



Staunton-Augusta-Waynesboro

Emergency Operations Plan

2020

PREFACE

Augusta County and the Cities of Staunton and Waynesboro are vulnerable to many natural hazards such as flooding, winter storms, tropical storm systems, and wind events; manmade hazards including hazardous materials incidents; and health emergencies such as pandemics. This Emergency Operations Plan (EOP) addresses the variety of hazards faced by the local jurisdictions to provide an organizational framework and operational concepts in order to minimize loss of life and property, and expedite the restoration of essential services following an emergency, severe weather, or disaster.

Components of the Staunton-Augusta-Waynesboro Emergency Operations Plan (S-A-W EOP):

- The **Basic Plan**, using an all-hazards approach to incident management, describes the concepts and structures of response and recovery operations; identifies staff, departments, and organizations with lead and support emergency management functions; and defines emergency preparedness, response, recovery, and mitigation responsibilities of local governments, nongovernmental organizations (NGOs) and private partners.
- **Emergency Support Functions (ESFs) Annexes** provide the structure for emergency operations by identifying lead and support departments and organizations, and explain in general terms how those functions will be organized and implemented.
- Two other types of annexes are also included in the S-A-W EOP, **Support Annexes** and **Hazard Specific Annexes**. The Support Annexes address those functions that are applicable to every type of incident and support all the Emergency Support Functions. The Hazard-Specific Annexes address hazard situations requiring specialized response and recovery procedures.

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1. INTRODUCTION

1.1 Approval and Implementation

Located in western Virginia, Augusta County and the Cities of Staunton and Waynesboro are continuously threatened by emergency and disaster situations such as floods, hurricanes, tornadoes, winter storms, hazardous materials incidents, resource shortages, and utility outages. The Code of Virginia, 44-146.19, requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep a current Local Emergency Operations Plan (EOP). Every four years, each local jurisdiction will conduct a comprehensive review and revision of its Emergency Operations Plan to ensure that the plan remains current. The revised plan shall be formally adopted by the locality's governing body. As is the case with this plan, an inter-jurisdictional plan, the EOP must be adopted by each of the governing bodies of the jurisdictions included in the plan. This plan for Augusta County, and the Cities of Staunton and Waynesboro is designed to meet this responsibility and to include these jurisdictions in the mutually-supportive statewide emergency management system.

The Staunton-Augusta-Waynesboro Emergency Operations Plan (S-A-W EOP) consists of a Basic Plan and Functional, Support, and Hazard-Specific Annexes. The Basic Plan describes the general concept of emergency operations and assigns duties and responsibilities to agency heads or organizations which are either part of or support local government in time of emergency. The broad responsibilities include the four areas of emergency management; hazard mitigation, preparedness, response, and recovery. The Functional Annexes highlight the Emergency Support Functions which are an element of the National Incident Management System (NIMS). NIMS is used in planning documents at the national, state, and local levels including the National Response Framework (NRF), the Commonwealth of Virginia Emergency Operations Plan (COVEOP), and local Emergency Operations Plans (EOPs). The Support Annexes and Hazard-Specific Annexes enhance the plan with more detailed information for specific emergency management topics.

The purpose of the S-A-W EOP Basic Plan and Functional Annexes is to set forth the concepts and procedures whereby Augusta County, Staunton, and Waynesboro can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible. The S-A-W EOP was developed by the Coordinators of Emergency Management of the three jurisdictions. Assistance and input was also provided by local organizations that play key roles during emergencies and disaster situations, the Central Shenandoah Planning District Commission and other applicable regional agencies, and the Virginia Department of Emergency Management.

1.2 Record of Changes

The S-A-W EOP will be reviewed and possibly revised 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 any of the jurisdictions' 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				
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1.3 Record of Distribution

[illegible]

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

WHEREAS, the City of Waynesboro has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Waynesboro has established and appointed a Director and Coordinator of Emergency Management;

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

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

Mayor, City Council

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

WHEREAS, the City of Staunton has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Staunton has established and appointed a Director and Coordinator of Emergency Management;

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

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

Mayor, City Council

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

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

WHEREAS, the County of Augusta has established and appointed a Director and Coordinator of Emergency Management;

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

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

Chairman, County Board of Supervisors

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

WHEREAS, the City of Waynesboro has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Waynesboro has established and appointed a Director and Coordinator of Emergency Management;

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

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

Mayor, City Council

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

WHEREAS, the City of Staunton has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Staunton has established and appointed a Director and Coordinator of Emergency Management;

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

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

Mayor, City Council

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

**Resolution for Adoption of the Staunton-Augusta-Waynesboro
Emergency Operations Plan**

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

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

WHEREAS, the County of Augusta has established and appointed a Director and Coordinator of Emergency Management;

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

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

Chairman, County Board of Supervisors

ATTEST:

Clerk

Adopted this ____ day of _____ 2020

2. PURPOSE, SCOPE, AND ASSUMPTIONS

2.1 Purpose

The purpose of this plan is to outline and direct actions intended to preserve life and protect property from further destruction in the event of an emergency affecting the region. The overall plan establishes an emergency organizational structure to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

2.2 Scope

This plan pertains to all entities under the jurisdiction of the Augusta County and the Cities of Staunton and Waynesboro. Any personnel having a role in the planning for or response to any emergency must have knowledge of and access to this plan and all of its parts.

2.3 Planning Assumptions

- An effective Emergency Operations Plan (EOP) tells those with operational responsibilities what to do and why to do it. It instructs those outside the jurisdiction on how to provide support and what to expect.
- Emergency planning includes the key areas involved in addressing any threat or hazard: preparedness, response, recovery, and mitigation.
- Incidents, emergencies, or disasters will require full coordination of operations and resources, and may:
 - Occur at any time with little or no warning.
 - Require that multiple jurisdictions and public and private sectors participate in significant information-sharing.
 - Have a local, state, or national impact and require significant intergovernmental resource coordination.

- Involve multiple, highly varied hazards or threats on a local, regional, statewide, or national scale.
 - Result in mass casualties; displaced persons; property loss; environmental damage; disruption of the economy, normal life support systems, essential public services, and critical infrastructure.
 - Overwhelm the capabilities of first responders, local jurisdictions, and private-sector service providers.
 - Attract a sizeable influx of donations, as well as, independent and spontaneous volunteers.
 - Require prolonged, sustained incident management operations and support activities for long-term recovery and mitigation.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large scale incidents, emergencies, or disasters.
- Citizens are generally capable to sustain themselves within their homes for 3 days.

3. SITUATION OVERVIEW

3.1 General Description

The region that is comprised of Augusta County and the Cities of Staunton and Waynesboro is centrally located within the Shenandoah Valley, between the Blue Ridge and Alleghany Mountains in West Central Virginia. The Region covers 1,002 square miles. Augusta County is the second largest county (in land area) in Virginia. As of 2019, the estimated population in the Region was 122,985. Major highway transportation routes include Interstate 81, Interstate 64, U.S. Rt. 11, U.S. Rt. 250, and U.S. Rt. 340. Parts of the Blue Ridge Parkway, the Washington and Jefferson National Forests, and Shenandoah National Park are in the Region. Major water bodies for the Region include the Calpasture, North, South, and Middle Rivers; Back, Christians, and Smith Creeks; and Elkhorn and Sherando Lakes.

3.2 Hazards Risk Analysis

Because of the close proximity of the localities and the similarities in terrain and other natural factors, the hazards associated with the three jurisdictions were determined to be equivalent in probability. Based on this analysis, the primary hazards to affect the region are as follows:

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

*Please see Central Shenandoah Hazard Mitigation Plan for a more in-depth description of the data and process that lead to the results of this analysis.

3.3 Capability Assessment

All three jurisdictions participate in the annual, state-wide Local Capability Assessment for Readiness (LCAR) program. LCAR provides a local assessment tool to understand strengths and areas for improvement; identifies needs and justifies expenditures; provides a source of data and allows for a state-wide view of local preparedness. The LCAR, which meets the State requirement that all political subdivisions provide an annually updated emergency management assessment, serves as a companion document to the Staunton-Augusta-Waynesboro Emergency Operations Plan.

3.4 Mitigation Overview

Hazard mitigation involves reducing or eliminating long-term risk to persons or property to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Augusta County, Staunton, and Waynesboro participate in the planning and update process of the regional Central Shenandoah Hazard Mitigation Plan. This in-depth mitigation plan, which covers the twenty-one jurisdictions located in the Central Shenandoah Planning District, is produced by the Central Shenandoah Planning District Commission with significant input from the local jurisdictions represented in the plan. The goal of this plan is to reduce the impacts of hazards on human, economic, critical infrastructure, and natural resources by highlighting mitigation concepts and objectives that can be implemented by the local jurisdictions to address the specific and unique hazard vulnerabilities they possess. The Central Shenandoah Hazard Mitigation Plan serves as a companion document to the Staunton-Augusta-Waynesboro Emergency Operations Plan.

4. ORGANIZATIONAL STRUCTURE

4.1 Incident Management

The Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended, states that emergency services organizations and operations be structured around existing constitutional government. Each locality within the jurisdiction has a party or parties responsible for emergency management and operations.

Augusta County

- The Chairman of Board of Supervisors acts as the Director of Emergency Management and provides direction and control during times of emergency.
- The Emergency Communications Center Director acts as Emergency Services Coordinator and has primary day-to-day emergency management preparedness responsibility.

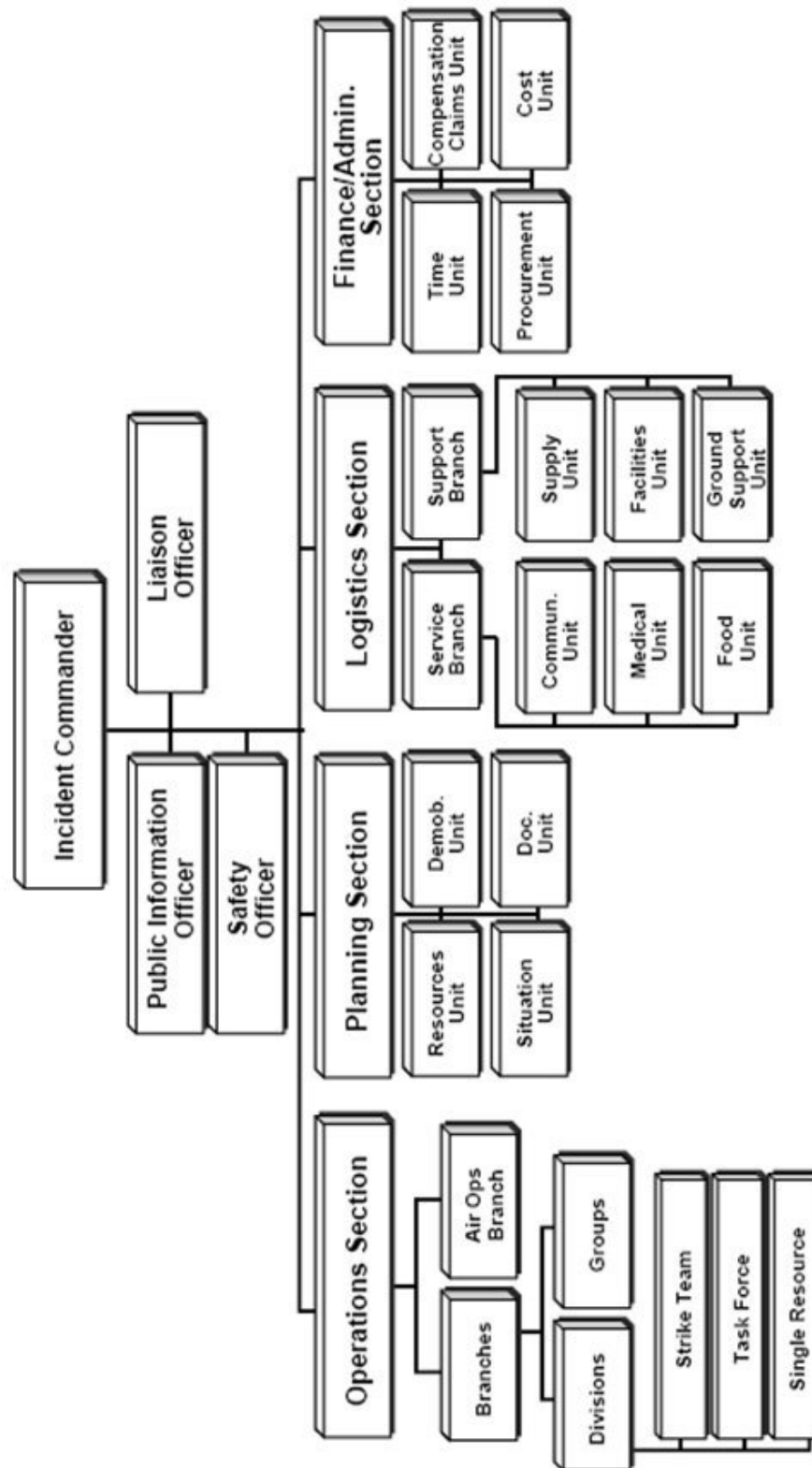
City of Staunton

- The City Manager acts as Director of Emergency Management and provides direction and control during times of emergency.
- The Fire Chief acts as Emergency Services Coordinator and has primary day-to-day emergency management preparedness responsibility.

City of Waynesboro

- The City Manager in conjunction with Director of Emergency Management, provide direction and control during times of emergency.
- Director of Emergency Management has primary day-to-day emergency management responsibility.

Augusta County and the Cities of Staunton and Waynesboro utilize the Incident Command System (ICS) as the foundation for organization for any type of event. The ICS is a standardized, on-scene, emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. In the event this plan becomes effective, the default ICS structure for operation during the emergency will appear as follows but may be adjusted to accommodate the specific needs of the situation.



5. CONCEPT OF OPERATIONS

5.1 General

- 5.1.1 Direction and control for emergency operations will be provided from the Emergency Operations Center (EOC). Emergency Operations Center locations are as follows:

Augusta County: County Administration Building, 18 Government Center Lane, Verona

Backup: Sheriff's Department, 127 Lee Highway, Verona

City of Staunton: Staunton-Augusta Rescue Squad Building, 1601 North Coalter Street, Staunton

Backup: Staunton Fire Department, 500 N. Augusta Street, Staunton

City of Waynesboro: City Building, 250 South Wayne Ave, Waynesboro

Backup: City Fire Department, 300 W. Broad Street, Waynesboro

- 5.1.2 The heads of operating agencies will maintain plans and procedures in order to be able to effectively accomplish their assigned responsibilities. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the jurisdictions' departments and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
- 5.1.3 The day-to-day activities of the preparedness program include developing and maintaining the Emergency Operations Plan, maintaining the EOC in a constant state of readiness, and other activities as outlined in local and state regulations.

- 5.1.4 The constituted legal authorities for approving Emergency Operations Plans are as follows:

Augusta County: Board of Supervisors

City of Staunton: City Council

City of Waynesboro: City Council

The Governing Body or the Director of Emergency Management are the only ones who can declare a local emergency. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance. 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.

- 5.1.5 The parties responsible for providing direction and control during emergency situations will be responsible for determining when to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Department/Police Departments will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his designated representative on the scene should implement immediate protective action to include evacuation as appropriate.
- 5.1.6 In developing/revising the Emergency Operations Plan, assurances will be made to ensure the compatibility between the Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the jurisdictions as appropriate.
- 5.1.7 The localities must be prepared to bear the initial impact of a disaster without additional assistance. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the State. Requests for assistance will be made through the VEOC via WebEOC or the phone.
- 5.1.8 The Directors, Coordinators, or Deputy Coordinators and/or the County Administrator or City Managers, with support from designated local officials, will exercise direction and control from the Emergency Operations Center during disaster operations. The Emergency

Operations Center may be partially or fully manned, depending on the kind and size of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of threatened disasters.

- 5.1.9 Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

5.1.10 Declaration of a Local Emergency

5.1.10.1 Pursuant to Virginia §44-146.21, A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

5.1.10.2 A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the respective Council or Board cannot convene, or it is not practical due to the disaster, the local Director of Emergency Management may declare a local emergency to exist, according to the respective locality policies. These declarations are subject to confirmation of the entire City Council or Board of Supervisors, according to policy. The State EOC will be advised immediately following the declaration of a local emergency.

5.1.10.3 When local resources are insufficient to cope with the effects of a disaster and the County and/or Cities requests state assistance, the following procedures will apply. Notification will occur to either the VDEM VEOC watch center or to the VDEM

regional coordinator, when the VEOC is not activated. When the VEOC is activated, localities will submit a SitRep (Situation Report) that reflects activation status and that a local emergency has been declared. Requests for assistance are done through the WebEOC, phone call, fax, or e-mail.

5.1.11 The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.

- Daily Situation Report
- Damage Assessment Report
- After-Action Report

5.1.12 When needed, capabilities may be requested through the State EOC. The VEOC will determine if the military will be utilized. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Management, or a designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

5.1.13 Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director/Coordinator of Emergency Management and/or other designated officials according to policy when they determine that such assistance is necessary and feasible.

5.1.14 The Director/Coordinator of Emergency Management, the Department of Social Services, and/or the Red Cross will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.

5.1.15 This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:

5.1.15.1 Any disaster threatens or occurs in the Cities and or County and a local disaster is declared under the provisions of Section §44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.

5.1.15.2 A state of emergency is declared by the Governor.

5.2 Phases

5.2.1 Non- Emergency/Normal Operations

Agencies perform normal day to day operations. Information is provided to the public as necessary and available using normal dissemination methods. Localities perform at minimum the following functions:

- Complete hazards analysis; identify potential hazards that have most impact on locality.
- Review/update emergency response plans.
- Ensure Emergency Operations Center facility is identified and plan established to staff.
- Maintain contact roster to recall key personnel to staff EOC.
- Identify essential services and facilities that must remain operational and develop plans to protect.
- Test and exercise response plans.
- Develop mutual support agreements.
- Confirm individual assignments and duties of staff during emergency operations.
- Encourage hazard mitigation activities to reduce vulnerability and impact of disasters.

5.2.2 Increased Readiness

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

Agencies anticipate potential emergency situation. Plans are checked and validated, personnel placed on stand-by status. All agencies having responsibilities act in accordance with tasks outlined in their functional annex.

Activities include:

- Review plans and update as necessary.

- Alert service chiefs to situation and ensure mitigation and preparedness measures are being taken.
- Alert on duty personnel as appropriate.
- Implement recordkeeping of all incurred expenses.
- Prepare to provide emergency information to public.

5.2.3 Response

A disaster is currently on-going or affecting the area.

Agencies are focused on activities that directly relate to the emergency situation(s). All actions revolve around the preservation of life and reduction of damage to property and infrastructure. Emergency Operations Centers are opened and staffed, emergency shelters are opened as necessary, and evacuation orders are given if needed. Local emergency should be declared as appropriate. Damage assessment begins. Ensure accurate recordkeeping of expenses is taking place.

5.2.4 Recovery

The emergency situation has passed. Activities during this phase revolve around the restoration of conditions to normal/non-emergency status. Damage assessments are completed, determinations of habitation are made, and repairs begin. Actions focus on restoring essential facilities and services, providing temporary housing and food as required, and requesting post-disaster assistance as appropriate in order to restore the community to its normal or improved state of affairs.

5.2.5 Mitigation

The mitigation phase occurs concurrently with Normal Operations. Actions are taken to reduce the vulnerability or impact of hazards on the localities.

5.3 Response to Crime Victims

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

Department of Criminal Justice Services

Julia Fuller-Wilson, Violence Against Women Program Administrator and State Crisis Response Coordinator

Victims Services, Division of Programs and Services

Virginia Department of Criminal Justice Services

1100 Bank Street, Richmond, VA 23219

(804) 371-0386 F: (804) 786-3414

Crisis Response Emergency Cell: (804) 840-4276

julia.fuller-wilson@dcjs.virginia.gov

Virginia Victim Fund (VVF)/Criminal Injury Compensation Fund

Cathy Day

(804) 774-4137

After Hours Cell: (804) 840-4802

Cathy.Day@virginiavictimsfund.org

5.4 Administration, Finance, and Logistics Support

5.4.1 Mutual Aid

When the three localities' resources and capabilities are overwhelmed, they may request assistance from neighboring jurisdictions, the State, or federal resources. Mutual Aid Agreements or Memorandums of Understanding may be developed for reciprocal assistance in the case of a disaster too great to be dealt with unassisted. Such agreements shall be consistent with the programs of the involved parties and it will be their duty to render assistance in accordance with the Mutual Aid Agreement or Memorandum of Understanding that is being implemented.

5.4.2 Management of Volunteers and Donations

Please refer to Emergency Support Function #17.

5.4.3 Budget and Financial Information

Please refer to Budget and Financial Management Support Annex.

6. ROLES AND RESPONSIBILITIES

A successful local emergency management program involves local government officials, local government agencies, the private sector, and non-profit organizations. For the purposes of planning and response, responsibilities are generally allocated as outlined below.

6.1 Roles

6.1.1 Elected Officials

- a. Protect the lives and property of citizens
- b. Establish the local emergency management program
- c. Appoint the local emergency management staff
- d. Adopt and implement the Emergency Operations Plan

6.1.2 Emergency Management Director/Emergency Management Coordinator

- a. Determine need to evacuate endangered areas
- b. Direct and coordinate from the EOC during disaster operations
- c. Hold overall responsibility for maintaining and updating EOP
- d. Ensure EOC maintains constant level of readiness
- e. Identify hazards and evaluating risk
- f. Communicate critical information to the public
- g. Coordinate local resources before, during, and after an event
- h. Work with localities agencies to establish shelters
- i. Test emergency plans through training and exercises
- j. Build relationships with nearby localities

6.1.3 Local Government Departments/Agencies

- a. Develop and maintain detailed emergency plans and standard operating procedures (SOPs)
- b. Identify sources of emergency supplies, equipment, and transportation
- c. Negotiate and maintain mutual aid agreements, which are identified in the plan
- d. Maintain records of disaster related expenditures, including appropriate documentation
- e. Protect and preserve vital records essential for the continuity of government and delivery of essential functions
- f. Establish and maintain list of succession of key personnel

6.2 Department/Agency Responsibilities

6.2.1 Emergency Communications Center (911)

- a. Communications
- b. Initial warning and alerting

6.2.2 Police Department/Sheriff's Office

- a. Law enforcement
- b. Communications
- c. Initial warning and alerting
- d. Security of vital facilities, supplies, and emergency site
- e. Traffic control
- f. Search and rescue
- g. Evacuation and access control of threatened areas
- h. Assist Health Department with identification of the dead
- i. Evacuation and control of prisoners

6.2.3 Fire Departments

- a. Fire prevention and suppression
- b. Assist with emergency medical treatment
- c. Hazardous materials incident response and training
- d. Command and control
- e. Assist with radiological monitoring and decontamination
- f. Assist with evacuation
- g. Fire Departments may be used as temporary shelters or refuges of last resort
- h. Assist with search and rescue
- i. Assist with warning
- j. Technical rescue and search and rescue

6.2.4 School Systems, Superintendent of Schools

- a. Provide facilities for the reception and care of evacuees
- b. Provide facilities and resources for mass feeding
- c. Provide evacuation transportation

6.2.5 Virginia Department of Social Services and American Red Cross

- a. Reception and care of evacuees
 - (1) Provide registration and record keeping
 - (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 organizations
- d. Provide special assistance for the elderly and handicapped as required

6.2.6 Virginia Department of Health – Central Shenandoah Health District

- a. Hazardous waste management and enforcement
- b. Epidemic control measures
- c. Assist with medical support to persons in shelters
- d. Issue health advisories
- e. Establish emergency care centers
- f. Emergency mortuary and interment coordination
- g. Assist with radiological monitoring
- h. Insect and rodent control
- i. Inspection of food, milk, and water supply, and assure the continued supply of potable water
- j. Coordination and control of biological and radiological material
- k. Identification of the dead, assisted by the local and State Police
- l. Coordination with area hospitals
- m. Assure the provision of minimum essential sanitation services

6.2.7 Emergency Medical Services (EMS)

- a. Rescue operations, to include emergency medical transportation and first aid (Rescue Squad SOP)
- b. Search and rescue
- c. Assist with the evacuation of endangered areas
- d. Assist with the dissemination of warnings
- e. Assist with radiological monitoring
- f. Other functions as set forth in the Central Shenandoah EMS Council Emergency Operations Plan

6.2.8 Augusta County Service Authority and County Maintenance, Staunton and Waynesboro Departments of Public Works

- 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
- g. Assist with hazardous materials cleanup

6.2.9 Augusta Health

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

6.2.10 County/City Attorneys

- a. Advise the County/Cities concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance
- b. Draft emergency legislation as required

6.2.11 Planning Department/Community Development/GIS

- a. Assist with resource and supply
- b. Assist with damage assessment/condemnation of damaged buildings
- c. Assist with reports and records
- d. Provide maps, charts, and population data as necessary
- e. Ensure that all repairs and rebuilding complies with local building codes and land-use regulations

6.2.12 Virginia Tech Extension Service

- a. Damage assessment
- b. Assist with the preparation of required reports and records

6.2.13 Local Medical Examiner/Chief Medical Examiner's Office

- a. Emergency mortuary and internment coordination
- b. Coordination and control of biological items
- c. Identification of the dead, assisted by the local police and sheriff offices, and the State Police
- d. Coordination with area hospitals

6.2.14 Amateur Radio Emergency Services (ARES)

- a. Provide emergency communications where needed

6.2.15 Other City/County Departments and Agencies

- a. Assist with damage assessment
- b. Assist with debris removal/clean up

7. PLAN DEVELOPMENT AND MAINTENANCE

7.1 Coordination and Maintenance

7.1.1 Coordination

Similar to the National Incident Management System (NIMS), the three local jurisdictions use a “unified approach” in the planning process of the Staunton-Augusta-Waynesboro Emergency Operations Plan (S-A-W EOP). Individual staff members, jurisdiction departments, other governmental agencies, non-governmental organizations, the private sector, and those who have a role in incident management are included in the S-A-W EOP planning process. This group is led by the Emergency Management/Services Coordinators who serve as the directing force in the creation of the Emergency Operations Plan and its required updates.

7.1.2 Maintenance

The Coordinator of Emergency Management/Services for Augusta County and the Cities of Staunton and Waynesboro maintain the Staunton-Augusta-Waynesboro Emergency Operations Plan. The S-A-W EOP is continually reviewed and periodically updated to incorporate information required by legislative directives or from procedural changes based on lessons learned from exercises or actual events. Any department or organization may propose and develop a change to the EOP. The Emergency Management/Services Coordinators are responsible for coordinating a review for any proposed changes. The S-A-W EOP will be reviewed and adopted in its entirety every four years by the Augusta County Board of Supervisors, the Waynesboro City Council, and the Staunton City Council.

7.2 Testing, Training, and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of any Emergency Operations Plan and sub-plans. The three jurisdictions will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Coordinator of Emergency Management/Services is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs each respective locality. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness.

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

The Coordinator of Emergency Management/Services, or designated representative, will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, employees, and improve the overall emergency response organization and capability. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

7.3 Implementation

This Plan is effective for execution upon and pursuant to the adoption by the three jurisdictions. The Board of Supervisors for the County and the Councils for the two cities will pass a resolution adopting the Plan. The Coordinators of Emergency Management/Services will ensure that this document is subject to annual maintenance, review, and any updates necessary.

8. AUTHORITIES AND REFERENCES

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

8.1 Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.
- b. Code of Federal Regulation Title 44: Emergency Management and Assistance
- c. Homeland Security Act of 2002
- d. National Response Framework
- e. Developing and Maintaining Emergency Operations Plans; Comprehensive Preparedness Guide 101 v.2
- f. Americans with Disabilities Act of 2010

8.2 State

- a. Commonwealth of Virginia Emergency Services Disaster Law of 2000
- b. The Commonwealth of Virginia Emergency Operations Plan (COVEOP) (September 2019)

8.3 Local

- a. Augusta County Comprehensive Plan
- b. City of Staunton Comprehensive Plan
- c. City of Waynesboro Comprehensive Plan
- d. Central Shenandoah Valley Hazard Mitigation Plan
- e. Staunton-Augusta-Waynesboro Hazardous Materials Emergency Response Plan
- f. Augusta County Community Wildfire Protection Plan

APPENDIX 1 TO THE BASIC PLAN: KEY TERMS AND DEFINITIONS

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

Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Service (RACES): The Amateur Radio Emergency Service is a non-commercial radio service authorized by the Federal Communications Center in the United States. Amateur Radio Operators volunteer their services to provide emergency communications services to natural and manmade disasters, when many traditional communications capabilities (such as the public telephone system and the three Government services systems) become overloaded or inoperable. Amateur Radio Emergency Services (ARES) is part of the American Radio Relay League (ARRL), the coordinating amateur radio organization in the United States. In times of national emergency, the FCC can ban radio amateur transmissions except for those participating in RACES. State and local governments can activate RACES in an emergency. Virginia has declared that membership in ARES is also membership in RACES.

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

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

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

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

Continuity of Operations: A process of identifying the essential functions – including staff, systems, and procedures that ensures the continuation of an agency's ability to operate.

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

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

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

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

Emergency: A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that governmental action beyond that authorized or contemplated by existing law is required because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens of the Commonwealth or some clearly defined portion or portions thereof.

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 Communications Center – 911: The communications center that is manned 24 hours a day to handle routine fire, medical, rescue, and police emergencies in the region. It forms the core of the primary EOC, which would be manned as required for major emergencies or natural disasters.

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, manmade, or war-caused disasters. These functions include firefighting, police, medical and health, rescue first aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center (EOC): Centrally-located government or community building, equipped with communications and emergency power, for coordination of government services, volunteer organizations, and emergency public information 24 hours per day throughout the emergency period.

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

Emergency Support Functions (ESFs): Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

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.

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

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

Geographic Information System (GIS): A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Materials: Substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when transported in commerce. Hazardous materials include: explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons or poisonous gases, oxidizing or corrosive materials, irritants, compressed gases, and hazardous waste (as defined in the United States Department of Transportation Regulations).

Hazardous Materials Emergency Response Plan (HMERP): 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 a community's use in recognizing the risks of a hazardous materials release, in evaluating preparedness for such an event, and in planning response and recovery actions. This plan is separate from an Emergency Operations Plan.

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

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

Incident Command System (ICS): A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In the 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.

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

Integrated Public Alert and Warning System (IPAWS): An architecture that unifies the Emergency Alert System (EAS), National Warning System, Wireless Emergency Alerts, and NOAA Weather Radio under a single platform that enables alerts to be aggregated over a network and distributed to the appropriate system for public dissemination.

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

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

Local Emergency: The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of 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. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, 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 (LEPC): Appointed representatives of local government, private industry, businesses, environmental groups, and emergency response organizations charged with meeting the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III).

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

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

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

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

Mitigation: Activities that 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.

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 Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

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.

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

Non-governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government.

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

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

Public Assistance Program: The program established by the Stafford Act and administered by the Federal Emergency Management Agency that provides supplemental assistance to public entities for the costs of emergency protective actions, debris removal, and repair and restoration of facilities such as roads, schools, and other public buildings.

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

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

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

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

Service Animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with special needs.

Severe Weather Watch: Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flashflood Watch, Tornado Watch, etc.).

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

Situation Report: A form which, when completed at the end of each day of local EOC operations, will provide the County/City 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.

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.

Threat: An indication of possible violence, harm, or danger.

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

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

Tropical Storm Force Winds: A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph – 73 mph.

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

Unified Command: Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident.

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

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

APPENDIX 2 TO THE BASIC PLAN: ACRONYMS

AAR	After Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
DAC	Disaster Application Center
DHS	Department of Homeland Security
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HMERP	Hazardous Materials Emergency Response Plan
HMP	Hazard Mitigation Plan
IC	Incident Commander
ICS	Incident Command System
IFLOWS	Integrated Flood Observing and Warning System
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office

LEPC	Local Emergency Planning Committee
MEDEVAC	Medical Evacuation
MRC	Medical Reserve Corps
MT	Mitigation
NIMS	National Incident Management System
NRP	National Response Plan
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SARA	Superfund Amendments and Reauthorization Act
SDS	Safety Data Sheets
SITREP	Situation Report
SOP	Standing Operating Procedures
SPCA	Society for the Prevention of Cruelty to Animals
UC	Unified Command
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VDOF	Virginia Department of Forestry
VFDA	Virginia Funeral Directors Association, Inc.

APPENDIX 3 TO THE BASIC PLAN: DISASTER DECLARATIONS

A. Declaration of a State of Emergency

The Governor is the Director of Emergency Management in the Commonwealth. As authorized by the Code of Virginia § 44-146.17, the Governor “shall take such action as is necessary for the adequate promotion and coordination of state local emergency services activities relating to the safety and welfare of the Commonwealth in time of natural or man-made disasters”. By executive order the Governor may declare a state of emergency to exist for all or part of the Commonwealth when a threat or actual event has the potential to impact people, infrastructure, or private or public property. As authorized by the Code, the executive order has the force and effect of law.

Before requesting assistance from the Commonwealth, local officials declare an emergency to exist in their jurisdiction. Even the threat of disaster, such as an approaching hurricane, can prompt the initiation of local and state declarations. These actions permit governmental agencies to mobilize resources, conduct disaster preparedness, response, and recovery activities as assigned in their plans, and authorize expenditures to cover disaster activities.

A “state of emergency” declaration is one of the executive directives the Governor must take before requesting federal assistance under the Stafford Act. It indicates that the state is committing all available resources before requesting assistance from the federal government, and that the consequences of the event are, or will be, greater than the Commonwealth’s capabilities capacity to meet the requirements necessary to resolve the impacts of the event.

B. Presidential Declaration

Under provisions of the Stafford Act, as defined by 42 U.S.C § 5121 et seq., the Governor may request two types of presidential declarations for disaster assistance: Emergency or Major Disaster. They are defined as follows:

- An emergency declaration is for “any occasion or instance for which, in the determination of the president, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”
- A major disaster declaration is for “a major disaster categorized as a natural catastrophe (including any hurricane, tornado, storm, high water, wind driven

water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the president, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of the state, affected local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

An Emergency Declaration is designed to provide federal disaster assistance to meet a specific emergency need or to implement emergency protective measures such as sandbagging, evacuation, and sheltering, etc., which is more limited in scope in contrast to a Major Disaster Declaration. A Major Disaster Declaration makes a broad range of federal disaster assistance programs available to the impacted area that are designed to assist disaster victims, businesses, and public entities in the recovery process. Some of these programs require a non-federal cost share. Individual Assistance provides aid to individuals, families, and businesses whose property has been damaged or destroyed, and whose losses are not covered by insurance using local, state, and federal resources following a disaster incident. Public Assistance provides supplemental financial assistance to states, local governments, and selected private non-profit organizations for debris removal, emergency protective measures, and permanent restoration of infrastructure. Hazard Mitigation provides funding support for the development and implementation of plans and projects to reduce disaster losses, protect life and property from future damages, and enhance overall community resiliency.

As part of the disaster declaration process, a Joint Preliminary Damage Assessment is requested by the state and conducted in the localities affected to assist in determining whether a request is appropriate, as well as to develop the necessary information to support the request and validate that the impacts exceed state and local resources. The findings from the Joint Preliminary Damage Assessment assist in determining what disaster assistance and associated programs should be requested and activated under the Stafford Act, as well as made available from other federal programs and resources. Upon receiving the request, FEMA reviews and evaluates the request and supporting documentation at the regional and national levels, and develops and submits a recommendation to the President based on their findings. A federal declaration can be received for Individual Assistance, Public Assistance individually, or for both. The federal code (44 CFR § 206.35 and .36) specifies the information needed in the Governor’s request for assistance. The Governor must indicate and validate that appropriate executive actions have been taken to include the direct execution of the authorities specified in the Code of Virginia and the Commonwealth of Virginia Emergency Operations Plan (COVEOP). This includes declaring a state of emergency to exist in the Commonwealth and implementing the plans and procedures authorized in the *Code*. The Governor also needs to furnish information on the nature and amount of state and local resources that have been or will be committed to alleviate the results of

the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. The Governor must certify that, for the current disaster, state and local government obligations and expenditures (of which state commitments are a significant proportion) will comply with all applicable cost-sharing requirements. In addition, the name of the State Coordinating Officer for the event is named in the Governor's letter of request.

APPENDIX 4 TO THE BASIC PLAN: SUCCESSION OF AUTHORITY

SUCCESSION OF AUTHORITY

Continuity of Government 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 response hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

Augusta County

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Director of Emergency Management	1. Board of Supervisors Chairperson 2. County Administrator 3. Board of Supervisors Member
Emergency Management/Services Coordinator	

City of Staunton

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Director of Emergency Management	1. City Manager
Emergency Management/Services Coordinator	

City of Waynesboro

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control in Emergencies	1. City Manager
Day-to-day Emergency Management Responsibilities	Director of Emergency Management

INTRODUCTION

Emergency Support Functions

The functional annexes describe the emergency operations of departments within the local jurisdictions or local agencies. These annexes include specific detail and direction for the departments and agencies, and support the Basic Plan. These annexes are organized around the Emergency Support Functions (ESFs) format which is an element of the National Incident Management System (NIMS). The ESFs are mechanisms for grouping functions most frequently used to provide support during disasters and emergencies. NIMS is used as a management system by the Cities of Staunton and Waynesboro and Augusta County. NIMS is incorporated in the planning process of the three jurisdictions, as well as Commonwealth of Virginia Emergency Operations Plan (COVEOP) at the state level, and the National Response Framework (NRF) at the federal level. The Emergency Support Function format allows for the facilitation of communication between all levels of government, especially during large scale emergencies.

EMERGENCY SUPPORT FUNCTION #1 - TRANSPORTATION

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Virginia Department Transportation
Virginia Department of Forestry
Local Fire Departments
Law Enforcement Agencies
City/County school Systems
Regional Mass Transit Systems
City/County Departments of Public Works
Other private industry/local agency partners as applicable

3. Purpose:

The purpose of Emergency Support Function #1 is to provide for coordinated transportation response to emergency situations occurring within the three jurisdictions.

4. Scope and Applicability:

ESF #1 involves agencies and actions directly related to all matters pertaining to transportation during times of emergency. These actions include, but are not limited to:

- Maintenance and repair of roadways/infrastructure
- Transportation of evacuees and/or casualties
- Transportation of personnel and/or resources to incident sites

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Coordinate with ESF #3 - Public Works and Engineering to prioritize cleanup of debris from roads if resources are available.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators for each of the three jurisdictions and their respective staffs will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for transportation during emergency situations. All departments will be responsible for developing their own plans, standard operating procedures, and mutual aid agreements in their functional area to successfully carry out their tasks.

The District Administrator, Virginia Department of Transportation (VDOT) – Staunton District and other appropriate VDOT staff will be the primary coordinator for matters pertaining to transportation during times of emergency, assisted by local emergency response and public works representatives.

7. Concept of Operations / Emergency Management Actions:**7.1 Concept of Operations:**

The maintenance of primary roadways is the responsibility of the jurisdiction in which the roadways are located. City/County Departments of Public Works, in conjunction with Virginia Department of Transportation, maintain the primary responsibility for debris removal and assurance of ease of mobility.

The Emergency Operations Centers of each jurisdiction should serve as the

data collection points for transportation related issues. Information relating to obstructed roadways, transportation needs and assets, and other transportation related information should be filtered through the EOC for prioritization and dissemination to applicable parties.

Should a disaster substantially overwhelm local resources, support and assistance will be requested from neighboring jurisdictions and the State, respectively.

During times of evacuation, all transportation assets should be made available for emergency management use. Representatives at the Emergency Operations Center will be responsible for tracking and coordinating the use of all transportation assets.

Commercial transportation carriers and shippers will conduct business operations as normal whenever possible. Any exemptions to State rules and regulations in order to facilitate movement of necessary equipment/supplies to provide relief to disaster areas will be requested/filtered/disseminated through the Emergency Operations Center(s) to the State representatives as applicable.

7.2 Emergency Management Actions:

Emergency Management actions during emergency operations are as follows:

7.2.1 Normal Operations

- a. Review and update plans and procedures.
- b. Designate an individual to coordinate transportation services.
- c. Develop and maintain procedures for providing a coordinated response.
- d. Establish a working relationship and review emergency roles with the local agencies involved in transportation.

7.2.2 Increased Readiness

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

- a. Provide information to the public regarding potential effect on transportation routes and assets.

- b. Inform stakeholders of potential need for emergency operations

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert all personnel.
- (2) Implement mutual aid agreements and incorporate resources from adjacent jurisdictions as appropriate.

- b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) The District Administrator of the Department of Transportation or his representative will coordinate state-related transportation issues from an appropriate location.
- (2) Coordinate transportation assets and priorities.
- (3) Maintain a record of disaster-related expenses.

7.2.4 Recovery

- a. Continue to restore infrastructure in accordance with established priorities.
- b. Assist in relocation/movement of evacuees, response personnel, supplies, and equipment to restore normal operations.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to State and federal agencies, to the media, and to citizens.
- Maintain accurate documentation of available resources to use for transportation-related operations.

8.2 Virginia Department of Emergency Management

- Coordinate State assets as needed.

8.3 Virginia Department of Forestry

- Report any transportation-related information to applicable EOC's for dissemination.
- Assist with debris removal.
- Assist with traffic control when possible.

8.4 Virginia Department of Transportation

- Assist in management and coordination of transportation priorities and resources.

8.5 City/County Departments of Public Works

- Assist with debris removal.
- Assist with restoration of vital services.

8.6 City/County School Systems

- Be prepared to provide transportation assets to facilitate movement of evacuees.
- Maintain accurate documentation of available personnel and resources.

8.7 Law Enforcement Agencies

- Report any transportation related information to EOC for tracking and

dissemination.

- Assist with traffic control as necessary.
- Assist in dissemination of evacuation orders.

8.8 Fire/Rescue Departments

- Report any transportation related information to EOC for tracking and dissemination.
- Assist with traffic control as necessary.
- Assist in dissemination of evacuation orders.
- Assist in clearing of roadways when possible.

EMERGENCY SUPPORT FUNCTION #2 - COMMUNICATIONS

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Public Information Officer
Emergency Communications Centers/911 Centers for Staunton, Waynesboro, and Augusta County

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Local Print and Broadcast Media
National Weather Service
Emergency Alert System (EAS)/Integrated Public Warning System (IPAWS)
Virginia Department for the Deaf and Hard of Hearing
Virginia Department for the Blind and Visually Handicapped
Attorneys for Staunton, Waynesboro, and Augusta County
Communication Utilities (Telephone, Internet, Television Service Providers)
Virginia Communications Cache

3. Purpose:

The purpose of Emergency Support Function #2 is to provide communications for the direction and control of emergency operations throughout the County and Cities, to keep the public informed concerning the threatened or actual emergency situation by providing protective action guidance as appropriate, to save lives, and to protect property.

4. Scope and Applicability:

For the purposes of this ESF, communications will be defined as information transfer. It involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. Activities within the scope of ESF #2 include: coordination, provision, support and/or restoration of locally-managed communication systems and infrastructure during incident response, recovery, and training. These actions will be consistent with all local, state, and Federal Communications Commission (FCC) rules, regulations, and policies. The Public

Information Officer (PIO) will work jointly with and have access to local media outlets. The PIO's role may shift to the City Manager / County Administrator, the Coordinator / Deputy Coordinator, or other department heads, depending on the type of incident and circumstances involved.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- When requested, preparedness and other types of information will be available in alternative formats such as large print or braille, if possible, either through local resources or organizations such as the Central Shenandoah Planning District Commission's disaster preparedness education program, Shenandoah Valley Project Impact of which Staunton, Waynesboro, and Augusta County are members. Sign-language or non-English speaking interpreters will be provided when needed and available by the three local jurisdictions, with the assistance of appropriate State agencies or local organizations, when necessary.
- In the event that an inoperable communications situation arises during or after a particular incident, the three jurisdictions will communicate between themselves and with other individuals and organizations by any alternative methods of communication available, such as, radio communication, with the assistance of the Radio Amateur Civil Emergency Service (RACES), or through radio patches, volunteer messengers, etc.
- Each jurisdiction's Emergency Operations Center Dispatch will follow standard operating procedures (SOPs) for specific incidents. In the event of a long-term incident or when short-staffed, existing staff will be augmented with extra staff and "just in time" training can be provided to other jurisdictional staff to fill gaps.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators for each of the three jurisdictions and their respective staffs will be responsible for information exchange between each of their organizations, volunteer first responder organizations, and others directly involved in the management of the incident. They will also be responsible for communicating with surrounding jurisdictions and the VEOC to notify them that an incident has taken place or to request mutual aid assistance or additional resources.

The Public Information Officers (PIOs) will disseminate emergency public information as requested by the Directors, Coordinators, or Deputy Coordinators of Emergency Management/Services. The PIOs will work jointly with and have official access to local media outlets such as radio, television, print, or online media.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

The Directors and/or Coordinators of Emergency Management/Services are the points of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The Emergency Operations Centers' dispatchers will notify other key personnel and department heads as required by the type of report and Standard Operating Procedures (SOPs).

Telephone and cellular communications companies will ensure that communications essential to emergency services are maintained. One phone line in at least one or more of the Emergency Operations Centers (EOC) will be reserved for citizen inquiries. This citizen phone line should be located apart from emergency dispatchers and direction and control phones.

Amateur radio operators will provide emergency back-up radio communications between the EOC Dispatch and the VEOC should normal communications be disrupted. They will also provide communications at locations with in-the-field operators such as shelters, hospitals, and on-scene incident commanders, when and if available.

The Public Information Officers (PIOs) will report to their respective Emergency Operations Center at the time of the emergency. The PIO will coordinate the release of information over government cable access channels, written documents, internet webpages and social media sites, and local media outlets. This is in coordination with ESF #15 External affairs.

Weather forecasts and warning information will be provided by the National Weather Service.

State-level emergency public information will be broadcast by the Emergency Alert System (EAS). The VEOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. Augusta County's local alert system is through Code Red. Staunton's local alert system is through Everbridge. Waynesboro uses a Reverse 911 system to notify its residents.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

Maintain effective communications in order to have the capability to direct and control emergency operations, as well as to provide initial warning, in the event of an emergency.

- a. Review and update plans and procedures.
- b. Develop and maintain procedures for providing a coordinated response.
- c. Develop procedures for communications, to include setting up telephones in the Emergency Command Centers on short notice and backup radio communications for operations in the field. Emergency Communications Center staff and Fire-Rescue staff will assist with set-up as needed.
- d. Develop procedures for warning. Describe the warning devices to be used. Assure complete geographical coverage. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate.
- e. Maintain, test, and upgrade communication equipment, as necessary, to ensure as well as enhance, the communications capability in the event of an emergency.
- f. Assign emergency duties and provide specialized training, as needed.

- g. Establish a working arrangement between the local Emergency Operations Center and local media outlets.
- h. Encourage local newspapers to periodically publish general information about those specific hazards which are most likely to occur, such as flooding, winter storms, severe thunderstorms, and industrial accidents. Emphasize citizen response and protective action. Coordinate this task with ESF #15 – External Affairs.
- i. Prepare and provide general information as appropriate to special groups, such as the visually impaired, the elderly, etc. Coordinate this task with ESF #15 – External Affairs.
- j. Prepare standard press releases for anticipated emergency situations. Coordinate this task with ESF #15 – External Affairs.

7.2.2 Increased Readiness

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

- a. Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures.
- b. Continue to monitor the situation including national and state level news coverage of the situation, if applicable.
- c. Prepare information for public distribution through the media and establish citizen inquiry hotlines. Designate a phone number and personnel to handle citizen inquiries. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation. Coordinate this task with ESF #15 – External Affairs.
- d. Evaluate the situation. Consider putting out news releases when there is a public “need to know.” The content should be coordinated with adjacent jurisdictions and the State Emergency Operations Center.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert all personnel.
- (2) Ensure the operational capability of the Emergency Command Center. Test communications systems and backup electrical power.
- (3) Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- (4) Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted.
- (5) After coordination with the State Emergency Operations Center, time permitting, the Public Information Officer will begin to disseminate emergency public information via news releases to the local news media.
- (6) Assure the availability of back-up generators at local EAS radio stations.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Maintain essential communications.
- (2) Activate communications equipment and personnel to handle citizen inquiries.
- (3) Coordinate, as necessary, with amateur radio operators to enhance the existing communications network and possibly facilitate communications with selected in-the-field operators.
- (4) Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.

- (5) Continue to keep the public informed of the situation and of recommended protective actions.
- (6) Maintain a record of disaster-related expenses.

7.2.4 Recovery

- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided.
- b. Continue to provide communications equipment and personnel until the fears and concerns of the public have been alleviated.
- c. Continue to keep the public informed concerning local recovery operations.
- d. Assist the Health Department in disseminating public health notices, if necessary.
- e. Assist state and federal officials in disseminating information concerning relief assistance.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to state and federal agencies, to the media, and to the citizens of the Region.

8.2 Virginia Department of Emergency Management

- Coordinate State communications assets, if needed.

8.3 Virginia Department for the Deaf and Hard of Hearing

- Assist with finding local sign language interpreters, if needed.

8.4 Virginia Department for the Blind and Visually Impaired

- Assist with providing alternate formats, such as Braille, for preparedness and/or recovery publications, if needed.

8.5 Radio Amateur Civil Emergency Service

- Provide secondary communications means for direction and coordination of emergency/disaster operations.

EMERGENCY SUPPORT FUNCTION #3 - PUBLIC WORKS AND ENGINEERING

1. Lead Individuals/Departments – Staunton, Waynesboro, and Augusta County:

Staunton: Public Works Department
 Engineering Department
 Planning and Inspections Department
 Parks and Recreation Department

Waynesboro: Utilities Department
 Engineering Department
 Building and Grounds Department
 Parks and Recreation Department
 Inspections Department

Augusta County: Public Service Authority
 Building and Grounds Department
 Parks and Recreation Department
 Community Development Department
 County Building Inspector

2. Support Agencies and Organizations:

Virginia Department of Transportation
Dominion Energy
Shenandoah Valley Electric Cooperative
Allegheny Generating Company (subsidiary of Allegheny Energy Supply Company)
BARC Electric Cooperative
Central Virginia Electric Cooperative
TC Energy – Columbia Gas Transmission System
Columbia Gas of Virginia Inc.
AT&T Inc.
Verizon Telephone Company
MGW Inc.
New Hope Telephone Cooperative
Shentel
T-Mobile (formerly Sprint)
Comcast Cable Television

3. Purpose:

Emergency Support Function #3 supports the inspection, identification, coordination, and restoration of critical infrastructure, key resources, and utilities. Coordinating and organizing the capabilities and resources of the three local governments to deliver essential public works, inspection, and engineering services is also a component of ESF #3.

4. Scope and Applicability:

Activities within the scope of this function include identification, inspection, prioritization, repairs, and restoration of critical infrastructure, such as local roads, bridges, and water and wastewater systems. Distribution of temporary water supplies and wastewater collection systems until normal operations resume is also in the scope of ESF #3.

5. Policies:

- All departments and agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- The three local governments are responsible for their own critical infrastructure and key resources and the incident prevention, preparedness, response, and recovery activities needed to minimize the impact of an emergency or disaster.
- Utility organizations should develop work repair and restoration priorities with the three local governments.
- If requested, authorities for each of the three local governments are responsible for obtaining required waivers and/or clearances to assist with repair and restoration efforts.
- Because the private sector is responsible for a large proportion of the infrastructure and utilities in Staunton, Waynesboro, and Augusta County, they

should participate in incident action planning and other appropriate planning activities.

- Depending on the incident and resulting damage, the private sector is a lead or partner in rapid restoration of infrastructure-related services.
- As necessary, private-sector entities are integrated into planning and decision-making processes involving utilities and private sector-owned critical infrastructure.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

The local government departments listed at the beginning of this annex will serve as the lead for ESF #3. These departments will coordinate activities related to repair and restoration of utilities and critical infrastructure. They will communicate with the Emergency Management/Services Directors, Coordinators, or Deputy Coordinators as needed, to relay vital information during all phases of the incident. As lead, these departments will coordinate with private sector organizations responsible for utility restoration in the Region.

7. Concept of Operations/Emergency Management Actions:

7.1 Concept of Operations:

Depending on the severity of the incident, severe property damage may occur. Structures may be destroyed. Homes, businesses, public facilities, and critical infrastructure, such as roads and bridges, may for public safety reasons need to be reinforced or demolished. Public works facilities, such as water systems, wastewater treatment facilities, and utility lines, may be damaged and partially or fully inoperable. Equipment may be damaged or inaccessible. Structural and environmental debris will need to be decontaminated, collected, and removed. The lead departments involved with ESF#3 will direct and coordinate strategies to prevent property damage prior to an incident. After an incident has occurred, the lead departments will assist in damage assessment and coordinate prompt repair and restoration of public facilities, utilities, and infrastructure. Contingency plans to provide emergency lighting, traffic control, water, and sewage disposal should be developed. The Director, Coordinator, and Deputy

Coordinator of Emergency Management/Services, in coordination with each of the local government's attorneys, will assist the lead departments in the procurement of necessary resources, contracting for specialized services, and hiring of additional personnel. Records of all expenditures relating to the emergency/disaster will be maintained. Inspections Departments and Building Inspectors will inspect buildings for structural, electrical, gas, plumbing, and mechanical damage following an incident. Building Inspectors and Inspection Departments of the three local governments will ensure that the repairs and construction that occur following an incident will comply with building codes, land use regulations, and comprehensive plans.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans and procedures.
- b. Develop plans and strategies to prevent and/or mitigate damage resulting from emergencies that have historically occurred in the past or that have a high probability of occurring in the future. (i.e. flood or blizzard).
- c. Develop and maintain procedures for providing a coordinated response.
- d. Develop contingency plans to provide emergency lighting, traffic control, procure and distribute/produce emergency water, and provide sewage disposal, if necessary.
- e. Procure and store appropriate resource materials to effectively deal with common emergency response incidents.
- f. Identify and maintain a liaison with businesses, industries, and local contractors, as well as federal and state agencies that could provide additional expertise, equipment/resources and personnel, as required.
- g. Make task assignments and outline emergency roles of staff.
- h. Ensure that all construction that occurs within the three jurisdictions is in compliance with their respective Comprehensive Plans.
- i. Maintain and update appropriate maps and population estimates.

- j. Conduct inspections to enforce and carry out building codes (i.e. structural, mechanical, plumbing, gas, and electrical).
- k. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
- l. Identify and maintain a liaison with local building, electrical, plumbing, and mechanical contractors to obtain their services, if necessary.

7.2.2 Increased Readiness

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

- a. Alert personnel; place off-duty personnel on standby.
- b. Ensure that the necessary equipment and resources are available and ready to be activated.
- c. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that back-up resources are available and can be quickly dispatched, if necessary.
- d. Notify public of proper policies and procedures to follow to ensure their safety.
- e. For the City of Staunton, the Water Treatment Plant serves as the focal point for all Public Works after hour emergencies. The on-duty operator can be reached at 540-332-3961.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Report to Emergency Operations or Command Center, if activated.
- (2) Call into service off-duty personnel.

- (3) Activate the necessary equipment and resources to address the emergency.
- (4) Implement record-keeping of all expenses (ie. manpower, fuel, and supplies) and continue to do so throughout the duration of the event.
- (5) Coordinate response with Fire and Police/Sheriff Departments, as well as other departments and/or State authorities.
- (6) Furnish population data, charts, development plans, and personnel, as required.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Follow established procedures and implement appropriate strategies to address emergency at hand.
- (2) Continue to coordinate response with other service agencies, public, and private.
- (3) Contract with federal and State agencies, as well as private industry for additional resources, equipment, and personnel, as required.
- (4) Maintain a record of disaster-related expenses.

7.2.4 Recovery

- a. Clear public streets and drains. Remove debris. Drain flooded areas.
- b. Ensure that all traffic signals are operational.
- c. Inspect buildings for structural, electrical, gas, plumbing, and mechanical damage before permitting re-occupancy. Designate and demolish hazardous structures, as needed.
- d. Assist with damage assessment.

- e. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the three jurisdictions' building codes, land-use regulations, and Comprehensive Plans.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate mitigation, preparedness, response, and recovery efforts to protect lives and property by ensuring proper debris management and removal; timely repair and restoration of utilities and critical infrastructure; and appropriate rebuilding and new construction to replace damaged structures.

8.2 Virginia Department of Emergency Management

- Provide appropriate training and tools to help local jurisdictions implement a debris management process and prepare for cost recovery processes by the Federal Emergency Management Agencies.
- Assist local governments with the preparation and submission of federal disaster grant applications.

8.3 Virginia Department of Transportation

- Coordinate the removal of debris from all State transportation facilities (i.e. highways and bridges, etc.).
- Pre-identify critical routes throughout Virginia in cooperation with local jurisdictions.

8.4 Various Utility Organizations

- Create contingency plans to reduce the impact and time that utilities are inoperable after an incident.
- Repair and restore utilities in the aftermath of an incident as efficiently and effectively as possible.

EMERGENCY SUPPORT FUNCTION #4 - FIREFIGHTING

1. Lead Individuals/Departments – Staunton, Waynesboro, and Augusta County:

Augusta County, Staunton, and Waynesboro Fire/Rescue Chiefs
Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Virginia Department of Fire Programs
Virginia Department of Forestry
United States Forest Service
Adjacent Local Fire/Rescue Departments to the Staunton-Augusta-Waynesboro Region

3. Purpose:

Emergency Support Function #4 supports the detection and suppression of wildland and structural fires. The purpose of ESF #4 is to direct and control operations regarding fire prevention, fire suppression, and fire rescue; assist with rescue and hazardous materials incidents; assist with warning and alerting, search and rescue, evacuation, communications, and other operations as required in time of emergency.

4. Scope and Applicability:

ESF # 4 supports all firefighting activities including detection and suppression of fires on all private, State, and federal lands that may occur during a natural or man-made incident, emergency, or disaster.

5. Policies:

- All agencies assigned responsibilities within this Emergency Support Function will develop and maintain the necessary plans, Standard Operating Procedures

(SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Short-term response for initial attack to fire incidents will be handled at the local level. Should an emergency demand greater resources than are available within the local jurisdiction, nearby jurisdictions that are available will assist in accordance with existing mutual aid agreements.
- The VEOC will be contacted for additional resources if needed.
- ESF #4 conforms to national standards and policies to address three priorities:
 1. Life safety for the public and response personnel.
 2. Incident stabilization.
 3. Property conservation consistent with the tenets of the Incident Command System (ICS).
- Emergency medical needs will be coordinated with ESF#8 - Public Health, Medical Services, and EMS.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

The Fire-Rescue Chief and/or Coordinator of Emergency Management/Services, or his/her representative will be assigned to the Emergency Operations/Command Centers of the local jurisdictions. He/She will be part of the EOC/ECC staff and will assist with overall direction and control of emergency operations. Fire-fighting personnel may be augmented by additional career staff or auxiliary trained personnel. The three local governments have mutual aid agreements with each other and with surrounding jurisdictions if additional assistance is needed.

7. Concept of Operations/Emergency Management Actions:

7.1 Concept of Operations:

The fire/rescue departments are prepared to assume primary operational control in fire prevention strategies and fire suppression, and assist with rescue and hazardous materials incidents.

Mutual aid agreements will be implemented should an emergency demand more resources than are available within any of the three jurisdictions or in the event other jurisdictions need assistance to effectively respond to an emergency.

The Virginia Department of Forestry also maintains fire-fighting equipment.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other agencies as necessary and appropriate during an emergency situation.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans and procedures to provide fire and rescue services in time of emergency.
- b. Develop and maintain procedures for providing a coordinated response.

7.2.2 Increased Readiness

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

- a. Alert on-duty personnel.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert personnel to stand-by status.
- (2) Begin to implement record keeping of all incurred expenses

and continue for the duration of the emergency.

- (3) Check fire-fighting, rescue, and communications equipment.
- (4) The designated fire service representative should report to the EOC and assist with emergency operations.
- (5) As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, search and rescue, evacuation, communications, and emergency medical transport.
- (6) Implement mutual-aid agreements and integrate fire service resources from other jurisdictions, as required.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Follow established procedures in responding to fires or hazardous materials incidents and in providing rescue services.
- (2) For other disasters:
 - (a) Continue to assist with evacuation as required.
 - (b) Assist with ground search and rescue, if requested.
- (3) Maintain a record of all disaster-related expenses.

7.2.4 Recovery

- a. Continue to provide essential services as required.
- b. Continue search and 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 Fire-Rescue Chief/Coordinator of Emergency Management/Services.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Provide primary operational control of incident.
- Coordinate with each other, other jurisdictions, and the Virginia Department of Emergency Management if additional assistance or resources are needed.

8.2 Virginia Department of Emergency Management

- Assist with coordination of additional resources if requested by one or all of the three jurisdictions.

8.3 Virginia Department of Forestry

- Coordinate and perform wildland fire suppression and response on state and private lands.
- Coordinate and perform forest and forest fire law related enforcement activities statewide, including wildland fire origin, cause investigation, and all related criminal and civil actions related to this effort.
- Develop specialized response resources and crews according to capabilities including: dozer crew, chain saw crew, fireline hand crew, equipment repair, other specialized equipment, transportation, etc.
- Provide specialized training for wildland fire suppression and advanced incident management as appropriate.

8.4 United States Forest Service

- Coordinate and perform wildland fire suppression and response on federal and private lands.
- Coordinate and perform forest and forest fire law related enforcement activities nationwide, including wildland fire origin, cause investigation, and all related criminal and civil actions related to this effort.
- Develop specialized response resources and crews according to capabilities including: dozer crew, chain saw crew, fireline hand crew, equipment repair, other specialized equipment, transportation, etc.
- Provide specialized training for wildland fire suppression and advanced incident management as appropriate.

8.5 Virginia Department of Fire Programs

- Provide liaison as needed with local fire services.
- Provide fire and specialized rescue support to incidents as needed or requested.

EMERGENCY SUPPORT FUNCTION #5 - Emergency Management

1. Lead Individuals/Departments – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Emergency Managers in Adjacent Localities
Fire/EMS/Rescue Services in Adjacent Localities

3. Purpose:

Emergency Support Function #5 directs, controls, and coordinates emergency operations typically from the Emergency Operation Center utilizing the incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2 - Communications and ESF #15 – External Affairs, collect and disseminate disaster-related information, and coordinate with the Virginia Emergency Operation Center (VEOC).

4. Scope and Applicability:

ESF #5 serves as the support for the three local governments' departments and agencies across the spectrum of incident management through mitigation, preparedness, response, and recovery. ESF #5 facilitates information flow in the pre-incident preparedness phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, communication

management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

5. Policies:

- All agencies assigned responsibilities within this Emergency Support Function will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- ESF #5 provides an overall multiagency command system implemented to manage operations during a disaster.
- The Incident Command System (ICS) will be used in any size or type of disaster to control response personnel, facilities, and equipment. See Section 4.1 of the Basic Plan.
- The ICS principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, a manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Identified departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.
- EOC purpose/function, as well as description of the EOC and its appurtenances, are included in SOPs.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Emergency Operations will typically be directed and controlled from the Emergency Operations Center (EOC) of the three local governments. The Director and/or

Coordinator of Emergency Management/Services, or their designee, for each jurisdiction may be assigned to the Emergency Operations Center (EOC). He/She may be part of the EOC staff and will assist with overall direction and control of emergency operations. The three local governments have mutual aid agreements with each other and with surrounding jurisdictions if additional assistance is needed.

7. Concept of Operations/Emergency Management Actions:

7.1 Concept of Operations:

The Emergency Management/Services Coordinator and/or other responsible persons, departments, or agencies will assure the development and maintenance of Standard Operating Procedures (SOPs) on the part of each major emergency support function.

Generally, each function should:

- Maintain current notification rosters.
- Designate and staff an official Emergency Operations Center (EOC).
- Designate an EOC representative.
- Establish procedures for reporting appropriate emergency information.
- Develop mutual aid agreements with like services in adjacent localities.
- Provide ongoing training to maintain emergency response capabilities.

Emergency Management/Services and other departments assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

When an emergency threatens, available time will be used to implement increased readiness measures. The Emergency Management/Services Coordinator or other designated personnel will assure that all actions are completed as scheduled.

The EOC staff for each jurisdiction may include support personnel, as required, in order to handle messages, maintain logs, place maps, etc. Procedures for these support operations should be established and maintained.

The EOC staff for each jurisdiction will produce situation reports, which will be distributed to on-scene incident command staff and the VEOC. The staff of each EOC will support short and long term planning activities, will record the activities planned, and track their progress.

Departments and volunteer emergency response organizations assigned disaster response duties are responsible for:

- Maintaining plans and procedures.
- Ensuring capabilities to perform these duties in an emergency.
- Sharing new/revised codes, regulations, and ordinances that may mitigate a particular hazard to the attention of the Board of Supervisors and City Councils, in coordination with the Emergency Management/Services Coordinator.

The Emergency Management/Services Coordinators will assure that all actions are completed as scheduled and may close facilities, programs, and activities in order to ensure employees who are not designated “emergency service personnel” are not unnecessarily placed in harm’s way. Refer to Section 5 of the Basic Plan for description of emergency condition/action levels.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans.
- b. Develop and maintain procedures for providing a coordinated response.

7.2.2 Increased Readiness

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

- a. Alert on-duty personnel.
 - (1) Alert personnel to stand-by status.
 - (2) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
 - (3) Check fire-fighting, rescue, EMS, and communications equipment.

7.2.3 Emergency Operations

a. Mobilization Phase

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

- (1) The Emergency Management/Services Coordinator may report to each EOC and assist with emergency operations.
- (2) Law Enforcement and Fire Service personnel may be requested to assist with warning and alerting, search and rescue, evacuation, communications, and EMS.
- (3) Implement mutual-aid agreements and resources from other jurisdictions, as required.
- (4) Continue recording disaster-related expenses.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Follow established procedures and guidelines in responding to natural or manmade incidents and in providing rescue services and Emergency Medical Services.
- (2) Provide reports and requests for assistance to the VEOC via WebEOC.
- (3) Compile initial damage assessment report and send to VEOC.
- (4) Coordinate requests for non-mutual aid assistance.
- (5) Maintain normal operations in unaffected areas. Consider utilization of mutual aid and/or auxiliary resources.
- (6) Maintain a record of disaster-related expenses.

7.2.4 Recovery

- #### a. Continue to provide essential services, as required.

- b. Assist with cleanup operations.
- c. Assist with the inspection of damaged facilities, if applicable.
- d. Compile and submit records of disaster-related expenses incurred to the VEOC.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Activate and convene emergency assets and capabilities.
- Provide primary operational control of incident on non-federal owned and non-state owned lands.
- Coordinate within the three jurisdictions, with other jurisdictions, and with the Virginia Department of Emergency Management if additional assistance or resources are needed.
- Coordinate short and long term planning activities.
- Submit State requested reports and records.
- Maintain all FEMA typing records for all local resources.

8.2 Virginia Department of Emergency Management

- Assist with coordination of additional resources, if requested by any or all of the three local governments.

EMERGENCY SUPPORT FUNCTION #6 - MASS CARE, HOUSING, AND HUMAN SERVICES

1. Lead Individuals/Departments – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Shenandoah Valley Social Services
Virginia Department of Health
Virginia Department for the Deaf and Hard of Hearing (VDDHH)
Virginia Department for the Blind and Vision Impaired (VDBVI)
American Red Cross
Valley Community Services Board
The Salvation army

3. Purpose:

Emergency Support Function #6 supports efforts by the local jurisdictions with the assistance of state organizations and nongovernmental organizations (NGOs) to address non-medical mass care, emergency assistance, housing, and human service needs of individuals and/or families impacted by incidents, emergencies, or disasters.

4. Scope and Applicability:

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

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Local, regional, and state agencies or organizations that deal with human services may be requested to assist with meeting the needs of mass care, housing, or other emergency human services that arise prior to, during, or in the aftermath of an incident, emergency, or disaster.
- Non-residential and residential human service organizations that include, but are not limited to, medical and nursing facilities, assisted living facilities, mental health care providers, child care providers, and prisons and other similar residential facilities are responsible for developing plans for their clients/patients/residents in the event of a variety of types of emergencies and disasters. These facilities should consult with the local jurisdiction where they are located during the development of these plans.
- Local planning efforts should include reasonable accommodations for the evacuation and sheltering of diverse populations including individuals with access and functional needs, that lack of transportation, or arrive at a shelter accompanied by pets and/or service animals.
- The Federal Emergency Management Agency (FEMA) defines people with access and functional needs as persons who may have additional needs before, during, and after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings; are seniors, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged. The three local governments also include persons who are accompanied by pets or service animals.
- ESF#6 will coordinate with Public Health and Medical Services (ESF #8) in developing partnerships and written agreements with the healthcare community for the provision of healthcare services to those housed in emergency shelters that do not require hospital admission but do require medical attention.
- Local governments, non-governmental organizations, state agencies, and other community organizations should coordinate planning, resources, and services to assist citizens with special or functional needs.

- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Potential hazards such as flooding or hazardous materials incidents may require the evacuation of areas within the region. For small emergencies, the American Red Cross will provide emergency-related assistance to individuals and families. For larger emergency situations with more than 20 displaced persons requiring reception and care, one or more of the three jurisdictions may need to open an Emergency Shelter. The facility(ies) will be provided by local government(s), most likely through the Superintendent(s) of Schools. An emergency shelter(s) will be staffed by the Department of Social Services. Employees of the jurisdiction(s) may be assigned support tasks at the Emergency Shelter.

7. Concept of Operations/Emergency Management Actions:

7.1 Concept of Operations:

This ESF focuses on four primary functions; Mass Care, Emergency Assistance, Housing, and Human Services. ESF#6, with cooperative assistance from ESF #17, will coordinate the provision of sheltering, feeding, emergency first aid, emergency relief supplies, and other basic human services provided by government and nongovernmental agencies. Planning efforts will include care for persons with disabilities, the elderly, and those with medical needs primarily by encouraging and facilitating self-sufficiency.

Coordination of a variety of components to assist with human needs is the major task when providing the four primary functions of ESF#6. A description of the primary functions and their components follows:

7.1.1 Mass Care

a. Shelter

An emergency shelter is an immediate short-term accommodation for persons threatened by or displaced by an incident, emergency, or disaster. Public emergency shelters will provide accommodations for a variety of individuals. Appropriate provisions must be made to accommodate people with access and functional needs. Sheltering for pets and service animals is

included in planning, and the plans will be implemented in cooperation with ESF #11. A pet sheltering plan is included in the S-A-W EOP. ESF#6 will coordinate with ESF#2 and ESF#15 to notify the public of the establishment of a shelter.

b. Feeding

Feeding is provided to disaster survivors and emergency workers through fixed sites, mobile feeding units, and/or bulk distribution of food. Sound nutritional standards will be maintained to the extent possible as well as including provisions for persons with special dietary needs.

c. Emergency First Aid

Mass care facilities and other designated sites will provide basic emergency first aid and referral to appropriate medical personnel and facilities. Coordinate with ESF#8.

d. Bulk Distribution

Sites established within the affected area of the incident are used to coordinate the distribution of “urgent needs” emergency relief supplies. Coordinate with ESF#17.

7.1.2 Emergency Assistance

This task of ESF #6 addresses immediate needs beyond the scope of traditional mass care and includes reunification services to reunite displaced family members as well as functional needs support services.

7.1.3 Housing

For ESF #6, this involves monitoring the need and availability of housing units to be used temporarily for displaced people.

7.1.4 Human Services

Coordination of various government and nongovernmental organizations that implement programs and services for people impacted by disaster is part of ESF #6. These human services include:

- Services to assist with the paperwork or application processes needed for financial services or to expedite benefit claims.

- Case management.
- Provision of behavioral health services.
- Child care, building clean-up, debris removal, and other direct support services.

Potential hazards such as flash flooding and hazardous materials incidents may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees. A resource shortage such as temporary loss of electric power or heating fuel during extremely cold weather could endanger individuals and families. These individuals and/or families may need supplemental fuel, lodging and care, or need to be transported to a mass care facility. The Department of Social Services will provide or coordinate the provision of such services.

In the event of a small-scale evacuation, reception and care can be provided at the nearest public school, and lodging will be provided by the American Red Cross at local motels. In the event of a large-scale evacuation/displacement of residents, or when the Director or Coordinator of Emergency Management/Services decides that a larger facility is required, he/she will advise the Superintendent of Schools and the Department of Social Services. The Superintendent of Schools will then activate one or more of the schools in the County/City as the Shelter Center(s). The Department of Social Services will be responsible for registration and record keeping. The American Red Cross will designate and provide a trained shelter manager to assist with operations at each facility.

Evacuees will be advised through local media outlets and social media to bring the following items with them if time and circumstances permit: one change of clothing, medications, baby food and supplies, if needed, and sleeping bags or blankets.

Upon arrival, registration forms should be completed for each family. Records should be maintained on the whereabouts of all evacuees throughout emergency operations. A shelter census will be taken each night at midnight. The American Red Cross and the Salvation Army may provide food, clothing, and shelter operations in accordance with Statements of Understanding with the Commonwealth of Virginia.

The Department of Social Services will assure that people with access and functional needs and the elderly are provided for in time of emergency. Public information materials should be modified for consumers so they will be aware of the primary hazards and of mitigation, preparedness, response, and recovery actions.

Should crisis counseling services be required, trained mental health professionals

will be provided by the Valley Community Services Board.

In addition to providing security of the evacuated area, the local jurisdiction's Police Department or Sheriff's Office may also assure that security is provided for the Shelter Center, to include parking areas. In the event that Police Departments or Sheriff's Department resources are unable to provide adequate security at the County shelters, the local Red Cross representative shall be contacted and private security guards shall be utilized.

Daily situation reports should be provided to the Emergency Command Center about the status of evacuees and of operations at the Shelter Center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

7.2 Emergency Management Actions:

7.2.1. Normal Operations

- a. Develop and update plans and procedures to receive and care for an indeterminate number of evacuees.
- b. Designate Shelter Center(s). Determine maximum capacities for each.
- c. Designate manager(s) and other key staff personnel.
- d. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.
- e. Maintain and update an official memorandum of understanding, concerning services to be provided to the Cities and/or County in time of emergency by the local chapter of American Red Cross.
- f. Develop and maintain procedures for providing a coordinated response.
- g. Review standard operating procedures for staff bi-annually.

7.2.2 Increased Readiness

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

- a. Confirm task assignments and alert key personnel to stand-by status through the established telephone tree.

- b. Prepare the necessary forms and kits.
- c. Anticipate and resolve special problems, such as receiving patients from assisted living facilities, closing of schools, etc.
- d. Begin record keeping of disaster-related expenses, and continue for the duration of the emergency.

7.2.3 Emergency Operations

a. Mobilization Phase

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

- (1) When advised that an evacuation order has been issued, activate the Shelter Center or activate agreements for other lodging, as required.
- (2) Provide mass transportation, as required. Coordinate with ESF#1.
- (3) Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- (4) Provide periodic reports to the Emergency Command Center (ECC).
- (5) Prepare and provide essential services to individuals and families, as required.
- (6) Maintain a record of disaster-related expenses.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Continue to receive and care for displaced persons. Provide mass feeding, as required.

7.2.4 Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required.
- b. Provide mass feeding, as required.
- c. Consolidate and report disaster-related expenses.
- d. Provide staff for help with FEMA Assistance applications.
- e. Request Family Assistance caseworkers from American Red Cross to provide recovery assistance.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Will coordinate human services provision in areas of mass care, emergency assistance, housing, and human services.

8.2 Virginia Department of Emergency Management

- Assist with coordination of additional resources, if requested by any or all of the three local governments.

8.3 Virginia Department of Social Services

- Will provide staffing at emergency shelters and assistance to persons with special needs such as the elderly or persons with disabilities, when possible.

8.4 American Red Cross

- Will assist with sheltering and feeding components of mass care.

8.5 Valley Community Services Board

- Will provide mental health and behavioral health services, as needed.

EMERGENCY SUPPORT FUNCTION #7 - LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Finance Department – Augusta County, Staunton and Waynesboro

2. Support Agencies and Organizations:

Public Works/Buildings and Grounds Departments of three local governments
Virginia Department of Emergency Management
Shenandoah Valley Social Services
Staunton-Augusta-Waynesboro Community Emergency Response Team
American Red Cross
Salvation Army
Other private industry/local agency partners as applicable

3. Purpose:

The purpose of Emergency Support Function #7 is to provide a basis for the management and provision of resources in support of emergency response and recovery operations. It provides support and coordination for the logistics and resource management process.

4. Scope and Applicability:

For the purposes of this annex, “Resource Management” refers, but is not limited to, the provision of personnel, facilities, services, and materials. These categories can include emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support response activities. Resource management provides support for requests not supportable by other ESF’s, including mutual aid and excess and surplus property. Resource management will continue until the disposition of excess and surplus property, if any, is completed.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- The primary responsibility for resource management when responding to local emergencies rests with local governments. If local resources have been fully committed to an incident and additional assistance is required, a local government may request assistance through the Virginia Emergency Response Team.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the state.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators for each of the three jurisdictions and their respective staffs will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for resource management during emergency situations. All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will coordinate their resource needs with their finance departments.

The County/City Departments of Public Works/Buildings and Grounds will be responsible for resource coordination of the physical recovery and debris removal. They will be assisted by, and work in conjunction with a variety of local departments, state agencies, private utility companies, contractors, heavy equipment operators, and waste management.

Shenandoah Valley Social Services, assisted by public relief organizations including the American Red Cross and Salvation Army, will be in charge of coordinating the relief effort to meet the needs of the affected population in terms of water, food, housing, medical, and clothing. Available Community Emergency Response Team (CERT) volunteers may also be assigned duties in these areas as necessary.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

Resource lists will be developed and maintained by each of the three local governments that details the type, locations, contract arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout each locality to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memorandum of Understanding, Mutual Aid Agreements, and sample contracts should be developed prior to the disaster to facilitate access and delivery of critical resources.

Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts. Standard Operating Procedures (SOPs) will be developed to manage processing, use, inspection, and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

When utilizing volunteers, skilled persons with specialized training will be assigned duties that utilize these skills (e.g., heavy equipment operators). Each individual volunteer will be registered, and a log will be maintained of hours worked. Accurate records of all incurred expenses are to be maintained. Coordinate with ESF#17.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans and procedures.
- b. Develop and maintain procedures for providing a coordinated response.
- c. Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster.
- d. Designate local departments responsible for resource management.

- e. Identify personnel requirements and training needs to effectively carry out mission.
- f. Develop resources lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- g. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- h. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
- i. Develop SOPs to manage the processing, use, inspection, and return of resources coming into the area.
- j. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated).
- k. Develop training/exercises to test plan, and to ensure maximum use of available resources.
- l. Coordinate and develop pre-scripted announcements with the Public Information Officer (PIO) regarding potential resource issues and instructions (e.g. types of required resources, status of critical resource reserves, recommended contingency actions, etc.). Coordinate with ESF#15.

7.2.2 Increased Readiness

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

- a. Ensure personnel, facilities, and equipment are ready and available for emergency use.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert all personnel.

- (2) Recruit and register volunteers, as required. Provide for care of volunteers, as necessary. Coordinate with ESF#17.
- (3) Assign volunteers to tasks that best utilize their skills. Maintain records on volunteer man-hours. Coordinate with ESF#17.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Activate resource management plan.
 - A. Begin documenting costs.
 - B. Coordinate and track resources.
 - C. Establish priorities regarding allocation and use of available resources.
 - D. Identify sites to receive, store, stage, and disperse resources.
 - E. Activate mutual aid agreements, as necessary.
- (2) Request state assistance, if needed.
- (3) Maintain a record of disaster-related expenses.

7.2.4 Recovery

- a. Assist with damage assessment.
- b. Continue to coordinate and track resources (government, private, donated).
- c. Continue to document costs.
- d. Continue to coordinate with the Public Information Officer (PIO).

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow regarding resource needs and availability throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to State and federal agencies, to the media, and to the citizens of the Region.

8.2 City/County Departments of Public Works/Buildings and Grounds

- Assist with debris removal.
- Assist with restoration of vital services.

8.3 Virginia Department of Emergency Management

- Coordinate State logistics assets, as needed.

8.4 American Red Cross and Salvation Army

- Assist with logistics management and volunteer coordination.

8.5 Shenandoah Valley Social Services

- Assist with provision of food, water, housing, and clothing.
- Assist with logistics management and volunteer coordination.

EMERGENCY SUPPORT FUNCTION #8 - PUBLIC HEALTH AND MEDICAL SERVICES

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Virginia Department of Health – Central Shenandoah Health District

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Shenandoah Valley Social Services
Local Emergency Medical Services
Local Fire Departments
Local Law Enforcement agencies
Augusta Health
Sentara Rockingham Memorial Hospital
University of Virginia Hospital
Regional Private Ambulance Services
Regional MEDEVAC
Staunton-Augusta-Waynesboro Community Emergency Response Team
Medical Reserve Corps
American Red Cross
The Salvation Army
Other private industry/local agency partners as applicable

3. Purpose:

The purpose of Emergency Support Function #8 is to provide the mechanism for coordinated assistance to supplement resources in response to public health and medical service needs during times of emergency. Veterinary and/or animal health issues are covered in a separate section of the Emergency Operations Plan, the Animal Emergency Response Plan.

4. Scope and Applicability:

ESF #8 involves agencies and actions directly related to all matters pertaining to public health and medical services during times of emergency. These actions include, but are not limited to:

- Assessment of public health/medical needs
- Medical care personnel
- Medical equipment/supplies
- Emergency Medical Services
- Support to mass casualty events
- Patient care/evacuation
- Fatality management
- Safety and security of drugs
- Blood and blood products
- Potable Water/wastewater disposal
- Food Safety

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the state.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators for each of the three jurisdictions and their respective staffs will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for public health and medical services during emergency situations. All departments will be responsible for developing their own plans, standard operating procedures, and mutual aid agreements in their functional area to successfully carry out their tasks.

The Director, Virginia Department of Health – Central Shenandoah Health District will be the primary representative/coordinator for matters pertaining to public health and medical services during times of emergency, assisted by representatives from other health/medical service agencies. The location of the Director will be dependent on the incident, but will generally be at one of the Emergency Operations Centers in the region.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

The region is served by the Augusta Health Medical Center, a 255 bed facility, located at 78 Medical Center Drive in Fishersville, Virginia. Sentara Rockingham Memorial Hospital, a 238 bed facility, located at 2010 Health Campus Drive, Harrisonburg, Virginia, also provides services. The area is also served by a Level I Trauma Referral Center located at the University of Virginia in Charlottesville, which also provides medevac services.

Should a disaster substantially overwhelm local medical resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate.

Essential public health services, such as food and water inspections, will be provided by the Virginia Department of Health, augmented by State-level resources and manpower. Public health advisories will be issued only after coordination with the various Emergency Command Centers. Coordinate with ESF#15.

During times of evacuation, evacuees may be sheltered in an Emergency Shelter. During such times, staffing for the center will be provided by the Red Cross, Health Department, and Department of Social Services. Augmentation may be provided by members of the Medical Reserve Corps or SAW CERT personnel.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster. The Director of Public Health will refer to Virginia Department of Public Health Office of Chief Medical Examiner's fatality management plan for guidance.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans and procedures.

- b. Designate an individual to coordinate medical and health services.
- c. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
- d. Establish a working relationship and review emergency roles with the local hospital and emergency medical services.

7.2.2 Increased Readiness

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

- a. Alert on-duty personnel.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert personnel to stand-by status.
- (2) Implement mutual aid agreements and incorporate rescue squad resources from adjacent jurisdictions as appropriate.
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.

- b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) The Director of the VDH Central Shenandoah Health District or his/her representative should report to the Emergency Command Center.
- (2) Coordinate medical, health, and emergency medical transportation services.

- (3) Provide health services such as testing food and water supplies and controlling communicable diseases, as required.
- (4) Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies, as needed.
- (5) Continue to maintain a record of disaster-related expenses.

7.2.4 Recovery

- a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel and other service providers, as appropriate. Also, assist with the damage assessment of water and sewage facilities, as required.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to State and federal agencies, to the media, and to the citizens of the Region.

8.2 Virginia Department of Emergency Management

- Coordinate State logistics assets as needed.

8.3 American Red Cross and Salvation Army

- Assist with logistics management and volunteer coordination.

8.4 Shenandoah Valley Social Services

- Assist with provision of food, water, housing, and clothing.
- Assist with logistics management and volunteer coordination.

8.5 City/County Departments of Public Works

- Assist with debris removal.
- Assist with restoration of vital services.

8.6 Virginia Department of Health – Central Shenandoah Health District

During periods of threatening or actual emergency situations, the Health Department is responsible for:

8.6.1 Issuing Health Advisories

- a. As a routine function, each member of the Central Shenandoah Health District will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Director of Emergency Management/Services so that the public may be warned and precautionary actions taken.

8.6.2 Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions that could lead to a disease outbreak.
- b. Establish liaison with the Virginia Department of Health, and establish procedures for immunization teams and pooling of drugs and medications.
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

8.6.3 Sanitary Engineering of Sewage and Waste Disposal

- a. Provide information, assistance, and standards for emergency wastewater treatment problems.
- b. Provide information, assistance, and standards for emergency

disposal of materials affecting air quality (burning).

8.6.4 Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for potability, including municipal systems and wells.
- b. Assist in assessing damage to water treatment facilities.
- c. Issue guidelines on the maintenance of a safe water supply, and request through the Director and/or Coordinator of Emergency Management/Services, the acquisition of portable distribution and disinfecting equipment, if required.
- d. Determine the safety and wholesomeness of available food and milk supplies.
- e. Embargo damaged and contaminated food supplies, and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal.
- f. Request assistance through the Emergency Services Director for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.

8.6.5 Control of Hazardous Substances

- a. Identify affected (or suspected) contamination area(s) and request the Sheriff's Department to cordon off the area(s) to protect citizens.
- b. Request special assistance through the Emergency Management/Services Director and/or Coordinator if the situation caused by hazardous materials is of the magnitude and seriousness which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.

8.6.6 Identification of the Dead and Mortuary Operations

- a. Provide overall direction of the identification of the dead through the State Medical Examiner's Office, if required.
- b. Arrange with local funeral homes, through the Virginia Funeral

Directors Association, for the emergency use of their services and facilities for mortuary operations.

- c. Obtain a suitable facility for use as a temporary morgue, if required.
- d. Secure refrigerated trucks for storage.

8.6.7 Activation of Hospital Emergency Operation Plans

- a. Receive and treat disaster victims, as required.
- b. Dispatch medical and triage personnel to the emergency scene, as necessary.
- c. Provide emergency treatment to injured persons at the scene.
- d. Obtain additional health/medical personnel from outside the area, as needed.
- e. Provide morgue facilities, as needed.

8.6.8 Shelter Support

- a. Arrange for 24 hour medical support at each activated shelter for the duration of the disaster. The medical support can be an EMT or a nurse, at the discretion of the Department of Social Services.

EMERGENCY SUPPORT FUNCTION #9 - SEARCH AND RESCUE

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Law Enforcement Agencies

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Virginia Department of Forestry
Local Fire Departments
Law Enforcement Agencies
Virginia Search and Rescue Council Organizations
Staunton Augusta Waynesboro Community Emergency Response Team
State Regional Technical Rescue Teams

3. Purpose:

The purpose of Emergency Support Function #9 is to provide for coordinated response to emergency situations requiring specialized life-saving assistance in the form of search and rescue operations. Search and Rescue (SAR) activities include locating, accessing, stabilizing, and transporting lost, missing, stranded, or trapped subjects to a place of safety or another provider within the chain of the emergency response system.

4. Scope and Applicability:

ESF #9 involves agencies and actions directly related to search and rescue operations. The need for a Search and Rescue Operation can be required by incidents that include, but are not limited to, structural collapse, water rescue, missing persons, severe weather, and man-made and natural disasters. Operations and assignments are generally divided into three categories: Land Search and Rescue, Maritime Search and Rescue, Catastrophic Incident Search and Rescue.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators for each of the three jurisdictions and their respective staffs will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for Search and Rescue (SAR) operations during emergency situations. All departments will be responsible for developing their own plans, standard operating procedures, and mutual aid agreements in their functional area to successfully carry out their tasks.

It is generally understood that a SAR incident, in particular a missing person incident, may occur as a result of criminal activity. As such, the local law enforcement agency of the jurisdiction experiencing a search and rescue related incident has responsibility as the lead agency for the duration of the operation. Additional resources should be requested through the EOC and should exhaust all local resources before requesting additional support from the state.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations

Regardless of the cause or size of an incident, SAR operations are conducted to affect the rescue and/or recovery of:

- Overdue, lost, missing, stranded, injured, or trapped persons
- Overdue, missing, or downed aircraft
- Overdue, missing, disabled, stranded, or sinking vessels

The Emergency Operations Centers of each jurisdiction should provide direction and control of available resources during the incident.

The senior law enforcement representative of the jurisdiction involved in the incident will serve as initial Incident Commander and until such time as that individual hands off Incident Command to another party.

Requests for state or federal resources should be routed through the Virginia Emergency Operations Center, which acts as the State Rescue Coordination Center.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Review and update plans and procedures.
- b. Develop and maintain procedures for providing a coordinated response.

7.2.2 Emergency Operations

- a. Mobilization Phase
 - (1) Alert personnel of incident.
 - (2) Implement mutual-aid agreements and resources from other jurisdictions, as required.
 - (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- b. Response Phase
 - (1) Follow established procedures and guidelines responding to an incident requiring Search and Rescue.
 - (2) Provide reports and requests for assistance to the VEOC via WebEOC.
 - (3) Coordinate requests for non-mutual aid assistance.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro and Augusta County

- Coordinate the information flow throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to state and federal agencies, to the media, and to the citizens of the Region.

8.2 Virginia Department of Emergency Management

- Coordinate state and federal assets, as needed.
- Serve as State Rescue Coordination Center.

8.3 Virginia Department of Forestry

- Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes, as required.

8.4 Law Enforcement Agencies

- Serve as lead agencies for SAR events taking place within their jurisdiction.
- Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes, as required.

8.5 Fire/Rescue Agencies

- Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes, as required.

8.6 Virginia Search and Rescue Council Organizations

- Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes, as required.

8.7 Staunton-Augusta-Waynesboro CERT Volunteers

- Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes, as required.

EMERGENCY SUPPORT FUNCTION #10 - OIL AND HAZARDOUS MATERIALS RESPONSE

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
On-scene Incident Commander

2. Support Agencies and Organizations:

City of Staunton Fire Department
City of Waynesboro Fire Department
Augusta County Fire and Rescue
Law Enforcement Agencies of Staunton, Waynesboro, and Augusta County
Local Emergency Medical Services (EMS) Organizations
Virginia State Police
Virginia Department of Environmental Quality
Virginia Department of Emergency Management
Virginia Department of Health
Various Human Service and Disaster Relief Agencies and Organizations
Other private industry/public agency partners as applicable

3. Purpose:

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

4. Scope and Applicability:

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents and petroleum products spills. The response to hazardous materials incidents

is supported by the three jurisdictions as designated by this Plan and/or the Staunton-Augusta-Waynesboro Hazardous Materials Emergency Response Plan.

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

- Fixed facilities that produce, use, store, or dispose of hazardous materials,
- Transportation accidents, including roadway, rail, aircraft, and waterways,
- Abandoned hazardous waste sites, and
- Terrorism incidents involving Weapons of Mass Destruction.

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

5. Policies:

- The S-A-W Hazardous Materials Emergency Response Plan will serve as the basis for all actions taken by ESF #10.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Fixed facilities or applicable facilities will report annually under SARA Title III.
- The Fire Chief of the impacted jurisdiction or designee may assume primary operational control of all hazardous materials incidents.
- Determine the need to evacuate or shelter in place.
- The Emergency Management/Services Coordinator will coordinate environmental compliance activities.
- Mutual aid agreements will be implemented as necessary.

- Augusta County and the Cities of Staunton and Waynesboro are part of the Shenandoah Valley Regional Hazmat Team, that is a valuable resource.
- Establish communications with ESF #5 - Emergency Management, ESF #15 - External Affairs, and ESF #2 - Communications.
- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

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

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 management/services. Staunton, Waynesboro, and Augusta County have a separately-published Hazardous Material Emergency Response Plan. This plan is considered to be a supporting document/resource to this Emergency Operations Plan (EOP). The Local Emergency Planning Committee (LEPC) will provide technical assistance and support to the three jurisdictions to ensure compliance with established regulations and laws, and will maintain a file of material safety data sheets (MSDSs).

The Fire Chief of the impacted jurisdiction or designee will serve as the on-site Incident Commander, and will assume primary operational control of all hazardous materials incidents. The Fire Chief will alert the Virginia Emergency Operations Center (VEOC). The

three jurisdictions have established mutual aid agreements with adjacent localities to assist with hazmat incidents.

Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the VEOC.

The Director of Emergency Management/Services, and the Fire Chief of the impacted jurisdiction and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene Incident Commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect life and property. Fire, EMS, and Law Enforcement will coordinate the evacuation of the area. Law Enforcement is responsible for providing security for the evacuated area and any local shelter for the well-being and protection of citizens.

Should an evacuation become necessary, warning and directions for evacuation and/or protect-in-place will be disseminated via all appropriate means. This information will be communicated internally and externally through ESF #2 and ESF #15. Responding agencies will use mobile loudspeakers, bull horns, Reverse 911, if available, and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations

The EOP and ESF #10 provide general guidance, and the Hazardous Materials Emergency Response Plan (HMERP) provides specific guidance for managing hazardous materials incidents. During a hazardous materials incident, all requests for hazardous materials support will be submitted to the impacted jurisdiction's EOC for coordination, validation, and/or action in accordance with this ESF. In general, operations include:

- The on-scene Incident Commander (local Fire Chief or designee) will assume primary operational control of all hazardous materials incidents.
- The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team through the VEOC.
- The Fire Chief or designee (on-scene Incident Commander) will determine the need to evacuate or shelter in place.
- Law enforcement may coordinate the evacuation of the area.

- The Director of the EOC will coordinate the dissemination of public information.

7.2 Emergency Management Actions:

- Respond to the hazardous materials incident.
- Assess the situation and implement immediate protective actions.
- Determine the need for immediate evacuation or sheltering in place.
- Coordinate with and request assistance through the VEOC.
- Implement mutual aid agreements.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Participate in and coordinate with the LEPC to develop and maintain plans and procedures to respond to hazardous materials incidents.
- Provide coordination of emergency operations to support the on-scene Incident Commander in the hazardous materials incident response.
- Develop plans to provide water, food, medical attention, and shelter for evacuees.
- Manage the EOC(s).
- Ensure the accurate record of incident-related expenses to support cost recovery from the responsible party.

8.2 Local Emergency Planning Committee (LEPC)

- Prepare and maintain the HMERP in coordination with the Emergency Management/Services Coordinators, private industries, and local, state, and federal support agencies and departments.
- Conduct regular meetings.
- Maintain a file of MSDSs.

8.3 Staunton, Waynesboro, and Augusta County Fire and Rescue Departments

- Ensure that personnel are properly trained to respond to a hazardous materials incident.
- Exercise plans and procedures, as described in the HMERP, for response to hazardous materials incidents.
- Assume command at an incident (on-scene Incident Commander) and deploy resources, as appropriate.

8.4 Local Emergency Medical Services (EMS) Organizations

- Ensure that personnel are properly trained to respond to a hazardous materials incident.
- Coordinate with local hospitals and the Virginia Department of Health, as appropriate.
- Provide emergency medical support to public shelter and other support facilities, as needed.

8.5 Law Enforcement Agencies of Staunton, Waynesboro, and Augusta County

- Maintain a point of contact (central dispatcher) for notification of a hazardous materials release. Assure notification of the VEOC of any hazardous materials release.
- Support the on-scene Incident Commander in the implementation of protective actions.
- Conduct criminal investigation of the incident, and coordinate with supporting state law enforcement agencies, as required.
- Coordinate with supporting state or federal law enforcement agencies, as required.

8.6 Virginia Department of Emergency Management

- Support the on-scene Incident Commander and provide resources, as needed.
- Serve as lead state agency during a state response until such time public safety issues are addressed.

8.7 Virginia Department of Environmental Quality

- The Virginia Department of Environmental Quality has primary responsibility for environmental oil spill response, as outlined in State Water Control Law.

8.8 Various Human Service and Disaster Relief Agencies and Organizations

- Support planning to provide water, food, medical attention, and shelter for evacuees in coordination with local EMS and other agencies, as needed.
- Provide assistance and support within the parameters of established programs.

8.9 Virginia Department of Health

- Provide technical support regarding health and medical issues (ESF #8) to the on-scene Incident Commander and EOC.
- Support environmental/health monitoring, as needed.

8.10 Public and Private Fixed Chemical Facilities

- Facilities subject to SARA Title III must have a designated facility emergency coordinator.
- Provide to the LEPC and others Tier II reports and associated MSDSs for chemicals stored, manufactured, processed, and transported to and from their facilities.
- Participate in the development of community plans and exercises, and provide specialized training and resources to enhance the level of preparedness, as appropriate.

EMERGENCY SUPPORT FUNCTION #11 - AGRICULTURE AND NATURAL RESOURCES

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Cooperative Extension Office
Virginia Department of Agriculture and Consumer Services
Virginia Department of Health
Virginia Department of Emergency Management
Various Human Service and Disaster Relief Agencies and Organizations

3. Purpose:

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

4. Scope and Applicability:

The scope of ESF #11 includes:

- Identifying food assistance needs.
- Obtaining appropriate food supplies.
- Arranging for transportation of food supplies to the designated area.
- Implementing 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.

- Coordinating with ESF #8 - Public Health and Medical Services to ensure that animal/veterinary/wildlife issues are supported.
- Inspecting and verifying food safety in distribution and retail sites.
- Conducting food borne disease surveillance and field investigations.
- Coordinating appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.
- For information regarding pets and other animals, see the Animal Emergency Response Plan (AERP) included in this EOP.

5. Policies:

- Each supporting agency is responsible for managing its assets and resources.
- 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 institutions may be able to feed the 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. Coordinate with ESF #1 – Transportation and ESF #17 – Donations & Volunteer Management.
- 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.
- Food safety will be ensured.
- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

- The primary responsibility for resource management when responding to local emergencies rests with the three local jurisdictions. If local resources have been fully committed to an incident and additional assistance is required, any or all of the jurisdictions may request assistance through the Virginia Department of Agriculture and Consumer Services.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

The Directors and Coordinators of Emergency Management/Services and their designees 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 the three jurisdictions to determine if it is safe for human consumption.
- Assessing sensitive areas that may affect the three jurisdictions, such as plant and animal laboratories, to ensure security.
- Conducting an inventory of sensitive items, in regard to agriculture and horticulture.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

- Provide for an integrated response to an outbreak of highly contagious or economically devastating animal disease, exotic plant disease, or economically devastating plant or pest infestation.
- Ensure the safety and security of the commercial supply of food (meat, poultry, and egg products) following an incident.
- Identify, secure, and arrange for the transportation of food to disaster areas.

- Protect cultural resources and historic property resources during an incident.

7.2 Emergency Management Actions:

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

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate with the Virginia Cooperative Extension Office on responses to incidents.
- Determine what tasks are to be completed, and designate the appropriate support agency and individuals to be responsible for individual tasks.
- Participate in subsequent investigations jointly with other law enforcement agencies, as needed.

8.2 Virginia Cooperative Extension Office

- 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. Refer to the AERP in the EOP appendices.
- Participate in subsequent investigations jointly with other law enforcement agencies, as needed.

8.3 Primary and/or Support Departments (as applicable)

- Assess the operating status of inspected meat, poultry, and egg product processing, distribution, import, and retail facilities in the affected area.
- Evaluate the adequacy of inspectors, program investigators, and laboratory services relative to the incident.
- Assist with establishing logistical links with organizations involved in long-term congregate meal service.
- Establish need for replacement food products.
- Work with ESF #7 - Logistics Management and Resource Support to organize and coordinate resources and capabilities to facilitate the delivery of services, assistance, and expertise.

EMERGENCY SUPPORT FUNCTION #12 - ENERGY

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Virginia Department of Mines, Minerals and Energy
State Corporation Commission
Local Energy Utility Providers
Dominion Energy
Shenandoah Valley Electric Cooperative

3. Purpose:

The purpose of Emergency Support Function #12 is to provide for coordinated response to emergency situations involving energy, loss of power, or interruption in ability to produce energy.

4. Scope and Applicability:

ESF #12 involves agencies and actions directly related to energy and energy systems in affected areas. The term “energy” may refer to producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. ESF #12 also involves information pertaining to the restoration of energy including projected timelines, geographic information, and other information as appropriate.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

Directors, Coordinators, and Deputy Coordinators of Emergency Management/Services for each of the three jurisdictions and their respective staffs will be responsible for ensuring appropriate operating procedures and practices are in place to adequately provide for energy services and processes to restore those systems during emergency situations. All departments will be responsible for developing their own plans, standard operating procedures, and mutual aid agreements in their functional area to successfully carry out their tasks.

Each jurisdiction should maintain lists of energy-centric critical facilities, assets, and infrastructures and continuously monitor those resources to identify and correct vulnerabilities.

Private sector organizations are expected to establish and maintain their own emergency plans and procedures and to implement them as necessary. These organizations will be relied upon to manage independently until they can no longer do so, or until the health, safety, and welfare of citizens are at risk.

In the event of an actual or suspected emergency, mandatory energy conservation measures may be required. During these circumstances, priority of resources goes to immediate response operations directed at life-saving and protection operations.

7. Concept of Operations:

Direction and control of response operations during periods of impacted energy resources will take place from the Emergency Operations Center of the jurisdiction(s) involved.

The EOC will gather, analyze, and report information to applicable agencies and the

VEOC as necessary. Requests for state or federal resources should be routed through the Virginia Emergency Operations Center via WEBEOC.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow throughout the phases of the incident within each local jurisdiction, between the three jurisdictions, to first responders, with other adjacent local jurisdictions, to state and federal agencies, to the media, and to the citizens of the Region.

8.2 Virginia Department of Emergency Management

- Coordinate state/federal assets, as needed.

8.3 Local Energy Utility Organizations

- Establish and implement emergency response plans/procedures to minimize vulnerability and impact of energy outages/energy related emergencies.
- Report status of facilities during times of emergency to local EOC.
- Develop and implement plans to restore energy as quickly as possible, in accordance with priorities.

EMERGENCY SUPPORT FUNCTION #13 - PUBLIC SAFETY AND SECURITY

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department

2. Support Agencies and Organizations:

Virginia State Police
Police Departments and Sheriffs' Offices in adjacent jurisdictions

3. Purpose:

Emergency Support Function #13 integrates public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents. The purpose of ESF #13 is to maintain law and order, provide public warning, provide for security of critical facilities and supplies, provide a "safe scene" for the duration of a traffic disruptive incident, affect the evacuation of threatened areas, provide access control to evacuated areas or critical facilities, conduct search and rescue operations, and assist with identification of the dead.

4. Scope and Applicability:

ESF #13 provides a mechanism for coordinating law enforcement, public safety, and security capabilities and resources during potential or actual incidents. Capabilities of this ESF support incident management requirements including: protection of personnel and critical infrastructure, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

- Local government law enforcement agencies have, within certain prescribed jurisdictional limits, primary responsibility for public safety and security. Within these jurisdictional limits, these law enforcement agencies are the first line of response. This is also true for State law enforcement agencies, as well as recognized private sector and Federal authorities.
- When other law enforcement resources are requested or required, they are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols.
- As part of the Emergency Support Function, lead agencies facilitate coordination among supporting agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

The Augusta County Sheriff's Department, the Staunton Police Department, and the Waynesboro Police Department have the primary responsibility for law enforcement, security, warning, evacuation, search and rescue, and traffic control. Additional resources are available, if needed, from the Virginia Department of State Police and other law enforcement organizations (police departments and sheriffs' offices) in the Region.

7. Concept of Operations/Emergency Management Actions:

7.1 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 including floods, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The Sheriff's Office and the Police Departments also have the authority and responsibility for search and rescue operations.

The Emergency Operations Centers (Dispatch) are the point of contact for

the receipt of all warnings and notification of actual or impending emergencies or disasters.

In the event of a state or federally declared disaster, the three localities can express a need or request a capability from the State. The Governor may provide National Guard reservists and equipment to support local law enforcement operations. The National Guard may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the County Sheriff's Office and the Cities Police Departments; 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 man 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
- Markers on surface roads leading into the secured 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 in the County. In the Cities, the Public Works Departments have this responsibility. Coordinate with ESF#1.

The Coordinator/Deputy Coordinator for Emergency Management/Services, in coordination with the Sheriff's Office and Police Departments and the Fire Departments, 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 substances incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dump sites where such materials are stored or disposed of.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the Sheriff's Office and Police Departments and the Fire Departments will use mobile loudspeakers to ensure that all residents in the threatened areas have

received the evacuation warning.

Augusta County, Staunton, and Waynesboro public schools are designated as the primary Evacuation Assembly Centers, although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the evacuation center(s) should be made at the time of the emergency.

Evacuees should 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. The Sheriff's Office and Police Departments will provide for the security of the evacuated area. Public Works staff in the Cities and VDOT Residency Shop personnel in the County will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

7.2 Emergency Management Actions:

7.2.1 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.

Maintain effective communications in order to have the capability to direct and control emergency operations, as well as to provide warning and alerting in the event of an emergency.

- 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). Coordinate with ESF#2 and ESF#15.
- 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, schools, jails/prisons, etc. Coordinate with ESF#2 and ESF#15.

- d. Identify potential evacuation routes in the event of a major emergency situation. Coordinate with ESF# 1.
- e. Develop procedures and provide training for the search and rescue of missing persons.
- f. 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.

7.2.2 Increased Readiness

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

- a. Review and update plans and procedures.
 - (1) Assign emergency duties and provide specialized training, as needed.
 - (2) Delineate the specific areas which may need to be evacuated, and designate evacuation routes.
 - (3) Designate the Evacuation Assembly Center(s).
 - (4) Make a list of potential evacuees, if feasible.
 - (5) Prepare news releases that will tell people where to go.
- b. Alert personnel to standby status.
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

7.2.3 Emergency Operations

- a. Mobilization Phase

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

- (1) Alert all personnel and special facilities, as required.

- (2) Test primary communications systems and arrange for alternate systems, if necessary.
- (3) 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.
- (4) Provide traffic and crowd control, as required.
- (5) Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- (6) Begin recording disaster-related expenses.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Effect evacuation, as required.
- (2) Secure the emergency site, evacuated areas, vital facilities, and supplies.
- (3) Continue to provide traffic and crowd control.
- (4) Continue to warn the public and assist with providing protective action guidance.
- (5) Conduct search and rescue operations, as required.
- (6) Implement existing mutual aid agreements with other jurisdictions, if necessary.
- (7) Maintain essential communications.

7.2.4 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 Region.
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 submit to the Emergency Management/Services Coordinators.

8. Roles and Responsibilities:

8.1 Staunton and Waynesboro and Augusta County

- Augusta County Sheriff's Department, the Staunton Police Department, and the Waynesboro Police Department have the primary responsibility for public safety and security.

8.2 Virginia State Police

- Assist local jurisdictions with law enforcement duties, if assistance is requested.

EMERGENCY SUPPORT FUNCTION #14 - RECOVERY AND MITIGATION

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Community Development, Planning, Building, and Zoning Departments

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Virginia Department of Health
Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Superintendent of Schools of Augusta County, Staunton, and Waynesboro
Central Shenandoah Planning District Commission
Augusta County Board of Supervisors
City of Staunton City Council
City of Waynesboro City Council
Various Human Service and Disaster Relief Agencies and Organizations

3. Purpose:

Emergency Support Function (ESF) #14 provides a framework to facilitate short-term and long-term recovery from a disaster, as well as develop community resiliency through mitigation. ESF #14 addresses the immediate resource and personnel needs of short-term recovery. For long-term recovery, ESF #14 addresses the restoration of critical infrastructure, the local economy, and human services disrupted by a disaster. The overall purpose of recovery and mitigation is to provide the three jurisdictions with the tools to become more sustainable, resilient, and economically viable in the aftermath of a disaster. In order to achieve this, mitigation strategies will be integrated into every phase of the recovery process.

4. Scope and Applicability:

ESF #14 support will vary depending on the incident and its potential consequences. For larger scale emergencies or disasters, state and federal agencies may be involved, particularly if the incident is declared a federal disaster.

5. Policies:

- All departments and agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Localities should first exhaust their own channels of support (e.g., procurement contracting, mutual aid agreements) before requesting resource support from the State.
- Long-term recovery and mitigation efforts are forward-looking, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- Long-term recovery includes any activities designed to return life to either pre-disaster or an improved state following a disaster, including resumption of the local economy and rebuilding efforts.
- Recovery operations include restoration of facilities and services in the three jurisdictions.
- Recovery activities may begin concurrently with response operations. There is no clear line of demarcation between the “response” and “recovery” phases.
- ESF #14 activities will continue well beyond the termination of the local emergency declaration.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions’ Emergency Management/Services Coordinators’ offices. These resource documents are not part of the S-A-W EOP.

6. Concept of Operations:

ESF #14 is responsible for the following actions:

- Coordinating with VDEM on implementation of state and federal programs.
- Establishing and operating a recovery facility which may include a VDEM or FEMA managed Disaster Recovery Center (DRC). The three localities may assist with the Disaster Recovery Center by providing a location and available staff or volunteers.
- Provide logistical support and representation at a DRC.
- Provide assistance to displaced disaster victims in locating temporary housing.
- Consider establishing a Disaster Recovery Task Force or partnering with the regional VOAD chapter to address the unmet needs of disaster survivors not addressed by local, state, or federal assistance programs.
- Prepare and process requests for reimbursements of disaster-related costs.
- Provide grants management, or use a suitable organization to provide this service, for management of public assistance and hazard mitigation programs.
- Provide administrative and logistical support in the preliminary damage assessment process and completing any needed damage assessment documentation.
- Information will be shared with the public through local media outlets and social media.

7. Hazard Mitigation Plan:

Staunton, Waynesboro, and Augusta County are included in the Central Shenandoah Valley Hazard Mitigation Plan, originally adopted in 2005 and updated in 2013 and 2020. This document fulfills the local jurisdiction mitigation planning requirements (44 CFR 201.6) of the Disaster Mitigation Act of 2000 (DMA2K; Public Law 106-390, signed into law October 10, 2000). The DMA2K amends the 1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act, and reinforces the importance of mitigation planning, emphasizing planning for disasters before they occur. This document outlines goals, categories, and strategies that will reduce or prevent injury from natural and human-caused hazards to citizens, state facilities, and critical facilities.

8. Roles and Responsibilities:

8.1 Augusta County Board of Supervisors and Staunton and Waynesboro City Councils

As in all emergency-related activities, the ultimate responsibility to the public for effective recovery and hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective recovery and mitigation program.

8.2 Emergency Management/Services Coordinators

The Emergency Management/Services Coordinators have overall management responsibility of the recovery and hazard mitigation programs. They are responsible for administering effective programs through the appropriate department or agency heads. Their responsibilities include, but are not limited to, the following:

- Hazards analysis.
- Develop, maintain, and implement a Hazard Mitigation Plan.
- Develop, maintain, and exercise the Emergency Operations Plan.
- Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Supervisors and City Councils.
- Develop and disseminate public information materials and implement public outreach activities that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

8.3 Virginia Department of Health

- Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- Develop plans for the prevention or spread of disease during a disaster.
- Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

8.4 Community Development, Planning, and Zoning Staff and Building Officials

- Enforce existing building codes and zoning and land use ordinances.
- Make recommendation for mitigating codes or ordinances, where

applicable, in order to implement measures as identified in the Central Shenandoah Valley All Hazards Mitigation Plan.

- Advise the public of private actions that could mitigate individual loss.
- Survey areas that may require land use restrictions and make recommendations, as required.
- Conduct damage assessments where needed in the community.

8.5 Augusta County Sheriff's Office, Staunton Police Department, and Waynesboro Police Department

- Enforce hazardous materials transportation regulations.
- Develop, maintain, and exercise disaster response SOPs required by other appendices of this plan.

8.6 Augusta County Fire and Rescue Department, Staunton Fire Department, and Waynesboro Fire Department

- Develop, maintain, and exercise disaster response SOPs required by other appendices of this plan.
- Develop, maintain, and exercise specific response plans for hazardous materials.
- Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.
- Strong adherence to exposure control plan due to the increased possibility of exposure in the aftermath of disaster to hazardous and infectious materials.

8.7 Superintendent of Schools for Augusta County, Staunton, and Waynesboro

- Ensure school administrators have a plan in place to cope with natural hazards by mitigating losses in advance. Procedures should be developed for evacuation or seeking shelter within school buildings.

8.8 Public Information Officers

- Develop and maintain an official working agreement between the three jurisdictions and local media for the release of information in time of emergency.
- Develop and publicize public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.
- Coordinate with ESF#15.

EMERGENCY SUPPORT FUNCTION #15 - EXTERNAL AFFAIRS

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Public Information Officers

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Central Shenandoah Planning District Commission (SVPI and SAW CERT)

3. Purpose:

Emergency Support Function #15 coordinates the flow of timely information and instructions to the public using all available methods of communication.

4. Scope and Applicability:

To manage information during an incident so that correct and current information is given to the public. Coordination with all agencies involved in the incident will occur so that a consistent message is given to the public.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts necessary to successfully accomplish their tasks.

- The Public Information Officers (PIOs) will be responsible for disseminating information by appropriate means, to include any appropriate local alert systems and media outlets. The PIOs will ensure that information is accurate and released in a timely manner. Any news releases will be cleared by the Directors of Emergency Management, the Coordinators of Emergency Management/Services, or their designee, prior to being released to the media.
- In an attempt to ensure rumor control, information that is received by the PIO that appears to be questionable or false will be verified through another source, prior to being released to the public. Verification can include return telephone calls to the information source or by verification by another agency or department for authenticity. If the information cannot be verified through at least one additional source it will not be released to the general public.
- The news media will be encouraged to publish articles to increase public awareness.
- Coordinate with ESF #10 – Oil & Hazardous Materials Response for dissemination of information regarding evacuation and shelter-in-place orders.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Concept of Operations/Emergency Management Actions:

6.1 Concept of Operations:

In an emergency or disaster, it is important to provide timely and accurate information to the public and to media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. Augusta County, Staunton, and Waynesboro need to be prepared to keep the public, local government staff and elected officials, state government staff and elected officials, and other legislative representatives informed.

The Directors and Coordinators of Emergency Management/Services, or their designees, are the points of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters and for passing this information on to the public.

The PIOs will report to the Emergency Operations Center at the time of the emergency, as needed. The PIOs may coordinate the release of information by

local alerting system, local newspaper, local radio station, social media sites, and other means, as appropriate.

Weather forecasts and warning information will be provided by the National Weather Service.

Federal and State-level emergency public information will be broadcast by the Emergency Alert System (EAS)/Integrated Public Alert Warning System (IPAWS). The VEOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area.

6.2 Emergency Management Actions:

6.2.1 Normal Operations

Review and update plans and procedures.

Maintain effective information gathering and dissemination in order to have the capability to provide warnings and other essential information to the public in a timely manner in the event of an emergency.

- a. Develop procedures for communications and dissemination of information to the public.
- b. Develop and maintain procedures for warning. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate. Coordinate with ESF #2 – Communication.
- d. Establish a working arrangement between the PIOs and local television stations, local radio stations, newspapers, and other media outlets.
- e. Encourage media outlets to periodically publish/broadcast general information about those specific hazards which are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective action. The Central Shenandoah Planning District Commission's Shenandoah Valley Project Impact Program and the Staunton-Augusta-Waynesboro Community Emergency Response Team are helpful resources for the three localities.

- f. Prepare and provide general information as appropriate to people with access and function needs.
- g. Prepare standard press releases for anticipated emergency situations.
- h. Seek to enhance local alerting systems when resources allow.

6.2.2 Increased Readiness

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

- a. Alert on-duty personnel.
 - (1) Alert personnel to stand-by status.
 - (2) Implement record keeping of all incurred expenses and continue for the duration of the emergency.
 - (3) Check fire-fighting, rescue, EMS, and communications equipment.
- b. Continue to monitor the situation including national and state level news coverage (if applicable).
- c. Prepare information for public distribution through the media and establish citizen inquiry hotlines. Designate a phone number and personnel to handle citizen inquiries. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.
- d. Evaluate the situation. Consider putting out news releases when there is a public "need to know." The content should be coordinated with adjacent jurisdictions and the Virginia Emergency Operations Center.
- e. Proactively seek to inform public, as approved.
- f. Test communications systems and backup electrical power.

6.2.3 Emergency Operations

a. Mobilization Phase

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

- (1) Alert all personnel.
- (2) Ensure the operational capability of the Emergency Operations Centers.
- (3) Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- (4) After coordination with the VEOC, time permitting, the PIOs will begin to disseminate emergency public information via news releases to the local news media.
- (5) Assure the availability of back-up generators at local EAS radio stations.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Maintain essential communications.
- (2) Activate communications equipment and personnel to handle citizen inquiries.
- (3) Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
- (4) Continue to keep the public informed of the situation and of recommended protective actions.
- (5) Maintain normal operations in unaffected areas. Consider utilization of mutual aid and/or auxiliary resources.
- (6) Continue recording disaster-related expenses.

6.2.4 Recovery

- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided.
- b. Continue to provide communications equipment and personnel until the fears and concerns of the public have been alleviated.
- c. Continue to keep the public informed concerning local recovery operations.
- d. Assist the Health Department in disseminating public health notices, if necessary.
- e. Assist state and federal officials in disseminating information concerning relief assistance.

7. Roles and Responsibilities:

7.1 Staunton, Waynesboro, and Augusta County

- Coordinate the information flow throughout the phases of the incident within the three jurisdictions, to first responders, with other adjacent local jurisdictions, to state and federal agencies, to the media, and to the citizens of the Region.

7.2 Virginia Department of Emergency Management

- Coordinate State communications assets, if needed.

7.3 Virginia Department for the Deaf and Hard of Hearing

- Assist with finding local sign language interpreters, if needed.

7.4 Virginia Department for the Blind and Visually Impaired

- Assist with providing alternate formats, such as Braille, for preparedness and/or recovery publications, if needed.

EMERGENCY SUPPORT FUNCTION #16 - MILITARY AFFAIRS

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Virginia Department of Emergency Management

3. Purpose:

The purpose of Emergency Support Function #16 is to outline the parameters on the use of all Department of Defense (DOD) and National Guard assets in support of a declared emergency.

4. Scope and Applicability:

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

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

ESF #16 in Augusta County, Staunton, and Waynesboro will not be staffed, but rather exists as a coordinating entity. Coordination will occur between the Emergency Management/Services Coordinators and the response assets on specifics as it relates to duties assigned.

5. Policies:

- Augusta County and Waynesboro do not have military installations within their jurisdictions and do not maintain stand-alone agreements with military assets.

The Thomas Howie Memorial Armory is in Staunton and is the headquarters for the 116th Infantry Brigade Combat Team of the Virginia Army National Guard.

- DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).
- The Virginia National Guard is only available when a disaster declaration has been issued.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Concept of Operations:

The three jurisdictions will request a capability or need to the VEOC as outlined in EOC procedures and ESF #7 - Logistics.

It is at the determination of the VEOC if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.

Support cannot be transferred to another agency without prior approval.

Once assets have been committed, those responding will coordinate directly with local officials to accomplish the objective.

EMERGENCY SUPPORT FUNCTION #17 - DONATIONS/VOLUNTEER MANAGEMENT

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Member Organizations of Virginia Voluntary Organizations Active In Disaster (VAVOAD)
American Red Cross
Staunton-Augusta-Waynesboro Community Emergency Response Team
Various Human Service and Disaster Relief Agencies and Organizations

3. Purpose:

Coordinating the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas is the purpose of Emergency Support Function #17. Through coordination of donated resources and volunteers with voluntary organizations, capabilities and resources can be effectively integrated with the three local governments and state and federal agencies to meet the needs of the disaster.

4. Scope and Applicability:

ESF #17 has a scope which focuses around two key elements; 1. facilitating the delivery of donated goods and services to areas of need, and 2. coordinating offers and needs for volunteers in both response and recovery.

Volunteer and Donations Management includes, but is not limited to, the following activities:

- Maintain contact with local and regional organizations that utilize donations and/or volunteers.
- Maintain contact with organizations that provide volunteers.
- Assess and prioritize the donation and volunteer needs for the impact area.
- Develop a strategy for managing donated goods and unaffiliated volunteers.

- Coordinate with ESF #15 - External Affairs to inform the public of the needs and processes for soliciting/managing donations and spontaneous volunteers.
- Maintain trained staff and resources to perform donations and volunteer management tasks.

5. Policies:

- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Individuals interested in volunteering time and personal skills will be encouraged to affiliate with organizations involved in the Virginia VOAD to maximize their involvement in relief activities.
- The local jurisdictions will place a priority on working with non-governmental organizations with established volunteer and donations management structures and practices in place to receive and deliver appropriate donated goods and services to disaster survivors.
- Staunton, Waynesboro, and Augusta County encourage the donation of cash or requested items to established VAVOAD member organizations, rather than the donation of unsolicited clothing, food, or other items.
- ESF# 17 will coordinate with ESF# 15 – External Affairs to use all available means to inform the public, the emergency management community, elected officials, and the media of the availability of assistance programs, donations, and volunteer strategies.
- For this Emergency Support Function, lists of relevant contacts and resources are maintained and located at the three jurisdictions' Emergency Management/Services Coordinators' offices. These resource documents are not part of the S-A-W EOP.

6. Organizational Structure:

The Emergency Management/Services Departments of Augusta County, Staunton, and Waynesboro form the nucleus of the preparedness force around which volunteer relief agencies, religious/civic groups, and non-governmental organizations organize and perform their services during a disaster. The Coordinators of Emergency Management/Services assisted by various staff and departments of the local

jurisdictions will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. The Coordinators will also work with state officials to identify regional facilities to coordinate the flow of assistance into the disaster area. The Director of the Social Services Department assisted by public relief organizations will be responsible for coordinating the local relief effort to meet the immediate needs of the disaster survivors including food, water, housing, medical, and clothing.

7. Concept of Operations/Emergency Management Actions:

7.1 Concept of Operations:

The Coordinator of Emergency Management/Services will identify sites and facilities that will be used to receive, process, and distribute the solicited and unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, and federal governments and volunteer organizations, as required. ESF #17 will coordinate with ESF #7 - Logistics Management and Resource Support to coordinate unplanned donations and unaffiliated, emergent volunteers. This process must also be closely coordinated with state and federal emergency management/services officials, local governments in the Region, and the media.

The Director of Social Services or another equally qualified person will coordinate the disaster relief actions of quasi-public and volunteer relief agencies, local non-profit organizations, and private sector partners. This is necessary to ensure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food to displaced persons at the Shelter Centers.

The Director of Social Services or another equally qualified person will develop operating procedures to address screening, processing, training, and assignment 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. Potential volunteers' skills will be vetted through either a volunteer application form and/or other documentation or a personal interview with a staff member from the locality involved with volunteer management. 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. The most useful volunteers will be able to be "self-sufficient" on site.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- b. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- c. Assign the tasks of coordinating auxiliary manpower and materials resources.
- d. Develop procedures for recruiting, registering, and utilizing auxiliary manpower.
- e. Develop a critical resources list and procedures for acquisition in time of crisis.
- f. Develop procedures for the management of donated goods.

7.2.2 Increased Readiness

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

- a. Review and update plans and procedures.
- b. Alert local staff and volunteer support organizations.

7.2.3 Emergency Operations

a. Mobilization Phase

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

- (1) Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
- (2) Activate the necessary support staff and services to make facilities operational.

- (3) Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
- (4) Assist with emergency operations. Assign volunteers to tasks which best utilize their skills. Maintain records on volunteer man-hours.
- (5) Obtain essential resources, as needed.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Assist with emergency operations, as required.
- (2) Monitor manpower utilization for maximum results.
- (3) Maintain a record of disaster-related expenses.

7.2.4. Recovery

- a. Assist, as required.
- b. Compile records of volunteer man-hours.
- c. Receive donated goods and continue to utilize volunteer services as needed.
- d. Compile totals for disaster-related expenses.

8. Roles and Responsibilities:

8.1 Staunton, Waynesboro, and Augusta County

- Coordinate the flow of donated goods, affiliated and spontaneous volunteers, and non-governmental organizations to effectively meet the needs of disaster survivors in the impacted area.
- Pre-identify sites and facilities to coordinate the receipt and distribution of donated goods and services.

8.2 Shenandoah Valley Social Services

- Will coordinate the local relief effort to meet food, water, housing, medical, and clothing needs for those impacted by the disaster.

8.3 VAVOAD

- Coordinate the interaction of member organizations involved in disaster relief.

8.4 American Red Cross

- Provide food and other services to displaced persons at emergency shelters.

8.5 Staunton-Augusta-Waynesboro Community Emergency Response Team (S-A-W CERT)

- CERT volunteers will be utilized to assist in any disaster response and recovery activities to lessen the impact of the incident on survivors.

SUPPORT ANNEX #1 - DIRECTION AND CONTROL

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department

3. Purpose:

The purpose of this annex is to establish basic direction and control guidance for all participants in emergency management activities.

4. Scope and Applicability:

When there is no emergency, the scope of SA #1 is to assign emergency duties and responsibilities, direct planning, conduct training, and generally maintain an effective emergency response capability.

In time of emergency, the scope 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 VEOC, should outside assistance be required.

5. Organizational Structure:

Direction and control of Emergency operations will occur from the Emergency Operations Center for each of the three jurisdictions. The EOC staff will consist of the Director of Emergency Management/Services, the Coordinator of Emergency

Management/Services, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration should also be assigned.

6. Concept of Operations / Emergency Management Actions:

6.1 Concept of Operations:

The Coordinators of Emergency Management/Services, on behalf of the Directors of Emergency Management/Services, 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 and staff an official Emergency Operations 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.

When an emergency threatens, available time will be used to implement increased readiness measures. The Emergency Management/Services Coordinators will assure that all actions are completed as scheduled.

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

6.2 Emergency Management Actions:

6.2.1 Normal Operations

- a. Complete a hazard 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 it in this Emergency Operations Plan.
 - (1) Assign duties and responsibilities to staff the EOC and implement emergency operations. Maintain a notification roster of key personnel and their alternates.

- (2) Identify adequate facilities and resources to conduct emergency operations at the EOC and the designated evacuation assembly center, if applicable.
 - (3) Develop mutual support agreements with adjacent jurisdictions and with disaster relief organizations, such as the American Red Cross and The Salvation Army.
 - (4) Develop plans and procedures for providing timely information and guidance to the public in time of emergency.
 - (5) Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected during an emergency.
 - (6) Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- c. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the three jurisdictions.
 - d. Develop accounting and record-keeping procedures for expenses incurred during an emergency. Become familiar with federal and state disaster assistance procedures.
 - e. Define and encourage hazard mitigation activities that will reduce the probability of the occurrence of a disaster and/or reduce its effects.

6.2.2 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 Department Heads of the situation and assure that the appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.

- c. Implement record keeping of all incurred expenses for the duration of the emergency.
- d. Prepare provision of emergency information to the public.

6.2.3 Response

Disaster strikes. An emergency response is required to protect lives and property.

- a. Direct and control emergency operations.
- b. Provide emergency information and protective action guidance to the public.
- c. Declare a local emergency if the situation warrants.
- d. Provide periodic situation reports and requests for assistance to the VEOC as the situation requires.
- e. Continue to maintain a record of disaster-related expenses.
- f. Make an initial damage assessment and forward to the VEOC.

6.2.4 Recovery

This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.

- a. Restore essential facilities and services.
- b. Provide temporary housing and food as required.
- c. Continue to maintain a record of disaster-related expenses.
- d. Coordinate with the VEOC. Provide supplementary damage assessment information. Request post-disaster assistance if appropriate.

7. Roles and Responsibilities:

7.1 Staunton, Waynesboro, and Augusta County

- Activate and convene emergency assets and capabilities.
- Provide primary operational control of incident on non-federal owned and non-state owned lands.
- Coordinate within the County and/or City(ies), with other jurisdictions, and with the Virginia Department of Emergency Management if additional assistance or resources are needed.
- Coordinate short and long term planning activities.
- Submit State requested reports and records.
- Maintain all FEMA typing records for all local resources.

7.2 Virginia Department of Emergency Management

- Assist with coordination of additional resources if requested by any or all of the three jurisdictions.

SUPPORT ANNEX #2 - FEDERAL DISASTER ASSISTANCE

1. Federal Public Assistance Program (PA)

Regardless of the scope of a disaster, the affected communities and states often need the assistance of the Federal government when responding to and recovering from the event. This assistance is available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 - 5207 (hereinafter referred to as the Stafford Act).

Communities are responsible for the protection of their residents, and local emergency response forces will always be the first line of defense when a disaster strikes. The intent of the Stafford Act is that Federal assistance be supplemental to local, state, and private relief organizations. Nevertheless, it is not necessary for the community to exhaust its resources before it requests federal assistance.

When a disaster occurs and a locality has responded to the best of its ability and is, or will be, overwhelmed by the magnitude of the damage, the community turns to the State for help. The Governor, after examining the situation, may direct that the State's emergency plan be executed, direct the use of State Police or the National Guard, or commit other resources, as appropriate to the situation. If it is evident that the situation is or will be beyond the combined capabilities of the local and State resources, the Governor may request that the President declare, under the authority of the Stafford Act, that an emergency or major disaster exists in the State.

While this request is being processed, local and state government officials should not delay in taking the necessary response and recovery actions. Such actions should not be dependent upon whether there will be federal assistance.

2. Declaration Process

The request for a declaration must come from the Governor or Acting Governor. Before sending a formal request letter to the President, the Governor will request that FEMA conduct a joint Preliminary Damage Assessment (PDA) with the State to verify damage and estimate the amount of supplemental assistance that will be needed. If the Governor believes that Federal assistance is necessary after this assessment is complete, the Governor sends a request letter to the President, directed through the Regional Administrator (RA) of the appropriate FEMA region. The RA reviews the request and forwards it with a recommendation to the Director of FEMA who, in turn, makes a recommendation to the President. In the aftermath of a significant event causing extensive damage and loss of life, the declaration process may be expedited. The President makes the decision whether to declare a major disaster or emergency. After

the initial declaration, the person designated by the Governor as the Governor's Authorized Representative (GAR) may request additional areas to be eligible for assistance or for additional types of assistance as deemed necessary.

After a declaration is made, FEMA will designate the area eligible for assistance and the types of assistance available. With the declaration, the President appoints a Federal Coordinating Officer (FCO). The FCO is responsible for coordinating all Federal disaster assistance programs administered by FEMA, other Federal departments and agencies, and voluntary organizations. At the same time, the RA or one of his or her staff will be appointed as the Disaster Recovery Manager (DRM). The DRM is responsible for managing the FEMA assistance programs. The DRM authority often is delegated to the FCO. The Governor may appoint a State Coordinating Officer (SCO) as the FCO's counterpart. Generally, the SCO and the GAR are the same person. State Emergency Operations Plans should describe the role of the SCO as the Governor's representative to act in cooperation with the FCO to administer disaster recovery efforts. FEMA may also establish a Joint Field Office (JFO) in or near the disaster area. This office is used by federal and state staff and is the focal point of disaster recovery operations. FEMA and the State manage the implementation of the Public Assistance (PA) Program from the JFO.

3. The Public Assistance (PA) Program

Under the PA Program, which is authorized by the Stafford Act, FEMA awards grants to assist State, local, territorial, or tribal (SLTT) governments and certain types of private nonprofit (PNP) organizations with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure. The federal share of these expenses typically cannot be less than 75 percent of eligible costs. The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process. The PA Program encourages planning for disaster recovery, but PA Program funds may not be used for the costs of planning. The costs incurred implementing the plans are eligible for reimbursement only if they meet PA Program eligibility criteria.

The PA Program is based on a partnership of FEMA, state, and local officials.

FEMA is responsible for managing the program, approving grants, and providing technical assistance to the State and applicants. The State, in most cases, acts as the Grantee for the PA Program. FEMA, the State, and the applicant are all responsible for grants awarded under the PA program. The State educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants awarded under the program. In some instances, the State may take a more active role in overall

*management of certain disasters, as discussed later in this chapter under State Management of Disasters. **Local officials** are responsible for identifying damage, providing sufficient data for FEMA to develop an accurate scope and cost estimate for doing the work and approving grants, and managing the projects funded under the PA Program.*

Source: Public Assistance Program and Policy Guide (PAPPG), Version 4, Effective Date, June 1, 2020; FEMA Publication (FP104-009-2)

4. Federal Individual Assistance Program (IA)

4.1 Types of Individual Assistance (IA) Programs

Once the President has declared a federal disaster, FEMA may be able to provide direct assistance to individuals and households, as well as SLTT government to support individual survivors.

IA disaster assistance can include:

- Mass Care and Emergency Assistance (MC/EA)
- Individuals and Households Program (IHP)
- Disaster Case Management (DCM)
- Crisis Counseling Assistance and Training Program (CCP)
- Disaster Legal Services (DLS)
- Disaster Unemployment Assistance (DUA)
- Voluntary Agency Coordination (VAC)

4.2 Mass Care and Emergency Assistance (MC/EA)

Mass Care and Emergency Assistance is the provision of life-sustaining services to disaster survivors as defined in the Natural Response Framework. MC/EA is composed of seven services known as activities:

- Sheltering
- Feeding
- Distribution of emergency supplies
- Support for individuals with disabilities and others with access and functional needs
- Reunification services for adults and children
- Support for household pets, service animals, and assistance animals
- Mass evacuee support

4.3 Individuals and Households Program (IHP)

Individuals and Households Program Assistance provides financial assistance and direct services to eligible individuals and households who have uninsured or underinsured necessary expenses and serious needs. IHP Assistance is comprised of two provisions, Housing Assistance and Other Needs Assistance (ONA). Housing Assistance may be provided in the form of financial assistance (funds provided to applicant) or direct assistance (housing provided to the applicant by FEMA). Some types of ONA may only be provided if an applicant does not qualify for a disaster loan from the U.S. Small Business Administration (SBA). IHP Assistance is limited to 18 months following the date of the Presidential Disaster Declaration.

4.4 Disaster Case Management (DCM)

Disaster Case Management is a time-limited process that promotes partnership between a case manager and a disaster survivor in order to assess and address a survivor's verified disaster-caused unmet needs through a disaster recovery plan.

4.5 Crisis Counseling Assistance and Training Program (CCP)

CCP provides supplemental funding to assist disaster-impacted individuals and communities through the provision of community-based outreach and psycho-education services.

4.6 Disaster Legal Services (DLS)

DLS provides legal aid to survivors of a Presidentially-declared major disaster with legal assistance to help with insurance claims, recovery or reproduction of legal documents lost in a disaster, disputes with landlords or contractors, and the preparation of powers of attorney or guardianship materials, and FEMA appeals.

4.7 Disaster Unemployment Assistance (DUA)

DUA provides unemployment benefits and re-employment assistance services to survivors affected by a Presidentially declared major disaster. DUA is only available to the survivors who are not eligible for regular state unemployment insurance (UI).

4.8 Voluntary Agency Coordination (VAC)

Voluntary agencies are among the first to provide survivor support services post-disaster and through the recovery period. These agencies compliment Federal assistance and cover gaps in service. FEMA staff that provide Voluntary Agency Coordination services are known as Voluntary Agency Liaisons (VALs). VALs establish and maintain relationships with voluntary agencies, coordinate with the VOAD, provide donations management guidance, and support NGOs that provide volunteers.

Source: Individual Assistance Program and Policy Guide (IAPPG), Version 1.0, Effective Date, March 1, 2019; FEMA Publication (FP104-009-3)

5. Definition and Purpose of Sequence of Delivery

The purpose of the Sequence of Delivery is to ensure that:

- Applicants receive all the assistance they are legally entitled to as defined by FEMA policy and as regulated by Federal law.
- Applicants cannot receive assistance if assistance for the same purpose is provided from another source.

5.1 Order and Components of the Sequence of Delivery

1. Voluntary Agencies and Mass Care
2. Insurance
3. FEMA Housing Assistance (HA)
4. SBA (Disaster Loans)
5. Other Needs Assistance (ONA)
6. Unmet Needs - Voluntary Agencies

In the Sequence of Delivery of disaster assistance, the role of voluntary organizations is prominent in both the early stages of disaster response and in the later stages of disaster recovery.

Voluntary organizations are among the very first emergency response organizations that arrive on a disaster scene and provide emergency response assistance to affected communities. They are also often among the very last organizations involved in providing long-term recovery support to communities.

5.2 Insurance

Insurance is the second step in the Sequence of Delivery. Disaster victims who have filed for assistance with FEMA and who have real or personal property insurance must submit documentation of their insurance settlement or denial before FEMA assistance is considered for these items.

5.3 Housing Assistance (HA)

Following insurance, the third step in the sequence of delivery is Housing Assistance (HA). The first step when applying for HA is for disaster survivors to register with FEMA and have an application for disaster assistance completed.

5.4 Small Business Administration (SBA) Disaster Loans

SBA disaster loans may be made available immediately following a disaster. If the application for a loan is turned down by SBA, FEMA will route the application to be considered for Other Needs Assistance (ONA) grants, the next step in the sequence of delivery.

5.5 Other Needs Assistance (ONA)

There are two categories of ONA:

- Non-SBA Dependent: This assistance includes, medical, dental, funeral, childcare, critical needs assistance, clearing and removal, and others.
- SBA-Dependent: These ONA items include personal property, transportation, moving/storage, and group flood insurance policies.

5.6 Unmet Needs - Voluntary Agencies

FEMA will coordinate with whole community partners to address remaining unmet needs once an applicant has received all federal assistance for which they are eligible.

Source: Individual Assistance Program and Policy Guide (IAPPG), Version 1.0, Effective Date, March 1, 2019; FEMA Publication (FP104-009-3)

SUPPORT ANNEX #3 - HAZARD MITIGATION

Augusta County, Staunton, and Waynesboro are included in the Central Shenandoah Hazard Mitigation Plan (HMP) that was adopted by the Board of Supervisors and City Councils in 2005. Updates of this plan were completed in 2013 and 2020. With each update of the HMP it was re-adopted by the Board of Supervisors and City Councils. This plan identifies hazards, prioritizes risks, and includes mitigation strategies for the three local jurisdictions. The Central Shenandoah Hazard Mitigation Plan is considered a companion document to the Staunton-Augusta-Waynesboro Emergency Operations Plan.

SUPPORT ANNEX #4 - BUDGET AND FINANCIAL MANAGEMENT

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)

Coordinators of Emergency Management/ Services

Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Augusta County Finance Director

Augusta County Treasurer

Staunton Chief Financial Officer

Staunton Treasurer

Waynesboro Finance Director

Waynesboro Treasurer

3. Purpose:

The purpose of this annex is to establish basic financial management guidance for all participants in emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

Financial Management processes and procedures ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster. These financial management operations will be conducted in accordance with established local, state, and federal laws, policies, and procedures.

4. Scope and Applicability:

This annex applies to all agencies, departments, organizations, and entities within each of the three jurisdictions that provide services before, during, and after an emergency incident.

5. Policies:

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, SOPs, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Provide financial support in a timely manner, including procurement expedition.
- Assist and instruct agencies on recording expenses incurred during an incident.
- Work to provide areas in financial need with adequate support.
- Use existing standards for accounting operations.
- Implement procedures necessary to ensure an accurate accounting of expenses associated with an incident.

6. Organizational Structure:

A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors/City Council (Section 44- 146.21 of the Virginia Emergency Services and Disaster Law). The Director of Emergency Management must notify the County/City Administration that a local emergency or disaster has been declared. Augusta County, Staunton, or Waynesboro may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.

The County Administrator/City Manager, assisted by the Finance Director/Chief Financial Officer is the Chief Financial Officer for the purposes of this annex. The Emergency Management/Services Coordinator is the delegated and authorized representative that has the authority to approve and/or disapprove the receipt and expenditure of all funds due the County/City from state or federal sources as the result of an emergency incident. The County/City Administration is responsible for assuring that all funds received and expended by the County/City are accounted for as required by County/City, State, and federal regulations and statutes. The County/City Administration is responsible for expediting the process of procuring the necessary goods and services to support emergency operations. All County/City agencies, departments, organizations, and entities will follow the procedures established by the Director of Emergency Management, the Emergency Management/Services Coordinator, and the County/City Administration for the receipt and expenditure of funds available to the County/City from state and federal assistance.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

In an emergency situation as defined by this Emergency Operations Plan, the Finance Director/Chief Financial Officer will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however budget change requests must be documented at a later time. The Director of Emergency Management or the Emergency Management/Services Coordinator must request verbal approval of funding.

The Finance Director/Chief Financial Officer would permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The County/City Administration will work with all County/City departments to facilitate needed purchases.

The Director of Emergency Management or the Emergency Management/Services Coordinator must define disaster related expenditures for County/City Administration and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared, hence, the County/City Administration will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
- b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.

- c. Instruct all departments to maintain a continuous inventory of supplies on hand.

7.2.2 Increased Readiness

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

- a. Review emergency budget and management procedures and update if necessary.
- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
- c. Review resource inventories and prepare to make emergency purchases of goods and services.
- d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
- e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.

7.2.3 Response

- a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
- b. Begin tracking and compiling accurate cost records from data submitted by departments.
- c. Assist in damage assessment survey.

7.2.4 Recovery

- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
- b. Assist in finalizing damage assessment.

- c. Review and revise real estate assessments based upon damages sustained to local properties and infrastructure, if necessary.
- d. Assist in the preparation and submission of government insurance claims.

8. Roles and Responsibilities:

8.1 County/City Administration and Finance Department

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.
- Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms.
- Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster.
- Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
- Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.

8.2 County/City Emergency Management/Services

- Coordinate with County/City Administration and the Finance Department leading up to declaration of a local emergency and during emergency operations as required.
- Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the

procurement of anticipated resource needs for disaster operations.

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.
- Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand.
- Assist in finalizing damage assessments report.
- Assist in the preparation and submission of government insurance claims.

8.3 County/City Treasurer

- Provide support to County/City Administration as needed.
- Review and revise real estate assessments based upon damages sustained to local properties and infrastructure, if necessary.

HAZARD-SPECIFIC ANNEX #1 - TERRORISM

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Federal Bureau of Investigation

2. Support Agencies and Organizations:

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia Department of Emergency Management
Virginia State Police
Federal Department of Homeland Security
Federal Emergency Management Agency

3. Purpose:

The purpose of this annex is to provide incident-specific guidance to plan for an effective emergency response, in the event of a terrorism incident.

4. Scope and Applicability:

All communities are vulnerable to acts of terrorism. Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government.

The fact that an emergency or disaster situation was a result of a terrorist act will not always be evident during the initial emergency response phase and may not be determined until days, weeks, or months after the event has occurred.

Terrorist threats range from easily obtainable common high yield explosives, industrial chemicals, and radiological medical products to more difficultly obtained military grade nuclear, biological, and chemical (NBC) weapons and material. These varying

components of the threat spectrum provide the capacity to develop and tailor an attack to target specific vulnerabilities utilizing resources available.

Explosives have been the most common weapons utilized in both international as well as domestic terrorist attacks. Use of explosives in terrorist attacks is preferred, as resources and instructions for producing a bomb are easily acquired. The execution of the tactic can be relatively simple—involving very little risk and producing desired effects in an immediate and dramatic manner.

Terrorists, to a greater extent than other criminals, tend to operate in unpredictable ways, aiming to create fear and turmoil. They rely on surprise to achieve both, striving to defy deterrence interventions. Terrorists tend to operate intentionally outside of predictable patterns to exploit elements of fear and uncertainty, so such patterns are less likely to show up in the data.

The emergency response organization must develop the tactical capability to quickly recognize and respond to the range of potential tactics that could be employed locally as well as regionally.

The effects of a chemical, biological, or nuclear terrorist act will likely overwhelm local, regional, and state capabilities. The Federal Bureau of Investigation, Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA) and other federal agencies may, in accordance with the National Response Framework, provide an immediate response and recovery assistance.

5. Policies:

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, SOPs, mutual aid agreements and model contracts to successfully accomplish their tasks.

6. Organizational Structure:

The three emergency management organizations are based on a broad, functionally oriented, multi-hazard approach to disaster response that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the local emergency management organizations will provide the framework under which local resources will be deployed and coordinated. Law enforcement officers are the first line of defense.

The Federal Bureau of Investigation (FBI), by presidential directive, is in charge of the response to a terrorist incident. The Federal Department of Homeland Security, in

coordination with the Virginia Department of Emergency Management and the three jurisdictions, will support the FBI in coordinating and fulfilling non-law enforcement response and recovery missions. The Virginia State Police, in coordination with local law enforcement personnel, will be supporting the FBI in their functional responsibilities.

Upon arrival of regional, state, and federal resources, command and control of response and recovery operations will be structured under a unified command organization that will include but not limited to the following: The Emergency Management/Services Coordinator, the State Coordinating Officer (SCO), the Federal Coordinating Officer (FCO), FBI-Special Agent in Charge, Virginia State Police, and a State-On-Scene Coordinator. The State-On-Scene Coordinator will initially be either the VDEM Regional Coordinator or the Hazardous Materials Officer who arrives on the scene first. The designation of the State-On-Scene Coordinator may change depending on the type of incident and as more senior officials arrive at the scene. The Unified Command organization will be modified to include representatives from other emergency support functions (e.g., fire, health, public works, and communications) as well as private industry depending on the following factors: the terrorist tactic(s) employed, the challenges presented to the emergency management community in responding to and recovery from the tactic(s), the target group involved, and the community impacted.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

7.1.1 Hazards Analysis/Plan Development

The Emergency Management/Services Coordinator, in coordination with the Augusta County Sheriff's Department, the Staunton Police Department, and the Waynesboro Police Department, will conduct a hazards analysis to identify groups that may pose a threat to the community, as well as facilities or activities that may be at risk or potential targets of terrorist acts. A capability assessment should be conducted to identify what resources will be needed to effectively respond to and recover from the potential situations identified. A listing of resources available within the jurisdiction, as well as outside of the region, from public and private sources, should be developed. Potential target facilities and activities should be evaluated in terms of what measures could be implemented to mitigate potential acts of terrorism. Facility plans should be developed, reviewed, and tested in coordination with the appropriate local, state, and federal government agencies.

7.1.2 National Incident Management System

In responding to any terrorism emergency or disaster situation within the three jurisdictions, the National Incident Management System (NIMS) should be utilized to effectively organize and integrate multiple disciplines into one multi-functional organization. This command system is comprised of five functions that include the following: command, operations, planning, logistics, finance, and administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and the overall management strategy that were developed for the emergency at hand. An Operations Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations.

7.1.3 Site Assessment/Security

To ensure public safety, as well as facilitate response and recovery, first responders may implement initiatives, security, and access control measures in and around the disaster site immediately. The area should be quickly evaluated in terms of public health and safety considerations in order to identify the need to implement any protective actions, as well as the use of protective equipment by response personnel entering the area in order to conduct life-saving activities. Once it is suspected or determined that the incident may have been a result of a terrorist act, the Emergency Management/Services Coordinator will notify the Virginia Department of Emergency Management, who will in turn notify the appropriate state and federal agencies. Local law enforcement will immediately begin working with the Emergency Management Director, Emergency Management/Services Coordinator, the Fire Chief, and other emergency support functions on scene to ensure that the crime scene is preserved to the maximum extent possible.

7.1.4 Unified Command

Response to a suspected, threatened, or actual terrorist event will typically involve multiple jurisdictions and levels of government. These situations will be managed under a Unified Command Organization, as outlined in the NIMS. Members of the Unified Command are jointly responsible for the development of objectives, priorities, and overall strategy to effectively address the situation. The Unified Command Organization will be structured very similar to the Incident Management System already in place and functioning at the local level.

7.1.5 Tactical Support

Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, a federal interagency team will be rapidly deployed to the scene. This team will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include biological, chemical, and nuclear incidents. In the case of an incident involving nuclear materials, weapons, or devices, the Department of Energy's National Nuclear Security Administration will provide the necessary technical assistance in responding to and recovering from such events. Local, regional, and state specialized teams (e.g., hazmat, crime narcotics, gang, hostage, etc.) who have skills, equipment, and expertise to support these operations will assist these teams as directed.

7.1.6 Preserving the Crime Scene

Due to the very nature of terrorist acts involving a variety of tactics, law enforcement personnel should work in tandem with one or more emergency support functions to preserve the crime scene, while carrying on life saving actions, implementing the necessary protective actions, developing strategies to protect response personnel, and in defining and containing the hazard. Therefore, while responding to the incident and carrying out their functional responsibilities, first responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they must be trained in looking at the disaster area as a potential crime scene that may provide evidence in determining the cause of the event and identifying the responsible party(s). Responders must also be aware that the crime scene may harbor additional hazards to responders as they carry out their responsibilities. Emergency Support Functions will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

7.1.7 Accessibility Policies

Once the life-saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment team, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access. Accessibility and reentry policies should be developed, in cooperation with the

appropriate local, state, and federal officials to define who will be given access to the damaged areas, any time restrictions regarding access, whether escorts will be necessary, and what protective equipment will be required, if any, to enter the area. Methods to facilitate identification and accountability of emergency workers, media, insurance adjusters, and property owners will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing the policies and procedures developed. Areas onsite that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

7.1.8 Training/Exercises

Trained and knowledgeable response personnel are essential in effectively assessing the scene and recognizing situations that may be of a suspicious nature or that could pose additional harm to responders as well as the general population. Local law enforcement and fire and rescue personnel may have a basic course to enhance awareness and improve recognition of such situations. Also, responders should be trained to fulfill their functional responsibilities in the context of a crime scene environment that may pose a variety of unique health, safety, and environmental challenges. Responders will have a thorough understanding of their responsibilities in responding to a terrorist act, as well as how their role and responsibilities interface with other state and federal response components of the terrorist response and recovery team.

To ensure an effective response capability, local training for terrorist incidents may be integrated with the state and federal training programs and based on state and federal guidance. Training should focus on tactical operations for explosive, chemical, and biological agents, hostage taking, skyjacking, barricade situations, kidnapping, assaults, and assassinations. Local specialized crime units such as gang, organized crime, narcotics, as well as hazmat teams will have skills that terrorism training can use and build upon.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Develop, review and test terrorism response plans, policies, and procedures.

- b. Provide training to departments and staff on task-appropriate plans, policies, and procedures.
- c. Establish the Unified Command Management System as the organizational framework that representatives of local, state, federal government will operate under while responding to and recovering from acts of terrorism.
- d. Identify critical systems/facilities within the three jurisdictions, assess their vulnerability to terrorist actions, and develop and implement the necessary mitigation and response strategies.
- e. Assess local and regional resource capabilities in context of potential terrorist acts.
- f. Identify sources of special equipment and services to address shortfalls identified in capability assessment.
- g. Develop protective actions for response personnel, as well as the general population at risk, to follow in responding to a suspected or actual terrorist event involving a variety of tactics.
- h. Provide guidance for potential terrorist targets to follow in assessing their vulnerability to such events as well as in developing mitigation strategies and response capabilities.
- i. Coordinate and integrate planning efforts of critical public and private systems and facilities in order to ensure an effective response to, recovery from, and mitigation against terrorist attacks.
- j. Enhance and broaden local and regional response capabilities by developing a training program that integrates local, state, and federal resources.
- k. Ensure local and regional capability to effectively address mass casualty and mass fatality incidents involving both uncontaminated and contaminated victims.
- l. Develop the necessary decontamination, contamination containment, and monitoring procedures to ensure the safety of response personnel, the evacuated population, and the general population in situations involving chemical, biological, radiological agents.

- m. Identify and address potential legal, environmental, and public safety health issues that may be generated by such events.
- n. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- o. Develop and coordinate the necessary prescript announcements with the public information office regarding the appropriate protective actions for the various terrorist tactics and situations that may confront the jurisdiction.

7.2.2 Increased Readiness

Although terrorist actions occur with little or no warning, there may be situations where notice of terrorist actions may be received by the jurisdiction, target facility, or individual(s) just prior to occurrence.

- a. Alert appropriate local, state, and federal agencies that have the expertise, resources, and responsibility in mitigating against, responding to, and recovering from such events.
- b. Determine availability of special team members.
- c. Attempt to prevent an event from occurring by locating and eliminating the hazard, identifying, and apprehending responsible party(s).
- d. Notify public of threat as appropriate and implement and advise risk population of the necessary protective actions to take in context of anticipated event.
- e. Stage resources out of harm's way and in areas that can be effectively mobilized.
- f. Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

7.2.3 Emergency Operations

- a. Follow established plans and SOPs.
- b. Implement hazmat, search and rescue, and other plans, policies and procedures, as necessary.

- c. Dispatch emergency response teams to disaster area.
- d. Establish a command post and utilize the Unified Command Management System to effectively integrate and coordinate response resources and support from all levels of government.
- e. Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect crime scene and facilitate response and recovery efforts.
- f. Develop, implement, and enforce accessibility policies that will define who will be given access to the damaged and impacted areas, any time restrictions regarding access, whether escorts will be necessary, and what protective gear and identification will be required, if any, to enter these areas.
- g. Implement the necessary traffic control measures that will facilitate evacuation from the risk area and enhance and complement site security measures following the event.
- h. Activate mutual-aid agreements as necessary.
- i. Establish a joint information center to coordinate the timely and appropriate release of information during the response and recovery phases.
- j. Coordinate and track resources (public and private) and document associated costs.
- k. Continue to provide record keeping, as required.

7.2.4 Recovery

- a. Upon completion of crime investigation, restore scene to condition prior to event.
- b. Continue to monitor area as necessary for any residual after-effects.
- c. Maintain protective actions as situation dictates.
- d. Review plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.

- e. Continue to coordinate and track resources, and document costs. Compile and submit records of incurred disaster related expenses.
- f. Continue to keep public informed of recovery developments.
- g. Develop and implement long-term environmental decontamination plan, as necessary, in coordination with the appropriate local, state, and federal government agencies.

8. Roles and Responsibilities:

8.1 Augusta County, Staunton, and Waynesboro Emergency Management/ Services

- Develop plans and identify training programs as described in this annex to prepare Law Enforcement and Fire/EMS/Rescue Departments to respond to terrorism incidents.
- Coordinate the initial response to the incident with assistance by Law Enforcement and Fire/EMS/Rescue Departments.

8.2 Federal Bureau of Investigation

- Presidential Directive 39 states the Federal Bureau of Investigation is the designated lead federal agency for any terrorism event.

8.3 Augusta County Sheriff's Office, Staunton Police Department, Waynesboro Police Department

- Coordinate crisis management with the Virginia State Police and provide traffic and crowd control, as needed.

8.4 Fire/EMS/Rescue Departments

- Provide technical rescue and search and rescue support, as needed.

8.5 VDEM, FEMA, DHS, and other supporting agencies

- Provide immediate response and recovery assistance.

9. Authorities:

In addition to those listed in the Basic Plan:

Presidential Directive 39 – U.S. Policy on Counterterrorism. The White House, Washington, D.C., June 21, 1995.

Presidential Directive 62 – Combating Terrorism. The White House, Washington, D.C., May 22, 1998.

HAZARD-SPECIFIC ANNEX #2 - DAM SAFETY

1. **Lead Individuals – Staunton, Waynesboro, and Augusta County:**

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. **Support Agencies and Organizations:**

Virginia Department of Emergency Management
Virginia Department of Conservation and Recreation
Augusta County Sheriff's Office
Staunton Police Department
Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia National Guard

3. **Purpose:**

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

4. **Scope and Applicability:**

The Federal Energy Regulatory Commission (FERC) and the Virginia Department of Conservation and Recreation (VDCR) provide detailed guidance to dam owners in developing an Emergency Action Plan in the event of dam emergency or failure. The three jurisdictions are also responsible for developing compatible procedures to warn and evacuate the public in the event of a dam emergency or failure. The Director/Coordinator of Emergency Management/Services, the Augusta County Sheriff's Office/Staunton Police Department/Waynesboro Police Department, and/or their designees is responsible for making the decision to order evacuation in the case of impending or imminent dam failure.

5. Policies:

Affected Dam owners will:

- Operate and maintain the dam to assure the continued integrity of the structure(s) and appurtenances.
- Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
- Comply with their FERC License requirements OR
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.

Augusta County, Staunton, and Waynesboro will:

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

6. Organizational Structure:

The Director of Emergency Management or, in their absence, the Emergency Management/Services Coordinator, is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Director of Emergency Management and/or Emergency Management/Services Coordinator, the Emergency Communications Center, Fire/EMS/Rescue Departments, and Sheriff's/Police Departments personnel are responsible for notification of affected properties and individuals by any means possible, including but not limited to activation of the Emergency Alert System, the citizen notification system, or door-to-door notification.

Dam owners and operators will use appropriate and effective means to monitor the safety and integrity of their dams and appurtenances. Additional visual inspections may be required during meteorological conditions that may affect the dam.

7. Concept of Operations / Emergency Management Actions:

7.1 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 of the dam to 1) their regulating agency as required and 2)

to the E911 dispatcher, who will contact the Director of Emergency Management and/or Emergency Management/Services Coordinator. Evacuation may be recommended by the dam owners based on their best assessment of the situation. If there is a Condition B situation, it is expected that the dam owners will report current information to their local jurisdiction's Emergency Management/Services office.

Owners of Virginia DCR-regulated 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 (EAP). This EAP must include an effective and current method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia Department of Conservation and Recreation and the State Water Control Board. In addition to the Virginia Department of Conservation and Recreation, a copy must be provided to the Director of Emergency Management of their local jurisdiction and VDEM.

Standards have been established for "Dam Classifications" and "Emergency Stages;" see Appendix A. The Augusta County Sheriff's Office, Staunton Police Department, or Waynesboro Police Department will provide warning and evacuation notices to the affected public with citizen notification system or all effective means if a dam emergency or failure is determined. If appropriate, it will be recommended that the Governor declare a state of emergency.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

a. Dam Owners

- (1) Operate and maintain the dam to assure the continued integrity of the structures and appurtenances.
- (2) Develop and maintain an effective Emergency Action Plan for warning and evacuating the public in the event of dam failure.
- (3) Comply with the FERC License requirements OR
- (4) Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.

b. Government

- (1) Develop and maintain compatible procedures to warn and evacuate the public in the event of a dam emergency or failure.

7.2.2 Increased Readiness

a. Non-Failure Event or Stage I Conditions

Alert on-duty emergency response personnel and monitor the situation in coordination with the dam operator.

b. Condition B or Stage II

- (1) Alert on-duty emergency personnel.
- (2) Notify public of possible dam failure if warranted by situation.
- (3) Review warning and evacuation plans.
- (4) Place off-duty emergency response personnel on alert.

7.2.3 Emergency Operations

a. Mobilization Phase –Condition A or Stage III

- (1) Activate Emergency Command Center (staffing as appropriate).
- (2) Notify VEOC.
- (3) Alert emergency response personnel to standby status.
- (4) Begin record keeping of all incurred expenses.

b. Response Phase – Condition A or Stage III

- (1) Order immediate evacuation of residents in expected inundation areas.
- (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, Emergency Broadcast System, telephone

calls, and door-to-door notification to evacuate individuals out of the area immediately or to high ground in area or later rescue.

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

7.2.4 Recovery

- a. Provide assistance to disaster victims.
- b. Coordinate clean-up of debris and restoration of essential services.
- c. All agencies tasked in this plan begin implementation of recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters. Include all stakeholders and response agencies.
- e. Determine what mitigation measures, if any, should be initiated or improved (zoning, design of dams, etc.).

8. Roles and Responsibilities:

8.1 Dam Owners

- Operate and maintain the dam to assure the continued integrity of the structure(s) and appurtenances.
- Develop and maintain an effective Emergency Action Plan for warning and evacuating the Public in the event of a dam emergency or failure.
- Comply with the FERC License requirements OR
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.

8.2 Local Government

- Develop compatible procedures to warn and evacuate the public in the event of dam failure.
- Coordinate closely with dam owners.
- Notify public of possible dam failure.
- Order immediate evacuation of residents in expected inundation areas.
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, 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.
- Provide assistance to disaster victims.
- Coordinate clean-up of debris and restoration of essential services.
- All agencies tasked in this plan implement recovery procedures.
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- Determine what mitigation measures, if any, should be initiated or improved (zoning, design of dams, etc.).

9. Authorities:

In addition to those listed in the Basic Plan:

- The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 *et seq*) of the Code of Virginia and Dam Safety Impounding Structure Regulations (Dam Safety Regulations), established and published by the Virginia Soil and Water Conservation Board (VSWCB). Virginia's Dam Safety Regulations were last updated on March 23, 2016.
- Federal Energy Regulatory Commission, Authority: Dept. of Energy Organization Act, 42 U.S.C. 7101-7352; E.O. 12009, 3 CFR 142 (1978); Administrative Procedure Act, 5 U.S.C. Ch. 5.

Appendix A to Dam Safety Support Annex

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

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

Low Hazard – No loss of human life expected; minimal economic loss.

Significant Hazard – Possible loss of human life; appreciable economic loss.

High Hazard – Probable loss of human life; excessive economic loss.

Virginia regulated dams which exceed 25 feet in height **and** impound more than 50 acre feet in volume, or 100 acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

Emergency Descriptions

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 emergency or failure. The following stages identify actions and response times which may be appropriate.

Emergency Stages

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

HAZARD-SPECIFIC ANNEX #3 - RESOURCE SHORTAGE

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Augusta County Sheriff's Office
Staunton Police Department
Waynesboro Police Department

2. Support Agencies and Organizations:

Virginia Department of Emergency Management
Other private industry/local agency partners as applicable
Various Human Service and Disaster Relief Agencies and Organizations

3. Purpose:

The purpose of this Hazard-specific Annex is to minimize the impact of a severe resource shortage.

4. Scope and Applicability:

For the purposes of this annex, "Severe Resource Shortage" refers, but is not limited to the depletion of critical resources such as electrical power, fuel, heating fuels in winter, potable water, food, medical care and supplies, and transportation resources.

5. Policies:

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, SOPs, mutual aid agreements and model contracts to successfully accomplish their tasks.
- The primary responsibility for resource management when responding to local emergencies rests with the local government. If local resources have been fully committed to an incident and additional assistance is required, a local government may request assistance through the State Level Commodity Managers.

6. Organizational Structure:

The Director of Emergency Management and/or the Coordinator of Emergency Management/Services may 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 (see Appendix A). The Department of Social Services and/or the American Red Cross may or may not coordinate emergency assistance to individuals.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

A resource shortage can affect the economic well-being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Emergency Management Director and Emergency Management/Services Coordinator should analyze the local situation and determine the potential impact of specific resource shortages. A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals, who must be provided with lodging and care. People may need transportation to the lodging and care facility.

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 the various local human service and disaster relief agencies and organizations. The names of individuals in need of crisis counseling will be referred to the local Mental Health Community Services Board Staff. All other problems that are beyond the local government’s capability to resolve will be referred to the State Department of Emergency Management.

7.2 Emergency Management Actions:

7.2.1 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.

7.2.2 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.

7.2.3 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 needed and directed by the State Commodity Manager or the State EOC, as needed and/or directed.
- (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, which 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.

7.2.4 Recovery

Assist as required.

8. Roles and Responsibilities:

8.1 Augusta County, Staunton, and Waynesboro

- Coordinate the information flow regarding resource needs and availability throughout the phases of the incident to first responders, with other adjacent local jurisdictions, to state and federal agencies, to the media, and to the citizens of the Region.
- Assist with restoration of vital resource supplies.
- Coordinate with resource suppliers, users, support agencies, and the State Commodity Managers in conducting Emergency Management Actions.
- Control and ration critical resources as required.

8.2 State Commodity Managers

- Respond to local government requests for assistance to address specific resource shortages.

8.3 Various Human Service and Disaster Relief Agencies and Organizations, other VOAD members, and other private industry/local agency partners as applicable

- Respond to individual assistance needs.

9. Authorities:

In addition to those listed in the Basic Plan:

Code of Virginia, Chapter 17, Commonwealth of Virginia, State Operation of Public Utilities.

Appendix A to Resource Shortage Hazard-Specific Annex**STATE-LEVEL COMMODITY MANAGERS**

Commodity	Manager	Telephone
Natural Gas	State Corporation Commission - Division of Energy Regulation	(804) 371-9611
Electric Power	State Corporation Commission - Division of Energy Regulation	(804) 371-9611
Petroleum Products	Department of Emergency Management	(804) 674-2400
Solid Fuels	Department of Emergency Management	(804) 674-2400
Potable Water	Department of Health (Lexington Office)	(540) 463-7136
Health and Medical	Department of Health	(804) 888-9100
Food	Department of Agriculture and Consumer Services	(804) 786-3501

After business hours, call the Virginia Emergency Operations Center for all Commodity Managers. Phone: (804)674-2400 or enter request for resources in WebEOC.

HAZARD-SPECIFIC ANNEX #4 - WATER SUPPLY EMERGENCIES

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Augusta County Service Authority
Staunton Department of Public Works
Waynesboro Department of Public Works

2. Support Agencies and Organizations:

Augusta County/Staunton/Waynesboro Emergency Management/Services Department
Virginia Department of Health – Central Shenandoah Health District
Virginia Department of Health – Office of Drinking Water
Virginia Department of Emergency Management
Augusta County Sheriff's Office
Staunton Police Department
Waynesboro Police Department
August County Fire/EMS/Rescue Departments
Other private industry/local agency partners as applicable

3. Purpose:

The purpose of the Hazard-Specific Annex is to protect the public health and safety in the event of a water supply emergency.

4. Scope and Applicability:

The Augusta County Service Authority provides water to the residents of Augusta County. Water is provided to the residents of Staunton and Waynesboro through their Public Works Departments.

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

A water supply emergency could result from a variety of incidents. These include, but are not limited to:

- Severe droughts

- Regional power outage
- Earthquake
- Water supply outage
- Intentional or unintentional contamination of water supplies

5. Policies:

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, Standard Operating Procedures (SOPs), mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Through planning and mitigation efforts, water purveyors will strive to prevent a shortage of water or contamination of water for citizen consumption.
- At the request of the water purveyors, the County/Cities will notify the public whenever the water supply is interrupted or contaminated. Communications with the public will receive priority resources.
- The water purveyors will supply information to the County/Cities to disseminate to the citizens consistent, timely information providing accurate guidance during such an incident.
- It may be necessary to open water distribution centers or local shelter(s) during such an incident to meet the life sustaining needs of citizens.

6. Organizational Structure:

The Augusta County Service Authority and the Staunton and Waynesboro Public Works Departments oversee and maintain the public water systems. The Service Authority and Public Works Departments, in cooperation with VDEM, VDH, and the local Emergency Management/Services Departments will develop and maintain emergency response procedures for potential water shortages and/or contamination of any system.

The Virginia Department of Health – Office of Drinking Water is committed to protecting public health by ensuring that all people in Virginia have access to an adequate supply of safe drinking water. They accomplish this by enforcing regulations and providing technical and financial resources to address such incidents.

Should a water supply emergency occur, the Emergency Operations Center may be activated in order to provide direction and control, procurement of needed resources,

dissemination and procurement of emergency information, and coordination of response and recovery agencies.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

In the event of water supply emergency, the staff of the water suppliers or distributors would make an initial assessment of the extent of the problem and the potential impact on the public. With water contamination, the Virginia Health Department would be notified of the type of water supply emergency. The impacted public would be notified promptly and provided with proper guidance until the problem was mitigated. 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.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

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

7.2.2 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 using the steps and procedures outlined in the Virginia Health Department Regulations.

- c. Review and update procedures to provide potable water in the event of water supply emergency. The local water purveyors will maintain a list of local water/bottled water suppliers.
- d. Implement record keeping of all incurred expenses for the duration of the emergency.

7.2.3 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, the Virginia Department of Environmental Quality (DEQ), 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.

7.2.4 Response

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 water supply emergency 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.
- d. Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the situation is of such severity that local government cannot provide adequate response.

7.2.5 Recovery

Assist as required.

8. Roles and Responsibilities:

8.1 Augusta County, Staunton, and Waynesboro

- Monitor and assess potential water supply emergency.
- Notify the Virginia Department of Health, and other state, local, and federal agencies as needed, of the situation.
- Take necessary steps to protect the public health and safety in the event of a water supply emergency.
- Keep the public fully informed and provide appropriate guidance.
- Liaison with organizations dependent on the water supply to provide essential services.
- Assist water purveyors with logistical needs.

8.2 Private Water Companies

- Coordinate with each other to provide support.
- Take steps to provide water/bottled water in the event of a water supply emergency.

8.3 Virginia Health Department

- Provide technical and financial support.

8.4 Virginia Department of Emergency Management

- Assist with provision and distribution of alternative source water (e.g. bottled water).

8.5 Other Support Agencies

- Assist with logistics management as needed.

8.6 Other private industry/local agency partners

- Coordinate with the water purveyors to identify critical service needs.

HAZARD-SPECIFIC ANNEX #5 - NUCLEAR ATTACK

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For

Future Use

HAZARD-SPECIFIC ANNEX #6 - SEVERE WEATHER

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia Department of Emergency Management
Virginia Department of Transportation
National Weather Service

3. Purpose:

Hazard-Specific Annex #6 (H-SA) assigns tasks and responsibilities and identifies procedures to be followed in the event of a severe weather emergency. Severe weather can include, but is not limited to heat waves, blizzards, ice storms, flooding, tornadoes, severe thunderstorms, derechos, and hurricanes.

4. Scope and Applicability:

H-SA #6 serves to outline the preparedness, response, and recovery to forecasted severe weather emergencies. Personal safety and protection of property, critical facilities, and infrastructure are emphasized in this Hazard-Specific Annex.

5. Policies:

- The Director of Emergency Management, or his/her designee, shall offer general guidance in the response to severe weather events.

- The County/Cities response to a severe weather event will be coordinated and directed by the Emergency Management/Services Coordinator.
- The National Weather Service will activate the Emergency Alert System (EAS) to broadcast warnings of imminent or occurring severe weather.
- If severe weather causes injuries or damages beyond local capabilities, assistance will be sought from adjoining jurisdictions, and/or available state or federal agencies and departments.
- The three jurisdictions shall make provisions to include special needs groups, such as persons with hearing and/or vision impairments, and institutions, such as residential nursing facilities, in severe weather warnings.
- All severe weather related incidents will be managed using the Incident Command System.

6. Concept of Operations / Emergency Management Actions:

6.1 Concept of Operations:

The Emergency Management/Services Coordinator will assume the development and maintenance of Standard Operating Procedures (SOPs) during a severe weather incident. The County/Cities will receive warnings of severe weather situations through the National Weather Service, the EAS, or the Virginia Emergency Operations Center (VEOC). When the Emergency Communications Center (ECC) receives warnings of an imminent or occurring severe weather, direct notifications should be made to the Director of Emergency Services, the Emergency Management/Services Coordinator, the Augusta County Sheriff's Office, the Staunton and Waynesboro Police Departments, the Fire Chiefs of the three jurisdictions, and the School Superintendents so they can determine appropriate actions to deal with the situation. Notification will be made by telephone/cell phone, radio, paper, or any other means available. In the initial stages of an emergency situation, the Emergency Management/Services Coordinator will determine if a warning to the public needs to be issued. If a public warning needs to be issued, it may be handled by the Public Information Officer (PIO) who will issue it directly to the media.

6.2 Emergency Management Actions:

6.2.1 Normal Operations

- a. Develop and maintain plans and procedures for severe weather conditions. Designate shelters and measure their capacity, parking, cooking facilities, generator coverage, restroom facilities, and heating systems.
- b. Develop and maintain a phased Emergency Operations Center activation system.
- c. Identify and maintain recall procedures for Emergency Operations Center staff.

6.2.2 Increased Readiness

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

- a. Review plans, recall lists, and procedures if needed.
- b. Monitor weather advisories.

6.2.3 Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. "Severe Weather Watch" is issued.

- (1) Advise the public through the office of the PIO.
- (2) Place Emergency Operations Center staff on standby.
- (3) Test primary and alternate communications.
- (4) Identify vehicles and equipment that should be protected or relocated.
- (5) Alert emergency response personnel.
- (6) Begin record keeping of all incurred expenses.

b. Response Phase

A "Severe Weather Warning" is issued.

- (1) Direct the evacuation of threatened areas as necessary. Coordinate with on-scene commanders in each area. Provide back-up radio communications as needed.
- (2) Designate, open, publicize shelter locations and establish 12-hour and 8-hour shifts.
- (3) Provide emergency public information, as appropriate.
- (4) Declare a local emergency, as deemed necessary.
- (5) Report situation and support requirements to VEOC.

6.2.4 Recovery

- a. Restore facilities and services.
- b. Clear debris and re-establish utilities, as conditions allow.
- c. Assess damages.
- d. Provide assistance to disaster victims.
- e. Request post-disaster assistance, as appropriate.
- f. Determine what mitigation measures could be implemented.

7. Roles and Responsibilities:

7.1 Emergency Management/Services Coordinator

- Recommend Emergency Operations Center activation and coordinate with school and various human service and disaster relief agencies and organizations officials to select and recommend shelter activation to the Director of Emergency Management.
- Liaison with state, federal, and other officials providing external support.
- Coordinate media releases with the Public Information Officer.
- Coordinate shelter openings with schools, shelter staff, local media, and various human service and disaster relief agencies and organizations.

- Recommend emergency declarations to the County Administrator/City Managers.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.2 Augusta County Sheriff's Office/Staunton and Waynesboro Police Departments

- Provide patrols and access control in evacuated or critical areas.
- Assist with four-wheel drive transportation of shelter staff when resources will allow.
- Provide personnel to direct traffic and man control points.
- Assist with posting signs or markers to control restricted traffic.
- Establish a pass system for entry and exit of a secured area(s).
- Provide security of critical facilities and supplies if and when resources will allow.
- Implement the evacuation of threatened areas.
- Conduct search and rescue operations.
- Assist with identification of the dead.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.3 Fire Departments

- Fire Department personnel who are not otherwise engaged will assist the Sheriff's Office/Police Department as needed with warning and alerting, evacuation, search and rescue, communications etc.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Assist with residential access in situations of severe weather and road conditions to the extent that available resources allow.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.4 Emergency Medical Services

- Personnel who are not otherwise engaged will assist the Sheriff's Office/Police Department as needed with warning and alerting, evacuation, and search and rescue.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.

- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide an EMT at designated shelters in those situations where there is a shortage of nurses, the EMS mission will allow, and there are sufficient EMT volunteers to meet the need.

7.5 Emergency Communications Center

- Notify all emergency response personnel as severe weather approaches and of significant changes.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.6 Health Department – Central Shenandoah Health District

- Provide a nurse in each shelter that is opened. Plan for a 12-hour shift change for the first 48 hours and 8-hour shifts thereafter.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.7 Various Human Service and Disaster Relief Agencies and Organizations

- Train shelter managers and provide representation in each opened shelter to liaison with the three jurisdictions.
- Plan for a 12-hour shift change for the first 48 hours and 8-hour shifts thereafter.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Provide shelter for the first few families displaced in any emergency at local motels and hotels.
- Provide food, bedding, and other support to the shelters that is within their capability and charter. Food may come from school cafeterias, as available and coordinated with school officials.
- Certify shelters identified by the County and provide liability protection once a shelter is officially opened to Red Cross standards.
- Maintain shelter kits and deliver them to shelters, as needed.
- Provide trained shelter staff to the County/Cities, as available.

7.8 School Systems

- Provide primary shelters for evacuees.
- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Open shelters at the request of the County/Cities, bring heat or air conditioning systems on line as necessary, provide food service personnel as requested, and provide a building representative to support the interest of the schools within an initial shift change of 12-hours switching to 8-hour shifts after 48 hours.

7.9 Power Utilities

- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Provide Emergency Operations Center staff with power outage data as requested.
- Respond to requests from the County/Cities to give priority power restoration to emergency responder and shelter facilities to the best of their ability.

7.10 Virginia Department of Transportation

- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide Emergency Operations Center staff with road conditions, as requested.
- Respond to requests from the County/Cities to give priority road clearings to emergency responder and shelter facilities and other necessary locations to the best of their ability.

HAZARD-SPECIFIC ANNEX #7 - FLOODING/FLASH FLOODING

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. Support Agencies and Organizations:

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia Department of Emergency Management
Virginia Department of Transportation
National Weather Service

3. Purpose:

Hazard-Specific Annex #7 (H-SA) assigns tasks and responsibilities and identifies procedures to be followed in the event of a severe flooding/flash flooding.

4. Scope and Applicability:

H-SA #7 serves to outline the mitigation, preparedness, response, and recovery to forecasted flooding/flash flooding emergencies. Personal safety and protection of property, critical facilities, and infrastructure are emphasized in this Hazard-Specific Annex.

5. Policies:

- The Code of Virginia §44-146.17 authorizes the Governor to 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.

- Mitigation is the first defense against flooding/flash flooding. The 3 jurisdictions will remain in good standing in the National Flood Insurance Program. If feasible, they will participate in opportunities to mitigate structures in vulnerable, floodprone areas, when they arise.
- The Director of Emergency Management, or his/her designee, shall offer general guidance in the response to flooding/flash flooding events. He/She will make decisions regarding disseminating flooding/flash flooding warnings as well as opening shelters in the event of imminent or impending flooding/flash flooding.
- The response to a severe weather event will be coordinated and directed by the Emergency Management/Services Coordinators.
- The National Weather Service will activate the Emergency Alert System (EAS) to broadcast warnings of imminent or occurring severe weather that has the potential to cause flooding/flash flooding or when flooding/flash flooding is occurring.
- If flooding/flash flooding causes injuries or damages beyond local capabilities, assistance will be sought from adjoining jurisdictions, and/or available state or federal agencies and departments.
- The three jurisdictions shall make provisions to include special needs groups, such as persons with hearing and/or vision impairments, and institutions, such as residential nursing facilities, in flooding/flash flooding warnings.
- All flooding/flash flooding related incidents will be managed using the Incident Command System.
- The Director of Emergency Management and/or their designee will authorize re-entry of evacuated areas.

6. Concept of Operations / Emergency Management Actions:

6.1 Concept of Operations:

The Emergency Management/Services Coordinator will assume the development and maintenance of Standard Operating Procedures (SOPs) during a flooding/flash flooding incident. The County/Cities will receive warnings of flooding/flash flooding situations through the National Weather Service, the EAS, or the Virginia Emergency Operations Center (VEOC). When the Emergency Communications Center (ECC) receives warnings of an imminent or occurring

flooding/flash flooding, direct notifications should be made to the Director of Emergency Services, the Emergency Management/Services Coordinator, the Augusta County Sheriff's Office, the Staunton and Waynesboro Police Departments, the Fire Chiefs of the three jurisdictions, and the School Superintendents so they can determine appropriate actions to deal with the situation. Notification will be made by telephone/cell phone, radio, paper, or any other means available. In the initial stages of an emergency situation, the Emergency Management/Services Coordinator will determine if a warning to the public needs to be issued. If a public warning needs to be issued, it may be handled by the Public Information Officer (PIO) who will issue it directly to the media.

6.2 Emergency Management Actions:

6.2.1 Normal Operations

- a. Develop and maintain plans and procedures for flooding/flash flooding conditions. Designate areas to be evacuated.
- b. Designate shelters and measure their capacity, parking, cooking facilities, generator coverage, restroom facilities, and heating systems.
- c. Develop and maintain a phased Emergency Operations Center activation system.
- d. Identify and maintain recall procedures for Emergency Operations Center staff.
- e. Identify needed flood mitigation measures, encourage and facilitate their implementation.
- f. Maintain structural awareness.

6.2.2 Increased Readiness

Flooding/flash flooding is threatening the area and is characterized by events such as extended periods of heavy rains and/or large approaching storm systems, or a watch is issued by the National Weather Service.

- a. Review plans, recall lists, and procedures if needed.
- b. Monitor weather advisories and weather behavior.

- c. Begin record keeping of all incurred expenses.

6.2.3 Emergency Operations

- a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. "Flood/Flash Flood Watch" is issued.

- (1) Advise the public through the office of the PIO.
- (2) Place Emergency Operations Center staff on standby.
- (3) Test primary and alternate communications.
- (4) Identify vehicles and equipment that should be protected or relocated.
- (5) Alert emergency response personnel.

- b. Response Phase

A "Flood/Flash Flood Warning" is issued.

- (1) Direct the evacuation of threatened areas as necessary. Coordinate with on-scene commanders in each area. Provide back-up radio communications as needed.
- (2) Designate, open, publicize shelter locations and establish 12-hour and 8-hour shifts.
- (3) Provide emergency public information, as appropriate.
- (4) Declare a local emergency, as deemed necessary.
- (5) Report situation and support requirements to VEOC.
- (6) Activate search and rescue teams, as needed.
- (7) Direct utilities to be shut off in evacuated areas, as needed.
- (8) Establish traffic control for evacuated areas, as needed.

- (9) Direct the testing of drinking water for purity in flooded areas, as needed.
- (10) Evaluate the situation and direct protective actions as required.

6.2.4 Recovery

- a. Restore facilities and services.
- b. Clear debris and re-establish utilities, as conditions allow.
- c. Assess damages.
- d. Provide assistance to disaster victims.
- e. Drain flooded areas as appropriate.
- f. Request post-disaster assistance, as appropriate.
- g. Determine what mitigation measures could be implemented.

7. Roles and Responsibilities:

7.1 Emergency Management/Services Coordinator

- Recommend Emergency Operations Center activation and coordinate with school and various human service and disaster relief agencies and organizations officials to select and recommend shelter activation to the Director of Emergency Management.
- Liaison with state, federal, and other officials providing external support.
- Coordinate media releases with the Public Information Officer.
- Coordinate shelter openings with schools, shelter staff, local media, and various human service and disaster relief agencies and organizations.
- Recommend emergency declarations to the County Administrator/City Manager.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Coordinate response, recovery, and mitigation.

7.2 Augusta County Sheriff's Office/Staunton and Waynesboro Police Departments

- Provide patrols and access control in evacuated or critical areas.
- Assist with four-wheel drive transportation of shelter staff when resources will allow.
- Provide personnel to direct traffic and man control points.
- Assist with posting signs or markers to control restricted traffic.
- Establish a pass system for entry and exit of a secured area(s).
- Provide security of critical facilities and supplies if and when resources will allow.
- Implement the evacuation of threatened areas.
- Conduct search and rescue operations.
- Assist with identification of the dead.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.3 Fire Departments

- Fire Department personnel who are not otherwise engaged will assist the Sheriff's Office/Police Department as needed with warning and alerting, evacuation, search and rescue, communications etc.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Assist with residential access in situations of severe weather and road conditions to the extent that available resources allow.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.4 Emergency Medical Services

- Personnel who are not otherwise engaged will assist the Sheriff's Office/Police Department as needed with warning and alerting, evacuation, and search and rescue.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide an EMT at designated shelters in those situations where there is a shortage of nurses, the EMS mission will allow, and there are sufficient EMT volunteers to meet the need.

7.5 Emergency Communications Center

- Notify all emergency response personnel as severe weather that may cause flooding/flash flooding approaches and of significant changes.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.6 Health Department – Central Shenandoah Health District

- Provide a nurse in each shelter that is opened. Plan for a 12-hour shift change for the first 48 hours and 8-hour shifts thereafter.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.

7.7 Various Human Service and Disaster Relief Agencies and Organizations

- Train shelter managers and provide representation in each opened shelter to liaison with the three jurisdictions.
- Plan for a 12-hour shift change for the first 48 hours and 8-hour shifts thereafter.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide representatives to a phased activation of the Emergency Operations Center as needed.
- Provide shelter for the first few families displaced in any emergency at local motels and hotels.
- Provide food, bedding, and other support to the shelters that is within their capability and charter. Food may come from school cafeterias, as available and coordinated with school officials.
- Certify shelters identified by the County and provide liability protection once a shelter is officially opened to Red Cross standards.
- Maintain shelter kits and deliver them to shelters, as needed.
- Provide trained shelter staff to the County/City, as available.

7.8 School Systems

- Provide primary shelters for evacuees.
- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.

- Open shelters at the request of the County/Cities, bring heat or air conditioning systems on line as necessary, provide food service personnel as requested, and provide a building representative to support the interest of the schools within an initial shift change of 12-hours switching to 8-hour shifts after 48 hours.

7.9 Power Utilities

- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Provide Emergency Operations Center staff with power outage data as requested.
- Respond to requests from the County/Cities to give priority power restoration to emergency responder and shelter facilities to the best of their ability.

7.10 Virginia Department of Transportation

- Provide representatives to a phased activation of the Emergency Operations Center, as needed.
- Implement record keeping of all incurred expenses for the duration of the emergency.
- Provide Emergency Operations Center staff with road conditions, as requested.
- Respond to requests from the County/Cities to give priority road clearings to emergency responder and shelter facilities and other necessary locations to the best of their ability.

HAZARD-SPECIFIC ANNEX #8 - EARTHQUAKES

1. **Lead Individuals – Staunton, Waynesboro, and Augusta County:**

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services

2. **Support Agencies and Organizations:**

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia Department of Emergency Management
Virginia Emergency Response Team

3. **Purpose:**

The purpose of this Hazard-specific Annex is to establish a coordinated, multi-department, multi-jurisdictional response to an earthquake which applies to all Departments/Agencies within the County and Cities and provides information to all partners that support or depend on the response of the three jurisdictions.

4. **Scope and Applicability:**

This annex addresses the challenges posed by an earthquake and associated aftershocks.

An earthquake is the result of a sudden release of energy in the Earth's crust that creates seismic waves. Earthquakes are caused mostly by rupture of geological faults, but also by volcanic activity, landslides, mine blasts, and nuclear tests. An earthquake's point of initial rupture is called its focus or hypocenter. The term epicenter refers to the point at ground level directly above the hypocenter.

Two zones in Virginia are more susceptible to earthquakes than others and can be identified by the rivers which follow those faults. The James River follows the Central Virginia Seismic Zone between Charlottesville and Richmond, while the New River

follows the other zone from Radford to the West Virginia border. Virginia is classified as a “moderate” seismic risk and has a 10 – 20% chance to experience a 4.75 (Richter Scale) earthquake every century or so. Historical research has not shown any earthquakes having epicenters in the Central Shenandoah Region in the past 200 hundred years. Damage from earthquakes has been minor in the region, including shaking objects, broken windows, and toppling of poorly constructed chimneys.

5. Policies:

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, SOPs, mutual aid agreements and model contracts to successfully accomplish their tasks.
- All policies included in ESFs and annexes referenced within H-SA #8 also apply.

6. Organizational Structure:

Augusta County, Staunton, and Waynesboro are primarily responsible for the response to an earthquake or the resulting damage within the jurisdictions. The Director of Emergency Management or Emergency Management/Services Coordinator will take the lead role in response to an earthquake, and will activate the Emergency Operation Center (EOC) immediately following a major earthquake.

If it is apparent that the earthquake has caused major damage and has exceeded local capabilities for response, the County/Cities may request assistance from the Commonwealth. The Virginia Emergency Response Team (VERT) will coordinate the Commonwealth’s response to the effects of an earthquake. Should requirements exceed the capability of local government, requests for State assistance may be forwarded to the VERT in accordance with standard protocols.

7. Concept of Operations / Emergency Management Actions:

7.1 Concept of Operations:

Given that an earthquake is a no-notice event, it is critical to obtain situational awareness of the event so that the appropriate resources can be deployed into the affected areas. On duty personnel will be responsible for the first hours of the response. The initial response will be imperfect due to the many challenges that will follow an earthquake, and will be based primarily on citizen reports, windshield surveys, and possibly some early media reports.

The initial response to an earthquake consists of supporting and coordinating life safety efforts; controlling fires, addressing hazardous materials releases, providing emergency medical care, ensuring access to hospitals, conducting rescues and evacuations and maintaining public order. Damage to dams, water storage facilities, or large pipelines may require immediate response operations to address hazards. The initial concerns in the event of an earthquake include:

- Emergency Response, (life safety, property protection, environment protection).
- Situation Assessment and Damage Assessment.
- Continuity of Government.
- Communications.

Aftershocks may generate additional incidents/emergencies, fatalities, injuries, and unsafe structures.

- Action should be taken to protect people that survived the initial earthquake from damage or loss due to aftershocks.
- Follow-up situation, critical facility, damage, human impact, and building safety assessments may need to be conducted following each aftershock.

7.2 Emergency Management Actions:

7.2.1 Normal Operations

- a. Develop and maintain an emergency preparedness program.
- b. Develop and maintain a working knowledge of Commonwealth's hazard-specific annex for earthquake response.

7.2.2 Initial Response

- a. Develop and maintain an emergency preparedness program.
- b. Develop and maintain a working knowledge of Commonwealth's hazard-specific annex for earthquake response.

7.2.3 Emergency Operations

- a. Emergency Communications Center
 - (1) Implement Emergency Management actions as described in ESF #2 – Communications.
 - (2) Calls for service will be prioritized as directed by internal department plan, procedures, or as directed.

b. Fire/Emergency Medical Services

- (1) Implement Emergency Management actions as described in ESF #4 – Firefighting and ESF #9 – Search and Rescue.
- (2) The Emergency Communications Center may discontinue dispatching and direct all units to account for their personnel, assess their stations for damage.
- (3) While conducting their assessment, fire department personnel may have to bypass emergencies.

c. Law Enforcement

- (1) Implement Emergency Management Actions as described in ESF #5 – Emergency Management.
- (2) Sherriff's Department/Police Departments damage assessment will be provided to the Fire/EMS Departments as soon as possible.
- (3) If communication systems are inoperable, units will coordinate at the department/agency level.

d. Public Works

- (1) Implement Emergency Management actions as described in ESF #3 – Public Works and Engineering.
- (2) Upon request, Public Works will provide equipment and personnel to support emergency operations, which may require delaying other Public Works missions.

e. Emergency Medical Services

- (1) Implement Emergency Management actions as described in ESF #8 – Public Health and Medical Services.

f. Sheltering

- (1) Implement Emergency Management actions as described in ESF #6 – Mass Care, Housing, and Human Services.

g. Resources

- (1) Implement Emergency Management actions as described in H-SA #3 – Resource Shortage.

7.2.4 Recovery

- a. Implement Recovery phase activities described in ESF #5 – Emergency Management.
- b. Initiate and sustain procedures outlined in ESF #14 – Recovery and Mitigation.

8. Roles and Responsibilities:

8.1 Augusta County, Staunton, and Waynesboro

- Activate and convene emergency assets and capabilities.
- Provide primary operational control of incident.
- Coordinate within the County/Cities, with other jurisdictions, with the Virginia Emergency Response Team, and with the Virginia Department of Emergency Management if additional assistance or resources are needed.
- Coordinate short and long term planning activities.
- Submit State requested reports and records.
- Maintain all FEMA typing records for all local resources.

8.2 Virginia Emergency Response Team

- Provide support to the County/Cities as requested.

8.3 Virginia Department of Emergency Management

- Assist with coordination of additional resources if requested by any of the three jurisdictions.
- Obtain the potential scope of the earthquake, including the magnitude, depth and location of the rupture, and shaking information from the Virginia Department of Mines, Minerals, and Energy, USGS, and Virginia Tech Seismological Observatory.

8.4 Other Supporting Agencies

- Provide assistance as needed.

Appendix A to Earthquakes Hazard-Specific Annex

Critical Information for the First 24 Hours

The following information should be collected as soon as reasonably possible to protect life and property.

1. Number and locations of deaths and injuries
2. Location and extent of secondary events, including aftershocks, fires, landslides, and hazardous materials events
3. Requirements for major evacuations and estimated number of people displaced
4. Location of severely damaged or collapsed structures
5. Location and estimated number of people trapped in collapsed structures
6. Status of communication systems, including:
 - Telephone and wireless systems (to include internet)
 - Public Safety Answering Points (PSAP) "911 center"
 - Radio and televisions (emergency public information access points)
7. Damage to critical public buildings and other infrastructure, including:
 - Emergency Operation Centers
 - Police and fire facilities
 - Hospitals, shelters, and skilled nursing facilities
 - Bridges and tunnels
 - Schools
 - Jails
 - Public transportation networks.
 - Other facilities deemed to be critical infrastructure
8. Status of and damage to major utility systems or infrastructure, including:
 - Water
 - Sewer
 - Power / Electrical (to include nuclear facilities)
 - Natural gas
9. Critical resource shortfalls impacting public health and safety

HAZARD-SPECIFIC ANNEX #9 - PANDEMIC INFLUENZA

1. Lead Individuals – Staunton, Waynesboro, and Augusta County:

Directors of Emergency Management (County Administrator/City Managers)
Coordinators of Emergency Management/Services
Deputy Coordinators of Emergency Management/Services
Virginia Department of Health – Central Shenandoah Health District

2. Support Agencies and Organizations:

Augusta County Sheriff's Office
City of Staunton Police Department
City of Waynesboro Police Department
Augusta County Fire and Rescue Department
City of Staunton Fire Department
City of Waynesboro Fire Department
Virginia Department of Emergency Management

3. Purpose:

This annex serves local government officials and public service authorities as guidance for the coordinated response to a potential outbreak of influenza resulting in a pandemic. The guidelines contained in this annex are intended to provide non-medical direction to those individuals during the planning and implementation phases of a pandemic influenza emergency.

4. Scope and Applicability:

Pandemic planning requires that people and entities not accustomed to responding to health crises understand the actions and priorities required to prepare for, respond to, and recover from these potential risks. This annex is intended to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths, and minimize social disruption and economic losses. Facts concerning influenza are included in Appendix A. The following assumptions are made when preparing and executing plans in response to a pandemic influenza incident:

- Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.

- A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.
- Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g., government, education, health, commerce and trade, critical infrastructure, etc.)
- Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the context of the existing emergency management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.
- Although technical assistance and support will be available through the federal government prior to, during, and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter, and nonrecurring timeframe.
- A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's), and citizens.
- At the state level, the Commonwealth of Virginia Emergency Operations Plan (COVEOP), which is in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), provides the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- Pan Flu planning is inherent in continuity of operations and business planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support, and critical infrastructure due to increased illness and death rates.
- The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be

- released once evidence suggests normal commercial supplies are inadequate or are reasonably expected to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided.
- Vaccines will be in limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
 - Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.
 - Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, will play a significant role in mitigating the impacts of the disease at the local and state level.
 - Of those who become ill with influenza, 50% may seek outpatient care. Ill persons should call ahead to their health care providers for guidance rather than presenting at provider treatment locations to avoid exposing other persons seeking medical care but who do not have influenza.

5. Pandemic Influenza Event Phases:

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency, and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated in Figure 1 with the corresponding State and Federal response stages. These phases are intended to characterize the progression of transmission that may be experienced during the course of an event.

Sustained human-to-human transmission (Phase 6) will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The federal government developed stages associated with the WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

WHO PHASES	FEDERAL AND VIRGINIA GOVERNMENT RESPONSE STAGES
INTER-PANDEMIC PHASE	
1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered low	0 New domestic animal outbreak in at-risk country
2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.	
PANDEMIC ALERT PHASE	
3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact.	0 New domestic animal outbreak in at-risk country
4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	1 Suspected human outbreak overseas
5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	2 Confirmed human outbreak overseas
PANDEMIC PHASE	
6. Pandemic Phase: increased and sustained transmission in general population.	3 Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. 4 First human case in North America 5 Spread throughout the United States 6 Recovery and preparation for subsequent waves

Figure 1 – WHO Global Pandemic Phases and corresponding State and Federal Response Stages.

6. Policies:

All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, Standard Operating Procedures (SOPs)/Standard Operating Guidelines (SOGs), mutual aid agreements, and model contracts to successfully accomplish their tasks.

7. Organizational Structure:

Augusta County and the Cities of Staunton and Waynesboro Emergency Management, in coordination with the Central Shenandoah Health District will determine the need to declare a local emergency and implement this annex.

At the state level, the Virginia Emergency Response Team (VERT) and associated Emergency Support Functions (ESFs) will coordinate response operations via the Virginia Emergency Operations Center (VEOC). A pandemic influenza event will require a comprehensive, coordinated, and sustained response over an extended period of time.

8. Concept of Operations / Emergency Management Actions:Concept of Operations:*Community Mitigation Strategies*

Augusta County and the Cities of Staunton and Waynesboro in coordination with the Central Shenandoah Health District will determine the need to implement any of these initiatives. More information on Community Strategy and further explanation can be found in Appendix B of this annex.

Declaration of a State of Emergency

A declaration of a local emergency shall activate the Staunton-Augusta-Waynesboro Emergency Operations Plan. In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State response stage reaches #3, or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education.

External Affairs/Public Information

Dissemination and sharing of timely and accurate information with all stakeholders and the public will be one of the most important facets of the pandemic response. Advising the public on actions they can take to minimize their risk of exposure or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services. Clear, concise, consistent and timely public information is essential to a successful response effort. To this end, VDH may activate a Public Health Information Center (Call Center) and important information will be posted on the agency website. If necessary and the need exists, VDEM may choose to open the Public Information Center.

Augusta County and the Cities of Staunton and Waynesboro will coordinate the sharing of information among decision makers along with other agencies vital to mitigating the hazard, more specifically, all agencies listed under the “Roles and Responsibilities” as appropriate. This effort will follow the established processes of information sharing as outlined in ESF #15 – External Affairs.

Public Health Authorities

The State Health Commissioner and the Board of Health have the authority under the Code of Virginia to take the necessary actions to protect the public health. Under Virginia law and the Department of Health, the Health Commissioner and his/her local designee, the District Health Director, as quoted “shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases” and to protect the public’s health. These authorities are listed in this plan annex.

Virginia Department of Health

The Virginia Department of Health (VDH) will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses, and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and will continue to make revisions, as necessary, to reflect the most current guidance provided by HHS. The VDH Pandemic Influenza Plan and the Pandemic Influenza Annex to the Commonwealth of Virginia’s Emergency Operations Plan, which focuses on the non-health sectors, represent the Commonwealth’s overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia’s purchase of an antiviral stockpile (maintained by a contract vendor responsible for storage and emergency distribution).

- Virginia's receipt and storage of antivirals and federal medical supplies during the Spring of 2009.
- Metropolitan Medical Response System (MMRS) caches in Virginia's three (3) MMRS areas (Northern Virginia, Richmond and Hampton Roads), hospital supplies provided through Health Resources and Services.
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) grants.
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes.
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets.

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH's pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia's primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

Coordination of Response Operations

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from the Augusta County and the Cities of Staunton and Waynesboro Emergency Operations Centers, if appropriate. All requests for local or state resources from any entity must be submitted to the Augusta County and the Cities of Staunton and Waynesboro Emergency Operations Centers which will then follow the proper process of submission to the Virginia Emergency Operations Center. However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

Augusta County and the Cities of Staunton and Waynesboro Emergency Management and the Central Shenandoah Health Department are the primary agencies responsible for assisting the locality and coordinating with the Virginia Emergency Operation Center (VEOC) in the event of a Pandemic Influenza Outbreak. The three jurisdictions EOCs will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the Augusta County and the Cities of Staunton and Waynesboro EOCs to implement the locality emergency plans and mutual aid agreements.

In addition, the health department will coordinate the county-wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the Augusta County and the Cities of Staunton and Waynesboro EOCs when a unified response is necessary. The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (i.e. vaccinations, medical supplies and equipment, etc.).

Emergency Management Actions:

The Emergency Management Actions here are listed by Response Stages contained in the Agency Action Matrix, Appendix A of the Commonwealth of Virginia EOP Hazard-Specific Annex #4 (Pandemic Influenza Response – see Figure 1 of this annex).

1. Normal Operations
 - a. Review and update plans and procedures.
 - b. Develop and maintain plans and procedures to provide emergency services.
2. Stage 1 – Suspected Human Outbreak Overseas
 - a. Develop, exercise, and refine COOP Pan Flu Annex and Communications Plan.
 - b. Provide education and training.
 - c. Review resource inventories and sustainability of supply chains.
3. Stage 2 – Confirmed Human Outbreak Overseas
 - a. Disseminate health guidance and updates, as necessary
 - b. Review COOP Plan Flu Annex and Communications Plan
 - c. Pre-deploy assets as appropriate
4. Stage 3 – Widespread Outbreaks Overseas
 - a. Place essential personnel on recall
 - b. Reach out to critical infrastructure and/or service providers
 - c. Reinforce good hygiene practices and protective measures
 - d. Advise public to reduce non-essential domestic travel once epidemic hits U.S.
 - e. Maintain communication with state, federal and private partners
 - f. Consider a declaration of emergency

5. Stage 4 – First Human-to-Human Case in North America
 - a. Activate Pan Flu Annex of COOP Plan
 - b. Limit non-essential domestic travel
 - c. Maintain overall situation awareness
 - d. Begin monitoring absenteeism/availability
 - e. Implement protective measures
 - f. Ensure availability of adequate resources to sustain critical operations/services
 - g. Continue to disseminate preparedness/prevention information/guidance
 - h. Maintain communication with state, federal and private partners
6. Stage 5 – Spread Throughout U.S.
 - a. Maintain overall situation awareness
 - b. Limit non-essential domestic travel
 - c. Monitor absenteeism/availability
 - d. Continue protective measures
 - e. Sustain essential services
 - f. Continue to disseminate preparedness/prevention information/guidance
 - g. Maintain communication with state, federal and private partners
7. Stage 6 – Recovery/Preparation for Subsequent Waves
 - a. Assess impact on personnel/essential services
 - b. Adjust plans based on lessons learned
 - c. Replenish critical resources
 - d. Prepare for subsequent waves

9. Roles and Responsibilities:

Augusta County and the Cities of Staunton and Waynesboro

- Prepare agency specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic.
- Identify and list emergency contact information for the Point of Contact and the lines of succession for all agencies that will respond to the pandemic. Include this information in local emergency plans.
- Determine the steps that will be taken to preserve continuity of critical government functions.
- Develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions.

- Develop a communication strategy and maintain a list of devices for both internal and external sources, to communicate information to County officials and departments, public health partners, the public and other jurisdictions.
- Pre-identify and list potential long-term shelters.

Central Shenandoah Health District

- Develop the response, coordination, and decision-making structure for a pandemic that incorporates the combined social/health services and County/City response agencies.
- Define preparedness activities that should be taken into account before a pandemic occurs that will enhance the effectiveness of response measures.
- Provide training and education about a pandemic.
- Develop and disseminate recommendations on the use of influenza diagnostic tests, antiviral drugs, and vaccines during a pandemic.
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary.
- Work with partner organizations to discuss and resolve clinical issues related to pandemic influenza response.
- Designate and open shelters.
- Point of Distribution (POD)
- Health District will provide guidance for appropriate personal protective equipment to use.

August County Sheriff's Office / City of Staunton and Waynesboro Police Departments

- Provide security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, as requested.
- Enforce orders of quarantine and isolation as allowed for under current laws, in the unlikely event these are implemented.
- Prevent and respond to civil disturbances associated with the pandemic.

Augusta County and the Cities of Staunton and Waynesboro Public Schools

- Determine the trigger points that will be used to close schools and/or limit activities and functions.
- Identify the impacts absenteeism (students, faculty and staff) will have on operations.
- Develop strategies that are being considered or employed to sustain operations.
- Report the rates of absenteeism and operational impacts being experienced by the school system to that jurisdiction's Emergency Operations Center.

10. Authorities:

In addition to those included in the Basic Plan:

Declaration of a local emergency (§44-146.21)

The Director or Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the Staunton-Augusta County-Waynesboro Emergency Operations Plan.

Powers and duties of the Governor (§44-146.17)

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

Investigation of Disease (§32.1-39)

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

Authority to Examine Records (§32.1-40; §32.1-48.015)

Authorizes the State Health Commissioner (hereinafter referred to as "Commissioner") or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

Emergency Orders and Regulations (§32.1-13; §32.1-42; §32.1-20)

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health. Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any

disease of public health importance. Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

Isolated or Quarantined Persons (§32.1-44)

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public. However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1-48.05 through §32.1-48.017)

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances. Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking *ex parte* court review in the circuit court of residence, and appeal process. Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)

Gives the Commissioner of Health the ability to allow non-physician and nonpharmacy staff to dispense drugs in limited circumstances. The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of Health Professions, that

address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

Immunity from Liability (§ 32.1-48.016)

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A)) Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities.

Vaccination Authorities

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering “treatment” for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require “...quarantine, isolation, immunization, decontamination, or *treatment* of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance.” There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a “communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death,” (ii) have “refused or failed to adhere to treatment, despite counseling,” and (iii) are “engaging in conduct that places uninfected persons at risk of contracting such disease.” This statute, which pre-dates the 2004 amendments to the isolation and quarantine laws, applies primarily to tuberculosis. Invocation of the Commissioner’s powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the frontend with due process protections.

Vaccinator Statutes, Protocols and Training Plan (§54.1-3401)

Definitions. "Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

Professional use by practitioners (§54.1-3408)

A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

I. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

P. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

Appendix A to Pandemic Influenza Hazard-Specific Annex

INFLUENZA FACTS

Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.

What is influenza?

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

When does influenza occur?

Influenza occurs most often in the late fall and winter months.

Who gets influenza? How is it spread?

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

How soon after exposure do symptoms appear? What are the symptoms of influenza?

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not uncommon. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

How is influenza diagnosed and treated?

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol®]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

How long can a person spread influenza?

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

Does past infection with influenza make a person immune?

Generally, no. Influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

What are other steps that can be taken to prevent the spread of flu?

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

Appendix B to Pandemic Influenza Hazard-Specific Annex

COMMUNITY MITIGATION STRATEGY

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website:

<http://www.pandemicflu.gov/plan/community/commitigation.html>.

INITIATION INTERVAL

When an influenza virus is recognized as the next pandemic strain, the first laboratory confirmed case of pandemic influenza infection within any state is the trigger that defines the beginning of the initiation interval. The state simultaneously enters the initiation interval which triggers a cascade of responses that are coordinated with federal partners and neighboring states. The primary overall strategy is case based containment utilizing isolation, home quarantine and antiviral chemoprophylaxis of contacts.

ACCELERATION INTERVAL

A trigger for a state to enter the acceleration interval is when two or more laboratory confirmed cases of pandemic influenza are verified with no identifiable epidemiologic linkage with any prior confirmed cases. An alternate trigger is when an increasing number of cases exceed available resources to provide case based control measures. The nation would enter the acceleration interval when at least one state in 5 of 10 Federal Emergency Management Agency

(FEMA)/HHS regions has met the acceleration criteria. The primary action for the state at this point would be the activation of broad community mitigation interventions and social distancing measures such as school dismissals and closure of childcare facilities, cancellation of large gatherings and home care of noncritically ill individuals. Public health actions will be implemented by VDH coordinated with local health departments.

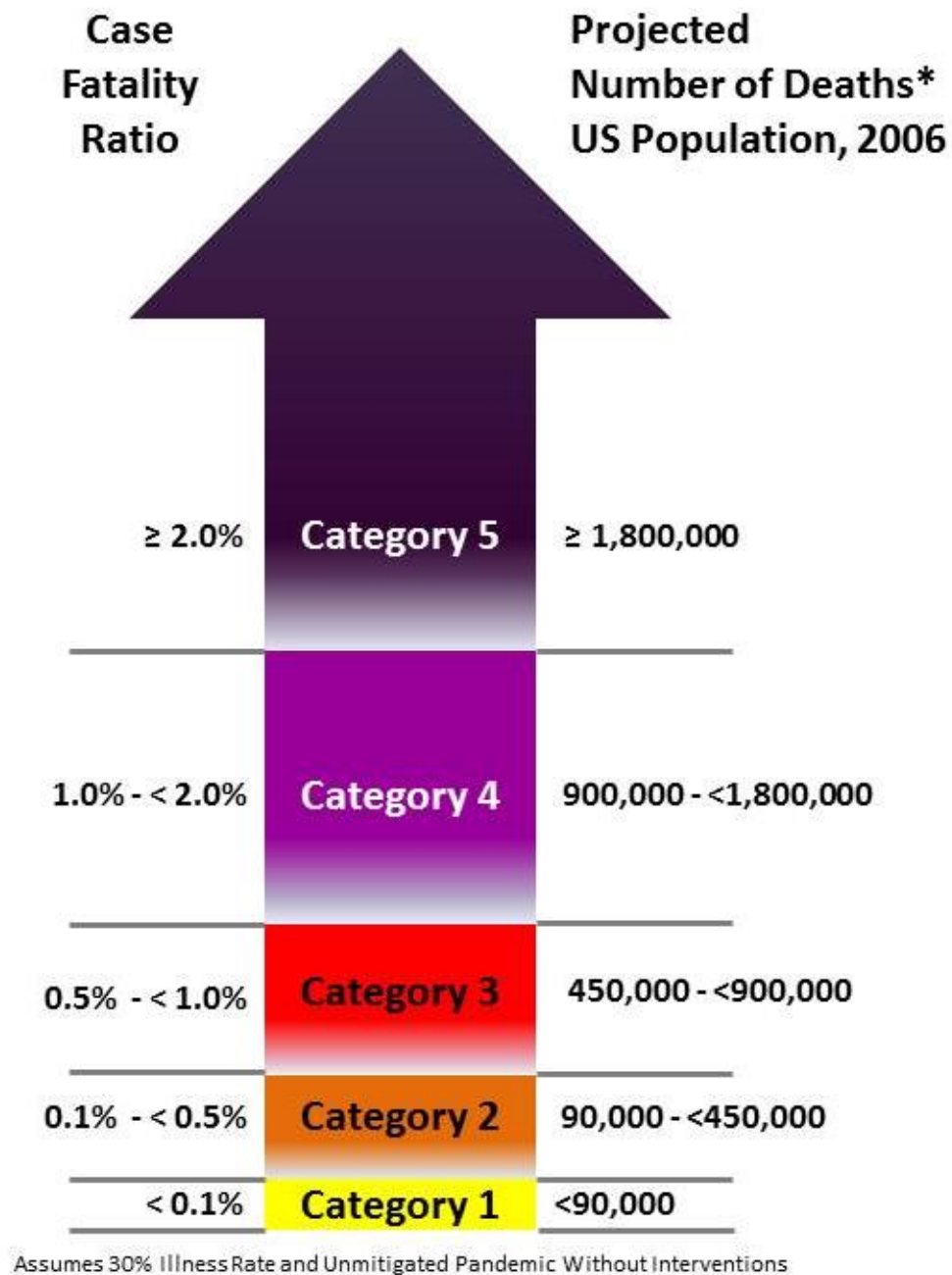
PEAK TRANSMISSION INTERVAL

Virginia will enter the interval of peak transmission when one of the following 3 triggers are met: 1) Greater than 10% of specimens collected from patients with influenza-like illness are positive for the pandemic strain within a 7 day period; 2) regional influenza activity is reported by the state; or 3) the state's health care system is being utilized beyond its surge capacity. The primary strategy at this time is the management of limited resources and the maintenance of critical infrastructure to permit societal function.

DECELERATION INTERVAL

After peak transmission has been achieved, a progressive decrease in the number of new cases is anticipated. When less than 10% of specimens from patients with influenza-like illness are positive for the pandemic strain, or when healthcare system capacity is below maximum levels, the state can be defined as entering the deceleration interval. During deceleration, public health activities slowly transition to case based investigation and control along with planning for the discontinuation of community mitigation interventions. Enhanced surveillance would continue for the detection of new cases.

When laboratory confirmed pandemic influenza cases are occurring sporadically, Virginia will discontinue all community mitigation interventions; government, healthcare and societal functions will begin recovery and prepare for possible subsequent pandemic waves.

Summary of the Community Mitigation Strategy by Pandemic Severity Index

Center for Disease Control (CDC) Pandemic Severity Index

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
Home			
Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend †§	Recommend †§	Recommend †§
Voluntary quarantine of household members in homes with ill persons ¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School			
Child social distancing			
-dismissal of students from schools and school based activities, and closure of child care programs	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤4 weeks §§
-reduce out of school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤4 weeks §§
Workplace/community Adult social distancing			
-decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	Generally not recommended	Consider	Recommend
-increase distance between persons (e.g., reduce density in public transit, workplace)	Generally not recommended	Consider	Recommend
-modify, postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances)	Generally not recommended	Consider	Recommend
-modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend

*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home. The contribution made by contact with asymptomatically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member.

These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

****To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.**

††Consider short-term implementation of this measure—that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure—that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing.
4. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules; and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

- Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

- Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.
- Recommended = Generally recommended as an important component of the planning strategy.

Triggers for Implementation of Mitigation Strategy by Pandemic Severity Index and U.S. Government Stages

Pandemic Severity Index	WHO Phase 6, U.S. Government stage 3*	WHO Phase 6, U.S. Government Stage 4† and First human case in the United States	WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby**	Standby/Activate††	Activate

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

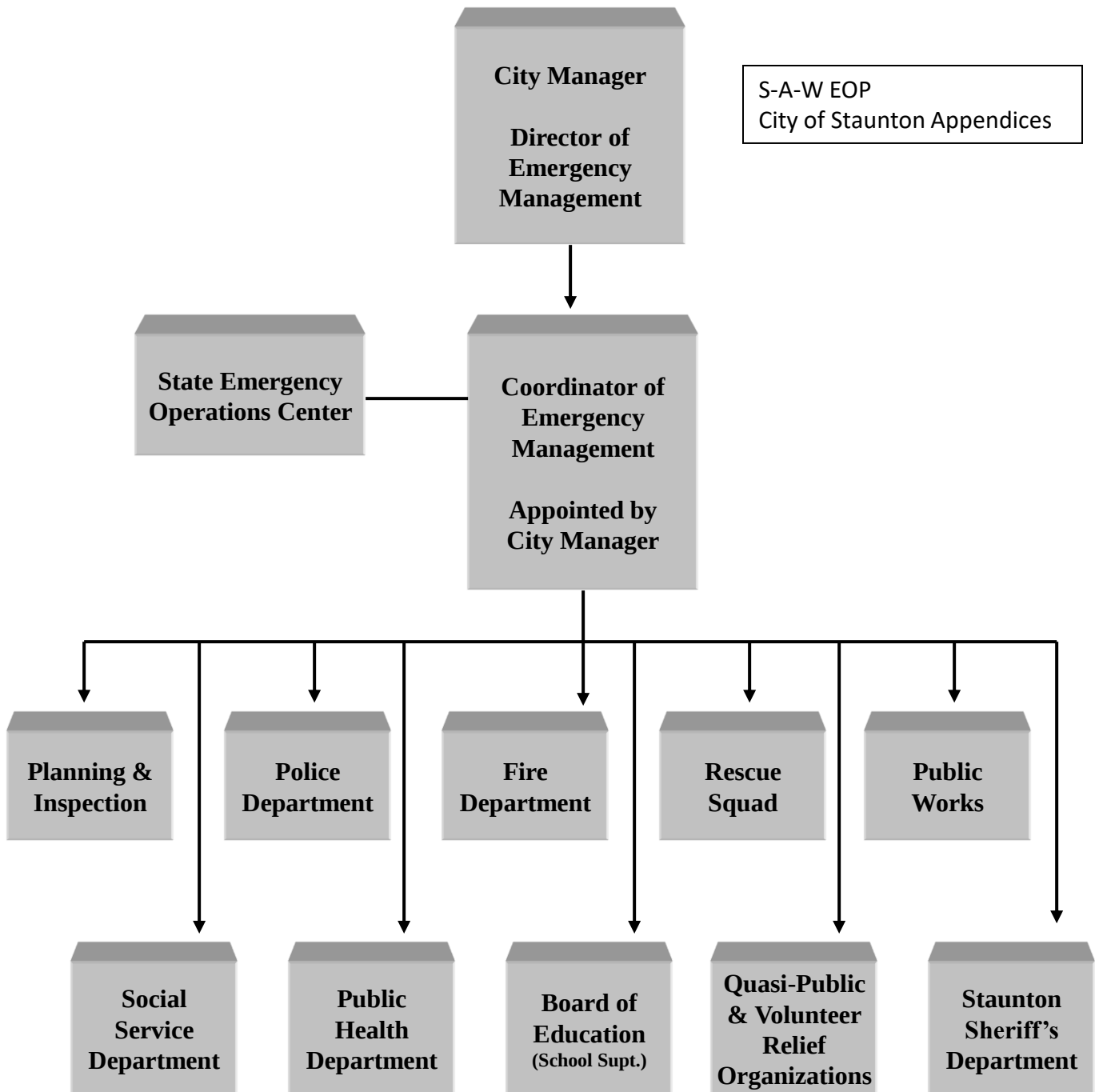
§Spread throughout the United States.

¶Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

**Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.

City of Staunton
EMERGENCY SERVICES ORGANIZATION



City of Staunton
MATRIX OF RESPONSIBILITIES

P - Primary Responsibility S - Secondary Responsibility	City Manager	Emergency Services Coordinator	Police Department	Sheriff's Department	Fire Department	School Superintendent	Social Services	Red Cross	Health Department	Emergency Operations Center	Public Works	Rescue Squad	Attorney	Zoning/Inspection	Public Information	Parks and Recreation	Hospital	Finance Department	Utilities
Direction and Control	P	S			S														
Public Information	S	S						S	S						P				
Law Enforcement			P	S															
Traffic Control			P																
Communications		S								P									
Warning and Alert	S	S			S					P		S							
Fire Response					P							S							
Hazmat Response		S	S		P							S							
Search and Rescue			S		P							S							
Evacuation		S	P		S							S							
Radiological Response		S			P				S			S							
Reception and Care		S		S		S	P	S								S			
Medical Response					S				S			P							
Mass Feeding						S	P	S											
Welfare Services							P	S											
Health Services								S	P			S							
Utilities Services											S								P
Street Maintenance											P								
Debris Removal											P					P			S
Damage Assessment	S	S				S					P			P		P			
Resource and Supply								S		P								P	
Economic Stabilization	P												S	S	S				
Medical Services					S			S	S			P			S				
Mortuary Services									P			S							
Transit						P													
Purchasing																		P	

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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	1. Director of Emergency Management/City Manager 2. Coordinator of Emergency Management/Fire Chief 3. Deputy Coordinator of Emergency Management/Deputy Fire Chief and other personnel
Emergency Public Information	1. Director of Emergency Management 2. Coordinator of Emergency Management 3. Public Information Officer 4. Deputy Coordinator of Emergency Management
Police Office	1. Chief of Police 2. Police Captain 3. Lieutenants 4. Sergeant
Fire Departments	1. Chief 2. Deputy Fire Chiefs 3. Shift Captain 4. Lieutenants 5. Master Firefighters
Planning/Inspection	1. Director/Building Official 2. Deputy Building Official
School System	1. Superintendent of Schools 2. Assistant Superintendent – Bus. 3. Assistant Superintendent – Instr.
Emergency Medical Service	1. Captain - Staunton-Augusta Rescue Squad 2. Shift Commander
Public Works	1. Director of Public Works 2. Superintendent 3. Superintendent

VIRGINIA LOCAL SITUATION REPORT ONLINE INSTRUCTIONS

Introduction

In the event of a major disaster or emergency in the Commonwealth, emergency responders at the local level of government will initially assess the situation and identify the need for response operations. However, there are instances when an emergency or a disaster situation is greater than the response capabilities of local government. In the event of such an emergency the Virginia Department of Emergency Management (VDEM)) is the state agency that local governments can contact to begin the process of effectively securing resources through the Virginia Emergency Operations Center (VEOC). **To begin this process local government must accurately prepare and submit Local Situation Reports in a timely manner.** The Situation Reports from local governments will be used by the VEOC to determine the scope of the problem and to begin the process of obtaining supplemental state and federal disaster assistance.

This report can be submitted to the VEOC electronically via the Internet at www.vdem.state.va.us. Go to this site on the Internet and click on the **Online EOC Authorized Access** area/button and enter the proper User Name and Password when requested. Just for this e-mail the User name is always Online_EOC and the password for this month is - WESTOVER*12 (enter exactly as shown). The password changes monthly and is the code word you receive via VCIN for the Monthly Warning Test from the VEOC. Then click on the **Online Reporting** link and then click on the **Interactive Local Situation Report Form** link. Once you are in the **OnLine EOC** you can use links to the public area of the site and return back to the **Online EOC** by clicking on the **Online EOC** link in the public area without going through the password security procedure. However once you close your browser you have to pass through the security checks to use the **Online EOC** again.

Local Situation Report

Instructions:

Initial Reports are to be submitted to the VEOC within 24 hours after the start of the emergency and afterwards daily reports are submitted until a final report is submitted to the VEOC. Reports should be submitted interactively via the Internet as soon as they are prepared. **If your jurisdiction is unable to electronically submit the report, you can fax the report to the VEOC at (804) 674-2419.** If the previous pathways are not a viable option, you may call the VEOC (804) 674-2400 and have your report taken over the telephone. When calling it in, have your report prepared and refer to line numbers when you talk to the report taker.

If State assistance is needed, you can interactively submit your request via the Internet by completing and submitting the Resource Request form on the **Online EOC** or by calling the VEOC at 804-674-2400 or 1-800-468-8892. No requests for assistance must be requested on this Local Situation Report.

Important items that pertain to the electronic local situation report submittal:

- All data items/fields followed colored in yellow by an asterisk are required. The report cannot be submitted with any of these fields blank. When trying to submit a report with a blank required field the system will return you back to the blank required field.
- Many fields have default values:
 1. All fields requiring numeric data are defaulted to zero (0). If the data field is not zero (0) enter the appropriate number.
 2. All option buttons have a default value shown as a dot in the center of a circle. To change the default click on one of the other buttons (0) as appropriate for the correct data entry.
 3. Examples are shown for the proper format for date, time and telephone entries.
 4. Click on the Submit button to send the form to the VEOC. If any required fields have been left blank the system will return the user to the first blank required field to correct the situation.

A copy of the interactive Local Situation Report is included showing the above items and defaults and the following report data entry items.

Definitions of the Local Situation Report's Individual Data Entries

Click on the appropriate **option button (0)** for the type of jurisdiction **CITY, COUNTY, or TOWN. (Required Field)**

(Line Use this Line Number, when as a last resort, the situation report has to be telephoned or radioed **No.)** to the VEOC.

- (01) **Political Subdivision** - This is the name of the affected jurisdiction. Click on the arrow on drop down box (pick one from the list) and click on the appropriate jurisdiction name.
- (02) **Date/Time Report Prepared** - Use 24-hour times, enter the date and time as the example shows. Click on the appropriate **option button (0)** for the type of report (*Initial Report, Daily or Final Report*).
- (2a) **Type of Report** - Enter the type of report as to if it is an Initial Report, a Daily or Final by clicking on the appropriate option button.
- (03) **Preparer** - Name of person who filled out report.

Call Back # - Number in local EOC or location of preparer or their representative on a 24-hour basis.

Fax # - Fax Number in local EOC (Optional)

E-Mail – Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending the VEOC State Situation Report and Local Situation Summary Report to the jurisdictions and other recipients of the report.

- (04) **Emergency Type** – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.) Click on the arrow on drop down box (**pick one from the list**) and click on the appropriate Emergency Type. If **Other** is selected in the drop down list, please enter the Emergency Type in the **Specify** box.
- (05) **Local Emergency Declared** – Select/click on the appropriate option button (**0 Yes**) or (**0 No**). If declared, enter the Date/Time. Use 24-hour time. Enter as shown in example.
- (06) **Local EOC** – Select/click on the appropriate option button (**0 Opened** or **0 Closed**). If declared, enter the Date/Time. Use 24-hour time. Enter as shown in the example.
- (07) **Resources have been officially requested by State Wide Mutual Aid** - Select/click on the appropriate option button (**0 Yes** or **0 No**).
- (08) **Number of people in Impacted area** – People in area. (Estimate accepted).
- # Evacuated** – Only the people who have left the affected area voluntarily or under evacuation order. (Estimate accepted).
- Evacuation** – Select/click on the appropriate evacuation type from the drop-down box (**None, Voluntary or Mandatory**)
- (09) **Shelters** – provide numerical values for: - **# Open and Current # of Shelterees**. (Estimate for Shelterees accepted).
- (10) **Number of Injured, Missing, and Dead** – Enter numerical values for each as appropriate.

Numbers 11 through 14 are only to provide an overview of damage for potential Individual and Public Assistance. This does not replace submitting the Initial Damage Assessment Report (IDA). The IDA Report is to be submitted within the first 72 hours of the event.

Destroyed – Item/building is a total loss or is damaged to the extent that it is not usable and not economically repairable.

Major – Item/building is damaged to the extent that it is no longer useable and may be returned to service only with extensive repairs.

Guidelines:

1. **Mobile homes with plywood floors** – 6” to 2’ of water
 2. **Mobile homes with particle board floors** – 1” to 2’ of water, for short duration flood only.
- (11) **Single Family Homes/Manufactured Homes** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*.
- (12) **Apartment Units** - Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*. (**Note: Units refer to the number of single family residences.**)
- (13) **Business/Industry** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*.
- (14) **Public Buildings** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*.

Numbers 15 through 33 are to provide an overview of the impact of damage. This information is a key factor in identifying the size of the event as well as determining the scope of possible state assistance required. Select/click on the appropriate **option button (0)** for - **Major Problems, Minor Problems or No Impact** –to describe the impact on your community for each item 15-33. See definitions below:

Major Problems – Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to physical infrastructure.

Minor Problems – Emergency event has an impact but has not risen to the degree of Major Problem. See Major Problems.

No Impact – Emergency event has no effect on the locality to conduct or provide timely and effective emergency services.

Comments: A 512 character comment box. Enter any other information to further explain the event. Enter as free text. **(Remember this comment box is not to be used for Request for State Assistance.)** Use the Online EOC or phone in Requests for State Assistance to the VEOC at 804-674-2400 or 1-800-468-8892.

Click on the **Submit** button. The report is submitted to the VEOC server and entered in the local situation report database. You will receive an e-mail confirming the receipt of the report along with a copy of the submitted data that you can save and/or print to your local computer.

VIRGINIA INITIAL DAMAGE ASSESSMENT (IDA) REPORT - ONLINE INSTRUCTIONS

Introduction - Once an emergency or disaster situation has occurred resulting in damage to private and public (including private non-profit) property, an initial damage assessment (IDA) report is required within 72 hrs. of the event from each affected jurisdiction. Local government IDA reports should reflect, in numerical terms, damages to private and public (including private non-profit) property. Counties are reminded to include the damage in towns within your jurisdiction. DO NOT INCLUDE any damages to state owned property within the jurisdictions. These IDA reports will provide basis for determining whether damages are sufficient to warrant a major disaster declaration or if the state will seek outside assistance. IDA's are only preliminary estimates of the dollar amounts of damage in a jurisdiction and are not intended to take the place of local situation reports or the needs assessment reports.

This report has four major sections:

- The identification section that identifies:
 - o (1) who you are (jurisdiction name),
 - o (2) when (date and time of report),
 - o (3) who prepared the report (name of preparer),
 - o (4) contact information (call back phone number, fax number, email address) and,
 - o (5) emergency type.
- Private property damage estimates of what was damaged and an estimate of the dollar loss for each of three categories.
- Public property damage estimates of what was damaged and an estimate of the dollar loss for each of seven categories.
- A free text comments section for adding additional important information.

Definitions of the IDA Report's Individual Data Entries in order of data entry

THE IDENTIFICATION SECTION

Political Subdivision - This is the name of the affected jurisdiction. Click on the arrow in the drop down box, scroll to and click on your jurisdiction name.

Date/Time Report Prepared - The date and time are entered for you in the proper format. Just TAB over the two data entry fields.

Preparer - Enter the name of person who filled out report.

Call Back # - Number in local EOC or location of preparer or their representative on a 4-hour basis.

Fax # - Fax Number in local EOC (Optional).

E-Mail - Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending an email confirmation report back to the jurisdiction showing the data submitted to the VEOC.

Emergency Type – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.) Click on the arrow on drop down box and click on the appropriate Emergency Type. **If Other** is selected in the drop down list, please enter the Emergency Type in the **Specify** field.

PART I: PRIVATE PROPERTY (PRIMARY)

Definitions: Use the following definitions in determining the number to enter in each of the data entry fields in this section for each Category:

- **Destroyed** - Item/building is a total loss or is damaged to the extent that it is not usable and not economically repairable.
- **Major Damage** - Item/building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
- **Minor Damage** - Item/building is damaged and can be used under limited conditions, may be restored with minor repairs.
- **Affected Habitable** - Some damage to structure and suspected damage to contents. Structure is usable without repairs. (Minor basement flooding,, water damage to furniture, shingles blown off; etc.)
- **Dollar Loss** - Estimate the total dollar loss for all the items in the category.

Category A (Residential/Personal) – Enter a number in each of the four data entry fields as determined by the above definitions as to the type of damage to residences to include houses, manufactured homes, apartments and duplexes (the number of family units affected by the type of damage). Any blank fields are defaulted to zero (0).

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

- A Residences
- B Personal vehicles
- C Recreational Boats
- D Private Piers, Docks and seawalls
- E Private bridges (maintained by homeowner)

Therefore: Category A Dollar Loss = A + B + C + D + E

Category B (Business/Industry) – In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

- | | | |
|-----------------------|--------------------------------|---------------------------|
| A Industrial plants | D Commercial Boats | G Utilities (Electricity, |
| B Businesses | E Piers, Docks, Seawalls, etc. | gas, phone, etc. |
| C Commercial Vehicles | F Equipment Inventory | |

Therefore: Category B Total Dollar Loss = A + B + C + D + E + F + G

Any blank fields are defaulted to zero (0).

Category C (Agriculture) – Enter a number in each of the four data entry fields as determined by the above definitions as to the type of damage to residences to include farm houses, manufactured homes, and duplexes located on farms. Any blank fields are defaulted to zero (0).

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

- A Residences
- B Crops
- C Farm Buildings
- D Equipment
- E Live Stock & Poultry
- F Fencing
- G Other (Any other agriculture damage dollars not mentioned)

Therefore: Category C Total Dollar Loss = A + B + C + D + E + F

Any blank fields are defaulted to zero (0).

A good source for agriculture damage estimates is your County Agriculture Extension Agent.

PART II: PUBLIC PROPERTY (INCLUDES ELIGIBLE PRIVATE NON-PROFIT FACILITIES)

Category A (Debris Removal) – Enter an estimate of the total dollar loss for this category . A blank field assumes no dollar loss or encumbrances in this category.

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of for debris removal for each of the following:

- A On Public Roads/Streets maintained by your jurisdiction
- B On Other Public Property
- C On Private Property
- D Structural Demolition
- E Other (Any Other Debris Clearance measures not mentioned)

Therefore: Category A Total Dollar Loss = A + B + C + D + E

Any blank fields are defaulted to zero (0).

Category B (Emergency Protective Measures) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category.

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Life & Safety (PD, Fire, Rescue costs)
- B Property (Barricading & Sandbagging)
- C Health (Pumping and rodent/insect control)
- D Stream Drainage Channels
- E Other (Any Other Protective measures not mentioned)

Therefore: Category B Total Dollar Loss = A + B + C + D + E

Any blank fields are defaulted to zero (0).

Category C (Roads and Bridges - Maintained by Local Govn't) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category.

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Roads/Streets (Locally Maintained)
- B Bridges (Locally Maintained)
- C Culverts (Locally Maintained)
- D Sidewalks
- E Other (Any Other Road Systems not mentioned)

Therefore: Category C Total Dollar Loss = A + B + C + D + E

Any blank fields are defaulted to zero (0).

Category D (Water Control Facilities) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category.

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Dams
- B Dikes, Levies
- C Drainage, Irrigation
- D Other (Any Other Water Control Facilities not mentioned)

Therefore: Category D Total Dollar Loss = A + B + C + D

Any blank fields are defaulted to zero (0).

Category E (Public Buildings and Equipment) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Publicly Owned Buildings
- B Supplies/Inventory
- C Vehicles/Other Equipment

- D Transportation Systems (Local Busses, Vans, etc.)
- E Other (Any Other Public Buildings and Equipment not mentioned)

Therefore: Category E Total Dollar Loss = A + B + C + D + E

Any blank fields are defaulted to zero (0).

Category F (Public Utilities) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Water Systems
- B Sanitary/Sewage Systems
- C Storm Drainage Systems
- D Electrical Power (Owned by Local Government)
- E Other (Any Other Public Utility Systems not mentioned)

Therefore: Category F Total Dollar Loss = A + B + C + D + E

Any blank fields are defaulted to zero (0).

Category G (Parks and Recreational Facilities-Owned and maintained by Local Government) - Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category.

In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A Park Facilities
- B Recreational Facilities

Therefore: Category G Total Dollar Loss = A + B

Any blank fields are defaulted to zero (0).

Comments: Enter any other information to further explain the event. Enter as free text. (Remember this comment field is not to be used for Request for State Assistance – use the Online EOC interactive Resource Request Form or call the VEOC (804 674-2400) to request assistance.)

Send Request to VEOC - Click on the **Submit** button. The report is submitted to the IDA database in the VEOC. You will also receive an e-mail confirming the receipt of the report along with a copy of the submitted data. The e-mail is sent to the e-mail address entered on the online form.

VIRGINIA RESOURCE REQUEST ONLINE INSTRUCTIONS

Introduction - During an emergency or disaster, local government agencies must understand how to request specific kinds of resources in order to receive proper assistance in a timely manner. Frequently, requests made to the state are too general, and as a result, victims do not receive the right kind of help or experience extreme delays in receiving it. Being specific in asking for help will ease suffering and directly help victims begin the recovery process.

This form will assist jurisdictions in deciding and requesting the Size, Amount, Location, and Type of a needed resource. A jurisdiction can make a request in one of three ways:

- Complete the form interactively on VDEM's Online EOC via the Internet.
- Complete a copy of the form (download from Online EOC) and fax to VEOC at 804 674-2419.
- Call the VEOC (804 674-2400) and make a request using the form as a guide to have necessary information available when making a call.

This resource request form has three major sections:

- The identification section that identifies:
 - o (1) Who you are (jurisdiction name),
 - o (2) When (date and time of report),
 - o (3) Who prepared the report (name of preparer),
 - o (4) Contact information (call back phone number, fax number, email address) and,
 - o (5) Emergency type.
- The request for resource section that uses the SALT technique for informing the VEOC the resource needed.
- A free text comments section for adding additional important information.

Definitions of the Resource Request Form's Individual Data Entries in order of data entry

THE IDENTIFICATION SECTION

Political Subdivision – This is the name of the affected jurisdiction. Click on the arrow in the drop down box, scroll to and click on your jurisdiction name.

Date/Time Report Prepared – The date and time are entered for you in the proper format. Just TAB over the two data entry fields.

Report - Click on the appropriate option button (0) for the type of report (Initial or Update Request).

Preparer – Enter the name of person making the resource request.

Agency - Agency/department within jurisdiction making the resource request.

Call Back # - Number in local EOC or location of preparer or their representative on a 24-hour

Fax # - Fax Number in local EOC

E-Mail – Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending an email confirmation report back to the jurisdiction showing the data submitted to the VEOC.

Emergency Type – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.) Click on the arrow on drop down box and click on the appropriate Emergency Type. If **Other** is selected in the drop down list, please enter the Emergency Type in the **Specify** field.

REQUEST FOR RESOURCE

Resource – Enter what you want – generators, trucks, blankets, sand bags, water, etc.

Size – Specify what size – 60 kw, 18-wheelers, large, small, etc.

Amount – How much or many do you want -- 2 trucks, 1500 meals, 10,000 gal., etc.

Location – Where do you want resource delivered – to the shelter, to the nursing home (give name and address – be specific).

Type – Additional information on resource – portable, refrigerated, wool, MREs, etc.

Date/Time Desired - When do you want the resource to be available/delivered?

COMMENTS: Enter any other information to further explain the request. Enter as free text.

Send Request to VEOC - Click on the **Submit** button. The report is submitted to the Resource Request database in the VEOC. You will also receive an e-mail confirming the receipt of the report along with a copy of the submitted data. The e-mail is sent to the e-mail address entered on the online form.

STATEWIDE MUTUAL AID

Introduction

The Statewide Mutual Aid (SMA) program was developed to assist cities and counties to more effectively and efficiently exchange services and resources, especially in response to a major disaster wherein assistance needs to be provided from one area or region of the state to another. SMA resolves inconsistencies and uncertainties concerning the insurance and liability coverage of emergency workers when deployed from one locality to another and takes full advantage of opportunities for federal/state reimbursement of deployment-related costs.

This program is supplemental to, and does not affect, existing day-to-day mutual aid agreements between adjacent or nearby localities.

The program is in two parts. Under the Authorizing Resolution (see Attachment 1), cities and counties will sign-on to the concept of statewide mutual aid thereby agreeing to provide assistance when asked and if able to do so. Then, in time of emergency, an Event Agreement (see Attachment 2) can be quickly developed and consummated whereby the specific manpower and equipment resources to be provided and the terms and conditions of the assistance will be identified and officially agreed to by both Requesting Party and Assisting Party.

Under SMA, any type of assistance may be requested and provided. However, the types of personnel or task forces to be deployed most often will have been pre-identified and expected practices for insurance, liability coverage, and reimbursement will have been established in advance. In other words, form and structure will be provided in advance in order to establish common expectations and procedures for implementation. This guidance will be included in this Implementation Guidebook.

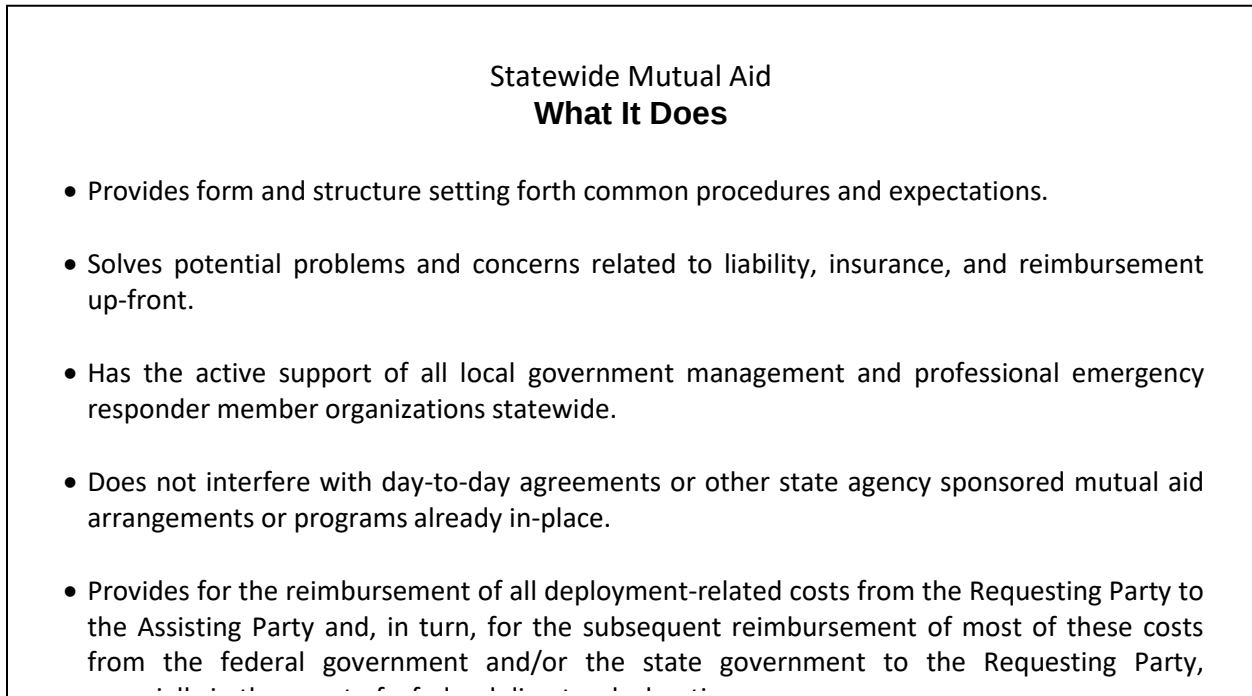
Although provisions for reimbursement are provided, assistance under the SMA program should be requested and provided based only on the need to respond to an emergency, not because it is anticipated that federal/state reimbursement will be available.

Each member city or county must maintain public officials, law enforcement, general, and automobile liability for its own exposures. Each member locality must maintain workers' compensation coverage for its own employees and determine the extent of same coverage for potential emergency response personnel from volunteer and other non-governmental and/or contractual organizations. Volunteer fire and/or rescue organizations should have policies that provide at least \$1,000,000 of liability coverage per occurrence.

Within 10 days of the termination of mutual aid provided under this agreement, an after-action or summary report will be submitted by each Requesting/Receiving Party to each Assisting Party and to the SMA program manager at the Virginia Department of Emergency Management (VDEM). It should include lessons-learned and suggested recommendations for improving the program.

Once a city, county, or other political subdivision signs the Authorizing Resolution, it remains in effect for one year and is automatically renewed for successive one-year terms. The SMA program manager will keep the official record of, and report periodically on, the status of SMA. An event-specific after-action report will be provided whenever the program is implemented.

Figure 2:



Implementation

Statewide Mutual Aid (SMA) will be implemented by an official Event Agreement or contract between two member political subdivisions. If a member city, county, or town suffers, or expects to suffer, a major disaster and needs assistance from another, the local chief administrative official (City Manager or, Town Manager, or County Administrator) or the local Director of Emergency Management, as pre-authorized in the Guidebook, may: (1) implement SMA on their own by contacting another member directly and consummating a two party event agreement; or (2) call the State EOC and request guidance about how to implement.

The Mutual Aid program Manager, or his designee, can be accessed directly or through the State EOC to assist member political subdivisions to implement SMA at any time. The VDEM web site will provide the latest version of the SMA Guidebook, to include a listing of member political subdivisions with authorized points-of-contact and the forms needed for implementation.

Once the State EOC is activated, usually in conjunction with a “state of emergency” declaration by the Governor, a Mutual Aid Coordination Team (MACT), consisting of the Mutual Aid Program Manager and two or three pre-designated and trained mutual aid coordination specialists, will be established to serve as the primary coordination center for mutual aid (both SMA and EMAC). This team will report all known mutual aid activities in the state (such as contract agreements, deployments, and the return of deployed personnel) for inclusion in the daily Situation Report from the State EOC to the Governor’s Office. These reports will be provided as needed until all deployed personnel have returned to their home locality at which time a final status report will be prepared. This final report will then serve as the basis for each Assisting Party putting together its request-for-reimbursement package which is to be submitted directly to the Requesting Party. Each status report should include names, duty assignments, the duration of each deployment, and a good working cost estimate. A copy will also be provided to each participating political subdivision and posted to the VDEM web site.

The MACT will also have a capability for field deployment. One or two mutual aid coordination specialists may be dispatched to a local EOC in the disaster area. A cell phone for each and a pre-programmed laptop computer for both will be provided. Once in place, they will coordinate all mutual aid activities for that local EOC thereby providing the expertise needed to quickly and efficiently bring in expertise, manpower, and equipment as needed. In effect, they will become a part of the local EOC staff thereby relieving local officials of the mutual aid-related workload.

The three part SMA Event Agreement form (see Attachment 2) is the official form to be used by member localities when requesting or providing assistance under this program. Each SMA deployment can be officially implemented only with the completion of this form. Each part requires the signature of an official who has been pre-authorized to coordinate assistance under SMA and who is so designated in the SMA Implementation Guidebook. Parts I and III will have the signature of the Requesting Party’s chief administrative official, or his pre-authorized designee, and Part II will have the signature of the chief administrative official of the Assisting Party, or his pre-authorized designee. An officially completed SMA Event Agreement form constitutes, in effect, a contract between Requesting Party and Assisting Party.

The primary emphasis of SMA is to facilitate the provision of mutual aid between member political subdivisions - those that have signed-on through an Authorizing Resolution. If a non-member city, county, or other political subdivision wants to sign-on in anticipation of a major disaster, it may do so, thereby, upon acknowledgement from VDEM, becoming eligible to participate. The SMA program manager, or his designee, is available to facilitate this process.

The State Emergency Management Coordinator will, in coordination with the Chair of the SMA Committee, resolve any problematic policy or procedural issues during the activation and implementation of SMA as needed.

Once the Mutual Aid Program Manager, or his designee, is alerted by the potential Requesting Party, the SMA network of member political subdivisions will be activated. This will be accomplished by direct e-mail messages and by posting a notification to the VDEM web

site. The Mutual Aid Program manager, or designee, will begin to list resources being offered from other member political subdivisions not affected, or not likely to be affected, by the current storm or event.

At some point, and definitely no later than when deployments begin, a daily or as needed status report will be provided. It should clearly reflect the following information for each participating political subdivision: potential requests, assistance being offered, active requests not yet filled (emphasized), assistance being provided (in some detail), and completed actions. This report will be posted to the VDEM web site in order to keep participating localities and other interested parties informed about on-going SMA activities.

To officially request assistance, the Requesting Party will complete Part I of the SMA Event Agreement form. The signature of the Requesting Party's chief administrative official, or pre-authorized representative, is required. Requests for SMA assistance may be initiated verbally when an urgent response is needed. However, verbal requests must be followed-up within 24 hours by completing and submitting Part I of the SMA Event Agreement form and this, except under extenuating circumstances, must be received before the Assisting Party responds by completing and submitting Part II.

Then, Part II of the SMA Event Agreement form is to be completed by the responding and potential Assisting Party. Necessary information about the personnel and resources to be provided and a good working cost estimate must be included. This information becomes the basis for the agreement. Direct coordination between program managers, or perhaps even in-the-field supervisors, in both the requesting locality and the assisting locality is essential so that what is being provided and the terms are clearly understood by both parties.

Experienced local government officials can provide much-needed guidance to their counterparts in other localities who haven't recently experienced a major disaster but are about to. Such assistance can be provided under SMA and should be offered and requested by member political subdivisions as needed. These officials may need to visit for only a day or two.

If the services to be provided, terms, and conditions reflected in Part II meet with the approval of the Requesting Party's chief administrative official, he will then sign Part III of the SMA Event Agreement form. The authorizing signatures of the Requesting Party (Part III) and the Assisting Party (Part II) will, in effect, constitute a contract for services to be provided. Should the assistance provided or the terms and conditions change during deployment, the contract should be renegotiated.

The following records will be maintained by each Requesting Party EOC:

- Official completed SMA Event Agreements
- Summary report of each SMA conference call
- Copies of e-mail messages among participating localities
- Requesting Party EOC Situation Reports reflecting all outside assistance provided
- Manning document for all SMA-deployed personnel provided

When a SMA member locality receives a request for assistance (*i.e.*, a SMA Event Agreement form with Part I completed) from another SMA member political subdivision, it will:

- Confirm the availability of the resources requested.
- Notify the chief administrative official of the emergency declaration in the Requesting Party's locality, of the resources requested, and request approval to provide assistance under the terms of SMA. Obtain his approval.
- Respond telephonically within two hours of the receipt of the request advising the Requesting Party EOC the extent to which the requested assistance can be provided. Do not offer more than you can provide expeditiously so that other options, *i.e.*, resources from other localities, can be pursued.
- Complete and submit Part II of the SMA Event Agreement form within 12 hours of the receipt of the Part I request informing the Requesting Party of the specific assistance being offered and a cost estimate. The signature of the Assisting Party's chief administrative official or his authorized representative is required.

During Part II of the SMA process, direct coordination between Requesting Party and Assisting Party program managers or other responsible parties is strongly encouraged. Each should have a working understanding of what is needed, what is going to be provided, and the terms of reimbursement. Such a discussion would also serve to confirm the legitimacy of the request and the appropriateness of the response. The logistical arrangements for the reception of Assisting Party personnel in the Requesting Party's locality (time, place, point-of-contact, lodging arrangements, etc.) should also be included in Part II.

Figure 3:

How to Implement Statewide Mutual Aid

- Sign-on through an Authorizing Resolution.
- Study and understand the Guidebook. Ask questions. Incorporate SMA into your existing plans and programs. Attend training when provided. Monitor the SMA program web page. Know that your active support and participation enhances local government self-sufficiency and improves statewide disaster preparedness. Be prepared to implement.

Requesting Party

- In response to a disaster-related critical need, complete Part I of the Event Agreement requesting assistance from one or more other SMA member political subdivisions. A direct verbal request followed by the form within 24 hours is acceptable.
- Request guidance and assistance in implementing SMA from the State EOC, if needed.
- Coordinate with responding potential assisting localities to determine the best available assistance. Be specific about what is being requested and what is being provided.
- Receive via fax a completed Part II with authorized signature from one or more potential assisting political subdivisions.
- Select the preferred provider. If you accept the services, terms and conditions presented, consummate the contract by signing and returning Part III via fax. Also provide a copy to the mutual aid program manager through the State EOC.
- Receive deployed personnel and make work assignments as needed and in accordance with the contract.
- Within 10 days after the return of all deployed personnel, provide a SMA after action report to the SMA program manager at VDEM in order to capture lessons-learned.
- After deployment and an official request for reimbursement from each Assisting Party, provide a one lump-sum payment to each as appropriate.
- Coordinate with VDEM to request federal/state reimbursement as appropriate.

Assisting Party

- Inventory personnel and resources. Consider insurance coverage and liability protection for those selected for potential deployment to another locality, especially volunteers.
- Receive a Part I or an unofficial "heads up" from a Requesting Party. Consider the availability of personnel.
- If your locality can help, respond directly to the Requesting party. Coordinate to determine the personnel, conditions, and terms of the assistance to be provided.
- Obtain an official Part I from the Requesting Party if not yet provided.
- Once there is a verbal understanding and agreement, follow-up by completing and submitting a detailed Part II of the Event Agreement form. If accepted, a completed Part III will be provided by the Requesting Party.
- Mobilize for deployment. Just prior to deployment, brief the team about what to expect and the documentation needed for reimbursement.
- Deploy and assist.
- Mobilize and return.

Workers' Compensation Coverage: Each member political subdivision will be responsible for its own actions and those of its employees and is responsible for complying with the Virginia Workers' Compensation Act. Coverage under this Act may be obtained (1) by a policy with an insurance company licensed to do business in the Commonwealth of Virginia, (2) by being a qualified self-insured, or (3) by being a member of a group self-insurance association. Each member political subdivision should understand that workers' compensation coverage does not automatically extend to volunteers. Each local government may obtain accident insurance for any volunteer at the locality's discretion. Workers' compensation coverage for certain volunteers (volunteer firefighters, volunteer lifesaving or volunteer rescue squad members, volunteer law enforcement chaplains, auxiliary or reserve police, auxiliary or reserve deputy sheriffs, volunteer emergency medical technicians, and members of volunteer search and rescue organizations) may be obtained by adding this exposure to the locality's workers' compensation coverage. As an alternative, the individual volunteer company may obtain workers' compensation insurance coverage for this exposure.

Automobile Liability Coverage: Each Member Locality is responsible for its own actions and is responsible for complying with the Virginia motor vehicle financial responsibility laws. Coverage under these laws may be obtained (1) by a policy with an insurance company licensed to do business in the Commonwealth of Virginia, (2) by being a qualified self insured, or (3) by being a member of a group self insurance association. Each Member Locality agrees to obtain automobile liability coverage with a limit of at least \$1,000,000 combined single limit and a coverage symbol "1" extending coverage to owned, non-owned, and hired vehicles. It is understood that the local government may include in the emergency response, volunteer companies that have motor vehicles titled in the name of the volunteer company. It is the responsibility of the Member Locality to determine if the volunteer company has automobile liability coverage as outlined in this section.

General Liability, Public Officials Liability, and Law Enforcement Liability: To the extent permitted by law and without waiving sovereign immunity, each party to this Agreement will be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each Member Locality agrees to obtain general liability coverage with a limit of at least \$1,000,000 combined single limit. Each Member Locality agrees to obtain public official liability coverage and law enforcement liability coverage with a limit of at least \$1,000,000 combined single limit. These coverages may be obtained (1) by a policy with an insurance company licensed to do business in the Commonwealth of Virginia, (2) by being a qualified self insured, (3) by being a member of a group self insurance association, or (4) by any insurance plan administered through the Department of General Services Division of Risk Management.

The Requesting Party's EOC will monitor and assist personnel deployed under SMA from other localities providing logistical and technical support as needed. SMA-deployed personnel will be instructed to report to the Requesting Party's EOC upon arrival and departure and to advise him of any change of status.

A pre-deployment briefing should be provided to persons to be deployed by the Assisting Party just prior to their departure. They will need to know what working conditions to expect and how to keep the records needed for requesting reimbursement. Should an Assisting Party provide a strike team or other substantial in-the-field resources, it should also provide a Field Deployment Liaison Officer as a part of the deployment to document missions requested and assigned, assure that reimbursement documentation is maintained, and prepare a demobilization plan to return personnel and equipment in a safe and timely manner.

Significant follow-up activity will be required by the Requesting Party's finance officer and the Assisting Party's finance officer, in coordination with the VDEM finance officer, to assure proper reimbursement and to assure that the necessary records are maintained for auditing purposes. See below.

The Mutual Aid Program Manager will prepare a SMA deployment summary report evaluating and recommending improvements to existing guidance and procedures. This report will be submitted to the State Coordinator of Emergency Management and to the Chair of the Statewide Mutual Aid Committee.

Reimbursement under SMA

The Requesting Party will reimburse the Assisting Party for all deployment-related costs to include those related to personnel, use of equipment, and travel. All such costs must be well documented in order to be eligible for reimbursement. Only if this policy and practice is pre-existing will the Requesting Party in turn be eligible for reimbursement from the Federal Emergency Management Agency (FEMA) in accordance with the Stafford Act which provides disaster relief in the event of a Presidential disaster declaration. Rapid and accurate collection and submission of documentation will expedite the reimbursement process for all parties.

Each Assisting Locality will request, and the Requesting Locality will provide, reimbursement in the form of one lump-sum payment. Only after each Assisting Party has been reimbursed by the Requesting Party may the Requesting Party then request reimbursement of eligible costs from FEMA pursuant to the Stafford Act and from the Commonwealth.

Before deployment, the Requesting Party and the Assisting Party will agree to, at least in general terms, what services are to be provided and a cost estimate. This is to be accomplished in Part II of the SMA Event Agreement form.

Each Assisting Party will provide notice to the Requesting Party of its intention to seek reimbursement within 10 days of the return of deployed personnel. Such notification should include a brief summary of the services provided, an estimated total amount to be requested (which the Requesting Party will need for budgeting purposes), and an official point-of-contact or finance project officer who will be responsible for the package. The Requesting Party should officially acknowledge receipt of each letter of notification and of its intent to reimburse the Assisting Party for expenses incurred once the SMA-required documentation is provided.

The Assisting Party will then prepare and submit a Request for Reimbursement package to the Requesting Party within 30 days of the return of deployed personnel. This package will consist of:

- A cover letter that summarizes the assistance provided under SMA and officially requests reimbursement for expenses incurred. The finance officer responsible for the package should be identified as the point-of-contact for additional information or clarification.
- A copy of the official SMA Event Agreement form with authorizing signatures.
- A single invoice listing services provided with one total cost.
- Supporting documentation.

Reimbursement is based on the personnel and travel policy of the supporting or home agency/locality/organization. Costs can include regular and overtime labor, travel, lodging, and meals. Travel costs should be included with all names specified. Generally, only actual and documented expenses may be claimed. Reimbursement is permitted for per diem costs. However, complimentary rooms, meals, and other services are not eligible and per diem expenses may need to be prorated accordingly. Reimbursement is permitted for the travel and per diem costs of volunteers. Separate documentation is required for each crew to include names, work performed, location of work, and date/time of work. Requests for reimbursement for damaged equipment must be accompanied by photographs, a detailed narrative report, and cost information. Indirect costs, such as (1) staff time for advance coordination or follow-up reimbursement or (2) a pro rata part of health coverage or other benefits, are normally not reimbursable.

In the spirit of SMA, Assisting Parties are expected to accomplish a cost-effective deployment while providing a much-needed service. The extent to which this is accomplished will be reflected in the SMA Summary Report of each disaster. Future SMA deployments will be based on those that have proven to work best.

Substantive changes during the deployment to the terms and conditions in the original SMA Event Agreement form may require a supplemental request and agreement. A copy of the original SMA Event Agreement form, and any supplemental SMA Event Agreement forms with supplemental terms and conditions, must be included in the Request for Reimbursement package.

The Requesting Party will reimburse the Assisting Party for all reasonable expenses. A one lump sum payment will be made to each Assisting Party within 30 days of the receipt of a complete Request for Reimbursement package.

In order for a Requesting Party to be eligible for federal disaster assistance to cover the costs of having already reimbursed one or more Assisting Parties, a pre-condition of “no charge” must not exist. Therefore, it is in the best interest of all parties, and of the SMA program itself, to actively seek and provide reimbursement for SMA deployments and to establish a precedent for doing so. Such an established practice will enhance eligibility for federal assistance following subsequent major disasters.

Figure 3:

Reimbursement for Statewide Mutual Aid	
Assisting Party	
• Attend training when provided. • Based on existing personnel, payroll, and travel policies; develop procedures to document SMA deployment-related costs as needed. • Prior to deployment, brief personnel on reimbursement procedures. Assign one team member to be responsible for facilitating and collecting the needed documentation. • Send a Notice of Intent to Request Reimbursement to the Requesting Party within 10 days of the return of deployed personnel. • Complete the Request for Reimbursement package. Coordinate with the designated mutual aid finance officer of the Requesting Party as needed to assure that you have put together a complete package. • Submit the official request for reimbursement package to the Requesting Party within 30 days of the return of deployed personnel. • Receive one lump-sum payment for all deployment-related costs from the Requesting Party.	
Requesting Party	
• Attend training when provided. • Receive a Notification of Intent to Request Reimbursement from each Assisting Party. This notification is due within 10 days of the return of deployed personnel. Acknowledge receipt. • Receive the official Request for Reimbursement package from each Assisting Party. which is due within 30 days of the return of deployed personnel. Request any additional information needed. Once a complete package is received, acknowledge receipt. • Provide a one lump sum reimbursement payment to each Assisting Party within 30	

The Mutual Aid Program Manager, or his designee, should keep a record of all deployment-related documentation, from the original SMA Event Agreement to the final payment from the Requesting Party. He should actively coordinate with participating localities to encourage and facilitate proper reimbursement. Reminder notices in anticipation of key due dates (such as the Notification to Seek Reimbursement within 10 days and the official Request for Reimbursement package within 30 days) should be provided as needed. A VDEM financial officer will be designated to monitor and provide guidance to participating localities concerning reimbursement as needed.

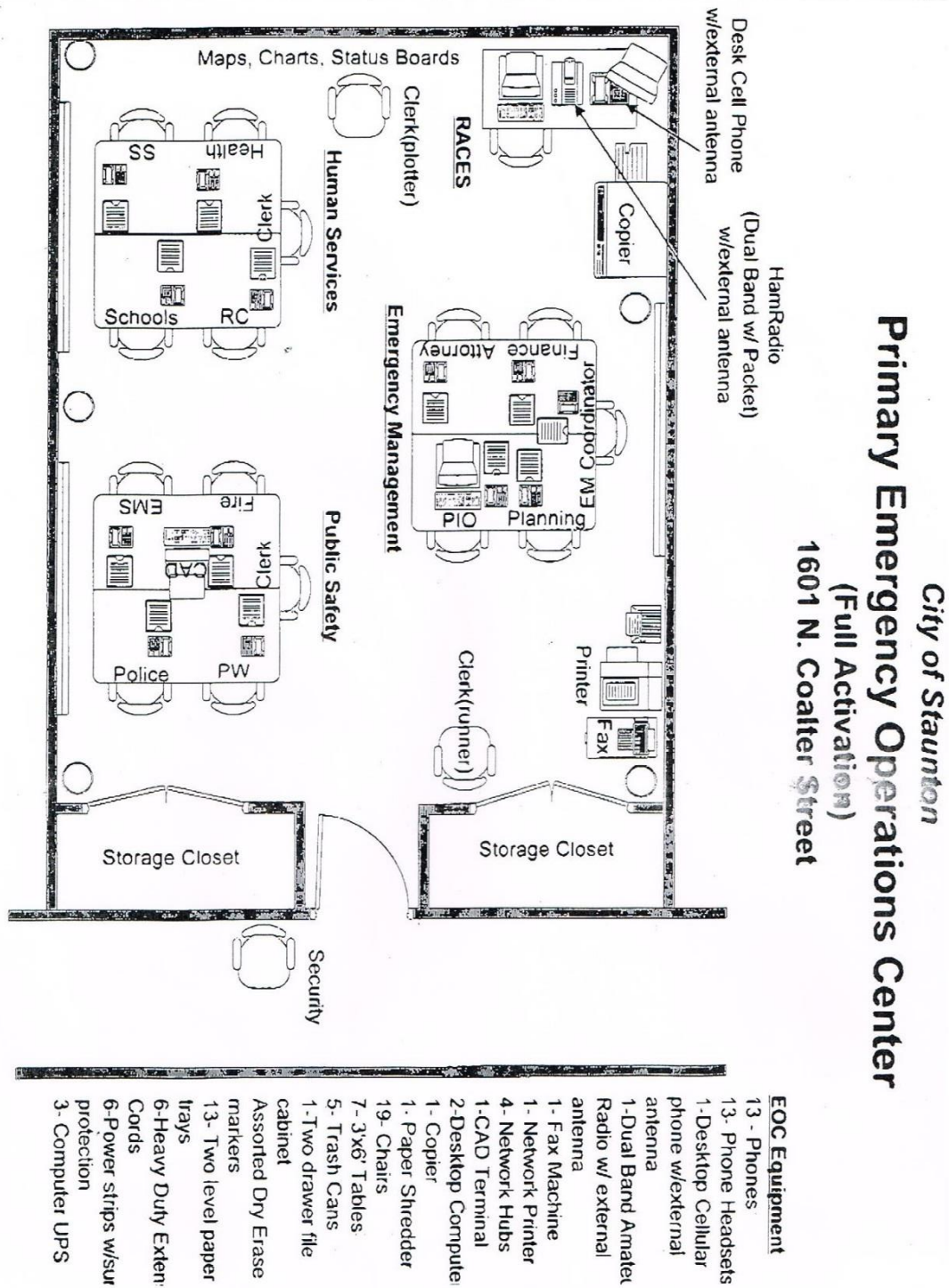
Training

The Mutual Aid Program Manager, two or more part time mutual aid specialists, and the designated mutual aid finance officer will constitute the VDEM mutual aid staff. They should be prepared at all times to implement mutual aid—either EMAC or SMA—on short notice. Training will be provided by the Mutual Aid Program Manager as needed to assure an appropriate level of preparedness. Detailed after action reports will be compiled after all mutual aid deployments in order to capture lessons-learned and to improve policies and practices for future deployments.

SMA is a local government program. Local governments and their emergency services providing departments, agencies, and organizations need to know how to participate. The member organizations on the SMA Committee will provide training and “marketing” as needed. Such training should also incorporate interstate mutual aid under EMAC and the day-to-day, reciprocal agreements between adjacent localities.

A “Mutual Aid Procedures” manual will serve as the basis for training the Mutual Aid Coordination Team and other members of the State Emergency Response Team (SERT). Training must also be provided to local Emergency Management Coordinators and other designated local officials. How to implement Statewide Mutual Aid should be incorporated into state and local emergency operations plans and programs.

EOC LAYOUT



EMERGENCY NOTIFICATION PROCEDURES

Once operational, the Emergency Operations Center (EOC) will receive messages directly from the State EOC. It is then the responsibility of the Emergency Communications Center (911) to monitor message traffic and ensure that messages reach the Directors of Emergency Services.

1. The 911 Center will make the initial notification to:

The Emergency Management Coordinator (EMC), 911 Director, Fire Department, Police Department, Rescue Squad, and the Virginia EOC.

2. The EMC will contact the City Manager. If a decision is made to activate the EOC, the following will be contacted by the EMC: the Police Chief and the Fire Chief. If more than a skeletal staff is needed, the EMC will then contact the Full Staff for the EOC.
3. The Police and Fire Chiefs will activate the recall rosters for their departments as necessary and will designate someone from their departments to call the representatives to the EOC as shown below. Individuals that are called will report to their work places or to the EOC (if so indicated on the list below). Each department and division of the City will maintain a current recall roster of essential personnel that would respond in an emergency and notify the EMC of any changes to these lists.
4. Instructions for City and Police personnel activating the recall roster: Attempt to call the **first** person listed for **each** department listed in Attachment 5D and if no answer, call the next on the list for that department until you reach someone, pass the message as it was given to you, then **record the names of those departments where you could not reach anyone and report this to the Emergency Management Coordinator.**

PRIMARY EMERGENCY OPERATIONS CENTER (EOC) STAFFING

In the event a local emergency exists or threatens to exist that in the opinion of the City Manager requires the activation of the EOC, the following procedures will be used to determine the staffing of the EOC. The Emergency Director involved with the advice of the Emergency Management Coordinator will determine the level of response to any emergency.

SEVERE WEATHER (WINTER STORMS, HURRICANES, TORNADOS, FLOODS)

Level 1 Response

Police, Fire, Rescue, Public Works, RACES, Virginia Power, Red Cross, Public Information Officer, and others as needed.

Level 2 Response (In Addition to Level 1, the Following as Needed)

Schools, Social Services, AMC Representative, Information Line Volunteers, and City Transit Representative.

HAZMAT (WITH EVACUATION)

Level 1 Response

Police, Fire Rescue, RACES, Schools, Red Cross, Social Services, and City Transit.

Level 2 Response (In Addition to Level 1, the Following as Needed)

VDOT, City Public Works, AMC Hazmat Representative, Public Information Officer, Information Line Volunteers, and Area Hazmat Team.

THREATENED DAM FAILURE

Level 1 Response

Police, Fire, Rescue, RACES, Public Works, Information Line Volunteers, and Public Information Officer.

Level 2 Response (In Addition to Level 1, the Following as Needed)

AMC Executive Representative, Schools, Red Cross, Social Services, and City Transit Representative.

Others That May Be Called Depending On The Situation

Parks and Recreation, Engineering, Augusta County Service Authority, Augusta-Staunton Health Department, Salvation Army, and National Guard/VA Defense Force.

**EMERGENCY OPERATIONS CENTER STAFFING
(24 HOURS PER DAY)**

Skeletal Staffing

Severe Weather (winter storms, hurricanes, tornados, floods)
Hazmat
Terrorism
Director of Emergency Management
Coordinator of Emergency Management
Police Chief
Fire Chief/Deputy Coordinator of Emergency Management
Director of Planning
Message Clerk
Phone Operator

Full Staffing

Director of Emergency Management
Coordinator of Emergency Management/PIO
Police Department
Fire Chief
Director of Planning
Rescue Squad Representative
Public Works Director
Superintendent of Schools
Health Department Representative
Social Services Representative
Red Cross
Message Clerks (2)

Messengers (2)

Status Board/Map Plotter
Security
Phone Operators

Public Information/Rumor Control

PIO/Coordinator of Emergency Management
Phone Operators
Message Clerk
Messenger
Security

EMERGENCY OPERATIONS CENTER PROCEDURES

The primary City of Staunton Emergency Operations Center (EOC) is located in the Staunton Augusta Rescue Squad Building at 1600 North Coalter Street. Space is available for all key service chiefs and Emergency Operations Center support staff. A secondary location is available at the Staunton Fire Department located at 500 North Augusta Street. The layout of both Centers is shown in Attachment 5A and 5B.

Communications (911) is a 24-hour operation which handles incoming calls for emergency services to include law enforcement, fire and rescue. It is located in Staunton City Hall, 116 West Beverley Street. All message traffic is tape recorded and logged. Dispatchers notify the Coordinator of Emergency Management and other officials in the event of any threatening emergency. See Attachment 5C for Emergency Notification Procedures and Attachment 5D, Staffing Levels for the EOC.

The local Emergency Operations Center should be operational within two (2) hours of official notification or alert. The Coordinator of Emergency Management or his designee will ensure the operational capability of the Emergency Operations Center by providing adequate working space and materials for each member of the EOC staff. Wall maps, a status board, a photocopier, fax, and computer should also be provided. The Message Clerk will be provided with an official log and begin to process and monitor all emergency message traffic. See Attachments 5E, 5F, and 5G for details on the message system for the EOC. Periodic briefings should be provided to the EOC staff. A status board with damage assessment information should be displayed.

Back-up radio communication should be established from the local Emergency Operations Center to the State Emergency Operations Center, to in-the field emergency personnel, and to adjacent jurisdictions. A licensed RACES operator will be designated to staff the EOC. A phone system is established at the EOC for incoming calls with five lines available. A back-up generator is also available at the EOC.

The City Manager/Director of Emergency Management and/or the Coordinator of Emergency Management, will direct and control all emergency operations. The succession of authority for all key positions is listed in Attachment 5H. Backup personnel will be dispatched as needed. Should the situation warrant it, the City Manager/Director of Emergency Management or his designee shall declare a State of Emergency and have a resolution proclaiming the same adopted by the Staunton City Council at the earliest possible date (see Attachment 5I).

The designate Public Information Officer (PIO) will be responsible for public information and rumor control, however, depending on the type of incident and the circumstances involved, the PIO role may shift to the Police Chief, Fire Chief, Planning Director or other department heads. This operation may be established in a separate location. Adequate phone lines, personnel, security, and a news media briefing room must be provided. All news and public inquiries concerning injured or missing persons will be handled by this office. News releases must be cleared with the City Manager/Director of Emergency Management and/or the Coordinator of Emergency Management. Annex A contains detailed information on Emergency Public Information.

**EMERGENCY OPERATION CENTER
MESSAGE FORM**

Emergency Operations Center Message

Log No. _____

To: _____

Date: _____

From: _____

Time: _____

Situation/Incident Description:

Action Taken:

Action Officer: _____

**EMERGENCY OPERATIONS
CENTER LOG FORM**

Daily Staff Journal (Operations Log) _____ Emergency Operations Center				
Item No.	Time		Incident/Message	Action Taken (by whom)
	In	Out		

PEACETIME DISASTER PLAN

**RESOLUTION
FOR THE DECLARATION OF A LOCAL EMERGENCY**

Whereas, the City Council of the City of Staunton does hereby find:

1. That due to _____, the City of Staunton is facing dangerous conditions;
2. That due to the _____, a condition of extreme peril of life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Management and the City of Staunton shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the City of Staunton in order to mitigate the effects of said emergency.

Dated: _____

City of Staunton

Attest: _____

Clerk, City Council
City of Staunton
State of Virginia

EOC SECURITY SIGN IN/OUT LOG

EOC Security Sign-In/Out Log				
EOC: _____				
<i>Visitors and Staff Please Sign In and Out</i>				
Date	Time In	Name	Section/Agency	Time Out

EOC STAFF SCHEDULE LOG

EOC Staff Schedule For 24-Hour Emergency Operations			
Effective Date/Time: _____		EOC: _____	
SHIFT 1		SHIFT 2	
Time From: _____ To: _____		Time From: _____ To: _____	
Position	Name	Position	Name

INCOMING CALL LOG

DATE:	TIME:	
NAME OF CALLER:		
PHONE #:	CELL #:	
MESSAGE:		
HOW DID YOU HELP THE CALLER:		
RETURN CALL NEEDS TO BE MADE:	YES	NO

Signature or Initials of Person Taking Message: _____

INCOMING CALL LOG

DATE:	TIME:	
NAME OF CALLER:		
PHONE #:	CELL #:	
MESSAGE:		
HOW DID YOU HELP THE CALLER:		
RETURN CALL NEEDS TO BE MADE:	YES	NO

Signature or Initials of Person Taking Message: _____

EOC STATUS BOARD
EOC STATUS BOARD

Effective Date/Time: _____

DATE/TIME	AREAS AFFECTED	EVENT	STATUS

EOC STATUS BOARD

A City map showing the location of each incident or event that is received shall be placed in the front of the room of the EOC. As calls are received and assigned a color coded marker will be placed on the map. The following colors will indicate the status of each event or incident received.

Red – Event or incident received and its location

Yellow – The event or incident has been assigned to the proper agency to take action

Green – The event/incident has been completed and the condition no longer requires emergency action

Along side the City map a white dry eraser board shall be located to log all received events/incidents. The following information shall be listed on the board:

- Location of the event/incident
- Type of event/incident or assistance required
- Time received
- Time assigned
- Agency assigned to
- Time completed

A second board or column shall be located in the front and track the following information:

- Location of any road closures
- Type of closure, i.e. tree across road, high water

The Assignment Desk personnel shall be responsible for recording and tracking the information on these boards and the City Map. A master log recording the same information shall be maintained at the Assignment Desk. As events or incidents are cleared or closed on the Master Log they will be removed from the Status Board.

INCIDENT LEVEL MANAGEMENT SYSTEM

In order to enhance on-scene response to natural and technological emergencies at the local level, there is a need to have an incident level management system in place that provides a standardized organizational framework that responders can quickly recognize and adapt to. The management system will provide the necessary tools to effectively manage and coordinate local and regional resources, utilizing common terminology and standard operating procedures.

The incident level management system must be designed to quickly organize and integrate multiple disciplines into one functional organization that has the flexibility to adapt to and meet the demands of any emergency/disaster situation involving one or more jurisdictions. The strength and effectiveness of such a system will be based upon written procedures that reflect department policies, and provide incident management with standardized response strategies to diverse emergency situations that vary in terms of their size, scope, and nature of the hazard(s). These procedures, which will be implemented routinely to address any given situation, can also be used as a training tool for department staff, as well as provide a baseline for assessments and critiques of emergency operations following an actual incident or exercise to test the plan.

The City of Staunton recognizes the critical importance of having such an organizational structure in place and has adopted the Incident Management System (ICS), comprised of five functions, which include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are working in a coordinated manner to fulfill the established objectives and overall management strategy that was defined for the emergency situation. An Operations Section Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations. This system has been proven nationally to be capable of adapting to a variety of situations with relative ease, while allowing the Incident Commander to maintain a continuous and reasonable span of control and operational efficiency throughout the emergency response.

Incidents that involve multiple jurisdictions will be managed under a Unified Command management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction, who are jointly responsible for the development of objectives, strategies, and priorities to effectively address the emergency situation at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to a single command structure. Also, as in a single command structure, the Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan.

The designation of the Operations Section Chief is based on a variety of factors which may include, but not limited to, such things as which jurisdiction has the greatest involvement, the amount of resources involved, existing statutory authority, and mutual knowledge of the individuals qualifications.

INCIDENT COMMAND SYSTEM

City of Staunton by adoption of this Emergency Operations Plan adopts use of the National Incident Management System (NIMS) as its Incident Command System. NIMS was issued on March 1, 2004 by the U.S. Department of Homeland Security as a requirement of Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents. NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**EMERGENCY PUBLIC
INFORMATION RESOURCES**

WHSV-TV 3

Post Office Box TV 3
Harrisonburg, Virginia 22801-7516
540-433-9192
FAX: 540-886-6626

WVIR-TV 29

503 East Market Street
Charlottesville, Virginia 22902
1-804-977-7082
FAX: 540-886-8351

WBGH/WKDW

704 Richmond Road
Staunton, Virginia 24401
540-886-2376
FAX: 540-885-8662

WAYNESBORO NEWS-VIRGINIAN

554 West Main Street
Waynesboro, Virginia 22980
540-886-3400
FAX: 540-942-4542

WTON/STAR B 93

302 West Beverley Street
Staunton, Virginia 24401
540-885-5188
FAX: 540-885-1240

STAUNTON NEWS LEADER

11 North Central Avenue
Staunton, Virginia 24401
540-885-7281
FAX: 540-885-1904

RICHMOND TIMES DISPATCH

Post Office Box 108
320 South Main Street
Harrisonburg, Virginia 22801
540-574-9977
FAX: 540-574-3988

WKCY

Post Office Box 1107
Harrisonburg, Virginia 22801
1-800-999-9529
FAX: 540-432-0837

WZXI

Post Office Box 3206
Staunton, Virginia 24401
540-886-9325
FAX: 540-886-9326

WSVA

Harrisonburg
540-434-0331
FAX: 540-432-0129

DAILY NEWS RECORD

Harrisonburg
540-574-6230
FAX: 540-433-9112

USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. ***Emergency Override.*** The emergency override on the Cable system allows the Emergency Management Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching Cable will see the message. It is to be used only where instant notification is essential.

At the direction of the City Manager or the Emergency Coordinator, the PIO will compose appropriate warning messages for the situation and utilize the cable override system to deliver them.

2. ***Government Access Bulletin Board.*** The government access bulletin board is available to transmit written messages through the Cable system. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company's facility. The PIO, upon direction by the City Manager or the Emergency Coordinator, will utilize this system located in City Hall, to transmit any necessary information related to the emergency.

**PUBLIC INFORMATION OFFICER
PREARRANGED MESSAGES**

**Release or Spill
(No Explosion or Fire)**

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

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

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

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

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

**SAMPLE HEALTH ADVISORY
FOR SHELTER CENTERS**

DATE: _____

TO: _____

FROM: Staunton-Augusta Health Department

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

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

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

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

**SAMPLE PUBLIC
ANNOUNCEMENT HEALTH ADVISORY**

The Staunton-Augusta Health Department has issued a Public Health Advisory concerning possible chemical contamination by _____ (event) at the _____
_____ (location) in the City of Staunton.

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

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

For further information, contact the Health Department at _____ (phone number).

**SAMPLE HEALTH ADVISORY
FOR PHYSICIANS**

DATE: _____

TO: All Primary Care Physicians in _____ (area, city, county)

FROM: Staunton-Augusta Health Department

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

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

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

For additional information, contact the Health Department at _____ (phone number).

**SAMPLE HEALTH ADVISORY
FOR PRIMARY HEALTH CARE FACILITIES**

DATE: _____

TO: All Primary Care Physicians in _____ (area, city, county)

FROM: Staunton-Augusta Health Department

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

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

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

For additional information, contact the Health Department at _____ (phone number).

PIO PREARRANGED MESSAGES

(FLASH FLOODING/ FLOODING OCCURRING)

Local-Public Information Notification of Flash Flooding/Flooding Occurring.

As a result of recent heavy rains/Hurricane _____, flash flooding/ flooding is occurring in the following area(s):

Because floodwaters may continue to rise, if you live in these areas, you are advised to evacuate. Stay out of areas subject to flooding and seek higher ground.

Do not attempt to cross floodwaters on foot or drive through them in a vehicle. Do not enter buildings surrounded by flood waters.

Follow directions given by emergency workers, State Police, or local law enforcement.

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

PIO PREARRANGED MESSAGES

(TORNADO SIGHTED)

Local - Public Information Notification of a (Tornado Sighting)

At _____ (a.m./p.m.) today, a tornado was spotted in _____ headed (direction) for the following communities:

Residents of these communities are advised to take immediate shelter. If you are indoors, seek shelter in a basement or interior room away from windows. Get under a sturdy piece of furniture and hold on. Use your other hand to cover your head and neck to protect them from flying debris.

If you are outside, in a car, or in a mobile home, go to the basement of a nearby sturdy building. If there is no building nearby, lie in a low, flat spot and protect your head and neck with your arms and hands.

Follow directions given by emergency workers, State Police, or local law enforcement.

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

LAW ENFORCEMENT RESOURCES

I. Staunton Police Department

A. Personnel

- (a) 1 Police Chief
- (b) 2 Captains
- (c) 42 Uniformed Personnel
- (d) 12 Dispatchers
- (e) 1 Animal Control Officer
- (f) 1 Secretary
- (g) 3 Records Clerks
- (h) 2 Office Service Assistants
- (i) 3 Parking Enforcement Officers
- (j) 26 Reserve Police Officers

B. Equipment and Facilities

- (a) 27 Radio-Equipped Vehicles
- (b) Radio Frequencies used are 460.175; 465.175, 460.375, 465.375, and 39.54

II. Sheriff's Department

A. Personnel

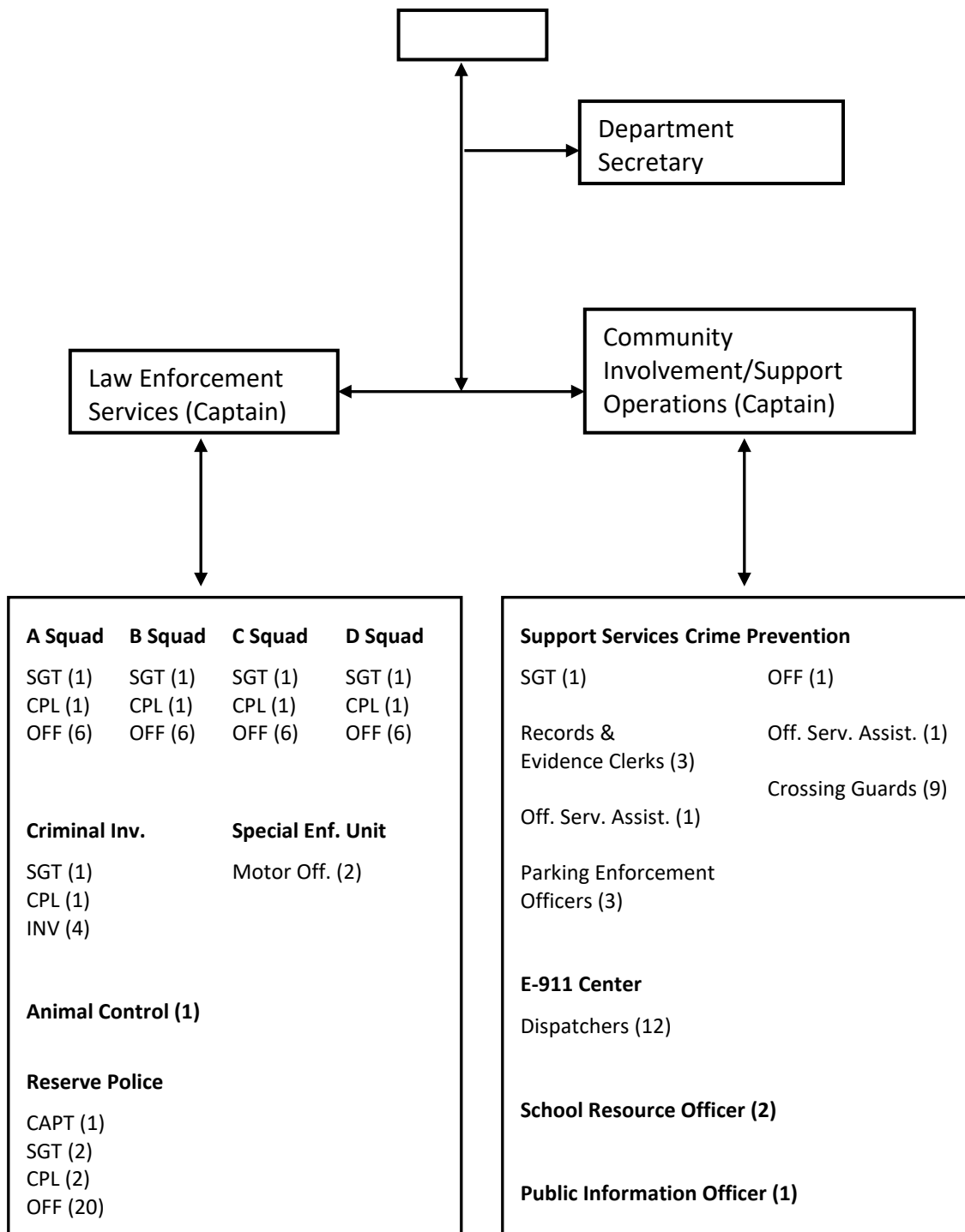
- (a) 1 Sheriff
- (b) 5 Full-time Deputies
- (c) 1 Part-time Deputy
- (d) 1 Secretary/Deputy

B. Equipment and Facilities

- (a) 1 Sheriff's Car
- (b) 3 Vehicles, all on Police Frequencies

LAW ENFORCEMENT RESOURCES

STAUNTON POLICE DEPARTMENT ORGANIZATIONAL CHART – 1/1/04



**LAW ENFORCEMENT
EMERGENCY NOTIFICATION PROCEDURES**

Until the Emergency Operations Center is activated, the Staunton Communications Center will notify personnel in accordance with departmental policy as directed by the on-duty shift commander.

Once operational, the Emergency Operations Center will receive messages directly from the State Emergency Operations Center or through the VCIN system in the Staunton Communications Center. It is the responsibility of the Staunton Communications Center to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

FIRE DEPARTMENT RESOURCES

Personnel:

- 1 Fire Chief
- 2 Deputy Fire Chief's
- 3 Captains
- 6 Lieutenants
- 6 Master Firefighters
- 18 Firefighters
- 18 Part-time Firefighters

Equipment:

Engine 1 2013 Sutphen 1500 GPM Pumper

Engine 2 2008 Sutphen 1500 GPM Pumper

Engine 3 2000 Sutphen 1500 GPM Pumper

Ladder 1 2020 Pierce 107-ft Tractor Drawn Rescue Ladder

Squad 8 1995 Ford / Hackney Medium Duty Rescue

ATV 1 Polaris Ranger ATV

Technical Rescue Trailer for Trench and Building Collapse

5 Command Vehicles (4x4)

NOTE: All equipment is radio equipped – 453.550 – Call sign WNWY-310

RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

Rescue Stations:

One located at 1601 North Coalter Street

Personnel: 110

Authority Succession:

Disaster Chairman

Captain

First Lieutenant

Equipment:

6 Advance Life Support Vehicles

1 Basic Life Support Vehicles

1 Advance Life Support Response Unit

1 Heavy Rescue Crash Truck

1 Disaster Trailer

Radios or Pagers for all Members

The Squad is activated by calling 911, Staunton Police Dispatch for emergencies, or (540) 885-3444 for non-emergencies.

The Squad is dispatched on 460.550 and has a Private Frequency of 453.675 (SARSI).

**COMMONWEALTH OF VIRGINIA
EMERGENCY MEDEVAC SERVICES**

<u>HELICOPTER MEDEVAC</u>	<u>ALERT</u>	<u>NON-EMERGENCIES</u>
PEGASUS (UVA - Charlottesville)	(800) 522-1826	(804) 924-9287
LIFEGUARD 10 (Carilion Health Systems)	(540) 344-4357	
MED STAR (Com., D.C.)	(800) 824-6814	(202) 877-7234
ARIES (Fairfax County Police)	(703) 280-0840/ WAWAS	(703) 830-3105
EAGLE – 1&2 (U.S. Park PD, D.C.)	(202) 690-0808/ WAWAS	(202) 690-0768
MEDEVAC ((Ft. Belvoir)	(703) 664-6565	(703) 664-4401
MED-FLIGHT - 1 (VSP - Chesterfield)	(800) 468-8892	(804) 674-2400
MED-FLIGHT - 2 (VSP - Abington)	(800) 433-1028	(703) 466-3188
MEDICAL AIR CARE (INOVA - Fairfax)	(800) 258-8181	(703) 698-2930
NIGHTINGALE (Norfolk General)	(800) 572-4354	(757) 668-2500
986 th MEDEVAC (VNG - Richmond)	(804) 222-4580	(804) 222-4580
AIRCARE:		
AirCare 1 - Manassas, VA		(703) 393-7379
AirCare 2 - Fredericksburg, VA		(540) 368-9709
AirCare 3 - Leesburg, VA		(703) 737 - 7712
AirCare 4 - Winchester, VA		(540) 667 - 0288
AirCare 5 - Weyers Cave, VA		(540) 453 - 2000
SkyStat 1 - Chesterfield, VA		(804) 714 - 0945
Dispatch	(800) 258 - 8181	

INVENTORY OF USEFUL ASSETS

Equipment Group	Equipment Number	Year	Description	Total Per Group
Road Grader	*156-2037	1984	John Deere 670A	1
Front End Loader	*156-4465	1990	John Deere 644E	2
	*156-7160	2001	John Deere TC54H	
Sewer Jet Truck	*420-4880	1992	Ford F-800	1
Flusher/Tank Truck	*156-4159	1990	Ford F-800	1
5 Ton Dump Truck				
street department	*156-05386	1995	Ford f-800	13
street department	*156-06003	1998	GMC Series 'C'	
street department	*156-06159	1999	GMC C7HO42	
street department	*156-06477	2000	GMC Series 'C'	
street department	156-07475	2006	GMC TOPKICK	
street department	1516-07476	2006	GMC TOPKICK	
street department	*156-07454	2004	GMC Dump Truck	
street department	*156-05149	1994	GMC TOPKICK	
street department	*156-07474	2006	GMC TOPKICK	
street department	*156-07010	2001	GMC Dump Truck	
SCHOOLS	*200-01468	1982	Int.S1900	
utilities	*321-04469	1991	Int. 4900A	
utilities	*321-05761	1997	Ford Model F-800	
4x4 Pickup Truck				
police	**137-05560	1996	Chev. ¾ Ton 4x4 Marked Police	17
police	**137-06128	1999	Ford f-250 4x4 Spare Animal cont.	
lines/signs	*138-06436	2000	Chev. 1 ton 4x4 with dual rear	
street department	*156-06478	2000	GMC 1 Ton 3500	
street department	*156-05545	1996	Chev. 1 ton 4x4	
street department	*156-05973	1998	Chev. K2500	
street department	*156-06127	1999	Ford f-250 4x4	
street department	*156-07089	2001	3500 GMC dump	
street department	*156-07102	2001	3500 Chevy dump	
street department	156-07455	2004	3500 GMC dump	
street department	156-07456	2004	3500 GMC dump	
School Board	*200-04416	1990	GMC 4x4 1 ton with dual rear whls.	
equip. main.	*164-02956	1988	GMC ½ ton 4x4	
utilities	*321-05051	1993	Dodge Ram f-150	
utilities	*322-06417	2000	Dodge Dakota	
utilities	*322-06975	2001	Dodge Dakota Crew Cab 4x4	
utilities	*322-06976	2001	Dodge Dakota 4x4	
Light Weight Roller				1
	156-6180	2000	Vibromax Model 265 Tandem Drum	
Refuse Packer				6
refuse	*820-05112	1994	Ford ft900 EZ pack body	
refuse	*820-05958	1998	Int. 4900 series Apollo body	
refuse	*820-06257	2000	Int. 4900 series Apollo body	
refuse	820-07466	2005	INT.7400	

Staunton-Augusta-Waynesboro Emergency Operations Plan - 2020

refuse	*820-04322	1990	Ford Model L-8000 Apollo	
refuse	820-07494	2007	INT.7400	
Mid Size Pickup				
lines/signs	*138-07187	2002	superduty f350	16
street department	*156-04563	1991	Ford f-150	
street department	*156-05973	1998	Chev. K2500	
building maint.	*158-07293	2003	GMC ¾ ton	
building maint.	*158-04284	1990	GMC Sierra ½ ton	
building maint.	*158-04761	1992	GMC Sierra ½ ton	
utilities	*320-04498	1991	Chev. S-10	
utilities	*321-04879	1992	GMC 3500 utility truck and body	
utilities	*321-05051	1993	Dodge Ram f-150	
utilities	*322-04407	1990	Ford Ranger XLT, 4x2	
utilities	*322-05113	1993	Ford Ranger	
utilities	*322-06038	1998	GMC 3500 utility truck and body	
utilities	*322-07192	2002	K1500 GMC pickup truck	
utilities	*420-05084	1993	GMC 3500 utility truck and body	
refuse supt.	*820-05068	1993	Ford Ranger	
refuse	*820-05256	1995	Dodge Dakota	
Bucket Truck				
signals	*139-07057	2001	f-450 Ford areal truck	
street department	*156-01973	1983	Chev. 30 series	
	*156-04763	1992	F-800 area bucket	
knuckle boom truck	820-07493	2007	4300 SERIES 18 FT BODY	
	*156-04763	1992	F-800 Areal Bucket	
Utility Truck				
utilities	*420-05084	1993	GMC 3500 utility truck and body	
utilities	*321-04879	1992	GMC 3500 utility truck and body	
utilities	*322-06038	1998	GMC 3500 utility truck and body	
building maint.	*158-04416	1990	GMC 4x4 1 ton with dual rear whls.	
	*138-7187	2002	F-350 w/crane	
Compressor				
lines/signs	138-02074	1984	Sullair 185	
street department	156-01465	1972	Ingersoll Rand Model 150	
street department	156-04108	1989	Ingersoll Rand Model P-185	
street department	156-05203	1994	Grimmer Schmidt 185	
utilities	321-02062	1984	Sullair 185	
utilities	420-05050	1993	Ingersoll Rand Model P185WJD	
utilities	420-06974	2000	185 Ingersoll Rand	
10 Ton Utility Trailer				
	156-1355	1968	Miller Tilt Top	
	156-2514	1987	Interstate 20 Ton	
Note: *Two-way radio equipped. Public Works Frequency.				
**Police band radio equipped.				

LIST OF EMERGENCY GENERATORS INCLUDING LOCATIONS

Staunton-Augusta-Waynesboro Emergency Operations Plan - 2020

Location	Mfr.	Portable	Output	Voltage	Phase	Run Time	Fuel	Dept.
P.W./EQUIP MAIN	Kohler	No	40 KW	120/208	3	10 hours	Diesel	158
Fire Dept.	Onan	No	30 KW	120/208	3	Indefinite	Nat. Gas	158
WTP	Kohler	No	300 KW	120/208	3	8 hours	Diesel	320
Pump Truck	Unknown	Yes	4300 Watt	120	1	N/A	Hydraulic	322
WTP	Kohler	Yes	135 KW	120/208	3	6 hours	Diesel	322
WTP	Kohler	Yes	45 KW	120/208	3	6 hours	Gas	322
EQUIP MAINT.	Honda	Yes	5000 Watt	120/240	1	6 hours	Gas	158
Traffic/Signals	Homelite	Yes	2500 Watt	120	1	4 hours	Gas	139
Traffic/Signals	Honda	Yes	5000 Watt	120/240	1	4 hours	Gas	139
Sign Shop	Yamaha	Yes	4000 Watt	120/240	1	4 hours	Gas	138
Police Dept.	Homelite	Yes	4000 Watt	120/240	1	4 hours	Gas	137
Street Dept.	Campbell	Yes	3500 Watt	120	1	4 hours	Gas	156
Street Dept.	Titan Ind.	Yes	5000 Watt	120/240	1	4 hours	Gas	156
Street Dept.	Generac	Yes	5000 Watt	120/240	1	4 hours	Gas	156
BIG SKY	Guardian	No	2K3K Series Need Operators Manual	120/240	1	12 hours	Gas	P. Maint.
Bell Creek	Cummins	No	Will Complete ASAP	120/240	1	12 hours	Diesel	Bell Creek
City Hall	Olympian	No	75 KW	120/240	1	12 hours	Diesel	City Hall

PLANNING AND INSPECTIONS RESOURCES

Personnel: 11

Vehicles: 6

Planning and Inspections include the responsibilities for the following:

- Planning and Zoning
- Development Reviews
- Building Officials/Inspections
- Drainage Program
- Fire Prevention
- Property Maintenance

HEALTH AND MEDICAL RESOURCES

Augusta Medical Center

1. Number of Physicians – 141 active; 86 other (invitational, locum tenens, visiting, consulting)
2. Number of RNs – 423
3. Number of LPNs – 106
4. Number of Patient Care Technicians – 70
5. Number of Nursing Assistants – 75

Staunton/Augusta County Health Department

1. Health Officer (Physician) – 1
2. Environmental Health Supervisor – 2
3. Environmental Health Specialists – 7
4. Nursing Supervisor – 1
5. Public Health Nurses – 9
6. Office Support Supervisors (Clerical) – 1
7. District Planner – 1
8. Epidemiologist - 1

**VIRGINIA FUNERAL DIRECTOR'S ASSOCIATION, INC.
MORTUARY DISASTER PLAN ORGANIZATION**

MISSION

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

ORGANIZATION

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

The State Medical Examiner's Office 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.

CONCEPT OF OPERATIONS

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

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

**SHIPPING INSTRUCTIONS FOR SPECIMENS
COLLECTED FROM PEOPLE POTENTIALLY EXPOSED
TO CHEMICAL TERRORIST AGENTS**

**VIRGINIA DEPARTMENT OF HEALTH
GUIDELINES FOR REPORTING AND MAINTAINING
MASS FATALITY EVENTS
WITH THE VIRGINIA MEDICAL EXAMINER**

HAZARD MITIGATION TASK ASSIGNMENTS

1. Director of Emergency Management, City Manager

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

2. Coordinator of Emergency Management

The Coordinator of Emergency Management has overall management responsibility of the hazard mitigation program and is responsible for administering an effective hazard mitigation program through the appropriate department or agency heads. The Coordinator of Emergency Management's responsibilities include, but are not limited to, the following:

- A. Hazards analysis.
- B. Development, maintenance, and implementation of a Hazard Mitigation Plan.
- C. Development, maintenance, and exercise of the Emergency Operations Plan.
- D. Preparation, in coordination with the departments and agencies, mitigating codes, ordinances, and regulations for action by the City Council and the appropriate Departments.
- E. Develop public information materials, which describe the risks, associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

3. Public Health Director

- A. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- B. Develop plans for the prevention or spread of disease during a disaster.
- C. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

4. Community Development/Building Inspector/Safety Officials

- A. Enforce existing building codes and zoning ordinances.
- B. Make recommendation for mitigation codes or ordinances, where applicable.
- C. Advise the public of private actions that could mitigate individual loss.

5. Police and Sheriff's Departments

- A. Enforce hazardous materials transportation regulations.
- B. Develop, maintain, and exercise disaster response SOPs required by other appendices of this plan.

6. Fire Department and Rescue Squad

- A. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan.
- B. Develop, maintain and exercise specific response plans for hazardous materials.
- C. Obtain training and special equipment that may be required for hazardous material sites located in the jurisdiction.

7. Superintendents of Schools

- A. Insure school administrators have a plan to cope with natural hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

HAZARDS ANALYSIS

The criteria for each hazard is assigned a rating of high, medium, or low. All listed situations refer to major disasters causing loss of life, human suffering, and property damage. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is “low”; once in 25 years – “medium”; and two or more times – “high.”
2. Comparing the area at risk to the population and property density can derive estimates of VULNERABILITY. For example, thinly populated rural jurisdictions near nuclear power plants are considered less “vulnerable” than more heavily populated urbanized ones
3. The MAXIMUM THREAT is the greatest destruction that could occur for the disaster under study. For example, with a nuclear attack, jurisdictions within a high-risk or target area receive a “high” rating; those within 30-40 miles – “medium”; and other, more remote jurisdictions – “low.”
4. The PROBABILITY of a disaster is a subjective judgment to be made primarily by local officials. The following guide may be used:
 - A. Chances per year greater than 1 in 10 – “high”
 - B. Chances per year between 1 in 10 and 1 in 1000 – “medium”
 - C. Chances per year less than 1 in 1000 – “low”

APPENDIX K2 TO ANNEX K (CONTINUED)
HAZARDS ANALYSIS SUMMARY TABLE/SCORE

Threat	History	Vulnerability	Max Threat	Probability
Airplane Crash	Low	Low	Low	Low
Civil Disturbance	Low	Low	Low	Low
Dam Failure	Low	Low	Low	Low
Drought	Low	Low	Low	Low
Earthquake	Low	Low	Low	Low
Electric Outage	Low	Medium	Medium	High
Fire or Explosion	Medium	Medium	Medium	Medium
Flash Flood	High	Medium	Medium	High
Flood, Major	Medium	Medium	Medium	Medium
Fuel Shortage, Major	Low	Low	Low	Low
Hazardous Materials	Medium	Medium	High	Medium
Highway Accident	High	Low	Low	High
Hurricane/Storm	High	High	High	High
Nuclear Attack	Low	Medium	Low	Low
Nuclear Power Accident	Low	Low	Low	Low
Pipeline Accident	Low	Low	Low	Low
Railroad Disaster	Medium	Medium	Medium	Medium
Structural Collapse	Low	Low	Low	Low
Water Shortage/Contamination	Low	Low	Low	Low
Windstorm/Tornado/Severe Storms	High	Medium	High	Medium
Winter Storm	High	High	Medium	Low

Completed by: Sharon E. Angle, Emergency Management Coordinator

**City of Staunton Section From
“The Central Shenandoah Valley Regional Flood Mitigation Plan”**

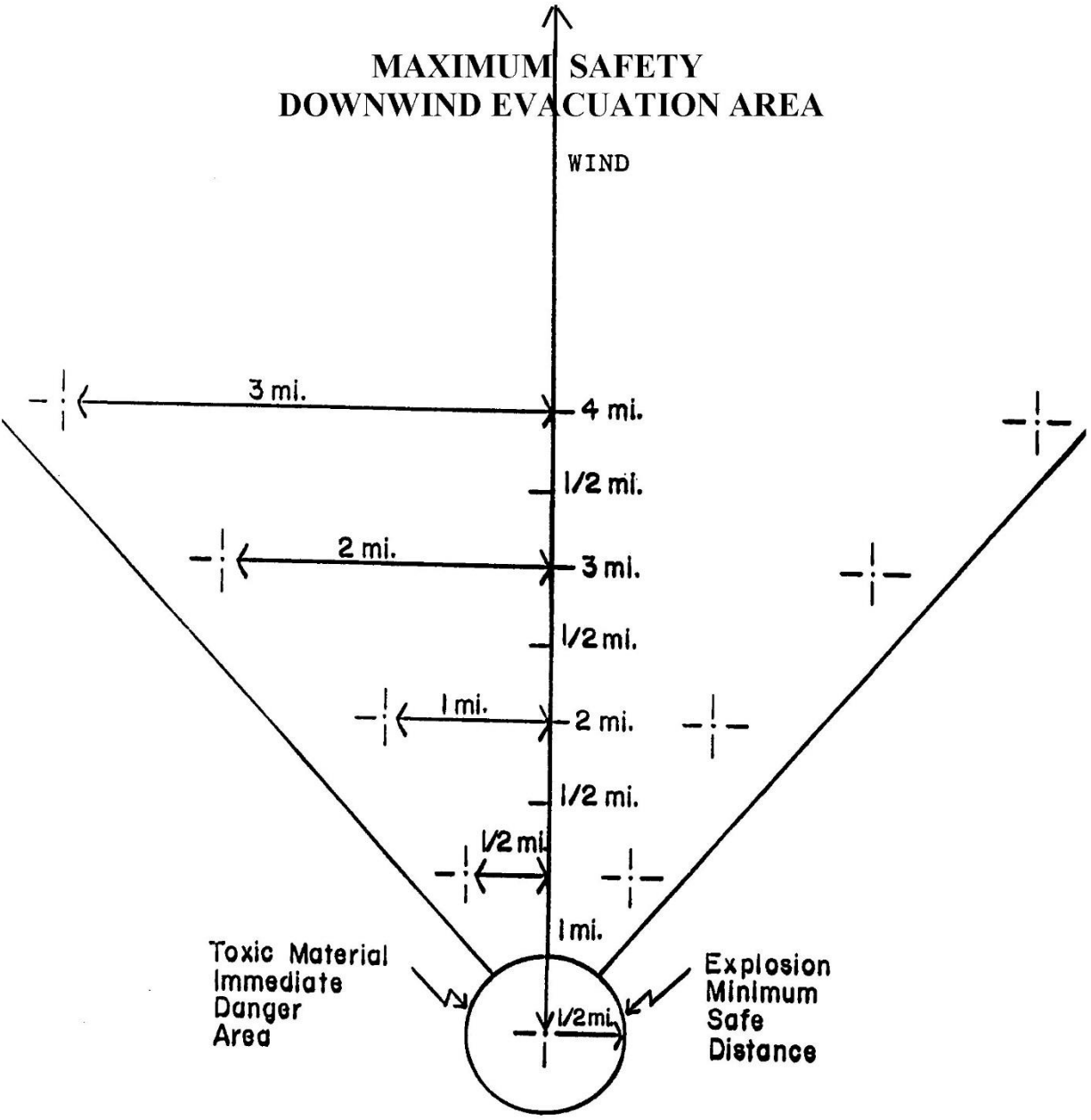
To Be Added At A Later Date

CITY OF STAUNTON HYDROLOGY MAP

HAZARDOUS MATERIALS LOCATIONS IN THE CITY OF STAUNTON

Number	Name of Facility	Address	Hazard	Map #
1	Specialty Blades	9 Technology Drive	Oil Storage (1,600 gallons)	
2	Valley Feed	316 New Hope Road	10,000 gallons of Propane Grain Bins	
3	Augusta Co-Op	1205 B Richmond Avenue	Feed Bins	
4	Shenandoah Valley Propane	1106 Greenville Avenue	Trucks as Business	
5	Fisher Oil	650 C & O Flats (Middlebrook Avenue)	Two (2) 5,000 Gallon above Ground Tanks	
6	Sunspots	202 Lewis Street	Acetylene	
7	Guy C. Evers	801 Middlebrook Avenue	5,000 Gallon Tank of Diesel	

Sample Wind Vector Chart



POTENTIAL TERRORIST TARGETS

The Local Emergency Planning Committee considers the following facilities as primary targets for terrorism attacks. The facilities are generally listed in order of the threat to them. The order will change based on the political goals of the terrorist group.

FACILITIES

- The National Guard Armory
- Water Treatment Plant
- Water Storage Tanks and Pumping Facilities
- Telephone Switching Stations
- Staunton City Hall
- Staunton Fire Department
- Augusta County Fire Department
- Augusta County Office Building
- Augusta County Court Building
- Staunton City Court Building
- Railroads
- Gas Pipe Lines
- Schools
- Churches
- Electric Substations
- Post Offices

EVENTS

- Football Games
- Basketball Games
- Baseball Games
- Fourth of July Events in Gypsy Hill Park
- Christmas Parade
- Shaking Event

**WEAPONS OF MASS DESTRUCTION (WMD)
DEFINITIONS, CONSEQUENCES, AND RESPONSE DIFFICULTIES**

Weapons of Mass Destruction (WMD)			
Type of WMD	Definition (According to Title 18, USC 2332a)	Consequences	Response Difficulties
Explosives	Any explosive, incendiary, or poison gas bomb, grenade, rocket...missile...mine or device similar to the above	Deaths, injuries, damaged structures	Similar to that of other explosions and large fires
Chemical	Poison gas, blister gas	Deaths, injuries, possible contamination, possible long-term effects	Similar to accidents planned for in current LEPC emergency response plan, but could be more extensive in effect (e.g, VX release in a crowded convention center or school)
Biological	Any weapon involving a disease organism	Deaths, injuries, contamination, long-term, far-reaching geographic effects	Agents may be unknown; locations may vary and multiply as people travel Nuclear
Nuclear	Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life	Deaths, injuries, contamination, possible long-term, far-reaching effects	Similar to that of other explosions and large fires plus radiation; could have long-term far-reaching effects

TERRORISM THREAT CONDITION MEASURES

The following measures will be considered in accordance with Threat Condition (ThreatCon) Alpha, Bravo, Charlie or Delta:

THREATCON ALPHA

This condition applies when there is a general threat of possible terrorist activity against area facilities or events, the nature and extent of which are unpredictable and circumstances do not justify full implementation of ThreatCon Bravo measures. However, it may be necessary to implement certain selected measures from higher ThreatCons because of intelligence received or as a deterrent. The measures in the Threatcon Alpha must be capable of being maintained indefinitely.

MEASURE 1: At regular intervals, remind all personnel to report suspicious personnel, particularly carrying suitcases or other containers, or those observing, photographing, or asking questions about government operations or security measures. Unidentified vehicles parked or operated in a suspicious manner in the vicinity of listed facilities (See Appendix 2) should be reported to the police. Abandoned parcels or suitcases as well as any other activity considered suspicious should also be reported.

MEASURE 2: Responsible facility personnel will review emergency evacuation plans for listed facilities.

MEASURE 3: Responsible facility personnel will ensure that doors are not blocked open or left unattended.

MEASURE 4: Police will perform periodic random exterior and/or interior security. Police will physically check out any suspicious vehicle parked near listed facilities and do a license check as necessary.

MEASURE 5: Review all plans related to the introduction of higher ThreatCons.

MEASURE 6: Notify organizers of major events involving the assembly of large numbers of people of the threat and the measures in this Appendix.

MEASURE 7: Activate a level one EOC to consider the threat and review plans. (See Appendix 3)

MEASURE 8: Hospitals and rescue units will review mass casualty, decontamination, biological, radiological and chemical procedures.

THREATCON BRAVO

This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this ThreatCon must be capable of being maintained for weeks without causing undue hardship, affecting operational capability. Continue all measures for ThreatCon Alpha.

MEASURE 9: Increase the frequency of warnings required by Measure 1 and inform employees of additional threat information.

MEASURE 10: Place designated employees on call so they will not be out of reach of contact by telephone, cell phone, or beeper for more than one hour without approval. Approval will be contingent upon a knowledgeable replacement that is aware of the requirements of this plan.

MEASURE 11: Review provisions associated with implementation of ThreatCon Charlie.

MEASURE 12: The trash containers and all other containers where items could be hidden will be moved inside listed facilities or a minimum of 25 meters from these buildings.

MEASURE 13: All listed facilities will be kept secure and police officers will continue frequent random rounds.

MEASURE 14: At the beginning and end of each workday and at frequent intervals, designated facility personnel will inspect the interior and exterior of buildings for suspicious activity or packages, or for signs of tampering, or indications of unauthorized entry.

MEASURE 15: No deliveries will be accepted at any facility without being checked. Employees will be advised to inspect their personal mail at home and to encourage family members to do likewise.

MEASURE 16: Encourage family members to report suspicious packages to local law enforcement agencies, and refrain from handling them until cleared by appropriate authority. This will be accomplished by including this information in the briefings for the workforce.

MEASURE 17: Increase both overt and covert security force surveillance of locally designated soft targets to improve deterrence and build confidence among staff and family members.

MEASURE 18: Inform employees and family members of the general threat situation to stop rumors and prevent unnecessary alarm. This will be accomplished through briefings and e-mail.

MEASURE 19: Brief representatives of all units and activities concerning the threat and security implemented in response to the threat. Implement procedures to provide periodic updates for these unit and activity representatives.

MEASURE 20: Verify the identity of all personnel entering listed facilities (inspect identification cards or grant access based on visual recognition) . Visually inspect the exterior or all suitcases, briefcases, packages and other containers. Increase the frequency of inspections of suitcases, briefcases and other containers.

MEASURE 21: Increase the frequency of random identity checks conducted by security patrols on the facilities.

MEASURE 22: Employees will be reminded to lock parked vehicles and inspect vehicles for suspicious items before entering and driving them.

MEASURE 23: Brief all law enforcement personnel, and security argumentation force personnel concerning the threat and policies governing use of force/rules of engagement.

MEASURE 24: Increase liaison with state police, National Ground Intelligence Center and the FBI to monitor the threat to personnel and facilities.

MEASURE 25: Implement limited spot checks of employees entering and departing facilities and make random checks under vehicles parked in designated locations.

MEASURE 26: Meet with major event planners (See Appendix 1) and discuss the possible cancellation of the event.

THREATCON CHARLIE

This condition applies when an incident occurs or indications that a terrorist action against a listed facility is imminent. Since these measures will have a major effect on organizations, they can only be implemented for a short time.

MEASURE 27: Includes all measure from ThreatCon Alpha and Bravo.

MEASURE 28: Keep all personnel responsible for implementing anti-terrorist plan at their places of duty. Call in all police officers and assign them post.

MEASURE 29: Reduce listed facilities access points to the absolute minimum necessary.

MEASURE 30: Control entry with ID cards or personal recognition of all employees or visitors. Issued badges or escort visitors. Closely account for ID cards.

MEASURE 31: Enforce centralized parking of vehicles away from sensitive buildings.

MEASURE 32: Increase patrolling of the facilities.

MEASURE 33: Protect all points where entrance to facilities is required.

MEASURE 34: Erect barriers and obstacles to control traffic flow. Block off streets around listed facilities, as required. Close the parking lots as required.

MEASURE 35: Consider closing public roads and facilities that might make sites more vulnerable to terrorist attacks and limiting parking to within 25 meters of listed facilities.

MEASURE 36: Listed facilities will no longer accept delivery of packages for any facility or employee. All deliveries not accepted will be returned.

MEASURE 37: Designated facility personnel will check 100% of packages, bags and briefcases carried by visiting personnel entering the facility.

MEASURE 38: Consider a level two or level three activation of the EOC.

THREATCON DELTA

This condition applies in the immediate area where a terrorist attack has occurred or intelligence indicates that a terrorist action against specific locations, events or persons is likely to happen. This ThreatCon is normally a localized warning.

MEASURE 39: Continue all measures from ThreatCons Alpha, Bravo, and Charlie.

MEASURE 40: Augment police as necessary. Consider stopping all major events involving the gathering of large groups of people.

MEASURE 41: Control access and implement positive identification of all personnel. Consider requesting that only identified essential personnel report for duty.

MEASURE 42: Search all suitcases, briefcases, packages, etc., brought into the facilities. Conduct 100% checks of everyone entering the listed facilities.

MEASURE 43: Make frequent checks of building exteriors and parking areas. Police officers will be on continuous roving patrol.

MEASURE 44: Minimize all administrative journeys and visits. All non-essential visits to designated facilities will be terminated.

MEASURE 45: Activate the EOC to the appropriate level.

LEVEL ONE EOC ACTIVATION PERSONNEL

Police Department

State Police

Sheriff's Department

Regional Jail

Public Information Officer

Emergency Communications Center Representative

Emergency Management Coordinator

Rescue Representative

Fire Department

Hospital Representative

RACES

Red Cross

Others as Dictated by the Situation

DISPENSING SITE CONCEPT

Concept of a Dispensing Site

Outside

Station 1: Remote Triage – Checking People in their Vehicles (4 Security/4 Nurses)

Station 2: Site Command Team (7 People Site Commander, Deputy Commander, PIO, Safety, Operations, Logistics, Finance/Administration, Planning)

Station 3: Mental health (4 Care Providers)

Station 4: Security (Half Armed = 14)

Station 5: Translators (3 Minimum Dependent on Local Population)

Station 6: Entry/Triage (3 Nurse – 1 EHS)

Station 7: Registration – (3 Clerks)

Station 8: Briefing (1 Nurse, 3 Volunteers)

Station 9: Screening (1 Pharmacist, 4 Nurses)

Station 10: Medical Consult (1 MD, 1 Pharmacist)

Station 11: Med Dispensing (1 Pharmacist, 10 Volunteers)

Station 12: Exit (4-6 Volunteers)

Station 13: Isolation and Holding – Those People who are Sick (1 PA, 2 Nurses, EMS Unit if Possible)

Staffing: 76 Total

Specialized/Trained (33)

1 MD

1 PA

3 Pharmacist

13 Nurses

8 Armed Security

7 ICS Training – Site Management Team

All the Rest can be Volunteers (43)

Throughput = 600/hr. = approximately 1 per minute per line = 10 lines

50,000/80 hours = 625/hr. 80 hours to treat 50,000 people

50,000/96 hours = 521/hr.

DISPENSING SITE STAFFING TEMPLATE

Background:

1. Assume worst case scenario, 6 sites must be setup in the district.
2. VDH must establish a district response management team of at least 4 people.
3. District VDH staff = approximately 120, VDH nurses = approximately 36.
4. If a throughput of 521 people per hour is maintained. A population of 50,000 can be served in 96 hours.
5. **Designates permanent staff that agree to be responsible for this operation. They will be pre-trained, responsible for staffing the site, and exercise once per year. They will meet at least monthly until the first drill is conducted.

Position Number	Position Title/Profession	AM Shift	PM Shift
1	Site Commander/MD/Nurse**	VDH, PA or Nurse	VDH, PA, or Nurse
2	Medication Manager/Pharmacist**	Local Pharmacist	
3	Deputy Site Commander**	Locality – Fire	Locality – Fire
4	Operations Section Chief**	VDH – Nurse	VDH Nurse
5	Safety Officer	VDH	VDH
6	Information Officer	VDH	VDH
7	Liaison Officer	Locality – Fire	Locality – Fire
8	Planning Section Chief	VDH	VDH
9	Logistics Section Chief**	Facility Staff	Facility Staff
10	Finance/Admin. Section Chief	Facility Staff	Facility Staff
11	Remote Triage - Nurse/EMT	VDH Nurse	VDH Nurse
12	Remote Triage - Nurse/EMT		
13	Remote Triage - Nurse/EMT		
14	Remote Triage - Nurse/EMT		
15	Remote Triage - Security	VDH	VDH
16	Remote Triage - Security		
17	Outside Security – Armed		
18	Outside Security – Armed		
19	Mental Health Counselor	Com Svc Board	Com Svc Board
20	Mental Health Counselor		
21	Mental Health Counselor		
22	Mental Health Counselor		
23	Internal Security – Armed		
24	Internal Security – Armed		
25	Internal Security – Armed		
26	Internal Security – Armed		
27	Internal Security – Armed		
28	Internal Security – Armed		
29	Internal Security – Armed		
30	Internal Security – Unarmed	VDH	VDH
31	Internal Security – Unarmed	VDH	VDH
32	Internal Security – Unarmed	VDH	VDH
33	Internal Security – Unarmed		
34	Internal Security – Unarmed		
35	Internal Security – Unarmed		

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36	Internal Security – Unarmed		
37	Translator - Highest % of Population		
38	Translator - Highest % of Population		
39	Translator – Tele-translator		
40	Triage at Entry – Nurse	VDH Nurse	VDH Nurse
41	Triage at Entry – Nurse		
42	Triage at Entry – Nurse		
43	Triage at Entry – EHS		
44	Registration – Clerks	VDH	VDH
45	Registration – Clerks		
46	Registration – Clerks		
47	Briefing – 1 Medical		
48	Briefing – Clerk	VDH	VDH
49	Briefing – Clerk		
50	Briefing – Clerk		
51	Screening – 1 Pharmacist	Local Pharmacist	Local Pharmacist
52	Screening – Nurse	VDH Nurse	VDH Nurse
53	Screening – Nurse	VDH Nurse	VDH Nurse
54	Screening – Nurse		
55	Screening – Nurse		
56	Medical Consult - MD		
57	Medical Consult – Pharmacist	Local Pharmacist	Local Pharmacist
58	Dispensing Leader – Pharmacist	Local Pharmacist – Same as Medication Manager	Local Pharmacist – Same as Medication Manager
59	Dispensing – Volunteer	VDH	VDH
60	Dispensing – Volunteer	Local Volunteer Leader**	Local Volunteer Leader**
61	Dispensing - Volunteer		
62	Dispensing - Volunteer		
63	Dispensing - Volunteer		
64	Dispensing - Volunteer		
65	Dispensing - Volunteer		
66	Dispensing - Volunteer		
67	Dispensing - Volunteer		
68	Dispensing – Volunteer		
69	Exit Lead – Nurse	VDH Nurse	VDH Nurse
70	Exit – Volunteer	VDH	VDH
71	Exit – Volunteer		
72	Exit – Volunteer		
73	Exit - Volunteer		
74	Isolation Holding – 1 PA		
75	Isolation/Holding-Nurse/EMT		
76	Isolation/Holding-Nurse/EMT		

SPECIAL FACILITIES AND EVENTS

Facilities that may require an EOP due to hazardous materials used, manufactured, or stored at site, or the large number of residents at the facilities, or the nature of the facility per se:

Tourist Facilities

Woodrow Wilson Birthplace
Blackfriars Theater

Nursing Homes, Schools, and Special Care Facilities

See Annex L, Attachment L3.

<u>Special Events</u>	<u>Date</u>
Victorian Festival	April
Farmer's Market	Saturday (April through November)
Athletic Events Gypsy Hill Park	Game Days
African American Heritage Festival Gypsy Hill Park	
Fourth of July, Gypsy Hill Park	July
Annual Charity Fair Veteran's Day Parade	November
Christmas Parade	December
Shakin Concerts	June through September

**ASSISTED LIVING FACILITIES, ADULT DAY CARE, CHILD DAY CARE CENTERS
IN CITIES OF STAUNTON AND WAYNESBORO
AND AUGUSTA COUNTY**

CITY OF STAUNTON SHELTERS MAP

Maps of available shelters for a particular emergency will be created on an as needed basis during that emergency. Shelter openings are dependent on a variety of factors including, the type of emergency, location of emergency, weather conditions, and the number of people affected in the emergency.

**AVAILABLE SHELTER LOCATIONS
STAUNTON PUBLIC SCHOOLS/FIRE DEPARTMENT/RESCUE SQUAD**

SHELTER NAME	CAPACITY
1. Shelburne Middle School 300 Grubert Avenue Telephone: 332-3930	1,200
2. Robert E. Lee High School 1200 North Coalter Street Telephone: 332-3926	1,000
3. Bessie Weller Elementary School 600 Greenville Avenue Telephone: 332-3940 (Generator Available)	1,000
4. Thomas Dixon Elementary School 1751 Shutterlee Mill Road Telephone: 332-3924	1,000
5. A. R. Ware Elementary School 330 Grubert Avenue Telephone: 332-3938 (Generator Available)	1,000
6. Thomas C. McSwain Elementary School 1101 North Coalter Street Telephone: 332-3936 (Generator Available)	1,000
7. Staunton Fire Department 500 North Augusta Street (Generator Available)	125
8. Staunton/Augusta Rescue Squad 1601 North Coalter Street (Generator Available)	300
9. Beverly Manor Middle School 58 Cedar Green Road (Generator Available)	700

SHELTER OPENING CHECKLIST

In order to open a shelter to support the evacuation of citizens a number of steps must be taken in the proper order to insure the shelter is ready in time and is properly supported and staffed.

1. The Emergency Management Coordinator (EMC) must first try to determine if the evacuee numbers will surpass the 25 family figure, which the Red Cross has agreed to support through local hotel/motel agreements.
2. The EMC is responsible for coordinating all actions necessary to open shelters in our jurisdictions and begins the process by checking the status of shelters, coordinating with Red Cross and then briefing the City Manager of the nature of the emergency, the need for shelter opening and the shelters that should be opened.
3. After approval from the jurisdictions, the EMC calls the City school, County school, Fire Chief, Rescue Captain and/or point of contact and requests that the designated shelter(s) be opened, brought to operating temperature and that a building representative be present.
4. The EMC calls the Staunton-Augusta Chapter of the American Red Cross, indicates the shelters that will be opened and request support.
5. The EMC calls the organizations tasked (City Sheriff and Police Departments) to provide security for the selected shelters.
6. The EMC calls the Health Department and requests a nurse for each opened shelter.
7. The EMC calls Social Services, as needed, and requests that Shelter Managers report to the selected shelters.
8. The EMC calls RACES and requests communications support as outlined in 4-H above.
9. The EMC has the PIO notify the media of shelters opened and the time of opening.
10. The EMC requests that four wheel drive volunteers call the information line when needed.
11. The EMC calls the volunteer call takers to the 911 Center when needed.
12. Shelter Managers are in charge of the shelters and all other shelter workers report to them. Shelter food, bedding and incidental support is provided by the Red Cross DOC at the request of the shelter manager. The Red Cross shelter representative assists the shelter manager as needed and acts as the Red Cross on scene representative by keeping in close coordination with the DOC and the Red Cross representative in the EOC.

SHELTER FEEDING OPTIONS

The following are options and limitations dealing with providing food at shelters.

1. The school shelters will have sufficient quantities of food stocks and food service personnel to adequately provide service during the school year. But from about June 5th till after Labor Day there will be no food stocks available and refrigerators will be shut off. It would take about 48 hours to get refrigeration units to proper temperature and food stocks back to proper levels.
2. Red Cross does not cook food but has agreements with local retailers and restaurants for the purchase of foodstuffs for the preparation of sandwiches and drinks to support our shelters in an emergency. During the first 24 hours they will usually pick up and deliver fast food items.
3. The Local Salvation Army can serve hot food. They have a couple of mobile canteens and each can cook , bake and serve 250 to 300 meals at a time with about 45 minutes of preparation time. The usual menu is a hot breakfast, sandwiches for lunch and a hot meal in the evening. They can be called in by the EMC or the Red Cross.
4. Another source of food for our shelters is the Baptist General Assembly mobile feeding units. One is located in Richmond and one in Southwest Virginia, each can serve upwards to 15,000 meals per day. They are totally self contained and can be called in by the State through a request from the EMC or Red Cross.

A TIERED ACTIVATION OF THE EOC FOR SEVERE WEATHER

LEVEL 1 RESPONSE:

The following will respond as called by the EMC:

- Police
- Fire
- Red Cross
- Public Information Officer
- Public Works

LEVEL 2 RESPONSE:

In addition to Level 1 Personnel above, the following as called by the EMC:

- RACES
- School system as needed
- Social Services as needed
- Hospital Representatives as needed
- City Executive Representative as needed
- Information Line Volunteers as needed
- Rescue Representative if needed
- City Sheriff's Department as needed
- Health Department
- City Parks and Recreation as needed

A LEVEL 3 RESPONSE IS A FULL ACTIVATION OF ALL REPRESENTATIVES LISTED ABOVE

CALL TAKER VOLUNTEERS RESPONSIBILITIES

1. The EMC is responsible for activating the volunteer call takers.
2. Initially the call taker positions will be filled by Police, Fire and 911 Dispatcher personnel until volunteers arrive.
3. Call takers responsibilities include:
 - (1) Act as a rumor control agency.
 - (2) Answer inquiries from the public.
 - (3) Inform the EMC of the types of problems the public is experiencing.
 - (4) Act as dispatchers of volunteer four-wheel drivers in severe road condition situations.
4. Many calls that come in are from people without power that can not receive news reports from the media.
5. Calls that call takers are expected to handle include(but are not limited to)the following:
 - (1) Trees down blocking traffic will be received and reported to VDOT or City Public Works.
 - (2) Power outage questions or reports will be forwarded to the proper power company.
 - (3) Shelter questions.
 - (4) Road closure questions will be forwarded to VDOT or City Public Works.
 - (5) Questions about the weather.
 - (6) Directions to shelters, hospitals, hotels, motels gas stations, etc.
 - (7) Questions of which grocery stores, gas stations, drug stores, etc. are opened. Gas stations may not be able to pump gas if they do not have power.
 - (8) Request for welfare checks on individuals will be referred to police departments.
 - (9) Questions on which shelter family members are located in will be referred to Red Cross.

6. Call takers will dispatch four wheel drive volunteers where it is deemed critical. Examples are shown below, but good judgment must be used in many situations:
 - (1) Dialysis patients.
 - (2) Prescriptions that are absolutely necessary and will run out during the emergency.
 - (3) Shelter staff to shelters.
 - (4) Doctors and Nurses to work.
 - (5) EOC staff to the EOC.
 - (6) Ambulatory patients to critical appointments that can not be changed.
 - (7) Transportation for food, water and fuel when absolutely necessary.
 - (8) Transportation to shelters when no other means exists.

INFORMATION FOR SHELTER OPENING

DATE:

TIME: Shelter will open at _____ and remain open as necessary for this emergency. Information we have now says repairs should be made _____.

LOCATION:

ITEMS TO BRING TO SHELTER:

- Any medication needed
- Any special medical items needed
- Any personal care items
- Special diet, i.e., food items
- Blankets, pillows, and sleeping bags
- Formula, diapers, or other special needs for infants
- If available, you may bring a battery-operated radio

ITEMS NOT ALLOWED IN THE SHELTER:

- Alcohol or illegal drugs
- Weapons of any kind
- Pets

REMINDER THAT IF POSSIBLE, INDIVIDUALS SHOULD CUT OFF WATER AND OPEN TAPS BEFORE LEAVING THE HOUSE

CATS (COORDINATED AREA TRANSPORTATION SERVICE) WILL BE PROVIDING TRANSPORTATION ASSISTANCE UNTIL 9:00 P.M., CALL 248-2499

PEOPLE WITH QUESTIONS ON THE SHELTER SHOULD CALL 332-3842

SHELTER REGISTRATION FORM

AMERICAN RED CROSS			
Family Last Name			
Names	Age	Medical Problem • Killed • Injured • Hospitalized	Referred to Nurse
Man			
Woman (Include Maiden Name)			
Children in Home			
Family Member not in Shelter (Location if Known)			

DISASTER SHELTER REGISTRATION	
Shelter Location	
Shelter Telephone No.	Date of Arrival
Predisaster Address and Telephone No.	

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

Signature

Date Left Shelter: _____

Time Left Shelter: _____

Postdisaster Address and Telephone Number

**SPECIAL NEEDS FACILITIES REQUIRING
SPECIAL CARE IN TIME OF EMERGENCY**

See Annex O, Attachments O1 and O2 for a list of all associated risk facilities in the City and County.

See Annex O, Attachments O1 and O2 for a map of facilities and organizations posing special evacuation problems.

See Annex L, Attachment L3 for schools, daycare centers, and nursing homes.

See Annex E, Attachment E1 for Fire Department Resources.

See Annex F, Attachment F1 for Rescue Squad Resources.

FOOD AND BOTTLED WATER

Contact: Donald W. Butts, VDACS, (804) 786-3523
**(Information from Virginia Emergency Operations Plan,
Basic Plan, Annex L, Attachment 1 and 2)**

MISSION

To assist local governments with the provision of food, bottled water, ice, and other essential food supplies to designated mass care facilities or shelters. To monitor and facilitate the restoration of normal commercial food distribution systems in the disaster area once road access and electric power have been restored.

ORGANIZATION

The following federal and state agencies, public agencies, and volunteer organizations will provide food-related services following a disaster. The Virginia Department of Agriculture and Consumer Services (VDACS) is the state agency primarily responsible for the coordination of this function and for the maintenance of this part of the State EOP. Supporting state agencies include those which store and deliver food and those which provide a food service to their own residential populations.

A. Federal Agencies

1. Department of Agriculture (USDA).
2. Department of Defense (DOD).
3. Department of Health and Human Services (DHHS).
4. Department of Transportation (DOT).
5. Environmental Protection Agency (EPA).
6. Federal Emergency Management Agency (FEMA).

B. State Departments

1. Agriculture and Consumer Services (VDACS).
2. Health (VDH).
3. Motor Vehicles (DMV).
4. Aviation (DOA).
5. Environmental Quality (DEQ).
6. Corrections (DOC).
7. Mental Health, Mental Retardation, and Substance Abuse Services (DMHMRSAS).
8. Social Services (DSS).
9. Military Affairs (DMA)
10. Other state agencies with food resources.

C. Volunteer Organizations

1. American Red Cross (ARC).
2. Federation of Virginia Foodbanks.
3. Salvation Army.
4. Virginia Voluntary Organizations Active in Disasters (VVOAD).

CONCEPT OF OPERATIONS

- A. A catastrophic hurricane or other major disaster will deprive substantial numbers of people of water and access to and/or the means to prepare food. The food supply and distribution network will be interrupted until roads are cleared and power is restored. Drinking water may be contaminated. As a result of power outages, many commercial cold storage and freezer facilities within the impacted area will be inoperable. Much of the existing food supply inventory may be destroyed.
- B. Mass care feeding facilities will need to be established by affected local governments. During the increased readiness period, they should stockpile food and water supplies and be prepared to manage for 72 hours after the peak of the disaster. Thereafter, either the normal food supply and distribution system will have been restored or supplemental food supplies must be brought in.
- C. Damage projection models will be used to forecast damage and disaster consequences. Included in this information will be calculations to identify the number of people to be impacted. State and local officials will use these calculations and projections to estimate food needs, quantities, and to project the duration of mass feeding activities. An immediate human needs assessment (food, water, health/medical, housing) and the condition of the infrastructure (transportation, communications, and utility systems) will be reported by the State Rapid Impact Assessment Teams.
- D. VDACS will assist affected local governments as needed with the provision of essential food supplies to mass care facilities. Such assistance will consist of (1) locating and making such items available and (2) pick-up and delivery. It will be provided only during that period when local governments are unable to manage on their own due to disaster effects.
- E. After the delivery of food supplies to the disaster area, it will be the responsibility of the receiving local government to secure and distribute these supplies to disaster victims. This may be done by the local American Red Cross (ARC) chapter on behalf of local government if an official agreement exists. Although most victims can be served at their designated mass feeding facility, some household distribution may also be needed.

- F. The delivery of food to victims of disasters is dependent upon food sources, food protection services, transportation resources and food delivery systems. Conditions in the disaster area determine the appropriate methods of delivering food to individuals. Food can be delivered to disaster victims and relief workers by meal in fixed or mobile feeding facilities, by bulk through foodbanks or other volunteer agencies, or by voucher or food stamps through retail establishments. The disaster food service must be prepared to deliver food by the most appropriate means.
- G. Shipments of donated food supplies will not be encouraged. If sent, they will be received and stored by the Department of General Services (DGS) at a warehouse in or near the disaster area. Donations of non-perishable food items will be sorted and palletized for distribution. See Attachment 3, Donations Management. VDACS will coordinate the pick-up and delivery of needed goods to affected localities. DGS will arrange for disposal as needed.
- H. Following notification of a major disaster or emergency, this food service function will be staffed by VDACS at or near the State Emergency Operations Center (State EOC) on a 24 hour basis. Thereafter, requests for food and water will be processed through this function.
- I. State agencies which purchase, store and deliver food as part of their normal operations will cooperate with VDACS in locating and providing surplus food for delivery to the disaster area. These agencies include those which operate food services for their own residential populations (prisons, colleges, hospitals) and those which assist with the distribution of food to local government facilities (schools and health departments).
- J. VDACS and the Department of Health are responsible for protecting food supplies. They will inspect stored food affected by the disaster, donated food, and food services provided to disaster victims. Food cannot be used by any fixed or mobile feeding unit or food supplier without health and safety verification from the appropriate state and local inspection agencies.
- K. The Federation of Virginia Foodbanks and other volunteer organizations will assist with locating available food supplies and, in coordination with VDACS, arrange for delivery to the disaster area.
- L. Emergency per person food consumption standards will be established and used as the common basis for food demand and supply. (See Tab 1.)
- M. Staff from the food service function will visit the disaster area and coordinate with local officials to ensure the ample and timely delivery of essential food supplies (primarily food, bottled water, and ice). They will assess the effectiveness of the disaster relief food distribution operation and redress any problems. They will also assist with the restoration of the local food supply and distribution system. Grocery stores and other food outlets should be able to resume normal operations within several days once road access and electric power have been restored.

- N. Until the public water supply system has been restored and the water has been declared safe to drink, it must be supplied in containers from beyond the affected area. This is the responsibility of the State EOC and VaNG if tanker trucks and/or US Army “water buffaloes” are needed. See Attachment 2. Bottled water is the responsibility of VDACS and will be provided as an essential food supply item. The Public Works and Engineering function is responsible for the restoration of the public water supply system. See Annex J, Attachment 1.
- O. The Department of Social Services will implement the Emergency Food Stamp program when appropriate. This program issues food stamps to families whose ability to purchase food has been affected by the disaster, as well as to its regular clients within the disaster area. Food stamps can be used in retail establishments.

ACTION CHECKLIST

1. Routine Operations

Develop and maintain that part of the State EOP which provides for the provision of food, bottled water, and ice to disaster victims. Maintain a notification roster of all designated individuals in primary and support agencies and of commercial resource suppliers.

2. Increased Readiness

A natural or man-made disaster is threatening some part of the state.

a. Communications Watch Level

EOC alerts the Agriculture liaison, Donald Butts (786-3523), who in turn notifies the VDACS Response Team, Jim Morano (Food Inspection, 786-3520), John Beers (Dairy Services, 786-1452), Tom Nations (Food Distribution, 786-5512), and Joe Dictor (Meat and Poultry Inspection, 786-4569), or their respective alternates. The Response Team comes to alert status.

b. Initial Alert Level

- (1) The Agriculture liaison person ensures that the members of the VDACS Response Team or their alternates are available for possible duty and are in a heightened standby status.
- (2) Response Team members review the plans and procedures.

c. Advanced Alert Level

- (1) The VDACS liaison assumes his duty station at the State EOC. The Response Team members assemble on the 5th Floor of the Washington Building. The Response Team establishes contact with the VDACS liaison person at the State EOC and then proceeds to establish telephone contact with USDA/Food and Nutrition Service, the Food Banks, and the prisons as potential agency food sources. At the conclusion of these initial contacts, the VDACS Response Team will begin contacting by telephone the commercial sources of food from lists already compiled and maintained by VDACS, and alerts these firms that their assistance may be needed.
- (2) Localities furnish to the State EOC points of contact for the receipt of goods in each potentially affected locality. The VDACS liaison at the State EOC relays this information to the VDACS Response Team.
- (3) The VDACS liaison contacts DGS and alerts them that they may need to be ready to receive and store donated food supplies.
- (4) The VDACS Response Team contacts DMV, Jim Lancaster (367-6868) and Day Byers (367-9157) and alerts them that their assistance may be needed in obtaining commercial motor transport for food supplies.
- (5) The VDACS Response Team places VDACS inspection personnel who may be involved in food safety activities on alert status.

3. **Response Operations**

a. **Mobilization Phase**

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

- (1) Local disaster officials anticipate the number of persons who may need food and drinking water on a worst-case scenario. They are to plan for three days of such provision using the guidelines prepared by the State EOC. (See Tab A.) At the conclusion of their estimation activities, they transmit these estimates to the State EOC, which in turn transmits them to the VDACS Response Team.
- (2) The VDACS Response Team inventories available supplies of food, water, and ice from the identified sources. The Team identifies the location and availability of these food supplies and if the supplier can provide transportation.

- (3) Local disaster officials establish a point of contact in each affected locality to coordinate mass care feeding needs. They review their local plans and procedures. They should be stockpiling essential supplies from sources that they have immediately available. Local officials tentatively identify each mass care shelter facility to which food supplies may need to be delivered and communicate this information to the State EOC. The State EOC follows the established procedure of reporting the information to the VDACS liaison, who in turn replays the information to the VDACS Response Team.
- (4) Local officials begin to submit a daily summary report to the State EOC reflecting activities in each affected locality.
- (5) The VDACS Response Team contacts the SHD liaison, Gary Hagy (225-4022) and begins preparations to coordinate effort and manpower in the delivery of food safety services. A coordinated command center site is selected, appropriate supervisory personnel are notified that they will staff the site, and all inspectors who may be involved in food safety activities are placed on standby for assignment status.

b. Emergency Phase

Disaster strikes. An emergency response is required to save lives and protect property.

- (1) Local disaster officials assess the needs. Determine the number of people needing food and drinking water for the next three days. Inventory the emergency food supplies of the affected localities and identify any shortfalls. Local officials communicate the shortfalls and the projected needs to the State.

EOC. These needs are then transmitted, through the chain, to the VDACS Response Team. The VDACS Response Team begins to match supply with anticipated needs.
- (2) Local disaster officials determine ice needs and quantities based on power outages and weather. Local officials communicate these needs to the State EOC. This information is also transmitted, through the chain, to the VDACS Response Team. The Response Team begins matching supply to anticipated needs.

- (3) At the request of local officials, operations to supply food stuffs commence. The VDACS Response Team notifies suppliers of the needs and has suppliers draw up orders according to those needs. The VDACS liaison negotiates with the DMV liaison for transportation according to supplier and destination information supplied by the VDACS Response Team. Local officials are contacted concerning shipments.
- (4) The VDACS Response Team begins to maintain a record of supplies provided and costs incurred. The DMV liaison does the same for transportation costs.
- (5) The VDACS Response Team works with the SHD to provide food safety services at feeding centers.

c. Emergency Relief Phase

Assistance is provided to affected individuals and organizations. Stop-gap measures (such as tent cities and potable water trucks) are implemented in order to provide essential services. Preliminary damage assessment surveys are conducted. This phase ends when the locality is no longer in an official state of emergency.

- (1) The VDACS Response Team, VDACS liaison to the State EOC, and other supporting agencies continue to provide food, drinking water, ice, and any other food-related essential goods for several days or until local governments and/or local food stores can provide them. The VDACS Response Team activates contacts with the USDA for additional commodity needs.
- (2) In cooperation with the SHD, the VDACS Response Team facilitates the resumed operation of food stores and normal food supply and delivery systems as soon as possible. Additional manpower is provided for salvage operations. This effort is coordinated with SHD and the U.S. FDA.
- (3) The required daily summary reports are submitted to the State EOC.

4. Recovery Operations

Essential facilities and services are restored. Displaced persons return to their homes. Federal disaster assistance programs are implemented. "Normal" conditions are restored. Severely damaged structures are rebuilt or demolished and replaced. The damaged parts of the transportation, water, and communications infrastructure are replaced. The economy is restored. The duration of this period may extend for two years or more, depending upon the severity of the disaster.

- a. The VDACS liaison submits to the State EOC an after-action report

summarizing VDACS activities during the crisis.

- b. VDACS liaison serves as a member of the State Recovery Task Force to facilitate the restoration of normal commercial food supply and distribution systems.
- c. The VDACS liaison and the Response Team submit to the State EOC a record of expenses incurred or obligated due to the disaster.

Annex L, Attachment 2

DISASTER RELIEF DONATIONS

Contact: Jim Dixon, VDES (804) 674-2407 or
Bill Curry, VDES Reservist (804) 692-1963

MISSION

To manage the receipt and distribution of solicited and unsolicited goods and to ensure the effective use of volunteer services following a disaster.

ORGANIZATION

The Department of Emergency Services (VDES) will develop and maintain plans and procedures for donations management. When the State EOC is activated in response to a major emergency or disaster, the SCO will designate a Donations Manager.

CONCEPT OF OPERATIONS

- A. A separately-published Donations Management Plan (DMP) provides more detailed procedures for establishing and operating a donations management program. Such an operation will be staffed primarily with reservists and volunteers.
- B. Donations management will be automated. A database and the capability to operate it will be established during normal operations. During and after a disaster, it will track anticipated needs, goods and services available but not released, items received and in storage, and disbursement.
- C. During disaster response and recovery operations, state and local government are responsible to care for the welfare of the public and meet their emergency needs in a timely manner. The Commonwealth relies greatly on volunteers and donated goods to augment and support the local and state efforts. The Donations Management Program (DMP) was developed to assist by providing a plan to accomplish donation related tasks as well as to identify those volunteer relief agencies, religious and civic groups, and the Virginia Voluntary Organizations Active in Disasters (VVOAD)

which could provide personnel or other resources to support these efforts. An important function of the DMP is to control the flow of solicited and unsolicited donated goods and services during the recovery period. It applies to many needs of assistance that are unavailable from agencies with local, state or federal government and provides:

1. A way to identify anticipated needs and obtain selected donations of goods and services.
 2. A method to publicize the needs of the community and victims.
 3. A system for receiving and recording offers of assistance.
 4. A source of needed and additional resources to state and volunteer agencies supporting the operations.
 5. A means to control the shipment of selected and unsolicited goods and services.
 6. A mechanism to document the community response and establish an official record.
 7. A method to evaluate the program under operating conditions.
- D. The function that coordinates the flow of solicited and unsolicited donated goods and service centers on the Donation Coordination Center (DCC). The DCC is activated at the onset of a disaster. At that time the Disaster Coordination Team (DCT) is assembled and the Communications Network and appropriate lines are set up. The Network consists of a 1-800 hotline phone bank, data processing, and a link between the Emergency Operations Center (EOC)/Disaster Field Office (DFO), entry points, warehouses, state and volunteer agencies. The data process capability is in the initial stages and is to identify needs for goods and services, inventory levels in warehouse and storage areas, and availability of equipment and goods.
- E. The DCT manages calls received on the 1-800 hotline related to offers of goods and services. Once a call is received the caller's name, address, phone number and goods or services to be donated are recorded and entered in to the data bank. Then if the item is needed, a control number is given and the caller is informed where to deliver the goods. They must be delivered at the provider's own expense. The control number is used by the State Police, who are stationed at designated entry points into Virginia. This number allows the policy to direct the shipment to its destination.
- F. If supplies are not needed, the caller's name, goods and or services offered are recorded, entered into the data bank. If need exists later for items recorded in the data bank, the individual is contacted to ship the item and shipping coordination initiated.
- G. Callers will be encouraged to donate cash or credit to charitable organizations

assisting the relief effort or to the Virginia Disaster Relief Fund. Cash donations provide flexibility to purchase needed items, entails no transportation costs, reduces labor needs in warehouses and aids in the economic recovery of the affected communities.

- H. Despite efforts to control the flow of needed goods and services into Virginia, it is anticipated that numerous unwanted supplies will arrive without a control number. These shipments will be directed to a relief storage area (RSA) outside the impact area to be warehoused and items entered into the data bank for future possible use.
- I. The necessary manpower, equipment, staff, communications and security support for required facilities and sites will be provided by local and state government, volunteer organizations and federal government as needed.
- J. The establishment of the DCC insures cost effectiveness of a relief operation and avoids duplication by:
 - 1. Coordinating the donation effort throughout the United States to insure unneeded items do not arrive nor accumulate and over extend limited equipment, storage and personnel resources.
 - 2. Using the Public Education and Outreach Programs to control the flow of solicited and unsolicited goods and services into a disaster area.
 - 3. Working with certain state agencies and charitable organizations to identify equipment needs and develop procedures to use.
 - 4. Identifying potential sites and facilities to administer and coordinate the receipt and distribution of donated goods and service into the effected area.
 - 5. Managing the entry of needed shipments into one of two distribution facilities -- the support warehouse and volunteer agency warehouses; or directing unneeded items to a relief storage area to be off loaded, stored and inventoried until needed or disposal made.

EMERGENCY FOOD CONSUMPTION STANDARDS

Food Groups and Food Items

Per Person
Per Week Standard

Meat and meat alternatives (red meat, poultry, fish, shellfish, cheese, dry beans, peas, and nuts)	3 pounds
Eggs	6
Milk	7 pints
Cereals and cereal products (flour including mixes, fresh bakery products, corn meal, rice, macaroni, and breakfast cereals)	4 pounds
Fruits and vegetables (fresh and frozen)	4 pounds
Food fats and oils (butter, margarine, lard, and shortening, and salad and cooking oils)	0.5 pound
Potatoes (white and sweet)	2 pounds
Sugars, syrups, honey, and other sweets	<u>0.5 pound</u>
Total (equivalent pounds per week):	27.0

DAMAGE ASSESSMENT TEAMS

I. Business and Industry

Team Leader: Planning and Building Official Representative

II. Residence and Other Private Property

Team Leader: Planning and Building Official Representative

III. Water Control Facilities and Public Utility Systems

Team Leader: Public Works Representative

IV. Public Buildings and Equipment

Team Leader: Maintenance Department and School System Representative

V. Parks and Recreational Facilities

Team Leader: Parks and Recreation Department Representative

VI. Locally Maintained Roads and Bridges

Team Leader: Public Works Representative

ELEMENTS OF A RESOURCE LIST

1. Resource Identification by Equipment, Service, Personnel, Facilities
2. Company, Organization or Agency that Controls the Resource
3. Contact Arrangement
 - 4-hour primary and back-up contact points (work, home, pager, cellular numbers, radio)
4. Acquisition Procedures
 - Response time
 - Charges for the use of the resource should be identified or pre-arranged as you develop lists
 - Resolve any liability issues
 - Identify any special training requirements to operate equipment
 - Identify personnel or contract personnel to operate equipment
 - Develop procedures to receive, inspect, inventory, and return resources
5. Develop Memos of Understanding, Mutual Aid Agreements, Contracts
6. Build Redundancy into Resource List
 - One provider may lack the capability to provide volume of goods, services, or personnel.
 - Provider may be unable to respond at the time you requested
 - Provider may be out of business when you call
7. Update Information
 - Date resource was last verified, date next verification due
 - Develop form letters for updating information

**VOLUNTEER WORKER
REGISTRATION FORM**

I. Name _____

Social Security No. _____

II. Organization (if appropriate) _____

III. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)

IV. Estimated Length of Time Services can be Provided in the Disaster Area

V. Special Tools or Equipment Required to Provide Services

VI. Billet or Emergency Shelter Assignment in Local Area

VII. Whether or not the Group or Individual is Self-Sufficient with Regard to Food and Clothing

VIII. Special Medical Considerations: Such as allergies, date of last tetanus shot

DISASTER RECOVER CENTER CITY OF STAUNTON

MISSION

To facilitate the review, application, and delivery of disaster assistance programs provided by federal, state, local, and quasi-public relief organizations to disaster victims following a major disaster, by establishing a centrally located Disaster Recovery Center (DRC) that is comprehensive in scope.

SITUATION

Disaster victims will look to all levels of government and quasi-public relief groups to assist them in recovery from the disaster. Most individuals impacted by a major disaster, such as a hurricane, are generally not aware of the many government programs available to assist them in their recovery. Disaster assistance programs are provided by a variety of government agencies, some of which are located within the state, other are located outside the state.

ORGANIZATION

A Federal Coordinating Officer (FCO), appointed by the President following the declaration of a major disaster, is responsible for the coordination of all federal disaster efforts in the hurricane disaster area. The Virginia State Coordinator of Emergency Management is designated as the State Coordinating Office (SCO) and will assist the FCO in coordinating disaster assistance efforts, as well as ensuring the expedient review and processing of disaster victims' applications and the delivery of aid and assistance.

The FCO and supporting staff are usually located in a Disaster Field Office (DFO) established to serve as the central management point for all federal disaster operations. The FCO's staff includes a Public Information Officer (PIO), and Public Assistance Officer, a Civil Rights Compliance Officer, a Hazard Mitigation Officer and an Individual Assistance Officer (IAO).

The Individual Assistance Officer is responsible for all matters relating to individual assistance, which includes medical care, operation of emergency shelters, mass feeding, as well as other relief and rehabilitation programs. The IAO appoints the DRC manager(s).

The Public Assistance Officer is responsible for coordinating all public assistance programs available to the City to restore public facilities and services. The Hazard Mitigation Officer is responsible for developing a program to identify and implement cost effective measures to reduce, prevent, or avoid the severity of future events.

The State Coordinating Officer and staff are co-located with federal officials in the DFO. State staff positions correspond to federal staff positions. The SCO appoints the assistant DRC

Manager. The state will also provide support personnel from such state departments as the Virginia Employment Commission, Mental Health, Mental Retardation, and Substance Abuse, Social Services, Motor Vehicles, and Emergency Services to assist the DRC managers in carrying out their mission.

The Disaster Application Center staff includes a receptionist, registrar(s), lead registrar(s), flood map reader, exit interviewer, program representatives from the Temporary Housing, SBA, and the IFG programs, and the DRC Manager. DRC staff roles and responsibilities are shown in Attachment 1. The recommended DRC layout is illustrated in Attachment 2. Attachment 3 illustrates how the applicant is processed through the facility.

The City of Staunton is responsible for assisting the Federal and State Coordinating Officers in locating and designating space to house the Disaster Recovery Center, as well as provide available support personnel to assist in its operation. Contingent upon availability and prevailing conditions, retail space in and around major shopping areas will be the preferred location area for the DRC. If space is not available there, City locations will be designated as secondary locations for the DRC.

CONCEPT OF OPERATIONS

The DRC receptionist is responsible for greeting disaster assistance applicants and maintaining traffic control within the facility. The receptionist directs the applicant to the registration area where he/she completes an application and is interviewed to determine the type and extent of losses sustained, and to define their needs. Once the applicant's needs are determined, he/she is referred to the appropriate disaster assistance program – Temporary Housing, SBA Disaster Home/Personal Property Loan and Individual and or/Family Grant (IFG) programs.

Depending on the situation, the registrar will issue a SBA Disaster Home/Personal Property Loan application or refer the applicant to the SBA representative for a summary decision. An application is processed for the Individual and Family Grant Program only if the applicant has received a summary decision from the SBA, or the applicant has needs outside the SBA Disaster Home/Personal Property Loan Program (i.e., medical, dental, or funeral expenses).

The flood map reader makes a single determination of the flood hazard area. This is noted on the registration/application form for use in all assistance programs.

The lead registrar monitors and supervises the registration process. He/she performs a quick review of registration for completeness and required signatures. There are no identified stations for the IFG or Temporary Housing programs. The representative for the IFG program “floats” to provide program-specific information for registrars. The Temporary Housing representative serves as one of the lead registrars.

The exit interview consists of a review of indicated resources and an explanation of programs that may be able to assist the applicant. The exit interviewer answers any final questions that the applicant may have and completes the application summary. A summary of the disaster

assistance programs is provided in Volume II of the State Emergency Operations Plan, Annex II-A.

**FEDERAL RESPONSE PLAN
EMERGENCY SUPPORT FUNCTIONS**

ESF 1: TRANSPORTATION

- Responsibility: Provide civilian and military transportation support
- Primary Federal Agency: Department of Transportation
- Support Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Virginia Department of Transportation
- Primary Local Agency: Virginia Department of Transportation

ESF 2: COMMUNICATIONS

- Responsibility: Provide telecommunications support
- Primary Federal Agency: National Communications System
- Supporting Federal Agencies: Agriculture, Commerce, Defense, Interior, FCC, Transportation, FEMA, and GSA
- Primary State Agency: Department of Information Technology
- Primary Local Agency: City of Staunton – Central Dispatch

ESF 3: PUBLIC WORKS AND ENGINEERING

- Responsibility: Restore essential public services and facilities
- Primary Federal Agency: U.S. Army Corps of Engineers, Department of Defense
- Supporting Federal Agencies: Agriculture, Commerce, Energy, Health and Human Services, Interior, Labor, Transportation, Environmental Protection Agency; VA, GSA, and TVA
- Primary State Agency: Department of General Services, Department of Housing and Community Development
- Primary Local Agency: Staunton Department of Public Works

ESF 4: FIRE FIGHTING

- Responsibility: Detect and suppress wildland, rural, and urban fires
- Primary Federal Agency: U.S. Forest Service, Department of Agriculture
- Supporting Federal Agencies: Commerce, Defense, Interior, Environmental Protection Agency, and FEMA
- Primary State Agency: Department of Forestry
- Primary Local Agency: Staunton Fire Department

ESF 5: INFORMATION AND PLANNING

- Responsibility: Collect, analyze, and disseminate critical information to facilitate the overall federal response and recovery operations
- Primary Federal Agency: Federal Emergency Management Agency (FEMA)
- Supporting Federal Agencies: Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Interior, Justice, Transportation, Treasury, Environmental Protection Agency, ARC, GSA, NASA, National Communications System, and NRC
- Primary State Agency: Department of Emergency Services
- Primary Local Agency: Staunton Department of Planning

ESF 6: MASS CARE

- Responsibility: Manage and coordinate food, shelter, and first aid for victims; provide bulk distribution of relief supplies; operate a system to assist family reunification
- Primary Federal Agency: American Red Cross
- Supporting Federal Agencies: Agriculture, Commerce, Defense, Health and Human Services, HUD, Transportation, VA, FEMA, GSA, and U.S. Postal Service
- Primary State Agency: Department of Social Services and American Red Cross
- Primary Local Agency: American Red Cross

ESF 7: RESOURCE SUPPORT

- Responsibility: Provide equipment, materials, supplies, and personnel to federal entities during response operations
- Primary Federal Agency: Department of Transportation
- Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of General Services
- Primary Local Agency: City of Staunton Emergency Operations Center

ESF 8: HEALTH AND MEDICAL SERVICES

- Responsibility: Provide assistance for public health and medical care needs
- Primary Federal Agency: U.S. Public Health Service, and Department of Health and Human Services
- Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of Health
- Primary Local Agency: Staunton-Augusta Rescue Squad

ESF 9: URBAN SEARCH AND RESCUE

- Responsibility: Locate, extricate, and provide initial medical treatment to victims trapped in collapsed structures
- Primary Federal Agency: Department of Defense
- Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of Emergency Services
- Primary Local Agency: City of Staunton Fire Department

ESF 10: HAZARDOUS MATERIALS

- Responsibility: Support federal response to actual or potential releases of oil and hazardous materials
- Primary Federal Agency: Environmental Protection Agency
- Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of Environmental Quality
- Primary Local Agency: City of Staunton Fire Department

ESF 11: FOOD

- Responsibility: Identify food needs; ensure that food gets to areas affected by disaster
- Primary Federal Agency: Food and Nutrition Service, Department of Agriculture, Supporting Federal Agencies, Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of Agriculture and Consumer Services
- Primary Local Agency: American Red Cross

ESF 12: ENERGY

- Responsibility: Restore power systems and fuel supplies
- Primary Federal Agency: Department of Energy
- Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
- Primary State Agency: Department of Mines, Minerals, and Energy and State Corporation Commission
- Primary Local Agency: City of Staunton Emergency Operations Center

**FEDERAL DISASTER RESPONSE
FIELD FACILITIES FOR THE CITY OF STAUNTON**

Regional Disaster Field Office: _____

Point of Arrival for Personnel: _____

Point of Arrival for Trucks: _____

Regional Mobilization Center: _____

Local Staging Areas: _____

**EMERGENCY OPERATIONS PLAN
DISTRIBUTION LIST**

<u>Organization</u>	<u>Copies</u>
City and County Volunteer Organizations	
Staunton Augusta Rescue Squad	1
Joint/Other Support Agencies	
Airport Manager	1
Regional Jail	1
Augusta County Service Authority	1
Virginia Power	1
Central Shenandoah EMS Coordinator	1
Red Cross	1
Health Department	2
Virginia National Guard	1
Central Shenandoah Planning District Commission	1
Virginia State Agencies	
State Police	1
Department of Emergency Services	1
DES Coordinator	1
Virginia Department of Transportation	1
VPI & SU County Agent	1
Others	
Mary Baldwin College	1
Stuart Hall	1
DeJarnette Center	1
Western State Hospital	1
VSDB	1
Commonwealth Center for Children	1

City of Staunton

City Manager	2
City Council Clerk	1
Director of Public Works	1
Public Utilities Manager	1
Director of Recreation	1
Schools	2
Police Department	4
Sheriff	1
Fire Department	5
Social Services	2
Emergency Coordinator	10
City Engineer	1

County of Augusta

County Administrator	1
Schools	1
Sheriff	1
Fire Rescue Administration	1

City of Waynesboro

City Manager	1
Police Chief	1
Fire Chief	1
Emergency Operations	1

TOTAL	61
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**SAMPLE PUBLIC
ANNOUNCEMENT HEALTH ADVISORY**

The Staunton-Augusta Health Department has issued a Public Health Advisory concerning possible chemical contamination by _____ (event) at the _____
_____ (location) in the City of Staunton.

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

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

For further information, contact the Health Department at _____ (phone number).

From previous City of Staunton Emergency Operations Plan:
SPECIAL FACILITIES ANNEX

ANNEX O: SPECIAL FACILITIES AND EVENTS

MISSION

To coordinate the development of special facility emergency operation plans with local government agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

SITUATION

This coordination effort will only apply to those facilities that already have an existing facility EOP or those facilities that need an EOP due to the nature of the facility or because of the type and quantity of hazardous material handled at the facility. Special facilities in Staunton include residential facilities such as schools and hospitals, and facilities with large numbers of daytime visitors, such as tourist attractions and special events. A detailed list of special facilities can be found in Annex __ Appendix 1.

ORGANIZATION

Facility management in cooperation with designated staff and key service chiefs will direct on-site emergency operations. The management of the facility will notify and coordinate the emergency response with the EOC if there is the possibility that the event could impact areas off site.

CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director or manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could spread off site and impact upon the surrounding area, the facility representative in charge is required to notify the local Directors of Emergency Management, and coordinate his efforts with the local EOC in order to prevent or mitigate the off-site impact of the event.

EMERGENCY MANAGEMENT ACTIONS - SPECIAL FACILITIES

1. Normal Operations

- A. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.
- B. Develop a facility emergency operations plan if:
 - (1) The facility utilizes, manufactures or stores large quantities of hazardous materials.
 - (2) A large number of people reside at the facility.
 - (3) The people who reside at the facility would need special assistance to evacuate.
 - (4) Due to the nature of the facility it is necessary to develop an EOP.
- C. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.

2. Increased Readiness

A natural or man-made disaster is threatening the facility.

- A. Review emergency operations plans and procedures.
- B. Alert on-duty personnel and/or residents. Notify the local EOC if it appears that outside assistance may be required to contain the event on-site or if on-site emergency resources are not sufficient to effectively address the event.
- C. Ensure that the appropriate mitigation and preparedness measures are being taken.
- D. Prepare to provide the necessary emergency information to the residents or employees of the facility or the general public, if required.

3. Emergency Operations

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

A. Mobilization Phase

- (1) Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- (2) Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and area surrounding the facility, if appropriate.
- (3) Notify and maintain liaison with the local EOC and surrounding jurisdictions.

B. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Direct and control emergency operations in cooperation with local service chiefs, the EOC, and appropriate state and federal agencies.
- (2) Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.
- (3) Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.
- (4) Provide periodic status reports to the public and appropriate local, state and federal agencies.
- (5) Ensure that an accurate record of expenses is maintained.

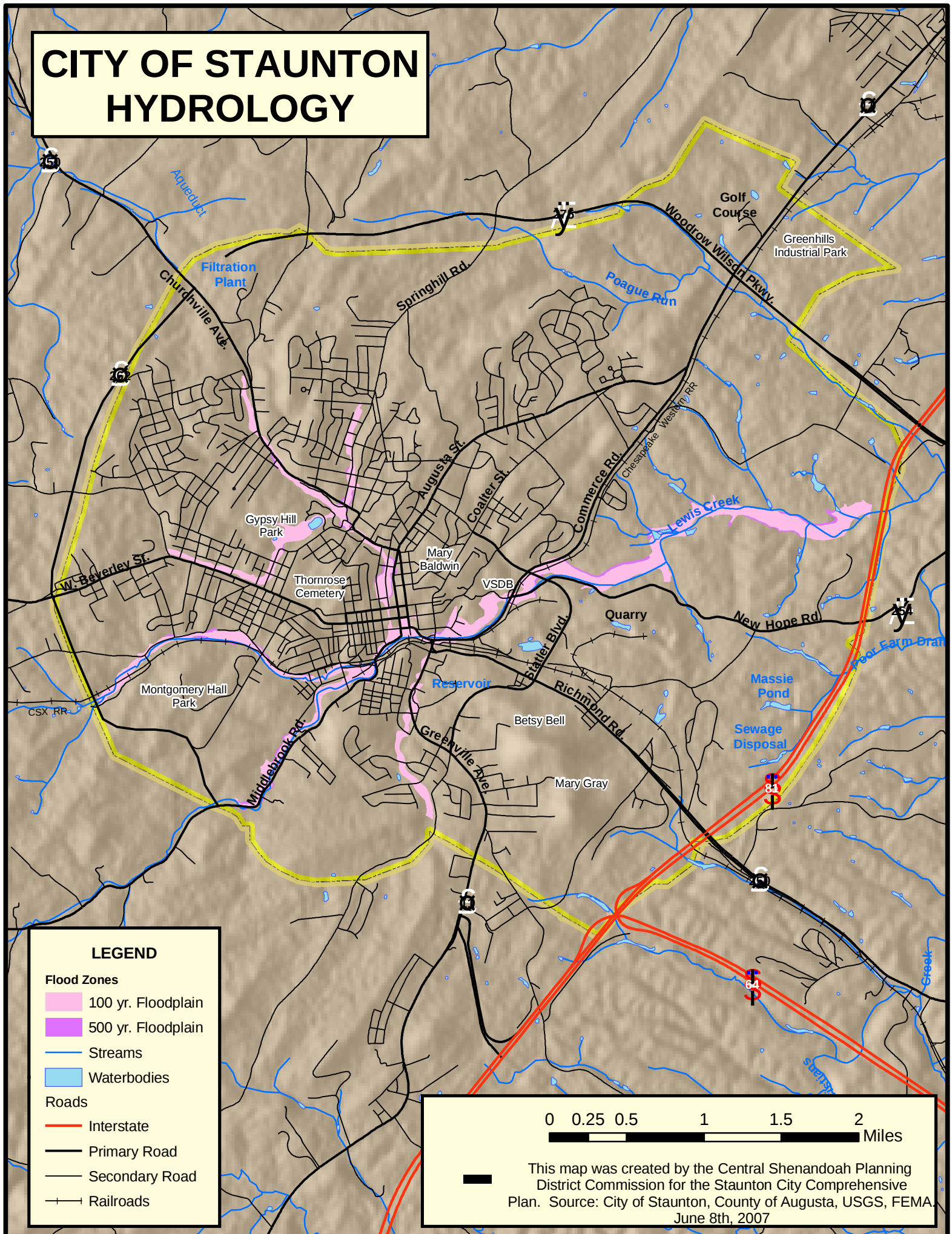
4. Recovery

This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.

A. Coordinate with in-house emergency staff, service chiefs, the local EOC and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.

B. Continue to maintain a record of disaster-related expenditures.

CITY OF STAUNTON HYDROLOGY



LEGEND

Flood Zones

- 100 yr. Floodplain
- 500 yr. Floodplain

Streams

Waterbodies

Roads

Interstate

Primary Road

Secondary Road

Railroads

0 0.25 0.5 1 1.5 2
Miles

This map was created by the Central Shenandoah Planning District Commission for the Staunton City Comprehensive Plan. Source: City of Staunton, County of Augusta, USGS, FEMA, June 8th, 2007

Staunton-Augusta-Waynesboro Animal Response Plan

FORWARD

This Annex was developed to augment the S-A-W Emergency Operations Plan, for the care and control of animals in the event of a major emergency or disaster. Emergency planning, for the most part, focuses on saving lives and property. Planning for the care and control of animals has not, however, been a priority in the past.

Animals are often overlooked during and after a disaster, until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This Annex recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. This annex is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on rescue, care, and feeding of animals abandoned or lost and those brought to public shelters.

I. PURPOSE

The purpose of this Annex is to establish organizational responsibilities and general policies and procedures for the care and control of animals during natural and technological disasters. A major goal of this annex is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance. The annex will also provide a system for returning animals to their owners after the event is over.

II. SITUATION AND ASSUMPTION

A. Situation

1. Natural or man-made emergencies and disasters occur which require citizens to evacuate their homes.
2. Some citizens own domestic pets such as dogs and cats etc.
3. During the short-term absence of an owner, pets will remain at home supplied with adequate food and water. Owners may want to go back into their home to retrieve them, risking their safety.
4. Mass care facilities for citizens do not permit animals other than those used for special needs assistance.

B. Assumptions

1. During emergency evacuation, owners may seek extended care for pets in a facility other than the pet's home.
2. Unattended pets may be at risk to themselves and to the general population.

III. CONCEPT OF OPERATIONS

A. Mitigation

Because some emergencies and disasters may require sheltering and care of domestic pets outside their normal housing situation, their owners will take pets to designated veterinary hospitals, kennels, boarding facilities or other private animal care shelters.

In cooperation with Augusta County, Cities of Staunton, Waynesboro, and Shenandoah Valley Animal Services; an animal shelter will be set up at a location to be determined related to the needs of the appropriate jurisdiction. Owners can bring their pets directly to the selected location and a designated person will fill out the necessary intake forms.

B. Preparedness

1. Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels and boarding facilities that will participate in the sheltering of domestic pets during emergencies and disasters.
2. Establish rules and regulations in conjunction with participating groups for the emergency care and sheltering of pets.
3. Coordinate preparedness information activities with the Shenandoah Valley Animal Services Center, Humane Society, media and other groups publicizing emergency mass care for pets.
4. Provide the American Red Cross the name of the contact person for animal shelter.
5. Maintain a current resource list of participating groups with contact persons, telephone numbers and a list of appropriate interested agencies.

C. Response

1. Notify Care and Sheltering network group that an animal shelter has been established at (to be determined) location.
2. Notify American Red Cross, media and other concerned groups that the Animal Shelter has been activated.
3. Follow established procedures as stated in emergency sheltering guidelines.

D. Recovery

1. Follow procedures for deactivation of animal shelter in cooperation with the Coordinator(s) of Emergency Management or designee.
2. Notify participating boarding facilities, appropriate agencies and local media of cessation of emergency and timing of owner retrieval of animals.
3. Review and evaluate, by all participating groups, procedures and situation during emergency operation.

IV. ORGANIZATION AND RESPONSIBILITIES

A. General

The Emergency Management Coordinator(s) or designee will work with the Shenandoah Valley Animal Services Center and with private animal boarding facilities and veterinarians to develop a network of animal care participants available during emergencies. All affected agencies shall:

1. Prepare Standard Operating Procedures (SOPs) and functional checklists for animal control response to a disaster or emergencies.
2. Train all personnel and alternates.

B. Local Emergency Management:

1. Maintain a current list of veterinary hospitals and boarding kennels within the County. The Virginia Veterinary Medical Association (VVMA) can assist with providing a current directory of local animal care and control contacts.

2. Coordinate animal and mass care sheltering for adults with the Emergency Management Coordinator(s), Shenandoah Valley Animal Services, Animal Control and Red Cross.
3. Disseminate animal sheltering and emergency care information to the public prior to, during and after disasters.
4. Assign a representative from the Shenandoah Valley Animal Services during activation of the plan to implement the components of the plan. This individual shall:
 - a. Maintain a record of all incoming messages and requests for animal sheltering.
 - b. Coordinate response to requests for animal sheltering with the Shenandoah Valley Animal Services, Augusta County, Staunton and Waynesboro Animal Control, and trained volunteers in a timely manner.
 - c. Provide all paperwork, supplies and personnel needed to provide emergency sheltering for incoming animals.
 - d. Coordinate disaster animal care and control with the following agencies: Virginia Veterinary Medical Association (VVMA), Virginia Association of Licensed Veterinary Technicians (VALVT), Virginia Animal Control Association (VACA), and Virginia Federation of Humane Societies (VFHS).
 - e. Provide the Emergency Management Coordinator or designee with a report of response for animal sheltering.
 - f. Identify the problems that develop during implementation of the plan that require resolution.

C. Shenandoah Valley Animal Services

1. Upon notification from the Emergency Management Coordinator(s) or designee, the Shenandoah Valley Animal Services will coordinate emergency animal care and control.
2. Will be responsible for the recruitment, training and screening of volunteers for placement in appropriate positions. A plan should also be developed to screen and place volunteers coming on the scene during and after a disaster.

3. Develop an identification system for animals; the system needs to include some type of band that cannot be easily removed. There also needs to be a system for photographing and recording details of each animal.
4. In order to reduce the chance of the spread of disease and protect public health, it is essential that the Shenandoah Valley Animal Services coordinate with Local and State Officials in the picking up and removal of dead animals.
5. Coordinate the transportation of animals to emergency animal shelter(s).

D. County/City Animal Control Officers

1. Assist with the transportation of animals to emergency animal shelter.
2. Assist with coordinating training and plan development exercises for other support agencies
3. Assists in the development of a resource directory for animal control during major emergencies and disasters.
4. Assist with coordinating the removal of dead animals.

E. Private Animal Care Shelters (veterinarians, SPCA, and boarding kennels)

1. Provide emergency sheltering of animals.
2. May provide other technical services or resources.

F. State

1. The State Veterinarian in the Department of Agriculture and Consumer Services is the primary contact for coordination, direction and control of animal care and control organizations assisting in emergencies and is responsible for the following:
 - a. Communication with recognized animal health care responders and agencies.
 - b. Appointment of the Animal-Care Coordinators for the State EOP.
 - c. Coordination of disaster activities with the Virginia Department of Emergency Management (VDEM).

- d. Coordination of member organizations with other State Veterinary Medical Associations and other Emergency Management Agencies.
- e. Maintain a list of Emergency Field Veterinarians, Emergency Animal Control Personnel, Emergency Field Veterinary Technicians and Emergency Nonnative Wildlife Field Personnel, and their alternates.
- f. Assistance in coordination of donations of food, supplies and resource with local jurisdiction.
- g. Maintenance of liaison with regulatory agencies.
- h. Determining which animal care personnel are qualified to enter disaster areas.
- i. Coordination of sample collection with the State Chemist and Animal Disease Diagnostic Laboratory.

V. ADMINISTRATIVE AND LOGISTICS

A. General

The Emergency Management/Services Coordinator(s) will work closely with the Shenandoah Valley Animal Services Center in the administration and logistics of the emergency animal control and care program.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management/Services Coordinator will review this annex to ensure that necessary updates and revisions are prepared and coordinated, based on deficiencies identified in exercises and emergencies.



Place notices on all doors advising what pets are in the house and where they are located.

Hang leashes where they can readily be found.

Provide a telephone number or location where you can be reached and the name and number of your vet.

Following a disaster, do not allow your pet outdoors alone for several days. Familiar sights and sounds may be gone and your pet could become confused and lost. Downed power lines and animals roaming at large may pose a threat to your pet's safety.

Do not allow your pet to drink outdoors from any open water supply until you are told by your authorities that the water is safe. Provide your pet with bottled water.

If you or your pet are bitten by any animal, contact your local animal control and health department immediately.

This publication has been produced by:
Rockingham-Harrisonburg SPCA
2238 Old Furnace Road / P.O. Box 413
Harrisonburg, VA 22801
540-434-5270
This publication has been printed by:
Shenandoah Valley Project Impact

For more info on how to protect your family, home, and business from disasters, contact:

Shenandoah Valley Project Impact*

Central Shenandoah PDC

112 MacTanly Place, Staunton, Virginia 24401

Phone: 540•885•5174 Fax: 540•885•2687

E-Mail: cspdc@cspdc.org

For additional information on pets and disasters try these websites:

Federal Emergency Management Agency
www.fema.gov

Virginia Department of Emergency Mgmt.
www.vaemergency.com

The Humane Society of the United States
www.hsus.org

United Animal Nations
www.uan.org

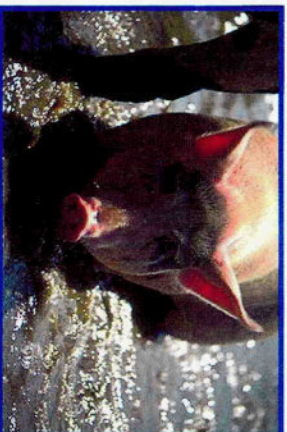
The National Humane Education Society
www.nhes.org

American Humane Association
www.americanhumane.org

For information on livestock and disasters try these websites:

www.hsus.org/ace/18733

www.training.fema.gov/emweb/is/is1111.asp



FEMA Photo

* A Citizen Corps Council



A Disaster Guide



FEMA Photo

For Pet Owners

An Action Plan to Help Owners Prepare in Advance for Emergency Evacuation of Their Pets

ARE YOU PREPARED FOR A DISASTER?

If a disaster strikes are you prepared to provide for your pet? Most disasters occur with little or no warning. Planning ahead is the key to survival in the event that you must evacuate your home.

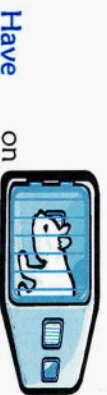
If at all possible, make arrangements to take your pet with you.



Red Cross shelters cannot accept pets other than assistance or guide dogs because of health and safety reasons.

Make calls now to determine available boarding facilities and their requirements. Check with veterinary facilities for boarding availability. Contact friends or relatives out of the immediate area who might be willing to take in your pets temporarily.

Under no circumstances should you leave your pet outside or in an unattended vehicle!



Have on hand pet carriers or crates for each pet. They should be large enough for your pet to stand up and turn around in.

Make certain that your pet's vaccinations are current, especially for rabies. Have certificates ready to take with you if you must evacuate.

Make sure your pet is wearing a properly fitted collar with current license and rabies tags and an identification tag. Have a leash on hand to control your pet.

Have in readiness the following supplies:

- Food and water bowls
- Ample dry pet food in waterproof containers
- Ample supply of special medications
- Litter and litter pans for cats
- Newspapers, towels, bags for disposal of pet wastes, cleaners and disinfectants
- A current photo of each pet - This is especially helpful for identifying your pet if you should become separated



For exotic pets such as reptiles and birds don't forget to consider these items:

- Large, comfortable carrier to house pet
- Birdcage covers to keep birds calm
- Hot water bottle or other non-electrical heating element to keep pet warm
- Appropriate bedding, food, and water for specific type of animal
- Proper identification on carrier/cage

Leaving your pet at home alone will place your animal at greater risk for injury or loss. However, if you must leave your pets behind, **take the following precautions:**

Prepare an area for your pet inside such as bathrooms and utility rooms, well away from windows.

Do not confine cats and dogs in the same area, even if normally they are friendly. Keep small animals and birds securely caged.

Make sure all pets are wearing well-fitted collars with the proper identification.

Leave enough dry food for at least three days in sturdy, non-spillable containers.

Water should be left in clean, sturdy containers that will not tip over.

Birds must eat daily to survive. Leave their food in dispensers that regulate the amount of food and provide extra water.



FEMA Photo

SAW Trailer Inventory

	2 packs	Disposable food bowls
	2	Noodles
	1	80 qt. Food Dispenser
	2	Watering cans
	1	Krud Kutter container
	1	Dawn Dish Detergent
	1	Shop towel container
	2	Clorox wipe containers
	1	Tool kit (inventory included in kit)
	3	8'x10' tarp
	2	6'x8' tarp
	1	10'x16' tarp
	1	unknown size tarp
	1	First Aid kit
	1	Box of EMS gloves- small
	16	"AAA" batteries
	16	"AA" batteries
	7	packs of disposable rubber gloves
	11	Bottles of Germ-X (small & large)
	2	Empty file box
	2	Cleaning trays
	500	20" ID bands
	50	Hanging file folders
	50	File folders
	2	Zipper pencil bags
	24	Poop bag refill bags
	2	Digital cameras
	2	5"x11.5" mail envelope
	36	Pens
	11	Sharpies
	2	8GB SD cards
	2	Hole punches
	1	Pencil
	1	Large storage box
	1	Extension cord
	1	Blue work light
	2	12'x12' canopies
	1	36" scooper
	3	Dust pans & brooms

SAW Trailer Inventory

	5	Clorox bleach containers
	6	Heavy duty pads
	27	Scrub pads
	1	4-wheeled push cart
	16	Wonder boxes (litter trays)
	1	Box of EMS gloves- Large
	4-pair	Work gloves
	10	Small stainless steel food bowls
	1	Metal dust pan
	1	Roll of brown paper towels
	3	Spray nozzles
	6	Scrub brushes
	2	LED safety lights
	2	1/2"x100' rope
	2	MAG lights
	8	Tie down straps
	1	Container of large bungee cords
	2	Container of small bungee cords
	2	Rolls of duct tape
	12	"D" batteries
	60	Braided leads
	19	Assorted muzzles
	6	Folding chairs
	4	Folding tables
	2	13 gallon trash cans
	10	Leashes (2 sm, 2 md, 6 lg)
	10	Collars (2 sm, 3 md, 2 lg, 3 XL)
	1	Shelter sign
	2	Sand bags
	4	Garden hoses
	4	Large litter boxes
	1	Wheeled stretcher
	1	Wheeled cart
	5	16oz. drinking water bottles
	18	Dish clothes
	4	Surge protectors
	3	50' extension cords
	3	10' extension cords
	2 pks	45 gallon trash bags

SAW Trailer Inventory

	1 pk	55 gallon trash bags
	1 pk	13 gallon trash bags
	4 pr	Safety glasses
	4	Spray bottles
	2	Lysol aerosol spray cans
	5	Large water buckets
	3	Large food bowls
	14	Med. round food bowls
	104	Med. stainless round food bowls
	1 bx	Scented waste bags
	22	Sheets
	11	Pillow cases
	1	Trifectant container
	1 bx	Paper rags
	5	Yellow blankets
	1	Trailer hitch (Dwight's?)
	2	Gas cans
	1	Ramp
	2	45 gallon trash cans
	1	Pressure washer
	1	Generator
	44	Large wire crates
	20	Small wire crates
	2	Catch poles
	1	Push broom
	3	Straw brooms
	6	Blankets
	1	Garden hose manifold
	2	Poop scoopers
	2	Squeegees
	1	Angle broom w/ dust pan
		Needs
		Nails
		Ear protection
		Dust masks
		Box of Med. EMS gloves
		Kitty litter
		Ladder