

**MOTION:**

**December 11, 2012  
Regular Meeting  
Res. No. 12-**

**SECOND:**

**RE: ADOPT THE UPDATED AND MODIFIED PRINCE WILLIAM  
COUNTY EMERGENCY OPERATIONS PLAN**

**ACTION:**

**WHEREAS**, the Board of County Supervisors desires to ensure that organization and procedures are in place to provide for the protection of its citizens and property in Prince William County when disasters occur; and

**WHEREAS**, the organization and procedures for dealing with disaster response are prescribed in the Prince William County Emergency Operations Plan which was originally adopted by the Board of County Supervisors in September 1988, and adopted again in July 1993, December 1998, April 2004, December 2010; and

**WHEREAS**, the Commonwealth of Virginia Department of Emergency Services and Disaster Laws mandate that local jurisdictions prepare and keep current a Emergency Operations Plan, and the currency of a plan is determined by a periodic re-adoption of an approved plan;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of County Supervisors does hereby adopt the updated and modified Prince William County Emergency Operations Plan.

ATTACHMENT: Prince William County Emergency Operations Plan

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Department of Fire and Rescue Chief

**ATTEST:** \_\_\_\_\_

**Clerk to the Board**

# PRINCE WILLIAM COUNTY



## EMERGENCY OPERATIONS PLAN

December 2012

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**EMERGENCY OPERATIONS PLAN**  
**PRINCE WILLIAM COUNTY, VIRGINIA**  
**OFFICE OF EMERGENCY MANAGEMENT**

REVISED June 1991  
REVISED February 1992  
REVISED November 2001  
REVISED May 2004  
REVISED December 2008  
REVISED December 2012

## **Disclaimer**

**This plan is a management document intended to be read and understood before an emergency occurs. It is intended as a guide to promote efficient and effective emergency preparation, response, and recovery. It is a concept of operations.**

**This document provides the purpose, authorities, duration and details for the preferred method of emergency response in performing a single function and a number of interrelated emergency response functions in a uniform manner. However, it is understood that it must allow for and facilitate the need to carry out actions under conditions that may not have been anticipated when drafted.**

**As experience or conditions under emergency circumstances change, response under the plan may require deviation from, changes in, and/or, other developments of the plan. It may be necessary to consider alternative procedures and/or alternatives in implementation that solve a problem more time efficiently, cost efficiently, and/or to provide a more qualitative result, as to health, safety, and welfare. It is certain that some operational procedures and responder duties and responsibilities may need to be modified, suspended, and/or expanded. However, any such action and the consequence thereof should be carefully considered.**

**As responsibilities, capabilities, policies, and resources change, this management document shall be revised, as needed to ensure that it continues to provide an efficient, effective, and adaptable approach to emergency preparation, response, and recovery.**

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## LETTER OF PROMULGATION

The Prince William County Emergency Operations Plan (EOP) dated December 2012 is hereby authorized to be the official plan for Prince William County inter-governmental operations. This Plan is designed to coordinate County, highway, school district, other governmental agencies, and volunteer organizations prior to, during, and after threat or actual occurrence of emergencies and disasters wherein assistance is needed to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery. This Plan is applicable to all elements of industrial and private/non-profit organizations assigned responsibilities here or engaged in or in support of emergency operations under this Plan. Periodic exercises will be scheduled to enhance familiarity with the various emergency functions described in this Plan.

The Plan is consistent with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended), the National Incident Management System (NIMS) as implemented in the National Response Framework (January 2008) that supersedes the National Response Plan (December 2004, as amended May 2006) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) with its implementing regulations.

The Coordinator of Emergency Management is hereby authorized to activate the Prince William County Emergency Operations Center (PWC EOC) to direct and control County emergency response operations. Activation of the Prince William County EOC shall constitute implementation of the Plan.

The Coordinator of Emergency Management is further authorized, in coordination with the County Executive's Office, to amend the Plan as necessary to achieve the Preparedness Goals and Initiatives of the Nation and the Commonwealth of Virginia and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended).

The Prince William County EOP is intended to and shall be interpreted to give effect to the purposes of Section 44-146.17 of the Code of Virginia and shall not be interpreted to increase the liability of Prince William County or any signatory.

This Plan supersedes the Prince William County EOP dated December 2008.

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated County department or agency shall appoint a lead and at least one alternate Emergency Coordination Officer for the agency. The Emergency Coordination Officer is assigned the following responsibilities:

1. Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;

2. Prepare and maintain designated parts of the Plan for which the agency is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;
4. Maintain a roster of agency personnel to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and implementations of the Plan;
5. Coordinate appropriate training for agency personnel who could be assigned to disaster operations;
6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the agency's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential County functions under all circumstances;
7. Ensure that preparedness plans for its facilities are coordinated with the EOP.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order. Given under my hand and under the Seal of the Prince William County, this 11th day of December 2012.

\_\_\_\_\_  
Melissa S. Peacor  
Prince William County Executive

\_\_\_\_\_  
Date





## INTRODUCTION

### Purpose and Scope

#### 1. Purpose

- a. The purpose of the Prince William County Emergency Operations Plan (EOP) is to establish a comprehensive and coordinated all-hazards approach and plan for effective preparation for, response to, and recovery from emergencies and disasters occurring in Prince William County. This plan is based on analysis of potential natural, technical and intentional hazards and provides a basis for the development of sound programs and procedures to reduce potential hazards, save lives, protect property and expedite recovery when a disaster strikes. Prince William County completed a Hazard Vulnerability Analysis in 2010 and is included as a jurisdiction in the 2012 Northern Virginia Regional Hazard Mitigation Plan. That plan establishes authorities and procedures whereby the County can effectively mobilize and integrate equipment and resources of the County government and the private sector for response to any disaster situation. Additional purposes of this plan include, but are not limited to:
  - (1) The prevention and minimization of injury and damage whether through natural, technical or intentional events;
  - (2) Reducing the exposure of County residents and visitors to any disaster by means of a comprehensive mitigation program;
  - (3) Defining the capability for protecting and reducing the exposure of residents, visitors and first responders to any hazardous materials (HAZMAT) incident;
  - (4) Establishing policies and procedures under which Prince William County and its communities will respond to and operate in the event of a HAZMAT incident;
  - (5) Designating the agencies and personnel with the capabilities and responsibilities to assist in a disaster situation;
  - (6) Providing prompt, effective and coordinated response to a disaster;
  - (7) Lessening the hardships by providing public and individual assistance as required and appropriate;
  - (8) Providing for the return to as close to normal conditions as is possible after an event or incident.
- b. This plan is to be used by all County agencies and departments for preparation, organization, training and exercising as to response to a disaster situation.
- c. Procedures are included for the request and administration of state and federal assistance when all local resources are committed and additional help is required.
- d. This EOP uses a multi-agency approach and is operated under a structure based upon the principles of the National Management System to manage, coordinate and direct resources committed to an incident.

2. Scope
  - a. This EOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies. The EOP also provides the basis to initiate long-term community recovery and mitigation activities.
  - b. This EOP:
    - (1) Establishes fundamental policies, program strategies and assumptions for a county-wide comprehensive emergency management program;
    - (2) Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery and continuing prevention;
    - (3) Defines the mechanisms to facilitate delivery of immediate assistance, including direction and control of intrastate, interstate and federal response and recovery assistance;
    - (4) Assigns specific functions to appropriate Prince William County agencies and organizations, and outlines methods of coordination with the private sector and voluntary organizations;
    - (5) Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters;
    - (6) Identifies the actions that Prince William County will initiate, in coordination with state and federal counterparts, regardless of the magnitude of the disaster.

## **EOP Organization**

The EOP is divided into several sections and is organized using Emergency Support Functions (ESF).

1. Section 1
  - a. The Basic Plan uses an all-hazards approach to incident management, describes the concepts and structures of response and recovery operation; identifies agencies with essential (primary) and support emergency management functions; and assigns emergency prevention, preparedness, response and recovery duties and responsibilities to departments and agencies.
  - b. The Basic Plan Appendices provide relevant information not addressed in detail in the Basic Plan. The Basic Plan Appendices include information such as definitions, a list of acronyms, forms used for managing emergencies, and other supporting documentation.
2. Section 2

Emergency Support Functions provide the structure for the County interagency emergency operations in support of disaster-affected areas.

ESF annexes describe the roles and responsibilities for the County departments, agencies and non-governmental organizations (NGOs) such as the Volunteer Prince William (VPW). The EOP identifies 17 ESFs that assign primary and support agencies and organizations for each function, and explain in general terms how Prince William County will organize and implement those functions.

3. Section 3
  - a. Hazard-Specific Appendices describe the strategies for managing preparedness and response missions for a specific hazard. These appendices include the policies, situations, concept of operations and responsibilities pertinent to incidents such as hurricanes, terrorism, radiological emergencies and the like.
  - b. This plan is augmented by the following separate publications:
    - (1) Hazardous Materials Emergency Response Plan (HMERP)
    - (2) Hazard Mitigation Plan
    - (3) Damage Assessment Plan
    - (4) Debris Management Plan
    - (5) Continuity of Operations (COOP) Plan
    - (6) Metropolitan Medical Response System (MMRS) Plan

## **Delegation of Authority**

1. The Director of Emergency Management (County Executive) will direct emergency operations through the regularly constituted government structure.
2. The EOP delegates the Director of Emergency Management's authority to specific individuals in the event that he or she is unavailable, or delegates his or her authority. The line of succession for the Director of Emergency Management is established to be:
  - a. Deputy Director of Emergency Management (Assistant County Executives)
  - b. Coordinator of Emergency Management or designee
  - c. Deputy Emergency Coordinators
    - (1) Police Chief
    - (2) Fire Chief
    - (3) Public Works Director
3. The Director of Emergency Management may designate other personnel as required to serve as a Disaster Manager when the nature of the emergency is such that a specific level or field of expertise is essential to direct operations.

## **Activation of the EOP**

1. The implementation of the EOP and activation of the Emergency Operations Center (EOC) may occur simultaneously. The level of EOC activation and EOP implementation will be based upon the severity and scope of the incident. The ESFs and Hazard-Specific Appendices established by this Plan may be selectively activated based upon initial or anticipated requirements.

2. The EOP may be implemented by the Director of Emergency Management, the Coordinator of Emergency Management or a Stand-by Coordinator.
3. The Coordinator of Emergency Management or designee will notify necessary department or agency points of contact (POCs) by the Prince William Alert System (PWAlert) or the Prince William Community Alert Network (PWCAN) and/or other available resources.
4. Upon notification, the identified agency EOC representatives will report to the EOC at the appointed time and be prepared to carry out their agency roles and responsibilities.
5. The Coordinator of Emergency Management will advise the State Coordinator of Emergency Management through the Virginia EOC when this Plan is implemented.

## **Emergency Declaration**

*See Basic Plan Appendix C, Declaration of Emergency*

## **Four Phases of Emergency Management**

1. Prevention Phase
  - a. This phase includes plans or preparations made to save lives and to help response and rescue operations. This phase reduces or eliminates risks to persons and property or lessens the effects or consequences of an incident.
  - b. This phase may be implemented before, during or after an event.
  - c. The Coordinator of Emergency Management and heads of County operating agencies and activities will consider, on a continuing basis, steps that could be taken to reduce the harmful effects or impact of disasters and make appropriate recommendations to the Board of County Supervisors (BOCS).
  - d. Standard operating procedures (SOPs) will be developed and actions taken to improve emergency response capabilities. Training and exercises will be conducted on a recurring basis.
2. Response Phase
  - a. This phase emphasizes activities and actions to sustain life, protect property and decrease unfavorable outcomes. Preliminary damage assessment and planning for recovery operations will be accomplished during this phase.
  - b. When disaster threatens, all agencies and officials having emergency operations responsibilities will alert their personnel, take those actions necessary to prepare for and conduct emergency operations, and coordinate their planning and actions to achieve maximum utilization of resources.
3. Recovery Phase



- a. This phase begins immediately subsequent to the onset of the incident and may occur concurrently with the response phase. The goal of this phase is to return the community to normal operations. This requires that priority attention be given to recovery operations, assessment of damage effects, restoration of essential facilities, economic stabilization and utilization of resources.
  - b. Priorities will be established to meet the recovery goals.
4. Mitigation Phase
- a. This phase includes any activities that prevent an emergency, reduce the chance of an emergency happening or reduce the damaging effects of unavoidable emergencies.
  - b. Mitigation activities take place before and after emergencies.

## **SITUATION AND ASSUMPTIONS**

### **Situation**

1. The Prince William County Hazard Identification and Risk Assessment Summary (HIRA) assists in providing the following information.
2. Demographics
  - a. Prince William County encompasses 337 square miles and includes four incorporated towns (Dumfries, Haymarket, Occoquan and Quantico) and two independent cities (Manassas and Manassas Park). According to the 2010 U.S. census, Prince William County has an estimated population of 402,002; in 2000 the population was 348,588.
  - b. The County recognizes nursing homes, schools, hospitals and other facilities as vulnerable infrastructures. The County recognizes that there are individuals who may require assistance before, during or after a disaster to maintain their independence. These needs may include, but are not limited to:
    - (1) Maintaining independence
    - (2) Communication
    - (3) Transportation
    - (4) Supervision
    - (5) Medical care

Individuals in need of additional response assistance may include those with disabilities, those who live in institutionalized settings, the elderly, children, people from diverse cultures, people who have limited English proficiency or are non-English speaking and those who have transportation needs.

3. Potential Hazards

- a. There are many highways that run through the County, including two major interstates highways. Interstate 95 which runs north and south through the east end and Interstate 66 that runs west and east through the west end of the County. There are additional transit resources including; Amtrak, Virginia Rail Express (VRE), Washington Area Transit Authority (WMATA) and OmniRide which is County transportation. There are flammable liquid and natural gas pipelines that pass through the County and commercial freight carriers that pass through carrying hazardous materials.
  - (1) Hazard Analysis - Emergencies of various types, size, intensity and duration may occur within or near the jurisdictional boundaries of Prince William County, with or without warning. These emergencies can develop into disasters that affect the safety, health and welfare of the population and cause damage or destruction to private and public property.
  - (2) Natural Disasters - Prince William County faces a risk of weather hazards such as severe storms, hurricanes/tropical storms, tornados and tornado-force winds, winter storms/blizzards and flooding. Extreme temperatures and droughts may cause additional weather hazards. Communicable disease such as pandemic influenza may cause mass deaths and resource shortages.
  - (3) Technical and Intentional Disasters - Potential technical hazards include industrial or transportation accidents or incidents, utility failures, HAZMAT spills, fires or explosions. Potential intentional hazards include civil disorders or riots and terrorist acts involving chemical, biological, radiological, nuclear and explosive (CBRNE) incidents or other incidents involving malicious intent.

#### 4. Vulnerability Analysis

##### a. Natural Disasters

###### (1) Severe weather

The County experiences severe weather on a regular basis. Severe weather can cause heavy thunderstorms, high winds, tornadoes and winter storms. Many areas of roadway also frequently flood from heavy thunderstorms. Severe weather may also cause flooding that can damage infrastructure and cause landslides.

###### (2) Hurricanes and Tropical Storms

The County has been crossed by hurricanes and tropical storms. Two that caused considerable damage were Hurricane Agnes in 1972 and Hurricane Isabel in 2003. The most recent storm to cause damage to the County was Tropical Storm Lee in September 2011. Damage from Hurricane Agnes was caused primarily from inland flooding as a result of heavy and prolonged rains.

(3) Tornadoes

Several small tornadoes have touched the County over the past 30 years. All have resulted in minor damage. An F2 tornado that damaged 27 homes touched down in the County on September 17, 2004.

(4) Winter Storms

Prince William County receives winter storms that include snow and ice. Snow accumulation of 6 or more inches is unusual. Minor winter storms, however, do result in some disruption of transportation, commerce and education.

(5) Extreme Weather

Extreme heat and cold are disruptive. Extreme heat damages utilities and causes droughts, as well as heat-related illnesses and deaths. Extreme cold is less of a threat to human life but can cause damage to infrastructure and public transportation.

b. Technical and Intentional Disasters

(1) Chemical

HAZMAT spills can occur at fixed facilities or during transit. Many facilities scattered across the County contain hazardous materials. Rail and truck lines and several pipelines pass through the County. These lines carry high volumes of petroleum and natural gas at high pressures. A break in the Colonial Pipeline in 1980 spilled close to 300,000 gallons of kerosene near Route 234 and Sudley Manor Drive. Freight and passenger trains can derail and cause injury and damage. Chemicals can also be used intentionally.

(2) Biological

Communicable disease may be released accidentally or intentionally and can cause illness and death. In 2001, anthrax was used intentionally as a weapon that affected Prince William County. Accidental or intentional food and water contamination is a nationwide concern.

(3) Radiological

Radiological dispersal devices (RDDs) cause damage that is impossible to quantify prior to the release, which can also be accidental or intentional.

(4) Nuclear

Prince William County is within the 50-mile radius of the North Anna Nuclear Power Plant and Calvert Cliffs Nuclear Power Plant. Surry Nuclear Power Plant is approximately 90 miles from Prince William County. A nuclear bomb detonation in or around the

County would cause immediate damage and loss of life and would have consequences that stretch into the future. These pose a low or limited risk to Prince William County.

(5) Explosive

Improvised Explosive Devices are used intentionally to cause disruption, injury, death and damage to infrastructure. Prince William County has railway systems, mass transit systems and major highways that can be targets for intentional detonations.

(6) Other

Other incidents may include cyber-attack, armed attack, use of aircraft as a weapon and civil disobedience. On September 11, 2001, passenger jets were used as weapons to attack the U.S., which resulted in almost 3,000 fatalities; infrastructure, transportation, and communications damage, and as yet undefined human and environmental consequences.

## Assumptions

1. In the event of a significant disaster, the order of response priorities is saving lives, protecting property and protecting critical infrastructure.
2. Emergency operations will be managed in accordance with the National Incident Management System. Field operations will be based on the Incident Command System (ICS) for command and control and the Incident Commander shall coordinate activities with the EOC using an ICS/EOC interface. The EOC is responsible for coordination and support using an ICS/ESF hybrid organizational chart.
3. County government will function throughout the duration of a disaster.
4. Departments may have to work around the clock with fewer employees and incur additional tasks and responsibilities.
5. Prince William County residents, businesses and industry will be expected to use their own resources to be self-sufficient for up to 3 days following a significant disaster event.
6. Widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services. Communications may be problematic when demands exceed capacities.
7. Assistance, when needed, will be requested from neighboring local governments in accordance with mutual aid support agreements, state agencies, quasi-public and private relief organizations and the federal government.
8. Prince William County relies on external sources of supply for certain resources essential to the health and welfare of its residents and its economic well-being. A variety of circumstances (work stoppages, interruptions of

- transportation, natural shortages, production planning errors, etc.) could result in emergency management of available resources.
9. Prince William County must be prepared to bear the initial impact of a disaster on its own. Help may not be available from state or federal resources for an undetermined amount of time after a disaster strikes.
    - a. The County maintains the following emergency services organizations to respond to routine emergencies:
      - (1) Department of Fire and Rescue (DFR), Emergency Management
      - (2) Police Department
      - (3) DFR career and volunteer personnel and equipment
    - b. The above organizations are augmented by the following departments or agencies that have assigned emergency responsibilities in addition to their primary missions:
      - (1) Department of Social Services
      - (2) Prince William Health District
      - (3) Prince William County School Board (Superintendent of Schools)
      - (4) Department of Public Works (DPW)
      - (5) Department of Information and Technology (DoIT)
      - (6) Department of Human Resources
      - (7) Department of Finance
      - (8) Department of Planning
      - (9) Department of Community Services (CS)
      - (10) Department of Transportation (DOT)
      - (11) Office of Public Safety Communications (OPSC)
      - (12) Quasi-Public Relief Organizations
  10. Personal information about disaster victims will be kept confidential and will be shared only with the response and recovery organizations identified within this Plan and its ESF annexes for the sole purpose of expediting assistance to the victims.
  11. All appropriate locally available resources, to include mutual aid, will be fully committed before requesting assistance from the state. Requests for state or federal assistance will be made through the Virginia EOC.
  12. Each department or agency assigned emergency tasks will prepare plans and emergency operating procedures for providing such personnel, materials, facilities and services as are required to implement this Plan.
  13. All disaster-related expenditures will be documented to provide a basis for reimbursement, should federal disaster assistance be approved.
  14. All agency representatives will utilize WebEOC during the response and recovery phases of each incident and planned events.
  15. During emergency situations exempt employees remain exempt, and any non-exempt employees who are essential, the FLSA applies in the normal way regarding overtime.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

1. In case of an emergency or disaster situation, the Prince William County Office of Emergency Management will coordinate emergency response and recovery efforts within the political jurisdictions of the incorporated and unincorporated areas of Prince William County.
2. NIMS is the County standard for incident management. NIMS was developed so responders from any jurisdiction can coordinate effectively with responders from other jurisdictions. NIMS defines standards and processes to describe, inventory, mobilize, track and recover resources over the life-cycle of the incident.
3. ICS is an emergency management system that enables effective and efficient management that integrates personnel, procedures and communications operating within a common organizational structure.
4. To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination and support functions will be accomplished from the EOC.
5. ICS and NIMS will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination and support activities with the EOC at all times.
6. Unified Command  
Unified Command will be used when a complex incident requires multiple response agencies, organizations or even political jurisdictions to respond. Unified Command is the collective management and coordination of response services. Unified Command occurs through joint decision-making and the planning process that establishes common incident objectives and strategies that are agreed upon and documented in the EOC Incident Action Plan (IAP). It provides equal management participation but includes a lead agency, identified by the incident, which is the final authority.
7. Area Command  
Area Command is established when a single incident covers a large geographical area or numerous simultaneous incidents require multiple local ICS organizations. An Area Command oversees the management of multiple incidents or a large single incident. Area Command's responsibilities include:
  - (1) Setting an overall strategy
  - (2) Prioritizing response efforts and resources
  - (3) Allocating critical resources according to the priorities set in the IAP
  - (4) Ensuring that all incidents are properly managed
  - (5) Meeting established objectives
8. Multi-Agency Coordination System  
The Multi-Agency Coordination System (MACS) defines the operating characteristics, interactive management components and organizational structure of supporting incident management entities engaged at the federal,

- state, regional and local levels through mutual-aid agreements (MAAs) and other assistance arrangements.
9. Emergency Assistance Compact (EMAC)  
EMAC offers assistance during governor-declared states of emergency through a responsive, straightforward system that allows states to send personnel, equipment and commodities to help disaster relief efforts in other states
  10. Disaster Management Structure
    - a. The ICS and EOC organization and structure for disaster management is a hybrid response-organizing structure. (See EOC Reference Guide, EOC Organization Chart.)
    - b. This structure is flexible and has been designed to adjust as an emergency situation develops. The structure is subject to change based on the type and scope of the event or incident.
    - c. The disaster management structure may be implemented with or without a local declaration of an emergency.
    - d. Department, division or agency heads are to ensure that subordinate personnel are aware of the disaster management structure and are prepared to operate in a respective functional group.
  11. EOC
    - a. The EOC is a multi-agency coordination center in a physical location that directs and coordinates activities during emergencies and disasters.
      - (1) The EOC establishes an EOC IAP that contains the general coordination and support objectives reflecting the overall incident strategy and specific action plans for the next operational period. The operational period is established when the EOC is activated.
      - (2) The EOC facility will include operational procedures, checklists and job aids.
    - b. The Prince William County EOC organizes departments, agencies, and voluntary agencies into ICS positions and 17 ESFs that facilitate planning, support and coordination to achieve effective emergency response and recovery.

## **Assignment of Responsibilities**

- A. The Board of County Supervisors' (BOCS) responsibilities are as follows:
  1. Preparedness and Mitigation
    - a. BOCS must adopt the Emergency Operations Plan (EOP) every four years as set forth in Title 44 of VA Code
    - b. The EOP can be amended as needed by the BOCS
    - c. BOCS adopts the Continuity of Operations Plan (COOP)
    - d. BOCS adopts the Northern Virginia Regional Hazard Mitigation Plan every 5 years
    - e. BOCS is responsible for establishing strategic policy such as, allocation of resources to fund manpower, equipment and training for the provision

of emergency and non-emergency services for PWC to respond to natural and man-made emergencies

- f. Members of the BOCS serve on regional boards that establish policy for emergency management including the COG Public Safety Policy Committee

## 2. Emergency Response

- a. The Activation of the EOC and notification of Chairman and members of the BOCS will be done through the County Executive/Director of Emergency Management (CXO/DEM) or the Government Liaison Officer
- b. Notification of a district or localized event to the Chairman and appropriate District Supervisors will be completed by the County Executive/Director of Emergency Management (CXO/DEM) or Government Liaison Officer
- c. Subsequent updates on the progress of response will be provided to the Board by the CXO/DEM or Government Liaison Officer
- d. The Chairman and members of the Board are not expected to report to the EOC upon activation but have an important role in their districts during an emergency event to:
  - (1) Provide ongoing communication from districts/constituents to CXO/DEM
  - (2) Provide communication to constituents during the event as developed by the communication team – “one message, many voices”
  - (3) Ratify the declaration of local emergency at the next scheduled BOCS meeting or at a special meeting within 14 days of declaration and authorize the CXO to execute agreements with state and federal disaster relief agencies, according to Title 44 of VA Code. According to Title 44 of VA Code, the CXO has the ability to suspend purchasing regulations to procure resources to respond to locally declared emergencies. The BOCS should consider the ratification of those expenditures undertaken during emergency response within 30 days of the declaration of emergency.
  - (4) Pre-authorize the use of undesignated fund balance to respond to declared local emergencies.
- e. BOCS succession – In the event of a local emergency, the following succession order is in place according to the Rules of the Board:
  - (1) Chairman of the BOCS
  - (2) Vice Chairman of the BOCS
  - (3) Chairman Pro-Tem of the BOCS
- f. According to Section 15.2 502 of the VA Code:
  - (1) The BOCS cannot appoint a replacement for an individual BOCS member upon vacancy
  - (2) The BOCS must petition the Court for a special election to be held not more than 75 days from the date of vacancy

## 3. Recovery



- a. Authorize expenditures necessary to conduct long-term recovery functions
  - b. Consider policy issues regarding recovery, such as the prioritization of recovery efforts
  - c. Communicate with community stakeholders including residents and the business community, and provide input to recovery plan/efforts
  - d. Provide input into After Action Report
- B. The Office of Executive Management shall:
1. Establish and promulgate emergency policy decisions
  2. Provide strategic direction and priorities for field operations
  3. Provide coordination and support to departments performing emergency activities
  4. Authorize issuance of public evacuation recommendations
  5. Support Incident commanders carrying out EOC directives
  6. Coordinate, support, direct and re-allocate County assets and resources during an emergency
  7. Resolve critical resource and policy issues
- C. The Office of Executive Management, Communications shall:
1. Keep the public informed during emergency situations
  2. Establish and maintain a public information center within the EOC and coordinate activities with the regional and state Public Information Officers (PIO).
  3. Interface with media and arrange for media briefings
  4. Disseminate accurate and timely emergency information and instructions to the public
  5. Coordinate rumor-control activities with the Office of Emergency Management and the EOC PIO
  6. Disseminate public policy statements to the media through designated departmental PIOs or the Coordinator of Emergency Management
  7. Approve public information bulletins and broadcasts released from within County government
- D. The Department of Fire and Rescue (DFR) shall:
1. Provide fire suppression
  2. Provide HAZMAT control
  3. Provide technical rescue
  4. Provide Emergency Medical Services (EMS)
  5. Provide radiological monitoring
  6. Provide emergency prevention of fire and explosions
- E. The Department of Fire and Rescue, Emergency Management shall:
1. Be responsible for the County's emergency management program
  2. Develop and maintain the Prince William County EOP

3. Perform day-to-day liaison with federal, state and regional emergency management staff members and other neighboring local emergency management personnel
  4. Coordinate local planning and preparedness activities
  5. Provide emergency preparedness information
  6. Provide information on hazard mitigation
  7. Develop and present emergency response training programs
  8. Arrange appropriate training for local emergency management personnel and emergency responders
  9. Coordinate periodic emergency exercises to test and train
  10. Recommend a declaration of emergency pursuant to the state statutes
  11. Coordinate requests for emergency assistance
  12. Maintain the EOC to include equipment, staffing, and operational procedures necessary for the management and control of emergency conditions
  13. Activate the EOC when ordered by the Director of Emergency Management
  14. Develop IAPs during EOC operations
  15. Provide coordination among federal, state, local, private and volunteer organizations
  16. Coordinate dissemination of emergency warning information with ESF 15, External Affairs
  17. Request federal and state assistance
- F. The Department of Finance shall:
1. Assist Emergency Management with applications for federal reimbursements and cost recovery
  2. Provide financial management assistance, including maintaining vendor files and paying bills
- G. Department of Housing and Community Development shall:
1. Assist with providing permanent housing information such as available unit listings and outreach to housing community to identify additional permanent housing
  2. Identify if disaster-affected families are participants in the Housing Choice Voucher (HCV) Program
  3. Work with impacted HCV families to locate permanent housing or return to their existing unit if able
- H. The Police Department shall:
1. Provide law enforcement services
  2. Maintain law and order
  3. Provide traffic and access control
  4. Help identify victims
  5. Coordinate and assist with evacuation operations
  6. Assist with search and rescue (SAR) operations
  7. Coordinate with other federal, state and local law enforcement agencies
  8. Provide terrorism prevention awareness training and education

9. Provide animal control
- I. The Department of Public Works shall:
  1. Provide emergency flood control
  2. Assist in damage assessment
  3. Provide limited snow removal
  4. Provide debris and refuge control and removal
  5. Provide 24/7 operation and maintenance of designated emergency facilities
- J. The Department of Transportation shall:
  1. Collect, analyze and distribute information on the status of the County's transportation infrastructure
  2. Provide transportation services to support response and recovery operations
  3. Monitor the status of transportation infrastructure repair and restoration
  4. Provide support for evacuation planning
- K. The Department of Development Services shall:
  1. Provide structural evaluation of buildings and structures
  2. Ensure that inspected damaged buildings are properly identified
  3. Provide property owners and contractors with assistance and information about building code requirements during the recovery phase as needed
  4. Expedite the building permit and plan review process for the repair or demolition of damaged structures
- L. The Prince William Health District shall:
  1. Establish liaison with the Regional Healthcare Coordination Center and other medical facilities to coordinate emergency use of available services and supplies, including drugs
  2. Issue health advisories in coordination with Executive Management (Communications) and Emergency Management
  3. Conduct active disease surveillance and investigation, and provide technical assistance during outbreaks or suspected outbreaks at specific locations or facilities
  4. Establish procedures for mass and mobile medication dispensing for prophylaxis, vaccination and pharmaceuticals
  5. Establish and operate medical dispensing sites
  6. Monitor food safety and general sanitation
  7. Inspect individual and community sanitary waste disposal
  8. Inspect restaurants and temporary establishments to ensure food safety
  9. Order testing of diseased animals
  10. Recruit, train and activate the Greater Prince William County Medical Reserve Corps (MRC)
  11. Assist the Medical Examiner with mass casualty incidents
  12. Establish liaison with federal and state health and environmental agencies
- M. The County Attorney shall:

1. Advise County officials concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster recovery operations
2. Prepare, as appropriate, emergency ordinances and local declarations
3. Assist with preparation of packages regarding recovery and/or reimbursement

N. The Department of Social Services shall:

1. Coordinate mass care, to include sheltering, lodging, feeding, clothing and the provision of emergency social services
2. Distribute emergency food stamp allotments to eligible disaster victims
3. Assist disaster victims with obtaining post-disaster assistance

O. Volunteer Prince William shall:

1. Coordinate and manage unaffiliated and/or spontaneous volunteers
2. Coordinate and donations management
3. Coordinate with local volunteer organizations as designated

P. The Department of Information Technology (DoIT) shall:

1. Provide technical assistance to the EOC as required to activate and maintain communications and information systems to support emergency operations
2. Ensure radio, telephone, computing resources and network communications essential to emergency operations are maintained and operational
3. Ensure emergency backup and contingency communications when normal communications are disrupted
4. Serve as liaison with commercial telephone and two-way radio users

Q. The Prince William County Schools shall:

1. Provide facilities for use as shelters
2. Provide transportation services
3. Provide other resources that may be available from school division

R. The Department of Community Services shall:

1. Provide immediate crisis intervention services to victims of a disaster, families of victims, or support workers who must respond to a disaster and its aftermath
2. Provide family, individual and/or group counseling services to victims of a disaster, families of victims and workers who must respond to a disaster and its aftermath on an on-going basis after the immediate crisis is past
3. Provide support to Social Services and American Red Cross Prince William Chapter personnel

S. The Service Authority (Water Supply) shall:

1. Provide emergency water supplies at various locations throughout the County
2. Coordinate with Virginia American Water for response
3. Monitor water supply systems and provide information about service disruptions or damage to supply system
4. Repair any damaged water distribution system

- T. The Service Authority (Sewer System) shall:
1. Repair any damage to treatment facilities and collection systems as soon as possible
  2. Notify Health Department and the State Environmental Quality Association about status of treatment plants and systems
  3. Retrieve wastes from portable toilets and damaged septic fields as quickly as possible
- U. Each ESF has a designated lead agency and support agency(ies).

## **CONCEPT OF OPERATIONS**

### **Phases of Response Operations**

1. Increased Readiness  
Prior actions will be taken to protect lives and property for disasters or events with advanced warning. This phase of response may include activating emergency warning systems, mobilizing and pre-positioning resources for use, activation of the EOC and implementing evacuations as necessary.
2. Immediate Response  
This phase of response will emphasize ensuring life safety, stabilizing incidents and minimizing the effects of the disaster. The EOC may be activated, emergency instructions issued to the public, and immediate response activities accomplished.
3. Sustained Response  
Assistance is provided to those affected, and efforts to reduce damage will be maintained as the emergency continues. Federal, state, and regional assistance may be provided.

### **EOC Activation**

1. The request to activate the EOC can be come from any source. It is the Coordinator of Emergency Management or designee who makes the decision to activate the EOC and determines the level of activation.
2. The Coordinator of Emergency Management or designee is responsible for notifying the appropriate agencies of the EOC activation.

### **EOC Activation Levels**

1. The EOC may be activated at one of three levels depending on the nature and scope of the incident or potential event. The EOC may also be activated

for a significant planned event or to monitor the event to provide an effective response if necessary. The Coordinator of Emergency Management or designee will determine the level of activation and ensure appropriate notifications are made.

a. **Monitoring**

This level of activation provides for increased monitoring and development of good situational awareness. It will typically involve emergency management staff and representatives from key response agencies such as Fire and Rescue and Police. Activities focus on collecting, analyzing and disseminating information and conducting appropriate contingency planning.

b. **Partial Activation**

This level of activation provides for a select activation of the ESF lead agencies and key support agencies that may be or will be engaged in the emergency response.

c. **Full Activation**

This level of activation will include all lead and support agencies identified within the EOP.

## **Notification to County Agencies, Emergency Responders and Partner Organizations**

1. When the decision is made to activate the EOC, a message will be sent to the EOC Activation Group using PWCAN and PWAAlert. Alerts will be sent to an email account, cell phone, pager or BlackBerry that receives text messaging.
2. The County Executive or Government Liaison Officer will notify the BOCS of the activation of the EOC.
3. Each ESF will be responsible for additional notifications necessary for that ESF.

## **External Communications**

1. The National Weather Service (NWS) issues watches and warnings for weather-related events on the National Oceanic and Atmospheric Administration (NOAA) all-hazards radios.
2. The dissemination of public information will be coordinated by the PIO through ESF 15, External Affairs. The PIO will utilize radio, television, newspapers and other media to communicate critical information to the public during an emergency.
3. Emergency Alert System (EAS) is a national system jointly administered by the Federal Communication Commission (FCC), FEMA and the NWS.
4. PWCAN is an emergency notification system that provides the capability to distribute notifications to residents who have registered on the system.

5. Prince William County Information is an automated phone information system.
6. Prince William County website
7. Prince William County Television Channel
8. EMnet is an emergency information system that can transmit messages through the internet via commercial networks or satellite
9. Roadway and other message signs

## **DIRECTION, CONTROL AND COORDINATION**

### **Direction and Control**

1. Direction and control of emergency management is the responsibility of the Prince William County Executive, who may delegate operational functions to department directors, designated personnel, or other County offices. County officials will coordinate with federal, state and local governments and heads of other political subdivisions within Prince William County to develop and implement efficient and effective mitigation, preparedness, response to and recovery from disasters and emergencies.
2. The Prince William County Executive has the authority to make and sign a Declaration of Emergency, which authorizes emergency powers, including emergency purchasing and resource procurement. The County Administrative Officer (CAO), acting as the designated Director of Emergency Management is responsible for direction and control of County resources and the implementation of the Prince William County EOP.
3. The EOC is used for coordination and support and in some cases direction and control and is managed by Emergency Management. An alternate EOC is designated in case the primary EOC is damaged or rendered unusable following a disaster. Within the EOC structure, (see EOC Organization Chart in Appendix D), personnel from County departments and involved agencies coordinate mitigation, preparedness, response, and recovery activities.
4. Policy decisions are made by the Director of Emergency Management or designee, who may work from the Policy Room at the EOC or a location of his/her choice, maintaining close contact with the Coordinator of Emergency Management.
5. Direction and control will involve existing communications systems as well as systems specifically established for emergency management operations.

### **Coordination**

1. The EOC coordinates resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with federal, state and local jurisdictions and Prince William County agencies as well as other special-purpose districts, volunteer agencies and private businesses.
2. Liaisons are personnel from other organizations who do not have a direct response role but whose cooperating role is critical to the County's response

to the incident. Liaisons will be exchanged with other organizations whenever possible to assist with coordination.

## **SITUATIONAL AWARENESS AND COMMON OPERATING PICTURE**

- A. To obtain situational awareness it requires the collection, evaluation and dissemination of information; the development of an action plan; documentation maintenance and identification of any potential emergency response concerns.
- B. After an incident occurs, information is collected regarding fatalities, injuries, damage assessments, roads, utilities, housing conditions, etc. Disaster recovery assistance requests are based on credible and accurate situational awareness and understanding the common operating picture.

## **COMMUNICATIONS**

- A. Communications networks necessary for the adequate control and coordination of emergency operations will be established, maintained and operated as set forth in ESF 2, Communications.
- B. The dissemination of warnings will take precedence over all other communications (See ESF 2, Communications).

## **ADMINISTRATION AND LOGISTICS**

### **Administration**

- 1. All records and reports will be maintained by each ESF and will be compiled by the Finance and Administration and Logistics Branches of the EOC.
- 2. Tracking records and reports of administrative data
  - a. Hours worked and locations of the hours worked  
ESFs will assist in providing all documentation during an incident. The information will be compiled and the completion of federal, state and local documentation will be the responsibility of the Finance and Administration Section of the EOC.
  - b. Payroll  
All agencies and organizations will follow daily procedures for payroll unless otherwise directed by the ESF annex.
  - c. Expenditures
    - (1) Purchase orders
    - (2) Invoices
    - (3) Vouchers
- 3. WebEOC is a web-based crisis information management system that provides secure real-time information sharing to help managers make sound decisions. It is used by NCR jurisdictions to manage local and regional incidents.



4. During emergency operations, efforts will be made to document each transaction so records can be reconstructed and claims properly verified after the emergency period has passed.
5. County Reports and Records  
ESFs will assist in submitting the Situation Reports, requests for assistance and damage assessment reports to the Office of Emergency Management.
6. County Reports  
Emergency Management will forward reports and requests for assistance as soon as practical to the appropriate VDEM office.
7. Expenditures and Obligations  
County government will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
8. Other Organization Reports  
The County will request reports from other agencies, relief organizations and NGOs when deemed appropriate.

## Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capitol Region (NCR) mutual aid agreements (MAAs) currently in place.
  - b. Requests for additional personnel will be processed through the National Capitol Region mutual aid agreements that are currently in place. Additional personnel requests will be requested via the Statewide Mutual Aid program. Statewide Mutual Aid information is found on the VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

3. Coordination of Unmet Needs

When the County resources become overwhelmed, mutual aid can be requested from adjacent counties, the NCR, and from other jurisdictions in the state that utilize the SMA program, including Voluntary Organizations Active in Disaster (VOAD) resources. These requests should be made through VEOC but may also come directly from other local jurisdictions. Regardless of where the request originates, the County is required to ensure that the SMA Event Agreement Form (See SMA Operations Manual, revised September 20, 2006) is completed by the requesting and responding jurisdictions prior to response. Federal resources and assets must be requested through VDEM.

4. Supplies and Equipment

County department and agency heads will pre-plan sources from which emergency supplies, equipment and transportation may be obtained promptly when required (See ESF 7, Logistics Management and Resource Support).

5. Records

Accurate records of all disaster-related expenditures, to include costs and obligations for resources utilized, will be maintained by department and agency heads. This is extremely important because this information is required to support a request for federal disaster assistance and to receive reimbursement if federal assistance is approved.

6. Military Support

Support by military units may be requested through the VEOC. Military forces, when made available, will remain at all times under military command but will support and assist County forces and may receive mission-type requests to include objectives, priorities and other information necessary to accomplish missions in the County from the local Coordinator of Emergency Management or his/her designated representatives.

7. Mutual-Support Agreements

- a. Emergency assistance may be made available from neighboring jurisdictions in accordance with existing MAAs.
- b. Prince William County emergency forces may be sent to assist adjoining jurisdictions in accordance with existing MAAs or, in the absence of formal agreements, if requested assistance is determined to be necessary and feasible by the Coordinator of Emergency Management.
- c. The County participates in the Virginia SMA and the COG mutual aid program.

## PLAN MAINTENANCE

- A. Each department and NGO with a role in the implementation of the EOP must be familiar with the EOP to ensure efficient and effective execution of emergency responsibilities. Each department and participating agency must develop and maintain departmental emergency plans, continuity of operations (COOP) procedures, and/or Standard Operating Guidelines (SOGs) to effectively meet their assigned emergency responsibilities.
- B. The Prince William County Office of Emergency Management prepares, coordinates, publishes and distributes necessary changes and revisions to the Prince William County EOP and maintains a list of those changes.
- C. Lead agencies for the ESFs are responsible for maintaining and updating their assigned annexes. Annexes should be reviewed annually, and proposed updates to the annexes will be coordinated with all other support agencies prior to submission to the Prince William County Office of Emergency Management. Those departments and NGOs are on the formal distribution list. Prince William County will also review the EOP when:
  - 1. Deficiencies are revealed
  - 2. After Action Reports/Improvement Plans (AARs/IPs) require changes
  - 3. Federal, state, or local policy changes occur
  - 4. Any other condition occurs that requires change

## AUTHORITY AND REFERENCES

### Authorities

- 1. Federal
  - a. The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, *et seq*
  - b. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended
  - c. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388 as amended
  - d. The Disaster Mitigation Act of 2000, Public Law 106-390
  - e. The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302
  - f. "Emergency Services and Assistance," Code of Federal Regulations (CFR), Title 44
  - g. Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents, February 2003
    - (1) National Response Plan (NRP), December 2004 and Notice of Change to the National Response Plan May 25, 2006, updated and renamed the National Response Framework (NRF), January 2008
    - (2) National Incident Management System (NIMS), March 2004
  - h. HSPD-8, National Preparedness, December 17, 2003

2. Commonwealth
  - a. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Section 44-146.13 through 44-146.28.1, as amended.
  - b. Virginia Post Disaster Anti-Price Gouging Act, Sections 59.1-525 to 59.1-529, Code of Virginia
  - c. Title 32.1, Sections 48.05 to 48.017, Code of Virginia
  - d. Commonwealth of Virginia, Office of Governor's Authority to Declare a State of Emergency and to call the Virginia National Guard to Active Services for Emergencies or Disasters when the Governor is Out of the Commonwealth of Virginia and Cannot Be Reached
  - e. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan
  - f. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2004), Virginia Secure Commonwealth Initiative
  - g. Commonwealth of Virginia, Office of the Governor, Executive Order Number One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth

## References

1. Regional Emergency Coordination Plan, September 11, 2002
2. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, 2006
3. Commonwealth of Virginia Emergency Operations Plan, Volume I: Basic Plan, September 2007
4. Commonwealth of Virginia Emergency Operations Plan, Volume II: Emergency Support Function Annexes and Support Annexes, September 2007
5. Commonwealth of Virginia Emergency Operations Plan, Volume III: Radiological Emergency Response, May 2007
6. Commonwealth of Virginia Emergency Operations Plan, Volume IV: Hazardous Materials and Terrorism Consequence Management, September 2005
7. Commonwealth of Virginia Emergency Operations Plan, Volume V: Virginia Hurricane Emergency Response, June 2006
8. Commonwealth of Virginia Emergency Operations Plan, Volume VI: Standard and Enhanced Hazard Mitigation Plan, March 2007
9. Commonwealth of Virginia Emergency Operations Plan, Volume VII: Virginia Department of Transportation (VDOT) Emergency Operations , July 2000
10. State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning
11. Superfund Amendments and Reauthorization Act (1986, PL99-499)

12. VDEM Statewide Mutual Aid Operations Manual, revised September 2006
13. Northern Virginia Regional Hazard Mitigation Plan, 2006

## APPENDIX A DEFINITIONS

**Accessible:** Having the legally required features and/or qualities that ensure entrance, participation, and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

**Advanced Readiness Contracting:** A type of contracting that ensures contracts are in place before an incident for commonly needed commodities and services such as ice, water, plastic sheeting, temporary power and debris removal.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

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

**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.

**Annexes:** See Emergency Support Function Annexes, Incident Annexes and Support Annexes.

**Area Command:** An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

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

**Assignment:** A task given to a resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

**Attorney General:** The chief law enforcement officer of the United States. Generally acting through the Federal Bureau of Investigation, the Attorney General has the lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States or directed at U.S. citizens or institutions abroad, as well as for coordinating activities of the other members of the law enforcement community to detect, prevent, and disrupt terrorist attacks against the United States.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the

Section Chief and the Division or Group in the Operations Section and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Cache:** A predetermined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

**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.

**Chief:** The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration and Intelligence/Investigations (if established as a separate section).

**Chief Elected Official:** A mayor, city manager or county manager.

**Citizen Corps:** A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, state and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training and volunteer service.

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

**Command Staff:** An incident command component that consists of a Public Information Officer, Safety Officer, Liaison Officer and other positions as required, who report directly to the Incident Commander.

**Common Operating Picture:** A continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management and intelligence and information sharing. The common operating picture allows incident managers at all levels to make effective, consistent and timely decisions. The common operating picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged.

**Comprehensive Preparedness Guide (CPG) 101: Producing Emergency Plans: A Guide for All-Hazard Emergency Operations Planning for State, Territorial, Local, and Tribal Governments:** Guide that describes the intersection of the federal and state, tribal and local plans and planning. Replaces State and Local Guide (SLG) 101.

**Concept Plan (CONPLAN):** A plan that describes the concept of operations for integrating and synchronizing federal capabilities to accomplish critical tasks and describes how federal capabilities will be integrated into and support regional, state and local plans to meet the objectives described in the Strategic Plan.

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

**Corrective Actions:** Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

**Counterterrorism Security Group (CSG):** An interagency body convened on a regular basis to develop terrorism prevention policy and to coordinate threat response and law enforcement investigations associated with terrorism. This group evaluates various policy issues of interagency importance regarding counterterrorism and makes recommendations to senior levels of the policymaking structure for decision.

**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.

**Defense Coordinating Officer (DCO):** Individual who serves as the Department of Defense (DOD)'s single point of contact at the Joint Field Office (JFO) for requesting assistance from DOD. With few exceptions, requests for Defense Support of Civil Authorities originating at the JFO are coordinated with and processed through the DCO. The DCO may have a Defense Coordinating Element consisting of a staff and military liaison officers to facilitate coordination and support to activated Emergency Support Functions.

**Defense Support of Civil Authorities (DSCA):** Support provided by U.S. military forces (Regular, Reserve and National Guard), Department of Defense (DOD) civilians, DOD contract personnel and DOD agency and component assets, in response to requests for assistance from civilian federal, state, local and tribal authorities for domestic emergencies, designated law enforcement support and other domestic activities..

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

**DHS:** Department of Homeland Security

**Director of National Intelligence:** Official, who leads the Intelligence Community, serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence Program.

**Disaster Recovery Center (DRC):** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families or businesses) apply for disaster aid.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

**DOD:** Department of Defense

**Domestic Readiness Group (DRG):** An interagency body convened on a regular basis to develop and coordinate preparedness, response and incident management policy. This group evaluates various policy issues of interagency importance regarding domestic preparedness and incident management and makes recommendations to senior levels of the policymaking structure for decision. During an incident, the DRG may be convened by the Department of Homeland Security to evaluate relevant



interagency policy issues regarding response and develop recommendations as may be required.

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

**Emergency Management:** As subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

**Emergency Manager:** The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, and response and recovery capabilities.

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

**Emergency Plan:** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

**Emergency Support Function (ESF) Annexes:** Present the missions, policies, structures and responsibilities of federal agencies for coordinating resource and programmatic support to states, tribes and other federal agencies or other jurisdictions and entities when activated to provide coordinated federal support during an incident.

**Emergency Support Function (ESF) Coordinator:** The entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response and recovery phases of incident management.

**Emergency Support Function (ESF) Primary Agency:** A federal agency with significant authorities, roles, resources or capabilities for a particular function within an ESF. A federal agency designated as an ESF primary agency serves as a federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission.

**Emergency Support Function (ESF) Support Agency:** An entity with specific capabilities or resources that support the primary agencies in executing the mission of the ESF.

**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.

**External Affairs:** Organizational element that provides accurate, coordinated and timely information to affected audiences, including governments, media, the private sector and the local populace.

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

**Event:** See Planned Event.

**FBI:** Federal Bureau of Investigation

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

**Federal Coordinating Officer (FCO):** The official appointed by the President to execute Stafford Act authorities, including the commitment of Federal Emergency Management Agency (FEMA) resources and mission assignment of other federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

**Federal-to-Federal Support:** Support that may occur when a federal department or agency responding to an incident under its own jurisdictional authorities requests Department of Homeland Security coordination to obtain additional federal assistance. As part of federal-to-federal support, federal departments and agencies execute interagency or intra-agency reimbursable agreements, in accordance with the Economy Act or other applicable authorities.

**Federal Resource Coordinator (FRC):** Official who may be designated by the Department of Homeland Security in non-Stafford Act situations when a federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other federal departments and agencies. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

**FEMA:** Federal Emergency Management Agency

**FEMA Regional Offices:** FEMA has 10 regional offices, each headed by a Regional Administrator. The regional field structures are FEMA's permanent presence for communities and states across America.

**Finance/Administration Section:**

(1) Incident Command: Section responsible for all administrative and financial considerations surrounding an incident.

(2) Joint Field Office (JFO): Section responsible for the financial management, monitoring and tracking of all federal costs relating to the incident and the functioning of the JFO while adhering to all federal laws and regulations.

**Function:** One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

**Fusion Center:** Facility that brings together into one central location law enforcement, intelligence, emergency management, public health and other agencies, as well as private-sector and nongovernmental organizations when appropriate and that has the capabilities to evaluate and act appropriately on all available information.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

**Governor's Authorized Representative:** An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section. See Division.

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

**Hazard Identification and Risk Assessment (HIRA):** A process to identify hazards and associated risk to persons, property and structures and to improve protection from natural and human-caused hazards. HIRA serves as a foundation for planning, resource management, capability development, public education and training and exercises.

**Homeland Security Council (HSC):** Entity that advises the President on national strategic and policy during large-scale incidents. Together with the National Security Council, ensures coordination for all homeland and national security-related activities among executive departments and agencies and promotes effective development and implementation of related policy.

**Homeland Security Exercise and Evaluation Program (HSEEP):** A capabilities and performance-based exercise program that provides a standardized methodology and

terminology for exercise design, development, conduct, evaluation and improvement planning.

**Homeland Security Information Network (HSIN):** The primary reporting method (common national network) for the Department of Homeland Security to reach departments, agencies, and operations centers at the federal, state, local and private-sector levels. HSIN is a collection of systems and communities of interest designed to facilitate information sharing, collaboration and warnings.

**HSPD-5:** Homeland Security Presidential Directive 5, “Management of Domestic Incidents”

**HSPD-7:** Homeland Security Presidential Directive 7, “Critical Infrastructure, Identification, Prioritization and Protection”

**HSPD-8:** Homeland Security Presidential Directive 8, “National Preparedness”

**Hurricane Liaison Team (HLT):** A small team designed to enhance hurricane disaster response by facilitating information exchange between the National Hurricane Center in Miami and other National Oceanic and Atmospheric Administration components, as well as federal, state, tribal and local government officials.

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

**Incident Annexes:** Describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the National Response Framework.

**Incident Command:** Entity responsible for overall management of the incident. Consists of the Incident Commander, either single or unified command and any assigned supporting staff.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

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

agencies, both public and private, to organize field-level incident management operations.

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

**Incident Management:** Refers to how incidents are managed across all homeland security activities, including prevention, protection and response and recovery.

**Incident Management Assistance Team (IMAT):** An interagency national- or regional-based team composed of subject-matter experts and incident management professionals from multiple federal departments and agencies.

**Incident Management Team (IMT):** An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are state or regional, Type IV are discipline- or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

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

**Indian Tribes:** The United States recognizes Indian tribes as domestic dependent nations under its protection and recognizes the right of Indian tribes to self-government. As such, tribes are responsible for coordinating tribal resources to address actual or potential incidents. When their resources are exhausted, tribal leaders seek assistance from states or even the federal government.

**Infrastructure Liaison:** Individual assigned by the Department of Homeland Security Office of Infrastructure Protection who advises the Unified Coordination Group on regionally or nationally significant infrastructure and key resources issues.

**Intelligence/Investigations:** Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/investigations gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and prosecution of criminal activities (or the individual(s) involved), including terrorist incidents, or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

**Interoperability:** The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures and that effectively interfaces with national standards as they are developed. The system should allow the

sharing of data with other jurisdictions and levels of government during planning and deployment.

**Job Aid:** A checklist or other visual aid intended to ensure that specific steps for completing a task or assignment are accomplished.

**Joint Field Office (JFO):** The primary federal incident management field structure. The JFO is a temporary federal facility that provides a central location for the coordination of federal, state, tribal and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

**Joint Information Center (JIC):** An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally or nationally depending on the size and magnitude of the incident.

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

**Joint Operations Center (JOC):** An interagency command post established by the Federal Bureau of Investigation to manage terrorist threats or incidents and investigative and intelligence activities. The JOC coordinates the necessary local, state and federal assets required to support the investigation and to prepare for, respond to and resolve the threat or incident.

**Joint Task Force (JTF):** Based on the complexity and type of incident and the anticipated level of Department of Defense (DOD) resource involvement, DOD may elect to designate a JTF to command federal (Title 10) military activities in support of the incident objectives. If a JTF is established, consistent with operational requirements, its command and control element will be co-located with the senior on-scene leadership at the Joint Field Office (JFO) to ensure coordination and unity of effort. The co-location of the JTF command and control element does not replace the requirement for a Defense Coordinating Officer (DCO)/Defense Coordinating Element as part of the JFO Unified Coordination Staff. The DCO remains the DOD single point of contact in the JFO for requesting assistance from DOD.

**Joint Task Force (JTF) Commander:** Individual who exercises operational control of federal military personnel and most defense resources in a federal response. Some Department of Defense (DOD) entities, such as the U.S. Army Corps of Engineers, may respond under separate established authorities and do not provide support under the

operational control of a JTF Commander. Unless federalized, National Guard forces remain under the control of a state governor. Close coordination between federal military, other DOD entities and National Guard forces in a response is critical.

**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 (e.g., federal, state, tribal and local boundary lines) or functional (e.g., law enforcement, public health).

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

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

**Logistics Section:**

**(1) Incident Command:** Section responsible for providing facilities, services and material support for the incident.

**(2) Joint Field Office (JFO):** Section that coordinates logistics support to include control of and accountability for federal supplies and equipment; resource ordering; delivery of equipment, supplies and services to the JFO and other field locations; facility location, setup, space management, building services and general facility operations; transportation coordination and fleet management services; information and technology systems services; administrative services such as mail management and reproduction and customer assistance.

**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:** Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion in any part of the United States that, 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 states, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

**Mission Assignment:** The mechanism used to support federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable state or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.

**Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobile Emergency Response Support (MERS):** Response capability whose primary function is to provide mobile telecommunications capabilities and life, logistics, operational and power generation support required for the on-site management of disaster response activities. MERS support falls into three broad categories: (1) operational support elements; (2) communications equipment and operators and (3) logistics support.

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

**Multiagency Coordination (MAC) Group:** Typically, administrators/executives or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees or as otherwise defined by the system. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents harmonize agency policies and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of the incident. In the Incident Command System, these incidents will be managed under Unified Command.

**Mutual Aid and Assistance Agreement:** Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during and/or after an incident.

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



**National Counterterrorism Center (NCTC):** The primary federal organization for integrating and analyzing all intelligence pertaining to terrorism and counterterrorism and for conducting strategic operational planning by integrating all instruments of national power.

**National Disaster Medical System (NDMS):** A federally coordinated system that augments the nation's medical response capability. The overall purpose of the NDMS is to establish a single, integrated national medical response capability for assisting state and local authorities in dealing with the medical impacts of major peacetime disasters. NDMS, under Emergency Support Function #8 – Public Health and Medical Services, supports federal agencies in the management and coordination of the federal medical response to major emergencies and federally declared disasters.

**National Exercise Program:** A Department of Homeland Security-coordinated exercise program based upon the National Planning Scenarios contained which are the National Preparedness Guidelines. This program coordinates and, where appropriate, integrates a 5-year homeland security exercise schedule across Federal agencies and incorporates exercises at the state and local levels.

**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 Infrastructure Coordinating Center (NICC):** As part of the National Operations Center, monitors the nation's critical infrastructure and key resources on an ongoing basis. During an incident, the NICC provides a coordinating forum to share information across infrastructure and key resources sectors through appropriate information-sharing entities.

**National Infrastructure Protection Plan (NIPP):** Plan that provides a coordinated approach to critical infrastructure and key resources protection roles and responsibilities for federal, state, tribal, local and private-sector security partners. The NIPP sets national priorities, goals and requirements for effective distribution of funding and resources that will help ensure that our government, economy and public services continue in the event of a terrorist attack or other disaster.

**National Joint Terrorism Task Force (NJTTF):** Entity responsible for enhancing communications, coordination and cooperation among federal, state, tribal and local agencies representing the intelligence, law enforcement, defense, diplomatic, public safety and homeland security communities by providing a point of fusion for terrorism intelligence and by supporting Joint Terrorism Task Forces throughout the United States.

**National Military Command Center (NMCC):** Facility that serves as the nation's focal point for continuous monitoring and coordination of worldwide military operations. It directly supports combatant commanders, the Chairman of the Joint Chiefs of Staff, the Secretary of Defense and the President in the command of U.S. Armed Forces in peacetime contingencies and war. Structured to support the President and Secretary of Defense effectively and efficiently, the NMCC participates in a wide variety of activities, ranging from missile warning and attack assessment to management of peacetime

contingencies such as Defense Support of Civil Authorities activities. In conjunction with monitoring the current worldwide situation, the Center alerts the Joint Staff and other national agencies to developing crises and will initially coordinate any military response required.

**National Operations Center (NOC):** Serves as the primary national hub for situational awareness and operations coordination across the federal government for incident management. The NOC provides the Secretary of Homeland Security and other principals with information necessary to make critical national-level incident management decisions.

**National Planning Scenarios:** Planning tools that represent a minimum number of credible scenarios depicting the range of potential terrorist attacks and natural disasters and related impacts facing our nation. They form a basis for coordinated federal planning, training and exercises.

**National Preparedness Guidelines:** Guidance that establishes a vision for national preparedness and provides a systematic approach for prioritizing preparedness efforts across the nation. These Guidelines focus policy, planning and investments at all levels of government and the private sector. The guidelines replace the Interim National Preparedness Goal and integrate recent lessons learned.

**National Preparedness Vision:** Provides a concise statement of the core preparedness goal for the nation.

**National Response Coordination Center (NRCC):** As a component of the National Operations Center, serves as the Department of Homeland Security/Federal Emergency Management Agency primary operations center responsible for national incident response and recovery as well as national resource coordination. As a 24/7 operations center, the NRCC monitors potential or developing incidents and supports the efforts of regional and field components.

**National Response Framework (NRF):** Guides how the nation conducts all-hazards response. The framework documents the key response principles, roles and structures that organize national response. It describes how communities, states, the federal government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers and supporting entities to provide a unified national response.

**National Security Council (NSC):** Advises the President on national strategic and policy during large-scale incidents. Together with the Homeland Security Council, ensures coordination for all homeland and national security-related activities among executive departments and agencies and promotes effective development and implementation of related policy.

**National Urban Search and Rescue (SAR) Response System:** Specialized teams that locate, rescue (extricate) and provide initial medical stabilization of victims trapped in confined spaces.

**National Voluntary Organizations Active in Disaster (National VOAD):** A consortium of more than 30 recognized national organizations active in disaster relief. Their

organizations provide capabilities to incident management and response efforts at all levels. During major incidents, National VOAD typically sends representatives to the National Response Coordination Center to represent the voluntary organizations and assist in response coordination.

**Nongovernmental Organization (NGO):** An entity with an association that is based on interests of its members, individuals or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during and after an emergency.

**Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison and Public Information.

**Operations Section:**

(1) Incident Command: Responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions and/or Groups.

(2) Joint Field Office: Coordinates operational support with on-scene incident management efforts. Branches, divisions and groups may be added or deleted as required, depending on the nature of the incident. The Operations Section is also responsible for coordinating with other federal facilities that may be established to support incident management activities.

**Operations Plan (OPLAN):** A plan developed by and for each federal department or agency describing detailed resource, personnel and asset allocations necessary to support the concept of operations detailed in the Concept Plan.

**Other Senior Officials:** Representatives of other federal departments and agencies; state, tribal or local governments and the private sector or nongovernmental organizations who may participate in a Unified Coordination Group.

**Planned Event:** A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).

**Planning Section:**

(1) Incident Command: Section responsible for the collection, evaluation and dissemination of operational information related to the incident and for the preparation and documentation of the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

(2) Joint Field Office: Section that collects, evaluates, disseminates and uses information regarding the threat or incident and the status of federal resources. The Planning Section prepares and documents federal support actions and develops unified action, contingency, long-term and other plans.

**Preparedness:** Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment

needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

**Pre-Positioned Resources:** Resources moved to an area near the expected incident site in response to anticipated resource needs.

**Pre-Scripted Mission Assignment:** A mechanism used by the federal government to facilitate rapid federal resource response. Pre-scripted mission assignments identify resources or capabilities that federal departments and agencies, through various Emergency Support Functions (ESFs), are commonly called upon to provide during incident response. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that will be deployed during incident response. ,

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

**Primary Agency:** See Emergency Support Function (ESF) Primary Agency.

**Principal Federal Official (PFO):** May be appointed to serve as the Secretary of Homeland Security's primary representative to ensure consistency of federal support as well as the overall effectiveness of the federal incident management for catastrophic or unusually complex incidents that require extraordinary coordination.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

**Protocol:** A set of established guidelines for actions (which may be designated by individuals, teams, functions or capabilities) under various specified conditions.

**Public Information:** Processes, procedures and systems for communicating timely, accurate, accessible information on an incident's cause, size and current situation; resources committed and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

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

**Regional Response Coordination Centers (RRCCs):** Located in each Federal Emergency Management Agency (FEMA) region, these multiagency agency

coordination centers are staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the RRCCs coordinate federal regional response efforts and maintain connectivity with state emergency operations centers, state fusion centers, Federal Executive Boards and other federal and state operations and coordination centers that have potential to contribute to development of situational awareness.

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

**Resources:** Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

**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.

**Secretary of Defense:** Responsible for homeland defense and may also authorize Defense Support of Civil Authorities for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law. When Department of Defense military forces are authorized to support the needs of civil authorities, command of those forces remains with the Secretary of Defense.

**Secretary of Homeland Security:** Serves as the principal federal official for domestic incident management, which includes coordinating both federal operations within the United States and federal resources used in response to or recovery from terrorist attacks, major disasters or other emergencies. The Secretary of Homeland Security is by Presidential directive and statutory authority also responsible for coordination of federal resources utilized in the prevention of, preparation for, response to or recovery from terrorist attacks, major disasters or other emergencies, excluding law enforcement responsibilities otherwise reserved to the Attorney General.

**Secretary of State:** Responsible for managing international preparedness, response and recovery activities relating to domestic incidents and the protection of U.S. citizens and U.S. interests overseas.

**Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration and Intelligence/Investigations (if established)).

**Senior Federal Law Enforcement Official (SFLEO):** An official appointed by the Attorney General during an incident requiring a coordinated federal response to coordinate all law enforcement, public safety and security operations with intelligence or investigative law enforcement operations directly related to the incident. The SFLEO is a member of the Unified Coordination Group and, as such, is responsible to ensure that

allocation of law enforcement requirements and resource allocations are coordinated as appropriate with all other members of the Group. In the event of a terrorist incident, the SFLEO will normally be a senior Federal Bureau of Investigation official who has coordinating authority over all law enforcement activities related to the incident, both those falling within the Attorney General's explicit authority as recognized in Homeland Security Presidential Directive 5 and those otherwise directly related to the incident itself.

**Short-Term Recovery:** A process of recovery that is immediate and overlaps with response. It includes such actions as providing essential public health and safety services, restoring interrupted utility and other essential services, reestablishing transportation routes and providing food and shelter for those displaced by a disaster. Although called "short term," some of these activities may last for weeks.

**Situation Report:** Document that contains confirmed or verified information and explicit details (who, what, where and how) relating to an incident.

**Situational Awareness:** The ability to identify, process and comprehend the critical elements of information about an incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special Needs Population:** Populations whose members 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; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking or who are transportation disadvantaged.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

**Staging Area:** Any location in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**State Coordinating Officer (SCO):** The individual appointed by the governor to coordinate state disaster assistance efforts with those of the federal government. The SCO plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The governor of the affected state appoints the SCO, and lines of authority flow from the governor to the SCO, following the state's policies and laws.

**State Emergency Management Agency Director:** The official responsible for ensuring that the state is prepared to deal with large-scale emergencies and for coordinating the state response in any incident. This includes supporting local governments as needed or requested and coordinating assistance with other states and/or the federal government.

**State Homeland Security Advisor:** Person who serves as counsel to the governor on homeland security issues and may serve as a liaison between the governor's office, the state homeland security structure, the Department of Homeland Security, and other organizations both inside and outside of the state.

**Status Report:** Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

**Strategic Guidance Statement and Strategic Plan:** Documents that together define the broad national strategic objectives; delineate authorities, roles and responsibilities; determine required capabilities and develop performance and effectiveness measures essential to prevent, protect against, respond to and recover from domestic incidents.

**Strategic Information and Operations Center (SIOC):** The focal point and operational control center for all federal intelligence, law enforcement and investigative law enforcement activities related to domestic terrorist incidents or credible threats, including leading attribution investigations. The SIOC serves as an information clearinghouse to help collect, process, vet and disseminate information relevant to law enforcement and criminal investigation efforts in a timely manner.

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**Support Agency:** See Emergency Support Function (ESF) Support Agency.

**Support Annexes:** Describe how federal departments and agencies, the private sector, volunteer organizations and nongovernmental organizations coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident.

**Tactics:** Deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

**Target Capabilities List:** Defines specific capabilities that all levels of government should possess in order to respond effectively to incidents.

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

**Territories:** Under the Stafford Act, U.S. territories are may receive federally coordinated response within the U.S. possessions, including the insular areas and within the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI). Stafford Act assistance is available to Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands, which are included in the definition of "State" in the Stafford Act. At present, Stafford Act assistance also is available to the FSM and the RMI under the compact of free association.

**Terrorism:** As defined under the Homeland Security Act of 2002, any activity that involves an act dangerous to human life or potentially destructive of critical

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

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

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

**Tribal Leader:** Individual responsible for the public safety and welfare of the people of that tribe.

**Unified Area Command:** Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

**Unified Command (UC):** An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unified Coordination Group:** Provides leadership within the Joint Field Office. The Unified Coordination Group is comprised of specified senior leaders representing state and federal interests and in certain circumstances tribal governments, local jurisdictions, the private sector or nongovernmental organizations. The Unified Coordination Group typically consists of the Principal Federal Official (if designated), Federal Coordinating Officer, State Coordinating Officer and senior officials from other entities with primary statutory or jurisdictional responsibility and significant operational responsibility for an aspect of an incident (e.g., the Senior Health Official, Department of Defense representative or Senior Federal Law Enforcement Official if assigned). Within the Unified Coordination Group, the Federal Coordinating Officer is the primary federal official responsible for coordinating, integrating and synchronizing federal response activities.

**Unity of Command:** Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

**Universal Task List:** A menu of unique tasks that link strategies to prevention, protection, response and recovery tasks for the major events represented by the National Planning Scenarios. It provides a common vocabulary of critical tasks that support development of essential capabilities among organizations at all levels. The list was used to assist in creating the Target Capabilities List.

**Urban Search and Rescue (US&R) Task Forces:** A framework for structuring local emergency services personnel into integrated disaster response task forces. The 28 National US&R Task Forces, complete with the necessary tools, equipment, skills and techniques, can be deployed by the Federal Emergency Management Agency to assist state and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions.



**Volunteer:** Any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

## APPENDIX B ACRONYMS

Acronym	Meaning
<b>- A -</b>	
ACI	Advance Contracting Initiative
ADC	Adult Detention Center
ALS	Advanced Life Support
ANRC	American National Red Cross
AR	Administrative Regulation
ARES/RACES	Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service
<b>- B -</b>	
BLS	Basic Life Support
BOCS	Board of County Supervisors
BP	Basic Plan
<b>- C -</b>	
CAD	Computer Aided Dispatch
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
COG	Council of Governments
CONOPS	Concept of Operations
COOP	Continuity of Operations
CS	Department of Community Services
<b>- D -</b>	
DCJS	Department of Criminal Justice Services
DCR	Department of Conservation and Recreation
DED	Department of Economic Development
DEM	Duty Emergency Manager
DEQ	Department of Environmental Quality
DFP	Department of Fire Programs
DFR	Department of Fire and Rescue
DGIF	Department of Game and Inland Fisheries
DGS	Department of General Services
DHCD	Department of Housing and Community Development
DHR	Department of Historic Resources
DMAT	Disaster Medical Assistance Team
DMHMRSAS	Department of Mental Health, Mental Retardation and Substance Abuse Services
DMME	Department of Mines, Minerals and Energy
DMORT	Disaster Mortuary Operational Response Team
DOAV	Department of Aviation
DOC	Department of Corrections
DOC	Department Operations Center

DOE	Department of Education
DOF	Department of Fire Programs
DOF	Department of Forestry
DPW	Department of Public Works
DSS	Department of Social Services
<b>- E -</b>	
EAS	Emergency Alert System
EMS	Emergency Medical Services
EMT	Emergency Management Team
EOC	Emergency Operations Center
EOC IAP	Emergency Operations Center Incident Action Plan
EOP	Emergency Operations Plan
EPCT	Emergency Planning and Coordination Team
ESF	Emergency Support Function
<b>- F -</b>	
FAX	Facsimile
FNS	Food and Nutrition Service
<b>- G -</b>	
GETS	Government Emergency Telecommunications Service
GIS	Geographic Information Systems
GMRS	General Mobile Radio Service
<b>- H -</b>	
HAZMAT	Hazardous Material(s)
HIRA	Hazard Identification and Risk Assessment Summary
HMERP	Hazardous Materials Emergency Responses Plan
HSPD	Homeland Security Presidential Directive
<b>- I -</b>	
IAIP	Information Analysis and Infrastructure Protection
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
INOVA	Name of the hospital system for the City of Alexandria
<b>- J - K -</b>	
JFO	Joint Field Office
JIC	Joint Information Center
JTTF	Joint Terrorism Task Force
<b>- L -</b>	
LDAT	Local Damage Assessment Teams
LEPC	Local Emergency Planning Committee
LMR	Land Mobile Radio
<b>- M -</b>	
MMRS	Metropolitan Medical Response System
MOT	Marine Operations Team
MPF	Mitigation and Prevention Function

MRC	Medical Reserve Corps OR Virginia Marine Resources Commission
MWAA	Metropolitan Washington Airport Authority
<b>- N -</b>	
NAWAS	National Warning System
NCS	National Communications System
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NGO	Non-governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NOVEC	Northern Virginia Electric Cooperative
NOVOAD	Northern Virginia Voluntary Organizations Active in Disasters
NS/EP	National Security and Emergency Preparedness
NWS	National Weather Service
<b>- O -</b>	
OAs	Organizational Cost Accounts
OEMS	Office of Emergency Medical Services
OIT	Office of Information Technology
OPSC	Office of Public Safety Communications
OWP	Office of Water Programs
<b>- P - Q -</b>	
PA System	Public Address System
PAO	Public Affairs Office
PF	Preparedness Function
PIO	Public Information Officer
POC	Point of Contact
PPI	Policies, Plans, Instructions
PRTC	Potomac and Rappahannock Transportation Commission
PSCC	Public Safety Communications Center
PWC	Prince William County
PWCAN	Prince William County Alert Network
ARCPWC	American Red Cross Prince William Chapter
PWCS	Prince William County Schools
PWHD	Prince William Health District
PWC EOC	Prince William County Emergency Operations Center
PRT	Debris Planning and Response Team
<b>- R -</b>	
REACT	Radio Emergency Associated Communications Teams
RF	Recovery Function
RIAT	State Rapid Impact Assessment Team
RICCS	Regional Incident Communications and Coordination System
RPCA	Recreation, Parks and Cultural Activities
RTP	Recovery Transitional Plan
<b>- S -</b>	

S/F-DAT	State and Federal Damage Assessment Teams
SA	The Salvation Army
SALTT	Size, Amount, Location, Time, Type
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Association
SCC	State Corporation Commission
SITREP	Situation Report
<b>- T -</b>	
TBD	To be developed
TENS	Telephone Emergency Notification System
TRT	Technical Rescue Team
TSP	Telecommunications Service Priority
<b>- U -</b>	
USAR	Urban Search and Rescue
<b>- V -</b>	
VAC	Voluntary Action Center
VDACS	Virginia Department of Agricultural and Consumer Services
VDC OAPC	Virginia Department of Corrections, Office of Adult Probation and Control
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VDH OCME	Virginia Department of Health, Office of the Chief Medical Examiner
VDOT	Virginia Department of Transportation
VIP	Very Important Person(s)
VITA	Virginia Information Technology Agency
VOAD	Voluntary Organizations Active in Disaster
VRE	Virginia Rail Express
VSP	Virginia State Police
<b>- W - X - Y - Z -</b>	
WAWS	Washington Area Wideband System
WMATA	Washington Metropolitan Area Transit Authority
WMD	Weapon(s) of Mass Destruction
WPS	Wireless Priority Service

## **APPENDIX C DECLARATION OF EMERGENCY**

### **INTRODUCTION**

Prince William County must prepare for, respond to and recover from all types of disasters that threaten the community. At a point where local resources have been depleted, mutual aid has been exhausted and it is determined that the emergency is beyond the capabilities of the community, the local Director of Emergency Management may declare a local emergency and request assistance from the state. Based on the damage assessment conducted by the locality and the availability of state resources, the Governor can ask for a Presidential Emergency Declaration or a Presidential Major Disaster Declaration to activate federal resources. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

### **PURPOSE**

The purpose of this appendix is to provide an understanding of the steps that must be followed in the emergency declaration process.

### **SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Commonwealth of Virginia requires localities to submit an Initial Damage Assessment (IDA) Report following any disaster or emergency that causes damage to public or private property of a magnitude that requires expenditure of local funds or that might be eligible for or require a request for state or federal assistance.
2. Based on a request from the County, the information provided in the IDA or other available information, the governor may declare a state of emergency. If the County is included in a State Declaration of Emergency, recovery assistance will be available from the state as outlined in the Commonwealth of Virginia EOP.
3. The Code of Virginia authorizes VDEM to offer potential financial assistance to localities that have been affected by a disaster but do not have enough cumulative damages to qualify for a federal declaration for Public Assistance.
  - a. The state program, known as Commonwealth Emergency Relief for Localities program where the Governor can provide direct grants to cities and counties that cannot by other means meet the costs of disaster-related response activities or damages to public property.
  - b. The Department of Emergency Management (VDEM) shall administer this program. Allotments shall be considered grants made at the discretion of the Governor. Funding shall come from the Governor's authority to expend a

Sum Sufficient pursuant to the Virginia Emergency Services and Disaster Law of 1973, as Amended.

- c. The state program may be implemented for towns, cities or counties that have a declared disaster but are only authorized for the Individuals and Households Program (IHP), or it may be implemented for localities that have a small-scale or localized event and do not have any type of federal disaster declaration.
  - d. The primary intent of this program is to provide state assistance to cities and counties for uninsured disaster-related costs, such as debris clearance, following a small-scale or localized disaster when federal disaster assistance is not forthcoming.
4. Once a determination is made by VDEM that the event is or may be beyond the capabilities of the County and state, the governor may request assistance from FEMA to conduct a joint Federal/State Preliminary Damage Assessment (PDA).
    - a. A PDA is an on-site survey of the affected area(s) by federal and state officials to determine the scope and magnitude of damages caused by the event.
    - b. Depending upon the types of damages, PDA teams will be organized to assess damage to private property (Individual Assistance) and/or public property (Public Assistance).
    - c. In the event that a PDA is to be conducted in the County, the County will provide administrative and logistical support for the PDA process through the EOC.
    - d. Data collected by the County damage assessment process will be provided as appropriate to the joint state and federal PDA teams.
  5. Based upon the results of the PDA and consultations with FEMA, VDEM may request a declaration of federal emergency or major disaster.
    1. A major disaster declaration by the President puts into motion long-term federal recovery programs, some of which are matched by state programs and designed to help disaster victims, businesses and public entities.
    2. Prior to formalized damage assessments being done, the President may sign an emergency declaration, making additional federal assistance available to state and local communities to support life-saving efforts, such as providing shelter to those who had to evacuate their homes. An Emergency Declaration is limited in scope and does not include the long-term federal recovery programs of a Major Disaster Declaration. It does not provide federal funding directly to individuals and does not mean that a major disaster declaration will be approved.

#### A. Assumptions

1. The primary method for individuals and families to apply for federal individual assistance is through FEMA.
2. Recovery programs authorized under a federal disaster declaration are administered by VDEM as outlined in the Commonwealth of Virginia EOP. Depending upon the program, the County may need to provide logistical and administrative support and technical assistance or to serve as a sub-grantee for grants management (public assistance and hazard mitigation). The Commonwealth will assign a state liaison to work closely with the County Coordinator of Emergency Management or designee and ESF 14 to coordinate recovery activities and expedite assistance to impacted families and communities.
3. Any disaster could cause extensive public and private property damage, creating a need for the damage assessments.

## **EMERGENCY DECLARATIONS**

Prince William County can have non-declared emergencies and declared emergencies. Even the threat of disaster, such as an approaching hurricane, can initiate 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. There are three types of emergency declarations that apply to Prince William County: a Local Declaration, a Declaration of a State Emergency and a Presidential Declaration. The local, state and federal declarations depend on the scope and magnitude of the event.

### **A. Non-Declared Emergencies**

1. The Director of Emergency Management, or designee, may direct County departments and agencies to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested.
2. The Director of Emergency Management, or designee, may re-direct and deploy County resources and assets as necessary to prepare for, adequately respond to and quickly recover from an emergency incident.

### **B. Local Declaration**

1. The Director of Emergency Management may consult with the Coordinator of Emergency Management, Fire and Rescue Chief and the Police Chief to decide if a local declaration is needed.



2. A local emergency may be declared by the Director of Emergency Management with the later consent of the Board of County Supervisors. In the event that the Board cannot convene due to the emergency or other circumstances, the Director of Emergency Management or, in his absence, the Deputy Director, or, in the absence of both the Director and Deputies, the Coordinator of Emergency Management may declare the existence of a local emergency, subject to confirmation of the governing body at its next scheduled meeting or at a special meeting within 14 days of the declaration, whichever comes first.
3. A local emergency is declared when, in the judgment of the Director of Emergency Management, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various County departments, agencies, and voluntary organizations. Emergency Management is responsible for monitoring incidents and providing information and support to the Director in the process of declaring a local emergency.
4. Upon declaring a local disaster, the Coordinator of Emergency Management will immediately notify the Virginia Department of Emergency Management (VDEM) through the Virginia Emergency Operations Center (VEOC).
5. Local resources must be fully committed and a local emergency must be declared before requesting state or federal assistance.
6. A local situation report (SitRep) must be submitted from Prince William County to the VEOC within 24 hours, and at least every 24 hours after that, during the event. For significant damage, an Initial Damage Assessment (IDA) must be completed and submitted no later than 72 hours after the peak of the event.
7. When, in its judgment the emergency activities have been completed, the Board of County Supervisors can terminate the declared emergency.

#### C. Governor Declaration of a State of Emergency

1. 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.

2. A declaration of an emergency by the Governor of Virginia that includes Prince William County provides the County access to the resources and assistance of the departments and agencies of the Commonwealth, including the Virginia National Guard.
3. 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 capacity to meet the requirements necessary to resolve the impacts of the event.

#### D. Presidential Declaration

1. Under provisions of the Stafford Act, as defined by 44 CFR § 206, the Governor may request two types of residential declarations for disaster assistance: Emergency or Major Disaster. They are defined as follows:
  - a. 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.”
  - b. 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.”
2. 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.
3. A Major Disaster Declaration makes a broad range of federal disaster assistance programs that are designed to assist disaster victims, businesses and public entities available to the impacted area. Some of these programs require a non-federal cost share.

- a. 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.
  - b. 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.
  - c. 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.”
4. 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.
5. 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.
6. A federal declaration can be received for Individual Assistance or 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.
7. The Governor must validate that appropriate executive actions have been taken, including the direct execution of the authorities specified in the Code of Virginia. 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.

8. 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.

**Attachment A**  
**Staff Report and Board Resolution to Request a Local Emergency Declaration**



Melissa S. Peacor  
County Executive

**COUNTY OF PRINCE WILLIAM**  
OFFICE OF EXECUTIVE MANAGEMENT  
1 County Complex Court, Prince William, Virginia 22192-9201  
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS  
Corey A. Stewart, Chairman  
Martin E. Nohe, Vice Chairman  
Maureen S. Caddigan  
Pete Candland  
W. S. Wally Covington, III  
John D. Jenkins  
Michael C. May  
Frank J. Principi

*(Month Date, Year)*

**TO:** Board of County Supervisors

**FROM:** Chief Kevin McGee, Chairman  
Fire and Rescue Association

**THRU:** Melissa S. Peacor  
County Executive

**RE:** Request for a Local Emergency Declaration for (Incident Name and type)

I. **Background** in chronological order is as follows:

- A.
- B.

II. **Current Situation** is as follows:

- A. Life Safety Issues –
- B. County Actions –
- C. County Impact –
- D. FEMA Disaster Assistance –
- E. Board Action Requested –

III. **Issues** in order of importance are:

- A. Timing – Why is this action coming before the Board of County Supervisors at this time?
- B. Legal – What are the legal implications of the proposed action?
- C. Service Level/Policy Impact – What policy guidance is there associated with the proposed action?
- D. Fiscal Impact – What is the fiscal impact of the proposed action?

IV. **Alternatives** in order of feasibility are:

A. Declare a local emergency associated with **(Incident Name and type)** in Prince William County.

1. Timing
2. Legal –
3. Service level/Policy Impact – It is the policy of Prince William County to use the declaration of local emergencies judiciously. This action is consistent with the judicious use of declaration of emergency powers available to the County.
4. Fiscal Impact – Irrespective of the Board's action, citizens of Prince William County are not eligible to apply for disaster related assistance through FEMA. This alternative does not afford the local government or its citizens any financial benefits.

B. Take No Action.

1. Timing –
2. Legal –
3. Service Level/Policy
4. Fiscal Impact –

V. **Recommendation** is that the Board of County Supervisors concurs with Alternative A and approves the attached Resolution.

Staff Contact: Patrick M. Collins 703-792-5828

**MOTION:**

**Date**  
**Regular Meeting**  
**Res. No. XX-**

**SECOND:**

**RE: DECLARATION OF A LOCAL EMERGENCY**

**ACTION:**

**WHEREAS**, the Prince William Board of County Supervisors is authorized to declare a local emergency under the provision of Section 44-146.21, VA Code Ann; and

**WHEREAS**, (*Describe the incident, situation, etc.*); and

**WHEREAS**, the Director/Coordinator of Emergency Management /Fire Chief/Police Chief has determined that a significant threat is posed by the incident endangering lives, property and environmental receptors in the County; and

**WHEREAS**, the effectiveness of the County to respond and mitigate the effects of the incident would be enhanced by the declaration of a local emergency;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of County Supervisors does hereby declare a local emergency, as to (*Describe the incident, situation, etc.*).

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Patrick Collins, Emergency Management Coordinator

**ATTEST:** \_\_\_\_\_

**Clerk to the Board**

**Attachment B**  
**Staff Report and Board Resolution to Terminate a Local Emergency Declaration**



Melissa S. Peacor  
County Executive

**COUNTY OF PRINCE WILLIAM**  
OFFICE OF EXECUTIVE MANAGEMENT  
1 County Complex Court, Prince William, Virginia 22192-9201  
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS  
Corey A. Stewart, Chairman  
Martin E. Nohe, Vice Chairman  
Maureen S. Caddigan  
Pete Candland  
W. S. Wally Covington, III  
John D. Jenkins  
Michael C. May  
Frank J. Principi

*(Month Date, Year)*

**TO:** Board of County Supervisors

**FROM:** Chief Kevin McGee, Chairman  
Fire and Rescue Association

**THRU:** Melissa S. Peacor  
County Executive

**RE:** **Termination of a Local Emergency Declaration (Incident Name and type)**

**VI. Background** in chronological order is as follows:

- A.
- B.

**VII. Current Situation** is as follows:

- A. Life Safety Issues –
- B. County Actions –
- C. County Impact –
- D. FEMA Disaster Assistance –
- E. Board Action Requested –

**VIII. Issues** in order of importance are:

- A. Timing – Why is this action coming before the Board of County Supervisors at this time?



- B. Legal – What are the legal implications of the proposed action?
- C. Service Level/Policy Impact – What policy guidance is there associated with the proposed action?
- D. Fiscal Impact – What is the fiscal impact of the proposed action?

**IX. Alternatives** in order of feasibility are:

- A. Terminate local emergency declaration associated with **(*Incident Name and type*)** in Prince William County.
  - 5. Timing –
  - 6. Legal –
  - 7. Service level/Policy Impact – The termination of this local disaster declaration is required to officially end the state of emergency.
  - 8. Fiscal Impact – Irrespective of the Board’s action, citizens of Prince William County are not eligible to apply for disaster related assistance through FEMA. This alternative does not afford the local government or its citizens any financial benefits.
- B. Take No Action.
  - 1. Timing –
  - 2. Legal –
  - 3. Service Level/Policy
  - 4. Fiscal Impact –

**X. Recommendation** is that the Board of County Supervisors concurs with Alternative A and approves the attached Resolution.

Staff Contact: Patrick M. Collins 703-792-5828

**MOTION:**

**Date**  
**Regular Meeting**  
**Res. No. XX-**

**SECOND:**

**RE:           TERMINATE LOCAL EMERGENCY DECLARATION**

**ACTION:**

**WHEREAS**, the Prince William Board of County Supervisors is authorized to declare a local emergency under the provisions of Section 44-146.21, VA Code Ann.; and

**WHEREAS**, (*Incident Name and Information*); and

**WHEREAS**, the Board of County Supervisors declared a local emergency by Resolution No. (*Resolution Number*); and

**WHEREAS**, the threat of danger of (Incident Name and Information) no longer exists as of (Date); and

**WHEREAS**, the Board of County Supervisors is required to end the declared emergency;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of County Supervisors does hereby pronounce the declared local emergency, (*Incident that occurred*), has ended, and the emergency powers granted to the Director of Emergency Services are terminated.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Dept. of Fire and Rescue Chief

**ATTEST:** \_\_\_\_\_  
**Clerk to the Board**

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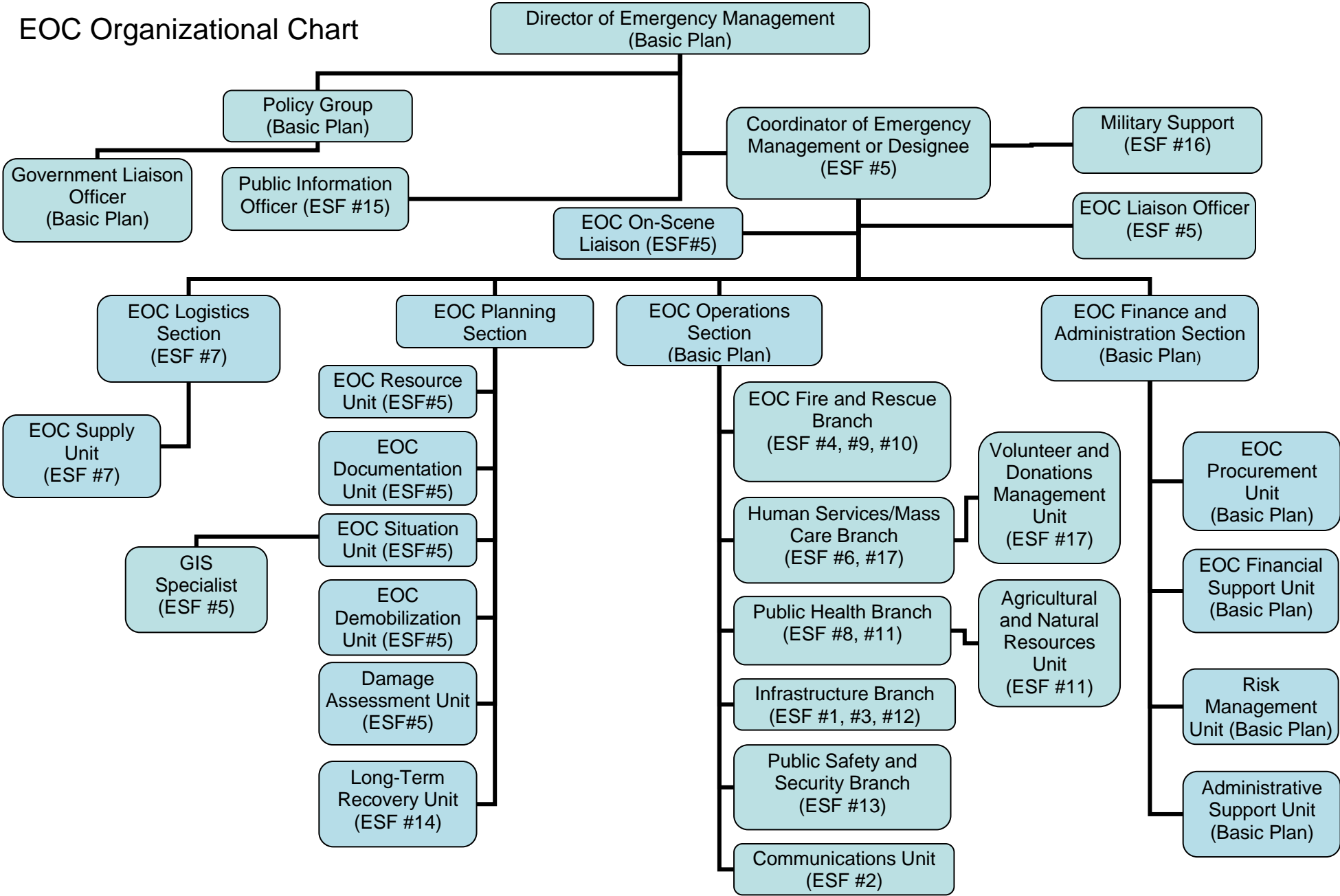
## **APPENDIX D EOC REFERENCE GUIDE**

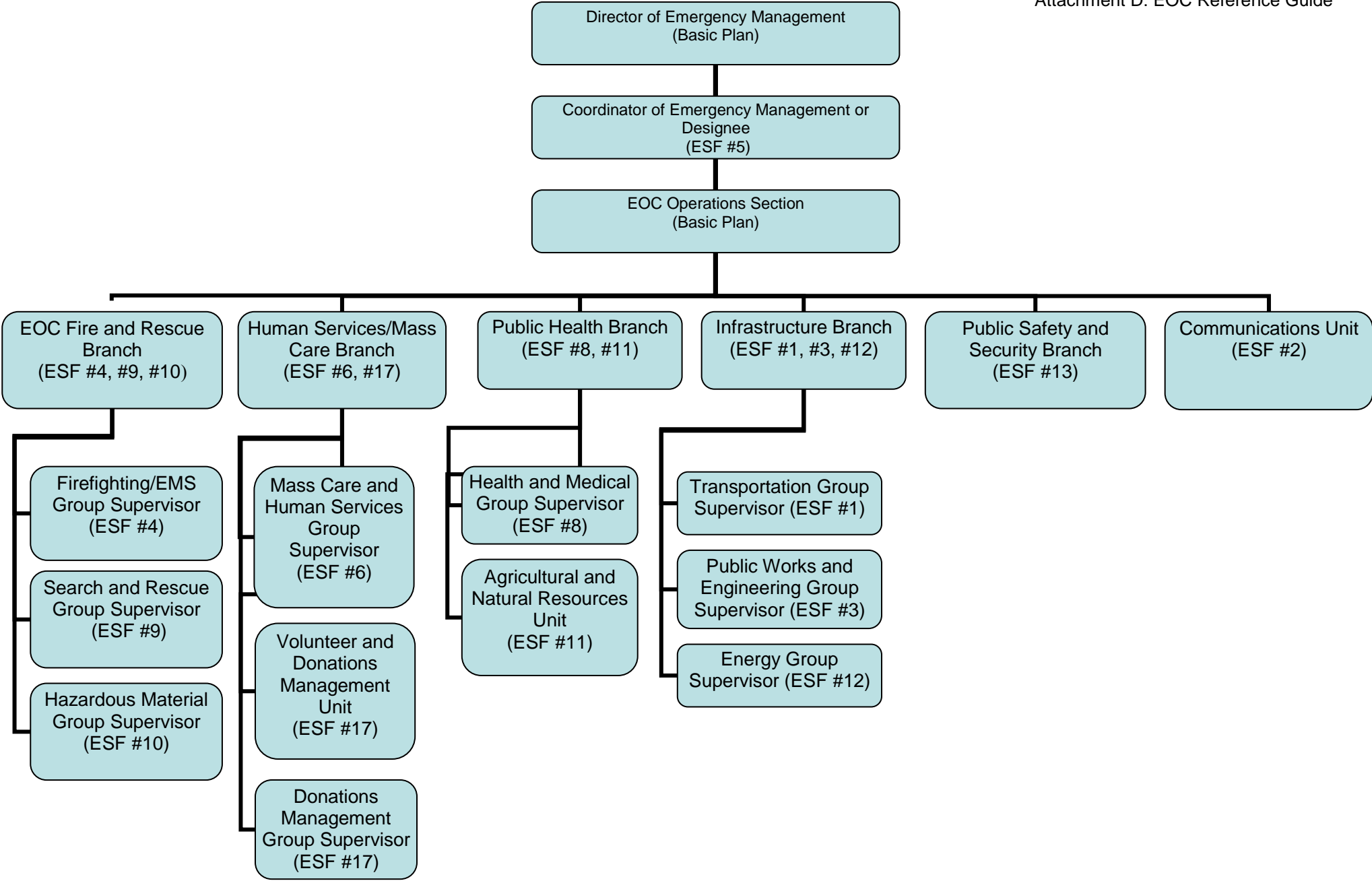
## **INTRODUCTION**

The intent of this appendix is to identify general EOC operational concepts, principles and procedures. This will facilitate effective jurisdictional response to the emergency, and coordinate support to Incident Command during an emergency or disaster.

The EOC Reference Guide is based on the principles of the Incident Command System and contains standard terms, EOC job aids and checklists, operational procedures and document templates.

# EOC Organizational Chart





## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out



## **EOC Position Job Aids**

## Director of Emergency Management (Basic Plan)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Executes all responsibilities identified in Chapter 3.2 Emergency Services and Disaster Laws (Virginia Code § 44-146)
- Declares a local emergency pursuant to Chapter 3.2 Emergency Services and Disaster Laws to include confirmation by the local governing body as stipulated by Virginia Code
- Develops, in consultation with Policy Group, strategic goals relevant to the successful mitigation and resolution of the current condition
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Delegates responsibility for EOC management to the Coordinator of Emergency Management

### Reports to:

- Board of County Supervisors

### Supervises:

- Coordinator of Emergency Management
- Policy Group
- Government Liaison Officer
- Public Information Officer

### Activation Phase:

- Engages in event briefings from the Coordinator of Emergency Management
- Evaluates and endorses EOC activation recommendation from the Coordinator of Emergency Management
- Evaluates and endorses other emergency protective action recommendations (evacuation, shelter-in-place, etc.)
- Convenes Policy Group
- Participates in the EOC Shift Briefing
- Authorizes deployment of resources to other jurisdictions

### Operational Phase:

- Evaluates and determines the need to declare a local emergency
- Consults with the Policy Group to develop strategic goals to mitigate and resolve the current condition and communicates goals to the Coordinator of Emergency Management
- Develops and promulgates emergency policy decisions
- Ensures government officials and elected leaders are thoroughly briefed on the situation
- Evaluates the need to activate any or all local plans, to include, but not be limited to, the Emergency Operations Plan, the Continuity of Operations Plan and/or other local plans, policies, procedures or ordinances
- Evaluates the need to issue an evacuation order
- Ensures emergency public information is being disseminated
- Ensures all costs, claims and expenses related to the current situation are documented

- Authorizes Coordinator of Emergency Management to request resources from outside the jurisdiction to mitigate and resolve the current situation
- Participates in local, regional, state and/or national briefings that may include conference calls, video conferences, etc.
- Communicates current conditions to elected officials in consultation with the Policy Group and Coordinator of Emergency Management

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Evaluates and endorses the demobilization plan recommended by the Coordinator of Emergency Management
- Ensures other government officials and elected leaders are aware of the demobilization
- Ensures all relevant documentation related to a local declaration of emergency is prepared and submitted to the appropriate governing body (per Code of Virginia)
- Receives a final report indicating all outstanding and anticipated resource allocations and expenses

**Unique Resources Required:**

- Dedicated conference room
- Access to audio and video conferencing systems

**Policy Group (Basic Plan)**

County Executive, Police Chief, Fire and Rescue Chief, Director of Public Works, Director of Communications, Health Director, County Attorney

**Responsibilities:**

- Formulates policy guidance for the Director of Emergency Management on all emergency policy decisions
- Assists the Director of Emergency Management in developing strategic goals relevant to the successful mitigation and resolution of the current condition
- Provides recommendations to curtail normal services consistent with the Continuity of Operations Plan

**Reports to:**

- Director of Emergency Management

**Supervises:**

- N/A

**Activation Phase:**

- Engages in event briefings from the Coordinator of Emergency Management
- Participates in EOC Shift Briefing

**Operational Phase:**

- Formulates policy guidance for the Director of Emergency Management on policy level issues that arise during or immediately following an emergency
- Assists the Director of Emergency Management in developing strategic goals

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff

**Unique Resources Required:**

- Dedicated conference room

## **Government Liaison Officer (Basic Plan)**

Assistant to the County Executive

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Interacts with other government and elected officials on behalf of the Director of Emergency Management
- Serves as a member of the Policy Group
- Inputs WebEOC information from Policy Group and Director of Emergency Management

### **Reports to:**

- Director of Emergency Management

### **Supervises:**

- N/A

### **Activation Phase:**

- Engages in event briefings from the Coordinator of Emergency Management
- Participates in EOC Shift Briefing
- Notifies elected leaders of the emergency and provides a summary of events and mechanism for on-going communications

### **Operational Phase:**

- Develops and maintains a communication plan to regularly and frequently update elected officials and other government leaders whose constituents are among those impacted by the event
- Communicates current conditions to elected officials in consultation with the Policy Group and Director of Emergency Management
- Serves as primary point of contact for local elected officials and other government leaders
- Provides informative communication between the Director of Emergency Management and local elected and government officials
- Ascertains and reports any unmet needs identified by elected officials or other government leaders

### **Demobilization Phase:**

- Communicates the demobilization plan to all affected elected officials and government leaders
- Provides a final briefing to elected officials and other government leaders that includes a mechanism for follow-up communication

### **Unique Resources Required:**

- N/A

## **Public Information Officer (ESF 15)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Serves as the coordination point for all public information, media relations and internal information sources for the EOC
- Reviews and coordinates all media and public information releases
- Provides internal communications to employees
- Participates in the regional, state or federal Joint Information System, including management of the local Joint Information Center (JIC)
- Coordinates with incident Public Information Officers (PIO)
- Establish media briefing schedule, if necessary

### **Reports to:**

- Director of Emergency Management or Coordinator of Emergency Management

### **Supervises:**

- Communications Staff
- County Agency PIOs

### **Activation Phase:**

- Receives assignment and briefing from Director or Coordinator of Emergency Management
- Determines staffing and communications equipment requirements and makes personnel assignments

### **Operational Phase:**

- Coordinates the release of all public information with the Coordinator of Emergency Management and distributes information to the public and employees
- Advises the Director and Coordinator of Emergency Management of all unusual requests for information and critical or unfavorable media comments
- Develops and publishes a media briefing schedule, to include location, format, preparation and distribution of handout materials
- Establishes media briefing area and schedule, if necessary
- Works with DoIT to determine the need to establish a call center to manage public inquiries and provide emergency information
- Develops talking points or scripts for the call takers of the call center
- Interacts with other EOCs and/or JICs to share information
- Obtains relevant information from other EOC sections and incident PIOs
- Prepares briefings for elected officials and other leaders in conjunction with the Director of Emergency Management and the Government Liaison Officer
- Prepares messages for the Emergency Alert System (EAS)
- Prepares and distributes information using appropriate communications tools
- Monitors all media, including social media, using information to develop follow-up news releases for rumor control
- Ensures that file copies are maintained of all information released
- Provides copies of all media releases to the Coordinator of Emergency Management

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Prepares final news releases and advises media representatives of contacts for follow-up information
- Assists with demobilization procedures

**Unique resources required:**

- N/A

## **Coordinator of Emergency Management (ESF 5)**

Emergency Services Manager or Standby Coordinator

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Notifies the Director of Emergency Management of the need to activate the Emergency Operations Center (EOC)
- Monitors regional response activity that may affect the County
- Facilitates development of goals with the Director of Emergency Management and Policy Group
- Notifies Risk Management of the need to activate the Emergency Operations Center (EOC) for the following:
  - An incident that involves County non-public safety employees
  - A hazardous materials incident
  - A public health incident
  - An incident that causes damage to County property
- Ensures the development of the EOC Incident Action Plan
- Serves as the liaison between the Policy Group (including Director of Emergency Management) and Management and General Staff
- Ensures all processes within the EOC are accomplished through effective supervision of Management and General Staff
- Serves as the primary liaison to other outside emergency management agencies
- Coordinates with the Public Safety and Security Branch to ensure that appropriate security measures have been established for authorized access to the EOC facility and documentation is maintained
- Requests EOC On-Scene Liaison (dependent upon incident)
- Requests assistance from the state

### **Reports to:**

- Director of Emergency Management

### **Supervises:**

If Deputy is activated, that is the only position the Coordinator of Emergency Management supervises. If no Deputy is activated, the following positions are supervised:

- EOC Liaison Officer
- EOC On-Scene Liaison
- EOC Operations Section Chief
- EOC Planning Section Chief
- EOC Logistics Section Chief
- EOC Finance and Administration Section Chief

### **Activation Phase:**

- Obtains information from EOC On-Scene Liaison and/or Incident Command Staff
- Briefs Director of Emergency Management and Policy Group
- Recommends EOC activation level to Director of Emergency Management
- Activates EOC and determines the need for Risk Management



- Ensures requisite notifications are initiated (example: Regional Incident Communication and Coordination System [RICCS], regional WebEOC post, etc.) and an initial situation report is submitted to the Virginia Department of Emergency Management (VDEM)
- Identifies staff to achieve the activation level
- Facilitates briefing with Director of Emergency Management, EOC Management and General Staff
- Ensures initiation of a Rapid Needs Assessment to prepare for Initial Damage Assessment
- Determines need to provide emergency public information
- Determines need for declaring a local emergency and makes recommendation to the Director of Emergency Management
- Facilitates development of goals with the Policy Group and Director of Emergency Management
- Communicates goals to EOC Management and General Staff
- Ensures that all documentation is maintained

**Operational Phase:**

- Provides updated information to the Policy Group and Director of Emergency Management
- Monitors progress towards completion of goals and facilitates modifications to goals based on updated event information
- Maintains communications with VDEM, regional partners and other entities
- Monitors status of resource requests
- Reviews and monitors emergency public information messages and protective action guidance provided to the public
- Ensures Initial Damage Assessment operations are completed
- Monitors status of Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact (EMAC) requests
- Reviews and authorizes demobilization plan

**Demobilization Phase:**

- Recommends demobilization to Director of Emergency Management
- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Communicates demobilization goals to EOC Management and General Staff
- Monitors status of demobilization operations
- Schedules an After Action Report meeting/HOTWASH

**Unique Resources Required:**

- Dedicated conference room

## **EOC On-Scene Liaison (ESF 5)**

(Requested by the Coordinator of Emergency Management and is dependent upon incident)

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Responds to incident scene or Incident Command Post (ICP) as requested by the Coordinator of Emergency Management
- Observes Incident Command activities and provides information to EOC on incident status and predictions for future evolution
- Maintains regular communications with Coordinator of Emergency Management and responds to requests for information

### **Reports to:**

- Coordinator of Emergency Management

### **Supervises:**

- N/A

### **Activation Phase:**

- Reports to incident scene or ICP, wherever the incident progress can best be observed
- Reports arrival on scene to Coordinator of Emergency Management
- Begins collection of incident data for situational awareness
- Communicates initial incident information to EOC:
  - Magnitude and potential of the incident
  - Political, environmental and economic constraints
  - Facilities established
  - Priorities, limitations, constraints and objectives
  - Command structure (single or unified)
  - Operational period and start time
  - Agencies and jurisdictions involved
  - Information on committed and limited resources
  - Media interests and public messaging
  - Incident investigation
  - Locations of all incident facilities (helispots, IC location, etc.)
- Obtains most recent incident information, verifies accuracy and currency of reports

### **Operational Phase:**

- Provides situation updates until notified by Coordinator of Emergency Management to return to the EOC
- Ensures that Incident Command personnel have contact information for EOC personnel

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader

### **Unique Resources Required:**

- Cell phone

- Public safety radio
- Laptop with internet capability

## **EOC Liaison Officer (ESF 5)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Serves as the point of contact for incoming agency representatives
- Monitors local, regional and state WebEOC systems
- Provides WebEOC assistance to EOC personnel
- Ensures that the EOC is operational and provides for the comfort of assigned personnel
- Activates, maintains, ensures security and demobilizes EOC facility
- Coordinates with Department of Information Technology to ensure EOC communications and information technology systems are operational
- Distributes the communications and information technology equipment to EOC personnel
- Researches and provides specifications for EOC communications and information technology equipment purchases
- Develops plans for the use of incident communications equipment and facilities

### **Reports to:**

- Coordinator of Emergency Management

### **Supervises:**

- N/A

### **Activation Phase:**

- Obtains situation status and response priorities from Coordinator of Emergency Management
- Ensures registration procedures are established for outside agencies working within the EOC
- Addresses initial resource requirements identified
- Ensures EOC information technology and communications equipment are tested and operational
- Coordinates with EOC Finance and Administration Section to obtain information technology and communications equipment
- Develops and implements equipment accountability procedures
- Distributes equipment and provides training
- Liaises with vendors to request service on any inoperable or marginal equipment
- Determines the need to activate amateur radio for EOC support and recommends to Coordinator of Emergency Management

### **Operational Phase:**

- Ensures that communication is established and maintained with appropriate external agency representatives
- Provides external agency representatives' information to the EOC Planning Section to assist in the development, updating and implementation of EOC Incident Action Plans (IAPs)
- Ensures an updated contact list of external agency representatives is available
- Ensures operational priorities and objectives identified in EOC IAP are communicated to external agency representatives

- Forwards approved EOC situation reports to external agency representatives
- Receives and completes requests for facility support
- Ensures that facility security, maintenance, sanitation, lighting and other necessary functions are provided
- Maintains EOC information technology and communications equipment
- Coordinates with EOC Finance and Administration Section to obtain information technology and communications equipment
- Maintains equipment accountability procedures and documentation for EOC equipment
- Distributes equipment and provides training
- Liaises with vendors to request service on any inoperable or marginal equipment

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to EOC Documentation Unit Leader
- Notifies external agency representatives in EOC of the planned demobilization
- Ensures that all facilities are restored to pre-incident condition and equipment is restored to an operational state of readiness
- Recovers equipment from EOC personnel and restores equipment to pre-incident condition
- Provides list of expended supplies to the EOC Documentation Unit

**Unique resources required:**

- N/A

## **EOC Logistics Section Chief (ESF 7)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Utilizing the EOC planning process, provides input to the EOC Incident Action Plan (IAP) and ensures the operational objectives and assignments identified in the EOC IAP are completed
- Obtains approval from the Coordinator of Emergency Management for critical resource assignments and coordinates with Operations Section Chief.
- Assigns and prioritizes tasks for section personnel
- Coordinates with on-scene logistics to ensure provision for and transport of resources for the EOC, ancillary facilities and the incident

### **Reports to:**

- Coordinator of Emergency Management

### **Supervises:**

- EOC Supply Unit

### **Activation Phase:**

- Receives assignment and briefing, including initial resource requirements from Coordinator of Emergency Management
- Recommends staffing levels needed within EOC Logistics Section and requests support
- Ensures that EOC personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories
- Establishes communications with the Logistics Section at the incident
- Confirms purchasing procedures with the EOC Finance and Administration Section Chief

### **Operational Phase:**

- Validates resource requests through subordinate units to coordinate with Emergency Support Functions
- Develops and assigns EOC Logistics Section tasks
- Ensures section personnel provide regular input for situation reports
- Utilizing the EOC planning process, provides input to EOC Planning Section Chief for development of EOC IAP.
- Ensures compliance with purchasing procedures
- Ensures resource transportation requirements are met
- Ensures all requests for facilities and facility support are addressed
- Ensures all resources are tracked and accounted for in cooperation with the EOC Resource Unit
- Provides logistics input to Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Identifies and reports resources that can be demobilized early
- Ensures all expenditures and financial claims have been coordinated through the EOC

Finance and Administrative Section

- Ensures EOC functions are maintained throughout and following demobilization
- Solicits, collects and consolidates after action comments for the EOC Logistics Section

**Unique Resources Required:**

- N/A

## **EOC Supply Unit Leader (ESF 7)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Establishes, maintains and demobilizes incident support facilities and supplies
- Ensures security, maintenance and servicing of incident support equipment and facilities
- Coordinates acquisition and allocation of resources
- Coordinates the receipt, storage and delivery of resources with the incident EOC Logistics Section in coordination with the Resource Unit as appropriate.
- Allocates resources as directed
- Provides transportation of personnel, supplies and equipment

### **Reports to:**

- EOC Logistics Section Chief

### **Supervises:**

- Supply Support Specialists

### **Activation Phase:**

- Contacts supply vendors to assess inventory availability
- Addresses immediate supply support requirements
- Clarifies procurement procedures with the Procurement Unit

### **Operational Phase:**

- Using the EOC planning process, completes requests for incident resources
- Coordinates with EOC Resource Unit to maintain status depicting supply actions in progress
- Coordinates with incident Logistics Section to prevent resource request duplication
- Ensures compliance with procurement procedures
- Documents cost of supplies and materials from vendor
- Coordinates with Emergency Support Functions

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Ensures that supply resources are returned to a state of readiness
- Provides a list of expended supplies to EOC Documentation Unit
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Provides all final documentation to the EOC Documentation Unit Leader

### **Unique Resources Required:**

- N/A



## **EOC Planning Section Chief (ESF 5)**

### **Emergency Management Planner**

#### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Collects, evaluates and disseminates information about the development of the incident and status of resources
- Facilitates the EOC Planning Cycle and provides current situation status and concise briefings
- Assigns and prioritizes tasks for section personnel
- Ensures that a thorough EOC Incident Action Plan (IAP) and supporting contingency plans are produced and disseminated after approval by the Coordinator of Emergency Management
- Ensures timely submission of situation reports, Initial Damage Assessments (IDAs) and other required documentation to Virginia Department of Emergency Management (VDEM)
- Initiates long-term recovery planning

#### **Reports to:**

- Coordinator of Emergency Management

#### **Supervises:**

- Situation Unit Leader
- Resource Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader
- Damage Assessment Unit Leader
- Long Term Recovery Unit Leader

#### **Activation Phase:**

- Initiates position log
- Participates in the initial situational briefing from the EOC On-Scene Liaison, the emergency communications center, or the Emergency Support Functions (ESF) most impacted by the incident
- Provides situational briefing and contributes to the EOC objectives, strategies, resource requirements and actions during the Initial EOC Strategy Meeting
- Recommends staffing levels needed within EOC Planning Section and requests support
- Determines need to assign a documentation specialist to the Policy Group to document policy decisions and directives
- Determines if there is a need for any technical expertise unavailable in the EOC
- Ensures that the documentation process is instituted
- Provides applicable plans to EOC personnel
- Determines need to develop contingency plans and functional plans
- Determines the meeting schedule based on the operational period
- Records open action items assigned by the Coordinator to Emergency Management, Management and General Staff
- Collects, compiles and communicates Rapid Needs Assessment data

**Operational Phase:**

- Maintains position log
- Collects and processes situation information about the incident
- Supervises preparation of the EOC IAP
- Incorporates plans (e.g., traffic, medical, communications, site safety) into the EOC IAP
- Develops strategies in support of EOC objectives
- Provides periodic updates on incident potential and continually evaluates the need for contingency plans
- Reports any significant changes in incident status to Coordinator of Emergency Management
- Compiles and displays incident status information
- Supervises development of the EOC Demobilization Plan
- Ensures documentation of all key decisions in meetings
- Manages the list of open action items
- Ensures that VDEM situation reports and IDAs are completed and approved by Coordinator of Emergency Management and submitted in a timely fashion
- Initiates long term recovery planning

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures that demobilization plan is implemented properly
- Utilizes current information from Resource Unit and Situation Unit and recommends demobilization to Coordinator of Emergency Management
- Solicits, collects and consolidates after action comments for the Planning Section and provides to the appropriate person

**Unique Resources Required:**

- Separate area for planning activities
- ICS forms
- Access to commercial-grade photocopying and shredding equipment or service
- GIS plotter
- Wall space to post displays or maps

## **Resource Unit Leader (ESF 5)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Maintains and accounts for all tactically engaged assets coordinated through and working for the EOC.
- Coordinates with the Supply Support Unit Leader to ensure that resource requirements are met
- Coordinates Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact (EMAC) requests for jurisdiction

### **Reports to:**

- EOC Planning Section Chief

### **Supervises:**

- Resource Unit Specialists
- Check-In Specialists

### **Activation Phase:**

- Receives assignment and briefing from EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support
- Establishes and maintains resource status display
- Ensures initial resource information is accurate
- Documents initial EOC Organization Chart to the Division and/or Group
- Coordinates with on-scene resource personnel
- Completes any initial SMA and EMAC requests and submits for approval

### **Operational Phase:**

- Prepares the EOC resource status display
- Maintains EOC Organizational Chart and resource status information; submits for EOC Incident Action Plan (IAP)
- Completes SMA and EMAC requests and submits for approval
- Informs EOC Planning Section Chief when resource requests are diminishing
- Advises appropriate ESFs, Planning Section Chief and Operations Section Chief when excess resources exist

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures that SMA and EMAC resources receive priority demobilization

### **Unique Resources Required:**

- Wall space to display information
- Access to SMA and EMAC forms

## **Documentation Unit Leader (ESF 5)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Maintains accurate and current incident files
- Provides duplication services
- Stores incident files

### **Reports to:**

- EOC Planning Section Chief

### **Supervises:**

- Documentation Specialists

### **Activation Phase:**

- Initiates position log
- Receives assignment and briefing from EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support
- Initiates organization of incident files
- Establishes duplication service
- Coordinates with EOC Planning Section Chief to determine need for documentation support for the Policy Group
- Establishes incident files and standardized filing system to use for the incident

### **Operational Phase:**

- Maintains position log
- Ensures that all EOC documentation is collected and archived
- Ensures that all electronic documentation is backed up and printed
- Compiles and reproduces EOC Incident Action Plan (IAP) after approval by the Coordinator of Emergency Management
- Provides incident documentation to authorized EOC personnel
- Obtains approval from Planning Section Chief prior to releasing incident-related documentation or reports to non-EOC personnel

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Collects all final documentation from EOC personnel

### **Unique Resources Required:**

- Ability to secure documents
- Access to commercial-grade photocopying and shredding equipment or service

## **Situation Unit Leader (ESF 5)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Collects, processes, organizes and displays EOC and incident information for review, meetings and briefings
- Establishes and maintains maps, charts and other EOC visual aids
- Ensures situational information is accurate and posted in a timely manner
- Delivers situational briefings throughout the planning process
- Produces and provides the situational briefing

### **Reports to:**

- EOC Planning Section Chief

### **Supervises:**

- Geographic Information System (GIS) Specialists
- Situation Unit Specialists
- Field Observers (FOBS)

### **Activation Phase:**

- Receives assignment and briefing from EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support
- Obtains most recent incident information and verifies timeliness and accuracy of reports
- Begins collection and analysis of incident data
- Provides regular situational briefings for EOC personnel
- Creates and displays initial incident information and maps
- Ensures that incident specific maps (Metro maps, snow routes, school layout, weather radar maps, etc.) are produced and provided to EOC and incident personnel

### **Operational Phase:**

- Communicates with Emergency Support Functions (ESF), attends meetings and briefings, and monitors WebEOC to ensure current information on situational status
- Determines numbers, types and locations of displays required
- Ensures that Joint Information Center and Policy Group also have needed displays
- Verifies accuracy of information received
- Prepares, posts and/or disseminates resource and situation status information
- Prepares periodic incident predictions
- Compiles situation reports based on submissions and reports from the incident and EOC personnel

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Keeps Planning Section Chief apprised of situation status throughout demobilization

### **Unique Resources Required:**

- Access to GIS, jurisdictional and infrastructure maps

- Wall space for displays

## **Geographical Information System (GIS) Specialist (ESF 5)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Provides spatial information collection, display, analysis and dissemination
- Provides Global Positioning System (GPS) support, integrates infrared data and incorporates all relevant data to produce map products and statistical data for reports and/or analyses

### **Reports to:**

- Situation Unit Leader

### **Supervises:**

- GIS Technicians

### **Activation Phase:**

- Receives assignment and briefing from Situation Unit Leader
- Recommends staffing levels needed within unit and requests support
- Determines initial GIS needs and clarifies request procedures with other sections, units and local agencies
- Determines the availability of GIS support products
- Coordinates with Situation Unit Leader to prioritize GIS requests

### **Operational Phase:**

- Coordinates with requestor to clarify desired output of data
- Reports potentially conflicting or unfeasible requests to supervisor with recommended resolution
- Provides time estimates for task completion
- Maintains archive of all products produced for incident

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures that incident map archive is complete and saved

### **Unique Resources Required:**

- GIS Software
- Access to jurisdictional GIS data
- Map plotter printer, ink, paper
- Dedicated computer

## Long-Term Recovery Unit Leader (ESF 14)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Initiates Long-Term Recovery Plan and develops incident specific strategies during EOC activation
- Manages the jurisdiction's long-term recovery program
- Prepares status reports, schedules meetings and coordinates briefings on assignments and priorities

### Reports to:

- EOC Planning Section Chief

### Supervises:

- Long-Term Recovery Specialists

### Activation Phase:

- Obtains briefing from the EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support
- Notifies Economic Development for business damage assessment assistance
- Assesses potential long-term recovery services needed and recommends appropriate staffing to the EOC Planning Section Chief

### Operational Phase:

- Coordinates jurisdiction's long-term recovery programs and objectives with state and federal officials
- Tracks status of recovery related resources
- Coordinates with federal, state, public, private and non-governmental organizations
- Reviews Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA) Reports
- Documents all recovery operations
- Acts as liaison for state and federal recovery assistance to businesses, individuals and families
- Participates in the development of the EOC IAP to include:
  - Eliminating life-threatening conditions
  - Restoring utility and transportation services
  - Providing and/or restoring suitable housing conditions
  - Resuming normal economic activity
  - Expediting the securing of financial assistance from both the public and private sectors
  - Restoring other important County services to normal levels
  - Restoring the community's physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
  - Restoring all public infrastructures (e.g. water, sewage, electricity, gas, refuse pickup, etc.)
  - Returning personnel to normal work schedules and assignments



- Participates in the recovery portion of the EOC IAP to include:
  - Outlining the County recovery management structure, process and interface with the emergency response phase
  - Describing how the transition from response to recovery will take place
  - Describing the organizational networks and structures appropriate to recovery
  - Formalizing arrangements for the effective management of the recovery process
  - Facilitating the recovery of affected individuals, businesses, infrastructure, and County government as quickly and efficiently as possible
  - Involving all agencies with a role in the recovery process
  - Ensuring community participation in the recovery process

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader during EOC activation or to the Coordinator of Emergency Management after EOC demobilization

**Unique Resources Required:**

- N/A

**Note: The Activation, Operational and Demobilization Phases may be different than the general EOC phases. They may take place during EOC operations and continue after EOC demobilization.**

## **EOC Operations Section Chief (Basic Plan)**

Dependent on Incident

- Reviews the EOC Common Responsibilities Checklist
- Ensures operations activities are carried out, including the coordination of all operational functions assigned to the EOC
- Provides input to the EOC Incident Action Plan (IAP) and ensures the operational objectives and assignments identified in the EOC IAP are completed
- Establishes staffing level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly
- Assigns and prioritizes tasks for section personnel
- Ensures the EOC Planning Section is provided with branch situation reports and other requested information
- Conducts periodic operations briefings for the Coordinator of Emergency Management and EOC Section Chiefs
- Coordinates, organizes and prioritizes resource requests with EOC Logistics Section Chief

### **Reports to:**

- Coordinator of Emergency Management

### **Supervises:**

- Public Safety and Security Branch Director
- Human Services Branch Director
- Infrastructure Branch Director
- Public Health Branch Director
- Communications Branch Director
- EOC Fire and Rescue Branch Director

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management
- Maintains communications link between Incident Command Posts and the EOC for the purpose of coordinating the overall response, resource requests and event status information
- Determines immediate actions needed in support of incident command
- Determines staffing levels needed within the EOC Operations Section
- Ensures branch directors are briefed on situation and responsibilities
- Provides input to EOC Planning Section Chief for development of EOC IAP

### **Operational Phase:**

- Briefs Coordinator of Emergency Management on section activities
- Coordinates activities with other EOC Section Chiefs
- Provides input to EOC Planning Section Chief for development of EOC IAP
- Requests resources from EOC Logistics Section Chief
- Ensures operational objectives are updated and communicates recommendations to Coordinator of Emergency Management
- Ensures adequate and timely progress towards meeting goals and considers alternate strategies

- Maintains awareness of on-scene resource requests
- Recommends the recall of the EOC On-Scene Liaison when Emergency Support Functions and sections are adequately staffed and ready to assume communications with the incident command
- Recommends initiation of EOC demobilization
- Ensures section personnel provide regular input for situation reports to the EOC Planning Section
- Solicits, collects and consolidates after action comments for the EOC Operations Section and provides the comments to the appropriate person

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Reviews demobilization activities of branches
- Ensures all operations have been concluded
- Ensures required EOC functions are maintained throughout and following demobilization

**Unique Resources Required:**

- Communication device compatible with Incident Command

## **Fire and Rescue Branch Director (ESF 4)**

Fire and Rescue Battalion Chief

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Provides Fire and Rescue input to the EOC Incident Action Plan and briefings
- Ensures group supervisors contribute to the situation report
- Coordinates, organizes and prioritizes resource requests
- Collects information from on-scene fire and EMS operations to support the response to fires, emergency medical services, search and rescue, and hazardous materials response
- Coordinates closely with Health and Medical Group
- Disseminates current information from the field to EOC personnel
- Identifies the need for Statewide Mutual Aid (SMA) and/or Emergency Management Assistance Compact (EMAC) resources and coordinates with the Resource Unit to complete proper documentation

### **Reports to:**

- EOC Operations Section Chief

### **Supervises:**

- Firefighting/EMS Group Supervisor
- USAR Group Supervisor
- Technical Rescue Group Supervisor
- SWR Group Supervisor
- HAZMAT Group Supervisor

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management
- Determines staffing levels needed within the branch and requests staffing
- Ensures group supervisors are briefed on situation and responsibilities
- Identifies any immediate or impending Fire and Rescue needs

### **Operational Phase:**

- Implements administrative directives from EOC Operations Section Chief
- Updates EOC Operations Section Chief on branch activities
- Ensures group supervisors have adequate support to complete assigned tasks
- Communicates reporting expectations to group supervisors in branch
- Resolves overlapping and/or duplicative resource requests within the branch
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains connectivity in support of public safety functions throughout demobilization

### **Unique Resources Required:**

- Communication device compatible with Incident Command

## **Firefighting/EMS Group Supervisor (ESF 4)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Liaises with on-scene operations to support the response to and suppression of fires
- Monitors EMS call volumes, hospital status and transportation availability and is in contact with local emergency medical director
- Coordinates closely with Health and Medical Group

### **Reports to:**

- EOC Fire and Rescue Branch Director

### **Supervises:**

- Firefighting/EMS Specialists

### **Activation Phase:**

- Develops firefighting and EMS tasks in support of EOC objectives
- Recommends staffing levels needed within group and requests support
- Determines if there are any issues or anticipated issues linked to firefighting and EMS
- Establishes communications with firefighting and EMS organizations and procedures for information sharing
- Reviews status of firefighting and EMS support organizations

### **Operational Phase:**

- Monitors information on the status of firefighting and EMS tasks and reports to EOC Fire and Rescue Branch Director
- Coordinates information collection with firefighting and EMS organizations
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet firefighting and EMS objectives and initiates appropriate requests and actions
- Creates, assigns and monitors tasks in support of firefighting and EMS objectives
- Provides Public Safety Communications Center (PSCC) and the Emergency Operations Center (EOC) with status report of readiness
- Coordinates with other Emergency Support Functions
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains connectivity in support of firefighting and EMS functions throughout demobilization

### **Unique Resources Required:**

- Communication device compatible with Incident Command

## **Search and Rescue Group Supervisor (ESF 9)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Coordinates the execution of USAR, Technical Rescue and/or SWR activities

### **Reports to:**

- EOC Fire and Rescue Branch Director

### **Supervises:**

- USAR, Technical Rescue and/or SWR Specialists

### **Activation Phase:**

- Initiates contact with field to determine the type, scope and need for search and rescue
- Develops search and rescue tasks in support of EOC objectives
- Recommends staffing levels needed within group and requests support
- Establishes communications with public safety organizations and procedures for information sharing
- Reviews status of search and rescue support organizations

### **Operational Phase:**

- Monitors information on the status of search and rescue tasks and reports to EOC Fire and Rescue Branch Director
- Establishes procedures to keep Family Assistance Center updated on search and rescue and/or body recovery activities
- Continues to coordinate information collection with search and rescue organizations
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet search and rescue objectives and initiates requests and actions
- Creates, assigns and monitors tasks in support of search and rescue objectives
- Coordinates with other Emergency Support Functions
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Ensures continuity of search and rescue functions including recovery throughout and following demobilization

### **Unique Resources Required:**

- Communication device compatible with Incident Command

## **Hazardous Materials Group Supervisor (ESF 10)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Supports and coordinates the field response initiatives to and containment of and minimizing effects on environment and property of hazardous material releases as they relate to the EOC objectives,
- Monitors the clean-up of hazardous materials

### **Reports to:**

- EOC Fire and Rescue Branch Director

### **Supervises:**

- Hazardous Materials Specialists

### **Activation Phase:**

- Receives assignment from EOC Fire and Rescue Branch Director
- Develops hazardous materials tasks in support of EOC objectives
- Recommends staffing levels needed within group and requests support
- Establishes communications with hazardous materials coordination and support organizations

### **Operational Phase:**

- Monitors information on the status of hazardous materials tasks and reports to EOC Fire and Rescue Branch Director
- Implements the assignments of the EOC Fire and Rescue Branch Director
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet hazardous materials objectives established by field-based response agencies,
- Creates, assigns, monitors and revises coordination and support tasks in support of hazardous materials objectives
- Coordinates with other Emergency Support Functions
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Monitors demobilization activities
- Maintains hazardous materials functions throughout and following demobilization
- Phases out remote operations

### **Unique Resources Required:**

- Current Emergency Response Guide (ERG)
- HMERP
- Full complement of hazardous materials tracking software (i.e., CAMEO, ALOHA)
- NIOSH Pocket Guide

- Communication device compatible with Incident Command
- Communications with cleanup personnel/contractor



## **Human Services and Mass Care Branch Director (ESF 6)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Provides human services input to the EOC Incident Action Plan and briefings
- Ensures group supervisors contribute to the situation report
- Supports activities to meet the needs of non-medical mass care, housing and human services for families
- Creates and assigns tasks in support of appropriate EOC objectives
- Supports volunteer management activities
- Supports donations management activities
- Develops and implements a comprehensive strategy to meet the identified human services needs through local, regional, state and voluntary resources
- Supports the coordination of behavioral health services
- Supports the coordination of pet shelter(s) operations

### **Reports to:**

- EOC Operations Section Chief

### **Supervises:**

- Mass Care, Housing and Human Services Group Supervisor
- Volunteer Management Group Supervisor
- Donations Management Group Supervisor

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management
- Determines staffing levels needed within the branch and requests staffing
- Ensures group supervisors are briefed on situation and responsibilities
- Identifies any immediate human service needs

### **Operational Phase:**

- Ensures group supervisors assign and monitor tasks in support of EOC objectives
- Updates EOC Operations Section Chief on branch activities
- Ensures group supervisors have support to complete assigned tasks
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Ensures human services functions are maintained throughout and following demobilization

### **Unique Resources Required:**

- N/A

## **Mass Care, Housing and Human Services Group Supervisor (ESF 6)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Supports the non-medical mass care, housing and human services needs
- Oversees the implementation of intervention strategies, services, and supports for residents, visitors and County employees during and after an emergency
- Coordinates with other behavioral health agencies and organizations active in disaster to establish a coordinated system of response
- Coordinates operation of pet shelter(s)

### **Reports to:**

- Human Services and Mass Care Branch Director

### **Supervises:**

- Mass Care, Housing and Human Services Specialists

### **Activation Phase:**

- Receives assignment and briefing from Human Services and Mass Care Branch Director
- Develops non-medical mass care, housing and human services tasks in support of EOC objectives
- Recommends staffing levels needed within group and requests support
- Establishes communications with non-medical mass care, housing and human services organizations
- Develops animal protection tasks in support of EOC objectives
- Determines if there are any issues or anticipated issues related to animal protection
- Establishes communications with animal protection organizations and provides situational awareness
- Initiates information collection activities related to animal protection organizations

### **Operational Phase:**

- Monitors information on the status of mass care, housing and human services tasks and reports to Human Services and Mass Care Branch Director
- Implements the assignments of the Human Services and Mass Care Branch Director
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet non-medical mass care, housing and human services objectives
- Creates, assigns and monitors tasks in support of non-medical mass care, housing and human services objectives
- Coordinates with other Emergency Support Functions
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines and recommends resources required to meet animal protection objectives and initiates requests and actions
- Monitors information on the status of animal protection and reports to Human Services and Mass Care Branch Director

- Coordinates information collection with animal protection organizations
- Provides critical information to the Public Information Officer

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains necessary mass care, housing and human services functions throughout and following demobilization
- Maintains animal protection functions throughout and following demobilization

**Unique Resources Required:**

- N/A

## **Volunteer Management Group Supervisor (ESF 17)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Manages the Volunteer Reception Center
- Documents and reports volunteer activity statistics

### **Reports to:**

- Human Services and Mass Care Branch Director

### **Supervises:**

- Volunteer Management Specialists

### **Activation Phase:**

- Obtains briefing from Human Services and Mass Care Branch Director
- Recommends staffing levels needed within group and requests support
- Determines location of the Volunteer Reception Center

### **Operational Phase:**

- Monitors the status of volunteer management tasks and reports to Human Services and Mass Care Branch Director
- Establishes and manages the Volunteer Reception Center
- Prioritizes requests for volunteer resources to meet service requirements
- Coordinates activities with other agencies and organizations
- Provides volunteer management input to Public Information Officer
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Demobilizes the Volunteer Reception Center
- Provides all final documentation to the EOC Documentation Unit Leader

### **Unique resources required:**

- N/A

## **Donations Management Group Supervisor (ESF 17)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Establishes process and determines location for donations
- Coordinates with agencies and organizations regarding transportation, storage and distribution of donations
- Develops plan to address donation surplus
- Documents and reports daily cumulative amount of commodities received and distributed

### **Reports to:**

- Human Services and Mass Care Branch Director

### **Supervises:**

- Donations Management Specialists

### **Activation Phase:**

- Obtains briefing from Human Services and Mass Care Branch Director
- Recommends staffing levels needed within group and requests support

### **Operational Phase:**

- Monitors information on the status of donations and reports to Human Services and Mass Care Branch Director
- Coordinates donations management activities with other agencies and organizations
- Maintains status and keeps track of the amount and type of donations received, storage locations of donations, amount distributed, number of staff at donations storage facilities, and hours of operations for each site
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Verifies and documents terms of donated goods and services
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Implements plan that addresses the distribution or disposal of surplus donations

### **Unique resources required:**

- N/A

## **Public Health and Medical Branch Director (ESF 8)**

### **Responsibilities:**

- Reviews EOC Common Responsibilities Checklist
- Supports the coordination of comprehensive health and medical services response and medical sheltering
- Supports the coordination of response, investigations and damage assessment of agricultural and natural resources
- Develops and assigns tasks in support of EOC objectives
- Coordinates oversight for food safety and security of the commercial food and water supply
- Coordinates oversight for the protection of the natural, cultural and historic resources, in coordination with the Infrastructure Branch Director
- Coordinates the protection of animals including rescue, evacuation and sheltering
- Provides protection from dangerous animals

### **Reports to:**

- EOC Operations Section Chief

### **Supervises:**

- Health and Medical Specialists
- Agriculture and Natural Resources Group Supervisor
- Animal Protection Team Leader

### **Activation Phase:**

- Recommends staffing levels needed within group and requests support
- Determines if there are any issues related to public health
- Determines if there are any issues related to agriculture and natural resources
- Determines if there are any issues related to animal protection

### **Operational Phase:**

- Monitors information on the status of health and medical tasks and reports to EOC Operations Section Chief
- Determines resources required to meet health and medical objectives and initiates requests and actions
- Creates, assigns and monitors tasks in support of health and medical objectives
- Determines resources required to meet agriculture and natural resources objectives and initiates requests and actions
- Creates, assigns and monitors tasks in support of agriculture and natural resources objectives
- Creates, assigns and monitors tasks in support of animal protection objectives
- Coordinates with other Emergency Support Functions
- Implements the assignments of the EOC Operations Section Chief
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff

- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains necessary health and medical functions throughout and following demobilization

**Unique Resources Required:**

- Access to Regional Hospital Coordination Center
- Environmental health databases
- Access to Virginia Department of Health secure websites
- Jurisdictional epidemiological and public health software

## **Health and Medical Group Supervisor (ESF 8)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Coordinates comprehensive health and medical services response to protect the community and residents
- Develops and assigns tasks in support of EOC objectives
- Coordinates medical sheltering

### **Reports to:**

- Human Services and Mass Care Branch Director

### **Supervises:**

- Health and Medical Specialists

### **Activation Phase:**

- Recommends staffing levels needed within group and requests support
- Determines if there are any issues related to public health
- In the event of mass fatalities, ensures that the Office of the Chief Medical Examiner (OCME) has been contacted to initiate an OCME response
- Establishes communications with health and medical organizations and provides situational awareness
- Initiates information collection activities related to epidemiology, public health and medical services and the medical infrastructure

### **Operational Phase:**

- Monitors information on the status of health and medical tasks and reports to Human Services and Mass Care Branch Director
- Coordinates information collection with health and medical organizations
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet health and medical objectives and initiates requests and actions
- Creates, assigns and monitors tasks in support of health and medical objectives
- Coordinates with other Emergency Support Functions
- Implements the assignments of the Human Services and Mass Care Branch Director
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains necessary health and medical functions throughout and following demobilization

### **Unique Resources Required:**

- Access to Regional Hospital Coordination Center



- Environmental health databases
- Access to Virginia Department of Health secure websites
- Jurisdictional epidemiological and public health software

## **Agricultural and Natural Resources Group Supervisor (ESF 11)**

### **Responsibilities:**

- Reviews EOC Common Responsibilities Checklist
- Coordinates damage assessment of agricultural and natural resources
- Coordinates agricultural and natural resources investigations and response
- Provides oversight for food safety and security of the commercial food and water supply
- Provides oversight for the protection of the natural, cultural and historic resources

### **Reports to:**

- Public Health and Medical Branch Director

### **Supervises:**

- Agricultural and Natural Resources Specialists

### **Activation Phase:**

- Develops agricultural and natural resources tasks in support of EOC objectives
- Establishes communications with agricultural and natural resources organizations and provides situational awareness
- Initiates information collection activities related to agricultural and natural resources organizations
- Determines location and scope of the event
- Contacts local producers to gauge needs

### **Operational Phase:**

- Monitors information on the status of agricultural and natural resources tasks and reports to Public Health and Medical Branch Director
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Recommends resources required to meet agricultural and natural resources objectives and initiates appropriate requests and actions
- Coordinates with other Emergency Support Functions
- Assists with agricultural and natural resources damage assessment
- Provides critical information to the Public Information Officer
- Contacts the Office of the State Veterinarian and the designated local veterinarian to coordinate assistance

### **Demobilization Phase:**

- Ensures any open actions are assigned to the appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Maintains necessary agricultural and natural resources functions throughout and following demobilization

### **Unique Resources Required:**

- N/A

## Infrastructure Branch Director (ESF 3)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Ensures group supervisors contribute to the situation report
- Implements transportation plans in support of the EOC Incident Action Plan
- Acquires required transportation resources
- Oversees the coordination with local, regional and state agencies for transportation activities
- Prioritizes public works and engineering activities
- Provides information and critical infrastructure status to the EOC Planning Section Chief for inclusion into the EOC Incident Action Plan and briefings
- Collects and reports information on damage to jurisdictional infrastructure
- Develops plans and recommendations in the event of damage to critical infrastructure
- Coordinates implementation of the Debris Management Plan and/or Snow Removal Plan (ESF #3B)
- Serves as primary liaison with public and private energy providers for status updates and resource availability
  - Power outages
  - Loss of public water system
- Maintains status of energy service in public and critical facilities
- Coordinates oversight for the protection of the natural, cultural and historic resources, in coordination with the Public Health and Medical Branch Director

### Reports to:

- EOC Operations Section Chief

### Supervises:

- Transportation Group Supervisor
- Public Works and Engineering Group Supervisor
- Energy Group Supervisor

### Activation Phase:

- Receives assignment and briefing from Coordinator of Emergency Management
- Assesses level of services needed and initiates request for resources
- Ensures group supervisors are briefed on situation and responsibilities
- Identifies any immediate transportation needs
- Provides critical information to the Public Information Officer

### Operational Phase:

- Ensures group supervisors assign and monitor tasks in support of EOC objectives
- Updates EOC Operations Section Chief on branch activities
- Ensures group supervisors have support to complete assigned tasks
- Prioritizes requests for services
- Coordinates activities with other agencies and organizations
- Maintains resource status, keeping track of number and types of resources being utilized
- Tracks and reports status of utilities

- Ensures communications with various private utility companies are established and maintained throughout event
- Ensures that state and federal agencies are notified of environmental issues and mitigation activities
- Maintains contact with regional and state transportation agencies to coordinate activities and resources
- Provides critical information to the Public Information Officer

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Ensures demobilization process is communicated to the state and federal agencies

**Unique Resources Required:**

- N/A

## Transportation Group Supervisor (ESF 1)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Implements transportation plans in support of the EOC Incident Action Plan
- Working with Logistics Section, acquires required transportation resources
- Coordinates with local, regional and state agencies for transportation activities

### Reports to:

- Infrastructure Branch Director

### Supervises:

- Transportation Specialists

### Activation Phase:

- Obtains a situation briefing from the Infrastructure Branch Director
- Meets with Logistics to determine what if any, transportation resources are committed, staged, ordered, in route and/or out of service.
- Alerts School System, County Fleet Maintenance, and the PRTC of potential transportation needs
- Ensures all school buses are checked for operational readiness
- Ensures transportation fueling facilities are operational and have adequate supply of fuels
- Provides initial transportation situation report and anticipated issues to the Infrastructure Branch Director
- Recommends staffing levels needed within group and requests support
- Establishes communications with transportation organizations and procedures for information sharing

### Operational Phase:

- Monitors information on the status of transportation tasks and reports to Infrastructure Branch Director
- Provides information to the EOC Planning Section in reference to the status of transportation routes in and around the area.
- Places maintenance personnel on standby or recall as needed
- Stages vehicles at critical predetermined points
- Ensures sign-in sheets are on each bus to track personnel and locations
- Coordinates with the Infrastructure Branch Director to determine progress of route recovery operations
- Develops a Transportation Plan which identifies routes of ingress and egress to facilitate the movement of response personnel, the affected population and resources and materials. This may include working with GIS to develop maps.
- Establishes contact with local transportation agencies and schools to establish availability of equipment and transportation resources
- Coordinates with Emergency Support Functions
- Provides critical information to the Public Information Officer, Situation Unit and others as necessary to maintain situational awareness.

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Coordinates return of all transportation resources

**Unique Resources Required:**

- N/A

## **Public Works and Engineering Group Supervisor (ESF 3)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Prioritizes public works and engineering activities
- Provides information and critical infrastructure status to the EOC Planning Section Chief for inclusion into the EOC Incident Action Plan
- Collects and reports information on damage to jurisdictional infrastructure
- Develops plans and recommendations in the event of damage to critical infrastructure
- Coordinates implementation of the Debris Management Plan
- Prepares necessary actions for:
  - Storm water management operations
  - Dam alerts / flooding (See ESF 3C)
  - Assistance with damage assessment (Finance Assessment Division and Development Services/Building Development Division)

### **Reports to:**

- Infrastructure Branch Director

### **Supervises:**

- Public Works and Engineering Specialists

### **Activation Phase:**

- Obtains situation briefing from Infrastructure Branch Director
- Recommends staffing levels needed within group and requests support
- Provides initial public works and engineering situation report and anticipated issues to the Infrastructure Branch Director

### **Operational Phase:**

- Monitors information on the status of public works and engineering tasks and reports to Infrastructure Branch Director
- Maintains communication and provides strategic direction to managers of offsite personnel in support of assigned tasks
- Maintains and reports status of critical infrastructure
- Coordinates with other infrastructure agencies and organizations
- Coordinates with vendors to ensure availability of adequate services and equipment
- Coordinates with other Emergency Support Functions
- Ensures collection and reporting of Public and Individual Assistance damage assessment information
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Coordinates return of all contracted resources
- Assists state and federal agencies during the ongoing damage assessment process

**Unique Resources Required:**

- N/A



## Energy Group Supervisor (ESF 12)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Serves as primary liaison with public and private energy providers for status updates and resource availability
- Maintains status of energy service in public and critical facilities
- Contacts energy suppliers and monitors their websites to evaluate situation and determine what assistance they may require to restore outages
- Establishes a tracking system for energy shortage impacts

### Reports To:

- Infrastructure Branch Director

### Supervises:

- Energy Unit Specialists

### Activation Phase:

- Receives assignment and briefing from Infrastructure Branch Director
- Ensures initiation of energy status assessment of public facilities and infrastructure
- Clarifies reporting requirements with field personnel
- Clarifies communications procedures with energy representatives
- Ensures adequate communications between Emergency Support Functions and energy providers
- Recommends staffing levels needed within group and requests support
- Provides initial energy situation report and anticipated issues to the Infrastructure Branch Director

### Operational Phase:

- Monitors information on the status of energy tasks and reports to Infrastructure Branch Director
- Maintains and reports status of energy distribution systems and restoration
- Ensures that utility providers have governmental support to facilitate restoration of damaged systems
- Determines status and need for emergency power generation, distribution and maintenance at critical facilities
- Ensures coordination of restoration activities between energy providers and debris removal crews
- Coordinates with other Emergency Support Functions
- Provides critical information to the Public Information Officer

### Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader

### Unique Resources Required:

- N/A

## **Public Safety and Security Branch Director Job Aid (ESF 13)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Provides public safety input to the EOC Incident Action Plan and briefings
- Ensures group supervisors contribute to the situation report
- Coordinates, organizes and prioritizes resource requests
- Coordinates law enforcement activities, law enforcement intelligence, traffic control operations, evacuation operations and crowd control
- Coordinates law enforcement mutual aid requests
- Ensures security is provided for ancillary facilities and EOC

### **Reports to:**

- EOC Operations Section Chief

### **Supervises:**

- Law Enforcement Specialists

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management Activates groups/divisions within law enforcement
- Coordinates mutual aid resources with other law enforcement agencies
- Provides initial law enforcement situation report to the EOC Operations Section Chief
- Recommends staffing levels needed within group and requests support
- Establishes communications with law enforcement organizations and procedures for information sharing

### **Operational Phase:**

- Monitors information on the status of law enforcement tasks and reports to EOC Operations Section Chief
- Maintains current status on law enforcement activities
- Provides the EOC Operations Section Chief with regular summaries of law enforcement operations
- Determines the ancillary facilities and critical infrastructure that require security and ensure security is provided
- Collects, analyzes and shares law enforcement intelligence
- Coordinates evacuation, traffic and crowd control operations
- Determines need for law enforcement mutual aid and places requests
- Determines resources required to meet law enforcement objectives and initiates requests and actions
- Coordinates with other Emergency Support Functions
- Provides critical information to the Public Information Officer

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader

- Ensures continuity of law enforcement functions throughout and following demobilization

**Unique resources required:**

- Communication device compatible with Incident Command

## Communications Group Supervisor (ESF 2)

### Responsibilities:

- Reviews the EOC Common Responsibilities Checklist
- Identifies all available means of communication, ensures that they are operational and documents any issues
  - Internal
    - Radio
    - Telephone
    - Computer Aided Dispatch (CAD)
    - Email
    - Paging
    - Prince William County Alert Network (PWAlert)
  - External
    - Washington Area Wideband System (WAWS)
    - Public Telephones
    - 9-1-1
    - Prince William Channel 23 (Comcast), 27 (Verizon) and 71 (RCN)
    - Prince William Community Alert Network (PWCAN)
- Checks facility status
  - Building damage
  - Utility status
  - Remote locations, transmitters, and towers
- Ensures that required notifications have been sent
  - Supervisor
  - PSCC Director
  - Coordinator of Emergency Management
  - Public Safety Chiefs
  - County Executive
  - Department Heads as needed
- Ensures the development of the incident radio communications plan for the use of incident EOC personnel engaged in support and coordination activities, communications equipment and facilities
- Ensures situational awareness and cooperation among all responding agencies and the EOC
- Identifies the communication resources that will be used by EOC personnel when responding to an incident or disaster
- Identifies the communication capabilities and needs to provide pro-active support and coordination of field-based operations and anticipates the needs of the public and first responders
- Tests backup communications equipment
  - Backup power systems
    - Operation
    - Fuel status

**Reports to:**

- Operations Section Chief

**Supervises:**

- Communications Specialists

**Activation Phase:**

- Obtains situation briefing from the Infrastructure Branch Director
- Provides initial communications summary situation report and anticipated issues to the Infrastructure Branch Director
- Recommends staffing levels needed within group and requests support
- Liaises with communication providers and establishes procedures for information sharing and resource requests

**Operational Phase:**

- Monitors information on the status of communications tasks and reports to Infrastructure Branch Director
- Coordinates with other Emergency Support Functions
- Provides information regarding the status of communications in and around the area
- Prepares and implements the necessary support and coordination for incident radio communication plan
- Establishes telephone, computer links and related communications systems
- Provides technical advice on adequacy of communications system, equipment capabilities, amount and types of equipment available and potential problems with equipment
- Coordinates with communications vendors to ensure availability of adequate technical support, services and equipment
- Provides critical technical assistance information to the Public Information Officer

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Coordinates return of all communication resources

**Unique Resources Required:**

- N/A

## **Finance and Administration Section Chief (Basic Plan)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Establishes procedures to authorize the commitment and issue payment of funds for resources or services authorized through the EOC
- Ensures all disaster and event specific financial records are maintained
- Provides input to the EOC Incident Action Plan (IAP) and ensures the operational objectives and assignments identified in the EOC IAP are completed
- Establishes section staffing and requests support
- Assigns and prioritizes tasks for section personnel
- Ensures accurate tracking of reimbursements and administrative support to the EOC
- Coordinates with other EOC sections to ensure fiscal responsibility

### **Reports to:**

- Coordinator of Emergency Management

### **Supervises:**

- EOC Procurement Unit Leader
- EOC Financial Support Unit Leader
- Management and Administrative Support Unit Leader
- Risk Management Unit

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management
- Determines immediate actions needed in support of incident
- Establishes communication procedures with EOC Logistics Section
- Determines staffing levels needed and activates necessary units within the EOC Finance and Administration Section
- Establishes written and official documentation of agreed upon conditions for all purchases and resources
- Ensures unit leaders are briefed on situation and responsibilities (including the status of disaster declaration)
- Follows jurisdictional procedures for establishing and distributing accounting codes for financial tracking
- Provides financial and cost analysis information
- Provides input to EOC Planning Section Chief for development of EOC IAP

### **Operational Phase:**

- Coordinates with EOC Logistics Section Chief to ensure resource acquisitions are financially tenable
- Ensures that all fees are usual, customary and reasonable
- Establishes and maintains contact with the Virginia Department of Emergency Management (VDEM) representatives to clarify paperwork and reimbursement requirements
- Reviews operational plans in order to provide financial alternatives
- Provides assistance and support to EOC personnel in procuring supplies and services

- Ensures appropriate documentation of emergency related costs and expenditures
- Compiles all event related costs and makes recommendations for appropriate cost saving measures
- Ensures the use of the policy in place for expediting purchases
- Ensures that accounting procedures are in place to track disaster-specific costs
- Ensures that departments are notified of purchasing procedures to follow
- Estimates and tracks the running total maintained by category for each incident
- Develops the EOC Finance and Administration Section component of the EOC demobilization plan

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Implements the EOC Finance and Administration Section component of the EOC demobilization plan
- Solicits, collects and consolidates after action comments for the EOC Finance and Administration Section and provides to the appropriate person
- Ensures necessary functions are maintained throughout and following demobilization
- Ensures all documentation is in order should a Federal Disaster Declaration be approved

**Unique Resources Required:**

- Jurisdictional accounting software
- Jurisdictional financial files, records and databases
- Jurisdictional contracts/MOUs
- VDEM/FEMA documentation

## **EOC Procurement Unit Leader (Basic Plan)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Administers all financial matters pertaining to vendor contracts, leases and fiscal agreements
- Coordinates with any Emergency Support Function and departmental procurement personnel
- Ensures all jurisdiction procurement policies are followed

### **Reports to:**

- EOC Finance and Administration Section Chief

### **Supervises:**

- Procurement Specialists

### **Activation Phase:**

- Receives assignment and briefing from EOC Finance and Administration Section Chief
- Clarifies incident procurement guidelines with EOC Finance and Administration Section Chief
- Identifies any open vendor contracts, leases and fiscal agreements related to the incident

### **Operational Phase:**

- Commits funds and pays for authorized resources or services
- Documents information pertaining to vendor contracts, leases and fiscal agreements
- Provides data on incident-related procurements to Financial Support Unit Leader
- Prepares and executes Memoranda of Understanding (MOUs), contracts, building and land-use agreements
- Interprets contracts and agreements and resolves disputes within delegated authority
- Coordinates with the EOC Financial Support Unit for processing claims
- Provides assistance and support to EOC personnel in identifying sources and procuring emergency supplies and services
- Provides documentation for federal assistance during a federal disaster
- Provides information related to emergency costs and expenditures to Financial Support Unit to support a request for a Federal Disaster Declaration
- Verifies and documents costs of goods and services prior to acquisition

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Provides all procurement documentation to the EOC Finance and Administration Section Chief
- Completes final processing of contracts and sends documents for payment
- Reports demobilization status to affected state and federal agencies
- Transfers all ongoing procurement tasks to the appropriate Emergency Management contact



**Unique Resources Required:**

- Jurisdictional accounting software
- Jurisdictional financial files, records and databases
- Jurisdictional contracts and MOUs
- VDEM and FEMA documentation

## **Risk Management Unit (Basic Plan)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Ensures risk management practices are applied throughout the EOC
- Provides advice and guidance on safety and health issues and has the authority to halt or modify unsafe operations in consultation with the Incident Commander
- Reviews medical treatment documentation for work restrictions and informs the individual's supervisor of these restrictions
- Coordinates with on-scene Safety Officers
- Ensures that the appropriate local, state and/or federal forms are properly completed and submitted for the following:
  - Workers' Compensation - Injury to any County employee while conducting County business
  - Vehicle Accidents - Vehicle accidents, including County owned, employee owned or non-owned vehicles, which occur while an employee is conducting County business
  - General Liability - Citizen/claimant claims for bodily injury and/or property damage losses arising from an employee's action or inaction
  - Property Loss - All physical damage and theft losses to any County owned asset

### **Reports to:**

- EOC Finance and Administration Section Chief

### **Supervises:**

- Risk Management Personnel

### **Activation Phase:**

- Receives assignment and briefing from Coordinator of Emergency Management Performs a risk identification and analysis of the EOC site and operations
- Tours the entire facility and determines the scope of ongoing and future operations
- Monitors set-up procedures for the EOC ensuring that proper safety regulations are followed
- Oversees that security checkpoints have been established at all EOC entrances

### **Operational Phase:**

- Assesses damage and loss, working with EOC Situation Unit Leader and the EOC Financial Support Unit Leader
- Identifies and mitigates any hazardous conditions in the facility or onsite
- Conducts regular inspections of the facility
- Coordinates with EOC Support Unit to obtain assistance for any special safety requirements
- Coordinates with EOC Finance and Administration Section Chief on any EOC personnel injury claims or records preparation for proper case evaluation and closure
- Coordinates with EOC Support Unit to monitor security checkpoints and EOC facility access
- Addresses any security issues with the EOC Support Unit or Coordinator of Emergency Management and recommends improvements

- Monitors the physical and mental well-being of the EOC personnel and makes appropriate recommendations
- Ensures food safety
- Monitors severe weather forecasts for conditions threatening the EOC
- Ensures EOC Evacuation Plan is updated and has been included in EOC Shift Briefing

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Assists the Coordinator of Emergency Management in demobilization activities by collecting all relevant papers and electronic records
- Collects all material for post-operation reporting procedures

**Unique resources required:**

- N/A

## **Administrative Support Unit Leader (Basic Plan)**

### **Responsibilities:**

- Reviews the EOC Common Responsibilities Checklist
- Coordinates the credentialing and accountability of the EOC personnel
- Coordinates telephone answering services for the EOC
- Provides administrative support to EOC personnel

### **Reports to:**

- EOC Finance and Administration Section Chief

### **Supervises:**

- Management and Administrative Specialists

### **Activation Phase:**

- Receives assignment and briefing from EOC Finance and Administration Section Chief
- Establishes telephone answering capability
- Recommends staffing levels needed within unit and requests support
- Manages the credentialing and accountability process

### **Operational Phase:**

- Maintains credentialing and accountability operations
- Supervises telephone answering service operations
- Provides administrative support to EOC personnel

### **Demobilization Phase:**

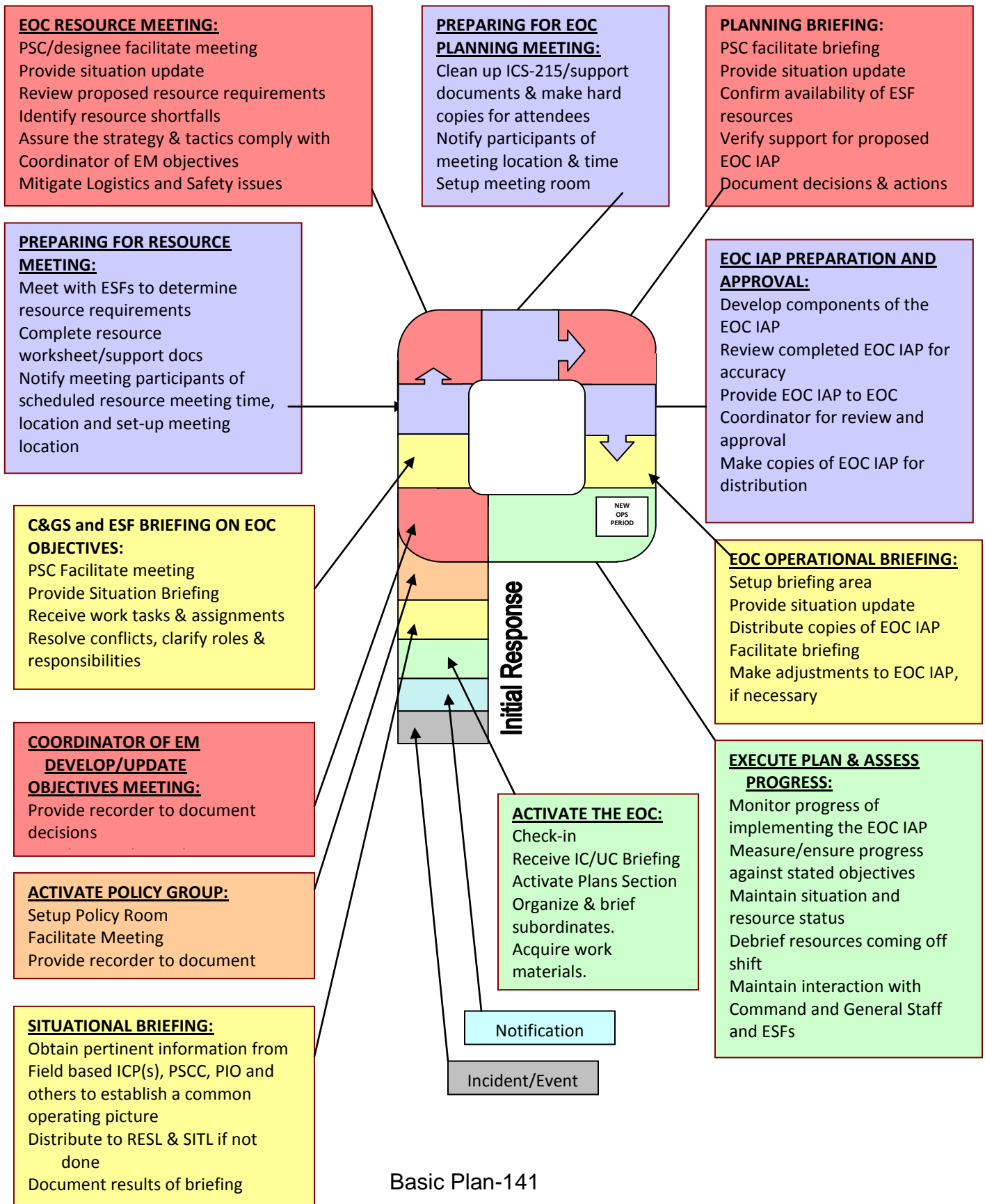
- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the EOC Documentation Unit Leader
- Ensures personnel accountability throughout demobilization

### **Unique Resources Required:**

- Access to credentialing equipment and software

## **EOC Planning Process**

### EOC Planning P



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**LEAD AGENCY:** Department of Transportation

**SUPPORT AGENCIES:**

Department of Public Works  
PWC Schools (Transportation and Risk Management and Security)  
Potomac and Rappahannock Transportation Commission (PRTC)  
Virginia Railway Express (VRE)  
Virginia Department of Transportation (VDOT)  
Washington Metropolitan Area Transit Authority (WMATA)

First Draft: 05/04  
Revised: 12/08  
12/12



## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the CSALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

This ESF instructs users on how to coordinate response incidents that have an effect on transportation in Prince William County.

## **AUTHORITIES AND REFERENCES**

There are no specific Authorities or References that relate to this ESF.

## **PURPOSE**

The purpose of this ESF is to monitor transportation facilities to identify and coordinate the resolution of impediments that can occur or may result in disasters; and coordinate the provision of transportation services to move people and resources.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

Prince William County's residents and visitors rely heavily on transportation to reach jobs and resources. All forms of transportation pass through and are influenced by the County. All of these forms of transportation are subject to interruption from natural, technical and intentional emergencies or disasters.

### **B. Assumptions**

Disruptions can seriously impact economic and physical well-being. During times of disaster, transportation resources are critical to the movement of residents and visitors away from danger and the movement of emergency personnel and equipment into the impacted area.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

The following agencies and programs impact the transportation capabilities in the County.

1. Virginia Department of Rail and Public Transportation (VDRPT) - VDRPT undertakes funding and administrative activities regarding transit throughout the Commonwealth of Virginia.
  - a. Rail
    - (1) VRE is a transportation partnership of the Northern Virginia Transportation Commission and PRTC. VRE provides commuter rail service to and from Fredericksburg and DC through the eastern portion of the County with stops in Quantico and Woodbridge. It also provides the same service originating in Manassas and traveling to DC through the western portion of the County.



## B. Assignments of Responsibilities

1. The Transportation Group Supervisor shall:
  - a. Provide staff to handle transportation matters in the EOC for the Logistics Branch and Planning Group
  - b. Support the situational assessment to determine the status of the transportation systems in the County and region and provide a briefing for the Planning Section
  - c. Provide briefings to the regional transportation groups as required by the COG Regional Emergency Coordination Plan
2. The Logistics Branch Director shall:
  - a. Coordinate the provision of emergency transportation needs with the Operations Section. Resources are available from school transportation division and the public providers.
  - b. Provide transportation for evacuation and movement of goods, equipment and people
3. The Department of Public Works, Fleet Management Division shall maintain a list of County vehicles for use in a disaster.
4. The Prince William County Public Schools - Risk Management & Security Services shall maintain a list of school transportation resources available including vehicles capable of transporting people with functional needs.
5. The Transportation Site Inspectors shall be made available for inspection support of road facilities as needed to survey damage and determine the need for restoration and recovery of the facilities.

## CONCEPT OF OPERATIONS

- A. The Director of the Department of Transportation and the Transportation Planning and Programming Division Chiefs or their designees will report to the EOC during activations and carry out the provisions of this plan and other duties as may be assigned by the Coordinator of Emergency Management or designee.
- B. Transportation representatives will, with the assistance of the school representative, Fleet Management and other County departments as needed, coordinate the provision of emergency transportation to carry out the Incident Action Plan.
- C. Transportation representatives shall assist the Planning Section in the analysis of transportation system problems and provide liaison with the regional transportation agencies as required by the COG Regional Emergency Coordination Plan.

- D. Transportation representatives will maintain a list of all transportation resources and costs incurred during a disaster.
- E. All County agencies will assist with discharge of transportation requirements as practical.
- F. All County transportation resources are available to carry out emergency response activities.
- G. Operation and Maintenance of County Administrative Facilities
  - 1. County administrative buildings will be kept open according to priority with a concentration of essential personnel occupying critical areas. Priorities will be set by the Director of Public Works in response to information transmitted from the Office of Emergency Management and/or other essential service agencies.
  - 2. If for any reason repairs to facilities are necessitated and assistance from private contractors is deemed necessary, these shall be contacted based on information maintained by the Department of Public Works, Buildings and Grounds Division.
- H. In the event that the District of Columbia must be evacuated, the Virginia Department of Emergency Management (VDEM) has developed a Northern Virginia Evacuation Plan. The purpose of the plan is to provide the basic operational framework to guide the many organizations and agencies in the Northern Virginia region that will be involved or impacted. (See the VDEM NOVA Evacuation Plan for additional details.)
- I. Snow Removal (See ESF 3 Appendix A.)

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports will be maintained by Transportation Department administrative support and accounting staff depending on the nature of the information being collected.
  - 2. Tracking records and reports of administrative data will be performed by Transportation administrative support staff. Expenditure related information will be maintained by Transportation accounting staff. The breakdown of who maintains each type of data is as follows:
    - a. Hours worked – administrative support staff
    - b. Location and type of the work performed – administrative support staff
    - c. Pay rate of personnel performing work – administrative support staff
    - d. Expenditures – accounting staff
      - (1) Purchase orders
      - (2) Invoices
      - (3) Vouchers

B. Logistics

1. Procurement of equipment and supplies

a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Branch and will follow the VDEM Capability, Size, Amount, Location, Type of resource and Time frame (C-SALTT) request process. The following information should be included in all resource requests:

- (1) Capability
- (2) Size
- (3) Amount
- (4) Location
- (5) Type of resource
- (6) Time frame in which it is needed

b. Specialized equipment or supplies will also be requested through the Logistics Branch.

2. Personnel

a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.

b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:

[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

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**ATTACHMENTS**

<b>Attachment A</b>	<b>Radio Interoperability Plan</b>
<b>Attachment B</b>	<b>Public Safety Communications Center Evacuation</b>
<b>Attachment C</b>	<b>Unusual Occurrence Plan</b>
<b>Attachment D</b>	<b>Evacuation Checklist</b>

**LEAD AGENCY:** Public Safety Communications Center (PSCC)

**SUPPORT AGENCIES:**

Department of Information Technology (DoIT)  
Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service  
(ARES/RACES)  
Verizon

Revised: 5/01  
12/12



## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

This ESF demonstrates the importance of automated information system facilities and resources that are available to support the Prince William County Emergency Operations Plan (EOP) and provides for DoIT's commitment to maintain these systems in support of emergency operations.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. The Office of Public Safety Communications (OPSC) operates under the oversight of the Joint Policy Authority (JPA). The Chief of the Department of Fire and Rescue and the Chief of Police make up the JPA. Each chief has equal authority in the administrative and managerial oversight of the OPSC.
2. Each Chief has three areas of responsibility reserved solely for that chief as required by state law and County ordinances. The Chief of the Department of Fire and Rescue retains sole authority for the Office of Emergency Management, Emergency Medical Dispatch (EMD), and Fire and Rescue Dispatch policy. The Police Department Chief retains sole authority for the Virginia Criminal Information Network (VCIN), security, and Police Dispatch policy.
3. The OPSC maintains internal policies and follows policies within the Police Department and the Department of Fire and Rescue.

### **B. References**

1. Prince William County Police Department Manual of General Orders July 2011 Sections 12.01 – 12.08

## **PURPOSE**

- A. This ESF is designed to support the Prince William County EOP. It outlines communications procedures and facilities by which the emergency service missions and functions of the EOP will be carried out in an emergency.
- B. DoIT will endeavor to preserve and maintain the integrity of information systems and facilities that move information to those responding to emergencies. DoIT accomplishes this task through managing the information systems and facilities under the control of Prince William County government, and by coordinating with outside entities that supply facilities to Prince William County.
- C. DoIT's primary function is to support the PSCC and the EOC. Mapping and information services are available and maintained by DoIT. This support includes but is not limited to maintaining DoIT infrastructure; for example, having personnel assigned to reboot the firewall.

## **SITUATION AND ASSUMPTIONS**

A. Situation

1. OPSC

The daily and emergency focus is to process calls for Public Safety assistance. Telephone calls are received through an Enhanced 9-1-1 (E-911) system, entered into a Computer Aided Dispatch (CAD) system and dispatched over an 800 MHz digital trunked radio system. This includes the call processing and dispatching of fire and rescue calls for the Cities of Manassas and Manassas Park.

2. DoIT

The focus of DoIT is to ensure that adequate information technology facilities are available to meet the requirements provided by Prince William County emergency operations.

B. Assumptions

1. OPSC

- a. Incidents or emergency occurrences could have an unfavorable effect on the County's telephone, radio and data systems.
- b. The PSTN (public switched telephone network) is the voice-grade telephone service that remains the basic form of residential and small business service connection to the telephone network. The PSTN is vulnerable to the effects of incidents and to possible system overload due to increased usage.
- c. With the advances in telephony technology, there is an increase in dependence on Voice over IP (VoIP) and wireless cellular service. As with the PSTN, these services are vulnerable to the effects of power outages, data system outages and system overload due to increased usage.
- d. Electricity may be lost during incident situations, necessitating the use of auxiliary power.
- e. It is possible that areas of the County could be isolated from communications for extended periods of time.
- f. Technical failure, damage or loss of a telecommunications Central Office, a communications tower or repeater could hamper communications and/or the ability to page emergency personnel throughout the region.
- g. The ability to repair damage to the County communications system is contingent upon the availability of public and private commercial repair technicians.
- h. State assistance may be needed to procure supplemental communications equipment or locate available repair technicians following a major incident.
- i. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to

compensate for technical failure or damage to telecommunications resources in the County during an emergency.

- j. Communications capabilities are provided to the hearing impaired through the use of TDD/TTY devices. Interpretation services are provided by OPSC staff that is trained in Spanish language skills or through a Language Line service provider that provides interpretation skills for the various languages that may be encountered from callers.

## 2. DoIT

- a. Information technology facilities will be affected in proportion to the nature and scope of the emergency.
- b. Radio, telephone and data communications technicians will be able to travel to their appointed places of duty to maintain and/or restore communications.
- c. Outside entities that supply information technology and telecommunications facilities to Prince William County will rapidly restore replace or bypass any inoperable equipment to maintain communications. These outside entities will also provide, as required, supplemental communications means and facilities.
- d. The Prince William amateur radio associations will make their communications resources available to support the County's emergency operations.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### A. Organization

1. The Coordinator of Emergency Management or designee, under the authority of the Director of Emergency Management, is in overall control of the EOC.
2. The OPSC Director, under the authority of the JPA, is directly responsible for the PSCC. The OPSC Director or designee is the Communications Group Supervisor.
3. Radio officers and operators from subordinate entities of the County government while under direct control of their own office will be responsive to:
  - a. The guidance of the Communications Group Supervisor to effect coordinated communications in an emergency
  - b. The procedures outlined in the County EOP
  - c. The procedures outlined in this ESF

### B. Assignment of Responsibilities

1. The Communications Group Supervisor or designee shall coordinate radio, telephone traffic and messages between all County agencies and the EOC (see Job Aid).

2. OPSC shall:
  - a. Provide communications capabilities and assets, including personnel
  - b. Manage primary and backup communications equipment
  - c. Provide communications facilities over which the County government is able to discharge its emergency functions during a natural, technical or intentional emergency or disaster. This includes all communications facilities necessary for the County to communicate to subordinate entities, as well as to representatives of the state and other local governments within the County. Communications supporting mutual aid to adjacent cities and counties are also included
  - d. Coordinate the information through the Communications Group Supervisor to ensure situational awareness and cooperation among all responding agencies
  - e. Assign a CAD operator to assist in the EOC as needed and provide related information to the Communications Group Supervisor
  - f. Ensure the development of the incident radio communications plan for the use of incident EOC personnel engaged in support and coordination activities, communications equipment and facilities
  
3. Radio officers and operators from other entities of the County government, while under direct control of their own office, and in coordination with the Communications Group Supervisor and their agency representative in the EOC, shall:
  - a. Implement the requests of the Communications Group Supervisor to effect coordinated communications in an emergency
  - b. Facilitate the procedures outlined in the County EOP
  - c. Follow procedures outlined in this ESF
  
4. DoIT shall:
  - a. Support ESF 2, Communications and ESF 15, External Affairs
  - b. Provide Geographic Information Services (GIS) and other information services in support of emergency operations
  - c. Provide staff to the EOC to support equipment operations and intelligence gathering and analysis
  - d. Provide the EOC with adequate voice and data communications with available resources
  - e. Repair and maintain existing information technology and facilities
  - f. Install additional information technology facilities as dictated by an emergency situation
  - g. Coordinate and serve as liaison with outside providers of information technology facilities
  - h. Coordinate with other County agencies, such as the School Board and the Service Authority, to help resolve any information technology facilities problems
  
5. ARES/RACES shall:

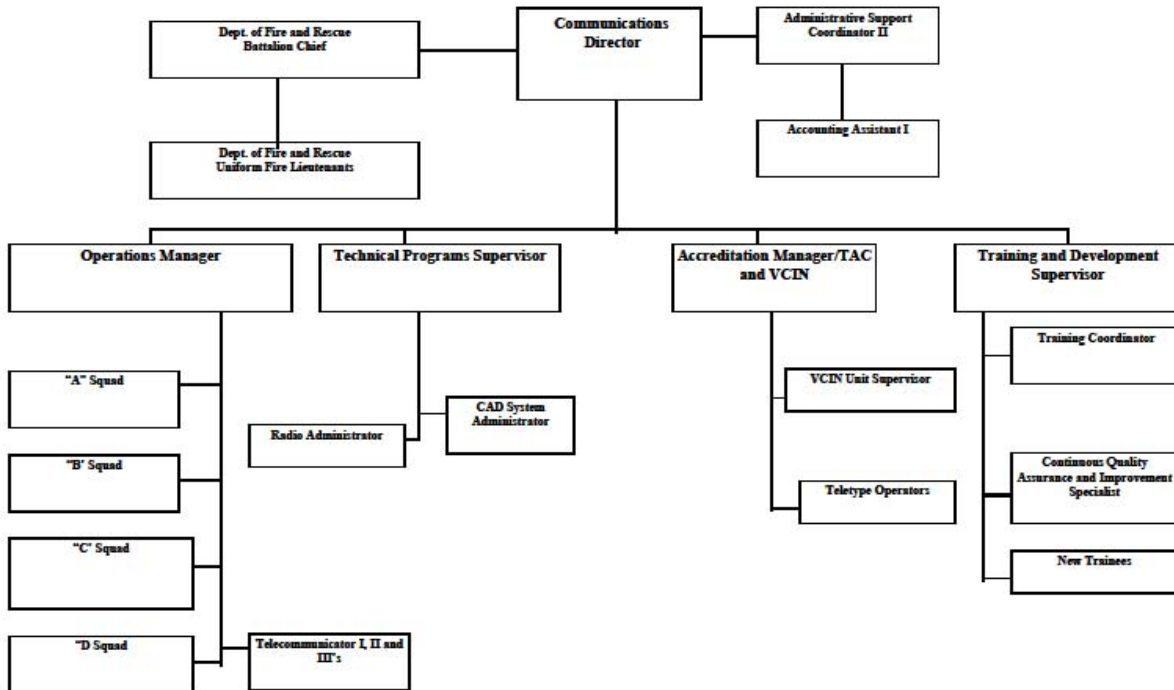
- a. Provide communications support in relaying information
- b. Provide supplemental weather information by monitoring weather sources

## **CONCEPT OF OPERATIONS**

### **A. OPSC**

1. OPSC is divided into five groups: Operations, Technical Programs, Training and Development, Accreditation and VCIN, and Administration.
  - a. The Operations Group includes four shifts of personnel who provide call-taking and dispatching services.
  - b. The Technical Programs Group includes oversight for all systems and equipment including 9-1-1, radio consoles, voice logging, etc.
  - c. The Training and Development Group conducts new-hire and on-going in-service training, recruitment and quality assurance.
  - d. The Accreditation and VCIN group conducts secure transactions with the State Police and National Criminal databases and is also responsible for accreditation.
  - e. The Administration Group is responsible for payroll, purchasing and applicant testing.

Office of Public Safety Communications  
 ORGANIZATIONAL CHART



2. Upon the Monitoring Activation of the EOC the following actions will be implemented by the on- duty Uniformed Fire and Rescue Officer (UFRO) in the communications center, or the Communications Shift Supervisor after consultation with the on-duty designee.
  - a. Notify the Coordinator of Emergency Management or Standby Coordinator of the situation.
  - b. Take appropriate action to be prepared to increase staffing of PSCC upon notification of activation of the County EOC.
  - c. Ascertain all actions in progress or in the development state for installing adjunct communications equipment in the EOC.
  - d. In consultation with the Communications Shift Supervisor on duty, ascertain that all duty rosters, personnel assignments and staffing requirements for the PSCC are adequate and that personnel are knowledgeable of the requirements and alerted to the situation.
  
3. When the County government determines a need or receives a notice from the state government that the EOC must be activated to Level 1 (Full Activation), the Communications Group Supervisor will complete all actions not accomplished in Level 2 or Level 3 of activation.

- a. This action will be an automatic direction of the Director or Emergency Management or designee.
- b. All departments of the County government under the County EOP will immediately fulfill their emergency communications assignments to the EOC without further notification.

**B. DoIT**

1. DoIT is divided into three major divisions:
  - a. Business Applications Support – designs, implements and manages integrated information systems by supporting the business functions of the organization.
  - b. Communications and Infrastructure – designs, implements and maintains the County Government’s communications, voice and data network infrastructure including CMAP, CDMA and Wi-Fi. The Technology Hosting Center also is included in this group.
  - c. Customer Service and Solutions – designs, implements and maintains County web and geographic applications. The focus is on electronic public access to information. Provides desktop hardware replacement and customer service/helpdesk support.

**ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. All records and reports will be maintained by the OPSC Administrative Support Coordinator II and/or his/her assistant.
2. Tracking records and reports of administrative data
  - a. Hours worked will be maintained with the normal time card process.
  - b. Location and type of the work performed will be maintained with the normal time card process.
  - c. Pay rate of personnel performing work will be maintained with the normal time payroll process.
  - d. Expenditures
    - (1) Purchase orders are issued by OPSC Administrative Support Coordinator II and/or designee.
    - (2) Invoices are processed by OPSC Administrative Support Coordinator II and/or designee.
    - (3) Vouchers are created by OPSC Administrative Support Coordinator II and/or designee.

**B. Logistics**

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Branch and will follow the VDEM Capability, Size, Amount, Location, Type of resource and Time frame



(C-SALTT) request process The following information should be included in all resource requests:

- (1) Capability
- (2) Size
- (3) Amount
- (4) Location
- (5) Type of resource
- (6) Time frame in which it is needed

b. Specialized equipment or supplies will also be requested through the Logistics Branch.

## 2. Personnel

a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.

b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:

[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev1\\_21208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev1_21208_0.pdf)

## 3. Radio Service Available

a. In addition to the information below, the Communications Radio Administrator will maintain a list of radio frequencies available for use in the County.

b. Department of Fire and Rescue simulcast dispatches on 800 MHz and 154.325 MHz and uses an 800 MHz trunked radio system for field communications.

c. Mutual-aid radio system for the Metropolitan Washington area

- (1) Fire and Rescue Base to Base
- (2) Fire and Rescue Base to Mobile
- (3) Police Base to Base

d. Police Radio System

- (1) County Police
- (2) Town Police
- (3) Sheriff's Office

e. Public Works utilizes 800 MHz radios on OES talk groups and is maintained in the consoles at the PSCC.

f. School transportation utilizes 800 MHz radios on OES talk groups and is maintained in the consoles at the PSCC to facilitate communications with the transportation services.

4. ARES/RACES operators will utilize County radios and antennas which have been installed in the Owens Building.

## 5. Common Carrier Services

- a. NAWAS (National Warning System) is located in the PSCC with 24-hour watch. The circuit number is GP-2200.
  - b. Emergency Alert Services (EAS) may be activated locally through EMNet, through the National Weather Service (NWS) Sterling forecast office or the District of Columbia EOC.
  - c. The PSCC has 20 incoming E-911 trunks and 23 non-emergency lines on the 9-1-1 system with positions for 12 personnel to answer all the phone lines.
  - d. 24 phones on the County phone system are available in the EOC.
  - e. Direct lines in PSCC are maintained to:
    - (1) Hospitals
      - Prince William Hospital
      - Sentara Northern Virginia Medical Center
      - Fairfax Hospital
      - Heathcote Health Center
    - (2) Surrounding Communities
      - Quantico Fire Department
      - Loudoun PSCC
      - Fairfax County PSCC
      - City of Manassas Park PSCC
      - City of Manassas PSCC
    - (3) Utilities
      - Northern Virginia Gas
6. Internet Computer-Based Communication
- a. The EOC will have an email address that will receive information from other agencies, and forward that information to the Coordinator of Emergency Management and staff. That address is [pwceoc@pwcgov.org](mailto:pwceoc@pwcgov.org).
  - b. The County provides Internet services over its computer network. This system can be used to obtain current information concerning regional, state and federal activity. Current weather service forecasts can be obtained from several Internet websites.
  - c. County email can be used to provide information to multiple agencies and personnel simultaneously. Distribution lists will be maintained on the Global Address List (GAL).
  - d. A distribution list for the PSCC exists for distribution of information to PSCC supervisors and coordinators.
  - e. Internet email can be used to send information to other jurisdictions and an email address list can be found on VDEM's website at [www.vdem.state.va.us](http://www.vdem.state.va.us).
  - f. Network connections are maintained by DoIT in the EOC for connection of laptops or agency computers.

7. Special Services
  - a. VCIN - utilized by VDEM to disseminate critical information from the Virginia EOC. The County Police maintain a VCIN terminal in the PSCC.
8. Website – used to post information for the public and County employees and provides access to WebEOC.
9. Digital Microwave System - electronically interconnects the County government complexes at Sudley North, Judicial Center (Manassas), McCoart and Owens Buildings, Ridgewood, Hedges Run and Garfield/Ferlazzo Buildings. All internal communications; i.e., telephone, data and land mobile two-way radio, use the microwave system to move information from one government complex to another.
10. Land Mobile Two-Way Radio Infrastructure - Two-way radio base stations and satellite radio receiver sites are strategically located throughout the County to provide radio area coverage for public safety. The infrastructure also includes radio base stations for the School Board, Service Authority and other administrative radio users.
11. Digital Telephone Systems - The County has nine Avaya stand-alone Private Branch Exchanges (PBXs) located in Sudley North, Judicial Center (Manassas), McCoart Building, Western District Police Station, Chinn Park Regional Library, Parks and Recreation (Hellwig), Landfill, Health Department and the Ferlazzo Building. The County also has six Avaya remote PBXs located at the Work Release, Economic Development, Criminal Justice, Garfield Police Substation, Animal Control and the Operations building, and two Survivable Media Gateway (operating off of WDPS PBX) located at PSTC and Ridgewood.
12. Data Fiber – There is Comcast fiber data network connecting all major County facilities through the Institutional Network (INET).
13. GIS– County land and demographic information is accessed via the internet and with pre-loaded data on portable hard drives used on dedicated laptops in the EOC.
14. Mobile data systems provide access to CAD from mobile units operating in the public safety environment.
15. Telecommunications Service Priority (TSP) – The 9-1-1 trunks are covered by TSP.

## **Attachment A Radio Interoperability Plan**

The Office of Public Safety Communications (OPSC) is the County point of contact agency for radio interoperability. Prince William County is a member of the National Capital Region (NCR) and is included in policies regarding radio interoperability including the NCR Tactical Interoperability Communications Plan (TICP).

OPSC operates and maintains a Communications Support Unit (CSU). This unit will be used for planned events in the County. This unit can be requested by contacting the Public Safety Communications Director. OPSC will annually test all interoperability equipment, review personnel assignments and report via memo to the OPSC Director.

The CSU is a trailer that contains:

- 3 UHF radios including UCALL and UTAC channels
- 4 VHF radios including VCALL and VTAC channels
- 3 800 MHz mobile radios including 8CALL and 8TAC channels
- 3 800 MHz portable radios including 8CALL and 8TAC channels
- Futurecom Vehicle Repeater System
- MSV Satellite Phone
- Generators

If radio interoperability equipment and planning is needed for an emergency event, the NCR Radio Cache Deployment Procedure will be used. Three caches are available regionally: Fairfax County, VA (500 portable radios), Montgomery County, MD (500 portable radios) and Washington, DC (250 portable radios). They will respond with equipment and operators 24/7.

Radio Interoperability with the surrounding jurisdictions is accomplished as follows:

- City Of Manassas, VA – Shared Channels
- City Of Manassas Park, VA – Shared Channels
- Fairfax County, VA – Shared Channels
- Loudoun County, VA – Shared Channels
- Fauquier County, VA – Shared Channels
- Stafford County, VA – Shared Channels/Mobile Gateway
- Quantico Marine Corp Base, VA - Shared Channels/Mobile Gateway
- Charles County, MD – Shared Channels

Console patches enable radio interoperability with State Interdepartmental Radio System, Police Mutual Aid Radio System (PMARS), Fire Mutual Aid Radio System and Marine Band Channels 16, 21 and 23.

The National Channels 8CALL and 8TAC1 are monitored on all dispatch positions. These are the only two system channels and are repeated. All subscribers carry all National Channels as well as Regional Interoperability System Channels.

All regional frequencies are listed in the NCR TICP.

PWALERT is a system operated on the Roam Secure Alert Network (RSAN) – RSAN is maintained and operated by Emergency Management and PWALERT is the primary means of sending notifications from Public Safety Communications Center (PSCC) to police and fire responders.

Sprint provides the wireless data connectivity between police and fire Mobile Data Computer (MDC) users and the County network. MDCs are used for Fire field reporting, Computer Aided Dispatch (CAD) information regarding calls for service and police access to the Virginia Criminal Information Network (VCIN).

Verizon provides 9-1-1 service to the County and maintains the 9-1-1 equipment.

Analog Phone Lines – The primary phones in the EOC are Voice over IP (VoIP). There are seven analog phone lines that can be used if the data network fails. 703-792-5635 is located next to the controller's station, 703-792-2048 is on the floor board under the single dry erase board and 703-792-5630 is at the desk next to the equipment closet and podium. 703-792-6441 is the fax machine, which already has a handset on it, 703-792-2045 is on the floor board under the 2 dry erase boards and 703-792-2046 is located at the desk next to the plotter and scanner. There is also a jack at table number 2 for that phone position. Spare analog phones are in the closet next to the remote control storage area.

#### Auxiliary System

##### A. Independent backup system

1. The OPSC maintains independent backup Public Safety Answering Points (PSAPs) at the McCoart Building and at the Western District Station. The Primary Facility Evacuation Plan, which contains instructions for setting up the backup PSAP, is maintained at the Shift Supervisor's work station.
2. The Technical Program Supervisor and the Uniformed Fire and Rescue officers will be responsible for setting up and testing the operational readiness of the backup PSAPs and completing the Backup PSAP Check List. The tests will be conducted monthly.

## **Attachment B Public Safety Communications Center Evacuation**

As a point of reference, the Public Safety Communications Center (PSCC) is the physical structure, and the Office of Public Safety Communications (OPSC) is the organization. To ensure the safety and welfare of personnel and recognizing the fact that the PSCC is the primary point of contact for the public seeking emergency services, it is important to maintain dispatch and telephone communications functions during unusual occurrences whenever practical. There is a need, however, to establish a procedure that will be followed in case of a fire or other emergency in the building that may require evacuation. As a result, the following evacuation procedure will be followed.

In the event of major equipment failure, real or imminent danger to Public Safety Communications (PSC) personnel, the PSC Shift Supervisor may order an evacuation of the PSCC. Upon making the decision to evacuate, the following actions will be taken. If possible, the transition to the backup center(s) should be accomplished in stages. Also, it is important to ensure that all personnel within the Owens Building is advised of the situation and if evacuation is necessary Facility Emergency Response Team (FERT) Coordinators can be utilized to assist with such evacuations.

At the first sign of fire or other hazardous condition, (i.e. activation of fire alarm system and/or verbal alarm) Fire and Rescue units will be immediately dispatched to the PSCC.

The Uniformed Fire and Rescue Officer (UFRO), along with the PSC Shift Supervisor, will procure a portable radio and portable phone to investigate the situation further to ascertain if evacuation is necessary. Both supervisors will proceed to the annunciation panel to determine the area of the alarm or meet with whoever pulled the alarm if it was a manual station. Both supervisors will complete a quick walk around the inside of the building, including both floors, to locate the hazard and size up the situation with consideration as to the size of the fire, its location and potential for further spreading or escalation. For example, a trashcan fire would not necessarily be reason for immediate evacuation; however, the situation would have to be continuously monitored until the danger is over.

Regardless of the situation, actual fire or false alarm, the UFRO or the PSC Shift Supervisor will report back to the personnel remaining in the PSCC area within three minutes advising them whether to evacuate or to remain in place. If such a report is not made within three minutes, a second pre-determined individual will leave the PSCC area and station himself/herself at the hallway door where verbal contact can be made with the remaining personnel in the PSCC area. This person will make the decision whether to evacuate based on the available information, and this decision will be relayed to the remaining personnel by voice. Each person will acknowledge the order to evacuate by shouting "EVACUATE" loud enough that other persons in the area may hear it.

If there is no fire or obstruction to the front of the building, all personnel will leave by way of the front door of PSCC near the Warrants Unit. If a fire or obstruction is blocking this route, all personnel will leave by way of the door near the Emergency Operations Center (EOC) or the rear via the stairwell. Once outside, **ALL** personnel shall meet at the plaza separating the McCoart Building and Developmental Services Building. Upon reporting to the meeting area, a roll call will be taken to ensure all personnel are present, accounted for and uninjured.

Should an actual evacuation occur, notify on-duty Police Patrol Supervisor and Fire Battalion Chiefs as soon as possible to assume the responsibility of monitoring the units in the respective areas. Notification made via radio will be preceded by a tone alert.

Notify 24-hour DoIT staff that evacuation is occurring by calling 703-792-7447.

Once all personnel are accounted for, proceed to the McCoart site to set up operations. If McCoart is compromised, proceed directly to Western District Site to set up operations.

Once operations have been established at a backup site, the PSC Shift Supervisor will contact the oncoming shift supervisor to advise him/her to report to the appropriate backup site. The Shift Supervisor will also notify the PSC Director or Operations Manager, who will ensure that the chain of command, including the County Public Information Officer (PIO), has been briefed on the situation.

### **Reasons to Evacuate**

Evacuation should be considered whenever there is Immediate Danger to Life and Health (IDLH) such as fire, natural gas leak, HazMat, sustained power outage without generator backup, or man-made or natural disaster. If the event is local to Owens, a short-term move to the McCoart site should be considered. Long-term evacuations will require moving to the Western District Site.

### **Shelter in Place (SIP)**

There may be times when SIP is appropriate. If SIP is chosen, shut down the Owens Air Handlers, seal and secure the doors, and notify Buildings and Grounds Duty Pager 703-215-8576. If the building is under siege, monitor the security cameras and dispatch appropriate units.

### **Teletype**

If the evacuation will be less than one hour, the on-duty teletype operator will call CMD1 and have them switch our teletype traffic to Manassas City Police terminal address, MANA. If the evacuation will be more than one hour, the on-duty teletype operator will respond to the WDS. If time permits, the teletype operator will call CMD1, advise them that we are evacuating and have them switch our teletype traffic to terminal address PW31 which is located in the police report writing room at the WDS.

If time does not permit, the teletype operator will call CMD1 once they arrive at the WDS and have them switch our teletype traffic to PW31.

### **Notifications**

Whenever an evacuation is pending, management must be notified immediately via PWALERT. Field units will be notified via Tone Alert Radio Announcements on all Talk Groups to minimize and monitor traffic.

### **Opening the Backup Site(s)**

There are two Backup Sites: McCoart Site and Western District Site. The McCoart Site can be operational in 15-20 minutes with eight single-line telephones and six radios (three Police and three Fire and Rescue). The Western District Site can be operational in 45-60 minutes with eight dual-line telephones and eight radios. The Western District Site can also have CAD capability within 3-4 days.

The UFRO, with four personnel (two call takers, one PADM dispatcher and one F2 dispatcher) will report to open the McCoart Site and prepare for operations. The UFRO will take a portable phone and a portable radio tuned to FPD talk group. Once the McCoart Site is ready for operations, the telephone calls will be re-routed per the Backup Phone Plan (BUPP) from McCoart.

If the evacuation will be more than one hour, the UFRO will take the initial crew to the Western District Site once the McCoart Site is operational and set up for extended operations. Once the Western District Site is ready for operations, the UFRO will transfer all telephone calls. If the McCoart Site is threatened, the UFRO and crew will report directly to the Western District Site.

### **Dispatch Responsibilities**

The dispatchers will announce to all police and fire units that the communications center is evacuating. Advise the field supervisors that they will be responsible for monitoring and tracking their units until further notice. As radios are established and a dispatcher is ready at the backup site(s) to take control, control of the talk group will be transferred. Dispatchers will keep road units advised as the move with portable radios to the backup site progresses.



## **Attachment C Unusual Occurrences**

**GENERATOR / POWER FAILURE: If building power is lost and the generator does not start within 10 minutes, begin evacuation.**

### **SYSTEM FAILURES IN THE PRIMARY COMMUNICATIONS CENTER**

Backup systems are in place for the 9-1-1 telephones and radios. There should be no reason to leave the Owens Site unless the building is compromised. In the event of a system failure, personnel should switch to the appropriate backup system.

**In the event of a system failure, the following will occur:**

#### **RADIO SYSTEM FAILURE:**

A. Failsoft:

Failsoft is a fallback to conventional modes of radio system operation should the radio system trunking controller fail. During normal system operation, user talkgroups are assigned to radio channels dynamically by the system controller. (Trunking mode) If the system controller fails but the remainder of the radio system is operational, the system goes into Failsoft. In Failsoft, individual user talkgroup assignments, e.g., Fire 5A, 5B, etc., and Police E1, W2, etc., become joined with similar services assigned to specific channels. (Conventional mode) Wide-area radio coverage remains. PSCC radio operators must however switch to the backup console desktop stations or portable radios at their positions, as the regular dispatch consoles are not operational on talkgroups in Failsoft. During Failsoft a short tone burst is emitted by the radio every 15-20 seconds as an indicator that the radio system is in Failsoft. During Failsoft, all radio traffic should be brief and concise as additional units will be on the channel. It is important to be aware that the Emergency Alarm ("EA" the red button) on the radio does not work in Failsoft.

B. Regional notifications can be made via the NAWAS phone located at the elevated UFRO position.

#### **9-1-1 PHONE SYSTEM FAILURE / TRANSFER**

- A. If the Plant VESTA 9-1-1 phone system is unable to process calls, but an evacuation is **not** necessary, activate the BUPP and notify Verizon Service (see Back Up Phone Plan on Page ESF 2-26)..
- B. If an evacuation is probable, refer to appropriate Standard Operating Guidelines for evacuation maps.

#### **Power Outages**

The Owens site has an Un-interrupted Power Source (UPS) system that maintains a consistent level of power. Power both from the street and from the generator travel through the UPS. If there is a decrease in power, the UPS sends a signal to the generators. The generators supply the power until street power is restored. When the center is receiving power from the generators, all functionality of the center continues as it would with street power. Phones, lights, radios, air conditioning and heating systems are not affected.

If the UPS reads a change in the power strength, either a power loss or a power surge, it will supply the proper power level to meet the PSCC's needs for 60 minutes. Should the generator fail, evacuation to the backup center is imminent.

Buildings and Grounds on-call technician should be notified at 703-215-8576 under the following circumstances:

- The 9-1-1 Center loses power
- A fire alarm is activated
- The HVAC alarm is activated
- The generator alarm is activated

### **SECURITY**

The primary and backup sites are considered to be restricted areas. Access will be limited to PSC personnel, Fire Chiefs, Police Commanders, PIOs and any other individual authorized by the Director of Public Safety Communications, the Operations Manager or their designees.

If evacuation of the primary site is necessary, a Police Officer will be dispatched to secure the building until the equipment and files have been removed or the building is reoccupied.

### **RECOVERY**

The backup site will remain staffed and operational until the incident necessitating the evacuation has been mitigated and the building is deemed safe to reoccupy. If the evacuation is going to be long-term, Public Works will repair or replace the building, and original equipment manufacturers will be contacted for procurement and installation of essential equipment.

### **TRAINING OF PERSONNEL**

To ensure adequate evacuation response times, operational readiness and the safety of personnel during emergency situations, an evacuation plan will be established and reviewed during the annual review of bureau policies.

- A. Weekly inspection and testing of equipment and supplies will occur at the McCoart Site by the UFRO.

- B. Monthly inspections and testing of equipment and supplies will occur at the Western District Site by the PSC Tech Team.
- C. Quarterly inspections and testing of equipment and supplies will occur at the Western District Site by each squad; for example: A Squad, first Calendar Quarter; B Squad, second Calendar Quarter; C Squad, third Calendar Quarter; and D Squad, fourth Calendar Quarter.
- D. Use Checklist to document inspections and forward to Technical Programs Supervisor for filing and problem resolution.

**Attachment D  
Evacuation Checklist  
Shift Supervisor**

- \_\_\_\_\_ Determine if evacuation is necessary
- \_\_\_\_\_ If immediate, direct staff to meeting place for roll call
- \_\_\_\_\_ Make radio announcement with tone alert
- \_\_\_\_\_ Notify Police and Fire Street Supervisors of situation
- \_\_\_\_\_ Send PWALERT Message to ALL USERS
- \_\_\_\_\_ Notify Region via NAWAS and PMARS
- \_\_\_\_\_ Notify 24 hour DoIT Staff at 703-792-7447
- \_\_\_\_\_ Notify Director or OPS Manager
- \_\_\_\_\_ Have dispatchers take portable radios
- \_\_\_\_\_ Take portable phone
- \_\_\_\_\_ Send VCIN message to Command One, Area 2 and Area 7

**UFRO**

- \_\_\_\_\_ Take portable radio and portable phone
- \_\_\_\_\_ Assess situation
- \_\_\_\_\_ Determine appropriate backup site
- \_\_\_\_\_ Take (2) Call Takers and (2) Dispatchers
- \_\_\_\_\_ Move cabinet into room
- \_\_\_\_\_ Set up and staff phones
- \_\_\_\_\_ Activate BUFP
- \_\_\_\_\_ Set up and staff radios
- \_\_\_\_\_ Notify PSC Supervisor backup site is ready

PRINCE WILLIAM COUNTY  
PUBLIC SAFETY COMMUNICATIONS

Backup Check List

Telephones

Number \_\_\_\_\_ Operational \_\_\_\_\_

Radios

Number \_\_\_\_\_ Operational \_\_\_\_\_

Telephone Circuits

Number \_\_\_\_\_ Operational \_\_\_\_\_

Resources

Streets \_\_\_\_\_

Intersections \_\_\_\_\_

Commonplace Names \_\_\_\_\_

Atoms \_\_\_\_\_

Response Order \_\_\_\_\_

Comments

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Date Checked \_\_\_\_\_ Time Checked \_\_\_\_\_

By \_\_\_\_\_ Owens/McCoart/Western District

(Circle one)

**ESF 3 PUBLIC WORKS AND ENGINEERING  
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**PUBLIC WORKS ACTION PLANS**

<b>ESF 3B</b>	<b>Snow Removal</b>
<b>ESF 3C</b>	<b>Lake Jackson Dam</b>

**LEAD AGENCY:** Department of Public Works

**SUPPORT AGENCIES:**

Department of Development Services  
Prince William County Service Authority  
Department of Transportation  
Virginia Department of Transportation (VDOT)

Revised: 6/03  
11/04  
12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

This ESF provides guidance on actions to protect, repair and restore the County's infrastructure; to provide engineering services and construction management expertise; to provide emergency heavy equipment contracting support for life-saving and life-sustaining services; to repair public safety and other key response agencies' vehicles; and to conduct and oversee debris management operations. These actions will be accomplished through efficient use of all available equipment and human resources and through coordination with key support agencies such as the Prince William County Service Authority, the Department of Development Services, the Department of Transportation, and the Potomac and Rappahannock Transportation Commission (PRTC).

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

There are no specific Authorities that relate to this ESF.

### **B. References**

1. Prince William County Debris Management Plan, February 2009

## **PURPOSE**

- A. To observe, report and evaluate severity of damage; to take action to limit extent of damage; to provide limited emergency services as needed; and to restore full services as soon as possible. This ESF also defines the tasks and responsibilities of each agency to ensure an efficient and coordinated response during disaster or major emergency conditions.
- B. To establish procedures whereby the Department of Public Works and the Prince William County Service Authority can apply their personnel and resources to any disaster situation, to offer support to other County agencies, and to provide relief to the residents and visitors of Prince William County.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. In the event of a natural, technical or intentional emergency or disaster, it is necessary to continue to provide, maintain and restore essential services to minimize loss of life and property damage. Efficient allocation and coordination of all available resources will be necessary. It is anticipated that major disruptions would occur to traffic movement and utility facilities in the urbanized County areas due to the density of population and the concentration of facilities.
2. An incident that causes a resource shortage affecting Prince William County and/or nearby areas may require extraordinary support from County agencies to assist in response and recovery efforts.



**B. Assumptions**

1. A disaster could occur within Prince William County causing one or more of the following conditions:
  - a. Total utility system failure
  - b. Flooding
  - c. Blocked access roads and/or flooding due to snow and/or debris
  - d. Damage to County buildings and structures
  - e. Isolated or multiple areas of water shortages
  - f. Contamination of potable water supply
  - g. Sewage backup causing health hazards
2. The effect of nuclear war or terrorist attack on Prince William County would depend upon the type, size and number of weapons deployed. Water contamination, multiple fires and high radiation levels could be expected in Prince William County. In some instances, total destruction of all forms of life could be expected.
3. The Prince William County Service Authority possesses the equipment, personnel and skills necessary to provide an adequate response to most disasters involving water supply.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

1. Public Works efforts may involve work by County personnel and equipment; obtaining assistance from other agencies; contracting with private industry; and coordinating work with developers, builders and others.
2. Requests for support or assistance to outside agencies will be based upon telephonic communications. No formal arrangements are now in place.
3. Line of Succession
  - a. Department of Public Works

Responses shall be coordinated by the Director of Public Works. In the event the Director is not available, the following line of succession shall be used for command and control response purposes.

    - (1) Assistant Director of Public Works
    - (2) Environmental Services Division Chief
    - (3) Solid Waste Division Chief
  - b. Prince William County Service Authority

Responses shall be coordinated by the General Manager. In the event the General Manager is not available, the following line of succession shall be used for command and control response purposes.

    - (1) Deputy General Manager
    - (2) Director of Operations and Maintenance
    - (3) Director of Engineering and Wastewater
    - (4) Deputy Director of Operations and Maintenance

A. Assignment of Responsibilities

1. The Department of Public Works shall:
  - a. Organize and operate emergency maintenance facilities for repairs of all motor vehicles
  - b. Manage fuel supplies for all vehicles
  - c. Operate and maintain all County administrative facilities during disaster situations
  - d. Operate and maintain County power generators
  - e. Provide debris management in accordance with the County Debris Management Plan
  - f. Provide infrastructure protection, repair and restoration to County facilities and drainage systems
  - g. Provide refuse disposal
  - h. Operate salvage facility
  - i. Provide emergency engineering, construction and repair of drainage systems and structures, including dams
  - j. Provide emergency flood protection.
  - k. Provide emergency repair of non-state-maintained roads in defaulted subdivisions
  - l. Coordinate outside heavy equipment resources
  - m. Assist in snow removal operations (see ESF 3B)
  - n. Assist in Lake Jackson Dam operations (see ESF 3C)
  - o. Assist in damage assessment
2. The Director of Public Works, in response to notification from the Office of Emergency Management, shall alert key personnel in the effected divisions.
3. The Department of Public Works (Fleet Management) shall:
  - a. Maintain and repair motor vehicles and emergency generators
  - b. Transport and evacuate goods, equipment and people
  - c. Manage vehicle fuel supplies
4. The Department of Public Works (Buildings and Grounds) shall:
  - a. Operate County power generators
  - b. Coordinate damage control
  - c. Operate County courier services
  - d. Operate and maintain County administrative facilities
  - e. Provide snow removal
5. The Department of Public Works (Environmental Services) shall:
  - a. Provide flood protection and emergency maintenance and repairs to County drainage systems.
  - b. Assist in monitoring debris removal in accordance with the County's Debris Management Plan

- c. Assist in snow removal
  - d. Assist in damage assessment.
6. The Department of Public Works (Solid Waste)
    - a. Implement the County's Debris Management Plan
    - b. Provide disposal and recycling of debris
    - c. Operate a salvage yard, if required
    - d. Assist in providing heavy equipment support services
  7. The Department of Public Works (Neighborhood Services)
    - a. Assist in debris and snow removal
    - b. Assist in damage assessment
  8. The Department of Public Works (Historic Preservation)
    - a. Provide protection to County historic properties
    - b. Assist in damage assessment of County properties
    - c. Provide and coordinate emergency repairs to County historic properties
  9. The Department of Public Works (Facilities Construction Management and Property Management)
    - a. Provide emergency inspection and engineering of County buildings
    - b. Assist in the inspection and damage assessment of County owned and leased facilities
  10. The Department of Development Services will be the lead agency for structural inspections in accordance with ESF 5.
  11. The Department of Transportation shall coordinate with the Virginia Department of Transportation (VDOT) in accordance with ESF 1.
  12. The VDOT will shall:
    - a. Provide analysis of damage to state-maintained roads
    - b. Provide clearing of debris from state-maintained roads
  13. The Prince William County Service Authority shall provide personnel and equipment for performing the following tasks:
    - a. Monitor the Authority's potable water supply
    - b. Maintain the Authority's water distribution, sewer collection, pump station system and wastewater treatment plants
    - c. Coordinate with Virginia American Water on repair of water system

## **CONCEPT OF OPERATIONS**

- A. In conjunction with information received from the EOC, the lead agency monitors incidents and threats to the County and maintains situational awareness on County facilities and critical infrastructure.

- B. Upon activation of the EOC, the lead agency will provide representation to coordinate requirements and issues. All requests for debris removal will be submitted to the EOC for coordination, validation and/or action. Debris removal will be managed and performed in accordance with the County Debris Management Plan.
- C. Department of Public Works
  1. When the EOC is not activated, the Director of Public Works shall be located at a place of his/her choice to best direct Public Works functions.
  2. When the Policy Group is activated, the Director of Public Works will report to the EOC to participate in the Policy Group. The Public Works division heads and their alternates will be assigned to the Public Works Branch. The Public Works Branch will be incident dependent and will include the necessary division heads and staff essential for the completion of the mission of ESF 3.
  3. The Director of Public Works or designee will direct activities of the Public Works Branch as indicated by the organizational chart. Responsibility will be assigned based on the incident.
- D. The Policy Group and the Public Works Branch may be located in or near the EOC. All other Public Works personnel will carry on their normal duties until notified by their supervisors to report to a specific location or to carry out emergency duties.
- E. The Public Works Branch will have a telephone line to the EOC Policy Group. Cell phones, Nextel Direct Connect and 800 MHZ portable radios will be used to maintain contact with field inspection units as well as to establish communication between applicable divisions in the EOC, Public Works Branch and Public Works Group. Personnel not directly involved will refrain from use of cell phones and telephone lines, which may hamper the flow of emergency communications.
- F. All Public Works personnel located at the Landfill and Balls Ford Road Yard Waste Compost Facility will remain in place. The Solid Waste - Operations Manager will continue normal operations of Solid Waste facilities until further instructions are issued by the Public Works Branch.
- G. Basic operations will require field inspection units monitoring all field locations for initial damage reporting to the Public Works Branch.
  1. Action programs will be initiated by the Public Works Branch to respond as situations arise. On-site coordinators of Public Works activities will be designated as necessary to control the priority of operations, equipment use, personnel assignments and individual on-site reporting.
  2. The Public Works Group will use all its resources to meet objectives assigned in the Incident Action Plan. Engineering and Administration of the Public Works Group will obtain an account code identifying the emergency from the Finance Department, all purchases, services, supplies from inventories and

County personnel costs associated with the emergency will be charged against that code. Time records for County personnel will be maintained, and employees are responsible for reporting time spent in conjunction with the emergency within 72 hours. Reports will be submitted to the employee's respective division.

3. Personnel in the field will report on conditions. Actual engineering analysis of severity and its effects on utilities will be carried out by the responsible agencies as defined in normal day-to-day operations. VDOT will provide analysis of damage to state-maintained roads. Subdivision roads under construction and defaulted subdivision roads will be handled by the Public Works Group. The Public Works Group will be responsible for the post-damage assessment of roads, parking areas and drainage items under construction. This group will also contact developers for the emergency repairs and snow removal from public streets that are not yet accepted by VDOT in the state maintenance system.

#### H. Prince William County Service Authority

1. All water and sanitary sewer issues will be referred to the Prince William County Service Authority.
2. Service Authority operations during a disaster will depend upon the urgency and conditions, with final determinations being made by the General Manager. Divisional assignments and operations are described in detail in Attachment B.
3. During the actual occurrence, Service Authority EOC staff will keep track of conditions and organize response teams and equipment to provide a timely and appropriate response to the locations with the greatest needs.
4. The need for additional personnel and/or equipment will be relayed by the field supervisor or division head to the General Manager in the EOC via radio 800 MHz or telephone.
5. Completion of a task or mission is immediately reported to the General Manager in the EOC.
6. Radio communications capabilities within the Authority should be adequate to handle most emergency or disaster situations.
7. Day-to-day communications procedures should remain in effect during emergency operations with the exception of the following:
  - a. Only essential or emergency messages shall be transmitted by radio. All other messages shall be relayed by telephone or personal contact.
  - b. Emergency medical needs of a life-saving nature shall be directed to the County Communications Center via the 800 MHz radio system.
  - c. If control of disaster operations is being directed from the County EOC, all requests for assistance shall be directed to the General Manager or designee in the EOC.
8. Should a disaster be of such magnitude, departmental assistance may be available from the following sources:

- a. Other County agencies - requests to the emergency services coordinator via the Prince William County Service Authority services coordinator via the Prince William County Service Authority General Manager.
- b. Local Contractors - requests for their support must be coordinated with the General Manager.
- c. Private Businesses - requests for their support must be coordinated with the General Manager.
- d. Adjoining Jurisdictions - requests to the emergency services coordinator via the General Manager.
- e. State, federal and military - requests to the Coordinator of Emergency Management via the General Manager.

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All records and reports will be maintained by individual agencies and submitted to the Department of Public Works for compilation and submission to the Planning Section Documentation Unit.
2. Tracking records and reports of administrative data
  - a. Hours worked
  - b. Location and type of the work performed
  - c. Pay rate of personnel performing work
  - d. Expenditures
    - (1) Purchase orders
    - (2) Invoices
    - (3) Vouchers

### **B. Logistics**

1. Procurement of equipment and supplies

The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM Capability, Size, Amount, Location, Type of resource and Time frame in which it is needed request process.

  - a. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

3. Vehicle Repair and Maintenance
  - a. Employees may be reassigned as necessary to locations other than their normal workplace. In-house services may be supplemented by contracted repair and maintenance services based on contracts maintained by Fleet Management.
  - b. Towing will be provided by County-owned wreckers supplemented by contracted towing services.
  - c. Reciprocal assistance in vehicle repair, maintenance and towing may be provided as needed and as able between Fleet Management and Prince William County Schools Transportation Department.

County Shop/Garage Capacities

HEAVY EQUIPMENT SHOP	LIGHT FLEET SHOP
1 Shop Supv., 3 Mechanics	1 Shop Supervisor, 17 Mechanics, 1 Operator
1 Superintendent 1 Inventory Supervisor, 3 Parts Specialists	
5 Bays	20 Bays

4. Transportation and Evacuation
  - a. A current list of all County vehicles, showing type and department/location, is maintained at all times by Fleet Management and will be available for use as needed in the EOC.
  - b. Vehicles may be appropriated and reassigned by the Director of Public Works according to priority of function, depending on the type of disaster or emergency situation and the needs of County agencies.
  - c. Reciprocal assistance in transportation or evacuation needs may be provided as needed and as able between Fleet Management and Prince William County Schools Transportation Department.
  - d. Public Works personnel will coordinate with PRTC in transportation or evacuation needs
  
5. Vehicle Fuel Management
  - a. Bulk loads of gasoline and diesel fuel are obtained from Quarles, the County's wholesale fuel vendor. As a wholesale buyer, the vendor is able to secure deliveries of fuel when others cannot. The vendor also maintains the fuel sites.
  - b. Fuel is the property of Watchcard until it is pumped from the tank. Quarles has confirmed, however, that municipalities receive the highest priority during emergencies. Further, the automated pumps can be programmed to ration gasoline to select users.
  - c. The primary customers of the two County fuel locations are public safety vehicles. Fire and Rescue vehicles are also fueled at Volunteer Fire Companies' fuel sites.

- d. The in-house provision of fuel is supplemented by Mansfield Oil Company/Voyager Fuel Card (multiple participating stations); Fleet cards provided to select County employees and fuel credit cards kept at Fleet Management.
- e. If the situation warrants, the Director of Public Works may institute procedures for rationing gasoline from the County-owned fuel sites, according to priority of vehicle function.

*In-house provision of fuel <sup>(1)</sup>:*

County pumps, Western District:	10,000 gal. Capacity, Gasoline 10,000 gal. Capacity, Diesel
County pumps, Garfield:	8,000 gal. Capacity, Gasoline 10,000 gal. Capacity, Diesel

- 6. Lost communications procedures shall be as follows:
  - (1) Loss of telephone system - use of WebEOC®, cell phone and Blackberries, Nextel Direct Connect, or 800 MHz portable radio as necessary.
  - (2) Loss of cell phones, Blackberries, and telephone lines - use 800 MHz portable radios, WebEOC and email.
  - (3) Loss of all radio and telephone systems - use individual(s) or messenger(s) to relay information.
  - (4) Use WebEOC or email system when possible.



**Attachment A**  
**Local Construction Contractors and Heavy Equipment Owners**

**Rental Equipment**

Hertz Equipment Rental (Under Contract)  
5529 Wellington Rd.  
Gainesville, VA  
703-753-9494

Rent-A-Crane, Inc.  
9127 Euclid Avenue  
Manassas, VA  
703-365-2244  
800-255-2741 (Lorton Office)

Washington Air Compressor (Under Contract)  
1800 4<sup>th</sup> St NE  
Washington, DC  
202-635-1500

Chesapeake Supply  
8366 Washington Boulevard  
Jessup, MD  
800-483-0885

Sunbelt Rentals (Under Contract)  
8738 Vulcan Lane  
Manassas, VA 20109  
703-369-4690

James River Equipment  
9107 Owens Drive  
Manassas Park, VA 20111  
703-369-1890

Neff Rental Corp (Under Contract)  
4 Commerce Parkway  
Fredericksburg, VA 22406  
540-373-2136

Alban Rentals  
1201 Severn Way  
Sterling, VA  
301-362-0365  
11030 Guilford Rd.  
Annapolis Junction, MD 20701  
301-362-0365

Virginia Crane Rental, Inc.  
8454 Wellington Road  
Manassas, VA  
703-754-4133

United Rentals  
43925 John Mosby Hwy.  
Chantilly, VA 20152  
703-327-2800

**Heavy Equipment**

Branscome Julius, Inc.  
7812 Bethlehem Road  
Manassas, VA  
703-335-1000

Owens & Dove (Under Contract)  
9109 Owens Drive  
Manassas Park, VA 20111  
703-330-0012

Site Works (Under Contract)  
11801 Henderson Road  
Clifton, VA  
703-335-2571

S.W. Rodgers  
5816 Wellington Road  
Gainesville, VA 20156  
703-591-8400

**Specialized Equipment/Services**

Drill and Blast  
Air Power, Inc.  
Route 50, P. O. Box 220098  
Chantilly, VA  
703-471-4071  
703-327-6312

TRI-State Explosives, Inc.  
P. O. Box 3430  
Bethesda, MD  
301-365-2100

**Drilling**

Dominion Water Inc.  
10335 Balls Ford Road  
Manassas, VA  
703-361-9126  
703-369-8953

**Fuel**

Quarles (County Fueling Station Vendor)  
800-805-3835 (24 hours, 7 Days)

Mansfield Oil Company/Voyager Fuel Card  
Government Services  
800-255-6699

E.E. Wine (Landfill Diesel Fuel)  
703-368-6568

**Welding**

Site Works Inc.  
11801 Henderson Road  
Clifton, VA  
703-335-2571

**Pipeline Work**

Prince William Pipeline Corp.  
13003 Occoquan Road  
Woodbridge, VA  
703-494-2188  
703-491-3857  
703-491-3400 (home)

**Potable Water**

The Pure Water Company  
6779 River Road  
Manassas, VA  
703-361-7738

**Scaffolding/Catwalk**

Rainbow Rentals  
6705-A Electronics Drive  
Springfield, VA  
703-916-0800

## **Attachment B**

### **Service Authority Divisional Assignments and Operations**

#### **Part I - General Manager's Office**

I. Mission

General Manager's office plans and directs the activities of the Prince William County Service Authority during emergency operations conditions.

II. Communication

Emergency communications for the General Manager's staff:

A. Radio

1. Emergency Operations Center (EOC)
2. Divisional field offices
3. Divisional mobile units, only essential emergency transmissions should be made on the radio.

B. Telephone

1. Telephones are available in all County/Authority offices and should be used for non-emergency messages or lengthy conversations.
2. A telephone is made available to the General Manager of the Service Authority in the EOC.

III. Tasks

The General Manager's staff shall be responsible for assisting in the coordinating of Departmental emergency operations activities.

IV. Concepts of Operations

(See ESF 3, Concept of Operation)

V. Line of Succession

- A. Deputy General Manager
- B. Director of Operations and Maintenance
- C. Director of Engineering and Wastewater
- D. Deputy Director of Operations and Maintenance
- E. Emergency Dispatcher

#### **Part II - Engineering and Wastewater Division**

I. Mission

To protect, maintain and restore the Authority's wastewater treatment plants and to support the Prince William County Service Authority emergency operations by providing technical assistance to other departments and divisions for the following purposes:

- A. Damage assessments

- B. Coordination of field work with assigned emergency contractors
- C. Field survey data

## II. Communications

- A. Conditions permitting, telephone communication should be used for all calls to the Service Authority Office or the General Manager in the EOC.
- B. Radio communications should be held to essential and emergency calls due to the amount of traffic on the local government channel.

## III. Tasks

- A. The Engineering and Wastewater divisional offices will be assigned the following emergency tasks:
  - 1. Engineers
    - a. Provide engineering support to the Operations and Maintenance Division
    - b. Assist other divisions and departments in damage assessment operations
    - c. Coordinate work with assigned emergency contractors
    - d. Provide engineering assistance to other divisions and departments
  - 2. Drafting
    - a. Maintain drawing records for restoration of facilities
    - b. Record emergency data obtained from the field
  - 3. Inspections
    - a. Perform chlorine tests
    - b. Take and deliver bacterial samples to the lab
    - c. Assist Operations and Maintenance Division in valve operations
    - d. Coordinate field work with assigned emergency contractors
  - 4. Surveys
    - a. Provide field location of valves and lines
    - b. Provide field survey data to Engineering and Operations
  - 5. Administration
    - a. Maintain utility files
    - b. Provide personnel for telephone and radio communications
- B. Emergency responsibilities may be reassigned as the General Manager of the Service Authority deems necessary.

## IV. Concept of Operations

### A. Pre-emergency

Pre-emergency conditions are broken down into three phases; each phase indicates the potential for this County to experience the effects of a disaster. When

advised by the General Manager of the Service Authority of potential disaster conditions, the staff shall take the following actions associated with each phase:

1. Phase I - A potential disaster situation exists, but it is not yet threatening this County
  - a. Notify all supervisory personnel
  - b. Review emergency plan
  - c. Review emergency resources
  - d. Pre-position personnel if requested by the General Manager of the Service Authority
2. Phase II - The disaster potential has increased, and it is likely to become imminent
  - a. Brief all supervisory personnel concerning the potential disaster conditions and possible activation of this plan
  - b. Pre-position personnel as required
  - c. Report to the General Manager of the Service Authority concerning actions
3. Phase III - A disaster appears imminent
  - a. Request all emergency personnel to report to their pre-assigned locations
  - b. Confirm pre-positioning of emergency personnel
  - c. Report to the General Manager of the Service Authority in the EOC concerning the division's readiness
  - d. Establish radio or telephone contact with divisional field operations as necessary

B. Emergency Operations

1. The director of Engineering and Wastewater shall oversee the operation of the Engineering Division from his/her office in the Service Authority building at 4 County Complex Court, or at the request of the General Manager's office, he/she may report to the EOC.
2. The director of Engineering and Wastewater shall report all operations in progress to the General Manager in the EOC.
3. All requests for assistance shall be directed to the General Manager of the Service Authority.
4. Any conflicting emergency priority requests shall be decided upon by the General Manager of the Service Authority.
5. Radio communications by field personnel shall be held to minimum and only transmissions of an emergency nature are authorized.

V. Line of Succession

- A. Director of Engineering
- B. Deputy Director of Engineering
- C. Deputy Director of Wastewater

## **Part III - Operations and Maintenance Division**

### **I. Mission**

To protect, maintain and restore the water distribution system, water pump stations, sewer collection system and sewer pump stations during an emergency.

### **II. Communications**

- A. Conditions permitting, telephone communications should be used for all non-essential calls to the Service Authority Operations and Maintenance Division, or the General Manager in the EOC.
- B. Radio communications should be held to essential and emergency calls due to the amount of traffic.

### **III. Tasks**

The Operations and Maintenance Division will be responsible for performing the following emergency tasks:

#### **A. Administration**

- 1. Dispatch personnel and equipment and log information from field crews
- 2. Maintain contact with the General Manager in the EOC
- 3. Maintain records of emergency problem areas
- 4. Monitor road closures and weather reports
- 5. Obtain and deliver needed materials to each site
- 6. Ensure operation of emergency equipment
- 7. Monitor water and sewage pump station parameters
- 8. Coordinate with other departments and divisions for emergency equipment repair
- 9. Coordinate monitoring of water quality samples
- 10. Assist with testing services for the Prince William Health District.

#### **B. Water Distribution**

- 1. Repair, replace and rechlorinate, as required, main lines and service piping
- 2. Specific assignments are shown in tasks

#### **C. Water Pump Stations**

- 1. Maintain, protect and restore the water pumping stations to prevent contamination
- 2. Provide adequate water supply for consumption and fire protection
- 3. Specific assignments are shown in tasks.

#### **D. Sewer Collection**

- 1. Protect, maintain and restore sewer collection within the County
- 2. Specific assignments will be in accordance with tasks

#### **E. Sewer Pump Stations**

1. Protect, maintain and restore the sewer pumping stations to prevent contamination and health hazards
2. Specific assignments will be in accordance with tasks

F. Divisional tasks may vary as operational requirements increase or decrease for the Service Authority

#### IV. Concept of Operations

##### A. Pre-emergency

Pre-emergency conditions are broken into three phases; each phase indicates the potential for this County to experience the effects of a disaster. When advised by the General Manager of the Service Authority of potential disaster conditions, the director of Operations will take the following actions with each phase:

1. Phase I - A potential disaster situation exists
  - a. Notify all supervisory personnel
  - b. Review emergency plan
  - c. Review equipment resources
  - d. Pre-position equipment if desired or requested by the General Manager of the Service Authority
2. Phase II - The disaster potential has increased and is likely to become imminent
  - a. Brief all supervisory personnel concerning the potential disaster conditions and possible activation of this plan
  - b. Pre-position equipment as required
  - c. Report to the General Manager of the Service Authority concerning actions taken
3. Phase III - A disaster appears imminent
  - a. Request all emergency personnel to report to pre-assigned locations
  - b. Confirm pre-positioning of emergency equipment and personnel, recognizing that personnel safety is the number one priority until environmental conditions are tenable.
  - c. Report to the General Manager of the Service Authority concerning the division's readiness
  - d. Establish radio or telephone contact with satellite field operations as necessary

##### B. Emergency Operations

The Director of Operations and Maintenance shall oversee the functions of the Operations and Maintenance Division from his/her office at 5 County Complex Court.

1. The Director of Operations and Maintenance shall report all operations in progress to the General Manager in the EOC.



2. All requests for assistance shall be directed to the General Manager of the Service Authority via the Director of Operations and Maintenance.
  3. Any conflicting emergency priority requests shall be decided upon by the General Manager of the Service Authority.
  4. Radio communications by field personnel shall be held to a minimum and only transmission of an emergency nature are authorized.
- C. Post-emergency Operations
1. Although still under emergency conditions, post-emergency operations are concerned primarily with cleanup and other operations that take place to restore the County back to normal.
  2. Adjustments shall be made to personnel and equipment as emergency operations diminish.
  3. Operational priorities shall be made by the General Manager of the Service Authority.
- D. Line of Succession
1. Director of Operations and Maintenance
  2. Deputy Director of Operations and Maintenance
  3. Technical Support Group Leader
  4. Utility Supervisor
  5. Assistant Utility Supervisor

#### **Part IV - Customer Services Division**

##### **I. Mission**

The mission of the Customer Service Department is to support the Prince William County Service Authority Emergency Operations Plan by providing equipment and personnel for performing the following:

- A. Answering telephones
- B. Radio dispatching
- C. Emergency water turn-offs

##### **II. Tasks**

- A. The Customer Services Division will be responsible for performing the following emergency tasks:
  1. Answering incoming telephone calls
  2. Dispatching information to meter and field service aides or to Operations and Maintenance dispatchers
  3. Responding to emergency turn-off requests
  4. Repairing meter leaks
  5. Responding to no water and low water pressure complaints
  6. Assisting the Operations and Maintenance Division on water line maintenance emergencies
- B. Divisional tasks may vary as operational requirements increase or decrease for the Service Authority.

##### **III. Concept of Operations**

A. Pre-emergency

Pre-emergency conditions are broken into three phases; each phase indicates the potential for this County to experience the efforts of a disaster. When advised by the General Manager of the Service Authority of potential disaster conditions, the Director of Finance will take the following actions associated with each phase.

1. Phase I - A potential disaster situation exists
  - a. Notify all supervisory personnel
  - b. Review emergency plans
  - c. Review emergency resources
  - d. Pre-position equipment if desired or requested by the General Manager of the Service Authority
2. Phase II - The disaster potential has increased and is likely to become imminent
  - a. Brief all supervisory personnel concerning the potential disaster conditions and possible activation of this plan
  - b. Pre-position equipment as required
  - c. Report to the General Manager of the Service Authority concerning actions taken
3. Phase III - A disaster appears imminent
  - a. Request all emergency personnel to report to pre-assigned locations
  - b. Confirm pre-positioning of emergency equipment and personnel
  - c. Report to the General Manager of the Service Authority concerning the division's readiness
  - d. Establish radio or telephone contact with satellite field operations as necessary

B. Emergency Operations

1. The Director of Finance shall oversee the functions of the Customer Services Division from his/her office at 4 County Complex Court.
2. The director of Finance shall report all operations in progress to the General Manager in the EOC.
3. All requests for assistance shall be directed to the General Manager of the Service Authority via the Director of Finance. Priority requests shall be determined by the Coordinator of Emergency Management.
4. Any conflicting emergency priority requests shall be decided upon by the General Manager of the Service Authority.
5. Radio communications by field personnel shall be held to a minimum and only transmissions of an emergency nature are authorized.

C. Post-emergency Operations

1. Although still under emergency conditions, post-emergency operations are concerned primarily with cleanup and other operations to restore the County back to normal.

2. Adjustments shall be made to personnel and equipment as emergency operations diminish.
3. Operational priorities shall be made by the General Manager of the Service Authority.

IV. Line of Succession (See Contact Folder for telephone numbers)

- A. Director of Finance
- B. Accounting Manager
- C. Customer Service Manager
- D. Assistant Customer Service Manager

V. Operations Dispersal and Work Accomplishment

The General Manager will decide which dispersal plan will be implemented depending on the situation. The various contingency plans (freeze, hurricane, strike, pandemic etc.) contained in the Service Authority Emergency Operations Plan will be consulted and followed as appropriate.

- A. Crews report to job locations assigned through supervisors.
- B. Crews return home with equipment and await notification to report to assigned dispersal areas.

**ESF 3B SNOW REMOVAL PLAN  
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Revised: 12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

It is important to remove accumulated snow from County facilities and other designated areas to ensure access by employees and citizens, and to maintain normal government operations and services to the maximum extent possible. This ESF provides guidance on how to quickly call in additional resources to supplement the routine snow plan and prepare to handle additional work assignments as directed by the Office of Emergency Management.

## **AUTHORITIES AND REFERENCES**

There are no specific Authorities or References that relate to this ESF.

## **PURPOSE**

The purpose of this ESF is to define how snow will be removed from County facilities to ensure access and maintain government operations.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

The average seasonal snowfall for the region as measured at Washington Reagan National and Dulles International Airports by the National Weather Service is between 16.6 and 22.8 inches. Snowfall occurs several times a season and the accumulation of snow results in limited access to County facilities and interferes with transportation. Prince William County rarely experiences a major snowstorm in which the severity of the storm exceeds the capability of the County's assets to clear the snow from the County facilities in a safe and timely manner.

### **B. Assumptions**

1. The average snowfall will be within the expected range.
2. Weather forecasts will be accurate enough to provide sufficient warning to mobilize personnel, equipment and contractors.
3. Personnel and equipment resources required that are not currently County assets will be available from regional sources.
4. This ESF will be put into effect when the routine snow removal plan becomes ineffective.
5. All available County-owned equipment assigned to the division is being utilized.
6. Movement is affected by the nature and scope of the snow.
7. Fleet Maintenance will be available to provide vehicle maintenance support and wrecker service as necessary.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The Director of Public Works is responsible for planning, organizing and coordinating snow removal operations.

2. Other County departments will be prepared to provide assistance to the Department of Public Works.

B. Assignment of Responsibilities

1. In the event of an emergency, the Chief of the Buildings and Grounds Division will assume full responsibility for efficient coordination of the following groups that will be necessary in carrying out the mission:
  - a. Buildings and Grounds Administration: Office staff will be brought in or take action from home to call contractors who have necessary equipment and material at strategic locations to assist in snow removal.
  - b. Courier support will be available for special assignments as directed.
  - c. Building Operations Supervisors and staff are expected to be at their hubs or other designated locations coordinating and conducting regular snow removal efforts. Upon direction they will shift priorities to support emergency operations.
  - d. Grounds Maintenance Staff and Housekeeping Staff: It is assumed that members of this group have already put in more than eight hours in snow removal actions. Supervisors will start to rotate these employees so utilization of all available assigned equipment can be maximized.
  - e. Buildings and Grounds Division priorities during the emergency would be as follows:
    - (1) Gas pumps - Gar-Field and Western District Police Stations
    - (2) County Complex
    - (3) Police access - Gar-Field and Western District Police Stations
    - (4) Juvenile Detention Center
    - (5) Facilities operating 24-hours per day such as: Molinari Shelter, Animal Shelter, Hilda Barg Homeless Prevention Center and Hypothermia Unit/Winter Shelter.
    - (6) National Guard Armory (mobilization only)
    - (7) Assist at Adult Detention Center

2. Environmental Services Division Snow Plow Responsibility

- a. County Designated Areas (by priority)
  - (1) Landfill and Fleet yard (sand)
  - (2) Balls Ford Facility Mulch Yard
  - (3) River Heritage Trail by High School
  - (4) Railroad Avenue
  - (5) Innovation Technology Park (Innovation Drive)
  - (6) Mockingbird Heights
  - (7) Defaulted Subdivisions
  - (8) Post Office Road (behind B.J.'s Wholesale)

3. Property Management Division will facilitate snow removal from leased County properties through coordination with building owners/management.
4. Department of Development Services will provide inspectors from its Building Development Division to evaluate roof loading and snow accumulation and provide advice regarding occupancy issues upon request.

## **CONCEPT OF OPERATIONS**

- A. The Department of Public Works will coordinate snow removal activities for the County using County staff and equipment supplemented by contractors when necessary.
- B. Communications with employees will be by cell phones/Nextel radio and commercial phones, or 800 MHz portable radio in the event commercial/cell phone communication services are not available.
- C. The Department of Public Works will provide staff to the Emergency Operations Center (EOC) or other designated command centers upon request from the Office of Emergency Management.
- D. The Department of Public Works will be responsible for soliciting other qualified County employees for assistance as required, mainly in relief of operating snow removal equipment.
- E. The Department of Public Works will re-assess priorities and respond to requests for assistance from the Office of Emergency Management.
- F. The Buildings and Grounds Division will centralize coordination of their resources from the building at 9412 Peabody Street, Manassas. Buildings and Grounds Operations Center - Phone 703-792-6390.
- G. Priorities will be changed as necessary by the Office of Emergency Management and the Director of Public Works for handling facilities not listed.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  1. All records and reports will be maintained by each Public Works Division and submitted to the assigned Department Coordinator for compilation and submission to the Planning Section Documentation Unit as directed.
  2. Tracking records and reports of administrative data
    - a. Hours worked
    - b. Location and type of the work performed
    - c. Pay rate of personnel performing work
    - d. Expenditures
      - (1) Purchase orders
      - (2) Invoices
      - (3) Vouchers
  3. Detailed records regarding costs associated with snow removal operations will be maintained to provide input for requests for disaster assistance funds.
  4. The Environmental Services Division has limited resources for snow removal in expanded areas of responsibility. The crew chief will decide if extended working



hours may be necessary in addition to allocating the most efficient use of team members and equipment within the crew. Activity records and time sheets will be submitted daily.

- a. This organizational structure will remain in effect until snow removal activities have been completed. Normal working hours will be re-established for all employees unless team members work more than a normal shift. In this instance, schedules will be adjusted to eliminate continued work in successive shifts.
- b. During scheduled absence of the crew chief, the crew supervisor will assume responsibility of the crew team during follow-up shifts of extended involvement.
- c. The Environmental Services Division chief has the authority to reorganize/reschedule crews as the situation warrants.
- d. With the Director's concurrence, the Environmental Services Division Chief can authorize personnel to take a 4x4 vehicle home to shuttle the crew.
- e. The Environmental Services Division Chief is to be informed if the crew chief is unavailable at home in the event of snow forecast.
- f. The Environmental Services Division chief is to be kept informed of field activities.
- g. The activation of the snow removal plan may be partial for a specific area. The crew chief will coordinate resources accordingly.
- h. Crew chiefs are responsible for winterizing the equipment before November 15. Installation of snow plows is also to be completed by November 15.

## B. Logistics

### 1. Procurement of equipment and supplies

- a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
  - (1) Capability
  - (2) Size
  - (3) Amount
  - (4) Location
  - (5) Type of resource
  - (6) Time frame in which it is needed
- b. Specialized equipment or supplies will also be requested through the Logistics Section.

### 2. Personnel

- a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
- b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:

[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev121208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev121208_0.pdf)

- C. Buildings and Grounds will maintain an initial stock of ice-melting chemicals for immediate use at major County buildings. Additional supplies will be stored at the Buildings and Grounds Warehouse.
- D. Material availability: Additional and replacement materials are available and will be obtained from local sources in accordance with existing procedures and contracts.

F. B&G Snow Equipment (by Hub):

1. Manassas and Judicial Center Hubs

4x4 pickup trucks (6) with blades	Snow Scrapers	Gator
2 Sand trucks	Snow Scoops	
Snow blowers (5 3)	De-Icer	
Ice melt spreaders		

2. Central Hub:

4x4 pickup truck with blade	Snow Scrapers	Gator (2)
Snow Scoops		
Kubota tractor with blade	Snow Blower	
De-Icer	Ice Melt Spreader	

3. Eastern Hub:

4x4 Pick Up truck with blade	Snow Scrapers	Gator
Wheel Horse tractor with blade	Snow Scoops	
Snow Blowers (2)	De-Icer	
Ice Melt Spreader		

4. B&G - Western Hub:

4X4 Pick Up with blade	Snow Scrapers	
Wheel Horse tractor with blade	Snow Scoop	
Ice Melt Spreader	De-Icer	

5. B&G - Independent Hill Hub

Kubota tractor with blade	Snow Scrapers	
Snow Scoops		
Ice Melt Spreader		

Environmental Services Division - Snow Equipment			
Pickup with plow & sander & plow	ES 3440		
Pickup with plow & sander & plow	ES 3418		
Boom Truck with plow & sander	ES 1565 & ES 1565 & ES 2828		
Small Dump truck with plow & sander	ES 1560 & ES 128 & ES 1804		
Motor Grader	ES 1027		
B21 Kubota	ES 1699		
Kubota Tractor	ES 2145		
Backhoe	ES 1924		
Skid Steer	ES 2797		
Case Rubber Tire Loader	ES 2536		
Snow Blower	ES 1471		
Track Bobcat	ES 2663		
Track Bobcat	ES 2990		
Vehicles 4x4	ES 1573	ES 2677	ES 2036
	ES 1574	ES 2678	ES 2184
	ES 1617	ES 2757	ES 2189
	ES 1535	ES 2805	ES 3436
	ES 2693	ES 2817	ES 3360
	ES 2674	ES 2818	ES 3490
	ES 2675	ES 3234	
	ES 2676	ES 3439	
	ES 2519		

**ESF 3C LAKE JACKSON DAM PLAN  
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**ATTACHMENTS**

<b>Attachment A</b>	<b>Lake Jackson Dam Log Incident Report</b>
<b>Attachment B</b>	<b>Lake Jackson Dam Operation Plan and Schedule</b>
<b>Attachment C</b>	<b>Monthly Inspections by Operator of Lake Jackson Dam</b>

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12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource, Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

This ESF provides procedures for responding to an emergency at Lake Jackson Dam.

## AUTHORITIES AND REFERENCES

There are no specific Authorities or References that relate to this ESF.

## PURPOSE

This plan provides general procedures and defines responsibilities for the operation of Lake Jackson Dam and for emergency actions if conditions so require. For ease of identification, various stages of activity have been outlined depending upon the water level in Lake Jackson, rainfall intensity, and/or dam conditions. The stages are listed below and described in more detail in subsequent sections.

## SITUATION AND ASSUMPTIONS

### A. Situation

#### 1. Stage 1: Flood Watch

##### a. Phase A - Rain is falling

Action: The Public Safety Communications Center monitors weather forecasts and actual observed rainfall during non-working hours, and Public Works monitors during working hours.

##### b. Phase B - Heavy rain is occurring (1 inch or more in a 24-hour period).

The taintor gate is not open. Note: Peak flows lag peak rain by more than 12 hours.

(1) Action: Monitoring equipment located at the dam will notify the Public Safety Communications Center (PSCC) when the Public Works operator is to be informed of water level greater than 1.5 feet. In addition, after heavy rains, the PSCC (non-working hours) or the Department of Public Works (working hours) monitors the dam level at least every 2 hours and places the Department of Public Works operator on call when the water level is 1.5 feet and rising. After the operator is on call, the Department of Public Works will have sole responsibility for future monitoring during that storm event. The operator will monitor the water level and will proceed to open the gate if water level is 1.5 feet and rising. The opening of the gate automatically declares a Stage 2 condition. Monitoring equipment also reports water level less than 0.

(2) The PSCC will report all calls by the monitoring equipment to the Public Works operator as soon as received. (NOTE: The equipment will also notify the PSCC of low water, and the Department of Public Works needs that report. If the PSCC calls the beeper number, the

operator will call back to acknowledge. If acknowledgment is not promptly received, the PSCC will call ranking operators until reaching an operator.)

2. Stage 2: Flood Warnings

- a. Phase A - Water is over 2 feet above spillway and rising or the taintor gate is being operated.

Action: The Department of Public Works operator will monitor the water level every 2 hours. He/she operates the gate to maintain level between 0.5 and 3 feet, if possible.

- b. Phase B - Water has reached 4.5 feet is continuing to rise, and rain has fallen anytime in the past 24 hours.

Action: The dam operator must notify the PSCC. The Department of Fire and Rescue then prepares for possible evacuation of residents in low-lying areas.

3. Stage 3: Dam Emergency

- a. Phase A -The water level is 6.5 feet and rising, or there are visual indications of potential dam failure.

(1) Action: The Department of Public Works will notify the PSCC Center of dam emergency and will update changes in the situation. The Department of Fire and Rescue will notify the Coordinator of Emergency Management; all affected upstream and downstream residents must be evacuated.

(2) In case of a potential dam failure during a period of low flow, the river downstream and the lake should be kept clear of fishermen and boaters. No residents need to be evacuated.

- b. Phase B - Dam Breach Occurs

Action: The PSCC should secure the area, check the Route 234 bridge for obvious displacement, and check the area within sight of the Route 234 bridge for rescue needs. The Department of Public Works will notify the Department of Conservation and Recreation's Division of Soil and Water Conservation Dam Safety Section and the Virginia Department of Transportation.

B. Assumptions  
(See ESF 3)

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

The following table indicates major functional areas and the agencies that are responsible.

<u>Major Function</u>	<u>Agency</u>
Monitor Weather	Department of Public Works (working hours) Department of Fire and Rescue (non-working hours)
Monitor Water Level at Dam	Public Works (working hours) PSCC (during non-working hours) Lake Jackson Volunteer Fire Department
Dam Operation	Public Works (primary) Lake Jackson Volunteer Fire Department (secondary)
Evacuation	Department of Fire and Rescue Police

B. Assignment of Responsibilities

(See ESF 3)

## CONCEPT OF OPERATIONS

### A. Stage 1: Flood Watch

Since intensity and duration of rain storms determine the rate of water rise in the lake, careful monitoring of weather reports is essential when precipitation is occurring. In addition to "official" weather forecasts, personal observations and citizen reports of heavy rains will also be a basis for moving into Stage 1 Phase B, thus beginning the monitoring of water levels.

1. Phase A - Rain is falling
  - a. Action: Agencies responsible for monitoring weather reports once rain is falling are:
    - (1) Public Works during working hours (primary)
    - (2) Department of Fire and Rescue during non-working hours only (primary) and Public Works Dam Operator who gets e-notification when level reaches 1.5 feet (secondary).
    - (3) The National Weather Service (NWS) should be consulted for an accurate weather forecast for the area (website at [www.nws.noaa.gov](http://www.nws.noaa.gov) or weather band radio)
2. Phase B - Heavy rain is occurring (1 inch or more in a 24-hour period). The taintor gate is not open. Note: Peak flows lag peak rain by more than 12 hours.
  - a. Action: A Phase B flood watch may be declared by the PSCC or the Chief of the Watershed Management Branch of Public Works should forecasting or other reports indicate that the watershed is receiving heavy rain (1" or more in a 24-hour period). PSCC (non-working hours) or Department of Public Works (working hours) will monitor the water level every 2 hours until the water level is no longer rising. (NOTE: Peak flows lag rainfall by more than 12 hours.) If the water level reaches 1.5 feet and



additional rise seems likely, the designated dam operator will be placed on call by the PSCC during non-working hours and the Chief of the Watershed Management Branch during working hours. Monitoring equipment on the dam will notify PSCC of a water level of 1.5 feet. Should the designated gate operator discover by any means water levels in excess of 1.5 feet, he will be considered to have been placed on-call and will notify PSCC of operator on duty

- b. After being placed on call, the operator will be solely responsible for monitoring for the remainder of that storm event. The operator should remain in the local area as long as this watch is in effect. The dam operators will be personally designated by the Department of Public Works. If the designated operators cannot be reached or due to unusual weather conditions cannot gain access to the dam, the Lake Jackson Volunteer Fire Department personnel will be the backup dam operators.
- c. The dam operator will monitor the water level at the dam during this stage at least every 2 hours at all times, including during the night. In practice, water levels rise very fast with heavy storms. For intense storms, the operator will proceed to the dam when notified of a 1.5 foot level. Reading of the water level will be recorded in the incident log report (see Addendum 2). If the sensor is inoperative, the Occoquan Watershed Monitoring Lab should be contacted immediately and the appropriate repairs made as soon as possible.
- d. When the lake level is 1.5 feet and rising or notification is given that a flood peak will occur and the lake level is over 1.0 foot, the dam operator will declare Stage 2 condition and will open the taintor gate. The dam operator will notify the PSCC. The operator will record actions in the dam operation log. (Addendum 3 specifies the procedure for accessing the dam and operating the taintor gate).
- e. The dam operators are expected to show initiative and judgment during periods of extreme weather. When storms that obviously will produce flooding are occurring, dam operators are encouraged to begin to operate the gate before the 1.5 foot level is reached so long as the level is not permitted to go below 0 feet.

## B. Stage 2: Flood Warnings

A declaration of a Stage 2 condition (made by the dam operator) will indicate that a flood warning is in effect. During a Stage 2 condition, all readings (remote sensor or visual) and all actions taken (raising the taintor gate) will be recorded in the incident log report by the dam gate operator.

1. Phase A - Water is over 2 feet above spillway and rising or the taintor gate is being operated

Action: In the Stage 2 condition, readings of the remote sensor will be made by the dam operator every 2 hours. The dam gate operator will open the flood taintor gate in such a manner as to overcome the rate of rise in the

water level and attempt to keep the water level between 0.5 and 3 feet. This may be done at his/her discretion and will vary with intensity/duration factors. Visual checks on the water level will be made at every visit to the dam itself when the flood gate is being operated. The gate may be closed in stages.. In the event of any condition which would preclude normal gate operation, the dam gate operator will immediately notify the Department of Public Works Buildings and Grounds Division, PSCC, the Director of Public Works and the Watershed Branch Chief

2. Phase B - Water has reached 4.5 feet, is continuing to rise, and rain has fallen anytime in the past 24 hours

Action: In the event that the gate is completely open, water level reaches 4.5 feet and is continuing to rise, and rain has fallen in the previous 24 hours; the dam gate operator will declare a Stage 2 Phase B condition and notify the PSCC and the Director of Public Works and the Chief of the Department of Fire and Rescue when a Stage 2 Phase B is declared (see Addendum 1). The Department of Fire and Rescue will notify and prepare to evacuate residents on the lake or below the dam that live in houses at low elevations on the lake or below the dam should the gate be open at 4.5 feet and levels continue to rise

### C. Stage 3: Dam Emergency

When the water level in the lake exceeds the 6.5 foot level and is rising (and the taintor gate should be fully open) or any conditions are observed that may threaten the dam's structural integrity, a Stage 3 condition will be declared by the dam operator. A declaration of a Stage 3 condition by the dam operator will indicate that a dam emergency is in effect. The dam operator will notify the PSCC of a Stage 3 condition.

1. Phase A - The water level is 6.5 feet and rising, or there are visual indications of potential dam failure.

Action: A dam emergency will require the immediate notification by the PSCC of the following individuals:

- a. Uniformed Fire and Rescue Officer (UFRO, usually the Fire and Rescue Lt. on duty
- b. Coordinator of Emergency Management (Coordinator notifies the Director of Emergency Management)
- c. Chief of Police
- d. Director of Public Works
- e. VDOT
  - (1) Manassas Residency 703-366-1900
- f. Prince William County Park Rangers
  - (1) Park Rangers Office 703-361-7182
  - (2) Lake Ridge Park 703-494-5564
- g. Fairfax County Water Authority
  - (1) Occoquan Reservoir Dam 703-494-1383

- (2) Administration Building 703-698-5613
- h. Prince William Marine Sales 703-550-9808
- i. Mayor, Town of Occoquan 703-491-1918
- j. Department of Fire and Rescue, directly or by enlisting the aid of the Prince William County Police Department, will have the responsibility of evacuating affected persons both above and below the dam location. Communications will be maintained according to ESF 2, Communications. Affected persons include:
  - (1) Downstream fishermen and boaters and upstream boaters if "sunny day" problem
  - (2) Occupant, [11380 Sand Bridge Court](#), phone unlisted
  - (3) Occupant, [11400 Sand Bridge Court](#), phone unlisted
  - (4) Upstream occupants in low areas
  - (5) Persons not directly included with operation or maintenance of the dam (fishermen, gawkers) will be evacuated from the area. Affected downstream commercial establishments and residents will be evacuated as noted. Evacuated persons will be provided shelter in city or county schools or other shelters as designated in the evacuation notice.
  - (6) Once the area is evacuated, the person designated by the Chief of Police will secure the area from access except for official business.
  - (7) The Route 234 Bridge may be closed at the discretion of VDOT and the Coordinator of Emergency Management.
  - (8) Water level readings will continue to be read by the dam operator every hour until the water level is back to within 4 feet and once every 2 hours until the gate can be closed.

## 2. Phase B - Dam Breach Occurs

Action: This phase should be declared when an actual breach occurs. The Department of Fire and Rescue and the Police Department will have the responsibility for rescue efforts and securing the area. NOTE: All structures that would be flooded by a dam failure are between the dam and the Route 234 bridge. As this damage is associated with events larger than the Agnes 1972 flood, the decision of closing the Route 234 bridge and the Dam Site Restaurant (if reopened) will have already been made for water level reasons. A "sunny day" dam breach is another situation as it would endanger boaters on Lake Jackson and fishermen and boaters below.

- a. An official from the Department of Conservation and Recreation's Division of Soil and Water Conservation Dam Safety Section shall be notified as soon as possible by the Department of Public Works.
- b. If water quality above or below the dam is affected by an emergency at the dam, officials from the Virginia Department of Environmental Quality shall also be notified.

## ADMINISTRATION AND LOGISTICS

### A. Administration

1. All records and reports will be maintained by Public Works, Environmental Services Division, and Watershed Management Branch.
2. Tracking records and reports of administrative data
  - a. Hours worked
  - b. Location and type of the work performed
  - c. Pay rate of personnel performing work
3. Expenditures
  - (1) Purchase orders
  - (2) Invoices
  - (3) Vouchers

### B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capitol Region (NCR) mutual aid agreements (MAAs) that are currently in place.
  - b. Additional personnel requests will be requested via the SMA program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)



## **Attachment B**

### **Lake Jackson Dam Operation Plan and Schedule**

1. Unlock fence gates.
2. Check in with the Public Safety Communications Center (PSCC) via the telephone in the building inside second gate and advise of estimated time at the dam.
3. By looking at the staff gage, visually verify that the water level corresponds with the remote sensor telephone signal.
4. Unlock winch house on the dam. Verify that the motor circuit breaker is in on position. Verify motor start. Verify winch movement. Check taintor gate area for large obstructing debris that might interfere with operation. Note that the gate equipment does not have over travel stops. The gate can be destroyed if motor is allowed to run after gate is in full up position and rendered non-operational if run past full down.
5. When gate has moved to desired position, return to the winch house and place switch in neutral (stop) position.
6. Note the number of turns the reel has made.
7. Inspection of the winch reel should be made when the gate is placed in the full down position. Winding the reel beyond the match lines will not close the gate further if debris is caught underneath. If the gate is cycled in an attempt to clear debris, follow the above procedure.
8. Lock winch house.
9. "Check out" with the PSCC.
10. Relock all padlocks on access gate.
11. During gate operation, operators may desire to not remain on the catwalk or in the winch house due to heavy rain, low or high temperature, and/or rapidly moving water; however, the operator should remain in close proximity to monitor gate movements and possible problems.
12. A visual, common-sense inspection of the dam and winch assembly will be made on each visit to the dam. If any aspect of the dam looks unusual (i.e., large cracks in structures or malicious tampering), report all facts to your immediate supervisor.
13. Report significant actions taken to the Watershed Management Branch Chief of the Public Works Department via radio or telephone. If action occurs during normal off-duty time, the action should be reported at beginning of next duty day unless instructed otherwise.

#### **Operation Schedule**

The Lake Jackson Dam taintor gate is typically operated on an as-needed basis to attempt to keep Lake Jackson from surcharging more than 3 feet above the non-controlled spillway crest. The operation is irregular as it takes place during and after rainfall events.

On rare occasions, Lake Jackson is drawn down to allow repairs to the dam and/or taintor gate.

#### **Maintenance Plan and Schedule**

##### Monthly

Primary dam operator will inspect the dam and document the inspection using the

proper form.

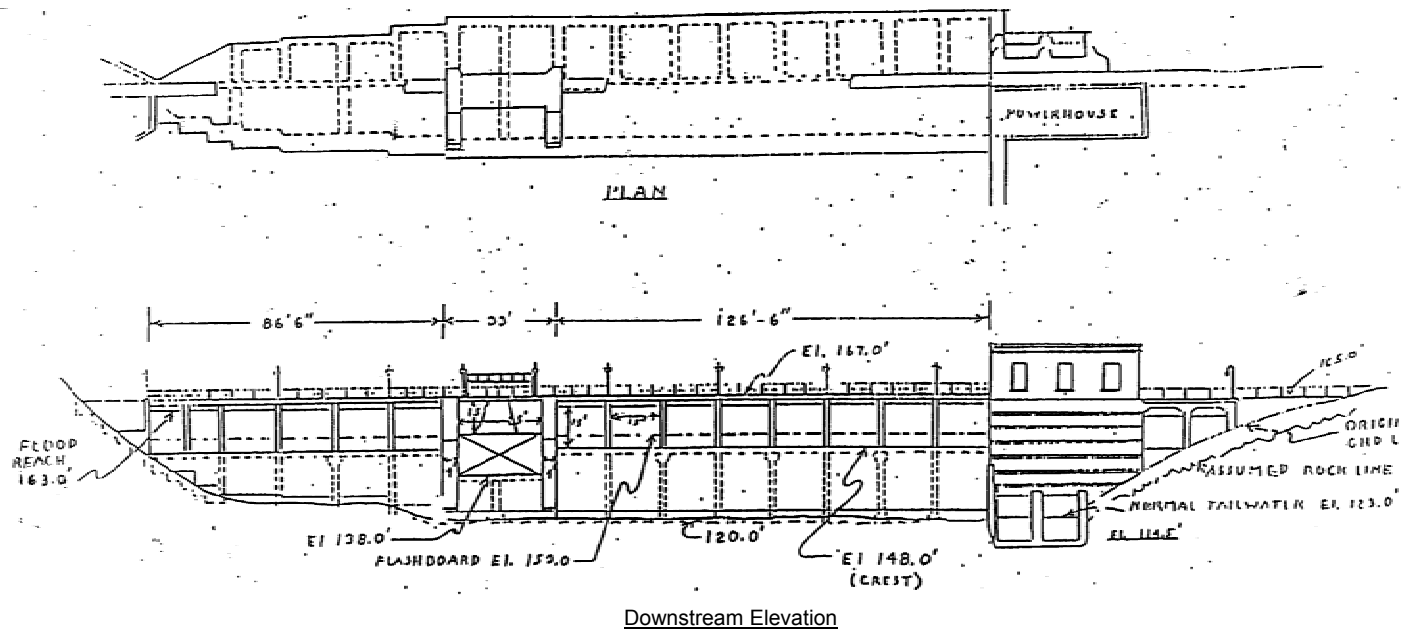
Quarterly

Oil and grease electrical mechanical equipment for operation of taintor gate  
(Department of Public Works Buildings and Grounds Division).

Yearly

Grease pivot points for taintor gate (Department of Public Works/ Buildings and  
Grounds Division).

An engineer from Watershed Management Division will complete the appropriate  
inspection or license/recertification application as required by the Virginia Department of  
Conservation and Recreation (Dam Safety).



Lake Jackson Dam



**Attachment C  
 Monthly Inspection By Operator of Lake Jackson Dam**

Date \_\_\_\_\_ Weather \_\_\_\_\_ Air Temp \_\_\_\_\_ Water Level \_\_\_\_\_

The Condition of the Following Items Are:

	No Obvious Problem	Requires Attention
1. Phone to Public Safety Communications Center	_____	_____
2. Outgoing calls on gage phone	_____	_____
3. Incoming phone calls to gage	_____	_____
4. Gage accuracy	_____	_____
5. Fence, gates, and locks	_____	_____
6. Screens at turbine access ports	_____	_____
7. Vertical alignment of catwalk (sight along handrail)	_____	_____
8. Catwalk surface	_____	_____
9. Debris on crest of dam	_____	_____
10. Condition of concrete on spillway & piers	_____	_____
11. Signs of seepage along downstream foot of dam	_____	_____
12. Signs of concrete scouring downstream of dam	_____	_____
13. Condition of hoist machinery & chains	_____	_____
14. Condition of gate (including paint)	_____	_____
15. Leakage of seal	_____	_____
16. Weep holes on parking lot retaining wall	_____	_____
17. Is the taintor gate capable of opening and closing?	_____	_____
18. Signs of distress of right abutment wall	_____	_____
19. Signs of thrust pier distress at gate pivot points	_____	_____

JANUARY, APRIL, JULY, AND OCTOBER

Has the Department of Public Works/ Buildings and Grounds Division furnished a checklist? \_\_\_\_\_

APRIL

1. Survey shot on reference points movement or after any flood reaching elevations of 16 feet	_____	_____
2. Grease pivot points	_____	_____

Detail on any item requiring action:

Inspector \_\_\_\_\_  
 Date \_\_\_\_\_  
 Branch Chief Review \_\_\_\_\_  
 Date \_\_\_\_\_

NOTE: Annual inspection report to State required each March. See Watershed Management Branch Chief for date of, and application for, State relicensing/recertification.

**ESF 4 FIREFIGHTING  
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**ATTACHMENTS**

**Attachment A      Contingency Community Assessment Critical Activity  
Action Plan Formulation**

**LEAD AGENCY:** Department of Fire and Rescue

**SUPPORT AGENCIES:**

Office of Public Safety Communications

Department of Fire and Rescue, Emergency Management

Revised: 11/01  
12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

The Department of Fire and Rescue's (DFR) mission is to protect lives, property and the environment through timely, professional and humanitarian services essential to the health, safety and well-being of the community. DFR is also charged with providing county-wide leadership and planning prior to and during disasters to mitigate these emergencies in accordance with state and federal laws and regulations. This plan applies to every member of the Fire and Rescue system, career and volunteer, and addresses a coordinated response to large-scale disasters.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. County Code -Chapter 7
2. County Code – Chapter 9.1
3. VA Code Title 27
4. Title 44 Virginia Emergency Services and Disaster Law of 2000, as Amended
5. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents
6. Fire and Rescue Association Policy, Procedures and Directives Section 5.4

### **B. References**

There are no specific References that relate to this ESF.

## **PURPOSE**

The purpose of this ESF is to ensure that the DFR and the member Departments of the Fire and Rescue Association (FRA) are adequately prepared and capable to respond to incidents of all hazards.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

The DFR and the member Departments of the FRA routinely respond to and mitigate emergencies involving fire, EMS, vehicle accidents, HazMat, water rescue and other incidents that threaten the lives and property of the residents and visitors to Prince William County. During periods of major emergencies or disasters, these Departments will be the lead agencies providing emergency response.

### **B. Assumptions**

1. During major emergencies, residents, visitors and the County government will look to the Department of Fire and Rescue to perform life- and property-saving activities.
2. The DFR and the member FRA must be prepared to bear the initial impact of a major incident or disaster without any expectation that assistance will be

immediately available from neighboring jurisdictions, the state or federal agencies.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

The organization of the system-wide components of the Fire and Rescue system are outlined in Chapter 9.1 of the Prince William County Code. The Chair of the FRA or his/her designee is responsible for direction of the Fire and Rescue system.

### **B. Assignment of Responsibilities**

1. Office of the Chief shall provide leadership and management oversight for the Fire and Rescue system.
2. System Support shall provide administrative, technical, logistical and specialty support services.
3. Community Safety shall provide fire prevention compliance and enforcement as well as coordinating public information and shall provide leadership and structure for disaster management, planning and mitigation.
4. Operations shall provide direct emergency fire and rescue response and mitigation.

## **CONCEPT OF OPERATIONS**

- A. Fire and rescue resources will continue to operate and to provide direct services to residents and visitors before, during and after major emergencies or disasters.
- B. Emergency Operations Center (EOC)
  1. Fire and rescue operations, on a county-wide scale, shall be coordinated from the EOC. Incident Commanders in the field will coordinate their needs and report situational status to the EOC either through regular radio communications, by telephone, by email or through other communications media such as Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES) operators assigned to the incident.
  2. DFR and the member Departments of the FRA will be represented in the EOC by:
    - a. Policy Group: The Chief of the DFR or designee as follows:
      - (1) System Support Chief
      - (2) Community Safety Chief
      - (3) Operations Chief
    - b. The Vice Chair of the FRA or designee
    - c. The Fire and Rescue Department Operations Division Chief or designee as follows:

- (1) Special Assistant to the Chief – Battalion Chief
- (2) Planning – Battalion Chief
- (3) Health & Safety – Battalion Chief
- (4) EMS – Battalion Chief
- (5) Operations Division Field Battalion Chief
- d. The Prevention and Preparedness Division Chief or designee as follows:
  - (1) Community Safety – Battalion Chief
  - (2) Logistics – Battalion Chief
  - (3) Training - Battalion Chief
  - (4) A Volunteer Fire and Rescue Chief

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All records and reports will be maintained by the System Support staff; the System Support Assistant Chief or designee will be responsible for logistic and support functions.
2. Tracking records and reports of administrative data
  - a. Hours worked will be completed by the System Support staff.
  - b. Location and type of the work performed will be completed by the System Support staff.
  - c. Pay rate of personnel performing work will be completed by the System Support staff.
  - d. Expenditures will be addressed through normal processes and documentation to include all purchase orders, invoices and vouchers. Exceptions will be addressed on a case-by-case basis by the System Support Senior Administrative Manager or designee.

### **B. Logistics**

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Branch and will follow the VDEM C-SALTT request process The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Branch.

### **2. Personnel**

- a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
  - c. Generally, all staffing issues should be coordinated with the Staffing Office. There are no clear lines of volunteer hours or career hours, and the delivery of services may be career, volunteer or a combination.
    - (1) Volunteer
      - Staffing is accomplished by member volunteer Fire and Rescue companies during the evening hours, on weekends and holidays.
      - During periods of increased readiness, the Chiefs of the volunteer Fire and Rescue companies will notify key personnel within each company. Each company shall have lists of their members, which includes phone numbers and physical addresses in the event that it becomes necessary to mobilize their membership beyond their normal staffing levels. Every effort to coordinate with the Staffing Office should be utilized.
      - In the event of personal emergency situations, volunteer members may have to leave their duty post to attend to personal emergencies.
      - This situation should be monitored and steps taken to adjust deployment to maintain effectiveness and safety.
      - Geographic Battalion Configuration: The five-battalion system will continue to be used during volunteer hours if it can be staffed by the volunteers or a combination of volunteers and career chief officers.
    - (2) Career
      - Emergency Staffing: All career staffing will be coordinated through the DFR. The staffing officer will develop contingency and tiered staffing plans to meet the anticipated needs of the emergency. The Staffing Office will coordinate to the extent possible with the volunteer companies.
      - Geographic Battalion Configuration: The battalion configuration will be fluid to adapt to the situation.
3. Equipment and Supplies
- a. Fire and Rescue Stations will be equipped with emergency generating equipment, which will power:
    - (1) Fuel Pumps
    - (2) Lighting
    - (3) Communications Equipment
    - (4) Bay Doors
    - (5) Battery Chargers

(6) HVAC

- b. Each company should maintain all propane and fuel oil tanks in a full condition during periods of inclement weather. The companies should also develop a plan to obtain additional deliveries in the event of a prolonged incident.
- c. Each company should maintain an adequate supply of food and water for the personnel who will be on duty for at least a three-day period.
- d. Supplies and equipment are fully stocked during periods of increased readiness.
- e. Topping-off of vehicles and equipment fuel tanks will be done daily.

4. Assessment

- a. In the event of a disaster, Fire and Rescue stations will assess their operational status and report their status to ESF 2, Communications. You may also send an email to [pwceoc@pwcgov.org](mailto:pwceoc@pwcgov.org). Status reports should include the following:
  - (1) Phone service will be assessed by the phone call. If the call fails, determine if it is an in-station problem or phone system problem.
  - (2) Electrical power will be assessed by the status of power in the building and if known, in the neighborhood.
- b. Apparatus and equipment will be assessed by checking the following:
  - (1) Will equipment start and operate normally?
  - (2) Are personnel able to respond to emergencies?
- c. Staffing levels will report on-duty strength
- d. All units in an affected area will assess their area for the following and report:
  - (1) Status of streets, highways and bridges. Are roads passable, and can you operate? Report any blockages.
  - (2) Status of electrical power
  - (3) Location of affected areas. What type of problem and what is its perimeter?
  - (4) Number of injured, trapped or dead
  - (5) Type of assistance needed

5. Callback Notification Process

All staffing issues will be addressed through and coordinated with the Staffing Office as identified above.

6. Incident Response

- a. The NOVA Incident Command Operating System will be utilized. This model is compatible with the National Incident Management System as indicated by HSPD-5, Management of Domestic Incidents. This is the model utilized in fire and rescue operations on a daily basis.
- b. Incident response will follow normal operating processes and will be coordinated or modified as necessary to meet the challenges presented during any emergency.



7. Mutual Aid

Mutual aid response outside the boundaries of Prince William County may be discontinued once a local disaster is declared. Mutual aid will only be authorized by the Director of Emergency Management or designee through the EOC.

8. Incident Priorities

During all incidents, resources and decisions will be concentrated using the following priorities, in the following order:

- (1) Life Safety – Risk their lives in a calculated manner to save a life.
- (2) Incident Stabilization – Place themselves in situations with moderate risk to save property.
- (3) Property Conservation – Risk nothing to try and save lives or properties that are already lost.

9. Water Supply Disruption

- a. The rural water supply method for fire extinguishment will be extended to all areas where domestic water is discontinued.
- b. A Water Supply Officer will be designated for the County.
- c. Tankers will be redeployed to fill domestic water supply deficiencies.
- d. Static water-fill sites have been studied to identify all potential water sources in areas normally served by fire hydrants.

10. EMS Issues

- a. EMS incidents will be addressed as directed in Section 5.4 of the Fire and Rescue Association Policy, Procedures and Directives and regional mass casualty plans.
- b. EMS response is addressed in ESF 8, Public Health and Medical Services.

11. Situation Reports

Regular on-going situation reports must be made to the EOC for any significant incident. Reports should be made after initial size-up, as the situation changes, and before leaving the scene. Reports should include:

- a. Number of lives lost
- b. Number of injuries
- c. Number of buildings destroyed (unlivable)
- d. Number of buildings damaged (can be lived in but need repair)
- e. Any disruption to life-lines such as power, water or gas
- f. Any road blockages (road is destroyed or impassable)
- g. Status of Fire and Rescue units that may be damaged or destroyed

12. Other Community Support Functions

Fire and rescue facilities typically become sources of community information for several activities. Companies should consider that their

facilities will be sought out by the public to gather information about any disaster that might strike. Information can be obtained from and should be coordinated with the EOC. Fire and rescue facilities may also be used for briefing locations to acquaint outside support agencies with the problems and needs expected to be fulfilled. Such requests should be forwarded to the on-duty Station Officer or Department Chief for coordination with the appropriate personnel from the volunteer company.

**Attachment A**  
**Contingency Community Assessment Critical Activity Action Plan Formulation**

**PRIORITY:** One

**ISSUE:**

In the event of an unpredicted disaster or upon request after a predicted emergency, assess the status of public safety systems and critical services such as electricity, phone service and other critical services.

**AGENCY:**

Fire and Rescue

Fire stations shall report their status to the EOC; the report should include the following:

Personal injury

Have there been any injuries in the station?

Facility Damage

Has there been any damage to facilities or equipment?

Phone service

This will be ascertained by the phone call.

If the call fails, is it an in-station problem or phone system problem?

Electrical Power

Status of power in building – Are the lights on?

If yes, by street power or generator?

Apparatus and Equipment

Will equipment start and operate normally?

Staffing Levels

Report on-duty strength

Community assessment

Situation in local community, such as injuries, damage, utilities, roadways, etc.

Law Enforcement

Law Enforcement agencies shall report the status of the Garfield and Western District stations to the EOC; the report should include the following:

Personal injury

Have there been any injuries in the station?

Facility Damage

Has there been any damage to facilities or equipment?

Phone service

This will be ascertained by the phone call.

If the call fails, is it an in-station problem or phone system problem?

Electrical Power

Status of power in building: Are the lights on?  
If yes, by street power or generator?

Apparatus and Equipment

Will equipment start and operate normally?

Staffing Levels:

Report on duty strength

Community assessment

Situation in local community, such as, injuries, damage, utilities,  
roadways, etc.

### Detention Centers

The ADC and JDC shall report their status to the EOC; the report should include the following:

Personal injury

Have there been any injuries in the facility?

Facility Damage

Has there been any damage to facilities or equipment?

Phone service

This will be ascertained by the phone call.

If the call fails, is it an in-station problem or phone system problem?

Electrical Power

Status of power in building – Are the lights on?

If yes, by street power or generator?

Staffing Levels

Report on duty strength

### EOC

Contact hospitals and utilities for status report:

Sentara Northern Virginia Medical Center

Prince William Hospital

Heathcote Health Center

Virginia Dominion Power

NOVEC

Columbia Gas

Washington Gas

PW Service Authority

Virginia American Water

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**ATTACHMENTS**

**Attachment A**      **Virginia Department of Emergency Management  
Statewide Mutual Aid Event Agreement**

**LEAD AGENCY:**    Department of Fire and Rescue, Emergency Management

**SUPPORT AGENCIES:**

Amateur Radio Emergency Services/Radio Amateur Civil Emergency Service  
(ARES/RACES)  
County Attorney  
Office of Executive Management  
Department of Finance  
Department of Fire and Rescue  
Department of Information Technology  
Police  
Office of Public Safety Communications  
Department of Public Works  
Risk Management  
Virginia Department of Emergency Management (VDEM)

First Released:    05/04  
Revised:            12/08  
                          12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

ESF 5 will provide coordination and support of field based emergency operations through the efficient and effective management of the EOC and will document the policies and activities for the EOC.

## AUTHORITIES AND REFERENCES

### A. Authorities

Commonwealth of Virginia Emergency Services and Disaster Law of 2000 Title 44, Chapter 3.2, Section 44-146.13 through 44-146.28, and 44-146.34 through 44-146 .40 Code of Virginia (as amended)

### B. References

1. The Commonwealth of Virginia Emergency Operations Plan:  
<http://www.vaemergency.com/em/plans>
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities as of June 2007
3. Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010
4. Superfund Amendments and Reauthorization Act (1986, PL99-499)

## PURPOSE

- A. The purpose of ESF 5 is to provide the framework that will support actions to protect the residents and visitors of Prince William County before, during and after the occurrence of a disaster; to save lives, protect property and the environment; and to facilitate the maintenance of civil order and the continuity of government by:
  1. Managing operations of the County EOC
  2. Coordinating and supporting field based incident management and response efforts to include mission assignments, personnel and materials allocations, incident action planning, financial management, information management and requests for outside assistance
  3. Initiating warnings and coordinating the release of public emergency information with ESF 15, External Affairs
- B. This ESF provides the disaster management organization within the Emergency Operations Center (EOC) that ensures a clear line of authority, promotes interagency coordination, provides adequate information dissemination, manages the EOC and has the capability to be augmented by state and federal personnel when necessary. The EOC is organized utilizing a combination of Incident Command System (ICS) and emergency support function.

## SITUATION AND ASSUMPTIONS



A. Situation

1. In the event of a disaster, the County will use its resources efficiently to protect the health, safety and general welfare of the community by addressing the nationally recognized incident management benchmarks of life safety, incident stabilization and property conservation.
2. Immediate, accurate and comprehensive information is necessary to assess the situation and respond to the emergency.
3. The event may exceed local capabilities and require additional assistance from regional, state and federal departments and agencies.
4. As the situation transitions to recovery the ESF 14, Long-Term Community Recovery will be activated.

B. Assumptions

1. Management, coordination and support functions shall be accomplished at the EOC, allowing on-scene units to concentrate on field tasks.
2. Responsibilities for the performance of ESFs are given to agencies that provide these activities during normal operations.
3. The Director of Emergency Management or designee will exercise direction and overall control of EOC operations.
4. Communications, transportation and critical infrastructure such as information technology systems and utilities, may be affected.
5. In the event of a law enforcement related incident, law enforcement sensitive information will be shared but kept confidential with the EOC staff if the Police Chief, Sheriff or designee does not feel it is appropriate for release to the public.
6. The EOC will produce an EOC Incident Action Plan (IAP) for EOC operations.
7. WebEOC is the incident management system that will be used in the EOC to track events, operations and actions taken in the EOC

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. At an appropriate time indicated and communicated by the Coordinator of Emergency Management, resource requests will be handled through the EOC. Field Incident Commanders (IC) will coordinate their needs with their ESF in the EOC who will process the request following the EOC resource ordering process.
2. Critical resource allocation decisions will be made by the Coordinator of Emergency Management or designee.
3. The ESF representatives in the EOC will provide accurate and timely updates to the Situation Unit Leader on the developments in the field to be shared and provide a common operating picture to all EOC personnel.

4. The Incident Command System organization and structure for incident management in the EOC is presented in the Basic Plan Appendix D.
5. This structure is flexible and has been designed to provide the capability to adjust as an emergency situation develops.
6. This structure may be activated whenever the Director of Emergency Management or designee determines that a situation has occurred or is about to occur that will have an extraordinary impact on the County's residents, visitors, property or environment.
7. The disaster management structure may be implemented with or without a local declaration of an emergency.
8. Department, division or agency heads are responsible for and shall ensure that subordinate personnel are aware of the disaster management structure and are prepared to operate in a respective functional group.
9. ICS/EOC Interface
  - a. Field operations shall utilize the ICS system for management, direction and control of field activity. Each area of operation shall be given a distinct name and shall be under the command of a field Incident Commander or Unified Command.
  - b. Each field IC shall report to the appropriate branch in the Operations Section of the EOC.
  - c. In the event that the number of incidents exceeds the span of control of the branch directors, the branches may be subdivided into divisions or Area Command can be established at the direction of the Coordinator of Emergency Management or designee.
10. The Coordinator of Emergency Management or designee will always be the first position established during any disaster. If the Duty Standby Coordinator cannot be reached, the Coordinator of Emergency Management shall be notified. If neither of these persons can be reached, the Department of Fire and Rescue Assistant Chief of Community Safety shall be notified. If none of the aforementioned can be reached, then it is the duty of the Department of Fire and Rescue Uniformed Fire and Rescue Officer in the Public Safety Communications Center to send a notification to all Standby Coordinators.
11. The Director of Emergency Management or designee shall have the following immediate staff positions to assist:
  - a. The Policy Team consisting of the Director of Emergency Management, the Fire and Rescue Chief, Police Chief, Public Works Director, Director of Communications, County Attorney and Health Director
  - b. The Public Information Officer
  - c. A Liaison Officer
12. The remainder of the EOC staff shall consist of representatives from all County agencies required to implement the Emergency Operations Plan. These representatives should be department heads, deputies or other personnel with the authority to deploy resources from their department and to make critical decisions regarding their department's operation, personnel and the general public.

## B. Assignment of Responsibilities

1. All ESFs, agencies and organizations shall:
  - a. When notified, report to the County EOC and staff requested functions
  - b. Report to the EOC all operational information such as situations involving life safety, damage, and event-related activities
  - c. Provide support for damage assessment
  - d. Utilize the planning process and provide input and support to develop coordinated action plans for implementing their assigned tasks within the IAP
  - e. Record costs and expenditures
  - f. Participate in the development of a post incident summary and/or report at the conclusion of the incident or event.
  - g. Follow the EOC Planning process for all branch activities
2. The Director of Emergency Management or designee shall:
  - a. Establish and promulgate emergency policy decisions
  - b. Provide strategic direction and priorities for field operations
  - c. Provide coordination and support to departments performing emergency activities
  - d. Authorize issuance of public evacuation recommendations
  - e. Support Incident Commanders carrying out EOC directives
  - f. Coordinate, support, direct and re-allocate County assets and resources during an emergency
  - g. Resolve critical resource and policy issues
3. The Policy Group shall:
  - a. Provide guidance and direction to County agencies and partners to ensure effective coordination of resources
  - b. Prepare waivers and legal clearances
  - c. Provide technical assistance/preparation of applications, legal interpretations, or opinions
4. The Government Liaison Officer shall:
  - a. Interact with other government and elected officials on behalf of the Director of Emergency Management
  - b. Serve as a member of the Policy Group
  - c. Input WebEOC information from Policy Group and Director of Emergency Management
5. The Public Information Officer (PIO) shall:
  - a. Coordinate all media and public information releases with the Coordinator of Emergency Management
  - b. Advise Coordinator of Emergency Management or designee on information dissemination and media relations
  - c. Maintain contact lists for area media representatives

- d. Provide public information releases to media sources
  - e. Establish press briefing areas and conduct briefings as deemed appropriate
  - f. Provide assistance in developing and distributing protective action guidance and emergency public information
  - g. Provide information to and obtain information from the Planning Section, the community and the media
  - h. Establish a Joint Information Center (JIC)
  - i. Coordinate with other PIOs in the region to ensure a consistent message
6. The Coordinator of Emergency Management or designee shall:
- a. Provide overall management and coordination of emergency operations
  - b. Establish overall priorities for EOC operations and allocate resources accordingly
  - c. Manage EOC operations, ensure that the planning process is being utilized and ensure that the EOC is adequately staffed to accomplish its mission
  - d. Coordinate the mutual aid resources and coordinate requests for resources from the National Capital Region (NCR) jurisdictions, state, and federal government to support emergency operations
  - e. Provide assistance and support to the Director of Emergency Management
  - f. Coordinate with regional, state, and federal government agencies and private sector partners and resources
  - g. Coordinate the development and dissemination of emergency information to the residents of the County
  - h. Provide situational reports to VDEM
  - i. Provide the Initial Damage Assessment (IDA) to VDEM within 72 hours of incident
7. The EOC Liaison Officer shall:
- a. Assist the Coordinator of Emergency Management or designee by serving as a point of contact for agency representatives who are providing support to the incident
  - b. Provide briefings to and answer questions from supporting agencies
  - c. Disseminate information throughout the EOC and to the support agencies' personnel outside the EOC utilizing radios, telephones, computer networks, electronic mail and any other means that may become available
  - d. Receive and disseminate information and requests to appropriate agencies
  - e. Provide information to the Situation Unit Leader to ensure common operating picture
  - f. Interact and coordinate with Operations Section as it relates to assisting agencies or entities

- g. Monitor local, regional and state WebEOC systems
  - h. Provide WebEOC assistance to EOC personnel
8. The EOC Logistics Section shall:
- a. Coordinate and manage the acquisition and movement of supplies, equipment and personnel in support of the field response operations
  - b. Coordinate and provide emergency relief supplies
  - c. Contribute to the development of the IAP
  - d. Ensure that reports received from outside agencies related to disaster situations are expeditiously forwarded to the Coordinator of Emergency Management or designee
9. The EOC Planning Section shall:
- a. Gather, analyze and disseminate information and intelligence
  - b. Manage the planning process, and exchange and maintain pertinent information to local response agencies
  - c. Ensure IAP completion and approval
  - d. Ensure completion and approval of Situation Reports
  - e. Collect information from local, state and federal organizations and other ESFs, and analyze the data for operational purposes
  - f. Maintain an updated and accurate common operating picture for all EOC personnel
  - g. Work with EOC operations to track tactical assets assigned or working for the EOC
10. The EOC Operations Section shall:
- a. Provide management of emergency operations as it relates to coordination and support of field incidents or tactical activities managed through the EOC
  - b. Develop and implement strategies and tactics to complete incident objectives established by Coordinator of Emergency Management or designee
  - c. Assign and supervise tactical resources assigned to the EOC
  - d. Track tactical resources within the Operations Section
11. The Communications Unit shall:
- a. Identify all available means of internal and external communication
  - b. Check damage to communications infrastructure
  - c. Ensure that required notifications have been sent to appropriate personnel
  - d. Develop incident radio communications plan for the use of incident EOC personnel engaged in support and coordination activities
  - e. Identify the communication resources that will be used by EOC personnel when responding to an incident or disaster
  - f. Identify the communication capabilities and needs to provide pro-active support and coordination of field based operations and anticipate the

- needs of the public and first responders
  - g. Test backup communications equipment
12. The Fire and Rescue Branch shall:
- a. Provide information from windshield surveys to the EOC
  - b. Provide assistance in developing protective action guidance
  - c. Provide technical assistance on emergency-related issues
  - d. Provide coordination and support for firefighting activities
  - e. Provide coordination and support for search and rescue resources
  - f. Provide coordination and support for oil and hazardous materials response including chemical, biological, radiological, nuclear and explosives
  - g. Coordinate environmental short- and long-term cleanup
13. The Human Services/Mass Care Branch shall:
- a. Coordinate mass care functions (shelter, feeding, emergency first aid, reunification services and bulk distribution)
  - b. Provide emergency assistance to those affected by the disaster
  - c. Provide assistance with disaster housing
  - d. Provide human services by assessing and advising on special needs of client populations, including persons with functional needs and non-English speaking individuals
  - e. Record costs and expenditures and forward them to the ESF Group Supervisor
  - f. Coordinate affiliated and unaffiliated volunteers
  - g. Manage donations
  - h. Manage the operation of pet shelter(s)
14. The Public Health Branch shall:
- a. Assess public health/medical needs, including behavioral health
  - b. Provide public health surveillance
  - c. Coordinate and provide medical equipment and supplies
  - d. Coordinate and provide environmental health monitoring and response
  - e. Coordinate and provide mass fatality management
  - f. Coordinate and provide mass casualty management
  - g. Provide nutritional assistance
  - h. Coordinate environmental health monitoring (food, water, sewage, animal and vectors)
  - i. Provide protection of natural, cultural, and historic resources
  - j. Coordinates the protection of animals including rescue, evacuation and sheltering
  - k. Provides protection from dangerous animals
15. The Infrastructure Branch shall:
- a. Coordinate the implementation of transportation plans
  - b. Acquire required transportation resources

- c. Coordinate local, regional and state transportation activities
  - d. Prioritize public works and engineering activities
  - e. Collect and report information on damage to jurisdictional infrastructure, commercial properties and residential structures
  - f. Develop plans and recommendations in the event of damage to critical infrastructure
  - g. Coordinate implementation of the Debris Management Plan and/or Snow Removal Plan (ESF #3B)
  - h. Serve as primary liaison with public and private utility providers for status updates, resource availability, system damage and restoration
  - i. Coordinate oversight for the protection of the natural, cultural and historic resources, in coordination with the Public Health and Medical Branch Director
  - j. Coordinate and provide infrastructure protection, emergency repair and restoration
  - k. Coordinate and provide engineering services and construction management
  - l. Coordinate and provide emergency contracting support for life-saving and life-sustaining services
  - m. Coordinate and provide debris management
16. The Public Safety and Security Branch shall:
- a. Coordinate and provide facility security, as available
  - b. Coordinate and provide security planning and technical resource assistance
  - c. Coordinate and provide public safety and security
  - d. Coordinate and provide support to control access, traffic and crowds
  - e. Assist with the coordination and implementation of evacuations from affected areas
  - f. Provide assistance in developing and disseminating protective action guidance
17. The Finance and Administration Section shall:
- a. Provide guidance and establish procedures to authorize the commitment and payment of funds for resources or services ordered through the EOC
  - b. Ensure payment of vendor purchases, contracts and other payments
  - c. Maintain an accurate accounting of the costs for the incident
  - d. Oversee contract negotiations and monitoring
  - e. Collect personnel overtime and equipment costs
  - f. Process claims for accidents and injuries and/or damage to property
  - g. Work with Logistics Section to ensure procurement of resources
  - h. Assist with preparing, compiling and submitting the Initial Damage Assessment to VDEM
18. The Risk Management Unit shall:

- a. Provide guidance on employee safety by identifying, controlling and preventing risks relating to employee activities and liability exposures
- b. Provide environmental, health and safety guidance; risk assessments and regulatory advice and guidance related to the hazards of the event
- c. Provide claims administration for workers' compensation, general liability, auto liability and property damage that occurs during the event

## CONCEPT OF OPERATIONS

- A. The organization of the EOC during activation is designed to manage an existing or potential disaster. EOC personnel shall follow the procedure outlined below. This organization shall develop and staff from a top-down. The first function to be established shall be the Coordinator of Emergency Management or designee. The Coordinator of Emergency Management or designee will then direct the activation and staffing of the rest of the EOC management as needed.
- B. Monitoring and Activation
  1. The Public Safety Communications Center (PSCC) Supervisors shall act as the contact point for all watches and warnings that may be generated or disseminated over existing emergency communication networks. Additionally they shall monitor conditions and activities within or in the vicinity of the County which could develop into large-scale emergencies requiring the activation of the Emergency Operations Center.
  2. Communications personnel act as the County's early warning system, and it is the Uniformed Fire and Rescue Officer's responsibility to notify the Coordinator of Emergency Management or designee of any potential or developing problems. The Coordinator of Emergency Management or designee will then evaluate the information and, if necessary, direct the activation of the EOC. The Coordinator of Emergency Management or designee should be the first to arrive at the EOC and will assume the role of Coordinator of Emergency Management or designee until relieved by a ranking Coordinator or the Director of Emergency Management.
  3. Based on situational awareness, the Standby Coordinator has the authority to activate the EOC to the appropriate level. In addition, any Department head who is a signatory on the PWC EOP, working with two or more other agencies providing services to the community outside of routine activities can request the EOC be activated by contacting the Coordinator of Emergency Management or designee.
  4. Based on the situation, the Coordinator of Emergency Management or designee will notify and put Risk Management on standby for the following:
    - a. An incident that involves County non-public safety employees
    - b. A hazardous materials incident activated the EOC
    - c. A public health incident activated the EOC
    - d. An incident that causes damage to County property
- C. General



1. The Department of Fire and Rescue, Emergency Management will monitor incidents or threats to the County. As the incident or threat escalates, the PSCC will issue notifications and alerts in accordance with established protocols and checklists.
2. Initial reports of emergency effects will be made by field Incident Commanders to the PSCC or the Prince William County EOC, if activated.
3. All departments and/or agencies are to make damage/injury reports to the EOC when required and shall direct their personnel to follow reporting procedures.
  - a. General information to be reported should include:
    - (1) What has happened?
    - (2) What can be done about it?
    - (3) What is needed? Capability, Size, Amount, Location, Type and Timeframe in which it is needed (C-SALTT)
  - b. Immediate, specific information should include status of the department:
    - (1) Personnel
    - (2) Equipment
    - (3) Vehicles
    - (4) Communications capabilities
    - (5) Facilities
4. A Situation Unit should be established by the Coordinator of Emergency Management or designee to collect information, provide accurate situational awareness, and provide the common operating picture relative to County activities.
5. The Department of Fire and Rescue, Emergency Management will be the lead agency for monitoring situations and will initiate warnings in accordance with the provisions of this plan. Warnings will be provided with as much lead time as possible, considering the nature of the disaster and the at-risk population. Warnings will be provided to affected groups by the most readily available means and may include one or a combination of the following:
  - a. Commercial broadcast media
    - (1) AM/FM radio stations
    - (2) Television stations
    - (3) PWC Channel 23
    - (4) Cable networks
    - (5) Emergency Alert System (EAS)
    - (6) Website
    - (7) Social media
  - b. PWAlert/PWCAN
  - c. Telephonic notification
  - d. Door-to-door notification
  - e. Emergency announcement from public address systems on emergency equipment
6. Warnings may also be provided by the National Oceanic and Atmospheric Administration (NOAA) weather radio

7. Prince William County department heads, managers and supervisors are expected to report all information related to the event, information on damages, and tasks to be done to the EOC Situation Unit
8. As soon as possible after an event occurs, departments will report the status of field units to the EOC Situation Unit
9. On-duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making an initial life safety assessment.

D. Emergency Response Information Management

1. Information sharing is required and can be lateral and vertical within the EOC. Information must be shared between all participants. Tactical and intelligence information concerning the incident or disaster will remain in the EOC.
2. General Information Bulletins will be broadcast to employees concerning the incident by the Public Information Officer in coordination with Risk Management
3. Public information bulletins will be released by the County Director of Communications (See ESF 15, External Affairs) concerning information pertinent to the residents, businesses and visitors of the County as it relates to critical services provided for life safety, incident stabilization and property conservation.
4. Information will be shared with other governments at the regional, state and federal levels.
5. Information will normally be shared with the Board of County Supervisors (BOCS) by the Director or Emergency Management or designee directly or through the Coordinator of Emergency Management or designee.
6. Requests for and deployment of resources must be routed to and approved by the Coordinator of Emergency Management or designee,
7. All critical information must be sent to the Coordinator of Emergency Management or designee and the Planning Section Chief. The Coordinator of Emergency Management or designee shall ensure critical information is forwarded to the Director of Emergency Management and the Public Information Officer (PIO).
8. Information within the EOC will be transmitted utilizing the following means:
  - a. WebEOC
  - b. Face-to-Face/Voice Messaging
  - c. Email Systems
  - d. Hard line Phones
  - e. Written Messages
9. An EOC email address will be maintained and monitored by the Coordinator of Emergency Management or designee. This email address is [pwceoc@pwcgov.org](mailto:pwceoc@pwcgov.org).
10. Additional resources can be requested through the VEOC using the EMAC process.

## ADMINISTRATION AND LOGISTICS

### A. Administration

1. All records and reports will be maintained by the Department of Fire and Rescue (DFR) System Support staff for Emergency Management and by the Finance and Administration Section for EOC operations.
2. Tracking records and reports of administrative data
  - a. Hours worked will be completed by the DFR System Support staff for Emergency Management and by the Finance and Administration Section for EOC operations.
  - b. Location and type of work performed will be completed by the DFR System Support staff for Emergency Management and by the Finance and Administration Section for EOC operations.
  - c. Pay rate of personnel performing work will be completed by the DFR System Support staff for Emergency Management and by the Finance and Administration Section for EOC operations.
2. Expenditures
  - a. Purchase orders completed by the Finance and Administration Section for EOC operations.
  - b. Invoices completed by the Finance and Administration Section for EOC operations.
  - c. Vouchers completed by the Finance and Administration Section for EOC operations.

### B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Branch and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Branch.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual aid agreements that are currently in place.
  - b. Additional personnel requests will be processed via the Statewide Mutual Aid (SMA) program.

**Attachment A**  
**Virginia Department of Emergency Management**  
**Statewide Mutual Aid Event Agreement**

See Virginia Department of Emergency Management Statewide Mutual Aid Operations Manual located at:

[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev121208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev121208_0.pdf)

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**ESF 6 MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN  
SERVICES  
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**LEAD AGENCY:** Department of Social Services (DSS)

**SUPPORT AGENCIES:**

Area Agency on Aging  
Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service  
(ARES/RACES)  
American Red Cross  
Office of Executive Management, Communications  
Department of Fire and Rescue  
Department of Housing and Community Development  
Department of Parks and Recreation  
Police Department  
Prince William County Schools (PWCS)  
Prince William Health District (PWHD)  
Volunteer Prince William (VPW)  
Northern Virginia Voluntary Organizations Active in Disaster (NOVA VOAD)

Revised: 12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

ESF 6 provides mass care, emergency assistance, housing and human services to residents and visitors who are affected by a natural or man-made disaster in the County.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. Section 44-146.17 of the Code of Virginia – covers “Emergency Service and Disaster Law” and defines the powers and duties of the Governor
2. Executive Order 60 (12/21/2007) promulgates the Virginia Emergency Operations Plan (EOP)
3. Commonwealth of Virginia EOP, ESF 6 Concept of Operations states: “In the Commonwealth of Virginia, local government is the entity responsible for providing ESF 6 functions although shelter operations may be, by written agreement, delegated or shared the local American Red Cross chapter or other local organization as delineated in the local EOP.

### **B. References**

1. Section 44-146.17 of the Code of Virginia
2. Executive Order 60 (12/21/2007)

## **DEFINITIONS**

- A. Disaster Case Management is defined as a time-limited process during which a skilled helper partners with a disaster affected individual or family to plan for and achieve realistic goals for recovery following a disaster.
- B. Disaster Welfare Inquiries is defined as services related to the provision of information about individuals residing within the affected area to immediate family members, including family reunification services.
- C. Emergency Assistance is defined as assistance required by individuals, families and workers to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include:
  1. Support to evacuations (including registration and tracking of evacuees);
  2. Reunification of families;
  3. Providing aid and services to functional needs populations;
  4. Evacuation, sheltering and other emergency services for household pets and service animals;
  5. Non-conventional shelter management.



- D. Family Assistance Centers (FAC) are facilities that may be opened to provide a general location where individual assistance services are offered after a disaster.
- E. Human Services is defined as the implementation of disaster assistance programs to help those affected by disaster to recover.
- F. Housing assistance is defined as housing options such as rental assistance, housing repair, loan assistance, referrals, identification and provision of accessible housing and access to other sources of housing assistance.
- G. Mass Care is defined as sheltering, feeding operations, basic first aid, bulk distribution of emergency items and collecting and providing information to family members.

## **PURPOSE**

The purpose of ESF 6 is to provide human services such as shelter, food and basic first aid for people before an impending disaster occurs or after a disaster has occurred. This includes a disaster welfare inquiry system to collect, receive and report information about the status of those affected by the disaster. Additional services may include assistance with family reunification and the distribution of emergency relief supplies.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

Initial response activities will focus on meeting the immediate needs of the residents and visitors who have been affected by the disaster.

1. Shelter provisions include pre-identified emergency shelter sites in existing structures and the creation of temporary facilities or reception centers to provide shelter for those affected by disaster.
2. Basic first aid services will be provided to those affected by the disaster and workers at mass care facilities.
3. Pet-friendly sheltering provides emergency shelter for the pets of shelter residents. Non-shelter residents with pets will need to work with PWC Animal Control for pet accommodations.
4. Mass feeding includes feeding emergency workers and those affected by the disaster and may be accomplished through a combination of fixed and mobile feeding units and other food distribution techniques.
5. Bulk distribution of emergency relief supplies will be coordinated to meet the disaster-caused needs of the affected community.
6. Disaster welfare information includes information collected from individuals residing within the affected area to help facilitate family reunification services.
7. Family Assistance Centers may be established to provide support and information to those affected by the disaster.

## B. Assumptions

1. Depending on the emergency, sheltering, feeding and basic first aid activities may begin immediately after the disaster; however some activities may need to be implemented in advance for an impending emergency.
2. Nursing homes, assisted living facilities, daycare centers and school age childcare programs are directed to have their own plans in place for emergency response and sheltering to provide medical care and assistance to those individuals in their care.
3. Some services may be facilitated by other community agencies or contracted out.
4. Public shelters are made available to accommodate basic sheltering of persons in times of emergency or disaster situations. Persons with functional needs that can not be safely supported in a shelter setting may be referred to other settings that can better meet their needs.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### A. Organization

1. The Department of Social Services is the lead agency for ESF 6 functions and will coordinate with support agencies to care for those affected by the disaster.
2. Initial response activities will focus on meeting urgent needs of affected populations. Additional assistance will be based on needs of affected populations, the incident situation and available resources.

### B. Assignment of Responsibilities

1. The Department of Social Services (DSS) shall:
  - a. Assume the lead for this ESF and coordinate with support agencies to care for those affected by disaster
  - b. Provide DSS shelter response teams
  - c. Coordinate shelter operations
  - d. Complete shelter registration functions utilizing Red Cross Registration Forms to include the checking-in and out of shelter residents
  - e. Provide benefit services per state designation of Federal Disaster Assistance Program
  - f. Complete a Preliminary Needs Assessment for shelter residents to determine immediate needs during sheltering (e.g. housing, medical care, counseling). This information will be provided to the Red Cross Shelter Manager for reference on their 901 Form.
  - g. Provide referral information and Community Resources Lists to shelter residents desiring additional services and/or assistance

2. The American Red Cross shall:

- a. Operate and manage shelters and provide for the care of shelter residents according to Red Cross standards
  - b. Provide a shelter manager and shelter staff
  - c. Provide shelter services
  - d. Provide shelter supplies
  - e. Provide basic first aid for shelter workers and residents
  - f. Provide shelter residents with short-term recovery assistance
  - g. Provide casework to shelter residents
  - h. Coordinate feeding to those affected by disaster
  - i. Provide frequent updates on shelter status to the EOC
  - j. Identify, survey and maintain a list of shelter facilities
  - k. Deploy shelter trailers
3. shall provide behavioral health support and referral to appropriate behavioral health services, if indicated
  4. The Department of Fire and Rescue, Emergency Management shall support shelter operations and coordinate resources
  5. The Department of Fire and Rescue shall provide emergency response to shelters as requested (emergency medical services, fire, etc.)
  6. The Department of Housing and Community Development shall:
    - a. Assist with providing permanent housing information such as available unit listings and outreach to housing community to identify additional permanent housing
    - b. Identify if disaster-affected families are participants in the Housing Choice Voucher (HCV) Program
    - c. Work with impacted HCV families to locate permanent housing or return to their existing unit if able
  7. The Department of Parks and Recreation shall:
    - a. Provide physical facilities, support resources and assistance, such as on-site equipment and supplies
    - b. Designate possible shelter sites, provide listing of sites and contact information
    - c. Maintain on-call list of personnel
    - d. Provide coordination and support to shelter operations
    - e. Identify possible pet shelters and support pet shelter needs
  8. The Prince William Health District shall:
    - a. Provide facility inspections for shelter operations as required
    - b. Provide on-call contact process for shelter inspections to ensure food handling policies and water/sewage guidelines are followed
    - c. Coordinate with populations in the community to develop plans for PWC residents with functional needs that can not be met at a typical shelter.

- d. Investigate public health outbreaks impacting the shelter population
9. The Police Department shall provide safety and security in shelters, as staffing levels allow
  10. The Police Department, Animal Control Bureau shall establish and manage temporary animal shelters
  11. The Prince William County School (PWCS) shall:
    - a. Provide physical facilities, support resources and assistance, including custodial staff/services and on-site equipment/supplies and assist with transportation between shelters
    - b. Provide pupil transportation services for consistent with resource availability and existing law and regulation
    - c. Maintain on-call list of school personnel
    - d. Designate possible shelter sites, provide listing of schools and contact information
    - e. Provide coordination support to DSS and the American Red Cross in shelter operations
    - f. Provide access to kitchen supplies and cafeteria staffing and manage kitchen operations
    - g. Maintain records of costs and expenditures and provide to the Finance and Administration Section Chief
    - h. Identify possible pet sheltering needs via Animal Control and EOC
  12. The Volunteer Prince William shall:
    - a. Coordinate spontaneous, unaffiliated volunteer relief organizations and individuals (See ESF 17)
    - b. Provide access to and coordinate with the Northern Virginia Regional Voluntary Organizations Active in Disaster (NOVA VOAD) or Virginia VOAD member organizations particularly if transition to individual recovery coordination becomes necessary (See ESF 14)
    - c. Coordinate donations management (See ESF 17)
  13. The Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES) shall assist with radio communications in the event that landlines and cell phones are inoperable
  14. The Office of Executive Management, Communications shall be responsible for providing information to the public, media and those affected by the disaster regarding shelter operations and other needed messages as identified.
  15. The Northern Virginia Voluntary Organizations Active in Disaster member organizations shall as requested, augment the disaster relief efforts of local agencies and governments.

## CONCEPT OF OPERATIONS

- A. Sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of these facilities may occur before the incident when it is anticipated.
- B. The Department of Social Services has delegated shelter operations to the American Red Cross.
- C. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.
- D. Types of Sheltering
  - 1. A Reception/Evacuation Center is a temporary center for those affected by disaster until they can return home or find other accommodations.
    - a. Minimal services will be provided and there are no accommodations for overnight stay.
    - b. Red Cross, in collaboration with federal, state and local agencies and partners may open and operate these locations in accordance with Red Cross standards.
    - c. The decision to open a Reception/Evacuation Center shall be made on a “case by case” basis taking into account a wide range of conditions, factors and information available at the time of the incident(s).
  - 2. An Emergency Shelter is a location for temporary emergency assistance (clothing, food and lodging) to those affected by the disaster.
    - a. For a single incident the Red Cross may provide lodging for up to 7 families (10 hotel rooms) through collaboration with commercial vendors (hotels/motels).
    - b. For incidents which are large-scale, widespread or where the total scope of the incident is uncertain, the Red Cross, in collaboration with federal, state and local agencies and partners may open and operate emergency shelters.
    - c. The decision to open an emergency shelter shall be made on a “case by case” basis taking into account a wide range of conditions, factors and information available at the time of the incident(s) and will operate in accordance with Red Cross standards.

## ADMINISTRATION AND LOGISTICS

- A. Administration
  - 1. All records and reports will be maintained by individual agencies and submitted to the Planning Section Documentation Unit.

2. Tracking records and reports of administrative data will be performed by the Department of Social Services support staff. Expenditure related information will be maintained by the Department of Social Services accounting staff. The breakdown of who maintains each type of data is as follows:
  - a. Hours worked – administrative support staff
  - b. Location and type of the work performed – administrative support staff
  - c. Pay rate of personnel performing work – administrative support staff
  - d. Expenditures – accounting staff
    - (1) Purchase orders
    - (2) Invoices
    - (3) Vouchers

## B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Branch and will follow the VDEM Capability, Size, Amount, Location, Type of Resource and Time Frame (C-SALTT) request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Branch.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. Area Agency on Aging has the capability to:
  - a. Provide care coordination, to include information and referral, for persons age 60 and older
  - b. Provide transportation to individuals age 60 and older who need to pick up medications, go to doctor's appointments, and attend the Senior Center

- c. Provide assistance for persons age 60 and older who need to have lost paperwork or cards replaced from the Social Security Administration and/or Medicare
- d. Provide Adult Day Care staff to assist with persons who have dementia and/or need personal care
- e. Provide assistance by using contract for health aides

**ESF 7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT  
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**LEAD AGENCY:** Department of Fire and Rescue, Emergency Management

**SUPPORT AGENCIES:**

Department of Public Works  
Department of Fire and Rescue  
Police Department  
Department of Finance  
Volunteer Prince William (VPW)

Revised      08/99  
                  4/04  
                  12/08  
                  12/12



## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

This ESF describes the processes used to provide logistical support to County departments and agencies involved in the response to and recovery from an emergency. These processes include the procurement, distribution and delivery of commodities and services through the Emergency Operations Center (EOC).

## AUTHORITIES AND REFERENCES

### A. Authorities

1. Title 44. Military and Emergency Laws Chapter 3.2 Emergency Services and Disaster Laws
2. Commonwealth of Virginia Emergency Operations Plan, Volume IV, Emergency Management of Resources, September 1987
3. Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia

### B. References

There are no specific Authorities or References that relate to this ESF.

## PURPOSE

The purpose of this ESF is to identify and manage resources and for logistics planning, management and sustainment capabilities during emergencies.

## SITUATION AND ASSUMPTIONS

### A. Situation

1. Personnel, major items of equipment, supplies and facilities are available or potentially available for assignment to incident operations. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC. Resources may be critical to the immediate emergency response following a major incident or for long-term recovery operations.
2. Appropriate resources will be available either from local, regional, state or federal sources. 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 hardships on individuals, particularly those on low or fixed incomes and the elderly. The Virginia Department of Emergency Management (VDEM) and the U.S. Army Corps of Engineers have identified four commonly needed commodities:
  - a. Bottled Water
  - b. Food (meals ready to eat)
  - c. Ice
  - d. Blue Tarps

The Office of Emergency Management has identified locations for distribution of these commodities.

3. The Coordinator of Emergency Management will coordinate the local government response in a critical resource shortage. Conservation measures for fuel or other resource shortages may be directed by the state. State-level commodity managers have been designated for each type of resource.
4. The Coordinator of Emergency Management will analyze the local situation, establish a common operating picture and determine the potential impact of specific resource shortages, to include a survey of major suppliers and users.

**B. Assumptions**

1. A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals.
2. In a federally declared disaster, Individual Assistance is funded by FEMA and coordinated through state and local governments.
3. Public and private entities will request assistance from local, regional, state and federal agencies.
4. Adequate local resources cannot comprehensively respond to a catastrophic emergency.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

In the event of an emergency, the Director of Finance or designee will maintain full responsibility for Finance Department operations and control of County assets. A Finance Department designee will report to the EOC, when requested, to coordinate efforts in the EOC. This designee will have the authority to act on behalf of the Finance Department to spend monies, activate contracts and coordinate with responding agencies.

**B. Assignment of Responsibilities**

1. The Department of Fire and Rescue, Emergency Management shall:
  - a. Ensure printed resource references are available in the EOC
  - b. Recommend local disaster declarations when appropriate
  - c. Monitor the status of all critical resources to anticipate shortages
  - d. Provide technical assistance in identifying sources for emergency relief commodities
  - e. Maintain a record of all expenditures throughout the emergency operations
  - f. Manage and track requests for resources submitted to VDEM
  - g. Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services
  - h. Assist individuals having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies

- i. Notify the appropriate State Resource Commodity Manager of the extent of the shortage and request assistance in obtaining additional supplies or relief
  - j. Coordinate with all utility and fuel providers
2. Department of Finance shall provide financial management including maintaining vendor files and payment of bills.
3. Department of Finance (Purchasing) shall:
  - a. Provide staff and processes for purchasing emergency resources and activating emergency service contracts.
  - b. Procure critical resources
  - c. Provide assistance to departments and agencies in locating resources and service providers
  - d. Allocate resources in accordance with guidance provided by the EOC Manager.
  - e. Support the EOC Manager, the EOC planning process and all other departments and agencies in any allowed way possible to include:
    - (1) Accounting and record keeping
    - (2) Purchasing
    - (3) Identification of property owners
    - (4) Storage of valuables
    - (5) Providing safety/risk management advice
    - (6) Other financial assistance as required
4. Department of Finance (Accounting) shall:
  - a. Process all required payments for emergency supplies and equipment
  - b. Provide all required and necessary record keeping, receipts and payroll time sheets from this division
  - c. Support all departments in relation to disaster needs assessment for contract services
5. Department of Finance (Real Estate Assessments) shall be available for assessment of damage to all County property and to assist other departments in assessing damage to real estate and other property (See ESF 14).
6. Department of Fire and Rescue shall:
  - a. Provide resources as requested
  - b. Provide logistical support for staging resources
  - c. Provide vehicle support to transport resources such as Emergency Management equipment, pharmaceuticals, etc.
7. Police Department shall:
  - a. Provide resources as requested
  - b. Provide additional assistance for traffic control and scene security

8. Department of Public Works shall:
  - a. Provide resources as requested
  - b. Provide logistical support
  - c. Provide vehicle support to transport resources such as Emergency Management equipment, pharmaceuticals, etc.
  
9. County Departments and agency heads shall:
  - a. Ensure that lists of resources and services are current and available during incidents
  - b. Use existing contracts to obtain resources
  - c. Maintain documentation for later reimbursement applications
  - d. Where no existing contracts are in place, contact Finance (Purchasing) for emergency purchase authorization
  
10. Volunteer Prince William shall provide coordination and communication to Northern Virginia Voluntary Organizations Active in Disaster (VOAD) and local non-government partners to initiate dialogue regarding availability of goods and services.

## **CONCEPT OF OPERATIONS**

- A. Prince William County departments and agencies will use their own resources and equipment during emergencies.
- B. The Coordinator of Emergency Management will initiate the commitment of non-governmental organization's resources, in collaboration with Volunteer Prince William.
- C. All resource expenditures will be reported to the Prince William County EOC.
- D. DFR will provide resources based upon the priorities established by the EOC Incident Action Plan as approved by the Coordinator of Emergency Management.
- E. DFR will task support agencies to provide assets to meet operational requirements. If necessary, other government sources and private sector sources will be acquired to augment the County resources.
- F. When local or regional resources are not adequate or are unavailable, resource requests will be forwarded to the Virginia EOC via the Statewide Mutual Aid (SMA) program.
- G. VOAD member organizations may have physical and volunteer resources, i.e., shower trailers, laundry trailers, chainsaw crews, etc. Requests can be made via VDEM ESF 17 or through Volunteer Prince William as a VOAD member.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  1. All records and reports will be maintained by the Administration and Logistics Section.
  2. Tracking records and reports of administrative data

- a. Hours worked will be maintained by the Administration and Logistics Section.
  - b. Location and type of the work performed will be maintained by the Administration and Logistics Section.
  - c. Pay rate of personnel performing work will be maintained by the Administration and Logistics Section.
3. Expenditures
- a. Purchase orders will be maintained by the Administration and Logistics Section.
  - b. Invoices will be maintained by the Administration and Logistics Section.
  - c. Vouchers will be maintained by the Administration and Logistics Section.

## B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. Purchasing Guidelines for Emergency Situations
  - a. Statement of General Intent  
During emergencies that affect public health, safety or welfare, Prince William County employees who respond to the emergency have the general authority to purchase goods and services required to alleviate the situation. As long as employees use good intent and reason, they will not

be financially liable for their procurement decisions, and the County government will be responsible for payment.

- b. Guiding Principles
  - (1) The priorities of employees on the scene in response to the emergency are life safety, incident stabilization and property conservation. Mitigate the incident as efficiently and effectively as possible.
  - (2) If the emergency occurs during office hours, contact the Purchasing Division if it is practical to do so. If it is not practical, or the emergency occurs outside normal office hours, procure the needed items and provide a written explanation after the emergency is resolved.
  - (3) While purchasing items, request the vendor to bill the County at a later date. If this is not possible, obtain receipts for all purchases. Notify the Director of the Finance Department of all purchases.
  
- 4. Reporting of Personnel Costs Related to an Emergency
  - a. Time records will be maintained by the department head or designee for all personnel performing duties during and in relation to an emergency.
  - b. Time reports will be tracked and forwarded to the Finance Department in conjunction with routine payroll reports.
  - c. All agencies will maintain detailed time reports which include activities of employees and how they relate to the emergency.

**ESF 8 PUBLIC HEALTH AND MEDICAL SERVICES  
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**ATTACHMENTS**

<b>Attachment A</b>	<b>Virginia Reportable Disease List</b>
<b>Attachment B</b>	<b>Category A Diseases/Agents</b>

**LEAD AGENCY:** Prince William Health District

**SUPPORT AGENCY:**

Community Services	Northern Virginia Hospital Alliance (RHCC)
Department of Fire and Rescue (Emergency Medical Services)	Novant Prince William Hospital
Department of Environmental Quality	Greater Prince William Community Health Center
Office of Executive Management	Sentara Northern Virginia Medical Center
Prince William County Schools	Virginia Department of Health: Office of the Chief Medical Examiner
Department of Parks and Recreation	Virginia Department of Health: Office of Drinking Water
Police Department	
Department of Public Works	

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12/12



## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

This ESF is to ensure a comprehensive public health and medical response following a disaster or emergency.

## AUTHORITIES AND REFERENCES

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

### A. Authorities

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, title 44-146.28, Code of Virginia, as amended
2. The Greater Metropolitan Washington Area Police And Fire/Rescue Services Mutual Aid Operations Plan (COG 12/83) (Amended 1990)
3. *The Federal Civil Defense Act of 1950*, Public Law 81-920, as amended
4. *The Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Public Law 93-288, as amended
5. Emergency Management and Assistance, *Code of Federal Regulations*, Title 44.34 Federal Response Plan, Public Law 93-288
6. Code of Virginia, Title 32.1 - Health
  - a. Reporting of Disease (32.1-35; 32.1-36; 32.1-37)
  - b. Investigation of Disease (32.1-39)
  - c. Authority to Examine Records (32.1-40; 32.1-48.015)
  - d. Emergency Orders and Regulations (32.1-13; 32.1-42; 32.1-20)
  - e. Disease Control Measures (32.1-43; 32.1-47; 32.1-48)
  - f. Isolated or Quarantined Persons (32.1-44)
  - g. Isolation or Quarantine of Persons with Communicable Disease of Public Health Threat (32.1-48.05 through 32.1-48.017)

### A. References

1. The Commonwealth of Virginia Emergency Operations Plan (EOP):
  - a. Volume I, Basic Plan, September 2010
  - b. Volume III, Radiological Emergency Response Plan, September 2010
  - c. Volume V, Hurricane Emergency Response Plan, July 2010
  - d. Support Annex 3: Standard Hazard Mitigation Plan, March 2010
  - e. ESF-3, Public Works and Engineering, Section B, September 2007
  - f. ESF-8, Public Health and Medical Services, September 2007
  - g. Volume VIII, Terrorism Consequence Management, April 1999
  - h. Commonwealth of Virginia's State-Wide Mutual Aid Compact
  - i. House Bill 403/Senate Bill 657: Health care provider liability protections. Signed into law by the Governor on March 3, 2008. In effect as part of the Virginia Code on July 1, 2008
  - j. Annex G – Disease Surveillance, Investigation and Control, November 2010
  - k. Annex H – Strategic National Stockpile, April 2011

2. Commonwealth of Virginia Office of the Chief Medical Examiner (OCME)  
Mass Fatality Plan
3. Virginia Department of Health Emergency Response Plan
  - a. Annex G – Disease Surveillance, Investigation and Control, November 2010
  - b. Annex H – Strategic National Stockpile, April 2011
  - c. Annex I – Isolation and Quarantine, February 2007
  - d. Annex J – Medical Surge Plan, April 2011
  - e. Annex K – Mass Fatality Plan
  - f. Family Assistance Center Plan, July 2007
  - g. Annex O- Environmental Surety Plan
  - h. Appendix 3: Radiological Emergency Response Plan, April 2012
  - i. Appendix 4: Biological Attack. September 2011
  - j. Appendix 6: Natural Disasters, June 2009
  - k. Appendix 8: Pandemic Influenza, October 2010
  - l. Memorandum: Shelter Roles and Responsibilities, June 2010
4. Northern Virginia Medical Surge Plan, 2007
5. Northern Virginia Regional Metropolitan Medical Response System (MMRS) Plan, 2007
6. Prince William County Radiological Emergency Response Plan, Ingestion Exposure Pathways, July 2008
7. Prince William County MMRS Plan, 2007
8. Prince William Health District EOP
  - a. Continuity of Operations (COOP) Annex
  - b. Epidemiology Response Annex
  - c. Strategic National Stockpile Annex
  - d. Isolation and Quarantine (I&Q) Annex
  - e. Mass Care and Surge Annex
  - f. Mass Fatality Annex
  - g. Environmental Health and Surety Annex
  - h. Special Medical Needs Annex
  - i. Disaster Behavioral Health Annex
  - j. Pandemic Influenza Response Annex
  - k. Radiological Response Annex
9. Center for Disease Control and American Water Works Association:  
Emergency Water Supply Planning Guide for Hospitals and Health Care Facilities

## **PURPOSE**

This ESF coordinates both local governmental and non-governmental resources to respond to the medical and public health needs for an incident. The issues that may need to be addressed are the assessment of public health and medical needs; public health surveillance; Emergency Medical Services (EMS); medical equipment and

supplies; environmental health monitoring and response; mass fatality coordination and mass casualty management; and behavioral health.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. In the aftermath of a major emergency or incident, the public's health and environment can be in danger. A disruption of public utilities, water supplies and wastewater treatment systems can put the community at risk for illness or injury. Destruction of housing can require mass care shelter facilities. Food may become spoiled and degradation of certain medications can occur.
2. Incidents affect EMS response.
3. Incidents have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their behavioral and emotional well being.
4. A Disease of Public Health Threat (DoPHT) is an illness that is determined by the Virginia Health Commissioner to be reasonably expected or is known to be readily transmitted from person to person and has been found to create a significant risk of death, significant injury or impairment. Situations with DoPHT require the coordination of public health, medical and legal services.

### **B. Assumptions**

1. Emergencies may affect population centers and buildings or facilities that conduct operations for government, transportation or industry.
2. Emergencies may or may not be preceded by a warning or a threat. Some diseases may at first appear to be a natural outbreak of infectious disease.
3. Depending on the size of the emergency (population affected, geographical area affected, infrastructure affected), response to these emergencies may require a vast effort involving all levels of government (local, regional, state and federal).
4. Emergencies may result in large numbers of casualties, including fatalities, those with physical illness or injuries, and those suffering from psychological trauma.
5. The Virginia Department of Health: Office of the Chief Medical Examiner has the legal jurisdictional authority over all deaths in Virginia as described in Virginia Code §32.1-283A.
  - a. OCME has jurisdiction to investigate all deaths resulting from violent, suspicious, unnatural, homicidal, suicidal or unexplained circumstances within the Commonwealth of Virginia.
  - b. Mass casualty events due to natural diseases occurring under natural non-criminal circumstances such as pandemic flu, SARS or the meningitides do not come under the jurisdiction of the Medical Examiner.
6. A mass fatality event is defined by the OCME as:
  - a. Any incident involving more sudden, unexpected or violent fatalities than a single district office of the Chief Medical Examiner in one day in one district office can manage (See page 12).

- b. Any incident which has the potential to produce more fatalities than a single jurisdiction of the Chief Medical Examiner in one day in one district office can manage.
  - c. Any situation involving contaminated, highly infectious or contagious remains under the jurisdiction of the Chief Medical Examiner, requiring a multi-agency response in support of the OCME.
  - d. Any incident of national significance producing deaths.
  - e. Any event where local resources will be challenged.
7. If a chemical, radiological or biologic agent is used, the presence of the agent may not be recognized until some time after casualties or fatalities occur.
  8. There may be a delay in identifying chemical, radiological viral and/or biological agents involved in an incident and in determining the appropriate protective measures.
  9. The chemical, radiological and/or biological agent(s) may quickly dissipate or, under some circumstances, may be persistent in the environment.
  10. Prince William Health District (PWHD) will take the lead in all incidents involving biological agents and communicable disease. PWHD will coordinate a response to a disease outbreak with the Virginia Department of Health's Regional Office, the Virginia Department of Health's State Emergency Preparedness and Response Office, Division of Investigation and Surveillance at the state level, and the hospitals at the local level.
  11. Activation of the PWHD EOP and/or the Virginia Department of Health EOP (VDH EOP) may occur in response to surveillance, clinical reports of suspect cases, law enforcement information and an overt threat or in response to events in neighboring jurisdictions.
  12. If an act of terrorism is suspected, the Prince William County Police Department will notify the FBI. Public Health will work with law enforcement to ensure worker safety and preserve the chain-of-custody and evidence integrity.
  13. The PWHD Health Director has a legal responsibility to investigate all diseases identified on the list of Virginia reportable communicable diseases and has responsibilities associated with the isolation and quarantine of person(s) deemed to have been infected and/or potentially exposed to a disease of public health threat.
  14. The PWHD Health Director and/or the Incident Commander are the requesting individual responsible for accessing the Metropolitan Medical Response System (MMRS) pharmaceutical supplies. The PWHD is the requesting agency for accessing the Strategic National Stockpile (SNS).
  15. The PWHD will coordinate with Community Services (CS) for the provision of behavioral health services to the public, employees and emergency response personnel during an incident. Private health care professionals may be able to assist individuals with behavioral health services. Emergency mental health support and services for state employees will be coordinated through the Employee Assistance Program (EAP).

16. Depending upon the incident, the Novant Prince William Hospital and Sentara Northern Virginia Medical Center Command Centers (HCCs) in addition to the Regional Hospital Coordinating Center (RHCC) may be activated.
17. Behavioral health resources and services during a disaster will address not only the general population, but also populations with functional needs. These populations may include, but will not be limited to, senior citizens, people with disabilities, people with limited socio-economic resources, people who are non-English speaking and children.
18. The behavioral health need may exceed the capability of Community Services to respond, requiring assistance from other counties and coordination with other agencies and organizations associated with behavioral health services during times of disaster.
19. Medical facilities within Prince William County will secure their respective medical records in accordance with applicable privacy laws during an emergency.
20. Emergent Care facilities within Prince William County will help to absorb some of the patient surge from walking wounded.
21. During major emergencies, the residents, visitors and County government will look to the Department of Fire and Rescue to perform life and property saving activities.
22. The Department of Fire and Rescue and the member departments of the Fire and Rescue Association must be prepared to bear the initial impact of a major incident or disaster without any expectation that assistance will be immediately available from neighboring jurisdictions and/or from state or federal agencies.
23. Community Water Providers have made adequate preparations to provide water service during periods of disruption as required by 12VAC5-590-505.
24. Community Water Providers may not be able to provide the same level of water service during an outage and individual facilities will have to make plans to curb their water usage.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

ESF 8 includes multiple agencies and/or departments; the coordination of which improves public health and medical services response. PWHD is the lead agency and coordinates resources and information collection during an incident. Coordination of response and resources may vary depending upon the size and complexity of the incident.

### **B. Assignment of Responsibilities**

1. The PWHD shall:
  - a. Assess the public health, medical, environmental and behavioral health needs

- b. Provide active disease surveillance, investigation and control
  - c. Coordinate laboratory surveillance and technical expertise
  - d. Coordinate environmental health assessments to include monitoring and response
  - e. Establish and operate mass dispensing sites with support from Prince William County agencies
  - f. Coordinate assessment of the medical infrastructure, services and medical needs
  - g. Coordinate fatality management services including post-mortem disease surveillance
  - h. Provide and coordinate environmental health monitoring (food, water, sewage, animal and vectors)
  - i. Assist ESF 15, External Affairs, with the issuance of public health advisories.
  - j. In the event of a water system failure, coordinate with Community Water Providers, Public Works, Emergency Management and others to insure temporary water is available.
  - k. Provide essential public health services
  - l. Request the MMRS cache or Strategic National Stockpile if needed
  - m. Assist and coordinate providing medical care personnel, life-saving pharmaceutical, medical equipment and supplies
  - n. Coordinate and triage health and medical support to individuals with disabilities and others with access and functional needs during a disaster.
  - o. Provide relevant information for an incident, such as fact sheets on diagnosis, treatment of diseases and agents, and environmental health information.
  - p. Activate the Medical Reserve Corps to supplement available personnel resources in the community, if depleted.
2. Community Services shall:
- a. Assess the need for behavioral health services and support
  - b. Oversee the implementation of intervention strategies, services and support for residents, visitors and employees. This will include the coordination with other behavioral health agencies and organizations active in disaster to establish a coordinated system of response.
  - c. Provide oversight of crisis intervention and stabilization services to include telephone consultation, on-site services at CS offices, consultation to hospital emergency department (ED) staff, and on-scene personnel.
  - d. Facilitate and support provision of psychological first aid to immediate victims, first responders, disaster assistance workers and other on-scene personnel
  - e. Facilitate the provision of necessary resources to manage administrative functions related to such tasks as resource management, tracking costs and expenses, and tracking staff assignments

- f. Provide technical consultation, support and leadership in developing applications for Crisis Counseling funds through the Federal Stafford Act and other pertinent resources, and assume lead in executing, monitoring, evaluating and reporting funded activities
  - g. Provide oversight for triage for serious (i.e., presenting immediate risk or danger to self or others) and/or worsening of pre-existing psychiatric conditions
  - h. Facilitate the provision of training, coordination, support and reporting needed to evaluate behavioral health needs; plan and execute appropriate evidence-informed responses; and assess ongoing impacts
3. The Department of Fire and Rescue (EMS) shall:
- a. Provide mass casualty and mass fatality emergency medical support
  - b. Utilize the MMRS plan to provide field medical management of casualties and transportation of non-ambulatory casualties to the hospitals. In the field, emergency medical technicians (EMTs) and paramedics are involved in triage, casualty collection, patient tracking, decontamination, supportive care, and prophylaxis and treatment.
  - c. Provide emergent pharmaceutical distribution for County employees and families during a chemical, biological, radiological, nuclear and explosives (CBRNE) event
  - d. Provide for delivery of the local EMS Chempack cache to a specified site through Fire and Rescue Logistics
  - e. Track, inventory and secure provided pharmaceuticals in accordance with requirements of the Commonwealth of Virginia, Department of Health Professions, Board of Pharmacy, Warehouse Permit and the U.S. Department of Justice (DOJ), Drug Enforcement Administration (DEA) two-part certification for distribution and Mid-level Practitioner
  - f. Provide EMS and make provisions for additional EMS during a mass casualty incident or CBRNE event
4. Department of Environmental Quality (DEQ) shall:
- a. Enforce federal and state environmental laws and regulations
  - b. Issue environmental permits to businesses, local governments, and state and federal facilities to establish safe limits for pollution and protect our air, water and land
  - c. Inspect and monitor permitted facilities to ensure compliance with regulations and permits. In cases where permit requirements are not met or where regulations are violated, DEQ focuses on helping bring facilities into compliance.
  - d. Issue air quality forecasts
  - e. Oversee restoration of the quality of waters such as the Chesapeake Bay and Virginia's Rivers
  - f. Investigate fish kills
  - g. Maintain oversight of cleanups at environmental incidents such as fuel and chemical spills



- h. Conduct special studies to investigate environmental contamination and its sources
5. The Office of Executive Management shall provide Prince William Health District up to the majority of available non-essential personnel without depriving the Prince William County government of critical services to assist in a public health emergency upon request of the Prince William Health District.
6. The Greater Prince William Community Health Center shall provide an alternate care facility in the event of an emergency.
7. The Prince William County Schools shall provide facilities for use in the event of a public health emergency requiring prophylaxis of the community.
8. The Department of Parks and Recreation shall provide facilities for use in the event of a public health emergency.
9. The Police Department shall provide law enforcement and security at facilities providing services during a public health emergency.
10. The Department of Public Works shall coordinate alternative sources for human waste disposal in the event of infrastructure damage.
11. The Regional Hospital Coordination Center (Northern Virginia Hospital Alliance, NVHA) shall:
  - a. Facilitate communications and information sharing between the NVHA hospitals and other relevant response partners at the local, regional and state level (i.e., law enforcement, Fire/EMS, Public Health, Emergency Management and others).
  - b. Coordinate with NOVA Fire/EMS agencies for the management and distribution of patients from a mass casualty incident to receiving hospitals. Provide a single POC and collaborate with NOVA Fire and EMS departments for the purpose of hospital diversion management, movement of patients from an incident scene to receiving hospitals, and input/guidance with respect to hospital capabilities, available services and medical transport decisions. Coordinate the movement and/or the transfer of patients between NVHA hospitals.
  - c. Coordinate private EMS resources being activated to assist NVHA hospitals
  - d. Facilitate resource support to include mutual aid/cooperative assistance, deployment of regional stockpiles, the Strategic National Stockpile, governmental assistance, and volunteers/donations to the NVHA members
  - e. Facilitate the integration of the response efforts of NVHA members with those of appropriate and relevant response partners at the local, regional

and state level (i.e., law enforcement, Fire/EMS, Public Health, Emergency Management and others).

12. The Novant Prince William Hospital, Novant Heathcote Health Center and Sentara Northern Virginia Medical Center (formerly Potomac Hospitals) shall:
  - a. Provide the emergency room decontamination
  - b. Activate the Chempacks for use internally in the hospital and the EMS packs
  - c. Support medical surge in coordination with the Regional Hospital Coordination Center.
  
13. The Virginia Department of Health: Office of Drinking Water (ODW) shall:
  - a. Provide technical guidance in the event of a disruption to the community water system
  - b. Issue boil water notices
    - (1) Community Water Providers have the ability to issue a boil water notice without prior approval from ODW. Once a facility issues a boil water notice, they shall contact the ODW
    - (2) ODW upon receipt or issuance of a Boil Water notice shall inform the Prince William Health District.

## **CONCEPT OF OPERATIONS**

- A. As an incident or threat escalates, the lead agency will issue notifications to support agencies and agency emergency personnel in accordance with established protocols and checklists.
  - B. Upon activation of the EOC, the lead agency will provide representation to coordinate public health and medical services requirements and issues.
  - C. The lead agency will coordinate with the Northern Virginia Hospital Alliance to obtain information on the status of medical infrastructure and/or related issues and provide that information to ESF 5, Emergency Management.
  - D. ESF 8 will provide emergency public health services in accordance with the priorities and objectives of the local Director of Emergency Management, Senior Policy Group and Local Health Director who will coordinate with the State Health Commissioner
  - E. Pharmaceutical Cache Dispensing
1. In the event of a credible threat or actual WMD incident, the resources of the MMRS will be requested.
    - a. The MMRS plan can only be activated by:
      - (1) The Incident Commander/Incident Manager once established
      - (2) A local (City or County) EOC, which is activated by the local Emergency Management Agency
      - (3) Public Health Officer
  
  2. Strategic National Stockpile

This program provides several federal caches of pharmaceuticals and medical equipment at strategic locations which can be deployed to assist with the treatment of victims of WMD attacks or other defined health events. The initial deployment is expected to take 12 hours after local, state and federal authorities determine it is needed. Initiation of the SNS should be by the EOC and the Health District Director through the Virginia EOC.

Once a decision has been made to activate the Strategic National Stockpile, additional guidance is available in the Prince William Health District Emergency Operations Plan: Strategic National Stockpile Annex.

3. Northern Virginia Emergency Response System

This program is intended to coordinate all the agencies expected to respond to a WMD event in the community (See MMRS Deliverable 2). It is to provide some level of regional coordination and operational support planning. The objective is to prepare the Northern Virginia region and the County to initially respond to chemical or biological attack while awaiting additional state and federal assets. In the event of a widespread need for prophylaxis in the community, the NVERS cache shall initially be used to prophylax first responders, staff and volunteers who will later distribute the same prophylaxis from the Strategic National Stockpile to the community. This cache is maintained by the Department of Fire and Rescue under license from the Virginia Board of Pharmacy and the DEA. Field utilization of pharmaceuticals will follow existing EMS protocols and the mobilization of these resources shall be at the direction of the Incident Commander.

4. Chempack

This program is managed by the Centers for Disease Control and Prevention (CDC) in cooperation with the Virginia Department of Health. This program provides forward-deployed pharmaceuticals for initial response to an organophosphate nerve-agent type chemical event. Chempacks are typically stored at a hospital and may be picked up by the Department of Fire and Rescue (or any other public safety agency) and be transported to the scene for immediate use. The packs are monitored, receive periodic inspection and are replaced when needed by the CDC. The Incident Commander requests these resources through the ER physician via the Public Safety Communications Center (PSCC). The ER physician can activate the Chempack to respond to an internal or external event.

5. Notification of an Incident

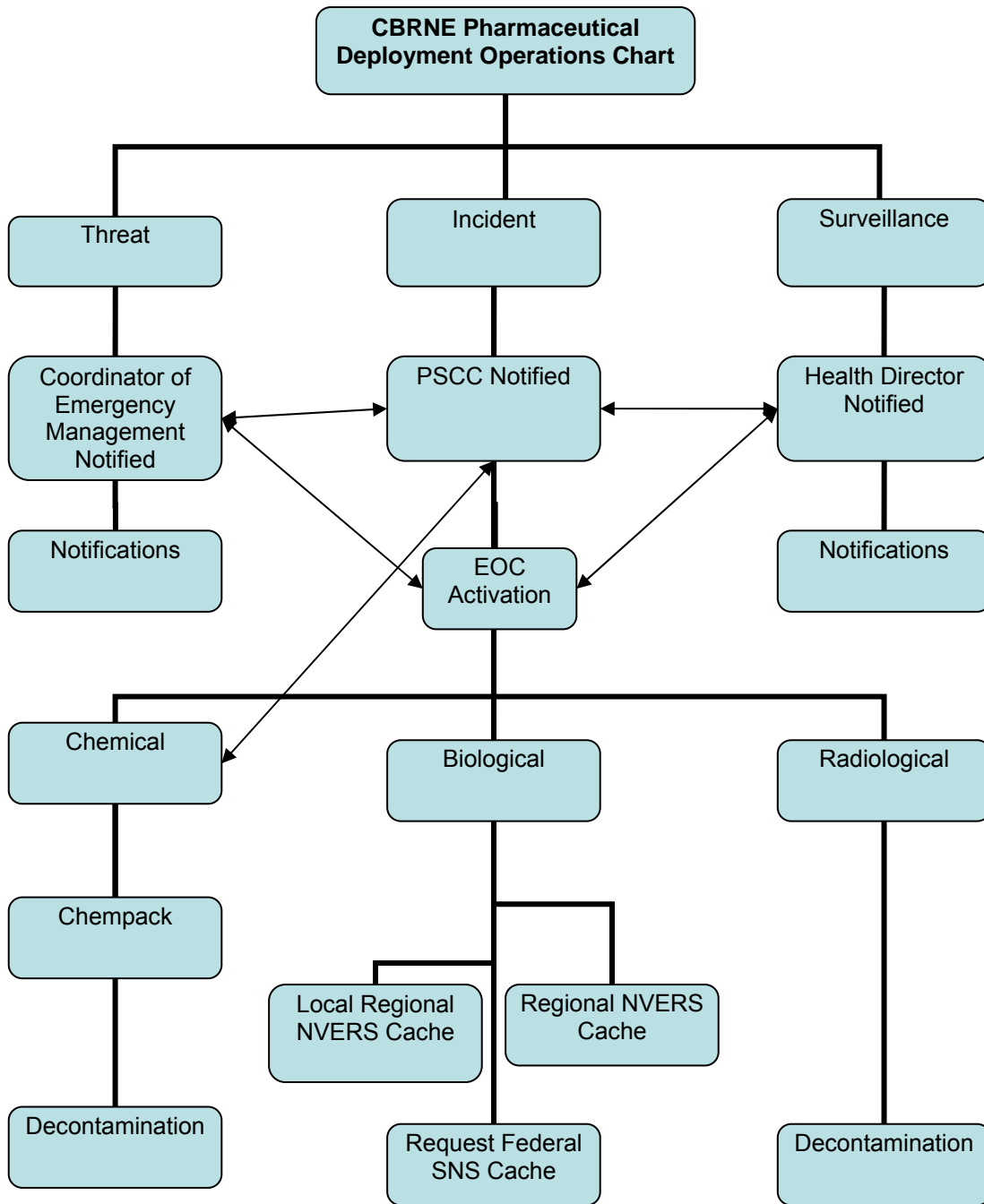
- a. In the event of a WMD/Terrorist incident, the agency/entity that first becomes aware of the event is responsible for notifying the Public Safety Communication Center, who will then notify appropriate agencies and organizations. Basic notification will include clear, concise, incident information; level of response required; and location to report to if entity is requested at the scene. Emergency notification will be made to:
  - (1) Prince William Health District Health Director

- (i) Who shall notify the State Health Commissioner
    - (2) Public Safety/Response Agencies
    - (3) County Executive
    - (i) Who shall notify the County Board of Supervisors
    - (4) Hospitals/Health Care Facilities
    - (5) Virginia Department of Emergency Management
  - b. Notification may originate from the Fire and Rescue Department, Police Department or Sheriff's Department personnel directly to the Prince William Health District. Notification also may originate through a call or page from the Public Safety Communications Center. Additional sources of notification may include:
    - (1) Regional, state or federal public health authorities via telephone, fax or email
    - (2) Information from hospital or private physicians or laboratories via a phone call to the Health District or through the PSCC
    - (3) From the Emergency Operations Center when activated
    - (4) Identification of incident through a public health surveillance system
6. Mass Fatality
- a. In the event of a mass fatality incident, the Virginia Department of Health: Office of the Chief Medical examiner will coordinate through the PWHD for local coordination of a mass fatality event.
  - b. In the event of a mass fatality event, it may be necessary to:
    - (1) Locate additional storage capacity for remains
    - (2) Locate mass casualty collection points for temporary storage and processing of remains
    - (3) Provide autopsy service
    - (4) Open family assistance centers, where the following activities would occur. (Family Assistance Centers are covered under ESF-6)
      - (i) Ante-mortem Identification
      - (ii) Death Notification
      - (iii) Psychosocial/Spiritual Support Services
      - (iv) Call Center
      - (v) Data Collection and Management
      - (vi) Other Case Management Services:
        - 1. Housing of Families
        - 2. Child Care
        - 3. Transportation
        - 4. Funeral Services
  - c. In the event a burial site is disturbed and exhumed remains are discovered, the Office of the Chief Medical Examiner would assist in the identification and proper handling procedures,
  - d. The Office of the Chief Medical Examiner will coordinate the recovery, processing and disposition of animal remains with the State Veterinarian, the Incident Commander and the appropriate law enforcement officials.

Animal remains, like human remains, will be considered evidence and will be segregated and processed accordingly at the scene. Once the OCME identifies the remains as non-human, the remains may be released to the State Veterinarian for disposition. Depending upon the event, the OCME may require to first examine and/or X-ray the remains to ensure no physical evidence or human fragments are co-mingled with animal remains.

7. Medical Surge
  - a. In the event of local EMS or hospital resources being depleted, Prince William County will refer to the Northern Virginia Medical Surge Plan.
  - b. The RHCC in conjunction with local EMS will coordinate the use of alternate facilities for emergency treatment in the event community medical facilities are overwhelmed
  
8. Environmental Monitoring
  - a. Once notified of an event, Prince William Health District will provide environmental monitoring (food, water, sewage, vector, animals)

### 9. CBRNE Pharmaceutical Deployment Operations Chart



## ADMINISTRATION AND LOGISTICS

### A. Administration

1. All records and reports will be maintained by individual agencies and submitted to the Planning Section Documentation Unit.
2. Tracking records and reports of administrative data will be maintained by individual agencies and submitted to the Health Department for compilation and submission to the Planning Section Documentation Unit to include:
  - a. Hours worked
  - b. Location and type of work performed
  - c. Pay rate of personnel performing work
  - d. Expenditures
    - (1) Purchase orders
    - (2) Invoices
    - (3) Vouchers

### B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. Pharmaceuticals  
Pharmaceuticals are maintained in local caches at the two hospitals located in the Prince William Health District and at the County Department of Fire and Rescue (DFR). Local resources at the hospitals and at DFR

can be activated by the Incident Commander, the Prince William Health District Director or through the County EOC. Additional pharmaceutical caches are maintained by regional and federal partners. Regional and federal resources can be requested through the County EOC. Federal resources are mobilized through the Virginia EOC.

#### 4. Prince William County Area Hospitals

The hospitals in Prince William County are Sentara Northern Virginia Medical Center (formerly Potomac Hospital), and Novant Prince William Hospital. In accordance with the Joint Commission on Accreditation of Healthcare Organizations recommendations, the hospitals have an internal Emergency Operations Plan that outlines internal preparedness and coordinates work in conjunction with the local EMS agencies to develop a system-wide response.

##### a. Novant Prince William Hospital

(1) Novant Prince William Hospital has 170-beds, six inpatient operating rooms and an ambulatory surgery center with four additional operating rooms. The emergency room also includes significant decontamination capabilities via a built-in three-line decontamination shower located under the ambulance canopy. The decontamination area also has radiant heaters to compensate for cold weather situations.

(2) Novant Prince William Hospital has significant resources on site to assist in the management of a mass casualty situation including:

- A three-stall decontamination shower located in the Emergency Room to manage small scale localized decontamination of non-CBRNE contaminants
- A cache of supplies and pharmaceuticals
- Prophylaxis's antibiotics for employees and families
- Thirty-six sets of decontamination personal protective equipment
- Surge beds and equipment to increase the hospital bed capacity in the event of an emergency
- Sophisticated Closed-Circuit Television surveillance systems for many internal areas, most exterior entrances and parking areas
- An electronic access control system which allows for building lockdown in the event of a threat or event

##### b. Novant Heathcote Health Center (Freestanding ER)

(1) Heathcote Health Center is a 24/7 freestanding 11-bed Emergency Room with some outpatient radiology and lab services. Heathcote has no in-patient capabilities,

(2) Heathcote has two single decontamination showers outside of the Emergency Room

##### c. Sentara Northern Virginia Medical Center

(1) Sentara Northern Virginia Medical Center has 183-beds and offers a wide range of medical specialties, a highly qualified medical and clinical staff, and state-of-the-art technology and it has 24 negative pressure rooms identified.



- (2) The Emergency Care Center has 42 exam rooms divided into four separate treatment areas:
  - MajorCARE is a 20-bed area that includes four Trauma/Cardiac Care bays and three negative pressure rooms. This area treats acute and critical care patients.
  - MinorCARE is a 6-bed area utilized to care for patients with minor illnesses or injuries
  - KidsCARE is an 8-bed area utilized to care for children but has the capability to treat patients of all age groups. There are two negative pressure rooms in this area.
  - TransitionalCARE is an 8-bed area utilized to hold patients waiting for final disposition (admit, discharge or transfer). This area has three negative pressure rooms and one positive pressure room.
  - KidsCARE and TransitionalCARE can be combined for all 16 beds to be negative pressure
- (3) The hospital has a single-stall decontamination shower located adjacent to the Emergency Department. It is appropriate for small-scale decontamination purposes.
  - The equipment is contained in a trailer and mirrors the Prince William County transportable decontamination equipment. Data from drills using this equipment suggests there is a capability to do secondary decontamination of 100 to 200 patients per hour.
- (4) The hospital has a cache of prophylactic antibiotics to provide treatment for three days to hospital personnel (medical and ancillary staff), active volunteers and their families.
  - The hospital has 36 sets of personal protective equipment (level C) to protect staff during a decontamination event. The hospital is also equipped with enough N95 respirator protection to allow emergency response staff to re-mask every hour over a three-day period.

## Attachment A Virginia Reportable Disease List

### Virginia Reportable Disease List

Reporting of the following diseases is required by state law ([§32.1-36](#) and [§32.1-37](#) of the *Code of Virginia* and 12VAC5-90-80 and 12VAC5-90-90 of the Board of Health *Regulations for Disease Reporting and Control*, <http://www.vdh.virginia.gov/epidemiology/regulations.htm>). Report all conditions when suspected or confirmed to your local health department within three days on an [Epi-1 form](#), except those listed in **RED** must be reported immediately by the most rapid means available.

Acquired immunodeficiency syndrome (AIDS)	♣ <b>MONKEYPOX</b>
♣ Amebiasis	♣ Mumps
♣ <b>ANTHRAX</b>	♣ <b>MYCOBACTERIAL DISEASES (INCLUDING AFB), I (IDENTIFICATION OF ORGANISM) AND DRUG SUSCEPTIBILITY</b>
♣ Arboviral infections (e.g., dengue, EEE, LAC, SLE, WNV)	Ophthalmia neonatorum
♣ <b>BOTULISM</b>	<b>OUTBREAKS, ALL</b> (including but not limited to foodborne, healthcare-associated, occupational, toxic substance-related, and waterborne)
♣ <b>BRUCELLOSIS</b>	♣ <b>PERTUSSIS</b>
♣ Campylobacteriosis	♣ <b>PLAGUE</b>
♣ Chancroid	♣ <b>POLIOVIRUS INFECTION, INCLUDING POLIOMYELITIS</b>
♣ Chickenpox (Varicella)	♣ <b>PSITTACOSIS</b>
♣ <i>Chlamydia trachomatis</i> infection	♣ <b>Q FEVER</b>
♣ <b>CHOLERA</b>	♣ <b>RABIES, HUMAN AND ANIMAL</b>
♣ Creutzfeldt-Jakob disease if <55 years of age	Rabies treatment, post-exposure
♣ Cryptosporidiosis	♣ <b>RUBELLA, INCLUDING CONGENITAL RUBELLA SYNDROME</b>
♣ Cyclosporiasis	♣ Salmonellosis
♣ <b>DIPHTHERIA</b>	♣ <b>SEVERE ACUTE RESPIRATORY SYNDROME (SARS)</b>
<b>DISEASE CAUSED BY AN AGENT THAT MAY HAVE BEEN USED AS A WEAPON</b>	♣ Shigellosis
♣ Ehrlichiosis/Anaplasmosis	♣ <b>SMALLPOX (VARIOLA)</b>
♣ <b>Escherichia coli</b> infection, Shiga toxin-producing	♣ Spotted fever rickettsiosis
♣ Giardiasis	♣ <i>Staphylococcus aureus</i> infection, (invasive methicillin-resistant) and I (vancomycin-intermediate or vancomycin-resistant)
♣ Gonorrhea	♣ Streptococcal disease, Group A, invasive or toxic shock
♣ Granuloma inguinale	♣ <i>Streptococcus pneumoniae</i> infection, invasive, in children <5 years of age
♣ <b>HAEMOPHILUS INFLUENZAE INFECTION, INVASIVE</b>	♣ Syphilis (report <b>PRIMARY</b> and <b>SECONDARY</b> immediately)
♣ Hantavirus pulmonary syndrome	♣ Tetanus
♣ Hemolytic uremic syndrome (HUS)	♣ Toxic substance-related illness
♣ <b>HEPATITIS A</b>	♣ Trichinosis (Trichinellosis)
♣ Hepatitis B (acute and chronic)	♣ <b>TUBERCULOSIS, ACTIVE DISEASE</b>
♣ Hepatitis C (acute and chronic)	Tuberculosis infection in children <4 years of age
♣ Hepatitis, other acute viral	♣ <b>TULAREMIA</b>
♣ Human immunodeficiency virus (HIV) infection	♣ <b>TYPHOID/PARATYPHOID FEVER UNUSUAL OCCURRENCE OF DISEASE OF PUBLIC HEALTH CONCERN</b>
♣ Influenza	♣ <b>VACCINIA, DISEASE OR ADVERSE EVENT</b>
I (report <b>INFLUENZA A, NOVEL VIRUS</b> immediately)	♣ <b>VIBRIO INFECTION</b>
<b>INFLUENZA-ASSOCIATED DEATHS IN CHILDREN &lt;18 YEARS OF AGE</b>	♣ <b>VIRAL HEMORRHAGIC FEVER</b>
♣ Lead, elevated blood levels	♣ <b>YELLOW FEVER</b>
♣ Legionellosis	♣ Yersiniosis
♣ Leprosy (Hansen disease)	
♣ Listeriosis	
♣ Lyme disease	
♣ Lymphogranuloma venereum	
♣ Malaria	
♣ <b>MEASLES (RUBEOLA)</b>	
♣ <b>MENINGOCOCCAL DISEASE</b>	

♣ These conditions are reportable by directors of laboratories. In addition, these and all other conditions except methicillin-resistant *Staphylococcus aureus* (MRSA), invasive and mycobacterial diseases are reportable by physicians and directors of medical care facilities. Laboratory reports may be by computer-generated printout, Epi-1 form, CDC surveillance form, or upon agreement with VDH, by means of secure electronic transmission.

I A laboratory identifying evidence of these conditions shall notify the local health department of the positive culture and submit the initial isolate to the Virginia Division of Consolidated Laboratory Services (DCLS) or, for tuberculosis, to another lab designated by the Board.

♣ Laboratories that use a Shiga toxin EIA methodology without a simultaneous culture should forward all positive stool specimens or positive broth cultures to DCLS for confirmation and further characterization.

# Physicians and directors of medical care facilities should report influenza by number of cases only (report total number per week and by type of influenza, if known); however, individual cases of influenza A novel virus should be reported immediately by rapid means.

Note: 1. Central line-associated bloodstream infections in adult intensive care units are reportable. Contact the VDH Healthcare-Associated Infections Program at (804) 864-8141 or see 12VAC5-90-370 for more information.

2. Cancers are also reportable. Contact the VDH Virginia Cancer Registry at (804) 864-7866 or see 12VAC5-90-150-180 for more information.

Effective March 28, 2011

## **Attachment B Category A Diseases/Agents**

The U.S. public health system and primary healthcare providers must be prepared to address various biological agents, including pathogens that are rarely seen in the United States.

### *Category A Diseases/Agents*

High-priority agents include organisms that pose a risk to national security because they:

- Can be easily disseminated or transmitted from person to person
- Result in high mortality rates and have the potential for major public health impact
- Might cause public panic and social disruption
- Require special action for public health preparedness

### *Category B Diseases/Agents*

Second highest priority agents include those that:

- Are moderately easy to disseminate
- Result in moderate morbidity rates and low mortality rates
- Require specific enhancements of the Centers for Disease Control and Prevention's diagnostic capacity and enhanced disease surveillance

### *Category C Diseases/Agents*

Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of availability, ease of production and dissemination, potential for high morbidity and mortality rates and major health impact.

- **Category A (definition above)**
  - **Anthrax (*Bacillus anthracis*)**
  - **Botulism (*Clostridium botulinum* toxin)**
  - **Plague (*Yersinia pestis*)**
  - **Smallpox (variola major)**
  - **Tularemia (*Francisella tularensis*)**
  - **Viral hemorrhagic fevers (filoviruses [e.g., Ebola, Marburg] and arenaviruses [e.g., Lassa, Machupo])**
- **Category B (definition above)**
  - **Brucellosis (*Brucella* species)**
  - **Epsilon toxin of *Clostridium perfringens***
  - **Food safety threats (e.g., *Salmonella* species, *Escherichia coli* O157:H7, *Shigella*)**
  - **Glanders (*Burkholderia mallei*)**
  - **Melioidosis (*Burkholderia pseudomallei*)**
  - **Psittacosis (*Chlamydia psittaci*)**
  - **Q fever (*Coxiella burnetii*)**

- Ricin toxin from *Ricinus communis* (castor beans)
- Staphylococcal enterotoxin B
- Typhus fever (*Rickettsia prowazekii*)
- Viral encephalitis (alphaviruses [e.g., Venezuelan equine encephalitis, eastern equine encephalitis, western equine encephalitis])
- Water safety threats (e.g., *Vibrio cholerae*, *Cryptosporidium parvum*)
- **Category C (definition above)**
  - Emerging infectious diseases such as Nipah virus and hantavirus

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**ESF 9 SEARCH AND RESCUE  
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**LEAD AGENCY:** Department of Fire and Rescue

**SUPPORT AGENCIES:**

Office of Public Safety Communications  
Police Department  
Department of Public Works  
Department of Development Services  
Department of Fire and Rescue, Emergency Management

Revised: 12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

- A. This ESF describes the resources available for Urban Search and Rescue (USAR), technical rescue and Swift Water Rescue (SWR) in Prince William County and the process for obtaining other USAR, technical rescue and SWR assets.
- B. Search and Rescue operations for lost person(s) are the responsibility of the Prince William County Police Department and are outside the scope of this ESF. Contact the highest ranking on-duty Police Command Officer to deal with this type of specific operation.
- C. This ESF coordinates the location of, extrication of and immediate medical treatment of victims trapped in collapsed structures, swift water, flat water, flood water, ice and/or requiring technical rescue capabilities for rescue.
- D. Technical rescue capabilities include:
  - 1. Rope Rescue
  - 2. Confined Space Rescue
  - 3. Vehicle/Machinery Rescue
  - 4. Trench Rescue

## AUTHORITIES AND REFERENCES

- A. Authorities
  - 1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000. §44.146 *et seq.* VA Code Ann.
    - a. Powers and duties of political subdivisions. § 44-146.19 VA Code Ann.
    - b. Securing site of structural failure, fire, explosion or industrial or transportation accident. § 44-208. VA Code Ann.
  - 2. Robert T. Stafford Disaster Relief and Emergency Act (Public Law 93-288)
- B. References
  - 1. National Incident Management System (NIMS) and Incident Command System (ICS) (2008)
  - 2. Northern Virginia Mutual Aid Procedure (March 2009)
  - 3. National Capital Region Mutual Aid Agreement (December 2005)
  - 4. Commonwealth of Virginia Emergency Operations Plan (September 2007)
  - 5. Federal Emergency Management Agency (FEMA) Urban Search and Rescue Manual (August 2003)
  - 6. National Search and Rescue Manual
  - 7. Fire and Rescue Departments of Northern Virginia Inland Water Rescue and Emergencies Manual, First Edition (March 2010)
  - 8. Prince William County Fire and Rescue Association Procedure 5.1.12 Special Operations Guidelines (November 2001)
  - 9. Prince William County Fire and Rescue Association Procedure 5.6.2 Technical Rescue and Swift Water Rescue (August 2011)



## **PURPOSE**

Provide coordination and effective use of County resources and available mutual aid resources for USAR, technical rescue and SWR activities.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Incidents will occur in the County as the result of a natural or man-made disaster varying in scope and degree of devastation.
2. The responsible search and rescue agencies must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or are believed to be, in distress or imminent danger.
3. The mortality rate among trapped victims rises dramatically after 72 hours; therefore, rescue must be initiated without delay.

### **B. Assumptions**

1. During the time USAR, technical rescue and/or SWR services are required; other emergencies could draw upon the same resources needed to support USAR, technical rescue and SWR.
2. Radio communication may be compromised, either totally or in part.
3. Local residents, workers and/or converging volunteers may initiate search and rescue efforts but will usually lack specialized equipment and training.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

The Department of Fire and Rescue is the lead County agency for structural collapse issues and programs.

### **B. Assignment of Responsibilities**

1. The Office of Public Safety Communications Center shall:
  - a. Receive and process 9-1-1 calls
  - b. Dispatch Fire and Rescue apparatus and personnel
  - c. Dispatch Police personnel
  - d. Notify Public Works and Development Services if directed
  - e. Notify the Coordinator of Emergency Management or designee
  - f. Provide communications support as requested from the scene
  - g. Provide information to Public Information Officers to assist in public warnings
2. The Department of Fire and Rescue shall:
  - a. Respond to incidents when dispatched
  - b. Implement and utilize ICS
  - c. Take appropriate self-protective and life safety actions

- d. Size up or review the current situation
3. The Police Department shall:
  - a. Provide traffic control around the incident site
  - b. Provide security around the incident site to limit and control access
  - c. Provide a liaison to the Incident Command Post (ICP)
  - d. Assist in providing public warnings
  - e. Evacuate citizens
4. The Department of Public Works shall:
  - a. Provide a liaison to the ICP
  - b. Provide available heavy equipment
  - c. Provide construction support (shoring)
  - d. Assist with equipment, maps, staff and vehicles
5. The Department of Development Services shall:
  - a. Provide a liaison to the ICP
  - b. Provide structural evaluations
6. The Department of Fire and Rescue, Emergency Management shall:
  - a. Monitor developments during reported structural collapse incidents
  - b. Recommend implementation of the Emergency Operations Plan as required
  - c. Coordinate resource requests

## **CONCEPT OF OPERATIONS**

The Department of Fire and Rescue will be the primary responder and lead agency on incidents involving structural collapse.

- A. The Department of Fire and Rescue has designated technical rescue capable ladder trucks and rescue squads, three SWR boats, two structural collapse response vehicles and two air and light apparatus to support USAR, technical rescue and SWR.
- B. USAR and/or technical rescue assistance
  1. Initial assistance will be requested from Fairfax County Fire and Rescue Department's Technical Rescue Operations Team.
  2. Assistance may also be requested from COG jurisdictions that have technical rescue task forces. These include:
    - a. Arlington County
    - b. City of Alexandria
    - c. District of Columbia
    - d. Montgomery County, Maryland
    - e. Prince George's County, Maryland
  3. Additional assistance may also be requested through Virginia Department of Emergency Management (VDEM) for:

- a. VDEM sponsored regional technical rescue teams (1 per VDEM region statewide)
- b. FEMA USAR Task Forces – local task forces include:
  - Virginia Task Force 1 (VA-TF1) sponsored by Fairfax County
  - Virginia Task Force 2 (VA-TF2) sponsored by Virginia Beach
  - Maryland Task Force 2 (MD-TF1) sponsored by Montgomery County, Maryland
- C. SWR assistance
  - 1. Initial assistance will be requested from surrounding counties and COG jurisdictions.
  - 2. Additional assistance will be made through VDEM.
- D. Incidents will be managed by the on-scene Incident Commander.
- E. In incidents with multi-agency and/or multi-jurisdictional involvement, Unified Command will be established.
- F. In the event the size, scope or complexity of the individual event(s) exceeds the capability of the Branch level, an Incident Management Team (IMT) will be established on site.
- G. Upon activation of the Emergency Operations Center (EOC), the Department of Fire and Rescue will provide representation to address strategic-level search and rescue requirements and issues.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports will be maintained by the System Support staff; the Systems Support Assistant Chief or designee will be responsible for logistic and support functions for DFR.
  - 2. Tracking records and reports of administrative data
    - a. Hours worked will be completed by the System Support staff.
    - b. Location and type of the work performed will be completed by the System Support staff.
    - c. Pay rate of personnel performing work will be completed by the System Support staff.
    - d. Expenditures will be addressed through normal processes and documentation to include all purchase orders, invoices and vouchers. Exceptions will be addressed on a case-by-case basis by the System Support Senior Administrative Manager or designee.
- B. Logistics
  - 1. Procurement of equipment and supplies
    - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
      - (1) Capability

- (2) Size
  - (3) Amount
  - (4) Location
  - (5) Type of resource
  - (6) Time frame in which it is needed
- b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
    - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
    - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
  3. Authority
    - a. The Coordinator of Emergency Management or designee will coordinate the request of outside resources.
    - b. The Incident Commander will be responsible for actions at the scene.
  4. Line of Succession

The line of succession is described in the Basic Plan.

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**ESF 10 OIL AND HAZARDOUS MATERIALS RESPONSE (HAZMAT)  
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**HAZARDOUS MATERIAL ACTION PLANS**

ESF 10B	Radiological Incident Response Plan
ESF 10C	Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Incident Response Plan

**LEAD AGENCY:** Department of Fire and Rescue (Hazardous Materials [HAZMAT])

**SUPPORT AGENCIES:**

Office of Public Safety Communications (OPSC)  
Virginia Department of Emergency Management (VDEM)  
Virginia Department of Environmental Quality (VDEQ)  
Virginia Department of Health (VDH)

Revised: 08/08  
12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource, Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

- A. This ESF delineates the organizational structure and responsibilities for responding to incidents involving oil and hazardous materials (HazMat) response.
  - 1. Oil is defined as petroleum products and oil of any kind and in any form, including but not limited to, petroleum and petroleum by-products, fuel oil, lubricating oil, sludge, oil residue, oil mixed with other wastes, crude oil and all other liquid hydrocarbons regardless of specific gravity.
  - 2. HazMat may be any substance or material in a quantity that may be harmful or injurious to humans, animals, plants or property when released into the environment.
- B. The term HazMat used in this ESF includes any and all substances that may be included in special groupings such as Extremely Hazardous Substances, Hazardous Substances, Toxic Industrial Chemicals, Chemicals of Interest or Weapons of Mass Destruction.
- C. HazMat include but are not limited to substances with the properties listed below:
  - 1. Explosives
  - 2. Radioactive materials
  - 3. Etiologic agents (disease causing)
  - 4. Flammable liquids or solids
  - 5. Combustible liquids or solids
  - 6. Poisons or poison gases
  - 7. Oxidizing or corrosive materials
  - 8. Irritants
  - 9. Compressed gases
  - 10. Other regulated materials

## AUTHORITIES AND REFERENCES

- A. Authorities
  - 1. Code of Federal Regulations (CFR) Title 29, Part 1910 Occupational Safety and Health Administration (OSHA)
  - 2. CFR Title 40, Parts 300, 355, 370, 373 and 374, Environmental Protection Agency (EPA)
  - 3. CFR Title 42, Section 105, Comprehensive Environmental Response, Compensation and Liability (CERCLA)
  - 4. CFR Title 46, Parts 140-149, Coast Guard Dangerous Cargo Regulations
  - 5. CFR Title 49, Parts 171-177, Department of Transportation (DOT)
  - 6. Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499)
  - 7. Commonwealth of Virginia Emergency Services and Disaster Laws, Title 44-146
  - 8. Prince William County Code, Chapter 9, Fire Prevention and Protection, Article VI, Fire and Rescue Services, Section 9-85
- B. References



1. National Response Framework (NRF)
2. National Oil and Hazardous Substances Pollution Contingency Plan, 40 CFR 300
3. Commonwealth of Virginia Emergency Operations Plan (EOP), Volume 2, ESF 10, Oil and HazMat Response
4. Commonwealth of Virginia EOP, Volume 3, Radiological Emergency Response
5. Commonwealth of Virginia EOP, Volume 4, HazMat and Terrorism Consequence Management
6. Prince William County, City of Manassas, and City of Manassas Park Local Emergency Planning Committee, Hazardous Materials Emergency Response Plan (HMERP) (published separately)
7. Prince William County Department of Fire and Rescue HazMat Technician Guidelines
8. Prince William County Fire and Rescue Association Procedures (5.7.1 through 5.7.8)
9. Northern Virginia (NOVA) Fire and Rescue Firefighting Departments/Firefighting and Emergency Operations (Command Officer Operations) Volume I Book 4

## **PURPOSE**

Accidents or emergencies involving uncontrolled releases of oil or HazMat may occur anywhere in the County at any time. Releases of these materials may occur as separate events or may be associated with other emergency incidents. Consequently, the emergency response organization must be prepared to respond effectively to oil or HazMat releases to save lives; protect persons, including the first responders; protect property and safeguard the environment. Additionally, appropriate responses to oil and HazMat releases are required to comply with the provisions of state and federal laws and regulations.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Prince William County has major transportation modes that present the risk of an uncontrolled release of oil or HazMat. Interstate and state highways, railroads, numerous pipelines, barge traffic on the Potomac River and one of the busiest regional airports in the country all present opportunities for transportation-related oil and HazMat incidents.
2. Numerous facilities in the County use extremely hazardous substances and store large amounts of petroleum products.
3. There is an ever-present risk of unintentional oil and HazMat release caused either by an accident or by an act of nature. Intentional releases are also a constant threat as a result of a criminal or terrorist act.

B. Assumptions

1. Prince William County Department of Fire and Rescue (DFR) resources will be available to respond to oil or HazMat incidents in the County.
2. When required, additional HazMat specialty support will be available from regional and state resources.
3. As a point of reference, the Public Safety Communications Center (PSCC) is the physical structure, and the Office of Public Safety Communications (OPSC) is the organization or agency.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Department of Fire and Rescue is the lead agency for oil and HazMat response issues and programs.
2. Additional HazMat response personnel and equipment to supplement County resources will be requested through regional resources or the Commonwealth of Virginia Department of Emergency Management (VDEM).

B. Assignment of Responsibilities

1. The Department of Fire and Rescue shall:
  - a. Ensure that appropriately trained personnel are on duty 24/7 to respond to calls for service involving HazMat
  - b. Provide coordination and support to emergency response personnel by ensuring resources, personnel and equipment are obtained when requested
  - c. Take appropriate self-protective and life safety actions
  - d. Conduct an assessment and relay additional information to the OPSC
  - e. Implement the Hazardous Materials Emergency Response Plan (HMERP)
  - f. Take appropriate actions to protect persons, property and the environment
2. The HAZMAT Officer/Coordinator shall:
  - a. Respond to the scene when necessary
  - b. Provide technical advice and support
  - c. Identify and notify the responsible party
  - d. Coordinate resources required to mitigate and remediate the incident
  - e. Notify appropriate state and federal agencies and personnel
  - f. Function as the Local Coordinating Officer (LCO)
  - g. Develop and maintain response plans relating to the HazMat program
3. The HAZMAT Captain, in the absence of the HazMat Officer/Coordinator shall:
  - a. Respond to the scene when necessary
  - b. Provide technical advice and support

- c. Identify and notify the responsible party
  - d. Coordinate resources required to mitigate and remediate the incident
  - e. Notify appropriate state and federal agencies and personnel
  - f. Function as the LCO
  - g. Develop and maintain response plans relating to the HazMat program
4. The LCO shall:
- a. Liaison with other local, regional, state or federal resources involved in an oil or HazMat incident in the County
  - b. Assist at the scene
  - c. Coordinate and control the activities at the scene after the emergency has been mitigated
5. The OPSC shall:
- a. Receive and process 9-1-1 calls
  - b. Dispatch Fire and Rescue service apparatus and personnel
  - c. Notify the HazMat Officer
  - d. Notify the Coordinator of Emergency Management or designee
  - e. Provide communications support as requested from the scene
6. The Police Department shall:
- a. Provide law enforcement support at incidents when the incident site is also a crime scene
  - b. Provide traffic control around the incident site
  - c. Provide security around the incident site to limit and control access
  - d. Provide a liaison to the Incident Command Post (ICP)
  - e. Assist in providing public warnings
  - f. Evacuate citizens when necessary
  - g. Conduct criminal investigations when applicable
  - h. Liaison with supporting law enforcement agencies
7. The Coordinator of Emergency Management shall:
- a. Monitor developments during HazMat incidents
  - b. Provide situational information to the Director and Coordinator of Emergency Management or designee
  - c. Recommend implementation of the EOP and/or activation of the Emergency Operations Center (EOC)
8. Other County departments and agencies shall:
- a. Perform assigned emergency operations tasks when requested by the Director of Emergency Management or designee
  - b. Provide assigned ESFs requested by the Coordinator of Emergency Management or designee

## **CONCEPT OF OPERATIONS**

- A. Oil and HazMat incident response will be integrated into the existing emergency response system. The provisions of this ESF will be applicable to releases of oil and HazMat regardless of whether the release was accidental, the result of a natural event or a deliberate criminal or terrorist act. The County will participate in the Commonwealth of Virginia's Regional HazMat Response Program.
  
- B. The Department of Fire and Rescue Hazardous Materials Response Program and Response Units are capable of responding at levels consistent with NIMS Resource Typing for HAZMAT Teams. This capability is outlined in the Hazardous Materials Technician Guidelines which are a supplement to the Hazardous Materials Emergency Response Plan. This guidance and the response operations of this unit are performed by the Department of Fire and Rescue personnel designated as Hazardous Materials Technicians or Specialists.
  
- C. Actions performed by Fire and Rescue HAZMAT Operations First Responders in the field and in support of this ESF will be in accordance with the Fire and Rescue Association Procedures (FRAP). The following procedures are published separately:
  - 1. FRAP 5.7.1 - Carbon Monoxide Alarm
  - 2. FRAP 5.7.2 - Atmospheric Monitoring Devices
  - 3. FRAP 5.7.3 - HazMat Technical Support
  - 4. FRAP 5.7.4 - HazMat Incident Cost Reimbursement
  - 5. FRAP 5.7.5 - Dispatching HazMat Resources
  - 6. FRAP 5.7.6 - HazMat Contamination Management
  - 7. FRAP 5.7.7 - HazMat First Responder Protocol
  - 8. FRAP 5.7.8 - HazMat Mobile Data Computer (MDC) References
  - 9. FRAP 5.7.9 – HAZMAT Decontamination

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports for hazardous materials incidents will be maintained by the Department of Fire and Rescue.
  - 2. Supporting agencies will submit expenditure data to the DFR Hazardous Materials Coordinator.
  - 3. Each hazardous materials incident will be assigned a unique incident number by the Computer Aided Dispatch System (CAD).
    - a. The incident number will be used on all documentation related to the incident to include personnel, equipment and material costs.
    - b. The Hazardous Materials Coordinator will be responsible for coordinating and monitoring the collection of applicable cost documents and the preparation of cost reimbursement requests.
    - c. The DFR System Support staff and the System Support Assistant Chief or designee will be responsible for logistic and support functions to include:

- (1) Identification of specific DFR costs
  - (2) Processing DFR purchase orders, invoices and vouchers
  - (3) Preparing and submitting requests for funds to the Board of County Supervisors
  - (4) Developing requisite procurement documents and selecting contractors if required
  - (5) Submitting reimbursement requests to responsible parties
  - (6) Submitting reimbursement requests to state and federal agencies
- d. Personnel, material and equipment costs associated with tasks supporting response, mitigation and remediation will be identified by the CAD Incident Number and will be consolidated by each supporting agency and submitted to the DFR.
  - e. The DFR will provide all supporting agencies with copies of the Prince William County Fire and Rescue Association Procedure 5.7.4 (Hazardous Materials Incident Cost Reimbursement) to be used to record and report expenditures.

## B. Logistics

1. The DFR Logistics Section will provide direct support for DFR personnel.
  - a. Specialized equipment or supplies may be procured locally.
  - b. Specialized equipment and supplies may be requested through regional mutual aid agreements.
  - c. If resources are not available locally, then requests will be submitted to VDEM.
  - d. Resource requests submitted to VDEM will follow the VDEM CSALTT request process and should include the following information:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of Resource
    - (6) Time frame in which it is needed
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. The Department of Fire and Rescue will administer CBRNE response preparedness through the existing Hazardous Materials Emergency Response Program.

- a. The Department of Fire and Rescue will procure, maintain and replace specialized selected CBRNE response equipment.
- b. Additional resources required to support a CBRNE incident response will be requested in accordance with the provisions of the County EOP.

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**ATTACHMENTS**

<b>Attachment A</b>	<b>Radiological Emergency Response Actions</b>
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Reviewed: 12/08  
12/12



## **INTRODUCTION**

There is a potential for an incident in which radioactive materials may be released within Prince William County. The Department of Fire and Rescue (DFR) must be prepared to respond to such an incident to save lives, minimize property damage and protect the environment to the maximum extent possible.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. Commonwealth of Virginia Emergency Services and Disaster Law, Title 44
2. Prince William County Code, Chapter 9, Fire Prevention and Protections, Chapter 3.2, Article VI, Fire and Rescue Services, Section 9-85

### **B. References**

1. The National Response Framework (NRF)
2. U.S. Department of Transportation (DOT), Radioactive Materials Transportation Information and Incident Guidance, DOT/RSPA/MTB-81/4
3. Commonwealth of Virginia, Emergency Operations Plan (EOP), Volume 3, Radiological Emergency Response
4. Commonwealth of Virginia, EOP, Volume 4, Hazardous Materials and Terrorism Consequence Management
5. Prince William County, City of Manassas, and City of Manassas Park Hazardous Materials Emergency Response Plan (HMERP).
6. Prince William County Department of Fire and Rescue Hazardous Materials Technician Guidelines
7. Prince William County Fire and Rescue Association Procedures (5.7.1 through 5.7.8)

## **PURPOSE**

To be prepared to respond to incidents involving radioactive materials in the County to save lives, minimize personal injury and prevent damage to property and the environment to the maximum extent possible.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

Prince William County has two major interstate highways as well as numerous state highways. These roads are used frequently by trucks carrying radioactive materials. Additionally, there are two major railroads that cross the County that may be used to transport radiological materials. The County also has significant aircraft activity at the Manassas Regional Airport and is in the flight path for Washington Dulles International Airport. Facilities in the County, such as hospitals, laboratories, manufacturers and engineering firms, may use radiological materials and devices in

the normal course of their activities. The County is also within the ingestion exposure pathway zone for two nuclear power plants.

**B. Assumptions**

1. Peacetime radiological incidents or accidents are the most probable incidents to be expected.
2. The principal risk for an incident involving radioactive materials is from a transportation accident while a shipment is in transit through the County.
3. Terrorist acts utilizing radiation dispersal devices (RDDs) or nuclear weapons are possible.
4. Users of radioactive materials located within the County are properly trained, equipped and prepared to respond to accidents involving radioactive materials in their custody.
5. Normal communications networks will be intact and operable during any peacetime radiological emergency.
6. As a point of reference, the Public Safety Communications Center (PSCC) is the physical structure, and the Office of Public Safety Communications (OPSC) is the organization.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

1. The Coordinator of Emergency Management with the support of the Hazardous Materials Coordinator is responsible for implementation of the Radiological Defense (RADEF) system and will administer the program through the Office of Emergency Management.
  - a. The responsibilities include organizing, staffing and training selected County personnel to serve as radiological officers (ROs), radiological response team (RRT) members and radiological monitors (RMs).
  - b. Plans for radiological response will be integrated into the Hazardous Materials Emergency Response Plan (HMERP) and will be tested and/or exercised in conjunction with the HMERP.

**B. Assignment of Responsibilities**

1. The Department of Fire and Rescue is the lead County agency for radiological response.
2. The Department of Fire and Rescue HAZMAT Officer(s) will serve as the Radiological Officer(s) (RO).
3. Other County departments and agencies will provide support for radiological response in accordance with the provisions of the County Emergency Operations Plan (EOP).

**CONCEPT OF OPERATION**

**A. Notification of a Radiological Incident**

1. The Office of Public Safety Communications will notify the Coordinator of Emergency Management and the HAZMAT Officer(s)/Duty HAZMAT Technician immediately regarding any information received that a radiological incident is imminent or has occurred.
2. An example of an imminent radiological incident would be a warning from the federal government that a nuclear attack is possible or a notification from a nuclear power plant that an emergency is developing or that an accident has occurred.
3. An example of a radiological incident that has occurred would be the report from an Incident Commander that a radiological material has been discovered or is suspected to be present at an incident site.

**B. Radiological Defense Actions**

1. Actions required will depend on the nature of the incident.
2. Four probable scenarios are addressed in Attachments A-D.
  - a. An accident or incident involving radioactive material that occurs in the County will be considered a radiological emergency and response actions will be in accordance with Attachment A.
  - b. A nuclear power plant emergency or incident will be an ingestion exposure pathway incident and response actions will be in accordance with Attachment B.
  - c. Nuclear attack actions will be in accordance with Attachment C.
  - d. Response actions for a terrorist incident involving a RDD will be in accordance with Attachment D.
3. The Coordinator of Emergency Management or designee shall review radiological reports and information, determine the severity and immediacy of the situation, and take the following actions:
  - (1) Notify the RO
  - (2) Notify other County officials
  - (3) Recommend activation or activate the Emergency Operations Center (EOC) depending on the situation
  - (4) Initiate coordination with other jurisdictions, state or federal agencies as deemed appropriate.
4. The RO shall:
  - a. Implement applicable sections of the HMERP
  - b. Provide technical guidance to first responders at the incident site
  - c. Initiate requests for additional technical support
  - d. Prepare to conduct radiation survey and monitoring in accordance with Attachment E
  - e. Ensure that exposure records are in accordance with the forms in Attachments F1 – F4

**ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. All records and reports for hazardous materials incidents will be maintained by the Department of Fire and Rescue.
2. Supporting agencies will submit expenditure data to the DFR Hazardous Materials Coordinator.
3. Each hazardous materials incident will be assigned a unique incident number by the Computer Aided Dispatch System (CAD).
  - a. The incident number will be used on all documentation related to the incident to include personnel, equipment and material costs.
  - b. The Hazardous Materials Coordinator will be responsible for coordinating and monitoring the collection of applicable cost documents and the preparation of cost reimbursement requests.
  - c. The DFR System Support staff, and the System Support Assistant Chief or designee will be responsible for logistic and support functions to include:
    - (1) Identification of specific DFR costs
    - (2) Processing DFR purchase orders, invoices and vouchers
    - (3) Preparing and submitting requests for funds to the Board of County Supervisors
    - (4) Developing requisite procurement documents and selecting contractors if required
    - (5) Submitting reimbursement requests to responsible parties
    - (6) Submitting reimbursement requests to state and federal agencies
  - d. Personnel, material and equipment costs associated with tasks supporting response, mitigation and remediation will be identified by the CAD Incident Number and will be consolidated by each supporting agency and submitted to the DFR.
  - e. The DFR will provide all supporting agencies with copies of the Prince William County Fire and Rescue Association Procedure 5.7.4 (Hazardous Materials Incident Cost Reimbursement) be used to record and report expenditures.

#### B. Logistics

1. The DFR Logistics Section will provide direct support for DFR personnel.
  - a. Specialized equipment or supplies may be procured locally.
  - b. Specialized equipment and supplies may be requested through regional mutual aid agreements (MAA).
  - c. If resources are not available locally, then requests will be submitted to the Virginia Department of Emergency Management (VDEM).
  - d. Resource requests submitted to VDEM will follow the VDEM C-SALTT request process and should include the following information:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of Resource
    - (6) Time frame in which it is needed

2. Personnel
  - a. Requests for additional Hazardous Materials personnel will be submitted to VDEM.
  - b. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - c. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. The Department of Fire and Rescue will administer CBRNE response preparedness through the existing Hazardous Materials Emergency Response Program.
  - a. The Department of Fire and Rescue will procure, maintain and replace specialized selected CBRNE response equipment.
  - b. Additional resources required to support a CBRNE incident response will be requested in accordance with the provisions of the County EOP.
4. The Department of Fire and Rescue will provide specialized equipment to support radiological incident response.
5. Radiation monitoring equipment and trained personnel will be available from County HAZMAT resources.
6. Additional radiation monitoring equipment will be available upon request from the following sources.
  - a. Regional MAAs
  - b. VDEM
  - c. Federal agencies
7. Additional resources required to mitigate an emergency will be acquired in accordance with the provisions of the County EOP.
8. Detailed records of personnel exposure will be kept in accordance with Attachment F2.
9. County-owned radiation monitoring equipment will be inventoried and inspected before issue and before use. Operational checks will be performed in accordance with monitoring equipment procedures and manufacturer's instructions.

## **Attachment A**

### **Radiological Emergency Response Actions**

#### **A. Mission**

To respond to emergency situations involving radiological materials, save lives, protect the environment and minimize damage to property.

#### **B. Operations and Procedures**

##### **1. Initial Response**

- a. Arrival at the Scene
- b. First arriving units will be cognizant of the potential for confronting a radiological hazard.
- c. A response to any explosion will be considered to be a possible radiation incident.
- d. At the first indication or suspicion that radiological material may be involved at the scene, the Incident Commander or his/her designee will inform the Public Safety Communications Center (PSCC) and request assistance.
- e. The PSCC will dispatch hazardous materials (HAZMAT) support units to assist.

##### **2. Control at the Scene**

- a. First arriving units will isolate and secure the scene and keep personnel as far away from wreckage and debris as practical.
- b. Establish an Incident Command Post (ICP) and institute the National Incident Management System.
- c. Establish an initial isolation zone in accordance with the provisions of the Department of Transportation (DOT) Emergency Response Guidebook.
- d. If a fire is involved, evacuate to a 1,500-foot distance and establish the ICP. Consider local wind direction when selecting the ICP location.

##### **3. Actions at the Scene**

- a. Initiate life safety actions and perform rescue as necessary.
- b. Minimize the number of emergency responders near the suspected radiological material to the number necessary to perform life safety activities.
- c. Do not move wreckage, shipping containers or debris except as necessary to perform life safety activities.
- d. Decontaminate casualties before transporting.
- e. Ensure that the transporting Emergency Medical Services (EMS) personnel and the receiving medical facility are provided as much information as is available about the radiological material before transport and arrival of the casualty.
- f. Detain all persons who have been in the proximity of the accident and record names, addresses and telephone numbers. Persons will require monitoring before release.

- g. Evaluate the need to evacuate personnel downwind of the incident site, and make necessary recommendations.
  - h. Prepare to assist in the conduct of radiological monitoring of detained persons and the area to determine the presence and extent of contamination.
  - i. Initiate exposure records for response personnel.
- 4. HAZMAT Support will include the following:
  - a. Radiological survey and monitoring of the scene to assess the levels of radioactivity
  - b. Using monitoring results to establish Hot, Warm and Cold Zones
  - c. Establishing and supervising decontamination operations
  - d. Developing requests for additional radiological monitoring support
  - e. Any assistance required to mitigate the incident that is not specifically related to radiological material will be requested in accordance with existing procedures
- 5. Recovery Actions
  - a. Identification and Notification of Responsible Party
  - b. The responsible party will be notified as soon as possible and informed of the situation.
  - c. The responsible party will be advised of the requirements to mitigate the situation, and will be requested to take all action necessary to contain, secure, recover, remove and clean up after the incident.
  - d. The extent of recovery actions will be determined by the results of the radiological monitoring and as directed by the appropriate state or federal authorities.
  - e. All emergency response personnel and equipment will be monitored before release from the scene. Decontamination will be performed as required.
  - f. Emergency response personnel and equipment will depart the scene only after consultations with competent technical authority.
  - g. Command and control of the scene will be relinquished by County personnel upon assumption of responsibility and control by appropriate persons in coordination with state and federal authorities.

## **Attachment B Nuclear Attack**

### A. Mission

To protect the populace from the hazards of fallout radiation by providing radiation monitoring and survey.

### B. Operations and Procedures

1. During the Pre-attack phase, the Coordinator of Emergency Management or designee shall:
  - a. Ensure that responsible County personnel are notified and review respective annexes of the Emergency Operations Plan (EOP)
  - b. Ensure that the designated Department of Fire and Rescue personnel review procedures and test radiological monitoring equipment
  - c. Monitor warnings and alert status
  - d. Implement the Emergency Operations Plan (EOP)
  - e. Activate the Emergency Operations Center (EOC) if required
  - f. Coordinate designating and establishing shelters
  - g. Check communications with local shelter personnel, surrounding jurisdictions, and the state EOC
2. During the Attack phase, the Coordinator of Emergency Management or designee shall:
  - a. Maintain contact with shelter personnel
  - b. Provide reports to the state EOC
  - c. Initiate recovery planning based on results of monitoring data
  - d. Maintain contact with shelter radiation monitors
  - e. Disseminate radiation monitoring data to local, regional and state agencies and surrounding jurisdictions
  - f. Request monitoring support; e.g., aerial from state EOC as needed
  - g. Update recovery plan based on monitoring data
3. During the Post-attack phase, the Coordinator of Emergency Management or designee shall:
  - a. Keep local, regional and state agencies informed of the radiation status
  - b. Conduct damage assessment efforts
  - c. Submit assistance requests to the state when necessary
  - d. Coordinate with surrounding jurisdictional and state personnel to determine when to deactivate the EOC. Deactivation will depend on the severity of the radiological effects.



## **Attachment C**

### **Radiation Dispersal Device (RDD) and Radiological Monitoring Plan**

#### **A. Mission**

To provide personnel and equipment to monitor persons and locations to determine the presence, level and extent of radioactive contamination resulting from the functioning of a Radiation Dispersal Device.

#### **B. Personnel will be designated as Radiation Monitors to:**

1. Perform surveys to collect radiation data to determine the extent of radioactive contamination and identify the need for radiation exposure control
2. Provide safety and recovery mission recommendations
3. Support the decontamination efforts

#### **C. Operations and Procedures**

##### **1. Assignment of Duties**

- a. Radiation Monitors will receive instructions from the HAZMAT Officer regardless of the nature or level of radiological emergency.
- b. Radiation Monitors will advise and recommend limits to the extent of survey and recovery operations dependent on the nature of the emergency.

##### **2. Specific Duties**

Radiation Monitors will be responsible for the following:

- (1) Ensuring assigned radiological monitoring equipment is operational
- (2) Providing emergency training in equipment operation to personnel
- (3) Monitoring Radiological Defense (RADEF) personnel and maintaining exposure records
- (4) Surveying and reporting radiation levels as directed
- (5) Performing calculations and making recommendations regarding radiological safety and hazards
- (6) Following the procedures contained in the Commonwealth of Virginia Radiological Defense Response Procedures manual

**ESF 10C CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE  
(CBRNE) INCIDENT RESPONSE PLAN  
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12/12

## **INTRODUCTION**

There is a continuing threat that a chemical, biological, radiological, nuclear or explosive (CBRNE) material may be released within Prince William County. Such a release has the potential to cause catastrophic harm to persons, property and the environment. Prince William County must be prepared to respond to such an incident to save lives, minimize property damage and protect the environment to the maximum extent possible. Responding to a CBRNE incident is complicated by the fact that these materials not only pose an extreme threat to first responders, but the release, if deliberate, is a criminal act, which mandates that the incident site be managed as a crime scene, further complicating the response activities.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. Title 18, USC, Section 2332a, Weapons of Mass Destruction
2. Title 18, USC, Sections 175-178, Biological Weapons Anti-Terrorism Act (BWAT)
3. Commonwealth of Virginia Emergency Services and Disaster Law, Title 44
4. Prince William County Code, Chapter 9 – Fire Prevention and Protection, Article VI, Fire and Rescue Services, Section 9-85

### **B. References**

1. The National Response Framework (NRF)
2. Commonwealth of Virginia, Emergency Operations Plan (EOP), Volume 2, ESF 10, Oil and Hazardous Materials (HazMat) Emergency Response Plan
3. Commonwealth of Virginia, EOP, Volume 3, Radiological Emergency Response
4. Commonwealth of Virginia, EOP, Volume 4, Hazardous Materials and Terrorism Consequence Management
5. Prince William County, City of Manassas, and City of Manassas Park Hazardous Materials Emergency Response Plan (HMERP)
6. Prince William County Department of Fire and Rescue Hazardous Materials Technician Guidelines
7. Prince William County Metropolitan Medical Response System (MMRS) Plan
8. Prince William County Fire and Rescue Association Procedures (5.7.1 through 5.7.8).

## **PURPOSE**

The purpose of this ESF is to describe the organizational structure and outline the responsibilities for ensuring that the County is prepared to respond to incidents that may involve CBRNE materials.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. CBRNE materials are among the most dangerous substances known and the release of these materials may have catastrophic effects on persons, property and the environment.
2. Catastrophic effects include the potential for CBRNE materials to produce mass casualties and mass fatalities. Accordingly, CBRNE materials are also referred to as Weapons of Mass Destruction (WMD).
3. Regardless of the terminology used to categorize these substances, they are hazardous materials; consequently, CBRNE response requirements will be integrated into the County's HazMat Response Program.
4. Whether a release of a CBRNE material is accidental or the result of a deliberate act, the first responder community must be prepared to respond safely and effectively.
5. Specialized equipment, specially trained personnel and unique procedures are required for a safe and effective CBRNE response.
6. Any action that results in the deliberate release or use of a CBRNE material is a criminal act, which means that the response to the incident and actions at the incident site must consider the ramifications of operating at a crime scene.

### **B. Assumptions**

1. The threat of a terrorist attack in the National Capitol Region (NCR) remains high.
2. There is a high probability that a terrorist attack may include the release of CBRNE material.
3. Whether a deliberate release occurs in the County or in one of the regional jurisdictions, it is likely that Prince William County personnel and equipment may become involved through mutual aid agreements (MAAs).
4. Assistance will be available from regional and state resources.
5. Normal communications networks will be intact and operable during any peacetime CBRNE emergency.
6. As a point of reference, the Public Safety Communications Center (PSCC) is the physical structure, and the Office of Public Safety Communications (OPSC) is the organization.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The County organization for response to a CBRNE incident will be in accordance with the provisions of the County's EOP.
2. The Department of Fire and Rescue (DFR) is the lead County agency for responding to CBRNE incidents.
3. The County has developed the Metropolitan Medical Response System (MMRS) Plan to enhance the medical response capability to handle large-scale medical events involving CBRNE.

## B. Responsibilities

1. The Department of Fire and Rescue, Emergency Management will ensure that issues related to CBRNE response preparedness are addressed as hazard-specific appendixes to the County EOP.
2. The Department of Fire and Rescue will integrate CBRNE elements into the Hazardous Materials Emergency Response Program.
3. The Department of Fire and Rescue will ensure that selected personnel are appropriately trained and equipped to respond to a CBRNE incident.
4. The HAZMAT Coordinator will provide program management and oversight to develop:
  - a. Procedures for responding to CBRNE incidents
    - (1) Basic information for all first responder personnel
    - (2) Technically detailed information and guidelines for HazMat Technicians
  - b. Recommendations for procuring specialized CBRNE response equipment
  - c. Training programs and materials for use by all Fire and Rescue Association personnel
5. The Office of Public Safety Communications will follow dispatch protocols whenever dispatching units for a report of a CBRNE event.
6. The Police Department will provide law enforcement support and liaison with other supporting law enforcement agencies in accordance with existing general orders.
7. Other County departments and agencies will provide support as requested in accordance with the provisions of the County EOP.

## CONCEPT OF OPERATIONS

### A. Notification of a CBRNE Incident

1. If the OPSC receives information regarding an imminent threat from a CBRNE material, the Coordinator of Emergency Management will be notified immediately.
2. If it is determined or if there is a suspicion that a CBRNE material is involved at a scene, the Incident Commander will immediately notify the OPSC.
3. The OPSC will notify the HazMat Officers/Duty HazMat Technician.

### B. CBRNE Incident Response Actions

1. CBRNE incidents will be managed in accordance with the provisions of the Hazardous Materials Emergency Response Plan (HMERP).
2. If not already dispatched with the initial response, the Incident Commander will request HazMat support as soon as it is determined that a CBRNE material is or may be present at the incident site.
3. The HazMat Coordinator/Officer/Duty HazMat Technician will provide technical oversight and guidance to the first responder units and coordinate requests for technical additional support and assistance.

4. The Coordinator of Emergency Management will implement the County EOP and activate the Emergency Operations Center (EOC), depending on the severity of the incident.
5. The Police Department will provide law enforcement support in accordance with existing general orders and the provisions of the EOP.
6. Other County departments and agencies will provide support in accordance with the EOP.

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All records and reports for hazardous materials incidents will be maintained by the Department of Fire and Rescue.
2. Supporting agencies will submit expenditure data to the DFR Hazardous Materials Coordinator.
3. Each hazardous materials incident will be assigned a unique incident number by the Computer Aided Dispatch System (CAD).
  - a. The incident number will be used on all documentation related to the incident to include personnel, equipment and material costs.
  - b. The Hazardous Materials Coordinator will be responsible for coordinating and monitoring the collection of applicable cost documents and the preparation of cost reimbursement requests.
  - c. The DFR System Support staff and the System Support Assistant Chief or designee will be responsible for logistic and support functions to include:
    - (1) Identification of specific DFR costs
    - (2) Processing DFR purchase orders, invoices and vouchers
    - (3) Preparing and submitting requests for funds to the Board of County Supervisors
    - (4) Developing requisite procurement documents and selecting and awarding contractors if required
    - (5) Submitting reimbursement requests to responsible parties
    - (6) Submitting reimbursement requests to state and federal agencies
  - d. Personnel, material and equipment costs associated with tasks supporting response, mitigation and remediation will be identified by the CAD Incident Number and will be consolidated by each supporting agency and submitted to the DFR.
  - e. The DFR will provide all supporting agencies with copies of the Prince William County Fire and Rescue Association Procedure 5.7.4 (Hazardous Materials Incident Cost Reimbursement) to be used to record and report expenditures.

### **B. Logistics**

1. The DFR Logistics Section will provide direct support for DFR personnel.
  - a. Specialized equipment or supplies may be procured locally.

- b. Specialized equipment and supplies may be requested through regional mutual aid agreements (MAA).
  - c. If resources are not available locally, then requests will be submitted to the Virginia Department of Emergency Management (VDEM).
  - d. Resource requests submitted to VDEM will follow the VDEM C-SALTT request process and will include the following information:
    - (1) Size
    - (2) Amount
    - (3) Location
    - (4) Type of Resource
    - (5) Time frame in which it is needed
2. Personnel
- a. Requests for additional Hazardous Materials personnel will be submitted to VDEM.
  - b. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - c. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. The Department of Fire and Rescue will administer CBRNE response preparedness through the existing Hazardous Materials Emergency Response Program.
- a. The Department of Fire and Rescue will procure, maintain and replace specialized selected CBRNE response equipment.
  - b. Additional resources required to support a CBRNE incident response will be requested in accordance with the provisions of the County EOP.

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**LEAD AGENCY:** Virginia Cooperative Extension

**SUPPORT AGENCIES:**

Department of Planning, County Archaeologist

Police Department (Animal Control Bureau)

Prince William Health District (PWHD)

Virginia Department of Agricultural and Consumer Services (VDACS)

Northern Virginia Voluntary Organizations Active in Disaster (NOVOAD)

Humane Society

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## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

This ESF addresses the protection of the residents, animals and the environment. It provides assurance of nutritional assistance; the safety and security of the commercial food and water supply; and the protection of the natural, cultural and historic resources.

The treatment of cultural and historical resources is generally not taken into account during imminent threat to loss of life or property. However, if there is a course of action that avoids damage to cultural and historical resources and allows emergency operations to continue, then it should be followed.

## AUTHORITIES AND REFERENCES

### A. Authorities

Emergency preparedness and response is vital to Virginia. Both the Virginia Department of Emergency Management (VDEM) and the Virginia Cooperative Extension have mandates to help Virginia prepare for and respond to natural disasters or other emergencies.

### B. References

1. Virginia Emergency Operations Plan (EOP) Volume II, Peacetime Disasters, Annex I-R, Emergency Agricultural Services, Section 3.2-503 of the Code of Virginia
2. Virginia EOP Volume II, Peacetime Disasters, Annex II-H, Food and Agricultural Council
3. Virginia EOP Volume II, Peacetime Disasters, Annex I-V, Radiation Emergency Response Plan

## PURPOSE

### A. Virginia Cooperative Extension

Provide assistance and/or timely damage assessment to agricultural producers about their crops, livestock, farm homes, barns and other buildings, fencing and machinery in Prince William County in the event of a drought, radiological event or natural disaster.

### B. Police (Animal Control Bureau)

1. Protect animal life
2. Provide humane euthanasia for critically ill or injured animals
3. Assist in the feeding and care of large domestic animals (livestock)
4. Provide for the proper disposal of animal carcasses for the purpose of protecting health and the environment
5. Provide Animal Control Bureau resources to assist other County agencies

### C. Prince William Health District (PWHD)

The PWHD is responsible for the surveillance and investigation of diseases as well as implementing interventions to protect the PWHD residents and

environment. The Environmental Health Division is responsible for maintaining standards and monitoring food and water during emergencies, responding to a radiological emergency and providing support to the Department of Public Works for water and waste water programs.

D. Planning, County Archaeologist (CA)

The County Archaeologist promotes the identification, evaluation and protection of cultural resources throughout the County. In the event of a disaster, the County Archaeologist will coordinate and report damage on the County's cultural resources. If requested, the County Archaeologist can provide technical assistance on stabilization and restoration of damaged cultural resources. The County Archaeologist can provide technical assistance for grant activities that may involve cultural resources listed on or eligible for listing on the National Register of Historic Places (NRHP) or any cultural resource classified as a County Registered Historic Site (CRHS).

## **SITUATION AND ASSUMPTIONS**

A. Situation

1. In the event of a severe drought, natural disaster or radiological event affecting Prince William County, Virginia Cooperative Extension's responsibility is to assist in the assessment of damage to agricultural property, crops, livestock and equipment and notify the Coordinator of Emergency Management or designee, the Director of Emergency Management or designee, the Board of County Supervisors (BOCS) and other appropriate entities of the extent of damage.
2. In the event that a disaster occurs of sufficient magnitude to render areas of the County temporarily uninhabitable, evacuation will be required, and the residents must seek emergency shelter. Many of the displaced residents have pets that are either left unattended in the disaster area or brought to the emergency shelters. Pets will be accepted in designated pet friendly emergency shelters.
3. In the event of a natural disaster the County Archaeologist will be available to consult on damage, stabilization and restoration of cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP.

B. Assumptions

1. Virginia Cooperative Extension
  - a. Virginia Cooperative Extension will stay informed about critical agricultural conditions that affect agricultural producers in the County.
  - b. Virginia Cooperative Extension will work with other County agencies to maintain a list of agricultural producers in the County.
  - c. Virginia Cooperative Extension will provide crucial information allowing agricultural producers the ability to get emergency assistance and low-interest loans in the event of a disaster.

- d. Virginia Cooperative Extension will work with Public Works or identify other means for hauling carcasses in the event of such need.
2. Police (Animal Control Bureau)
    - a. Animal Control responsibilities, resources and organization will not change.
    - b. The County's animal shelter will be available to house companion animals.
      - (1) A companion animal is defined as a domesticated animal such as a dog, cat, bird, rabbit, rodent or turtle based on the FEMA Disaster Assistance Policy (DAP) 9523.19. The Animal Shelter would not be required to take in reptiles, other than turtles. No snakes or tarantulas are accepted.
      - (2) Service animals must remain with their companion at all times and must be allowed into human emergency shelters.
    - c. Animal Control facilities in adjacent counties may have space available to augment the County's animal shelter capacity.
  3. ESF 8 will be activated in conjunction with this ESF to assist in the protection of the residents, animals and the environment.
  4. Planning, County Archaeologist
    - a. In the event of a declared disaster the County Archaeologist will stay informed about conditions that affect or may affect cultural resources in the County.
    - b. The County Archaeologist will maintain a list of cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP.
    - c. The County Archaeologist will coordinate reporting of the County's response to damaged cultural resources.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Virginia Cooperative Extension  
The Agricultural and Natural Resources (ANR) Agent works with local agricultural producers to identify local producers within the community that need to be aware of the agricultural conditions.
2. Police Department (Animal Control Bureau)
  - a. Caretakers will maintain the animals housed in the Shelter in a safe and healthy environment and assist the Animal Control Officers if required.
  - b. Administration will perform activities necessary to coordinate and support field operations.
3. Department of Planning (County Archaeologist)

The County Archaeologist will work with local landowners with cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP to get emergency assistance in the event of a disaster. The County Archaeologist will coordinate reporting of the County's response on damaged cultural resources.

B. Assignment of Responsibilities

1. The ANR Agent of Virginia Cooperative Extension-Prince William Unit is responsible for three emergency management responsibilities.
  - a. Critical Agricultural Conditions  
The ANR Agent shall:
    - Inform local governing bodies whenever agricultural conditions are present that would warrant assistance
    - Provide farmers and local governing bodies information on state and federal disaster assistance
    - Prepare the agricultural disaster declaration to provide to the Board of County Supervisors (BOCS) for approval
  - b. Prevention and Recovery Information  
The ANR Agent shall:
    - Serve as a member of the U.S. Department of Agricultural (USDA) County Food and Agricultural Council (FAC)
    - Support all USDA natural disaster missions
    - Provide information and educational materials to farmers, rural residents and others on what they can do to protect themselves and their property against disasters
    - Provide information and advice on what can be done to recover from a disaster.
  - c. Radiation Contamination  
Virginia Cooperative Extension shall:
    - Provide advice to local and state officials and farmers on minimizing losses of agricultural resources from a radiation accident and recovery actions following radiation contamination
    - Serve as a resource to help assess radiation impact on agricultural commodities
  - d. In the event of a long-term event or in the absence of the ANR Agent, the Unit Coordinator and Extension staff will assist in providing assistance.
2. The Police Department (Animal Control Bureau)
  - a. Animal Control Officers shall:
    - (1) Take custody of animals at emergency shelter locations
    - (2) Remove stray animals from affected areas
    - (3) Assist other agencies with health and safety matters
  - b. Animal Caretakers shall:
    - (1) House all animals in a safe and healthy environment
    - (2) Maintain resources for sustained operations, such as animal food, potable water and sanitation chemicals

- (3) Assist Animal Control Officers with special assignments
  - (4) Provide equipment to other agencies when available
3. The PWHD shall:
- a. Provide and coordinate surveillance and investigation of food and water supplies to protect residents
  - b. Monitor the environment
  - c. Coordinate surveillance with Health Care Providers of PWHD residents for unusual patterns of disease or illness
  - d. Implement and coordinate interventions to protect PWHD residents and environment
  - e. Maintain standards and monitor food and water during emergencies
  - f. Participate in response to a radiological emergency
  - g. Provide support to the Department of Public Works for water and wastewater programs
  - h. Conduct inspections and/or investigations at the following facilities:
    - (1) Restaurants
    - (2) Schools
    - (3) Daycares
    - (4) Group Homes
    - (5) Grocery stores with restaurant facilities within that serve food and provide sit-down dining.
    - (6) Temporary events which serve food,
    - (7) Hospital Food Service
    - (8) Nursing Homes
    - (9) Mobile Food Trucks
4. The Department of Planning, County Archaeologist shall:
- a. Monitor the disaster event and in consultation with EOC staff assess whether action is needed after the disaster.
  - b. Coordinate reporting of the County's response on damaged cultural resources.
  - c. Serve as liaison and subject matter expert and work with County, state and federal agencies to mitigate adverse effects to cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP.
  - d. Provide information allowing owners of cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP to apply for emergency assistance in the event of a disaster.

## **CONCEPT OF OPERATIONS**

- A. Virginia Cooperative Extension
  - 1. Natural disaster event (snow or ice storm, flood, hurricane, tornado)
    - a. In the event of a disaster, no action will be taken until the Initial Damage Assessment (IDA) teams are mobilized by the Coordinator of Emergency Management or designee.

- b. Virginia Cooperative Extension staff will be on standby in preparation for a short-term or long-term event.
- c. Once the Coordinator of Emergency Management or designee gives consent to the Virginia Cooperative Extension, ANR Agent to mobilize, the IDA teams(s) will be coordinated and begin assessment.
- d. Assessment consists of conducting windshield evaluations and visiting designated agricultural operations within the County.
- e. Damages will be reported on the IDA worksheet.
- f. The IDA team will conduct assessments that provide an accurate representation of the extent to which the agricultural community has been impacted. Once this has been done, the ANR Agent will begin to assemble a 24-hour flash report.
- g. The IDA team will continue to assess further damages through receipt of information from agricultural producers.
- h. The ANR Agent will prepare a damage assessment with dollar amounts associated with the losses.
- i. Updated damage assessment will be reported to the Coordinator of Emergency Management or designee within 72 hours of incident.

## 2. Drought

- a. Inform Coordinator of Emergency Management or designee that agricultural producers are experiencing drought and high temperature conditions that are affecting local production and yield of crops.
- b. Assess farmers' losses in the County and assign a dollar amount to those losses.
- c. Create a resolution to send to the Board of County Supervisors requesting a County Agricultural Disaster Declaration.

## 3. Radiological Disaster

- a. The County is within the 50-mile radius Ingestion Pathway Emergency Planning Zone (EPZ) of two nuclear power plants. The Ingestion Pathway EPZ is an area delineated by a circle around a nuclear facility that is used in preplanning to prevent internal exposure to radioactive materials through the food and water pathway.
  - (1) North Anna Nuclear Power Station (NAPS) is located in Louisa County on Lake Anna. The plant consists of two pressurized water nuclear reactors. The station is owned and operated by Virginia Power.
  - (2) Calvert Cliffs Nuclear Power Plant (CCNPP) is located in Calvert County, near the town of Lusby, Maryland. The plant consists of two pressurized water nuclear reactors. The station is owned and operated by the Constellation Energy Group.
- b. The NAPS and the CCNPP use four emergency classification levels that have been established for the purpose of reporting and defining preplanned actions to be taken in response to emergencies at fixed nuclear facilities. The levels are as follows:
  - (1) Notification of an Unusual Event

- In the event of a disaster, no action will be taken until the IDA teams are mobilized by the Coordinator of Emergency Management or designee.
- Once the Coordinator of Emergency Management or designee gives consent to the Virginia Cooperative Extension, ANR Agent to mobilize, the IDA teams(s) will be coordinated and begin assessment.
- The Coordinator of Emergency Management or designee will make contact with Virginia Cooperative Extension Service and notify them of the situation including that a Notification of an Unusual Event was given at North Anna or Calvert Cliffs Power Station.

(2) Alert

- In the event of a disaster, no action will be taken until the IDA teams are mobilized by the Coordinator of Emergency Management or designee.
- Once the Coordinator of Emergency Management or designee gives consent to the Virginia Cooperative Extension, Agricultural and Natural Resources Agent to mobilize, the IDA teams(s) will be coordinated and begin assessment.
- The Coordinator of Emergency Management or designee will make contact with Virginia Cooperative Extension Service and notify them of the situation including that an Alert was declared at North Anna or Calvert Cliffs Power Station.
- Work with the State and local Public Information Officer (PIO) to develop a press release to advise agricultural establishments of the event at North Anna or Calvert Cliffs Power Station and notify them that further preventative and emergency protective actions may be recommended by local and state government officials.
- The news release should advise farmers to take the following actions:
  - Listen carefully to initial report warnings of actual or possible radiation contamination and arrange for the safety of your family and yourself
  - Develop a farm plan of action for the shelter, feeding and care of animals during periods of possible contamination
  - Bring feed into building or cover it if outdoors before it is contaminated
  - Store as much water as possible for livestock inside and cover wells, rain barrels and tanks
- The Virginia Cooperative Extension, Agricultural and Natural Resources Agent will make contact with dairy farmers and fruit and vegetable producers to advise them of the event at North Anna or Calvert Cliffs Power Station and notify them that further preventative and emergency protective actions may be recommended by local and state government officials



- (3) Site Area Emergency
- If not already performed, complete the steps in the above section.
  - Make contact with Coordinator of Emergency Management or designee and receive briefing on the status of the current situation.
  - The Coordinator of Emergency Management or designee will make contact with Virginia Cooperative Extension Service and notify them that a Site Area Emergency was declared at North Anna or Calvert Cliffs Power Station.
  - Work with the PIO to develop a press release to advise agricultural establishments of the event at North Anna or Calvert Cliffs Power Station and notify them that further preventative and emergency protective actions may be recommended by state and local government officials.
  - The PIO will provide a news release that will advise farmers to take the following actions:
    - Listen carefully to initial report warnings of actual or possible radiation contamination and arrange for the safety of your family and yourself
    - Shelter farm animals, especially dairy cattle
    - Feed and water livestock from stored feed and protected water
    - Bring feed into building or cover it if outdoors before it is contaminated
    - Store as much water as possible for livestock inside and cover wells, rain barrels and tanks
    - If you cannot shelter livestock, remove them from pasture and provide stored feed and protected water
    - Do not graze animals on contaminated pasture or harvest crops until pasture and crops are determined to be uncontaminated
    - Stay tuned to the local media for the Emergency Alert System (EAS) messages to remain aware of changing conditions
    - Stay informed and play it safe until authorities report it is safe for you, your livestock and your farm products
  - Re-contact dairy farmers and fruit and vegetable producers to advise them of the worsening conditions at North Anna or Calvert Cliffs Power Station and notify them that further preventative and emergency protective actions may be recommended by local and state government officials. In addition, discuss temporary re-entry pass to care for livestock.
  - Coordinator of Emergency Management or designee will make contact with the Radiological Officer to discuss temporary re-entry pass for farmers to perform such vital tasks as milking, watering and feeding farm animals

- (4) General Emergency
  - If not already performed, complete the steps in the above sections.
  - Make contact with Coordinator of Emergency Management or designee and receive briefing on the status of the current situation.
  - The Coordinator of Emergency Management or designee will make contact with Virginia Cooperative Extension Service and notify them that a General Emergency was declared at North Anna or Calvert Cliffs Power Station.
  - If permissible, have farmers meet with the Extension Agent and the Radiological Officer for temporary re-entry pass and dosimeter training.
  - During the recovery phase, work as liaison with the Virginia Department of Health, Bureau of Radiological Health, and agricultural and livestock producers to get samples of water, soil, crops and animal products from farmers and businesses.
- (5) Nutritional assistance
  - As an event develops, the Agriculture Agent will develop contacts and coordinate the availability for nutritional assistance during a disaster for non-household companion animals.

B. Police Department (Animal Control Bureau)

1. The Animal Control Bureau will expand normal operations during disaster situations to provide collection, transportation and boarding for animals belonging to displaced citizens.
2. Notification of Emergency Situation
  - (1) Upon notification of an impending disaster and a need for service, the agency Call Tree will be initiated to communicate instructions.
3. Initiating Emergency Operations
  - a. The initial actions of the Animal Control Bureau personnel will be as follows:
    - (1) Supervisors

The first supervisor to arrive at the Animal Shelter shall determine the nature of the emergency, the anticipated impact on Prince William County, and the estimated support required for the Animal Control Bureau. Additionally, the first supervisor to arrive will initiate the actions listed below:

      - Notify the Police Department Command Post of the level of Animal Control support and the personnel to contact for all Bureau related issues
      - Distribute Emergency Operations Logs to record all inquiries and activities
      - Receive and log reports from Bureau members regarding whether the disaster has affected the member
      - The ranking supervisor will determine if a need exists for rotating shifts and take appropriate action

- Contact the office of the State Veterinarian and the designated local veterinarian to coordinate assistance
  - Oversee and review all Emergency Operation Logs
- (2) Animal Control Officers  
The first Animal Control Officer to arrive at the shelter will provide support assistance and begin priority duties as assigned.
- (3) Animal Caretakers  
The first caretaker to arrive at the shelter will provide the supervisor with an animal count and provide a report of any capacity issues.
- (4) Administrators  
The first administrative member to arrive will coordinate and communicate between other departments and personnel. Administrative personnel will also distribute the specialized emergency use forms.

C. Department of Planning, County Archaeologist

1. Natural disaster event (including snow, ice storm, flood, hurricane, tornado, earthquake and drought)
  - a. In the event of a disaster, no action will be taken until the Initial Damage Assessment (IDA) teams are mobilized by the Coordinator of Emergency Management or designee.
  - b. The CA will be on standby in preparation for a short-term or long-term event.
  - c. Once the Coordinator of Emergency Management or designee gives consent to the CA to mobilize, the IDA teams(s) will be coordinated and begin assessment.
  - d. The CA team will conduct assessments that provide an accurate representation of the extent to which cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP have been adversely affected. This will be accomplished primarily through receipt of information from property owners.
  - e. Damages will be reported on the IDA worksheet.
  - f. The CA will prepare a damage assessment with dollar amounts associated with the losses.
  - g. If warranted, updated damage assessments will be reported to the Coordinator of Emergency Management or designee within 72 hours of incident.
2. Radiological Disaster
  - a. The County is within the 50-mile radius Ingestion Pathway Emergency Planning Zone (EPZ) of two nuclear power plants but outside of the 10-mile radius Protective Action Zone (evacuation zone). Effects of radiation on cultural resources classified as a CRHS and listed on or eligible for listing on the NRHP is unknown. Therefore, no immediate damage and response action is expected.

D. PWHD

1. PWHD will utilize regional, state and federal resources to:
  - a. Conduct active surveillance and investigation to protect the food and water supply
  - b. Active and passive surveillance of potentially exposed PWHD residents
  - c. Monitor the environment
2. PWHD does not conduct inspections and/or investigations at the following facilities:
  - a. Grocery stores only – Regulated by the Virginia Department of Agriculture
  - b. Meat markets – Regulated by the Virginia Department of Agriculture
  - c. Deli's, where they slice, weigh, pack and date to go – Regulated by the Virginia Department of Agriculture.
  - d. Farmer's markets – Regulated by the Virginia Department of Agriculture
  - e. Bakeries – Regulated by the Virginia Department of Agriculture
  - f. Slaughter houses – Regulated by multi agencies, primarily the United States Department of Agriculture (USDA), Federal Drug Administrative (FDA) and the State Department of Agriculture.
  - g. Food storage warehouses – Multi agencies, such as USDA, FDA and Virginia Department of Agriculture.

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All records and reports will be maintained by individual agencies and submitted to the Virginia Cooperative Extension for compilation and submission to the Planning Section Documentation Unit.
2. Tracking records and reports of administrative data will maintained by individual agencies and submitted to the Virginia Cooperative Extension for compilation and submission to the Planning Section Documentation Unit to include:
  - a. Hours worked
  - b. Location and type of the work performed
  - c. Pay rate of personnel performing work
  - d. Expenditures
    - (1) Purchase orders
    - (2) Invoices
    - (3) Vouchers
3. Virginia Cooperative Extension will:
  - a. Maintain communication with EOC
  - b. Maintain emergency personnel duty assignments
  - c. Maintain a resource list
4. Police (Animal Control Bureau) will:
  - a. Maintain communications with Police Department Command Post
  - b. Maintain emergency personnel duty assignments
  - c. Maintain a resource list
  - d. Maintain submitted Emergency Operations Logs
  - e. Coordinate necessary notifications and requests for aid

- f. Develop appropriate rules, policies and short-term provision of animal sheltering and care
- 5. Planning, County Archaeologist will:
  - a. Maintain emergency personnel duty assignments.
  - b. Maintain a resource list.
  - c. Coordinate necessary notifications and requests for aid.
- B. Logistics
  - 1. Procurement of equipment and supplies
    - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
      - (1) Capability
      - (2) Size
      - (3) Amount
      - (4) Location
      - (5) Type of resource
      - (6) Time frame in which it is needed
    - b. Specialized equipment or supplies will also be requested through the Logistics Section.
  - 2. Personnel
    - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
    - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev121208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev121208_0.pdf)

**ESF 12 ENERGY  
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**LEAD AGENCY:** Department of Public Works

**SUPPORT AGENCIES:**

Department of Fire and Rescue, Emergency Management  
Dominion Virginia Power (Dominion)  
Northern Virginia Electric Cooperative (NOVEC)  
Washington Gas  
Columbia Gas

Released: 4/04  
Revised: 12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the CSALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

Maintaining adequate energy resources for the operation of the government and community and assisting energy providers wherever possible to restore energy services when interrupted are critical tasks in an emergency. During periods of shortage it may be necessary for the County to enact emergency regulations to regulate the distribution of those limited resources. During resource shortages refer to ESF 7.

## **AUTHORITIES AND REFERENCES**

There are no specific Authorities or References that relate to this ESF.

## **PURPOSE**

The purpose of this ESF is to collect, evaluate and share information on energy system damage and to liaison with energy utilities to provide information concerning the energy restoration process such as restoration status, geographic information on the restoration and other information as appropriate.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

Prince William County residents, visitors, businesses and the government rely on energy sources for daily activities. Natural and technical disasters, as well as terrorist attacks, can interfere with energy sources. The County government has a responsibility to coordinate restoration and equitable distribution of scarce energy reserves when major disruptions occur.

### **B. Assumptions**

The Department of Public Works is the lead agency for this ESF; however, their role is to serve as a liaison between the energy utility companies and the County.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

The Department of Public Works will coordinate information with the energy utility companies.

### **B. Assignment of Responsibilities**

1. The Department of Public Works shall:
  - a. Coordinate the management of collecting and distributing information related to energy supply, infrastructure and restoration
  - b. Coordinate assistance to energy system restoration operations
  - c. Maintain information on the status of fuel supplies and distribution



- d. Ensure supply of energy (oil, natural gas and electricity) for County facilities
  - e. Provide information on the status of energy for County facilities
2. Dominion Virginia Power shall:
    - a. Provide information on the status of electrical power service and facilities via telephone or through the Dominion website
    - b. Coordinate restoration of service with consideration given to the County's priority facilities
  3. Northern Virginia Electrical Cooperative shall:
    - a. Provide information on the status of electrical power service and facilities via telephone or through the NOVEC website
    - b. Coordinate restoration of service with consideration given to the County's priority facilities
  4. Washington Gas, Virginia Division shall:
    - a. Provide a representative to the Emergency Operations Center (EOC) upon request
    - b. Provide information on the status of service in the County
    - c. Coordinate restoration of service in accordance with the County's priority facilities
  5. Columbia Gas shall:
    - a. Provide a representative to the EOC upon request
    - b. Provide information on the status of service in the County
    - c. Coordinate restoration of service in accordance with the County's priority facilities
  6. The County government shall:
    - a. Prepare plans to conserve vehicle fuel resources during shortages and to ration gasoline to public safety and key support agency vehicles only
    - b. Provide backup electrical generators that will operate for at least 72 hours without refueling for use in critical governmental facilities during power outages
      - (1) Public Safety facilities
      - (2) Communications facilities
      - (3) Vehicle fueling facilities
      - (4) Primary Information Technology systems
    - c. Monitor shortages and outages and cooperate with state and federal regulatory agencies in the allocation of scarce energy resources
  7. When energy shortages threaten or disrupt services for longer than 24 hours, the Coordinator of Emergency Management shall:
    - a. Initiate an activation of the EOC to monitor the situation

- b. Implement the necessary components of the EOP to manage the negative impacts of the shortage

## **CONCEPT OF OPERATIONS**

- A. Under Virginia Code § 44-146.19, whenever the Governor has declared a state of emergency, each political subdivision within the disaster area may, under the supervision and control of the Governor or his designated representative, control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems that fall only within the boundaries of that jurisdiction and do not impact systems affecting adjoining or other political subdivisions.
- B. Under Virginia Code § 44-146.21, whenever a local emergency has been declared, the Director of Emergency Management or designee may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems that fall only within the boundaries of that jurisdiction and do not impact systems affecting adjoining or other political subdivisions.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  1. All records and reports will be maintained by Public Works and submitted to the Planning Section Documentation Unit as directed.
  2. Tracking records and reports of administrative data
    - a. Hours worked
    - b. Location and type of the work performed
    - c. Pay rate of personnel performing work
    - d. Expenditures
      - (1) Purchase orders
      - (2) Invoices
      - (3) Vouchers
- B. Logistics
  1. Procurement of equipment and supplies
    - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the Virginia Department of Emergency Management (VDEM) C-SALTT request process. The following information should be included in all resource requests:
      - (1) Capability
      - (2) Size
      - (3) Amount
      - (4) Location

- (5) Type of resource
- (6) Time frame in which it is needed
- b. Specialized equipment or supplies will also be requested through the Logistics Section.

2. Personnel

- a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
- b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:

[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

**ESF 13 PUBLIC SAFETY AND SECURITY  
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**ATTACHMENTS**

<b>Attachment A</b>	<b>Mutual Aid Agreements</b>
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**LEAD AGENCY:** Police Department

**SUPPORT AGENCIES:**

Adult Detention Center  
Department of Criminal Justice Services  
Department of Fire and Rescue  
Juvenile Detention Center  
Prince William County Sheriff's Office  
Department of Public Works

Dumfries Town Police Department  
Haymarket Town Police Department  
Quantico Town Police Department  
Occoquan Town Police Department  
Department of Transportation

Revised: 1/87  
6/91  
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## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the CSALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs

## **INTRODUCTION**

The Police Department is responsible for the safety and security of the public, for protecting constitutional guarantees and for impartially enforcing the law.

## **AUTHORITIES AND REFERENCES**

- A. Authorities
  - Virginia Code (Title 15.2)
  
- B. References
  - 1. National Incident Management System and Incident Command System (ICS)
  - 2. Greater Metropolitan Washington Area Police Mutual Aid Operational Plan
  - 3. Prince William County Police Department General Orders and Standard Operating Procedures
  - 4. Northern Virginia Mutual-Aid Agreement
  - 5. Police and Sheriff's Office Mutual-Support Agreement
  - 6. Mutual-Police Assistance Agreement with Quantico Marine Corps Base (MCB)
  - 7. Memorandum of Understanding with Manassas City Police regarding Concurrent Jurisdiction
  - 8. 2008 Prince William County, Police Department COOP Plan

## **PURPOSE**

The Police Department's basic mission in an emergency is to:

- A. Protect life, stabilize incidents and preserve property
- B. Provide safety/security for other governmental agencies in time of emergency and ensure their safety as they perform their duties
- C. Provide traffic and crowd control as needed
- D. Conduct and coordinate criminal investigations as appropriate.
- E. Investigate and assist in the identification of fatalities in coordination with the Office of Chief Medical Examiner
- F. Provide proper notification to mutual-aid jurisdictions
- G. Coordinate the evacuation of disaster areas not identified as immediately dangerous to life and health
- H. Maintain security perimeters and law enforcement measures
- I. Coordinate with other local, state and federal law enforcement agencies

## **SITUATION AND ASSUMPTIONS**

If the County is exposed to enemy attack, natural disaster, terrorism or industrial disaster, the Police Department will be called on to utilize its resources to respond to the problem.

- A. The Police Department is one of the primary emergency service organizations in Prince William County government and will be one of the first dispatched and involved in any disaster.
- B. In an emergency or disaster, law enforcement and safety measures may be needed to protect life, stabilize incidents and preserve property.
- C. During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers and shelters.
- D. The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct.
- E. Extra patrols and surveillance will be needed in evacuated areas to prevent looting and to protect property.
- F. Evacuation of prisons and jails may require additional personnel.
- G. The use of additional facilities may require staffing of additional personnel.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

- 1. The Police Department is organized into three major divisions:
  - a. Operations (uniformed division) Division will be the primary division involved in any type of disaster or emergency. It will be the first division to be deployed.
  - b. Criminal Investigations Division will serve as backup to Operations and will have assigned tasks as outlined in Section B of Assignments of Responsibilities
  - c. Support Services Division will handle all logistics and specific tasks outlined in Section B of Assignments of Responsibilities

### **B. Assignment of Responsibilities**

- 1. The Police Department, Operations Division (primary division) shall:
  - a. Secure the scene (traffic and crowd control)
  - b. Protect persons and property
  - c. Render assistance to fire and rescue
  - d. Coordinate efforts with mutual-aid respondents, if called
  - e. Evacuate persons within disaster area
- 2. The Police Department, Criminal Investigations Division shall:
  - a. Assist Operations Division with its primary responsibilities
  - b. Investigate and assist in identification of fatalities
  - c. Investigate criminal offenses
- 3. The Police Department, Support Services Division shall:
  - a. Be responsible for food, equipment and supplies needed to maintain departmental personnel and agencies rendering mutual aid for a minimum of 72-96 hours

- b. Be responsible for recording the sequence of events involving the Police Department, including efforts of mutual-aid forces
  - c. Be responsible for proper notification of departmental personnel and agencies rendering mutual aid, as well as civilian support groups
4. The Department of Fire and Rescue (DFR) shall:
  - a. Provide emergency medical aid
  - b. Locate, extricate and provide for the immediate medical treatment of victims trapped in collapsed structures and flooded areas.
5. The Adult Detention Center (ADC) shall provide detention facilities for arrestees and assist in evacuation efforts if needed to another secure facility
6. The Sheriff's Office shall:
  - a. Provide assistance with law enforcement duties such as, but not limited to, traffic control, prisoner transport, evacuation assistance and site security
  - b. Provide liaison to the Incident Command Post (ICP)
  - c. Provide assistance in the relocation of prisoners from the Juvenile Detention Center (JDC) to another secure facility if needed
7. The Juvenile Detention Center shall
  - a. Provide detention facilities for arrestees
  - b. Provide assistance in the relocation of prisoners from the JDC to another secure facility if needed
8. The Department of Transportation shall:
  - a. Assist with emergency contracting support for life-saving and life-sustaining services
  - b. Provide a liaison to the ICP
9. The Department of Public Works shall:
  - a. Assist with emergency contracting support for life-safety and life-sustaining services and debris removal and management
  - b. Provide a liaison to the ICP
10. The Town Police (listed in support agencies) shall:
  - a. Provide assistance with law enforcement duties such as, but not limited to, traffic control, prisoner transport, evacuation assistance and site security
  - b. Provide liaison to the ICP
11. The Office of Criminal Justice Services shall maintain supervision of registered sex offenders and other high-risk offenders / defendants.



## CONCEPT OF OPERATIONS

- A. Increased Readiness - The pending emergency, either disaster or enemy attack, will be received by the Public Safety Communications Center (PSCC) normally via the Virginia Criminal Information Network (VCIN). The dispatcher receiving this warning will immediately notify the following people:
1. The Department of Fire and Rescue on-duty Lieutenant (who will notify the Coordinator of Emergency Management or designee)
  2. Ranking Police Department sworn supervisor on duty
  3. Chief of Police
  4. Deputy Chief of Police
  5. Assistant Chief for Operations
  6. District Commanders
  7. Assistant Chief for Support Services
  8. Assistant Chief for Criminal Investigations
  9. Deputy District Commanders
  10. Animal Control Director
  11. Sheriff
  12. Town Police as appropriate
  13. ADC (For mass arrests or other incidents that will impact ADC operations)
- B. Whether or not a formal local disaster is declared, it may be necessary to activate all or portions of the Prince William County Emergency Operations Plan (EOP). Activation of the EOP may involve activation of the EOC and/or the establishment of an ICP in the field or in another facility. The ICS will be used for field operations. The Coordinator of Emergency Management or designee will notify senior County personnel when the EOC is activated and provide instructions as to where and when to report.
- C. Upon notification that the County EOC has been activated, the following actions will be performed by Police Department personnel:
1. The Chief of Police/Deputy Chief of Police and Assistant Chief for Operations or their designee will prepare to move to the designated ICP or the EOC, depending on the event. If neither individual is available, the most accessible District Commander will prepare to move to the ICP or the EOC. If requested, the Sheriff or second-in-command will move to the ICP or the EOC.
  2. The ranking on-duty supervisor will notify all on-duty personnel to respond to a Staging Area or to the incident scene. The District Commander will also respond to the designated area unless assigned to the ICP.
  3. The Assistant Chief for Support Services will report to the EOC and assume overall control of Public Safety Communications upon direction by the Chief of

Police. All necessary off-duty police personnel will be contacted by the designee of the Assistant Chief for Support Services and placed on immediate standby or advised to report to a Staging Area or the scene of the emergency.

- a. If told to report for duty, such personnel will be placed under the control of the on-duty District Commander and other designated supervisors.
- b. The Prince William County Assistant Police Chief of Support Services will notify nearby jurisdictions, including the City Manassas, the City of Manassas Park and the town police of the incident.
- c. The Assistant Chief for Support Services will notify various support groups in case emergency communications are needed. The Assistant Chief will refer to the Resource Manual to ascertain what is available in supporting services.
- d. If emergency communications support is required, the Assistant Chief for Support Services will notify ESF 2, Communications, to activate the Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES).

D. Emergency Phase

1. Once the disaster occurs, the Chief of Police/Deputy Chief of Police and/or Assistant Chief for Operations, through delegation of authority, will utilize all resources available to respond to the situation, to assist other agencies, to receive updated situation reports (SitReps) from the field, to advise appropriate officials of the situation and to request assistance from other jurisdictions.
2. The Assistant Chief for Operations, in conjunction with the District Commanders and Assistant Chief for Support Services will coordinate work schedules and ensure that food is available for departmental and mutual-aid personnel involved in the operation.

E. Control

1. The Chief of Police/Deputy Chief of Police or Assistant Chief for Operations will be in command of all law enforcement personnel during disaster situations.
2. A District Commander will be in control of the law enforcement personnel at the scene.
3. The CID Commander will be next in line for command at the scene.
4. A designated Watch or Deputy District Commander will be next in line for command.
5. The next in line for command will be the on-duty Patrol Squad Supervisor.

F. This ESF is intended to outline the Department's basic steps in preparing for emergency situations. It provides guidance, which will enable departmental personnel to take prompt action in the event of a disaster. Although the plan will

serve as a guide, out of necessity, adjustments will have to be made during any actual incident.

- G. Refer to Police Department General Orders and SOP's for additional information concerning various calls for service, traffic control and disaster operations.
- H. Chain of Command and Initial Location Assignments:
  - 1. Chief of Police - ICP or EOC
  - 2. Deputy Chief of Police – ICP or EOC
  - 3. Assistant Chief for Operations - ICP or EOC
  - 4. Eastern District Commander - incident scene
  - 5. Western District Commander - incident scene
  - 6. Assistant Chief for Support Services - ICP or EOC
  - 7. Deputy District Commanders - incident scene
  - 8. Assistant Chief for Criminal Investigations - incident scene

If there is shortage in the first level of command, the next level will assume its position and responsibilities.

- I. Evacuations
  - 1. During an emergency, evacuation may be necessary. The area evacuated will be based upon the type of incident/event.
  - 2. During criminal incidents, evacuations may become necessary or sheltering in place may be preferred.
  - 3. During the coordination of evacuations, the functional needs of those needing assistance will be addressed utilizing County and non-governmental organization's resources.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports will be maintained by the Assistant Chief for Support Services.
  - 2. The Department's basic responsibilities will not change regardless of the nature of the disaster.
    - a. Emergency Response Capabilities

The Police Department's own resources are likely inadequate to respond to a disaster of large or lengthy nature. Through the use of mutual aid agreements, outside resources can be brought in to supplement the resources of the Department.
    - b. Mutual Aid and Support Agreements

The Prince William County Police Department participates in six mutual aid or support agreements with other jurisdictions. As required by

Virginia Code § 15.2-1727 the Chief of Police or the principal law-enforcement officer shall be responsible for directing the activities of all police officers and other officers and agents coming in Prince William County under any support agreements. The Chief of Police or the principal law-enforcement officer is empowered to authorize all police officers and other officers and agents from outside the Commonwealth of Virginia to enforce the laws of the Commonwealth of Virginia to the same extent as if they were duly authorized law-enforcement officers of Prince William County. Furthermore, any police or other law-enforcement officer, regular or auxiliary that comes from a Virginia locality shall have the same authority in Prince William County as the officer has within the locality where the officer is appointed. These agreements include:

- (1) Northern Virginia Mutual Aid Agreement  
Twenty-one law enforcement agencies in the region have entered into an agreement to provide mutual support, including personnel and equipment, to one another in the event of an emergency.
- (2) Metropolitan Washington COG's Police Mutual-Aid Agreement  
Eighteen law enforcement agencies from Northern Virginia, the District of Columbia and Maryland have entered into an agreement to support one another with personnel and equipment in the event of an emergency.
- (3) Police and Sheriff's Office Mutual-Support Agreement  
The Prince William County Sheriff's Office, through a formal mutual-support agreement with this Department, will mobilize their personnel upon request and place them under the command of the Police Department. Sheriff supervisors may be utilized in supervisory positions by district/division commanders utilizing the Sheriff's Office resources.
- (4) Mutual-Police Assistance Agreement (with Quantico MCB) of 1988  
The County and Quantico Marine Corps Base have agreed to render mutual law enforcement assistance to one another within the confines of the law and the written agreement. (Other military resources that can be utilized by police are included in our operational plan.) Please note that military assistance with civilian law enforcement functions off-base is severely limited due to *Posse Comitatus* considerations.
- (5) Stafford/Fauquier County Sheriff's Office Mutual-Aid Agreement  
Both Sheriff's Offices agree to provide assistance during an emergency involving immediate threat to life or public safety, or during any other emergency resulting from state of war, internal disorder, flood, fire, epidemic or other public disaster. Personnel and equipment provided will be placed under the command of the Police Department.
- (6) Statewide Mutual Aid

The Statewide Mutual Aid (SMA) program was developed to assist localities (as used in this document, locality means “political subdivision” as defined in Virginia Code § 44-146.16) to more effectively and efficiently exchange services and resources in response to declared disasters and emergencies. SMA is a local government program established in partnership with the Commonwealth of Virginia. Beyond the SMA, the County can use the Emergency Management Assistance Compact (EMAC), established in 1996, for assistance from other states.

## B. Logistics

### 1. Procurement of equipment and supplies

- a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
  - (1) Capability
  - (2) Size
  - (3) Amount
  - (4) Location
  - (5) Type of resource
  - (6) Time frame in which it is needed
- b. Specialized equipment or supplies will also be requested through the Logistics Section.

### 2. Personnel

- a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
- b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM’s website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
- c. Procedures for drawing on these resources are established within the agreements.

**Attachment A**  
**Mutual Aid Agreements**

A. Northern Virginia Law Enforcement Mutual Aid Agreement of 2002

1. Alexandria City Police
2. Arlington County Police
3. Dumfries Town Police
4. Fairfax City Police
5. Fairfax County Police
6. Falls Church City Police
7. George Mason University Police
8. Haymarket Town Police
9. Herndon Town Police
10. Leesburg Town Police
11. Loudoun County Sheriff's Office
12. Manassas City Police
13. Manassas Park City Police
14. Airports Authority Police
15. Middleburg Town Police
16. Occoquan Town Police
17. Prince William County Police
18. Purcellville Town Police
19. Quantico Town Police
20. Vienna Town Police
21. Northern Virginia Community College Police

B. Metropolitan Washington Council of Governments Police Mutual Aid Agreement

1. District of Columbia
2. Montgomery County, MD
3. Prince George's County, MD
4. City of Bowie, MD
5. City of College Park, MD
6. City of Falls Church, VA
7. Frederick, MD
8. City of Gaithersburg, MD
9. City of Takoma Park, MD
10. City of Rockville, MD
11. City of Alexandria, VA
12. City of Manassas, VA
13. City of Manassas Park, VA
14. Fairfax County, VA
15. Arlington County, VA
16. City of Fairfax, VA
17. Prince William County, VA
18. Loudoun County, VA

- 19. Metro Transit Police
- 20. Maryland State Police
- 21. U.S. Park Police
- 22. City of Greenbelt, MD
- 23. Metropolitan Washington Airports Authority Police
- 24. Military District of Washington
- 25. U.S. Immigration and Customs Enforcement (ICE)

- C. Police and Sheriff's Office Mutual Support Agreement
- D. Mutual Police Assistance Agreement (with Quantico MCB)
  - 1. Quantico MCB
- E. Stafford/Fauquier County Sheriff's Office Mutual Aid Agreement
- F. Statewide Mutual Aid
- G. Civilian Groups that are available

**Attachment B**  
**Personnel, Equipment and Resources**

- A. Personnel (Departmental):
  - 1. 569 sworn members
  - 2. 112 civilian personnel
  - 3. 22 animal control personnel
  - 4. 95 crossing guards
  - 5. 11 chaplains
  
- B. Equipment:
  - 1. 740 Portable Radios
    - a. 700 Active APX radios
    - b. 40 Active XTS radios
  - 2. 344 MDC
  - 3. 378 Police Cars
  - 4. 6 Police Pickup Trucks
    - a. 4 are 4x4
  - 5. 5 Specialty Trucks
    - a. FSS Van
    - b. FSS Truck
    - c. Command 4
    - d. SCUBA Truck
  - 6. 38 Leased Cars
  - 7. 16 Crossing Guard Cars
  - 8. 13 Animal Control Trucks
    - a. 2 Suburbans
    - b. 2 Vans
    - c. 7 SWAB Trucks
    - d. 1 Dump Truck
    - e. 1 Pick up Truck
  - 9. 4 Animal Control Trailers
    - a. 1 horse trailer
    - b. 1 open trailer
    - c. 2 emergency trailers
  - 10.2 Specialized Animal Control Vehicles
    - a. 1 4WD Gator
    - b. 1 John Deere Tractor
  - 11.21 Four-Wheel Drive Vehicles
  - 12.12 Vans
  - 13.22 Motorcycles
  - 14.4 ATVs
  - 15.721 Gas Masks (full)
  - 16.862 Gas Masks (half)
  - 17.SWAT vehicle
  - 18.2 Armored Personnel Carriers (APC)



- 19. Command Bus
- 20. Officer Recovery Vehicle (RV)

C. Facilities:

- 1. Western District Station
- 2. Gar-field Station (with 9-cell holding facility)
- 3. Evergreen satellite-station (Evergreen Fire Station 15)
- 4. Field Offices:
  - a. Coverstone Apartments
  - b. Westgate Apartments
  - c. Potomac Mills Mall Office
  - d. Jiffy Lube Live Pavilion Office
  - e. Criminal Justice Academy
  - f. Crossroads Village HOA Clubhouse
  - g. Tackett's Mill Field Office
- 5. Specialty Units:
  - a. K-9 Unit
  - b. Traffic Unit
  - c. Crash Investigation Unit
  - d. Special Weapons and Tactics (SWAT) Team
  - e. Tactical Training and Response Unit (TTRU)
  - f. Dive Team
  - g. Civil Disturbance Team
  - h. Mobile Response Team (MRT)
  - i. Search and Rescue Team
  - j. Crime Scene Analysts and Technicians
  - k. Violent Crimes Bureau
  - l. Gang Unit
  - m. Marine Unit
  - n. Street Crimes Unit
  - o. Mounted Unit
  - p. Criminal Alien Unit
  - q. Bike Unit

**ESF 14 LONG-TERM COMMUNITY RECOVERY  
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**LEAD AGENCY:** Office of Executive Management

**SUPPORT AGENCIES:**

Department of Community Services  
County Attorney  
Department of Development Services  
Economic Development  
Department of Fire and Rescue,  
Emergency Management  
Office of Executive Management,  
Communications

Department of Finance  
Department of Fire and Rescue (DFR)  
Department of Housing and Community  
Development  
Department of Planning  
Department of Public Works (DPW)  
Department of Social Services (DSS)  
Volunteer Prince William

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4/04  
12/08  
12/12

## **EOC COMMON RESPONSIBILITIES CHECKLIST**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## INTRODUCTION

- A. This ESF is designed to provide long-term community recovery and mitigation efforts that focus on community, individual and social recovery, and permanent restoration of infrastructure, housing and the local economy, while attending to mitigation of future impacts of a similar nature, when feasible.
- B. Recovery operations include the following, as appropriate to the incident:
  - 1. Coordinating with VDEM on implementation of Commonwealth and federal recovery programs
  - 2. Establishing and operating recovery facilities
  - 3. Providing logistical support for and coordinating County representation at a federal or state Disaster Recovery Center
  - 4. Coordinating the emergency assistance function to assist displaced disaster victims to locate temporary housing
  - 5. Establishing an Unmet Needs Committee to address the needs of disaster victims not addressed by programs available from federal, state or local government assistance programs
  - 6. Preparing and processing reimbursement requests for disaster-related costs
  - 7. Providing grants management for the federal public assistance and hazard mitigation programs, if authorized for County
  - 8. Facilitating the development of a long-term recovery plan, if warranted by the scope and complexity of the recovery process
  - 9. Restoring County facilities and services

## AUTHORITIES AND REFERENCES

- A. Authorities
  - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
  - 2. The Disaster Mitigation Act of 2000, Public Law 106-390 (amendment to the Stafford Act)
  - 3. "Emergency Services and Assistance," Code of Federal Regulations, Title 44.
  - 4. Commonwealth of Virginia, Office of the Governor, Executive Order 4 (2002), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters
  - 5. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
  - 6. The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302
  - 7. "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Sections 44-146.13 to 44-146.28:1 Code of Virginia, as amended

8. Commonwealth of Virginia, Office of the Governor, Executive Order 65 (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan
9. Commonwealth of Virginia, Office of the Governor, Executive Order 69 (2004), Virginia Secure Commonwealth Initiative
10. Commonwealth of Virginia, Office of the Governor, Executive Order 102 (2005), Adoption of the National Incident Management System (NIMS) and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth
11. Presidential Policy Directive 8, National Preparedness, March 30, 2011

**B. References**

1. National Response Framework, January 2008
2. National Incident Management System, February 2008
3. National Preparedness Goal, September 2011
4. National Disaster Recovery Framework, September 2011
5. National Capitol Region (NCR) Long-Term Community Recovery Strategy, October 2008
6. Northern Virginia Regional Hazard Mitigation Plan, 2012

**PURPOSE**

- A. The purpose of this ESF is to provide the framework for the coordination of County, state and federal programs and resources to facilitate long-term community recovery from the consequences of a significant emergency or disaster and to mitigate the impacts of future incidents. It provides the concept of operations and identifies the roles and responsibilities of County departments and organizations in managing recovery operations.
- B. The priorities of the ESF are to:
1. Provide for public safety/security, basic health and essential social and human services needs
  2. Protect property and maintain basic economic stability
  3. Respect basic liberties, legal protection and privacy safeguards
  4. Maintain basic standards of fairness and balance individual rights and community interests
  5. Protect and restore natural and cultural resources
- C. This ESF supplements the County EOP and addresses:
1. Community and individual recovery
  2. Economic assessment, protection and restoration
  3. Recovery operations
  4. Mitigation analysis and program implementation
  5. Coordination with private sector
  6. Coordination with state and federal agencies providing assistance

- D. Assistance provided by ESF 14 includes, but is not limited to:
1. Bringing the government to full pre-disaster operating levels
  2. Restoring the community to pre-disaster conditions normalcy
  3. Providing mitigation analysis and program implementation

## **DISASTER RESPONSE TRANSITION TO RECOVERY**

- A. Pre-Disaster Period or preparedness includes actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities and provide an efficient and effective response to and recovery from disasters.
- B. Response Phase includes immediate actions taken to save and sustain lives, protect property and the environment and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.
- C. Short-Term Recovery Phase includes activities that will return vital life-support systems and critical infrastructure to minimum operating standards. It addresses health and safety needs (beyond immediate rescue and life safety), the assessment of the scope of damages and needs, the restoration or interim provision of basic infrastructure and essential services, and the mobilization of recovery organizations and resources. The County will coordinate with partners to address items and actions to be focused on in this phase to include:
1. Emergency services
  2. Communications networks
  3. Transportation networks and services
  4. Potable water systems
  5. Sewer systems
  6. Oil and natural gas networks
  7. Electrical power systems
  8. Public information
  9. Initial damage assessment
  10. Emergency debris removal
  11. Security of evacuated or destroyed areas
  12. Establishing a disaster application center
- D. Intermediate Recovery Phase includes activities that return individuals, families, critical infrastructure and essential government or commercial services to a functional – if not pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures. Intermediate recovery may begin within days of a catastrophic incident and may last weeks or months afterward, depending on the severity of the disaster.
- E. Long-Term Recovery Phase is the period of time that includes activities designed to return life to normal or to an improved state. Long-term recovery involves rebuilding or relocating damaged or destroyed social, economic, natural and built

environments and moves the community toward self-sufficiency, sustainability and resilience to future disasters. The long-term recovery phase begins once the community is in a position to begin planning for permanent reconstruction and revitalization of the impacted area, and it may last for multiple years, even as other functions of the community return to normal. The long-term recovery phase will continue until the disaster area is completely redeveloped. This area will be restored to what it was prior to the emergency, or it will become less disaster sensitive, based on the ensuing mitigation program management. Items or actions to be focused on in this phase include:

1. Addressing individual and social recovery needs
2. Completion of the damage assessment
3. Completion of the debris removal which may involve organizations outside of the County government
4. Repairing and/or rebuilding the transportation system
5. Repairing and/or rebuilding public and private buildings and facilities
6. Repairing and/or rebuilding private homes and businesses
7. Completing hazard mitigation projects

The long-term recovery phase ends when it is determined that the local emergency no longer exists.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Specific recovery operations following any emergency or disaster will be determined by the event itself. Several state and federal agencies may be involved, depending upon the incident and whether a state and federal disaster is declared.
2. Recovery activities may begin concurrently with response operations and will generally begin in the EOC. There is no clear line of demarcation between the response phase and recovery phase.
3. Recovery actions typically include direct financial assistance to eligible individuals who have lost residential dwellings or personal property; the coordination and execution of service- and site-restoration plans; and the reconstitution of government operations and services through private-sector, nongovernmental and public assistance programs.
4. Voluntary and non-governmental organizations are usually major contributors to rebuilding and recovery activities. Long-term environmental recovery may include cleanup and restoration of public facilities, businesses and residences.
5. The Office of Executive Management, as the lead agency for ESF 14: Long-Term Community Recovery, will manage recovery operations. A close liaison will be maintained with voluntary agencies supporting individual and family recovery needs to share information and coordinate efforts when appropriate.

6. Departments with significant recovery roles have been designated as support agencies for recovery operations. Other departments may be added based upon the recovery needs of the incident and the long-term recovery process.
7. Recovery operations may continue well beyond the termination of the local emergency declaration and the de-activation of the EOC, particularly if the event has caused large-scale damages, losses, hardships and/or suffering in the County.

#### B. Assumptions

1. Activation of this plan assumes that a catastrophic incident has occurred, which causes disastrous damage in the County and will cause the disruption of normal life support systems and the disruption of regional economic, physical and social infrastructures.
2. The County recognizes that long-term recovery includes any activities designed to return life to normal or an improved state following a disaster or emergency. This includes resumption of businesses, employment and rebuilding efforts.
3. If the County declares a local emergency and requests assistance to recover from the disaster, the commonwealth will review the request and if conditions warrant, will forward a request to the president for a Presidential Declaration based on the severity and the magnitude of the situation.
4. The Presidential Declaration authorizes federal assistance under Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and also allows for other federal disaster relief.
5. State and federal resources may supplement County assets to facilitate recovery.
6. Assistance for individuals and families is also provided by a wide variety of voluntary relief organizations.
7. Recovery operations will be conducted in accordance with NIMS.
8. Private insurance is the primary source for the repair and restoration of homes, businesses and government facilities. State and federal assistance in the form of grants and loans supplements private insurance.
9. The County does not provide debris cleanup for private property.
10. Critical infrastructure/key resources (CIKR), including public and private utilities, will be severely affected in the impacted community. CIKR restoration may last well into the recovery phase.
11. Regional mutual aid, pre-positioned contracts, emergency procurements, Statewide Mutual Aid (SMA) and Emergency Mutual Aid Compact resources will be requested.

### **RECOVERY COMMAND AND COORDINATION**

- A. The County Recovery Coordinator (CRC):
  1. Is the Deputy County Executive and is appointed by and reports to the County Executive



2. Has authority over the recovery operation for the County
  3. Directs the coordination and command for all local County recovery efforts
  4. Is responsible for the activation of County resources
  5. Serves as a lead for the Long-Term Community Recovery Task Force during the pre-disaster period, response and all recovery phases depending on the size and scope of the incident
- B. The Individual Recovery Coordinator (IRC):
1. Is the Volunteer Prince William Disaster Services Coordinator
  2. Has authority over the recovery operation for voluntary agencies supporting individual and family recovery needs
  3. Directs the coordination and command for all local recovery efforts that is carried out by the voluntary agencies and non-governmental organizations supporting individual and family recovery needs
  4. Is responsible for the activation of non-County resources
  5. Serves as a lead for the Long-Term Community Recovery Task Force during the pre-disaster period, response and all recovery phases depending on the size and scope of the incident
- C. The Business Recovery Coordinator (BRC):
1. Is the existing Business Director, Department of Economic Development
  2. Has authority over the recovery operation for the business community
  3. Directs the coordination and command for all local recovery efforts for the business community
  4. Is responsible for the activation of County business resources
  5. Serves as a lead for the Long-Term Community Recovery Task Force during the pre-disaster period, response and all recovery phases
- D. The Long-Term Community Recovery (LTCR) Task Force is a multi-disciplinary team that shall include representation from County agencies, non-governmental organizations and other community partners to:
1. Advise on policy-related areas of particular subject-matter expertise
  2. Serve as a forum for coordination of regional or inter-jurisdictional policy and prioritization issues
  3. Provide a venue for public or stakeholder input on these issues
  4. Provide direction to the Recovery Support Functions

## **RECOVERY SUPPORT FUNCTIONS (RSFs)**

Recovery Support Functions may be established to coordinate and provide oversight to staff working to accomplish the recovery objectives. RSFs are scalable and are dependent on the demonstrated recovery needs after a catastrophic incident.

- A. Community Recovery RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to develop an incident-specific, post-disaster

Community Recovery Plan for the County. This will include planning for, integrating and monitoring disaster recovery programs, policies and projects.

- B. Economic RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to sustain and/or rebuild businesses and employment, and develop economic opportunities that result in a sustainable and economically resilient county.
- C. Health and Social (Community) Services RSF - is responsible for coordinating the County's public-, private- and non-profit-sector efforts to ensure adequate provision of public health, health care, social and human services to affected individuals and communities.
- D. Housing RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to develop and implement programs and policies that promote, incentivize or directly provide for rehabilitation and reconstruction of destroyed and damaged housing, and/or the development of new permanent housing options.
- E. Infrastructure RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to facilitate maintenance and restoration of the County's facilities, infrastructure systems and related services.
- F. Natural and Cultural Resources RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to address long-term environmental and cultural resource recovery needs.
- G. Safety and Security RSF is responsible for coordinating the County's public-, private- and non-profit-sector efforts to ensure the safety and security of County residents and businesses during recovery and beyond.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The Lead Coordinator will be identified by the County Executive and will be dependent on the size and scope of the incident. The Lead Coordinator may change over the recovery phases.
2. In the event of an emergency, the Director of Finance will maintain full responsibility for the Finance Department operations and control of County assets. Should the emergency situation exist more than eight hours, assistance from within the department will be assigned on a shift basis to carry out the department's mission. The director or designee will report to the EOC when activated and participate in the Finance and Administration

Section to coordinate financial department efforts with those of the EOC and responding agencies.

3. Appropriate staff will report to the Prince William County EOC and other locations as requested and respond as directed in the EOP and supporting guidelines, procedures and checklists.
4. Following a major disaster, substantial government assistance from federal, state and local levels will be required to restore normalcy to the community.
5. As potential applicants for public assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of an emergency.

#### B. Assignment of Responsibilities

1. The Department of Fire and Rescue (Emergency Management) shall establish a Prince William County Recovery Center to initiate planning for recovery operations.
2. The Department of Finance (Risk Management) shall assist with insurance or safety-related matters for the County.
3. The Department of Finance (Accounting) shall:
  - a. Process all required payments for emergency supplies and equipment for the County
  - b. Make available County record keeping, receipts and payroll time sheets
  - c. Support all County departments in relation to a financial needs assessment as the result of the disaster
4. The Department of Finance (Real Estate Assessments) shall coordinate damage assessment to real estate and other property.
5. The Department of Finance (Purchasing) shall be responsible for locating and purchasing goods and services for the County under the direction of the Logistics Section Chief.
6. The Department of Community Services shall assist community agencies, social service providers, disaster relief organizations, faith-based resources and other appropriate providers in incorporating behavioral health screening, surveillance, referral, intervention, self-help and support activities into ongoing recovery efforts.
7. The ESF Support Agencies shall participate in creating and implementing a Long-Term Recovery Plan. Additional assignments of responsibilities will be dependent on the Long-term Recovery Plan.

8. The County Recovery Coordinator shall direct all of the coordination and command for all local County recovery efforts.
9. The Individual Recovery Coordinator shall direct the coordination and command of all local recovery efforts that are carried out by the voluntary agencies and non-governmental organizations supporting individual and family recovery needs.
10. The Business Recovery Coordinator shall direct the coordination and command for all local recovery efforts of the business community.
11. The Long-Term Community Recovery Task Force shall serve as a forum for coordinating regional or inter-jurisdictional policy and prioritization issues.

## **CONCEPT OF OPERATIONS**

### **A. General**

1. The initial focus for recovery operations will be on damage assessment to determine the extent of the damage and whether a request for a state and/or federal declaration is warranted, if such declarations have not already been requested and/or issued.
2. The initial damage assessment will provide a basis for determining whether a local emergency will be declared by the Director of Emergency Management or designee. A local emergency must be declared, and County resources must be fully committed before state and federal assistance is requested. Whenever a local emergency is declared, the Coordinator of Emergency Management or designee will immediately notify VDEM through the Virginia Emergency Operations Center.

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. All records and reports will be maintained by the Finance and Administration Section for County EOC operations.
2. Tracking records and reports of administrative data
  - a. Hours worked will be completed by the Finance and Administration Section for EOC operations.
  - b. Location and type of the work performed will be completed by the Finance and Administration Section for EOC operations.
  - c. Pay rate of personnel performing work will be completed by the Finance and Administration Section for EOC operations

2. Chain of command will be as follows:
  - a. Director of Finance
  - b. Deputy Director of Finance
  - c. Revenue Manager
  - d. Purchasing Agent
  - e. Accounting Chief
  - f. Assessments Manager
  - g. Cashier

B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

**ESF 15 EXTERNAL AFFAIRS  
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**LEAD AGENCY:** Executive Management, Communications

**SUPPORT AGENCIES:**

Department of Fire and Rescue (DFR) (Public Information Officer [PIO] and  
Emergency Management)  
Police Department (PIO and Administration)  
Prince William Health District (PWHD)  
Department of Information Technology (DoIT)  
Department of Public Works  
Department of Social Services (DSS)  
Amateur Radio Emergency Service (ARES)

Revised 7/87  
2/92  
4/01  
4/04  
12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents.
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency-related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the CSALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

- A. This ESF coordinates the information provided to residents and employees that saves lives, protects property and minimizes negative impacts on the environment.
- B. The responsibilities contained in this ESF are to be carried out by the Communications Director in the Office of Executive Management and his/her designees.
- C. The functions of the Public Information Officer (PIO) are to collect, verify and disseminate information to the public that will help them make decisions about health, safety and welfare.

## **AUTHORITIES AND REFERENCES**

- A. Authorities  
Commonwealth of Virginia Code, §2.2-3700-3714 (Virginia Freedom of Information Act)
- B. References
  - 1. Prince William County Social Media Policy, May 16, 2011
  - 2. National Capitol Region Message Map, April 2007

## **PURPOSE**

This ESF establishes policies, procedures and assigns responsibilities to provide for the dissemination of accurate, complete, timely and coordinated information on potential and actual emergencies, as well as general instructions in the event of such emergencies, to the public, the media and Prince William County employees.

This information will be provided so that the residents and visitors of Prince William County and County government employees will:

- 1. Understand the potential or existing emergency situation and the actions they must take to protect their health, safety, welfare and property
- 2. Know the actions being taken by County officials to alleviate the hardship and suffering
- 3. Understand that Prince William County has plans to restore normal conditions quickly in the event of emergencies or disasters

## **SITUATION AND ASSUMPTIONS**

- A. Situation
  - 1. It is the policy of Prince William County government during the course of normal business and in times of emergencies to provide accurate, complete and timely information to news organizations; to cooperate with the media; and to create an atmosphere conducive to participation by the media in all phases of governmental activities and under all conditions.



2. In the event that a natural, technical or intentional emergency or disaster strikes Prince William County, the demand for and the need to provide information will be considerable.
3. The residents and visitors of Prince William County and County government employees will need detailed information regarding emergency situations and protective actions to be taken to minimize loss of life and property. Accurate, complete and timely information from the County government also will mitigate the potential for rumors and misinformation that could cause confusion and panic.
4. The Communications Director and staff will develop a “common message” and communications strategy to ensure the consistency of disseminated information.
5. Depending on the actual or perceived severity of the emergency, regional and national media may also cover the situation and demand information from local officials.
6. News coverage will be monitored to ensure that accurate information is being disseminated and to control rumors by correcting misinformation immediately.
7. The PIO, in consultation with Emergency Management, will determine the need to establish a Joint Information Center (JIC).
8. All emergency response and recovery operations conducted under ESF 15, External Affairs, will be in accordance with the National Incident Management System.

#### B. Assumptions

1. All points of information shall be shared with and released through the PIO or his/her designee to ensure that accurate, current and consistent information is disseminated. This includes information from each of the agencies represented in the EOC.
2. Information released by the PIO or his/her designee will be coordinated with the appropriate department heads (e.g., health-related information will be coordinated with the Director of the PWHD).
3. Depending on the incident, the PIO will work with PIOs in other jurisdictions to ensure accurate and consistent dissemination of information. However, if the event affects the City of Manassas or City of Manassas Park, but does not impact the County, then agencies that serve all three jurisdictions must coordinate information with the impacted jurisdiction.
4. Information shall be shared with the elected officials through the Director of Emergency Management or his/her designee; it is preferable for elected officials to refer media to the PIO during emergencies and to coordinate with the PIO to ensure accurate information is being disseminated.
5. The PIO will use a wide variety of tools to disseminate the information to the appropriate audiences.
6. During emergencies, the news media will seek information about current and anticipated situations, public instructions and response actions. It is assumed that the local media will provide up-to-date information and emergency

- instructions (as their capabilities allow – including TV/radio broadcast, social media and websites) to the public during these times. However, the emergency may result in sporadic or a total lack of telephone communications. Local and regional radio and television stations without emergency power may also be unable to transmit.
7. The PIO or his/her designee will ensure that information is being disseminated to the appropriate audiences via multiple communications tools.
  8. A Joint Information Center may be established, and depending on the situation, representatives may be needed and are expected to respond from a variety of County agencies. This may be a physical or virtual JIC.
  9. Although the Communications Staff, as the lead agency of ESF 15, serves as the primary point of contact for release of information to the media and public, this ESF does not prevent Public Safety PIOs from responding to media inquiries while at the scene of the emergency/disaster.
  10. In the event that an Incident Commander/County official/on-scene PIO releases time-sensitive or safety-related information at the scene, he/she will ensure that the same information is conveyed to the Communications Staff (ESF 15).
  11. The Public Safety PIO and/or Incident Commander on site may establish a controlled media area and will control access to the scene and those on scene (to include responders and victims). If it is necessary for the PIO to be on scene, then he/she will ensure appropriate staff is in the EOC.
  12. Upon EOC activation, all media interaction and releases will be managed through the PIO in coordination with the Coordinator of Emergency Management or designee.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The County Communications Director will serve as the PIO under the direction of the Coordinator of Emergency Management or designee when the Emergency Operations Plan (EOP) is activated.
2. The members of the Communications Staff in the Office of Executive Management will assist, as necessary, the PIO in the dissemination of information when the Emergency Operations Center (EOC) is activated.
3. Depending on the severity or length of the emergency, County agencies may be requested to furnish qualified personnel to assist the PIO in the implementation of this ESF.
4. In a scenario that has implications across the jurisdictions of the National Capital Region (NCR), a virtual regional JIC may be activated to ensure that consistent information is provided throughout the NCR. The Communications Staff will actively support the virtual JIC by ensuring that relevant information and documents are posted and participating in collaboration on common messages.

5. Additional technical assistance is available from the Virginia Department of Emergency Management (VDEM) Public Information Office at 804-897-6510.

## B. Assignment of Responsibilities

1. The Executive Management, Communications shall:
  - a. Coordinate the release of disaster-related information through the Coordinator of Emergency Management upon EOC activation and collaborate with agencies of the local, state, federal and other governments and public relief organizations utilizing the Joint Information System.
  - b. Liaison with state and/or federal JICs, if activated
  - c. Conduct press conferences and media briefings, if necessary
  - d. Establish a JIC, if necessary
  - e. Develop and communicate protective action guidance
  - f. Provide emergency information to County employees, the media and the public
  - g. Use a broad range of resources to disseminate information so that it reaches the public and includes those with functional needs (The Clerk to the Board's office maintains a list of sign language interpreters available in the County.)
  - h. Maintain a briefing room for media representatives, if necessary
  - i. Advise the Coordinator of Emergency Management or designee of media coverage of the emergency and County actions related to the situation
  - j. Establish, in conjunction with the Director of DoIT, a telephone hotline for citizens to obtain status reports on the emergency and instructions, if necessary
  - k. Maintain and update information using the appropriate communications tools (e.g. the County's website), as necessary
  - l. Share and update information with regional 2-1-1 Information and Referral System, if necessary
  - m. Establish a media relations / public information action plan as part of the EOC Incident Action Plan (IAP)
  - n. Contact regional PIOs to prepare for the coordination of regional messages, and coordinate information with regional partners as outlined in the COG Regional Coordination Plan, if it is a regional incident
  - o. Maintain a list of local, state and regional PIO contacts
  - p. Maintain a list of media contacts
  - q. Maintain copies of regional message maps
  - r. Supply reports on the extent of damage caused by the emergency, as confirmed information becomes available. The names of those residents killed or injured will be released to the media only if the information is confirmed by the appropriate official(s), the next of kin have been notified.
2. The Department of Fire and Rescue, Emergency Management shall:

- a. Coordinate with PIO on all messages for release to the public, media, County employees , and other governmental entities
  - b. Provide information on the incident, the current situation and the status of response operations
  - c. Help determine the need for protective action guidance
  - d. Respond to requests for information needed to address media or other public inquires
3. The Department of Fire and Rescue (DFR) shall:
- a. Assist with evacuation notifications
  - b. Provide technical assistance with determining the need for protective action guidance
4. The Police Department shall:
- a. Coordinate the evacuation of disaster areas not identified as immediately dangerous to life and health
  - b. Provide technical assistance with determining the need for protective action guidance
  - c. Assist with protective guidance information distribution
5. The PWHD shall assist with determining the need for protective action guidance related to health issues and concerns
6. The Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES) shall:
- a. Provide communications support in relaying information
  - b. Provide supplemental weather information by monitoring weather networks
7. The Department of Information Technology shall provide critical technical assistance to the PIO, to include, but not limited to, phone and internet access, as well as access to the servers that host the County's website.
8. The Department of Social Services shall provide information to the PIO and Situation Unit regarding ESF# 6 operations.

## **CONCEPT OF OPERATIONS**

- A. Executive Management (Communications) will determine the need for a JIC, at which time other agency representatives will be requested.
1. Most often, if a JIC is needed, it will be a virtual JIC. A physical JIC may be set up if the event is of such a magnitude that a designated place for PIOs and media is needed.
  2. The JIC will operate as the coordination center for all public information activities related to the incident.

- B. In the event that shelters are opened, the PIO will inform the public of the location and status of shelters (to include household pet evacuation information). Information will be disseminated to the appropriate audiences using the most appropriate communications tools. The PIO will work closely with the Department of Social Services to obtain the most accurate and up-to-date information about the shelters and ESF #6 operations.
  
- C. For release of sensitive or unusual information, the PIO will obtain the Coordinator's or designee's approval prior to the release of information. For release of routine information, approval is needed only from the PIO or designee. The routine information to be released will include, but is not limited to the following:
  - 1. The impending emergency and its possible impact on Prince William County and its residents, visitors and County government employees
  - 2. Emergency preparedness actions by the government and instructions to residents, visitors and employees
  - 3. The activation of the EOC
  - 4. Status reports confirmed by appropriate officials on the emergency situation
  - 5. Actions by local officials to mitigate the effects of the disaster and to restore normal conditions
  - 6. The actual impact of the disaster on Prince William County
  - 7. Relief programs

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports will be maintained by the PIO or designee.
  - 2. Tracking records and reports of administrative data will be maintained by the PIO or designee.
    - a. Hours worked
    - b. Location and type of the work performed
    - c. Pay rate of personnel performing work
    - d. Expenditures
      - (1) Purchase orders
      - (2) Invoices
      - (3) Vouchers
  
- B. Logistics
  - 1. Procurement of equipment and supplies
    - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
      - (1) Capability

- (2) Size
  - (3) Amount
  - (4) Location
  - (5) Type of resource
  - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
- a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)

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## **ESF 16 MILITARY SUPPORT**

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**LEAD AGENCY:** Volunteer Prince William (VPW)

**SUPPORT AGENCIES:**

- American Red Cross Prince William Chapter
- Department of Economic Development
- Department of Fire and Rescue, Emergency Management
- Department of Parks and Recreation
- Northern Virginia Voluntary Organizations Active in Disaster (NOVA VOAD)
- Virginia Voluntary Organizations Active in Disaster (VA VOAD)

Revised 1/87  
4/04  
12/08  
12/12

## **EOC Common Responsibilities Checklist**

### **Activation Phase**

- Reviews the EOC Common Responsibilities Checklist
- Takes appropriate actions to protect lives and property. These actions may be authorized through the Code of Virginia, local ordinances or policies, or other governing documents
- Maintains situational awareness during all phases of the emergency
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing from Situation Unit or senior EOC representative
- Reviews position specific checklist
- Initiates position log in WebEOC and begins using WebEOC
- Tests assigned equipment and account logins to verify operational readiness

### **Operations Phase**

- Maintains position log and uses WebEOC
- Maintains situational awareness
- Considers 24-hour staffing requirement and requests additional support for his/her unit or section
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the C-SALTT Method (Capability, Size, Amount, Location, Type of resource and Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions
- Participates in and contributes to the EOC Incident Action Plan development
- Maintains any records for incident
- Prepares information and documentation for shift change

### **Demobilization Phase**

- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies and other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section
- Cleans work area before leaving and signs out

## **INTRODUCTION**

Our community is subject to a variety of natural, technical and intentional disasters. Volunteers are included in the all-hazards approach to mitigation, preparedness, response and recovery. Volunteer Prince William (VPW) is tasked with volunteer and donations management for Prince William County. Donations Management will involve a number of community partners. Adventist Community Services, a Voluntary Organizations Active in Disasters (VOAD) member, will play an instrumental role in support of VPW by providing an on-the-ground management team.

## **AUTHORITIES AND REFERENCES**

### **A. Authorities**

The National Response Framework Volunteer and Donations Management Support Annex

### **B. References**

1. The Federal Emergency Management Agency (FEMA) National Response Framework: Volunteer and Donations Management Support Annex
2. Commonwealth of Virginia EOP, Emergency Support Function #17: Volunteer and Donations Management
3. Volunteer Reception Center Plan, 2012
4. Donations Management Plan, 2012

## **PURPOSE**

The purpose of ESF 17 is to coordinate the management of the efficient and effective use of unaffiliated volunteers, unaffiliated organizations and unsolicited donations to support all emergency response efforts.

## **SITUATION AND ASSUMPTIONS**

### **A. Situation**

#### **1. Volunteer Management**

- a. **Affiliated Volunteers:** Volunteer agencies along with private, social and welfare organizations constitute a valuable source of trained and skilled personnel to augment County government emergency services resources. These organizations may be called upon to provide a wide variety of services during disasters and other community crisis situations. If local volunteer support becomes exhausted, assistance from NOVA VOAD and/or VA VOAD will be requested.
- b. **Spontaneous Volunteers:** In a disaster resulting in major damage to property and significant numbers of casualties among the residents,

many quasi-public and private relief organizations and individuals from outside the disaster area arrive on the scene to offer their services. In the confusion that normally accompanies a disaster and the heavy demands placed on the local emergency services personnel to cope with the emergency situation, the services of these volunteers often are not utilized with maximum effectiveness. To ensure the services of these volunteer groups and individuals, many of whom possess unique or specific skills, are used when and where they can be most effective, an organized volunteer response effort through a Volunteer Reception Center (VRC) is required.

## 2. Donations Management

- a. Unsolicited donations: In a disaster resulting in major destruction of property and significant numbers of casualties, many quasi-public and private relief organizations and individuals from outside the disaster area will collect and transport donated goods.
- b. A majority of these donations will be inappropriate to the situation, in poor repair, and in general unusable discards.
- c. Requirements for goods will exceed local capabilities. Precautions must be made to ensure donations from the public do not burden the system with unneeded goods that only detract or get in the way of relief efforts. Special actions will be required to avoid unsolicited donations from becoming a burden to response and recovery operations.

## B. Assumptions

1. Supplemental manpower will be necessary as the duration and scope of the disaster increases.
2. Individual and/or groups of volunteers will go (or want to go) into the affected area and offer assistance.
3. An organized volunteer disaster response effort will be required when emergency conditions subside; individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to meet the need of the survivors.
4. Appropriate messages will be provided to the media to provide the public with guidance about donating with emphasis on cash donations.
5. Unsolicited donations could come from around the state or country in a large-scale or catastrophic event that occurs in the County.
6. Donated goods may arrive in a disaster area day or night without warning.
7. Donated goods may arrive unsorted or with minimal packaging.
8. As the duration and scope of the disaster increases, the amount of donated goods and services will increase with the amount of media attention the disaster receives.

9. Warehouse space and manpower will be required to manage, sort and distribute those goods which are useful.
10. Non-useful and unwanted donations will occur, to include unsorted or dirty clothing, used mattresses, perishable foodstuffs and worn-out or cast-off items. Disposal sites and procedures will be required for surplus and/or unneeded donations.
11. In the event of a disaster, the welfare of the people is the responsibility of local government. VOAD forms the nucleus of the preparedness force around which volunteer relief agencies and religious and civic groups organize and perform their services during a disaster. In the event local volunteer resources and services are exhausted, NOVA VOAD and VA VOAD resources are available for unmet needs.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. In the event of an emergency, and at the direction of the Coordinator of Emergency Management or designee, Volunteer Prince William provides management of unaffiliated volunteers and unsolicited donations. Unaffiliated volunteers will be processed through a VRC to ensure their effectiveness and regulate their access to restricted areas. Local volunteer organization resources will be utilized and VOAD partners may be contacted for assistance. The points of contact for VPW will be:
  - a. Primary: Disaster Services Coordinator, VPW
  - b. Secondary: Executive Director, VPW
  - c. Alternate: Volunteer Program Coordinator, VPW
  - d. Alternate: Coordinator of Court Ordered Community Service, VPW

### **B. Assignment of Responsibilities**

1. VPW shall:
  - a. Manage unaffiliated and/or spontaneous volunteers
  - b. Establish and manage the VRC
  - c. Maintain a list of local non-profit partners and community organizations that may provide support
  - d. Coordinate with local volunteer organizations as designated
  - e. Coordinate with NOVA VOAD and VA VOAD
2. The Department of Fire and Rescue, Emergency Management shall ensure the necessary logistical facilities are established
3. The Department of Parks and Recreation shall:
  - a. Provide physical facilities, support resources and assistance, such as on-site equipment and supplies
  - b. Designate possible reception center sites, provide listing of sites and contact information

- c. Maintain on-call list of personnel
  - d. Provide coordination and support to shelter operations
4. The Department of Economic Development shall coordinate with VPW in locating potential warehouse space and will facilitate activities with existing businesses that may have resources.

## CONCEPT OF OPERATIONS

- A. VPW will coordinate the disaster relief actions of the volunteer relief agencies and groups to ensure maximum effectiveness of relief operations and to avoid duplication of effort and services.
- B. A VPW staff member will serve as Volunteer Coordinator at the EOC and will ensure communications are established between the EOC and the VRC.
- C. At the request of the Coordinator of Emergency Management or designee, VPW will open a VRC. These sites are provided by the Department of Parks and Recreation and the City of Manassas Park. A MOU has been signed with the Department of Parks and Recreation in regard to facility usage.
- D. VPW shall establish a VRC for spontaneous, volunteer relief organizations and unaffiliated individuals.
- E. VPW staff, trained agency partners and volunteers will be used as registrars and work dispatchers. VPW staff or their designee will act as or appoint a VRC Director.
- F. In the event VPW staff members are unable to fulfill their duties, a mutual aid agreement (MAA) exists between the Metro Coalition of Volunteer Centers and the Volunteer Centers of Virginia to provide coverage.
- G. When the VRC is activated, the designated VRC Director will notify registrars and work dispatchers to report to the VRC. PWCAN can be utilized to contact registered volunteers.
- H. VOAD member organizations affiliated volunteers that have been asked to assist by local authorities will report directly to their pre-designated duty station.
- I. Public information officers (PIOs), law enforcement officers, fire and rescue personnel and traffic control personnel will be instructed to direct all spontaneous, unaffiliated organizations and individuals to the designated VRC.
- J. Unaffiliated volunteers will be discouraged from going to any disaster site through media messaging.
- K. The Volunteer Coordinator in the EOC will receive *Request for Volunteer Forms* from agencies through the EOC or from the VRC Director, via the Coordinator of Emergency Management or designee. The Volunteer Coordinator will keep the VRC apprised of incoming needs through communication with the VRC Director. Volunteers possessing the appropriate skills will be dispatched by the VRC to the disaster location requiring their particular services. Volunteers are expected to provide their own transportation.
- L. The VRC Director will keep the EOC informed of the number and types of skills or services available for emergency or recovery operations as requested.

- M. The VRC referral section will select the individuals or groups to fill the request received from the EOC.
- N. In the event local volunteer resources and services are exhausted, NOVA VOAD and VA VOAD resources will be requested for unmet needs.
- O. If volunteers require housing and feeding, the agency with whom they are matched will be responsible for these accommodations. VPW will offer guidance on potential resources.
- P. At the request of the Coordinator of Emergency Management or designee, VPW will enlist assistance from our Adventist Community Services to provide donations management.
- Q. Requests to the public for goods and services will be limited. VPW will coordinate with the County PIOs to implement a public information campaign to encourage cash donations for the following reasons:
  - 1. Cash donations help to avoid the labor and expenses of sorting, packing, transporting and distributing donated goods
  - 2. Voluntary relief agencies responding to the disaster can use cash to more quickly meet the specific needs of the survivors
  - 3. Local economy can recover more quickly if relief supplies are purchased in the impacted community.
- R. Whenever possible, unsolicited donations will be turned away.
- S. The Prince William Education Foundation SPARK fund will provide fiduciary oversight of monetary donations.
- T. A Donations Management Team will be established. Volunteers to assist in the sorting of donations can be obtained through the VRC. PWCAN can be utilized to contact registered volunteers.
- U. VPW will work with local businesses, NGOs and the faith community to acquire specific goods. The Prince William Department of Economic Development, Existing Business Director will provide support as liaison to the business community.

## **ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All records and reports will be maintained by VPW.
  - 2. Tracking records and reports of administrative data
    - a. Hours worked will be maintained by VPW utilizing regular time sheet and payroll procedures.
    - b. Location and type of the work performed will be maintained by VPW utilizing regular time sheet and payroll procedures.
    - c. Pay rate of personnel performing work will be maintained by VPW utilizing regular time sheet and payroll procedures.
    - d. Expenditures will be tracked by VPW's book keeping service in conjunction with the VPW Disaster Services Coordinator.



- (1) Purchase orders are not part of VPW's normal operating procedures.
- (2) Invoices will be kept on file at the VPW office and paid/tracked by VPW's book keeping service (Ambassador Accounting).
- (3) Vouchers will be kept on file at the VPW office and processed/tracked by VPW's book keeping service (Ambassador Accounting).

### 3. The American Red Cross Prince William Chapter

- a. Through an MOU with Prince William County, the American Red Cross serves as a partner to ESF 6, Mass Care, Housing and Human Services and maintains its capability to take immediate action at all times to provide emergency assistance to any number of people affected by a disaster or the threat of a disaster. This assistance may include fixed or mobile feeding stations, clothing, shelter, first aid or the provision of other basic needs. Simultaneously, or as soon as possible, the American Red Cross also provides individual help to families with their most urgent immediate needs so they can resume living as families rather than in shelters. Such assistance is given on the basis of verified need. Only the most essential services and items are provided. Items that may be provided are:
  - (1) Food
  - (2) Clothing
  - (3) Temporary lodging
  - (4) Bed linens
  - (5) Rent/Deposit assistance
  - (6) Replace prescription drugs/lost eyeglasses
  - (7) Functional needs supplies and equipment

### 4. NOVA VOAD and VA VOAD

NOVA VOAD is a consortium of voluntary organizations working in conjunction with local, state and federal disaster response professions. Its mission is to improve disaster preparedness and relief services to the Northern Virginia community by leveraging the volunteer characteristics of its local community members. Member organizations of NOVA VOAD augment the efforts of local, state and federal agencies and governments, as well as maintain a certain degree of self-sufficiency in the event of resource constraints. Any VOAD activation occurs in one of three ways:

- (1) A request by the local Coordinator of Emergency Management or designee to the NOVA VOAD (via the NOVA VOAD president or designee)
- (2) A request by the local Coordinator of Emergency Management or designee to the state EOC (ESF 17)
- (3) A VOAD to VOAD member organization (VPW)

## B. Logistics

1. Procurement of equipment and supplies
  - a. The normal procurement process will be followed for each agency or organization. However, if resources are not available, the request will be processed through the Logistics Section and will follow the VDEM C-SALTT request process. The following information should be included in all resource requests:
    - (1) Capability
    - (2) Size
    - (3) Amount
    - (4) Location
    - (5) Type of resource
    - (6) Time frame in which it is needed
  - b. Specialized equipment or supplies will also be requested through the Logistics Section.
2. Personnel
  - a. Requests for additional personnel will be processed through the National Capital Region mutual-aid agreements that are currently in place.
  - b. Additional personnel requests will be requested via the Statewide Mutual Aid (SMA) program. Statewide Mutual Aid information is found on VDEM's website at:  
[http://www.vaemergency.gov/sites/default/files/SMA\\_Ops\\_Manual\\_rev12\\_1208\\_0.pdf](http://www.vaemergency.gov/sites/default/files/SMA_Ops_Manual_rev12_1208_0.pdf)
3. Volunteer relief personnel assigned to requesting agencies and organizations will become the asset of the requesting group. The volunteer will be provided food and lodging by the requesting group in coordination with the Logistics Section.
4. Equipment and supplies will, insofar as possible, be provided by appropriate County, state, federal or private agencies responding to the emergency.
5. Specialized equipment, if not available from local resources, will be requested through the Logistics Section.
6. Many VOAD members are organized nationally; and within their internal organizations, local units may request personnel and resources from adjacent areas and from their national organizations. Likewise, church and civic groups may receive assistance from their respective denominations or state or national organizations.

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**HAZARD-SPECIFIC APPENDIX A ELECTRIC SERVICE DISRUPTION RESPONSE  
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Reviewed: 04/04  
12/08  
12/12

## **PURPOSE**

To be prepared to respond to an electrical service disruption in Prince William County.

## **SITUATION**

A partial or total failure of the electric power system in Prince William County will have impacts throughout the County.

## **ASSUMPTIONS**

- A. A partial or total failure of the electric power system for a prolonged period of time could have a significant impact on the health and safety of the County's residents and visitors.
- B. Electric service in Prince William County is provided by Dominion Virginia Power (Dominion) and NOVEC.
- C. Emergency power is available at a number of critical sites which are equipped with backup generators.

## **CONCEPT OF OPERATIONS**

- A. Department of Fire and Rescue, Emergency Management conducts a situational assessment:
  - 1. What areas are involved and how extensive is the outage?
  - 2. Emergency Management can access the online outage maps or contact Dominion and NOVEC to determine the status of the electrical power system in both the County and the region. If there has been a partial or total failure, the EOC shall determine the following:
    - a. The perimeter of the area affected by the outage and the approximate number of customers without power
    - b. The expected duration of the outage
    - c. The cause of the outage
    - d. The status of the Possum Point Power Plant
  - 3. A number of buildings have been identified as critical sites. After an incident involving the loss of electrical power the EOC will contact these sites, as time permits, to determine if the sites have commercial power, if they are being powered by emergency generators or if they are without power.
    - a. Owens Building
    - b. McCoart Building
    - c. Potomac Hospital
    - d. Prince William Hospital
    - e. Fire and Rescue Stations
    - f. Police Facilities
    - g. Drinking water facilities
      - (1) Fairfax Water Authority
      - (2) Manassas Water Treatment Facility

- (3) Prince William Service Authority well pumps
  - (4) Virginia American Water in Dale City
  - h. Sewer treatment facilities
    - (1) Prince William Service Authority
    - (2) Dale Service Authority
  - i. Detention Centers
  - j. American Type Culture Collection
  - k. George Mason University (GMU) Bio Medical Research Facility
  - l. Critical Data Centers
  4. Additional related problems that need to be assessed:
    - a. Water supply
      - In the event of a prolonged disruption of electrical service, the Prince William Service Authority and the Virginia American Water Company will monitor the rate of water consumption, water storage levels and the duration of their respective water supplies.
      - Each County agency shall be responsible for determining when or if it will become necessary to shut off service in order to conserve their water supplies.
      - If it becomes necessary to shut off their water supplies, each County agency shall immediately communicate that decision to the EOC.
      - The Service Authority is able to produce three million gallons of water per day relying upon backup emergency generators.
      - The City of Manassas has the ability to generate electrical power at their surface water facility and the Service Authority can obtain five million gallons of water per day.
    - b. Hospital function
      - In the event of a prolonged disruption of electrical service, Prince William Hospital and Sentara Potomac Hospital will need to coordinate with the EOC Manager or designee to determine additional resource needs.
- B. Develop an Incident Action Plan
1. If one or more emergency generators fail to start, the EOC Staff shall determine what steps should be taken to provide an alternate power source to the affected sites.
  2. The Public Works and Engineering Branch Director shall also relay any reports of partial or total power failure to the Coordinator of Emergency Management or designee.
  3. Identify additional sanitation needs as a result of no water such as portable toilets.
  4. Consider providing bottled water for drinking or water buffalo tankers for other needs to serve the community.
  5. Increase police patrol and security to combat vandalism, increase patrol of target facilities such as ATCC, the Adult and Juvenile Detention Centers, the Possum Point Power Plant and the GMU Bio Medical Research Facility.

6. Additional assistance may be needed by the hospitals.
7. Fuel all County generators and monitor fuel consumption.
8. Develop a restoration priority list.
9. If the power outage is determined to warrant the opening of shelters, the Department of Social Services will follow procedures outlined in ESF 6 to open shelters in the areas impacted by the outage. Additional sites may be used for warming facilities.

C. Other actions to consider:

1. Declare a Local Emergency, if necessary
2. Notify Virginia EOC of situation
3. Activate National Guard
4. Request generator assistance from VDEM and FEMA
  - a. Identify Capability, Size, Amount, Location, Type of resource and the Time frame in which it is needed (C-SALTT)
  - b. Check with electrical engineers and facility engineers for wattage, voltage and phasing of equipment required
  - c. Consider fuel sources and availability
  - d. Additional assistance may be needed to install and operate equipment

D. Demobilization

1. Prepare a plan for demobilization to include:
  - a. As power is restored determine if it is feasible to relocate portable or mobile generators to other sites
  - b. Repairs that may be needed to return facilities and sites to normal
  - c. Process on how equipment must be returned

**HAZARD-SPECIFIC APPENDIX B ELECTION DAY RESPONSE  
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Reviewed: 11/08  
12/08  
12/12



## **PURPOSE**

To be prepared to respond to an incident that occurs on a local, state or national Election Day.

## **SITUATION**

- A. Local, state and/or national elections are held in the County every year. Precinct Voting Places have been identified at 78 locations including schools, fire and rescue stations, park facilities and County government facilities.
- B. Potential issues that could impact election activities include inclement weather such as snow, heavy rain, floods or high winds; major traffic accidents within Prince William County and civil disturbance activities designed to disrupt the election process.

## **ASSUMPTIONS**

- A. If the Governor or President of the United States declares a state of emergency, only the following elections may be postponed upon executive order of the Governor: (i) any local or state referendum, (ii) any primary, special, or general election for local or state office except a general election for Governor, Lieutenant Governor, Attorney General and the General Assembly, (iii) any primary for federal office including any primary for the nomination of candidates for the office of President of the United States, or (iv) any federal special election to fill a vacancy in the United States Senate or the United States House of Representatives. All other elections must be held as scheduled. . They cannot be canceled or rescheduled. Polling places must be properly staffed and open to the public during voting hours. Alternate polling locations should be identified in advance and back-up equipment and supplies ready to be deployed if necessary.
- B. Public safety agencies should be prepared for contingencies that could disrupt the election process.
- C. The following agencies have primary responsibilities for election-day activities and will provide assistance as needed:
  - a. Office of Voter Registration and Elections
  - b. Police Department
  - c. Department of Fire and Rescue
  - d. Department of Fire and Rescue, Emergency Management
  - e. Department of Public Works
  - f. Department of Parks and Recreation
  - g. Prince William County Schools
  - h. Prince William County Sheriff's Office
  - i. Office of Public Safety Communications
  - j. County Attorney's Office

## **CONCEPT OF OPERATIONS**

- A. The Office of Voter Registration and Elections, General Registrar will:
1. Notify all participating agencies that elections are scheduled and which facilities are to be utilized.
  2. Provide a list of primary and alternate polling locations.
    1. Coordinate staffing needs for all locations.
    2. Provide contact information for primary and alternate election officials to the EOC.
  3. Coordinate snow removal with private facilities used as a voting place and if needed, secure permission for public works to provide emergency snow removal for Election Day.
  4. Ensure that all election staff anticipate the weather and plan their transportation needs to be self-sufficient and not burden emergency response agencies.
  5. Notify the Police or Sheriff's Office when a staff person is in need of transportation assistance due to foul weather.
- B. The Police Department shall:
1. Coordinate staffing to support election-day activities.
  2. Review emergency preparedness and unusual occurrence policies and brief staff on potential problems.
  3. Monitor intelligence gathering operations and report concerns to the EOC.
  4. County police officers can assist with the transportation of election officials; however, calls for service and keeping roadways open will take priority over the transportation of election officials. Alternative methods of transportation should be considered when possible. Requests for transportation of election officials should be made through the Public Safety Communications Center at 703-792-6500. Requests should be made in a timely manner to allow for anticipated delays and travel time.
- C. The Department of Fire and Rescue shall:
1. Coordinate staffing to support election-day activities.
  2. Separate private station spaces from public polling place spaces at facilities that are used as polling places and be prepared to respond from alternate facilities if the situation warrants.
  3. Ensure HazMat assets are available and ready to respond.
  4. Be prepared to conduct mass decontamination activities.
  5. Stage the DCN units (trailers with tow vehicles) at prime locations prior to the event. Sentara Potomac Hospital and Station 11 are recommended sites.
  6. Conduct local emergency operations training for local election officials.
  7. Assist other County agencies (Health, Law Enforcement, etc.) with equipment needs such as interoperable communications, detection/monitoring, etc.
- D. The Department of Fire and Rescue, Emergency Management shall:
1. Activate and staff the EOC to support election-day activities. In addition to Emergency Management staff, identify additional ESF representatives that will be available in the EOC.

2. Coordinate election-day activities as needed through the EOC.
  3. Assist election officials with communication needs.
  4. Provide an alternate location for election officials to count ballots and complete required election reports if needed.
- E. The Department of Public Works shall:
1. Ensure that the County office buildings to be used for polling places are open and that maintenance crews are available to keep parking lots and driveways open and accessible.
  2. Assist in emergency snow removal as agreed to with voter registration.
  3. In the event that Public Works staff needs to be contacted after normal business hours, call the Public Safety Communications Center at 703-792-6500 to advise them of the request and they will contact the appropriate staff from Public Works.
- F. The Department of Parks and Recreation shall:
1. Ensure that buildings being used as polling places receive priority for snow removal and are ready to open by 5 a.m.
  2. Notify Safety/Security pager and the Grounds Superintendent pager when Park and Recreation buildings are to be used as a polling place. This notification is made by the Risk Manager.
- G. The Prince William County Schools shall:
1. Determine the opening of schools used for polling places on election days. This decision is made by the Associate Superintendent for School Services.
  2. Ensure that school buildings used as polling places receive priority snow removal from school staff.
- H. The Sheriff's Office shall:
1. Assist with transporting election officials on Election Day in the event of inclement weather (i.e., snow or ice).
- I. The Office of Public Safety Communications shall make appropriate notifications as required by this plan.
- J. The County Attorney's Office shall petition the Virginia Supreme Court for a longer postponement of elections, if the Governor had already issued an order postponing the elections and the Board of County Supervisors determines that a longer postponement is required. (VA Code Section 24.2.603.1)

**HAZARD-SPECIFIC APPENDIX C TERRORISM RESPONSE  
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Reviewed: 4/01  
12/08  
12/12

## **PURPOSE**

To be prepared to respond effectively to threats or acts of terrorism in such a manner as to save lives, protect property and maintain order while minimizing disruptive effects to the community, businesses and local government.

## **SITUATION**

In past years, acts of terrorism have taken a new and far more sinister perspective. Terrorist acts perpetrated in the United States, as well as abroad, have been increasingly destructive. The use or threat of use of chemical and biological materials (Weapons of Mass Destruction) has also become a reality.

## **ASSUMPTIONS**

- A. Existing organizations and resources will be available to respond to threats or acts of terrorism.
- B. State and federal resources responsible for response to terrorist acts will be available within 24 hours.

## **CONCEPT OF OPERATIONS**

- A. The Emergency Operations Plan (EOP) and supporting documents will be the guiding document for all terrorist threat responses.
- B. Information concerning terrorism will be reviewed and appropriate modifications will be made to the EOP if required.
- C. Technical information and intelligence concerning known or suspected terrorist activities will be disseminated on a need to know basis.

**HAZARD-SPECIFIC APPENDIX D EXPLOSION RESPONSE  
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Reviewed: 04/04  
12/08  
12/12

## **PURPOSE**

To be prepared to respond to an explosion incident.

## **SITUATION**

Unplanned explosions can occur periodically in the County due to accidental ignition of leaking fuels or other highly flammable or explosive materials. Explosions can also be caused intentionally by terrorists or others intending to create harm. The government must be prepared to respond to these incidents in a coordinated fashion to safeguard its employees, residents and visitors.

## **ASSUMPTIONS**

- A. Damage may be light or extensive.
- B. There may be disruption to services and transportation systems.
- C. In the current environment of terrorism, the potential that any explosion is the result of a terrorist act must be considered.
- D. The potential of the blast being contaminated with a chemical or radiological material must be considered.

## **CONCEPT OF OPERATIONS**

- A. Situational Assessment
  - 1. Identify incident location
  - 2. Determine the number of injured requiring treatment and transportation
  - 3. Determine the number of people trapped and requiring extrication
  - 4. Assess structural stability
  - 5. Identify probable cause
    - a. Accidental - Natural gas, etc.
    - b. Intentional – pipe bomb, etc.
    - c. Act of Terrorism
  - 6. Assess for contamination – radiological, chemical, etc.
  - 7. Evaluate disruption to critical facilities
- B. Initial Action Recommendations
  - 1. Establish Incident Command
  - 2. Secure perimeter
  - 3. All response personnel should scan for possible secondary devices
  - 4. All response personnel need to be conscious of evidence of cause
  - 5. Assess for contamination – radiological, chemical, etc.
  - 6. Establish triage, treatment and transport area
    - a. Gross field decontamination may be appropriate
    - b. Notify hospital of situation
  - 7. Identify number of displaced persons needing shelter or other assistance
  - 8. Initiate investigation, identification and interview of witnesses

9. Suppress any fires
10. Request Public Works structural engineers to evaluate structural damage
11. Make notifications as required
12. Establish Joint Information Center (JIC) Police, Fire, County, Hospital and others as involved
13. Maintain personnel accountability of all entering secure area

C. Other Possible Actions/Needs

1. Activate local EOC/EOP as needed
2. Initiate regional Mass Casualty Plan
3. Notify Terrorism Taskforce
4. Notify ATF, FBI
5. Notify Bomb Squad as needed
6. Request Radiological Health unit from Virginia Department of Health
7. Request Regional HazMat unit if needed
8. Monitor water run off
9. Make regional notifications per COG Regional Emergency Coordination Plan
10. Establish shelters if needed following guidelines in ESF 6

D. Demobilization

1. Determine when evacuees can return and under what conditions
2. Identify what security requirements are needed and who will handle them
3. Develop transition plan
4. Determine what assistance investigating agencies will require
5. Confirm all evidence has been removed or is secure
6. Determine what assistance property owner will need
  - a. What is long term clean up plan
  - b. Is decontamination required
  - c. Are there any special disposal requirements
7. Ensure all County equipment is inventoried and inspected



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**HAZARD-SPECIFIC APPENDIX E HURRICANE RESPONSE  
TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>2</b>
<b>SITUATION</b>	<b>2</b>
<b>ASSUMPTIONS</b>	<b>2</b>
<b>CONCEPT OF OPERATIONS</b>	<b>2</b>

Reviewed: 09/08  
12/08  
12/12

## **PURPOSE**

To be prepared to respond to hurricanes.

## **SITUATION**

A hurricane is expected to reach Prince William County.

## **ASSUMPTIONS**

- A. A hurricane can have a significant impact on the health and safety of County residents and visitors.
- B. Damage may be light or extensive.
- C. There may be disruption to services and critical infrastructure systems.

## **CONCEPT OF OPERATIONS**

- A. Pre-Alert Period (June 1st through November 30th)
  - 1. Monitor development and track movement of storms
  - 2. Maintain communication with National Weather Service
- B. Forecasted arrival of tropical storm force winds within 120-96 hours of landfall
  - 1. Monitor development and track movement of the storm
  - 2. Maintain communication with National Weather Service
  - 3. Participate in VDEM and Council of Governments (COG) weather conference calls
  - 4. Notify all agencies to begin agency-specific preparatory actions
- C. Forecasted arrival of tropical storm force winds within 96-48 hours of landfall
  - 1. Monitor development and track movement of the storm
  - 2. Maintain communication with National Weather Service
  - 3. Participate in VDEM and COG weather conference calls
  - 4. Notify all agencies to continue preparatory actions
  - 5. Notify emergency response agencies to prepare an increased staffing plan
  - 6. Discuss the need to open shelters
- D. Forecasted arrival of tropical storm force winds within 48-24 hours of landfall
  - 1. Monitor development and track movement of the storm
  - 2. Maintain communication with National Weather Service
  - 3. Participate in VDEM and COG weather conference calls
  - 4. Notify all agencies to continue preparatory actions
  - 5. Notify emergency response agencies to finalize their increased staffing plan
  - 6. Identify potential EOC activation level, staffing plan and opening time
  - 7. Identify potential shelter sites, prepare shelter staffing plan and determine opening times
  - 8. Identify areas that may be at risk for flooding

- E. Forecasted arrival of tropical storm force winds within 24-0 hours of landfall
  1. Monitor development and track movement of the storm
  2. Maintain communication with National Weather Service
  3. Participate in VDEM and COG weather conference calls
  4. Notify all agencies to complete agency specific preparatory actions
  5. Identify and notify all agencies of the EOC activation level, staffing plan and opening time
  6. Notify all emergency response agencies to initiate increased staffing plans
  7. Activate shelter staffing plan and open identified shelter sites
  8. Provide public with shelter information
  9. Identify areas that may need evacuation based on the risk for flooding
  
- F. Storm landfall
  1. Monitor water levels in at-risk areas and identify the need to initiate evacuations
  2. Make public announcements and warnings in coordination with regional partners
  3. Evaluate need for suspension of response operations during high winds
  4. Monitor statuses of critical systems
  5. Monitor utility outages
  6. Monitor communications and information technology disruptions
  7. Begin planning community relief efforts
  
- G. Post Impact Period
  1. Conduct situational assessment of critical infrastructure
  2. Compile data from emergency response agencies regarding injuries and deaths
  3. Make public announcements and warnings in coordination with regional partners
  4. Identify operational periods and develop Incident Action Plan
  5. Coordinate critical facility repair efforts
  6. Conduct an Initial Damage Assessment and submit report to VDEM
  7. Activate and implement the Debris Management Plan
  8. Coordinate assistance from regional partners, state and federal agencies
  9. Complete required records of staff, equipment and supply utilization
  10. Develop Long-Term Community Recovery Plan
  11. Develop EOC demobilization plan
  
- H. Demobilization
  1. Implement the Demobilization Plan
  2. Implement the Long-Term Community Recovery Plan

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**HAZARD-SPECIFIC APPENDIX F PUBLIC WATER DISRUPTION RESPONSE  
TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>2</b>
<b>SITUATION</b>	<b>2</b>
<b>ASSUMPTIONS</b>	<b>2</b>
<b>CONCEPT OF OPERATIONS</b>	<b>2</b>

<b>Attachment A</b>	<b>ATTACHMENTS</b>
	<b>Water Distribution Sites</b>

Reviewed: 04/04  
12/08  
12/12

## **PURPOSE**

To be prepared to respond to an incident that has partially or completely disrupted the public water supply.

## **SITUATION**

Partial or complete failure of the water supply may occur in Prince William County.

## **ASSUMPTIONS**

- A. Water and sanitary sewer service is provided in the eastern portion of the County by the Prince William Service Authority and by the Virginia-American Water Company. These agencies purchase their water from Fairfax County Water Authority.
- B. The Service Authority also purchases water from the City of Manassas for distribution to a portion of the western end of the County.
- C. There are a number of Prince William County residents that are on private wells.
- D. If there is a partial or complete failure of any or all of the systems it will be necessary to institute water conservation measures and to provide potable water to the County's residents and visitors.
- E. Some water will be available from wells which are equipped with emergency backup generators.
- F. Water may also be available for a short time from elevated storage tanks.

## **CONCEPT OF OPERATIONS**

- A. Conduct a situational assessment of affected area to include the cause of the disruption and expected duration of the outage
- B. Identify the impact on critical infrastructure
  - 1. Schools
  - 2. Fire Stations
  - 3. Police Stations
  - 4. Prince William County Government Buildings
  - 5. Hospitals
  - 6. Water and Treatment Facilities
  - 7. Utilities
  - 8. Impoundment Structures
  - 9. Long-Term Care Facilities
- C. Conduct assessment of the population affected by the water shortage
- D. Develop an Incident Action Plan

1. Mandatory water conservation may be needed due to substantial or total failure of the public water supply system in those areas of the County impacted by the outage.
  - a. Restrictions could include a ban on washing automobiles, irrigation of lawns, fire training exercises and other non-essential uses.
  - b. Residents and visitors may be asked to limit the use of water to activities which are absolutely essential for health. The duration of showers should be limited, washing of clothes and dishes should be minimized, and water softeners should be by-passed until the service is restored.
2. In the event of a prolonged disruption of electrical service, the Prince William Service Authority and the Virginia American Water Company will monitor the rate of water consumption, water storage levels and the duration of their respective water supplies.
  - a. Each agency shall be responsible for determining when or if it will become necessary to shut off service in order to conserve their water supplies.
  - b. If it becomes necessary to shut off their water supplies, each agency shall immediately communicate that decision to the EOC.
  - c. The Service Authority is able to produce three million gallons of water per day relying upon backup emergency generators.
  - d. The City of Manassas has the ability to generate electrical power at their surface water facility and the Service Authority can obtain five million gallons of water per day.
3. There is no interconnection between the water supply systems serving western Prince William and those serving eastern Prince William. If water service is disrupted in one area it will be necessary to transport water to the affected area. The respective agencies will identify a list of vendors who have the necessary equipment to transport potable water.
4. Systems capable of producing potable water by use of generators should be identified and utilized to provide critical drinking water. Development of fill sites at these locations will be necessary.
5. Bottled water supplies may also be available on a limited basis from local retailers.
6. The Virginia EOC should be notified and may be a source of additional bottled water supplies.
7. In the event that it becomes necessary to distribute water, distribution sites will be selected based on proximity to affected populations.
8. Security for these sites should be considered.
9. A local emergency declaration should be considered.



**Attachment A  
Water Distribution Sites**

**VIRGINIA AMERICAN WATER STORAGE TANKS**

<b>Name</b>	<b>Location</b>
Dale City Water Tank	off Packard Drive, Dale City

**SERVICE AUTHORITY WATER STORAGE TANKS**

<b>Facility I.D.</b>	<b>Facility Name</b>	<b>Facility Address</b>
T-01	Nottaway	2005 Horner Rd., Woodbridge
T-02	Davis Ford	13020 Harbor Dr., Woodbridge
T-03	Airport	3451 Commission Ct., Woodbridge
T-04	Battery Hill	3749 Green Tree Lane, Dumfries
T-05	Nob Hill	18330 Nob Hill Dr., Dumfries
T-06	Cardinal Dr. (Montclair No.)	15080 Cardinal Dr., Dumfries
T-07	Carter Lane	1800 Carter Lane, Woodbridge
T-08	Independent Hill	14604 Dumfries Rd., Independent Hill
T-09	Mt. Pone	8201 Seymour Rd., Manassas
T-10	Maplewood	8450 Maplewood Dr., Manassas
T-11	Coles	13712 Dumfries Rd., Independent Hill
T-12	Bethlehem	7501 Bethlehem Rd., Manassas
T-13	Montclair South	15885 Dumfries Rd., Dumfries
T-15	Hoadly	4321 Asdee La., Woodbridge
T-16	Bull Run Mt. Lower	1860 Ridge Road, Haymarket
T-17	Bull Run Mt. Lower	16261 Sumney Dr., Haymarket
T-18	Bull Run Mt. Upper	2113 Ridge Rd., Haymarket
T-19	Gainesville	7765 Limestone Dr., Manassas
T-20	Haymarket	7304 Old Carolina Rd., Haymarket
T-21	PWC Safety Training Center	12955 Warrenton Rd., Nokesville
T-22	Interstate Drive	16751 Interstate Dr., Dumfries

❖ **Additional sites in areas not served by public water would include Fire and Rescue Stations and Neighborhood Libraries.**

**HAZARD-SPECIFIC APPENDIX G WINTER STORM RESPONSE  
TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>2</b>
<b>SITUATION</b>	<b>2</b>
<b>ASSUMPTIONS</b>	<b>2</b>
<b>CONCEPT OF OPERATIONS</b>	<b>2</b>

Reviewed: 04/04  
12/08  
12/12

## **PURPOSE**

To be prepared to respond to a winter storm.

## **SITUATION**

The National Weather Service Forecast Office in Sterling, Virginia may issue a winter weather advisory that includes Prince William County. Winter storms can also develop quickly with little or no warning. Certain officials must be notified and the weather conditions monitored for potential or actual impact on transportation and critical services such as power and water.

## **ASSUMPTIONS**

- A. Winter storms are being forecast to impact the area.
- B. Coordination with other communities is essential to manage these occurrences.

## **CONCEPT OF OPERATIONS**

- A. Pre-event Period:
  - 1. The Department of Fire and Rescue, Emergency Management and the Department of Fire and Rescue Uniformed Fire and Rescue Officer (UFRO) will monitor weather forecasts for information about the projected storm
  - 2. Notifications will be sent to staff and distribution lists through PWAAlert
  - 3. Public Works will prepare fleet
    - a. 4X4 distributed as needed
    - b. All vehicles fueled
    - c. Park vehicles in one area of parking lot to facilitate snow removal efforts
  - 4. Maintain contact with regional partners via COG conference call.
  - 5. Determine need for Unscheduled Leave initiation
  - 6. Notify Office of Executive Management, Communications to initiate messages through:
    - a. media notification
    - b. voicemail broadcast
    - c. PWCAN alerts
    - d. PWC INFO
    - e. County website
  - 7. Notify County Executive and Personnel Director
- B. During Storm Period:
  - 1. Monitor and evaluate progress and impact of storm
    - a. National Weather Service
    - b. Fire and Rescue Station Situation Reports
    - c. Police Patrol unit reports
    - d. PSCC activity reports
    - e. VDOT

2. Monitor community lifelines such as power outages (see Hazard-Specific Appendix A Electrical Service Disruption Response)
  3. Monitor highway and road situation (accidents, stranded motorists in cars, etc.)
  4. Consider putting shelter teams on standby
  5. If needed open shelters, the process for selecting a shelter location should include:
    - a. Select a location close to endangered population
    - b. Determine accessibility of facility
    - c. Confirm building available
    - d. Confirm that the power is on
    - e. Confirm that the parking lot is cleared
    - f. Confirm that the streets are cleared
    - g. Determine how the public will reach shelter
  6. Initiate a local emergency declaration if needed
    - a. Director of Emergency Management must declare
    - b. BOCS must ratify declaration within 14 days
    - c. Notify VA EOC if there is a local emergency declaration
  7. Notify Virginia EOC of situation by WebEOC
  8. Request assistance from National Guard if needed
    - a. 4X4s
    - b. Snow plows (This would be coordinated by VDOT)
  9. Activate ARES/RACES for communications assistance
  10. Assist with coordination of transport of emergency staff
  11. Determine functional needs population assistance
  12. Clear snow off of building exits and roads
  13. Keep fuel pumps clear of snow
  14. Keep media informed of situation
- C. Recovery Period:
1. Complete snow removal; make sure snow is removed from exterior of emergency exits
  2. Close shelter
  3. Send Preliminary Damage Assessment (PDA) to VA EOC
  4. Terminate local emergency declaration if declared
  5. Release any personnel on standby

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**HAZARD-SPECIFIC APPENDIX H DAM FAILURE RESPONSE  
TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>2</b>
<b>SITUATION</b>	<b>2</b>
<b>ASSUMPTIONS</b>	<b>2</b>
<b>CONCEPT OF OPERATIONS</b>	<b>2</b>

**ATTACHMENTS**

**Attachment A      Impounding Structures and Responsible Organizations**

Revised      01/97  
                  04/04  
                  12/08  
                  12/12

## **PURPOSE**

To prepare to respond to a dam failure for each impounding structure in the County.

## **SITUATION**

There are several impounding structures in the County (see Attachment A) that provide water storage for drinking, hydroelectric power generation and recreational uses. Of this list, the County owns and is responsible for Lake Jackson Dam but may be affected by a dam failure from the other impounding structures. The possibility exists that a structural failure may occur resulting in the release of tremendous volumes of water. Structural failure may occur from a natural, technical or intentional event.

## **ASSUMPTIONS**

- A. Owners of impounding structures will prepare and maintain a current Emergency Action Plan (EAP) as required by the Virginia Dam Safety Regulations (VR 625-01-00) and submit copies to the Office of Emergency Management for review.
- B. The Office of Emergency Management will maintain a copy of each impounding structure EAP at the Emergency Operations Center.
- C. The organization responsible for the impounding structure will be required to submit a copy of the EAP and changes to the Office of Emergency Management for review.
- D. The Office of Emergency Management will participate in exercises of the impounding structure emergency action plans.

## **CONCEPT OF OPERATIONS**

- A. The County owns and is responsible for Lake Jackson Dam; see ESF 3C Lake Jackson Dam Plan.
- B. Contact dam operator and review Emergency Action Plan (EAP) for affected impounding structure.

**Attachment A  
Impounding Structures and Responsible Organizations**

Structure	Responsible Organization
NVCC Woodbridge Campus Dam	Northern Virginia Community College Emergency Action Plan (Published Separately)
Silver Lake Dam	Prince William County Emergency Action Plan (Published Separately)
Possum Point Ash Dam #D	Dominion Emergency Action Plan (Published Separately)
Possum Point Ash Dam #E	Dominion Emergency Action Plan (Published Separately)
Prince William Parkway Regional SWM	Prince William County Emergency Action Plan (Published Separately)
Lake View Estates Dam	Lake View Estates Emergency Action Plan (Published Separately)
Camp 4 Dam	DOI NPS NCR PRWI Emergency Action Plan (Published Separately)
Camp 1 Dam	DOI NPS NCR PRWI Emergency Action Plan (Published Separately)
Camp 3 Dam	DOI NPS NCR PRWI Emergency Action Plan (Published Separately)
Carters Day Camp Pond Dam	DOI NPS NCR PRWI Emergency Action Plan (Published Separately)
Manassas NBP, Noname Dam #1 Thru #10	DOI NPS NCR MANA Emergency Action Plan (Published Separately)
New Bristow Village	Pulte Homes Emergency Action Plan (Published Separately)
Meadows Wet Pond Dam	Brookfield Washington LLC Emergency Action Plan (Published Separately)
Meadows Dry Pond Dam	Brookfield Washington LLC Emergency Action Plan (Published Separately)
Market Center Pond 1 Dam	Landservices Development Corporation Emergency Action Plan (Published Separately)
Upper Occoquan Dam	Fairfax County Water Authority Emergency Action Plan (Published Separately)
Occoquan Lower Storage Dam	Fairfax County Water Authority Emergency Action Plan (Published Separately)
Omisol Dam	Omisol Home Owners Association Emergency Action Plan (Published Separately)
Camp 5 Dam	DOI NPS NCR PRWI Emergency Action Plan (Published Separately)
Buckland Dam	Buckland Farm, Inc. Emergency Action Plan (Published Separately)
T. Nelson Elliott Dam	City of Manassas Emergency Action Plan (Published Separately)



Prince William County EOP  
Hazard-Specific Appendix H Dam Failure Response

Lake Montclair Dam	Montclair Property Owners Assoc. Emergency Action Plan (Published Separately)
Lake Jackson Dam	Prince William County (See ESF 3C Lake Jackson Dam Plan Prince William County Emergency Operations Plan)
VA Gateway Regional SWM Dam	Virginia Gateway Associates, LP Emergency Action Plan (Published Separately)
Potomac Club Regional Pond	West Potomac LLC Emergency Action Plan (Published Separately)
Innovation at Prince William - Pond 3	Prince William County Emergency Action Plan (Published Separately)
North Fork Wetlands Bank	North Fork Wetlands Bank, LC Emergency Action Plan (Published Separately)

**HAZARD-SPECIFIC APPENDIX I PANDEMIC INFLUENZA RESPONSE  
TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>2</b>
<b>SITUATION AND ASSUMPTIONS</b>	<b>2</b>
<b>DIRECTION, CONTROL AND COORDINATION</b>	<b>4</b>
<b>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>	<b>6</b>
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First Released: 6/09  
Revised: 9/09  
12/12

## **PURPOSE**

The purpose of this appendix is to define the County's response to a pandemic influenza and ensure the continuation and delivery of essential County and public health services while providing for the emergency needs of the residents and visitors. Pandemic planning is based on all-hazards planning for a biological event.

## **SITUATION AND ASSUMPTIONS**

A. Situation: The pandemic influenza response is based on the following situation.

1. In advance of a pandemic, the Virginia Department of Health (VDH) through the Prince William Health District (PWHD) will work with public and private partners to coordinate preparedness activities. Advance preparations may reduce the number of people who become ill or die, therefore minimizing the economic and social impact.
2. Federal, state and local governments will not be able to address all pandemic influenza needs or meet all resource requests. Responsibility for preparing for and responding to a pandemic spans all public and private levels and sectors. VDH encourages all Virginians to be active partners in preparing for a pandemic.

B. Assumptions

1. Susceptibility to the pandemic influenza subtype initially will be universal.
2. Persons who become ill may shed virus and can transmit infection before the onset of illness.
3. Viral shedding and risk for transmission may be the greatest during the first 10 days of illness.
4. Variants of the pandemic influenza virus could emerge anywhere in the U.S. or abroad.
5. A pandemic outbreak could have one or more waves that may last at least six to eight weeks.
6. Some of the risk groups for severe and fatal infection may include infants, the elderly, pregnant women and persons with chronic medical conditions. The particular risk groups will depend upon the characteristics of the influenza virus and can vary greatly.
7. Many geographic areas will be affected simultaneously; thus, the County will need to rely on its own resources.
8. Pandemic influenza planning is an ongoing process.
9. There may be critical shortages of healthcare and other resources, so the County may not be able to rely on mutual aid resources, state assistance or federal assistance to support local response efforts.
10. Effective preventive and therapeutic interventions may be delayed and/or in short supply. Local supplies of antiviral medications may be prioritized

- by VDH based on current guidelines from the Centers for Disease Control and Prevention (CDC).
11. Seasonal influenza vaccines, pneumococcal vaccine, and social distancing may be main parts of prevention.
  12. Insufficient equipment and supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies and public education to control the spread of the disease in the County.
  13. Surveillance of influenza disease and virus will be critical to a rapid and effective response.
  14. An effective response to pandemic influenza will require coordinated efforts of a wide variety of County departments, as well as public and private organizations.
  15. A vaccine for the pandemic influenza strain may or may not exist.
    - a. The PWHD will take the lead in distributing influenza vaccine.
    - b. If a vaccine is produced, it may not be available for six to eight months following the emergence of a novel virus.
    - c. As vaccine becomes available, it will be distributed and possibly administered by the PWHD based on CDC and VDH guidelines.
    - d. The PWHD will work in partnership with healthcare providers and the County to facilitate distribution.
  16. The number of ill people requiring outpatient medical care and hospitalization could overwhelm the local healthcare system.
    - a. Hospitals and clinics may have to modify their operational structures to respond to high patient volumes and maintain functionality of critical systems. Hospitals, health care practitioner offices and clinics will need to develop different triage processes and procedures.
    - b. The healthcare system may have to respond to increased demands for service while the medical workforce experiences 25-30 percent absenteeism because of illness.
    - c. The demand for in-patient beds and assisted ventilators may increase by 25 percent or more, and prioritization criteria for access to limited services and resources may be needed.
  17. Infection control measures specific to management of influenza patients will need to be developed and implemented at healthcare facilities, outpatient care settings, long-term care facilities and other institutional facilities like the Adult Detention Center and Juvenile Detention Center.
  18. The County will support the PWHD, urgent care facilities and local hospitals to develop and implement alternative care sites and/or call centers for telephone triage to relieve demand on hospital emergency rooms and care for persons who do not require hospitalization but who cannot be cared for at home.
  19. Emergency Medical Service (EMS) responders may face extremely high call volumes for several weeks and a possible reduction of staff. EMS may need to develop a different triage process.

20. The number of fatalities experienced during the first few weeks of a pandemic may overwhelm the resources of the Medical Examiner's Office, hospital morgues and funeral homes.
21. The demand for home care and social services may increase dramatically.
22. There may be significant disruptions of publicly and privately-owned critical infrastructure, including transportation, commerce, utilities, public safety, agriculture and communications.
23. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers and other public gathering points and canceling public events may be implemented during a pandemic.
24. Some persons will be unable or unwilling to comply with isolation and/or directives. It will be important to develop and disseminate strategies for infection control appropriate to all environments and populations.
25. The general public, health care system, response agencies and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps that are being taken to address the incident, and steps response partners and the public can take to protect themselves and prepare themselves.

## **DIRECTION, CONTROL AND COORDINATION**

### **A. Local**

1. This appendix of the Prince William County Emergency Operations Plan (EOP) should be used in conjunction with the Prince William County Continuity of Operations (COOP) Plan, the PWHD EOP and the PWHD Pandemic Influenza Plan. These plans address issues such as:
  - a. Command and control
  - b. Line of succession
  - c. Legal authority
  - d. Surveillance and epidemiologic investigation procedures
  - e. Medication and vaccine management
  - f. Intra- and interagency coordination
  - g. Hospital emergency medical services coordination
  - h. Infection control
  - i. Security
  - j. Operational communications
  - k. Public information
  - l. Exercise and Training
  - m. Human resource issues
2. The County will coordinate with Northern Virginia jurisdictions, the National Capital Region (NCR), and state and federal agencies.
3. This appendix serves as a guide for specific pandemic influenza response. During a pandemic influenza event, the judgment of the PWHD, VDH and CDC leadership may alter the strategies of this appendix.

4. The County will coordinate with the PWHD, VDH, CDC and other agencies to plan for and assist with isolation and quarantine activities as needed.
5. The County will coordinate with the PWHD, VDH, as well as Northern Virginia jurisdictions and the NCR to disseminate information before, during and after a pandemic event as necessary.

#### B. State

1. During an influenza pandemic, the VDH State Epidemiologist will be responsible for implementation of response activities under the direction of the Deputy Commissioner for Public Health and Preparedness.
2. The VDH Director of the Division of Immunization (DI) will be responsible for coordinating vaccine distribution through the Bureau of Pharmacy Services.
3. The VDH Director of the Division of Surveillance and Investigation (DSI) will be responsible for coordinating enhanced surveillance methods for the detection of influenza and for facilitating investigation and control interventions.
4. The VDH Manager of Risk Communication and Public Health Information will be responsible for coordinating pandemic influenza media-related activities.
5. The Advisory Committee of the Health and Medical Subpanel of the Secure Virginia Panel will formulate specific procedures for the implementation of vaccine prioritization in Virginia.
6. The VDH will initiate isolation and quarantine proceedings as it deems necessary and appropriate

#### C. National

1. During a pandemic, the CDC, under the direction of the Department of Health and Human Services (HHS), will provide guidance on vaccine availability and distribution.
2. If the vaccine is in short supply, which is likely during a pandemic, the CDC, in conjunction with advisory committees, will provide guidance for a rank order listing of priority groups for vaccination. The vaccination priority will likely be based on:
  - a. The need to maintain those elements of community infrastructure that are essential to carrying out the pandemic response plan and public safety;
  - b. Limiting mortality among high-risk groups;
  - c. Reducing morbidity in the general population; and
  - d. Minimizing social disruption and economic losses.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. Equally critical in emergency preparedness and response is an understanding of the decision making and authority that occurs within certain defined scope and parameters. Various state and local public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Board of Health, the State Health Commissioner, the Board of County Supervisors, the County Executive, the top town officials and the PWHD Health Director can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increased social distancing by closing public or private facilities.
2. During a pandemic, the presence of overlapping authorities will necessitate close communication and coordination among appointed/elected leaders and the PWHD Health Director, or designee, to ensure that decisions and response actions are clear and consistent.
3. The Code of Virginia gives the State Board of Health and the State Health Commissioner the authority to perform certain acts to protect the health of the public.

### B. Assignment of Responsibilities

1. The Governor of the Commonwealth of Virginia has the authority to:
  - a. Proclaim the state of emergency after finding that a disaster affects life, health, or property
  - b. After proclaiming a state of emergency, the Governor has the authority to restrict public assembly, order periods of curfew and prohibit activities he or she believes should be prohibited in order to maintain the life and health of Virginia residents
2. The Virginia State Board of Health shall have the authority to adopt rules to protect public health, including rules for the prevention and control of infectious diseases and the imposition and use of isolation and quarantine.
3. The State Health Commissioner shall:
  - a. Enforce all laws for the protection of public health and all rules, regulations and orders of the State Board of Health
  - b. Investigate outbreaks and epidemics of disease and advise the PWHD Health Director about measures to prevent and control outbreaks
  - c. Enforce public health laws, rules, regulations and orders in local health matters when there is an emergency
4. The Board of County Supervisors (BOCS) shall:
  - a. Supervise all matters pertaining to the preservation of the life and health of County employees, residents and visitors

- b. Enact such local rules and regulations as are necessary to preserve and promote the public health and to provide the enforcement of those rules and regulations
  - c. Ratify a local emergency declaration as detailed in Title 44 of the Code of Virginia
5. The PWC Director of Emergency Management (County Executive) shall:
- a. Have the full authority to organize and direct emergency operations through regularly constituted government structure and use of equipment, supplies and facilities of existing departments, offices and agencies of the County to the maximum extent practical
  - b. Declare a local emergency when the threat or actual occurrence of an emergency or disaster is, or threatens to be, of sufficient magnitude to warrant coordinated local government actions
6. The PWC Emergency Operations Center (EOC) Manager/Coordinator shall:
- a. Coordinate the actions of all public and private agencies engaged in emergency management activities
  - b. Activate and manage the County EOC when necessary
  - c. Implement emergency plans and take appropriate emergency actions required to manage both declared and undeclared emergency events that threaten public safety within the County
  - d. Liaise with state and federal authorities and nearby political subdivisions as necessary to ensure the most effective disaster preparedness and response capabilities
  - e. Activate mutual aid agreements and request Statewide Mutual Aid if a disaster exceeds local resources
7. The PWHD Health Director shall:
- a. Act under the direction of the State Health Commissioner for all health matters
  - b. Enforce the public health statutes, rules and regulations of the state and local health ordinances
  - c. Under the direction of the Health Commissioner, have the authority to control and prevent the spread of any dangerous, contagious or infectious diseases that may occur within the County
  - d. Under the direction of the Health Commissioner, conduct investigations and institute disease control measures, including medical examination, testing, counseling, treatment, vaccination, decontamination, isolation, quarantine and the inspection and closure of facilities, when necessary
  - e. In consultation with local health care providers, health facilities, emergency management personnel, law enforcement agencies and other entities deemed necessary, establish plans, policies and procedures for instituting emergency measures to prevent the spread of communicable disease



- f. Under the direction of the Health Commissioner, initiate voluntary isolation and quarantine of individuals or groups pursuant to provisions of state regulations
  - g. Investigate any suspected case of a reportable disease or other condition if necessary, and require notification of additional conditions of public health importance occurring within the County
  - h. Take all necessary actions to protect the public health in the event of a contagious disease occurring in a school or day care center. Those actions may include, but are not limited to, recommending the closing of the affected facility, ordering cessation of certain activities and excluding persons who are infected with the disease
  - i. Consult with the State Health Commissioner, the Superintendent of the Prince William School District and the Director of Emergency Management regarding the school or other facility and provide the BOCS with a written decision recommending actions to be taken
8. The PWHD shall:
- a. Coordinate the response through Emergency Support Function 8 (ESF8 – Health and Emergency Medical Services)
  - b. Enhance local surveillance and monitoring
  - c. Coordinate the distribution of stockpile antiviral medicines consistent with CDC and VDH guidelines and monitor effectiveness of antiviral distributed
  - d. Coordinate the distribution of vaccine consistent with CDC and VDH guidelines and monitor effectiveness of vaccine distributed
  - e. Assist in the implementation and monitoring of non-medical infection control measures to include social distancing, isolation and quarantine
  - f. Coordinate with VDH to monitor laboratory testing
  - g. Coordinate and collaborate with local, state and regional partners
  - h. Coordinate with the Public Information Officers (PIO) to provide effective communications to the public, media, elected officials, health care providers and business and community leaders throughout the event and participate in the Joint Information Center (JIC), if necessary
  - i. Coordinate with the health care system and other community partners to ensure an appropriate response to surge capacity issues within the health care community
  - j. Coordinate with the health care system, community partners, funeral homes, and the Office of the Chief Medical Examiner to ensure appropriate management of fatalities
  - k. Through the Health Commissioner, liaise with the County, VDH, HHS, CDC and the World Health Organization (WHO)
9. The PWC Executive Management, Communications shall:
- a. Provide timely and accurate information to the public during response to a pandemic influenza emergency

- b. Advise the Coordinator of Emergency Management on information dissemination and media activities
  - c. Maintain contact lists for area media representatives
  - d. Provide public information releases to media sources
  - e. Establish media briefing areas and conduct briefings as deemed appropriate
  - f. Provide assistance in developing and distributing protective action guidance, emergency public information and related pandemic influenza information
  - g. Provide guidance on human resource issues
  - h. Coordinate information with Northern Virginia jurisdictions, the NCR and state agencies.
10. The PWC Emergency Management shall:
- a. Coordinate and facilitate conference calls and briefings with leadership and staff
  - b. Operate the County EOC as necessary
  - c. Coordinate all response activities and ensure that agencies and disciplines involved in the response to this emergency do so in an effective and coordinated manner
  - d. Coordinate with local, regional, state and federal partners
  - e. Ensure effective implementation of the County COOP Plan and any other plan or procedure necessary to manage this event
11. Other County departments shall have developed and be prepared to activate agency COOP Plans for operating in an emergency or disaster environment.
12. Law enforcement shall provide a secure environment for dispensing sites as outlined in the PWHD Mass Prophylaxis Plan
13. Fire and Rescue shall manage increased incident activity in an effective and coordinated manner.
14. The Superintendent of Schools shall consult with the PWHD Health Director and the Director of Emergency Management regarding the closing of schools or other facilities and provide the BOCS with a written decision recommending actions to be taken

## **CONCEPT OF OPERATIONS**

- A. The decision to activate the EOC will be based on but not limited to the following triggers:
- a. The Director of Emergency Management, Coordinator of Emergency Management or Health Director considers it necessary to activate the EOC and requests activation
  - b. County resources may be nearing depletion and additional resource support may be needed
  - c. The local hospitals may become overwhelmed and medical surge may be necessary

- d. Illness in the County may impact services that the County provides to residents and visitors
- e. The County has a need to coordinate short-term and/or long-term planning
- f. The County may require constant communication and coordination with regional, state or federal agencies
- g. The PWHD plans to open and operate mass dispensing sites

## B. Event phases

The World Health Organization has developed and refined Pandemic Influenza Phases that provide a framework to characterize a progression of the transmission that will be experienced during the course of an event. Phase 6, sustained human-to-human transmission, will trigger the implementation of plans and mobilization of resources to contain and mitigate the effects of the event on the community.

1. The Inter-Pandemic Phase includes two phases. In Phase 1, no new influenza virus has been detected in humans; however, an influenza virus subtype that has caused human infection may be present in animals. In Phase 2, no new influenza virus has been detected in humans; however, a circulating animal influenza virus subtype poses a substantial risk of human disease.
  - a. Advocate the importance of pandemic planning to relevant decision-makers.
  - b. Develop and periodically update local plans in close collaboration with relevant partners.
  - c. Monitor and evaluate available information on influenza-related issues including surveillance, investigation and control procedures.
  - d. Facilitate/negotiate agreements among partners, nongovernmental organizations and the private sector to facilitate implementation of the plan.
  - e. Provide outreach and information to County employees, residents and visitors about issues related to pandemic influenza preparedness.
  - f. Test electronic and telecommunications capability with PWHD and neighboring jurisdictions and the NCR.
  - g. Develop risk communications messages targeted for pandemic influenza.
  - h. Participate in regional, state and federal pandemic planning.
  - i. Identify, train and exercise key personnel to be mobilized in case of emergence of a novel influenza virus.
  - j. Review agency COOP Plans to facilitate management of resources and staff during a pandemic.

2. The Pandemic Alert Period includes Phases 3, 4 and 5. In Phase 3, there have been human infections with a new subtype, but no human-to-human transmission or, at most, rare instances of transmission to a close contact. In Phase 4, there are small clusters with limited human-to-human transmission, but spread is highly localized. In Phase 5, there are larger clusters of illness, with localized spread of disease, suggesting that the virus is becoming increasingly better adapted to humans.
  - a. Monitor reports and guidance from the WHO, CDC, and VDH.
  - b. Provide updated information and guidance on heightened surveillance and current situation to County employees, residents and visitors.
  - c. Review and revise emergency response procedures.
  - d. Inventory and stock necessary equipment and supplies.
  - e. Review vaccine distribution plans with stakeholders and partners, and modify as needed.
  - f. Maintain current listings of public-sector distribution sites within the County.
3. The Pandemic Phase includes Phase 6. In this phase, there is increased and sustained transmission in the general population.
  - a. Monitor reports and guidance from the WHO, CDC, and VDH.
  - b. Provide updated information and guidance on heightened surveillance and current situation to County employees, residents and visitors.
  - c. Institute control measures in accordance with VDH, CDC and other federal recommendations.
  - d. Coordinate activities with other state and federal health agencies.
  - e. Implement tiered vaccination of employees.
  - f. Monitor use of Personal Protective Equipment and facilitate a safe working environment for employees.
  - g. Monitor resources and staffing needs and continue response activities listed under previous phases.

## **AUTHORITIES**

1. Code of Virginia, Title 32.1 - Health
  - a. Reporting of Disease (32.1-35; 32.1-36; 32.1.-37)
  - b. Investigation of Disease (32.1-39)
  - c. Authority to Examine Records (32.1-40; 32.1-48.015)
  - d. Emergency Orders and Regulations (32.1-13; 32.1-42; 32.1-20)
  - e. Disease Control Measures (32.1-43; 32.1-47; 32.1-48)
  - f. Isolated or Quarantined Persons (32.1-44)
  - g. Isolation or Quarantine of Persons with Communicable Disease of Public Health Threat (32.1-48.05 through 32.1-48.017)

## REFERENCES

- A. Commonwealth of Virginia Pandemic Influenza Plan, Volume VI, May 2009.
- B. Pandemic Influenza Response Plan, Loudoun County Incident Annex 23.0, January 2007.
- C. Miami-Dade County Health Department Pandemic Influenza Preparedness and Response Plan, January 2006.
- D. Guidelines for the Development of Maine County Plans for Preparedness and Response to Pandemic Influenza, April 2006.

**HAZARD-SPECIFIC APPENDIX J EARTHQUAKE RESPONSE  
TABLE OF CONTENTS**

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**Attachment A                      ATTACHMENTS  
Definitions**

Reviewed: 12/12

## **PURPOSE**

The purpose of this appendix is to describe the potential hazards and identify special considerations or activities specific to responding to a seismic event in Prince William County.

## **SITUATION**

Earthquakes are medium probability, high-consequence events that can potentially cause devastating impacts. A moderate earthquake can cause serious damage to unreinforced buildings, building contents and non-structural systems, and can cause serious disruptions in building operations. Moderate and large earthquakes are inevitable, although infrequent.

## **Background**

The Virginia Division of Mineral Resources states that since 1774 there have been over 300 earthquakes in Virginia. The largest earthquake that occurred in Virginia was in 1897 in Giles County and registered 5.9 on the Richter scale. More recently, on August 23, 2011, a 5.8 magnitude earthquake occurred in Louisa County.

There are two different fault zones in Virginia. The Central Virginia Seismic Zone is centered closest to Richmond and the Pembroke Fault is located between Pembroke and Pearisburg, Virginia. The Virginia Division of Mineral Resources and the United States Geological Survey are currently re-analyzing Virginia fault zones to determine if additional faults exist.

## **ASSUMPTIONS**

- A. The primary effect of an earthquake is shaking of the ground surface. Depending on the magnitude, location and depth, there may be a wide range of secondary effects, including soil liquefaction, landslides and ground subsidence.
  
- B. Earthquakes can cause the following impacts:
  - 1. Injuries and fatalities
  - 2. Trapped persons
  - 3. Displaced persons
  - 4. Psychosocial implications for both responders and impacted individuals
  - 5. Fire, hazardous materials release, and flood events
  - 6. Structural damage including falling debris and glass
  - 7. Disruption of critical infrastructure, including health services, communications, energy, utilities and transportation
  - 8. Damage to or failure of dams
  - 9. Other damaged infrastructure
  
- C. A moderate to heavy earthquake may result in traffic problems; including:

1. Difficultly getting out of affected areas due to debris and damaged roadways/streets
  2. Difficultly getting rescuers and other vital personnel into areas of extensive damage
  3. Difficulty keeping sightseers out of damaged areas
- D. Aftershocks, which may be nearly as large as the original earthquake, can compound these impacts. Aftershocks can occur for several weeks following the initial event. Although the frequency and magnitude of aftershocks will decrease over time, their unpredictability can affect the safety of residents and responders and require additional precautionary measures during response.
- E. An earthquake may temporarily overwhelm local response capacity.
- F. Immediate actions by first responders and local support organizations may be needed to save lives, stabilize the incident(s) protect property and safeguard the environment.
- G. The identification, removal and disposal of debris that blocks or hampers the performance of emergency response functions are high priority actions.
- H. Residents may require temporary shelter and/or housing due to various challenges (for example, awaiting debris removal in neighborhoods or homes needing repair).
- I. Coordinated efforts may be needed to house those displaced from their homes.
- J. The ability to obtain an initial damage assessment will depend on resources available, maneuverability throughout the jurisdiction and the viability of communications.
- K. All personnel need to be aware of the possibility for aftershocks that may cause additional issues.
- L. Main sources of information will be from on-duty fire, law enforcement and public works personnel, public and limited news reports

## **CONCEPT OF OPERATIONS**

- A. It is critical to gain situational awareness to identify the impacts, especially to County facilities and critical infrastructure from the earthquake.
- B. To identify the impacts, information collected should include:
1. Status of County facilities and critical infrastructure
  2. Number of injuries and deaths
  3. Damages/effects to residential areas, businesses and roadways



4. Reports of any downed power lines
  5. Debris blocking access to major roadways or critical infrastructure
  6. An estimate of the number of people affected
- C. Access to areas severely impacted by an earthquake will be controlled by law enforcement.
- D. The Coordinator of Emergency Management working with the Policy Group will determine the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted.
- E. Emergency Public Information should include survival tips for people on what to do during and immediately after an earthquake along with warnings and advice on the continuing threat of fire, unsafe areas, building collapse, aftershocks and other hazards.
- F. Temporary water and wastewater systems may be needed in some areas while damaged systems are restored.
- G. Enhanced disease monitoring may be needed.
- H. County facilities, critical infrastructure, community damage and human impact assessments may need to be conducted following each aftershock.

## **Attachment A Definitions**

**Fault** - A break in the earth's crust which ruptures during an earthquake, allowing the two sides of the fault to slip past each other. The slippage may range from less than an inch to more than 30 feet in a severe earthquake.

**Earthquake** – Seismic vibrations produced when a fault in the earth's crust ruptures or breaks, causing movement or slippage of the rocks along the fault.

**Liquefaction** – A process by which water-saturated sediment temporarily loses strength and acts as a fluid when exposed to strong seismic shaking. The shaking causes the grains to lose grain-to-grain contact, so the sediment tends to flow. Liquefaction is most likely in loose sandy soil with a shallow water table.

**Magnitude** – The amount of energy released during an earthquake. An increase of one full point on a magnitude scale represents about a three-fold increase in the energy released. Therefore, an earthquake measuring magnitude 6.0 is about 30 times more powerful than one measuring 5.0.

**Richter scale** - A logarithmic scale for indicating the magnitude of earthquakes using data from a seismograph: each step represents a magnitude that is about 10 times greater than the preceding step, with 1 indicating a disturbance detectable only by instruments and 7 a disturbance that can cause major damage to buildings.

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Melissa S. Peacor  
County Executive

# COUNTY OF PRINCE WILLIAM


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## BOARD OF COUNTY SUPERVISORS

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December 3, 2012

**TO:** Board of County Supervisors

**FROM:** Chief Kevin J. McGee   
Department of Fire and Rescue

**THRU:** Melissa S. Peacor  
County Executive

**RE:** Adopt the Updated and Modified Prince William County Emergency  
Operations Plan

**I. Background** in chronological order is as follows:

- A. Virginia Law – The Commonwealth of Virginia Emergency Services and Disaster laws specifically identify the responsibilities of each political subdivision within the Commonwealth for local disaster preparedness and coordination of response.
1. Organization and Designation – Title 44-146.19(E) specifies the organization and designation of a Director of Emergency Management and the designation of a Coordinator and deputies.
  2. Emergency Operations Plan – Each local and inter-jurisdictional agency shall prepare and keep current a local or inter-jurisdictional emergency operations plan for its area as directed by Title 44-146.19(E).
- B. Prince William County Emergency Operations Plan
1. First Adoption – In 1988 the Prince William County Emergency Operations Plan was first adopted by the Board of County Supervisors and subsequently approved by the Commonwealth.

2. Additional Adoptions – In 1993 the Emergency Operations Plan was adopted by the Board of County Supervisors. The plan was revised May 1990, February 1992, January 1993, December 1998, April 2004 and December 2010.
3. Staying Current – The Code of Virginia Emergency Services and Disaster laws state that local jurisdictions keep current on the Emergency Operations Plan. The Virginia Department of Emergency Management recommends the plan be reviewed, updated and adopted every four years. It has been four years since the Emergency Operations Plan has been adopted in Prince William County.
4. Recent Actions – The County’s Emergency Operations Plan has been updated and modified to make the document easier to use. Emergency Support Functions have been changed to address the National Response Framework.

**II. Current Situation is as follows:**

- A. Routine Update – The Department of Fire and Rescue, Office of Emergency Management routinely monitors the regular updating of the Emergency Operations Plan to ensure it contains accurate and current information. Each County agency with assigned responsibilities has updated their portion of the plan.
- B. Maintenance Responsibility – The Office of Emergency Management is responsible for maintaining the plan in accordance with State law.
- C. Board Action Requested – The Board is being asked to adopt the updated and modified PWC Emergency Operations Plan, as revised, to meet the Commonwealth’s measure of being current.

**III. Issues in order of importance are:**

- A. Timing – Why is this action coming before the Board of County Supervisors at this time?
- B. Fiscal Impact – What is the impact on current and/or future budgets?
- C. Legal Impact – What are the legal issues associated with this action?
- D. Service Level/Policy Impact – How are services impacted by this action?

**IV. Alternatives** in order of feasibility are:

- A. Adopt the updated and modified Prince William County Emergency Operations Plan.
1. Timing – This action is coming before the Board of County Supervisors at this time because State law requires that local plans be updated and adopted in order to remain current.
  2. Fiscal Impact – Each jurisdiction in the Commonwealth must meet legislative requirements, including maintaining a current Emergency Operations Plan, to receive state and federal emergency management funding. Adopting the PWC Emergency Operations Plan will ensure compliance, sustainment of current funding, and eligibility for future funding.
  3. Legal Impact – VA Title 44-146.19(E) requires that each local jurisdiction maintain a current EOP. With this action, Prince William County will be in compliance with Virginia Department of Emergency Management Policy.
  4. Service Level/Policy Impact – This action reaffirms Prince William County’s policy of maintaining a disaster response organization and ensuring continuity of government during disasters. This action supports the Public Safety Strategic Goal, Strategy 5, Objective 4 “Review and Update County Disaster Preparedness and Homeland Security Plans.”
- B. Take No Action.
1. Timing – No impact.
  2. Fiscal Impact – Loss of revenue from the Commonwealth for the current fiscal year and future years could result if the plan is not adopted and current.
  3. Legal Impact – Noncompliance with VA Title 44-146.19(E) will result.
  4. Service Level /Policy Impact – Prince William County will have no approved plan for disaster response or recovery. If a disaster

occurs, our ability to receive assistance from the Commonwealth could be delayed.

- V. **Recommendation** is that the Board of County Supervisors concurs with Alternative A and approves the attached Resolution.

Staff Contact: Patrick Collins – ext. 5828.