities;
2. Warning time, in the case of a riverine flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident;
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels;
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary;
5. The timing of an evacuation directive will be determined by the circumstances of the event;
6. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic;
7. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes;
8. Emergency evacuations might require evacuation of all or part of a Essex County neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the County. Traffic control resources must be in place prior to public release of an evacuation order;

9. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger the lives and result in civil disorder.
10. There are on-going efforts to proactively reach out and educate citizens on family preparedness, evacuation procedures, and where to go for additional information on these subjects;
11. Evacuation procedures, to include notification and routing, will be made available to the public by all available means;
12. The primary means of evacuation from any event will be private vehicles;
13. Residents who are ill or disabled may require vehicles with special transportation capabilities;
14. Stranded motorists could present significant problems during an evacuation situation;
15. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public;
16. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals;
17. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given;
18. Every hospital, long-term care facility and home health agency should have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.

POLICIES

Under the provisions of *Section 44-146.17 of the Commonwealth of Virginia Emergency Services and Disaster Law*, the Governor may direct and compel evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the preservation of life or other emergency mitigation, response or recovery; prescribe routes, modes of transportation and destination in connection with evacuation; and control ingress and egress at the emergency area, the movement of persons within the area and the occupancy of premises therein provided resources are in place to support such an operation.

CONCEPT OF OPERATIONS

ORGANIZATION

Evacuation of Essex County will be directed by the Director of Emergency Services or appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate no-warning evacuations.

Emergency Support Functions (ESFs) having primary responsibilities during an evacuation are:

- ESF # 1 - Transportation--traffic management and transport
- ESF # 6 - Mass Care, Housing and Human Services--sheltering

- ESF # 13 - Public Safety and Security--traffic control and security

Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF # 7 (Resource Management) and ESF # 5 (Emergency Management). If the incident involves chemicals or radiation that may cause contamination of evacuees, staff or workers, ESF # 8 (Health and Medical) and ESF #10 (Oil and Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the evacuation.

Essex County has pre-identified shelter locations throughout the county. Citizens will be provided transportation, if necessary, to the shelter locations. Transportation resources are identified in ESF # 1. Essex County will identify refuges of last resort as needed, based on the type of event.

RESPONSIBILITIES

- Traffic control in the event of an emergency requiring evacuation, in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
- Assist in directing and/or moving motorists to shelters or refuges of last resort as an event approaches;
- Coordinate resources and information with state and adjacent jurisdiction law enforcement;
- Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort;
- Select sites to serve as refuges of last resort and shelters;
- Fulfill sheltering plan as required in response to an evacuation;
- Outreach to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering plan;
- Recommend policies, procedures, and projects necessary for the implementation of evacuation plans;
- Facilitate training to local agencies and other organizations regarding evacuation plans;
- Coordinate evacuation efforts with external agencies including federal, state, and other localities;
- Disseminate public information through all media types regarding evacuation efforts pre-event, during the event, and post-event; and
- Develop, review and test the evacuation plan, policies, and procedures.

ACTION CHECKLIST

- Special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Emergency Manager for comment and review; and
- Citizens will be encouraged to develop household emergency plans that include their pets and any other dependents in all aspects of response including evacuation and sheltering.
- Develop, review and test the evacuation plan. policies and procedures;
- Implement the plan;
- Provide training to agencies and staff on task-appropriate plans, policies and procedures;
- Provide adequate support for evacuation preparedness, planning and response. Report any shortfalls and request needed assistance or supplies;

- Develop and implement the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
- Select, prepare plans for, and initiate sites to serve as refuges of last resort and/or shelters;
- Develop and implement the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations; and
- Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
- Coordinate information dissemination internally and externally; and
- Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and
- Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

ANNEX B: RADIOLOGICAL PROTECTION

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) to provide for the exposure control of emergency workers, (3) to provide and implement protective action guidance to the public through the local EOC, and (4) to provide for decontamination as required.

ORGANIZATION

Essex County should designate a Radiological Officer to develop and maintain a response capability. He must organize and train a radiological response team, secure and maintain the necessary equipment and supplies, and develop contamination control procedures. Responsibility for radiological monitoring will belong to the Hazardous Materials Response Team (H.M.R.T.), The Tappahannock-Essex Volunteer Fire Department

The State Department of Emergency Management Radiological Officer and the State Department of Health, Bureau of Radiological Health will provide technical advice and assistance as required, either in the development of a program or a response to an accident/incident.

CONCEPT OF OPERATIONS

In the case of a radiological event/emergency not located within the County but which could potentially impact the County or its citizens, the Chief of Emergency Services / Hazmat Coordinator will assume command at the EOC. The Radiological Officer and radiological monitors will implement radiological monitoring, exposure control and contamination control procedures and also provide other assistance as required.

All accidents/incidents involving radioactive materials should be reported to the Radiological Officer, State Department of Emergency Management (804-674-2400) and to the State Department of Health, Bureau of Radiological Health (804-864-8150). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

With a radiological accident/incident, the legal duty for reporting, containment, and cleanup rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

The Radiological Officer, State Department of Emergency Management provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment has been provided to Essex County.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident.

1. Control access to and egress from the area affected.

2. Monitor evacuees and emergency workers for radiation contamination/exposure and decontaminate as required.
3. Provide continuous monitoring of essential workers operating in effected areas and limit their total dose levels as low as reasonably possible.
4. Contain the radiation hazard. Ensure water supplies and agricultural products are not contaminated.
5. Remove and dispose of radioactive materials, or debris in accordance with procedures established by the State Department of Health, Bureau of Radiological Health.

EMERGENCY MANAGEMENT ACTIONS – RADIOLOGICAL PROTECTION

1. Normal Operations
 - a. Designate a Radiological Officer.
 - b. Develop and maintain a local capability for a radiological emergency response.
 - c. Designate and provide training for radiological monitors.
 - d. Maintain equipment and supplies.
 - e. Develop plans and procedures to respond in time of emergency.
2. Increased Readiness

(Not applicable. Radiological incidents typically occur with little or no advance warning.)
3. Emergency Operations
 - a. Mobilization Phase (Not applicable). (See Radiological Protection Plan.)
 - b. Response Phase
 - (1) Assess the situation.
 - (2) Take preventive protective actions as necessary.
 - (3) Alert the Chief of Emergency Services / Hazmat Coordinator to assume command on-site or at the EOC.
 - (4) The Radiological Officer will provide technical advice as required.
 - (5) Isolate and secure the affected area. Implement contamination control procedures as required.
 - (6) Records must be maintained for all persons determined to be contaminated or exposed.

- (7) Establish and maintain communication between the local EOC and the on-the-scene commander.
- (8) Report to the State Department of Health, Bureau of Radiological Health and to the State EOC.
- (9) Request a technical analysis and recommended protective actions.
- (10) If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
- (11) Consider response to protect the public. Estimate potential harm without intervention.
- (12) For large-scale radiological incidents, the Virginia EOC will provide protective actions recommendations.
- (13) Implement protective action as appropriate. Consider evacuation.
- (14) Maintain records of accumulated exposure to evacuees and essential workers.
- (15) Do not exceed protective action guides.
- (16) Provide periodic status reports to the State EOC.
- (17) Declare the area safe for re-entry after danger is passed.

4. Recovery

Assist as required.

ANNEX C: HAZARDOUS MATERIALS INCIDENTS

SARA TITLE III

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Regional Hazardous Material Emergency Response Plan is currently in place and an appendix will be developed for Essex County. This plan is considered to be a separate part of the Essex County EOP.

ORGANIZATION

The emergency services organization for a hazardous materials incident is basically the same as for any other emergency requiring a coordinated response by local government(s), private industry, and volunteer service organizations.

ON SCENE RESPONSIBILITY

In the event of a hazardous materials incident, the Chief of Emergency Services or designee will be notified immediately and will assume command on scene upon arrival. First responders, such as the fire engine on the scene, will assume command until the arrival of the Chief of Emergency Services or designee. First responders or the Fire Chief should implement immediate protective action. The local law enforcement is responsible for traffic control and effecting evacuation. In the event Essex County Chief of Emergency Services or the Fire Chief are not available, the senior fire officer at the scene will be "in charge" and make specific coordination decisions (i.e. evacuation) in order to promptly and effectively address the emergency at hand.

Essex County will rely on local emergency services resources, private as well as public, to respond to a hazardous materials incident within the County. If the emergency is of such magnitude that local resources are inadequate, the Chief of Emergency Services should call the Virginia Department of Emergency Management Operations Center for assistance. VDEM has established Regional Hazardous Material Response Teams throughout the state. VDEM Hazardous Material Officers can assist in providing information on product identification, specific chemical data, and incident mitigation advice. They also have an on-scene response capability.

TRANSPORTATION ACCIDENTS

The legal duty for reporting, containment, and clean up of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The incident should immediately be reported to the Virginia Department of Emergency Management which will provide technical guidance and coordinate assistance as required. The Hazardous Materials Incident Report form should be used to record the necessary information.

FIXED FACILITIES

The Essex County Chief of Emergency Services should establish and maintain a good working relationship with local industrial plants and commercial facilities where hazardous materials are used, stored, manufactured, or disposed. The management of each facility is responsible for designating a facility emergency coordinator to prepare emergency response plans and procedures in order to meet required worker and resident safety standards as established by federal, state, and local regulatory agencies. These plans and procedures must be coordinated with the appropriate local emergency response organizations.

Essex County has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, Essex County will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

A working relationship should be established and maintained between Essex County officials, the management of local industrial plants where hazardous substances are used, and major organizations that transport hazardous materials.

Chief of Emergency Services is responsible for maintaining and updating this annex. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to ensure an adequate response capability. The heads of law enforcement, fire, and rescue services will ensure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times.

EMERGENCY MANAGEMENT ACTIONS – HAZARDOUS MATERIALS INCIDENTS

1. Normal Operations
 - a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants.
 - b. Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.
2. Increased Readiness
(Not Applicable. Hazardous materials incidents typically occur with little or no advance warning.)
3. Emergency Operations
 - a. Mobilization Phase (Not Applicable.)
 - b. Response Phase
 - (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
 - (2) If hazardous materials are involved, isolate and secure the accident scene.
 - (3) Alert the Chief of Emergency Services to assume command on site.

- (4) Establish and maintain direct communication between the local EOC and the on-the-scene controller.
- (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
- (6) Alert the local Health Director.
- (7) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
- (8) Direct protective action, as appropriate.
- (9) Alert the hospitals to be prepared to receive potential victims and of the nature of the hazard.
- (10) Conduct radiological monitoring, if appropriate.
- (11) Continue to provide periodic status reports to the State EOC.

4. Recovery

- a. Declare the area safe for re-entry after danger has passed.
- b. Assess damages. Request post-disaster assistance, as appropriate.
- c. Restore facilities and services. Bill the responsible party for expenses incurred.

ANNEX D: RESOURCE SHORTAGE

The Chief of Emergency Services in conjunction with ESF #7 and ESF #5 will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. State-level “Commodity Managers” have been designated for each type of resource. The Red Cross will coordinate emergency assistance to individuals.

The Chief of Emergency Services should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users. Local emergencies arising from a resource shortage may only be declared by the Governor, by petition of the County.

The public should be kept informed concerning any resource shortage and how to obtain assistance.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to Essex County Department of Social Services. All other problems which are beyond Essex County’s capability to resolve will be referred to the State Department of Emergency Management.

AUTHORITIES AND REFERENCES

1. Commonwealth of Virginia Emergency Operations Plan, Annex L of Volume 1, April 2004.
2. Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE

1. Normal Operations
 - a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
 - b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.
2. Increased Readiness

A resource shortage disaster is threatening the local area.

 - a. Advise the State Commodity Manager of the local situation.
 - b. Maintain liaison and exchange information with local resource suppliers.
 - c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage that is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.
3. Emergency Operations

a. Mobilization Phase

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

- (1) Implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
- (2) Keep the public fully informed. Supplement state-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
- (3) Implement procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
- (4) Begin to maintain a record of all expenditures and continue throughout emergency operations.
- (5) Review procedures for providing lodging and care for displaced persons.
- (6) Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation.

b. Response Phase

Major shortage is affecting the local area causing severe hardship and economic disruption.

- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) Allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.
- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist

ANNEX E: WATER CONTAMINATION

Water supply contamination would have a quick negative impact on the health and economic well-being of any community. In any water supply contamination situation, whether localized or involving a general area, the public would have to be notified immediately to mitigate the impact of the situation.

In the event of water supply contamination, the staff of the Water Department would make an initial assessment of the extent of the problem and the potential impact on the public. The Essex County Health Department will be notified of the type of contamination. The impacted public would be notified promptly and provided with proper guidance until the problem was corrected. Coordination with and assistance from other local, state, and federal agencies as well as private concerns would be necessary to address the problem promptly and effectively and ensure the continuation of essential services during the process. Liaison with private organizations, nursing homes, major industrial users, hospitals, dialysis clinics, etc., must be maintained to ensure their cooperation and allow them to implement their own contingency plans.

EMERGENCY MANAGEMENT ACTIONS – WATER CONTAMINATION

1. Normal Operations

- a. Develop measures that would prevent or limit the contamination of the water supply.
- b. Develop contingency plans to provide potable water to the public in the event of water supply contamination.

2. Increased Readiness

Contamination of the water supply is possible if the situation cannot be contained.

- a. Advise and maintain liaison with the appropriate local, state and federal agencies.
- b. Notify the public of the situation.
- c. Review and update procedures to provide potable water in the event of water supply contamination.

3. Emergency Operations

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

- a. Implement appropriate conservation measures and emergency management programs as directed by local plans, the State Water Control Board, and the Virginia Department of Health.
- b. Keep the public fully informed and provide appropriate guidance.
- c. Maintain liaison with firms and agencies that have spare equipment, personnel and expertise that could be used in addressing the problem and ensuring that essential services can be maintained.

- d. Begin to maintain a record of all expenditures and continue throughout emergency operations.

4. Response Phase

Major contamination of the area's water supply is occurring, threatening the health and safety of the general public, and causing severe hardship and economic disruption.

- a. Notify the public of the extent of the contamination problem emphasizing the importance of avoiding use of water.
- b. Advise the public of the availability and location of potable water.
- c. Allocate available resources to assure the maintenance of essential services.

5. Recovery

Assist as required.

ANNEX F: DAM SAFETY

MISSION

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

ORGANIZATION

The Director of Emergency Services, or if not available, the Chief of Emergency Services is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The local law enforcement will disseminate the warning to evacuate.

CONCEPT OF OPERATIONS

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 local law enforcement and Chief of Emergency Services and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an "Emergency Action Plan." A copy must be provided to the local Director of Emergency Services, the State Department of Emergency Management, and The State Water Control Board. This "Emergency Action Plan" is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

Standards have been established for "Dam Classifications" and "Emergency Stages". The affected public will be routinely notified of conditions at the dam during Stage 1. 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 Director of Emergency Services will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, he will recommend that the Governor declare a state of emergency.

AUTHORITIES

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

EMERGENCY MANAGEMENT ACTIONS – DAM SAFETY

1. Normal Operations
 - a. Dam Owners
 - (1) Operate and maintain the dam to assure the continued integrity of the structure.
 - (2) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
 - b. Government

Develop compatible procedures to warn and evacuate the public in the event of dam failure.
2. Increased Readiness
 - a. Stage I Conditions

Alert on-duty emergency response personnel
 - b. Stage II Conditions
 - (1) Alert on-duty emergency response personnel.
 - (2) Notify public of possible dam failure.
 - (3) Review warning and evacuation plans and procedures.
 - (4) Place off-duty emergency response personnel on alert.
3. Emergency Operations
 - a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
 - (1) Activate EOC (manning as appropriate).
 - (2) Notify State EOC, (804) 674-2400 or (800) 468-8892.
 - (3) Alert emergency response personnel to standby status.
 - (4) Begin record keeping of all incurred expenses.
 - b. Response Phase – Stage III Conditions
 - (1) Order immediate evacuation of residents in expected inundation areas.
 - (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, 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.

- (3) Call in all emergency response personnel to provide help required to protect lives and property.
- (4) Activate EOC, if not previously accomplished.
- (5) Follow established procedures within designated functional areas specified in this plan.

4. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet --100 acre-feet for agricultural--must be classified as to the degree of hazard potential they impose should the structure fail completely.

Class I (High Hazard) – Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) – Possible loss of life; appreciable economic loss.

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

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 that may be appropriate readiness actions.

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.

**DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS
ESSEX COUNTY**

Class I – High hazard, probable loss of life, and excessive economic loss in the event of complete failure.

Class II – Moderate hazard, possible loss of life, and appreciable economic loss in the event of complete failure.

Class III – Low hazard, no loss of life expected, and minimal economic loss in the event of complete failure.

Class I

<u>Name</u>	<u>Structural Height</u>	<u>Maximum Capacity</u>	<u>Type</u>
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None

Class II

None

Class III

<u>Name</u>	<u>Structural Height</u>	<u>Maximum Capacity</u>	<u>Type</u>
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None

ANNEX G: NUCLEAR ATTACK

MISSION

To establish open-ended plans and procedures which could be used in conjunction with state plans and guidance to develop an emergency response capability during the anticipated crisis buildup period prior to a full-scale nuclear attack upon the USA.

ORGANIZATION

The Virginia Department of Emergency Management has developed detailed plans and procedures and will, over a several-day period, direct localities to prepare for a nuclear attack. Local Emergency Services Chiefs maintain copies and have a working knowledge of these plans.

CONCEPT OF OPERATIONS

A nuclear attack upon the USA would most likely be preceded by a period of increasing international tension and crisis. Sufficient time would be available for protective actions to be taken, to include the large-scale evacuation of probable target areas and the development of fallout shelters.

Should the USA be subjected to a full-scale nuclear attack, Essex County may be subject to radioactive fallout, to include electromagnetic pulse (EMP).

Residents of high-risk areas may be advised to relocate to safer areas such as Essex County during a several-day period of intense international tension wherein nuclear war appears likely. Essex County, and all localities beyond the high-risk area, may be directed to provide public shelters for several thousand evacuees.

The Essex County organization for a war-caused disaster parallels that required for other emergency operations using existing government departments and offices and appropriate private organizations as required for planned emergency functions.

For fallout shelters, home basements and selected public buildings need to be upgraded in order to provide adequate protection. Earth should be placed in 5- to 6-inch layers on roofs and/or floors above until the desired depth of 15-18 inches is achieved. A list of public buildings to be upgraded, procedures for upgrading them, and manpower and equipment resources needed should be developed during the increased readiness period.

A reference document, Essex County Nuclear Civil Protection Plan, is kept on file by the Chief of Emergency Services. Additional information and guidance concerning fallout shelter development, radiological monitoring, and other aspects of attack preparedness is available from the Virginia Department of Emergency Management.

ACTION CHECKLIST – NUCLEAR ATTACK

1. Normal Operations
 - a. Develop and maintain an emergency preparedness program.
 - b. Maintain and develop a working knowledge of state contingency plans for nuclear attack.

2. Increased Readiness

Communications Watch Level

- a. Make individual assignments of duties and responsibilities to staff the primary EOC, alternate EOC, shelter centers, and other key facilities as appropriate.
- b. Develop mutual support agreements with associated risk-host jurisdictions.
- c. Open the primary EOC with a skeletal staff. Begin to submit daily situation reports to the State EOC.
- d. Review attack preparedness planning guidance and implement preparedness actions as called for to include radiological monitoring and reporting.
- e. Identify buildings and develop procedures to develop public fallout shelters.

3. Initial Alert

- a. Accelerate emergency preparedness as directed by the State EOC. Ensure the operational capability of all key facilities.
- b. Call a meeting of key officials. Brief them on the emergency situation and direct preparedness activities.
- c. Ensure the maintenance of an official record of all expenditures incurred throughout emergency operations.
- d. Provide guidance to the public about the development of home fallout shelters. Upgrade public buildings to provide fallout shelters as needed.

RELOCATION AND NO ATTACK

4. Emergency Operations

- a. Mobilization Phase
 - (1) Call a meeting of key officials. Review preparatory actions already started and expedite those necessary to alert and mobilize emergency operating forces.
 - (2) Prepare to activate the Emergency Assembly Centers and traffic control points. Begin or continue to upgrade fallout shelter facilities as needed. Assure the coordination of in-the-field support services (primarily food and shelter).
 - (3) Continue to provide daily situation reports to the State EOC concerning local preparedness activities.
 - (4) Take other actions as called for by state guidance.

b. Evacuation Movement Phase

(NOTE: Should attack occur after movement begins, proceed to “Attack Warning and Movement to Shelter Phase.” Complete all actions required by lower readiness levels inasmuch as the attack environment allows.)

- (1) Activate Evacuation Assembly Centers, traffic control points, and other facilities.
- (2) Facilitate evacuation. Coordinate with associated risk-host jurisdiction(s).
- (3) Continue to upgrade fallout shelters.
- (4) Assure the continued operation of essential services in the risk area. Monitor and facilitate the commute of essential workers.
- (5) Receive and care for relocatees. Monitor the execution of planned actions and direct modified actions as necessary. Reference state guidance.

c. Relocation Phase

- (1) Continue to provide resource support to associated risk-host jurisdictions as required. Begin to stock fallout shelters with a 14-day supply of drinking water and food supplies.
- (2) Continue fallout shelter upgrading as required.
- (3) Provide services to evacuees through the Evacuation Assembly Centers.
- (4) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
- (5) Continue to submit daily situation reports to the State EOC concerning local preparedness activities, requirements for good and services, and availabilities.

d. Return Movement Phase

- (1) In coordination with the State EOC, disseminate information to relocatees to return to their homes in the risk area(s).
- (2) Direct and coordinate cleanup activities.
- (3) Continue to provide daily situation reports to the State EOC and advise when all relocatees have departed.

5. Post-Relocation Recovery

Coordinate and monitor clean-up operations. Keep an accurate record of expenses incurred. Compile damage assessment data.

RELOCATION AND ATTACK

4. Emergency Operations

a. Attack Warning and Movement to Shelter Phase

- (1) Disseminate the attack warning throughout the area and provide instructions for residents and relocatees to move to shelter.
- (2) Implement radiological monitoring and weapons effects reporting procedures.
- (3) Estimate time of arrival of radioactive fallout.
- (4) Move additional water, food, and medical supplies to shelter.
- (5) Acquire information on the status of the attack environment and monitor shelter operations and other actions. Keep key officials and the public informed.
- (6) Keep the State EOC informed as appropriate and submit periodic situation reports.

b. In-Shelter Phase

- (1) In coordination with the State EOC and adjacent jurisdictions, provide emergency information and continued guidance to the public.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
- (3) Ensure the operation of radiological monitoring activities. Direct emergency operations and inform the public accordingly.

c. Shelter Emergency Phase

When radiation levels permit, advise relocatees to leave fallout shelters and return to congregate care housing, and local host area residents to return to their homes.

d. Relocation Phase (continued)

- (1) In coordination with the State EOC, continue to provide emergency information and guidance to the public to include decontamination procedures and protective measures against residual radiation.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Regulate the expenditure of consumable resources as required. Reference state guidance.
- (3) Continue to provide daily situation reports to the State EOC concerning local emergency operations.

e. Return Movement Phase

- (1) When directed by the state, disseminate the notification to relocatees that they are to prepare to return. Provide them with a schedule of movement plan. Provide emergency information and continued guidance to the public and to transiting relocatees. This should include information about the risk area.
- (2) Direct and coordinate clean-up activities. Clear debris as needed.
- (3) On direction from the State EOC, direct relocatees to return to their homes.
- (4) Continue to provide daily situation reports to the state concerning local emergency operations, and advise when all relocatees have departed.

5. Post-Attack Recovery

After a nuclear attack, emergency operations will continue under the framework of the State Emergency Management Resources Plan. Economic stabilization procedures must be implemented. Relocatees may have to remain in the host area until community services are restored in the risk area. Should damage in the risk area preclude their return, relocatees will, of course, continue to be cared for. Guidance on preparing for their long-term residence will be provided by the State EOC.