

CAMPBELL COUNTY EMERGENCY OPERATIONS PLAN

(Revised September 15, 2010)

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COUNTY OF CAMPBELL



At the regular meeting of the Campbell County Board of Supervisors held on the 22nd day of January 2008 in the Board of Supervisors Meeting Room of the Haberer Building, Rustburg, Virginia:

On motion of Supervisor Gunter, it was resolved the Board of Supervisors adopts the following resolution

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

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

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

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of Campbell, Virginia that this Emergency Operations Plan as revised November 28, 2007 is officially adopted, and

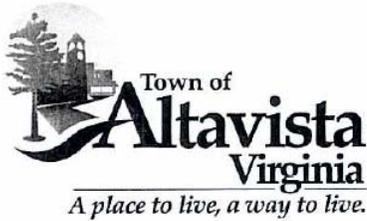
IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

*The vote was: Aye: Falwell, Goldsmith, Gunter, Pendleton, Puckett, Shockley
Nay: None
Absent: Rosser*

Catherine H Moore

Catherine H. Moore, CMC
Clerk to the Board of Supervisors

RESPECTING THE PAST, ATTENDING THE PRESENT, CONCENTRATING ON THE FUTURE



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

RESOLUTION

**Adoption of the Campbell County All Hazards All Disciplines Plan
(Emergency Operations Plan)**

On motion it was resolved the Town Council adopts the following resolution:

WHEREAS, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS, the Town Council has a responsibility to provide for the safety and well being of its citizens and visitors, and

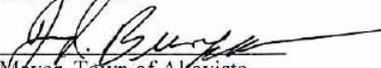
WHEREAS, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised November 2003 is officially adopted, and

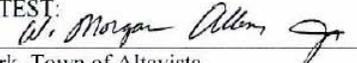
IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County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

Adoption occurred at the regular meeting of the Town of Altavista Council held on the 12th day of September 2006, at the Altavista Elementary School located at 2190 Lynch Mill Road, Altavista, VA.

APPROVED:


Mayor, Town of Altavista

ATTEST:


Clerk, Town of Altavista

**Adoption of the Campbell County All Hazards All Disciplines Plan
(Emergency Operations Plan)**

On motion it was resolved the Town Council adopts the following resolution:

WHEREAS, the Town Council of the Town of Brookneal, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

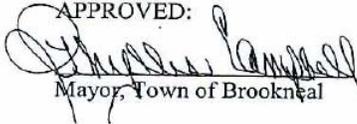
WHEREAS, the Town Council has a responsibility to provide for the safety and well being of its citizens and visitors, and

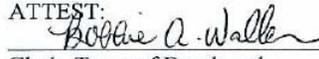
WHEREAS, the Town of Brookneal recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Town Council of the Town of Brookneal, Virginia that this Emergency Operations Plan as revised November 2007 is officially adopted, and

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

Adoption occurred at the regular meeting of the Town of Brookneal Council held on the 12th day of February 2008, at the Brookneal Town Council Chambers, Brookneal, VA.

APPROVED:

Mayor, Town of Brookneal

ATTEST:

Clerk, Town of Brookneal

BASIC PLAN

I. Introduction

Campbell County is located in the south-central Piedmont Region of Virginia, in the foothills of the Blue Ridge Mountains. From its beginnings in 1781 as a frontier settlement, to its emergence as a tobacco producer and then a center for industrial manufacturing, Campbell County has continually evolved and grown with national and world changes. The county is bordered on the north by the City of Lynchburg and the James River and in the south by the Roanoke (Staunton) River. Campbell County is 115 miles west of Richmond, the state capital; 200 miles southwest of Washington, D. C.; and 200 miles west of Norfolk. The Town of Brookneal, near Phelps Creek and Falling River, has been a center for commerce for the surrounding counties of Campbell, Charlotte, and Halifax since its founding in 1802. The unincorporated village of Rustburg serves as the county seat. Altavista is a relatively new town in southern Campbell County, incorporated in 1912. Residential and industrial growth occurred within the town boundaries until around 1960, after which the concentration of new development took place outside the boundaries. Campbell County is included in the Lynchburg Metropolitan Statistical Area (MSA) and had a 2000 census population of 51,078.

Campbell County is vulnerable to a variety of hazards such as natural hazards involving winter storms (ice/snow), flooding (hurricane), drought, wind (hurricane), and wildfire. The greatest risk of manmade hazards is a hazardous materials incident. Potential impacts of the hazards the County faces include wide spread power outages; property damage, water/sewage treatment, debris and hazardous materials issues associated with flooding; and windblown downed trees causing power outages and disrupting transportation routes. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all Campbell County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

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

Purpose

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Campbell County to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the county can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

Scope and Applicability

The Emergency Operations Plan identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across county departments, agencies, and response organizations by describing an overall emergency response system:

- How county departments/agencies will be organized during response to an event, including command authorities
- Critical actions and interfaces during response and recovery
- How the interaction between the jurisdiction and its private partner organizations (Hospitals, non-governmental emergency organizations and others) is managed during the emergencies
- How the interaction between the jurisdiction and regional, state and federal authorities is managed
- How to handle and manage needs with the resources available.

The plan is applicable to all local agencies that may be requested to provide support.

Incident Management Activities

This plan addresses the full spectrum of activities related to local incident management, including prevention, preparedness, response, and recovery actions. This plan focuses on those activities that are directly related to an evolving incident or potential incident.

Examples of incident management actions include:

- Increasing public awareness;
- Coordinating protective measures across jurisdictions;
- Increasing countermeasures such as inspections, security, and infrastructure protections;
- Conducting public health assessments and conducting a wide range of prevention measures to include, but not limited to immunizations;
- Providing immediate and long-term public health and medical response assets;
- Coordinating support in the aftermath of an incident;
- Providing strategies for coordination of resources;
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

Key Concepts

A. Systematic and coordinated incident management, including protocols for:

- Incident reporting;
- Coordinated action;
- Alert and Notification;
- Mobilization of resources;
- Operating under differing threats; and
- Integration of crisis and consequence management functions.

B. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with Federal, State, private entities and other local governments when possible.

C. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.

D. Coordinate incident communication, worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents.

E. Organizing Emergency Support Functions (ESFs) to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.

G. Facilitating support to departments and agencies acting under the requesting departments or agency's own authorities.

H. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.

I. Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

II. Planning Assumptions and Considerations

- A. Incidents are typically managed at the lowest possible level of government.
- B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- C. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
- D. Incidents require local government to coordinate operations and/or resources and may:
 - Occur at any time with little or no warning;
 - Require significant information sharing across multiple jurisdictions and between the public and private sectors;
 - Involve single or multiple geographic areas;
 - Have significant impact and/or require resource coordination and/or assistance;
 - Span the spectrum of incident management to include prevention, preparedness, response, and recovery;
 - Involve multiple, highly varied hazards or threats on a local or regional scale;
 - Result in numerous casualties; fatalities; displaced persons; property loss; disruptions of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment;
 - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
 - Require short notice State and Federal asset coordination;
 - Require prolonged, sustained incident management operations and support activities.
- E. The top priorities for the jurisdiction are to:
 - Save lives and protect the health and safety of the public, responders, and recovery workers;
 - Ensure security of the jurisdiction;
 - Prevent an imminent incident from occurring;
 - Protect and restore critical infrastructure and key resources;
 - Ensure local government continues to function throughout the incident;
 - Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
 - Facilitate recovery of individuals, families, businesses, government, and the environment.

III. Roles and Responsibilities

Local Chief Executive Officer

The Campbell County Administrator, serving as the jurisdiction's chief executive, is responsible for the public safety and welfare of the people of Campbell County. The County Administrator:

- Is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- Dependent upon state and local laws, has extraordinary powers to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and in coordination with the local health authority to order a quarantine;
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities.

Emergency Support Functions

The Emergency Support Function is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Each ESF is composed of primary and support agencies. The jurisdiction identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area (See Tab 1 – Matrix of Responsibilities). The scope of each ESF is summarized in Tab 2 of this section. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinator, primary agencies, and support agencies can be found in the introduction to the ESF annexes.

Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed with activating the ESFs.

Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, a local American Red Cross chapter provides relief at the local level and also provides staffing of ESF #6 – Mass Care. The Virginia Voluntary Organizations Active in Disaster

(VVOAD) is a group of recognized local, state and national organizations that provide disaster relief. VVOAD provides significant capabilities to incident management and response efforts.

Local Disaster Recovery Task Forces also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The roles of the private sector organizations are summarized below.

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

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating government purchases to assist in response and recovery activities.

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

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer services to help make communities safer, stronger, and better prepared to address all-hazards incidents. The Citizens Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.

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

IV. Concept of Operations

General

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

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that Emergency Management organizations and operations will be structured around existing constitutional government. The Campbell County organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The County Administrator is the Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management who currently is the Director of Public Safety. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Coordinator of Emergency Management, assisted by the Deputy Coordinator and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located in the Public Safety Conference Room located at 34 Communications Lane, Rustburg, Virginia. The alternate location is the Agricultural Building Conference Room located at 163 Kabler Lane, Rustburg, Virginia.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and

maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

5. The County Administrator/Director of Emergency Management is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency, with the consent of the Board of Supervisors.
6. A local emergency may be declared by the Director or the Coordinator of Emergency Management. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
7. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will determine the need to recommend evacuation of large areas and will issue recommendations for evacuation or other protective action as needed. The Sheriff's Department will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
8. Succession to the County Administrator/Director of Emergency Management will be to the Deputy County Administrator/Deputy Emergency Management Director, the Chairman of the Board of Supervisors and Board members by Seniority.
9. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
10. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
11. The Coordinator of Emergency Management will assure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the county as appropriate.
12. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
13. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be

partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the supplies from the effects of threatened disasters.

14. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

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

15. Declaration of a Local Emergency
 - a. The County Administrator with the consent of the Board of Supervisors, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
 - b. A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the Director of Emergency Management, or any other Emergency Management staff in his absence, may declare a local emergency to exist subject to confirmation of the entire Board, within five days. The Director of Emergency Management or, in his absence, the Coordinator will advise the State EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the County requests state assistance, the following procedures will apply. The Director of Emergency Management, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, it is recommended that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter **(see Attachment 4)**

17. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.
 - a. Daily Situation Report
 - b. Damage Assessment Report
 - c. After-Action Report
18. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Management or his designated representative, mission-type requests to include objectives, priorities, and other information necessary to accomplish missions.
19. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from Campbell County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Management or, in his absence, the Coordinator of Emergency Management when he/she determines that such assistance is necessary and feasible.
20. The Director of Emergency Management, the Coordinator of Emergency Management, and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
21. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended.
 - b. A state of emergency is declared by the Governor.
22. The Director of Emergency Management, assisted by the Coordinator of Emergency Management, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned, and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every five years. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained. **See Attachment 5.** Responsible individuals and officials should recommend to the Director of Emergency Management or the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

Concurrent Implementation of Other Plans

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

Organizational Structure

In accordance with NIMS process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Plan, the Emergency Operations Plan includes the following command and coordination structures:

- Incident Command Posts, on scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Joint Field Office, which is responsible for coordinating Federal Assistance and supporting incident management activities locally;
- Local Department of Emergency Management;
- Director of Emergency Management;
- Coordinator of Emergency Management /Deputy Coordinator; and
- Incident Command

V. Incident Management Actions

Actions

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

Notification and Assessment

Campbell County and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. Once a threat or incident has occurred, local government, through the Director of Emergency Management, makes an initial determination to initiate the coordination of information-sharing and incident management activities.

Reporting Requirements

Campbell County Emergency Management is required to report a Declaration of Emergency to the Virginia EOC and encouraged to report all incidents of significance to the VEOC. In most situations, incident information is reported using existing mechanisms to the VEOC. This information may include:

- Implementation of an incident management or emergency response plan or action to prevent, respond to, or recover from an incident; and
- Activation of local and state mutual-aid agreements in response to incidents resulting in emergency proclamation or declarations, or requiring Federal assistance,

Dissemination of Warnings and Bulletins

Watches, warnings, and other emergency bulletins are issued by various agencies based on their statutory missions and authorities. Information on dissemination of public information can be found in the Public Affairs Support Annex and ESF #15. A variety of communications systems may be used at the Federal level to disseminate information, such as:

- National Warning Systems (NAWAS): NAWAS is the primary system for emergency communications from the Federal Government to both State and local warning points;
- Washington Area Warning System (WAWAS): Although not directly tied to the NAWAS circuits, WAWAS is a mechanism for providing emergency communications to Washington, D.C. area officials in the event of an emergency;
- National Emergency Alert System (National EAS): Formerly known as the Emergency Broadcast System, the National EAS is a nationwide network of readily available and reliable means to communicate emergency information to the American people; and
- State and local EAS: State and local authorities have their own EAS which may be used to broadcast information on major disasters or emergencies.

Pre-Incident Actions

The majority of initial actions in the threat or hazard area is taken by first responders and Campbell County authorities, and includes efforts to protect the public and minimize damage to property as follows:

- **Public Health and Safety:** Initial Safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations; prophylaxis, and isolation or quarantine for biological threats.
- **Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety.
- **Property and Environment:** Responders may also take incident management actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire emergency medical services; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation. The Planning Section develops a demobilization plan for the release of appropriate resources.

Recovery Actions

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among Federal, State and Campbell County and voluntary organizations for delivering recovery assistance programs.

The JFO Operations Section includes the Human Services Branch, the Infrastructure Support Branch, and the Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches assess state and local recovery needs at the outset of an incident and develop relevant timeframes for program delivery. The Community Recovery and Mitigation Branch works with other Operations branches and state and local officials to assess the long-term impacts of an incident, define available resources, and facilitate the development of a course of action to most

efficiently apply available resources to restore and revitalize the community as well as reduce the impact from future disasters.

The above branches coordinate with one another to identify appropriate agency assistance programs to meet applicant needs. Hazard Mitigation measures are identified in concert with congressionally mandated locally developed plans. Hazard Mitigation Risk Analysis; technical assistance to state and local governments, citizens and businesses; and grant assistance are included with the mitigation framework. These branches work in tandem to track overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.

Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and protection of natural resources; protection of cultural or archeological sites; and protection of natural, cultural, and historical resources from intentional damage during other recovery operations.

Mitigation Actions

Hazard Mitigation involved reducing or eliminating long-term risk to people and property from hazards and their side effects. The JFO is the central coordination point among Federal, State and Campbell County agencies and nongovernmental organizations for beginning the process that leads to the delivery of mitigation assistance programs.

The JFO's Community Recovery and Mitigation Branch is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building –science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.

The Community Recovery and Mitigation Branch works with the infrastructure and Human Services Branches and with state and local officials to facilitate the development of a long-term recovery strategy for the impacted area.

Ongoing Plan Management and Maintenance

Coordination

Campbell County should conduct a comprehensive plan review and revision, and exercise prior to formal adoption by the Board of Supervisors every four years in order to maintain plan currency. It is also suggested that plans be updated and reviewed following a training exercise.

- The Virginia Emergency Services and Disaster Law of 2000*, as amended, required that each city and county prepare and keep current an Emergency Operations Plan.
- The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordination will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

APPENDICIES

Appendix 1 – Glossary of Key Terms

Amateur Radio Emergency Services

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

American Red Cross

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Command Section

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

Command Post

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

Comprehensive Resource Management

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

Coordination

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

Declaration of Emergency

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist.

Decontamination

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

Emergency/Disaster/Incident

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

Emergency Alert System

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

Emergency Operations Center

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

Emergency Operations Plan

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

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

Exercise

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

Evacuation

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

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL93-288).

National Response Plan

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Geographic Information System

A computer⁴ system capable of assembling, storing, manipulating, and displaying geographically reference information, i.e. – data identified according to their locations.

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization

Act of 1986. It is intended to be a tool for out community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from Campbell County Emergency Operations Plan

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance Administration.

Incident Commander

The individual responsible for the management of all incident operations

Initial Damage Assessment Report

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

Integrated Communications Plan

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

Local Emergency

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

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Regional Information Coordination Center (EOC)

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

Situation Report

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

Span of Control

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

State of Emergency

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

Superfund Amendments and Reauthorization Act of 1086

Established Federal regulations for the handling of hazardous materials.

Unified Command

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

Weapons of Mass Destruction

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

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service

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

APPENDIX 3 – AUTHORITIES AND REFERENCES

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

1. Federal

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288. as amended.
- B. The Homeland Security Act/National Response Plan, December 2004

2. State

- A. Commonwealth of Virginia Emergency Management and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
- B. The Commonwealth of Virginia Emergency Operations Plan:
 - Volume I, Basic Plan, April 2004
 - Volume II, Disaster Recovery Plan, March 1999 (under revision)
 - Volume III, Radiological Emergency Response Plan, December 2001
 - Volume IV, Oil and Hazardous Materials Emergency Response Plan, December 2001
 - Volume V, Virginia Hurricane Emergency Response Plan, August 2001
 - Volume VI, Hazard Mitigation Management Plan, July 2001
 - Volume VII, Transportation Plan, July 2000, (limited distribution)
 - Volume VIII, Terrorism Consequence Management, August 2005 (limited distribution)

3. Local

- A. Campbell County Emergency Operations Plan

REFERENCES

- 1. Objectives for Local Emergency Management, CPG 1-5, Federal Emergency Management Agency, 1984
- 2. Disaster Operations, CPG 1-6, Federal Emergency Management Agency, 1981
- 3. Guide for the Development of State and Local Emergency Operations Plan, CPG 1-8, Federal Emergency Management Agency, September 1990.
- 4. Guide for the Review of State and Local Emergency Operations Plan, CPG 1-8A, Federal Emergency Management Agency, October 1992.
- 5. Disaster Preparedness and Assistance Handbook, Commonwealth of Virginia, Department of Emergency Management, January 1984.

Appendix 4- Matrix of Responsibilities

X-Primary Responsibility O-Secondary Assist Responsibility	Dept. of Public Safety	County Administrator	Sheriff	Fire Department	Superintendent of Schools	Dept. of Social Services	American Red Cross	Health Department	Rescue Squads	Hospitals	Extension Agents	Community Development	County Attorney	Public Works	C.C.U.S.A.	Power Company	Economic Development	Recreation
Direction and Control	X	X											O					
Emergency Public Information	X	O																
Law Enforcement			X															
Traffic Control			X	O														
Communications	X		O															
Warning & Alerting	O	X	O						O									
Fire Response	O		X															
Hazardous Materials Response	O		O	X					O									
Search and Rescue	O	X	O						O									
Evacuation			X	O	X				O									O
Radiological Incident Response			O	X				O	O									
Reception and Care					O	X	O											O
Emergency Medical Transport									X									
Mass Feeding							X											
Health Services								X	X						O			
Utilities														O	X	X		
Street Maintenance														O				
Debris Removal													X	O				
Damage Assessment											X	X		O	O			
Economic Stabilization		X															X	
Medical Services									X	X								
Mortuary Services								X		X								
Shelter Upgrading						O	O											

Appendix 5 – Succession of Authority

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none">1. Director of Emergency Management2. Deputy Director of Emergency Management3. Emergency Coordinator
Emergency Public Information Officer	<ol style="list-style-type: none">1. Public Information Officer2. Deputy Public Information
Law Enforcement	<ol style="list-style-type: none">1. Sheriff2. Major3. Captain4. Lieutenant by Seniority
Fire Department	<ol style="list-style-type: none">1. Chief2. Assistant Chief3. Other members by Seniority
Rescue Squad	<ol style="list-style-type: none">1. Captain2. First Lieutenant3. Other members by Seniority
School System	<ol style="list-style-type: none">1. Superintendent2. Administrative Asst. to Superintendent
Public Works/Utilities	<ol style="list-style-type: none">1. Director of Public Works2. Deputy Director of Public Works/Maintenance3. Deputy Director of Public Works/Landfill
Health Department	<ol style="list-style-type: none">1. District Dir. Of Central VA. Health Department2. Regional Medical Director
Social Services	<ol style="list-style-type: none">1. Director of Social Services2. Office Manager3. Social Worker Supervisor Adult and Family Services

Appendix 6 – Emergency Operations Plan Distribution List

EACH PERSON OR COMPANY RECEIVES 1 COPY

Chairman, Board of Supervisors	Norfolk and Southern Railway
Emergency Management Director	Social Services
Emergency Management Coordinator	Colonial Pipeline
VDEM – Plans Division	Chairman, LEPC
Sheriff's Office – EOG Member	Director of Recreation
Landfill Supervisor	Extension Agent
Clerk, Board of Supervisors	AEP
Director of Libraries	
Fire Commissioner	
Rescue Commissioner	
American Red Cross – EOG Member	
Health Department District Emergency Planner	
Public Information Officer	
Director of Community Development	
Information Systems Development	
Building Official	
Animal Control Officer	

Appendix 7 – Continuity of Government

Court Records

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

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

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court.

The loading and transportation of these records is the responsibility of the Sheriff's Department.

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

Agencies/Organizations

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

BOARD OF SUPERVISORS MEETING

January 18, 2005

The regular meeting of the Campbell County Board of Supervisors was held on the 18th day of January 2005 in the Board of Supervisors meeting room of the Walter J. Haberer Building, Rustburg, Virginia. The members present were:

Hugh W. Rosser, Chairman, Presiding	Seneca Election District
Rick Boyer	Sunburst Election District
Calvin P. Carter	Altavista Election District
Eddie Gunter, Jr.	Concord Election District
James R. Mays	Timberlake Election District
Hugh T. Pendleton, Jr.	Rustburg Election District
J. D. Puckett	Brookneal Election District

R. David Laurell, County Administrator
Clifton M. Tweedy, Deputy County Administrator

The meeting was called to order at 1:00 p.m., and Supervisor Mays gave the invocation.

// Minutes for the January 3, 2005 regular meeting were presented for approval, copies having been transmitted to the Board members prior to the meeting.

On motion of Supervisor Gunter, it was resolved the Board of Supervisors dispenses with the reading and approves the minutes of the January 3, 2005 regular meeting as presented.

The vote was: Aye: Boyer, Carter, Gunter, Mays, Pendleton, Puckett, Rosser
Nay: None

National Incident Management System

In Homeland Security Presidential Directive (HSPD) – 5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). The intent of NIMS was to provide a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

In order for the County to continue to receive federal funding, we are required to formally adopt NIMS as the basis for all incident management in Campbell County. Rodney Lawson, Deputy Director of Public Safety, has worked with all the agencies in the County on this program and has taken an integrated approach to assure that all law enforcement, fire agencies and EMS agencies are cooperating and receiving training to better work together during times of emergency. A resolution was presented to designate the National Incident Management System as the basis for all incident management in Campbell County.

RESOLUTION

On motion of Supervisor Gunter, it was resolved the Board of Supervisors adopts the following resolution:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for

Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the County's ability to utilize State and federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE BE IT RESOLVED, that the Campbell County Board of Supervisors designates the National Incident Management System (NIMS) as the basis for all incident management in the County of Campbell.

The vote was: Aye: Boyer, Carter, Gunter, Mays, Pendleton, Puckett, Rosser
Nay: None

Appendix 9 – Sample Declaration of a Local Emergency

WHEREAS, the County Administrator – Director of Emergency Management of Campbell County does hereby find:

1. That due to _____, Campbell County is facing dangerous_____conditions;
2. That due to the _____, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout said County; and

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

Dated: _____

Campbell County

County Administrator
Director of Emergency Management
Commonwealth of Virginia

Attest: _____
Clerk, Board of Supervisors
Campbell County
Commonwealth of Virginia

**EMERGENCY
SUPPORT
FUNCTIONS**

Emergency Support Function #1 – Transportation

Primary Agency

Department of Transportation

Secondary/Support Agencies

Law Enforcement

Public Schools

Public Works

Virginia Department of Transportation

Introduction

Purpose:

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

Scope:

Assistance provided by ESF #1 includes, but is not limited to:

- Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- Facilitating damage assessments to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- Facilitate movement of the public in coordination with other transportation agencies.

Policies:

- Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident;
- Local transportation planning will recognize State and Federal policies, regulation, and priorities used to control movement of relief personnel, equipment, and supplies;
- To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of useable surface transportation infrastructure.

The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.

Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

All local transportation resources not being used for the emergency/disaster will be available for use.

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

Organization:

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

The Department of Transportation will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, and debris removal, rail and bus transit and restoration activities.

The Department of Transportation in conjunction with Campbell County will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Actions

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert Campbell County Emergency Management Director of possible incident and begin preparations for mobilization of resources;

- If necessary contact state or federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- Locality will communicate and inform the State EOC of actions and intentions;
- ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
- Continue to provide support where needed.

Responsibilities

Primary Agency:

- Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
- Coordinates and implements, response and recovery functions under Primary agency statutory authorities;
- Assist with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks; and
- Identifies resource requirements for transportation and coordinates their allocation.

TAB A

Coordination

The Coordinator of Emergency Management, assisted by the school administration, will coordinate all transportation resources that will be utilized in the evacuation. The school system will provide school buses for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the County. Local service stations and independent towing services will provide road services as necessary.

TAB B

Emergency Transportation Vehicles

Handicapped equipped school buses

Recreation vans

Other county vans

The EOC staff will work closely with the handicapped and special needs population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individual.

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Emergency Support Function #2 – Communications

Primary Agencies

Emergency Management
Information Technology Department
Public Affairs

Secondary/Support Agencies

Law Enforcement
Local Telephone Service Provider(s)
Amateur Radio

Introduction

Purpose:

The purpose of Emergency Support Function #2 – Communication is to support public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 is responsible for keeping the public and county employees informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support county agencies with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources. This section describes the locality's emergency communications/notification and warning system. The locality will coordinate with the State Emergency Operations Center should outside assistance be required.

Scope:

ESF #2 works to accurately and efficiently transfer information during an incident. This ESF is also responsible for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machines. Communication includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

Policies:

- The EOC/Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;
- The ECC is accessible to authorized personnel only;
- The EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Management will be available for decision-making as required; and
- The ECC will initiate notification and warning of appropriate personnel.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing emergency communications resources.

Campbell County Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operation procedures (SOP).

The Emergency Communications Center (ECC) is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public. The ECC has the capability to access the Emergency Alert System to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

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

Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications with some in-field operations.

It is important that while communicating, standard or common terminology is used so that multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation route, if appropriate, as well as potential health hazards associated with the risk.

Organization:

The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each designated agency should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like agencies in adjacent localities, and provide ongoing training to maintain emergency response capabilities. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The Public Information Officer will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warning and emergency public information.

The EOC support staff will include a recorder, message clerk, and other support personnel as required relieving the decision-making group of handling messages, maintaining logs, placing maps, etc. An EOC wall map should be prepared and be readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

Campbell County emergency communications are heavily dependent of the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. 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 locality during an emergency.

Amateur radio operators and other nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management, of the Information Technology Department. The amateur radio or other nongovernmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management and the Information Technology Department.

Actions:

- ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media;
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications devices may be utilized to notify officials, EOC staff, emergency personnel and others;
- Emergency Service vehicles equipped with public address systems may be used to warn the general public;
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System; and
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
 - Emergency Communications Center
 - Emergency Alert System
 - Local radio and television stations
 - NOAA Weather Radio – National Weather Service
 - Mobile public address system
 - Telephone
 - General broadcast over all available radio frequencies
 - Newspaper
 - Amateur Radio Volunteers

Responsibilities:

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support;

- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communication functions;
- Develop and maintain an emergency communications program and plan;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to Finance Section Chief.

CAMPBELL COUNTY

MISSION

To provide communications for the direction and control of emergency operations throughout the County.

ORGANIZATION

Warning and emergency communications will be directed and controlled from the Communications Center located in the Public Safety Building. This facility is operated 24 hours a day, 7 days a week.

CONCEPT OF OPERATIONS

The County Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The telecommunicator (dispatcher) on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

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

Amateur radio operators will provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They will also provide communications with some in-the-field operators.

EMERGENCY MANAGEMENT ACTIONS – COMMUNICATIONS

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

- b. Develop procedures for communications, to include setting up telephones in the EOC on short notice and backup radio communications for operations in the field.
- c. Develop procedures for warning.
- d. Describe the warning devices to be used.
- e. Assure complete geographical coverage.
- f. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate.
- g. Maintain, test, and upgrade communication equipment as necessary, to ensure as well as enhance the County's communications capability in the event of an emergency.
- h. Assign emergency duties and provide specialized training, as needed.

2. Increased Readiness

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

- a. Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures.
- b. Continue to monitor the situation.
- c. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- d. Alert all personnel.
- e. Ensure the operational capability of the EOC.
- f. Test communications systems and backup electrical power.
- g. Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- h. Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted.

3. Response

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

- a. Maintain essential communications.
- b. Activate rumor control communications equipment and personnel to handle citizen inquiries.

- c. Coordinate, as necessary, with amateur radio operators to enhance the existing communications network and possibly to facilitate communications with selected in-the-field operators.

4. Recovery

- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided.
- b. Continue to provide rumor control communications equipment and personnel until the fears and concerns of the public have been alleviated.

TAB A
SUGGESTED EOC MESSAGE FLOW

Dispatcher/Phone Operator

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

Coordinator

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

Message Clerk

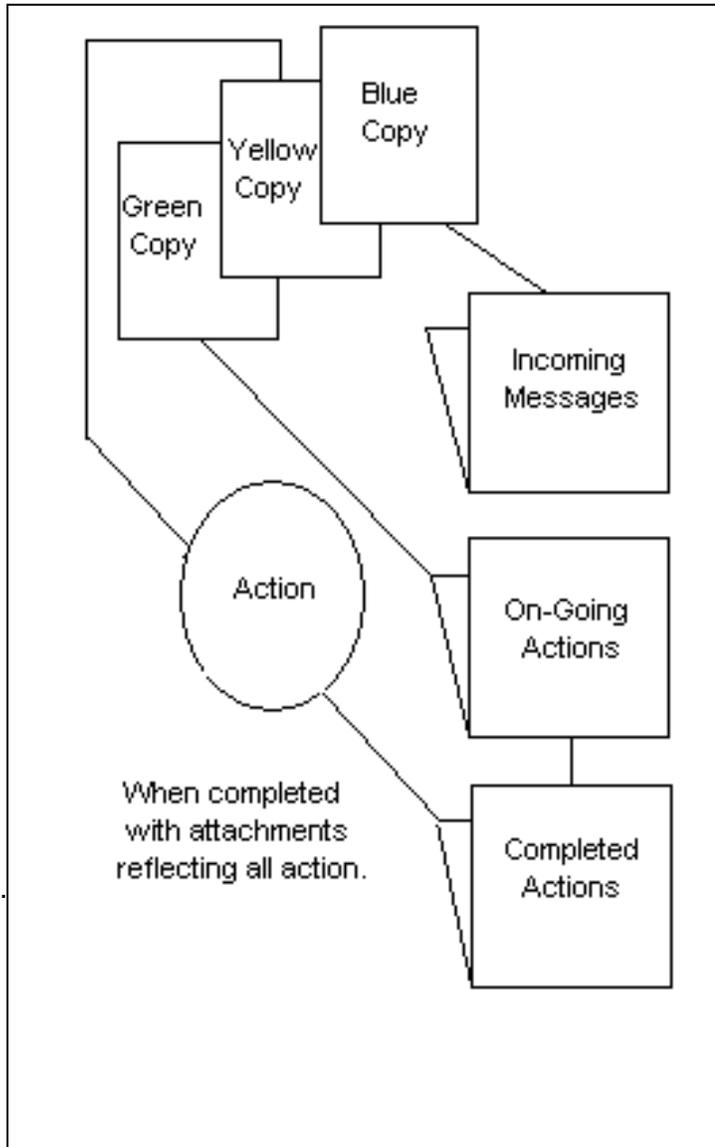
Maintain the official files for the Coordinator—“Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

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

Messengers

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



TAB B

AMATEUR RADIO EMERGENCY SERVICE

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Campbell County leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the county. The ARES Emergency Coordinator for Campbell County reports to the Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Management and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 1991, and remains in effect.

The RACES 24-hour pager number for the Campbell County area is 1-800-468-8892. Upon notification by the EOC or other appropriate Campbell County officials, the Campbell County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other locations as directed. Upon reporting to the responsible Campbell County official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Service (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

Campbell County ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Campbell County to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Campbell County ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Campbell County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in Campbell County.

TAB C

USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. **Emergency Override** – The emergency override on the cable system allows the Emergency Management Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.
2. **Government Access Bulletin Board** – The government access bulletin board is available to transmit written messages through the cable system. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company personnel and the Public Information Officer.

All of the above resources are to be used in conjunction with cable company personnel and the Public Information Officer.

TAB E

EOC Message Form

EOC MESSAGE

URGENT

ROUTINE

INFO ONLY

MESSAGE NO.: _____ DATE: _____ TIME: _____

TO: NAME: _____ FROM: NAME: _____

ORGANIZATION _____ ORGANIZATION: _____

TELEPHONE: _____ TELEPHONE: _____

SITUATION / INCIDENT DESCRIPTION:

ACTION TAKEN / RESPONSE / REPLY:

EOC ACTION OFFICER:

Form Revised: 8/10/2003

TAB I

EMERGENCY PUBLIC INFORMATION RESOURCES

<u>NEWSPAPERS</u>	Phone #	Fax #
The News and Daily Advance (Email: news@newsadvance.com)	385-5550	385-5538
The Union Star (Email: news@theunionstar.com)	376-2795	376-2676
The Altavista Journal (Email: alijournal@altavistajournal.com)	369-6688	369-6689

CAMPBELL COUNTY WEBSITE

Dave Baker
(Email: [Dave @ martin-bakers.com](mailto:Dave@martin-bakers.com))

RADIO STATIONS

Clear Channel Communications:

WJJS - 102.7
WYYD - 107.9
WROV - 96.3
WSNV - 101.7

Mel Wheeler, Inc.

WXLK - 92.3
WFIR - 960 NEWS TALK
WSLC/WSLQ - Q99
WVBE - 100.1

Other

WKDE - 105.5

WGOL - 97.9

WAKG - 103.3

WODI

TV STATIONS

WSET – 13

Breaking News: 800-917-8396

WSLS – 10

WDBJ – 7
Lynchburg Office

*WJPR – 21/27

*(Channels 21 & 27 releases are produced by Channel 10)

Jet Broadband Cable

TAB J

EMERGENCY NOTIFICATION PROCEDURES

When the EOC is activated, the Communications Center of the Campbell County Sheriff's Department will notify the following officials.

*Director of Emergency Management	David Laurrell
*Coordinator of Emergency Management	Scott Hechler
*Local Law Enforcement	Terry Gaddy
*Local Communications Center Representative	Tracy Fairchild
*Local Fire Representative	Randall Johnson
*Local Rescue Representative	Jason Stroud

Once operational, the EOC will receive messages directly from the State EOC. It is then the responsibility of the Communications Center of the Campbell County Sheriff to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

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Emergency Support Function #3 – Public Works, Utilities, Inspections, Planning and Zoning

Primary Agency

Department of Public Works

Secondary/Support Agencies

Emergency Management
Department of Building Inspection Services
Department of Planning and Zoning
Public Schools
Water Authorities
Fire and EMS
Law Enforcement
Department of Transportation
County Attorney
Virginia Department of Transportation
Virginia Department of Environmental Quality

Introduction

Purpose:

Emergency Support Function (ESF) #3 – Public Works and Engineering will assess the overall damage to public and private property. ESF #3 will also conduct necessary inspections to ensure the integrity of building, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

Scope:

ESF #3 is structure to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Conducting pre- and post-incident assessments of public works and infrastructure;
- Executing emergency contract support for life-saving and life-sustaining services;
- Provide technical assistance to include engineering expertise, construction management, and contracting and real estate services; and
- Providing emergency repair of damaged infrastructure and critical facilities.

Policies:

- Personnel will stay up to date with procedures through training and education;
- The Primary Agency will develop work priorities in conjunction with other agencies when necessary; and
- Local authorities will obtain required waivers and clearances related to ESF #3 support.

Concept of Operations

General:

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

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the Locality Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

Organization:

The Emergency Manager will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports, at the Incident Commander's request. The Damage Assessment Teams' first priority will be to assess the structural damage.

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

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

To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the Campbell County Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Department of Public Works will coordinate with DEQ to monitor disposal of debris materials.

Campbell County Building Department will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the Campbell County building codes, zoning and land-use regulations and comprehensive plan.

Campbell County Building Department is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Inspector is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Actions:

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.

Responsibilities:

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to VEOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect building for structural damage; and
- Ensure all repairs comply with Campbell County building codes, zoning, land-use regulations and comprehensive plan.

Public Works and Utilities

MISSION

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

ORGANIZATION

In Campbell County, the public works function is handled by the Director of Utilities and his staff. They will be assisted by, and work in conjunction with, a variety of other County departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. Campbell County is served by the following utilities: Altavista Power Station, Dominion Power, Southside Electric Cooperative, AEP, Sprint, Verizon, Campbell County Utilities and Service Authority.

CONCEPT OF OPERATIONS

The Department of Utilities will coordinate their public works responsibilities under the direction of the Director/Coordinator of Emergency Management. A representative from the utility department will report to the County EOC to assist in this effort. Contingency plans to provide emergency lighting, water, debris removal, and sewage disposal will be developed. The utilities department will also assist other County departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

The Department of Utilities will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the

resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

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

Potential sites for local and regional resources distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources. Training will be provided, as required, in the use of the specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – UTILITIES/PUBLIC WORKS

1. Normal Operations

- a. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past or that have a high probability of occurring in the future (i.e., spill cleanup)
- b. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary.
- c. Procure and store appropriate resource material to effectively deal with common emergency response incidents (i.e., snow, ice, spills)
- d. Identify and maintain liaison with business, industries and local contractors, as well as federal and state agencies, which could provide additional expertise, equipment/resources and personnel if necessary.
- e. Make task assignments and delineate emergency roles of staff.

2. Increased Readiness

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

- a. Alert personnel; place off-duty personnel on standby.
- b. Review existing plans and procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contract and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.

- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

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

- a. Representatives from the department mentioned previously should report to the EOC.
- b. Call into service off-duty personnel.
- c. Activate the necessary equipment and resources to address the emergency.
- d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- e. Coordinate response with fire and sheriff's department as well as other service departments.
- f. Follow established procedures and implement appropriate strategies to address emergency at hand.
- g. Continue to coordinate response with other service agencies.
- h. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

4. Recovery

- a. Clear streets and remove debris. Inspect, designate, and demolish hazardous structures as needed. Drain flooded areas.
- b. Assist in assessing the damage.
- c. Repair and restore public facilities and services promptly and properly, coordinating the resumption of gas, electric, utility companies and code enforcement departments.
- d. Compile and submit records of disaster-related expenses incurred by the various departments that fulfill the public works role and responsibilities to the Coordinator of Emergency Management.

Inspections, Planning and Zoning

MISSION

To provide the EOC with necessary maps, charts, and status boards; assist in initial damage assessments; conduct necessary inspections to ensure the integrity of buildings; assist with debris removal; and ensure that any rebuilding complies with existing zoning and land-use regulations.

ORGANIZATION

The Campbell County Department of Community Development will be responsible for fulfilling the above mission.

CONCEPT OF OPERATIONS

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

These departments will furnish population data, charts and development plans, as required. Liaison will be maintained with local building, electrical, plumbing and mechanical contractors to obtain their services when required.

EMERGENCY MANAGEMENT ACTIONS – INSPECTIONS, PLANNING AND ZONING

1. Normal Operations
 - a. Ensure that all construction that occurs within the county is in compliance with the County's comprehensive plan.
 - b. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past (i.e. flooding) or have the potential of occurring in the future.
 - c. Maintain and update as appropriate county maps and population estimates.
 - d. Conduct inspections to enforce and carry out jurisdiction's building codes (i.e., structural, mechanical, plumbing, gas and electrical)
 - e. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
 - f. Identify and maintain liaison with local building, electrical, plumbing and mechanical contractors to obtain their services if necessary.

2. Increased Readiness

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

- a. Alert personnel; place off-duty personnel on standby.

- b. Review existing plans and procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

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

- a. Representatives should report to EOC.
- b. Call into service off-duty personnel.
- c. Activate the necessary equipment and resources to address the emergency.
- d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- e. Furnish population data, charts, development plans and personnel, as required.
- f. Coordinate response with fire and local law enforcement as well as other service departments.
- g. Follow established procedures and implement appropriate strategies to address the emergency at hand.
- h. Continue to coordinate response with other service agencies.
- i. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

4. Recovery

- a. Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy.
- b. Assist in initial damage assessment and revisions to it.
- c. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the county's building codes, zoning, land-use regulations and comprehensive plan.

TAB A

PUBLIC WORKS/ IN HOUSE CONSTRUCTION/UTILITIES RESOURCES

Public Works

Clif Tweedy, Director of Public Works
Todd Moore, Deputy Director of Public Works
Doug Guthrie, Deputy Director
Robert Jackson, Program Manager
Wayne Bailey, Maintenance II
Carroll Younger, Custodian Supervisor

In House Construction

Early Pribble, In House Construction Supervisor Mark Evans, Operator III
Diane Dodd, Landfill Office Manager
Albert Allen, Operator I

Equipment – Landfill

1 5 Ton Dump Truck w/snow blade
2 4WD ¾ ton Pickups
2 Construction Loaders
1 Farm Tractor w/Loader
1 Track Hoe
1 3" Water/Mud Pump

Campbell County Utilities & Service Authority (CCUSA)

Michael Dameron, Administrator
Danny Hylton, Operations Superintendent
Robert Tweedy, Engineer
Frank Davis, Otter River Treatment Plant, Chief Water Treatment Operator
James Pribble, Otter River Treatment Plant, Senior Operator
Glen Stanley, Rustburg Wastewater Treatment Plant, Chief Wastewater Treatment Operator
Josh Pribble, Maintenance Foreman

Equipment – CCUSA

2 Small Generators (to run lights)	1 Confined Space Air Blower
2 Portable lights sets	2 Confined Space Tripods
2 Utility Locating Equipment	1 Small trash pump (2")
1 Generator/Welder Combination	2 4X4 Trucks
2 Small Trailers	1 3" portable trash pump
1 4" portable trash pump	

Town of Altavista Public Works

John Tomlin, Director of Public Works
Waverly Coggsdale, Town Manager
Phillip Bennett, Wastewater Treatment Plant Manager
Chuck Cofflin, Altavista Water Treatment Plant Manager
Steve Bond, WWTP, Pretreatment Coordinator

Equipment – Town of Altavista

- 1 Track hoe
- 1 Backhoe 2WD
- 1 Backhoe 4WD
- 1 Wheel loader
- 1 Tandem Dump Truck
- 1 Standard Dump Truck
- 1 Tandem Dump Truck, WWTP
- 1 6” portable pump, WWTP

Town of Brookneal Public Works

Mike Crews, Public Works Director

Equipment- Town of Brookneal

- 2 Front End Loader/Back Hoe
- 2 Dump Trucks
- 2 Garbage Trucks
- 1 Equipment Trailer
- 1 Generator/light Package (Lights up to 7 acres)

Power Companies Serving Campbell County

- Dominion Power
- Southside Electric Cooperative
- AEP

Phone Companies Serving Campbell County

- Sprint
- Verizon

TAB B

INSPECTION, PLANNING AND ZONING RESOURCES

Personnel:

Community Development Director – Paul Harvey

Zoning Administrator –Carter Tatum

Building Official – Joseph Heddings

Environmental Manager – Brian Stokes

Code Enforcement Officer III – Ron Guthrie

Code Enforcement Officer I - Brandon Dillard

Code Enforcement Officer I - PT- Mike Barney

GIS Program Manager – Dale Woods

Information Systems Specialist – Kathy Tuck

Office Manager – Susan Gough

Administrative Aide II – Vivian Guthrie

Administrative Aide-PT- Heather Bragg

Vehicles:

1 – 2003 Ford Ranger 4 WD Pickup

1 – 2000 Chevy Cavalier Sedan

2 – 2008 Fore Escape- 4WD SUV

1 – 2007 Ford Escape – 4WD SUV

TAB C

BUILDING POSTING GUIDE

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

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Emergency Support Function #4 – Fire Fighting

Primary Agency

Fire Departments

Secondary/Support Agencies

Virginia Department of Forestry

Introduction

Purpose:

Emergency Support Function (ESF) #4 – Firefighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during the emergency.

Scope:

ESF #4 manages and coordinates fire-fighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting process.

Policies:

- Priority is given to public and firefighter safety and protecting property (in that order).
- Fore efficient and effective fire suppression mutual aid may be required from various local fire fighting agencies. This required the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

Concept of Operations

General:

Campbell County Fire Departments are prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire Department personnel who are not otherwise engaged in emergency response operations will assist other local agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for fire fighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Director of Emergency Management or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if

in his/her judgment this action is necessary in order to safeguard lives and property. Should an evacuation become necessary the warning and instructions will be communicated through the appropriate means. In addition, the Sheriff's Department will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

During an evacuation in which a large number of citizens are sheltered, the Campbell County Rescue Departments may coordinate the positioning of an on site EMS basic life support unit to support the shelter operation.

Organization:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Departments will implement evacuations and the Sheriff's Department will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Actions:

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check fire fighting and communications equipment;
- Fire Service representatives should report to the Campbell County EOC to assist with operations;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

Responsibilities:

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the EOC;
- Request assistance from supporting agencies when needed;
- Arrange direct liaison with fire chiefs in the area;
- Implement Mutual Aid.

Fire Fighting

MISSION

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

ORGANIZATION

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

CONCEPT OF OPERATIONS

The Campbell County Fire Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents.

Mutual aid agreements will be implemented should an emergency demand greater resource than are available within the County or in the event other jurisdictions need assistance to effectively respond to an emergency.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other County agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations

Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.

2. Increased Readiness

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

a. Alert on-duty personnel.

b. Review and update plans and procedures.

c. Alert personnel to stand-by status.

d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.

e. Check fire fighting, rescue, and communications equipment.

3. Response

- a. The representative should report to the EOC and assist with emergency operations.
 - b. As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
 - c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
 - d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
 - e. Record disaster-related expenses.
4. Recovery
- a. Continue to provide essential services as required.
 - b. Continue search and certain rescue operations, if required.
 - c. Assist with cleanup operations.
 - d. Assist with the inspection of damaged facilities, if applicable.
 - e. Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Management.

TAB A

FIRE DEPARTMENT RESOURCES

CONCORD VOLUNTEER FIRE DEPARTMENT

46 members

Equipment 13-1 – 1987 Chevrolet Equipment Truck – 7500kW Generator, Bauer Cascade SCBA Bottle Refill System, six (6) 6,000 PSI storage cylinders

Tanker 13-3 – 1996 International Tanker – 500 GPM pump – 1378 gal. water

Engine 13-1-2007 Pierce Arrow XT-1500 GPM-750 gal. water, Hazmat, ext equipment, light tower, foam, 20 KW generator

Engine 13-2 – 1998 E-One Cyclone II: 8 Man Cab, 20 KW Generator, 7 Scott SCBA, Light Tower, Electric Cord Reels, 1500 GPM Pump, 1000 gal water, Thermal Imaging Camera, Scott Gas Detector

Brush 13-4 – 1994 Chevrolet Brush Truck – 4WD – 200 gal. water with 5 gal. foam cell

Brush 13-5 – 1953 Dodge Brush Truck – 4WD – 230 gal water

Brush 13-6 - 2000 Ford F350 (4X4), 250 Gallon tank, 5 Gallon Foam Cell, 1000 ft Forestry Hose, 1000ft Booster Reel .

Command 13 – 2003 Ford Explore- Slide Out Command Post, 1 Scott SCBA, Mobile and Portable radio at Command Center.

Haz-Mat 13- 2 Gas Monitors, Chem pads and snakes designed to hold petroleum spills for a minimum of 20 minutes.

Major Equipment

2- 5.5 HP Honda Positive Pressure Fans (2) RIT Packs (*) Hazmat Monitoring Equipment Brooms/Pads

1- Eagle Air Compressor for filling SCBA bottles (2) Thermal Imager

BROOKVILLE-TIMBERLAKE VOLUNTEER FIRE DEPARTMENT

42 members

Engine 12-1 – 1997 Pierce Pumper – 1250 GPM pump – 1000 gal. water – 20 gal. Class A foam –30 gals. Class B foam, Holmatro Extrication Tools (Combi Tool)

Ladder 12-2 – 1992 Pierce Pumper/Ladder – 50 ft. Telesquirt 1500 GPM pump – 750 gals. water

Rescue 12-3 – 2004 Pierce Pumper – 500 gals water, 20 gals Class A Foam, 30 gals Class B Foam, Holmatro Extrication Equipment, Cribbing, Water Rescue Tools, some Haz-Mat Tools.

Brush 12-4 – 1978 Mini Pumper – 400 GPM pump – 250 gal. water

Command 12 – 2000 Crown Victoria

EMS 12-5 – 2000 Crown Victoria

Major Equipment

Rehab Trailer- All necessary rehab equipment

1 Eagle Air Compressor

ALTAVISTA VOLUNTEER FIRE DEPARTMENT

32 Members

Engine 10-1 – 1998 Pierce Pumper – 1500 GPM pump – 1000 gal. water – 50 & 25 gal. foam tank

Engine 10-2 – 1982 Ford 5000 Series Pumper/Tanker – Bean Dual Stage- 1000 gpm, 1000 gal water

Engine 10-3 – 1978 Ford 8000 Series Pumper – Waterous Dual Stage, 1000 gpm, 750 gal water,

Brush 10-4 – 1988 – 1 Ton Dual Wheel Brush Truck –Skid Unit, Darley Single Stage, 250 gpm, 300 gals water.

QRV 10-5 – 2001 Super Duty 4 Door Ford 550 – Skid Unit, Darley Single Stage, 250 gpm, 300 gal water – 8 gal. foam tank

Rescue 10-1-2009 Pierce Heavy Rescue-Extrication Equipment

Ladder 1-2006 Pierce-Waterous Single Stage, 1750 gpm, 500 gallons, 75’ aluminum

Boat 8- Connector Boat, Triton, Mercury Jet 40 HP

Car 10 Chevrolet Tahoe, Slide Out Command Unit with Equipment

Major Equipment

2 – 5.5 HP positive pressure fans

1 – Eagle Air Compressor

RUSTBURG VOLUNTEER FIRE DEPARTMENT

36 Members – 6 Second Brigade Member

Attack 16 – 2009 GMC Quick Attack Truck-250 gal water, 15 foam with CAFS System, 500 gpm, 4 SCBA, 4 Spare Cylinders, small extrication set and lifting bags.

Engine 16-1 – 2002 American LaFrance Pumper – 2000 GPM pump – 1000 gal. water – 35 gal. foam tank – 5 kW PTO driven generator – 6 SCBAs – 12 spare cylinders – portable 5.5 positive pressure fan – thermal image camera – small set of holmatro extrication tools with pump – K12 saw – 12 and 24 ton
Air bag system for lifting

Engine 16-2 – 1981 American LaFrance Pumper – 1500 GPM Pump – 750 gal. water – 5kW gas powered generator – 6 SCBAs – 8 spare bottles

Tanker 16-1-2004 Freightliner/U.S. Tanker-750 GPM pump-3000 gal. water, 2 SCBA, 5” LDH front discharge

Brush 16- 1988 Ford Brush Truck-300 gpm, 300 gals water

Equipment 16-1 – 1982 International Truck with 12 bay compartment – 15 SCBAs and 30 spare bottles – revolv-air filling station for SCBAs – holmatro pump, two rams, spreader, cutters, hose reels –
7000kW gas powered generator and portable lights and cord reels – cribbing for stabilization – 55 ton and 32 ton air bags for lifting with hoses and deadman valve – 100 gal. of AFFF foam (not in service as of 12 – 05 – 03)

Chief's Car – 2001 Ford Crown Victoria

Car 2 – 1993 Ford Crown Victoria use for spare parts

BROOKNEAL VOLUNTEER FIRE DEPARTMENT

28 members

Engine 11-1 – 1976 Ford C90 – 750 gal. water – generator

Engine11-2-1000 gal. water-generator-positive pressure fan, thermal imaging camera, chain saw, air packs-bottles

Tanker 11-3 – 1998 GMC C6500 – 1000 gal. water

Brush 11-4 – 1986 Chevrolet Pickup – 250 gal. water

Engine11-5 – 1995 Freightliner – 950 gal. water – generator – 50 gal. foam – positive pressure fan – Thermal imaging camera – Tac Stick – K12 saw – chain saw – air packs – air bottles

Engine 11-6 – 1986 Ford C90 – 1200 gal. water – generator – positive pressure fan –Air Packs – Air bottles

Equipment 7-2 generators, air bags, vehicle extrication equipment

Car 11 – 2004 Ford Explorer

EVINGTON VOLUNTEER FIRE DEPARTMENT

28 members and 7 EMS Only Members

Engine17-1 – 1987 Chevrolet Pumper/Tanker – 1000GPM pump – 1000 gal. water – vacuum assist rear Jet dump – 2500 gal. dump tank, 35’ Ladder, Class “A” Pumper Equipped

Engine 17-2 – 1998 GMC Pumper/Tanker – 1250 GPM pump – 1000 Gal. water – 10” rear jet dump, PPV Fan, Foam Equipment, 1,000 ‘ of 3” hose, Class “A” pumper equipped, 600 ft 5 in hose, Deck Gun, Gas Detector

Tanker 17-3-2006 Kenworth Pumper/Tanker-2500 gal. water 1250 GPM pump, rear dump, 3000 gal dump tank, foam equipped, 1000 ft 3” hose, 1500 ft 5” hose, Class A pumper equipped, 35 ft Ladder, Large Diameter Manifold, Deck Gun, 1250 GPM nozzle

Engine 17-4 – 2002 GMC Pumper/Tanker – 1250 GPM pump – 1000 gal. water – 20 gal. foam cell, 10” rear jet dump, PPV Fan, 1,000’ of 3” hose, Class “A” Pumper equipped, 600 ft, 5 in Hose, deck gun, 1250 nozzle, Thermal Imaging Camera, 4 Gas Detector

Brush 17-5 – 1982 GMC Brush Truck – 4 WD – 300 GPM pump – 280 gal. Water, completely brush fire equipped, Airpacks, 3 “hose, Forestry Hose, Chain Saw, Indian Packs, and miscellaneous equipment, 1 ½ in attack line foam inductor

Fire/Rescue 17-6 – 1987 Chevrolet Equipment Truck – 6000 psi Cascade System 4 - 6000 psi Bottles, EMS Licensed with BLS equipment and AED, Backboards, Spider Straps, Head Blocks, Hazmat equipment, 12 Spare MSA Cylinders, HyDry, TNT Rescue Tools, Ropes, Saws (From chainsaws to K12), Generator, Cribbing, air bags, rescue jacks, paratech struts

EMS 171 – 2004 Ford Excursion, fully licensed BLS Unit with AED, Command Board, and Accountability System

EMS 172 – 2004 Ford Excursion, fully licensed BLS Unit with AED, Command Board, and Accountability System

Evington Car 1 – 1998 Ford Crown Victoria, Support vehicle

Evington Haz-mat 1-Haxmat equipped with 2- 4 Gas Detectors

Major Equipment:

HazMat Supplies

1 – 27” PPV Fan

2 – 20” PPV Fans

PASS system on all trucks

Bauer Air Compressor-station w/2 fill stations, 3 bottle back up

Special Training: 8 – MayDay Firefighter Down Certified Members for RIT team
4- State Fire Instructors

GLADYS VOLUNTEER FIRE DEPARTMENT

25 members

Engine 14-1-2007 Rosenbauer-6 passenger 400 HP ISL Cummings, 1000gal capacity

Engine 14-3 – 1996 Pearce Navistar International – 1000 gal. water, 1250 gpm, foam, positive pressure fan, Generator

Tanker 14-2 – 1985 Ford F-750 – 1000 gal. water , 400 gpm, foam

Tanker 14-4 – 1975 Ford F-750 – 1000 gal. water, 300 gpm

Brush 14-1 – 1977 Ford F-250 – 250 gal. water

Car 14-2001 Chevy Impala

LYN-DAN HEIGHTS VOLUNTEER FIRE DEPARTMENT

35 members

Engine 15-1 – 2004 Pierce Custom Contender – 1250 GPM pump – 1000 gal. water – foam – pro system, 30 gal. Pyrocool foam – hydraulic rescue tools, generator, lights, PPV fan

Tanker 15-2- 1991 Gunman, 1000 Gal tank, 1250 GPM Pump

Engine 15-3 – 1997 Pierce International – 1250 GPM pump – 1200 gal. water – hydraulic rescue tools – 50 gal. of Pyrocool foam – PPV fan

Equipment 15-4 – 1999 Ford 650 - Haz-Mat Supplies, 6000KW Generator, Hi-Dri Dispenser, Lights, Cribbing, Foam, Rehab Supplies, Combi Tool, Stokes Basket, air packs, spare bottles

Brush 15-5 – 1999 Ford F450 – 250 GPM external pump – 300 gal. water – 4X4 – foam system – lights – Power saws

Car 15-6 – 2001 Ford Crown Victoria

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Emergency Support Function #5 – Emergency Management

Primary Agency

Emergency Management

Secondary/Support Agencies

Fire
Police
Department of Information and Technology
Department of Planning and Zoning
Department of Public Works
Red Cross
County Attorney
County Administrator
Finance Logistics

Introduction

Purpose:

Emergency Support Function (ESF) #5 – Emergency Management directs, controls, and coordinates emergency operations from the Campbell County’s Emergency Operations Center utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF 3@, and coordinate with the Virginia State Emergency Operation Center should outside assistance be required.

Scope:

ESF 3 serves as the support for all Campbell County departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies:

- Emergency Support Function #5 provides an overall Campbell County multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.

- The Incident Command Systems principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Provides representatives to staff key positions on Emergency Response Teams.
- Department and agencies participate in the incident action planning process, which is coordinated by ESF #5.

Concept of Operations

General:

The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters designate and staff an official Emergency Operations Center, designate and EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. Campbell County officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

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

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

The Planning Sections will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:

Emergency operations will be directed and controlled from the Campbell County EOC. The EOC staff will consist of the Director, Coordinator, and Deputy Coordinator of Emergency Management, and key agency/department leads or their designated representative. The succession of authority within these key departments should be available in the EOP or Continuity of Operations Plan (COOP). This list should include information on both selected and designated positions; other positions may be outlined in local or state statutes. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The Director of Emergency Management is also responsible for coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the Incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the EOC. In major disasters there may be more than one incident command posts. The Incident Commander will generally be a representative from the Primary Agency.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. Campbell County agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the Campbell County Administrator and the Board of Supervisors, in coordination with the Coordinator for Emergency Management.

The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function. Generally, each agency should maintain current notification rosters, designate staffing as appropriate for an official agency operation center, if applicable, designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The County Administrator may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily placed in harms way.

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

Actions:

- Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
 - a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
 - b. Maintain a notification roster of EOC personnel and their alternates;
 - c. Establish a system and procedure for notifying EOC personnel;
 - d. Identify adequate facilities and resources to conduct emergency operations at the EOC;
 - e. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations such as the American Red Cross;
 - f. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;
 - g. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
 - h. Test and exercise plans and procedures; and
 - i. Conduct community outreach/mitigation programs.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within Campbell County;

- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
- Provide periodic staff briefings as required;
- Prepare to provide emergency information to the public in coordination with ESF #2;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through the established communications network;
- Provide reports and requests for assistance to the Virginia EOC;
- Compile and initial damage assessment report and send to the Virginia EOC; and
- Coordinate requests for non-mutual aid assistance.

Responsibilities:

- Activates and convenes local emergency assets and capabilities;
- Coordinates with the Sheriff's Department and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Directs and controls emergency operations;
- Submits state required reports and records;
- Conducts initial warning and alerting; and
- Provides emergency public information.

Emergency Management

MISSION

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

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

ORGANIZATION

Emergency operations will be directed and controlled from the County Emergency Operations Center located in the Public Safety Conference Room. The alternate EOC is located at the Agriculture Building Conference Room. The EOC staff will consist of the Director of Emergency Management, Coordinator of Emergency Management, key service chiefs/department heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Management will be available for decision-making as required.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Management will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an

EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

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

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

EMERGENCY OPERATIONS CENTER (E. O. C.)

MISSION

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

ORGANIZATION

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

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Services based upon the best available information. Depending on the situation, a partial or full activation will be ordered.

2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. Initial situation briefings will be provided by the Director of Emergency Management.
5. Direction and control of County personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management at (804) 674-2400 or 1-800-468-8892.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
8. The Public Safety Conference Room in Campbell County will operate as the EOC. Telephone lines will be trunked into the room for use when the EOC is activated. Telephones not used in an emergency will be brought to the EOC.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

A. Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:

1. EXECUTIVE GROUP

- a. Direct overall emergency operations.
- b. Initiate activation of EOC.
- c. Determine operational courses of action.
- d. Make decisions as to adoption of course of action.
- e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.

2. OPERATIONS GROUP

- a. Develop and maintain an accurate status of the emergency situation.
- b. Record and maintain current status of resources.
- c. Develop course(s) of action based on the emergency and available resources.
- d. Implement course of action approved by the Executive Group.
- e. Coordinate the procurement and utilization of all support services and resources made available from throughout the county.

3. COMMUNICATIONS GROUP

- a. Establish and maintain Campbell County emergency communications to include communications with adjacent cities and counties.
- b. Establish and maintain communications with the following agencies:
 - (1) Campbell County Fire Departments
 - (2) Campbell County Rescue Squads
 - (3) Campbell County Sheriff's Department
 - (4) Campbell County School System
 - (5) Campbell County Public Works
 - (6) Virginia Emergency Operations Center
 - (7) All surrounding governmental agencies maintaining mutual aid/assistance agreements with Campbell County.
- c. Insure continuous telephone communications.
- d. Monitor NAEAS and EAS stations.
- e. Establish and operate the EOC Message Center.

4. DAMAGE ASSESSMENT AND ANALYSIS GROUP

- a. Maintain current damage status to include estimated dollar amounts.
- b. Display damage status in EOC.
- c. Recommend to Operations Groups priorities for debris removal.

5. INFORMATION GROUP

- a. Act as Campbell County Public Information Office.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on current and factual information.

6. SUPPORT GROUP

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

7. FOOD AND LODGING

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

8. FIRST AID MEDICAL

The Health Department will establish and operate an emergency medical services treatment area for the EOC staff.

9. GOODS AND SERVICES

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

10. TRANSPORTATION

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

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

1. Normal Operations

- a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
- b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
- c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
- d. Maintain a notification roster of these key personnel and their alternates.
- e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
- f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
- g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EAS radio stations.
- h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.

- i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the County.
- k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
- l. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.

2. Increased Readiness

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

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
- b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
- c. Implement record keeping of all incurred expenses, if applicable.
- d. Prepare to provide emergency information to the public.
- e. Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to the on-site emergency response personnel.
- f. Brief the Board of Supervisors as appropriate.
- g. Call a meeting of County personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.
- h. Disseminate emergency information and protective action guidance to the public.
- i. Advise individuals to evacuate from danger areas, if appropriate.
- j. Establish and maintain liaison with the State EOC and adjacent jurisdictions.
- k. Provide daily situation reports to the State EOC.
- l. Continue to maintain records for all expenses incurred.
- m. Coordinate daily with department heads.

3. Response

- a. Disaster strikes. An emergency response is required to protect lives and property.
- b. Direct and control emergency operations.
- c. Ensure that previous checklist items have been completed or initiated.
- d. Provide emergency information and protective action guidance to the public.
- e. Declare a local emergency if the situation warrants.
- f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires.
- g. Ensure that an accurate record of expenses is maintained.
- h. Make an Initial Damage Assessment and forward to the State EOC.

4. Recovery

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

Budget and Financial Support

MISSION

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION

The Emergency Operations Plan states that a local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (Section 44-146.21 of the Virginia Emergency Management and Disaster Law). The County Administrator serves as the Director of Emergency Management with the Director of Public Safety serving as the Coordinator of

Emergency Management. The Director of Emergency Management must notify the Administrative Assistance/Finance that a local emergency or disaster has been declared.

CONCEPT OF OPERATIONS

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

- A. The Administrative Assistant-Finance Office would permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The Administrative Assistant-Finance Office will work with all County departments to facilitate needed purchases.
- B. The Director of Emergency Management or the Acting Director of Emergency Management must define disaster related expenditures for the Administrative Assistant-Finance and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared, hence, the Administrative Assistant-Finance Office will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

- 1. Normal Operations
 - a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
 - b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
 - c. Instruct all departments to maintain a continuous inventory of supplies on hand.
- 2. Increased Readiness

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

- a. Review emergency budget and management procedures and update if necessary.

- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
 - c. Review resource inventories and prepare to make emergency purchases of goods and services.
 - d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
 - e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.
3. Response
 - a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
 - b. Begin tracking and compiling accurate cost records from data submitted by departments.
 - c. Assist in damage assessment survey.
4. Recovery
 - a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
 - b. Assist in finalizing damage assessment.
 - c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
 - d. Assist in the preparation and submission of government insurance claims.

Legal Assistance

MISSION

To provide proper and timely legal guidance to government officials in an emergency or disaster situation.

ORGANIZATION

The County Attorney will assist County government officials and departments in ensuring that actions taken during an emergency/disaster situation will comply with the appropriate Federal, State, and local laws, regulations, and policies.

CONCEPT OF OPERATIONS

In the event of an emergency, the Director and Coordinator of Emergency Management will be taking, as well as authorizing, a variety of actions under their emergency authority to respond to and recover from the emergency/disaster. Laws, Regulations, and policies that government follows and complies with everyday may have to be temporarily suspended in order to effectively address the situation at hand. Government's exposure to potential liability issues is greatly enhanced in this situation. In order to avoid or mitigate against potential liability issues, government officials must be clear on the parameters of their emergency authorities to them under the law.

During an emergency or disaster situation, the County Attorney will be stationed in the EOC to provide the necessary legal assistance to County officials and staff in identifying, defining, as well as resolving any legal issue that may surface during any phase of emergency operations.

All government staff will consult with the County Attorney regarding any legal issue that may arise in the course of executing their responsibilities under the plan. Legal assistance may include but not be limited to, such actions as defining emergency authorities, identifying and resolving potential liability issues, interpreting laws, regulations, and policies, preparing new ordinances and regulations, and developing and reviewing contracts.

EMERGENCY MANAGEMENT ACTIONS – LEGAL ASSISTANCE

1. Normal Operations
 - a. Review local, state, and federal emergency laws, regulations, and policies and identify potential issues that may surface during emergency operations.
 - b. Advise government officials and staff of potential legal issues that may arise during emergency operations and provide guidance as to how these issues may be addressed.
 - c. Develop and disseminate procedures to County staff as to how legal issues should be addressed and processed through the County Attorney during a disaster.
2. Increased Readiness

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

 - a. Review local, state, and federal disaster laws.
 - b. Inform departments of the procedures to follow in requesting legal assistance.
3. Response
 - a. Implement and advise government officials of their emergency authorities under the law.
 - b. Provide legal assistance and guidance to government officials and staff as necessary.
 - c. Consult with state and federal authorities as required.

4. Recovery
 - a. Continue to provide legal assistance to government officials and staff.
 - b. Continue to consult with state and federal authorities as required.

TAB A

EMERGENCY CONTACT TELEPHONE LIST

County Administrator/ David Laurrell
Director of Emergency Management

Director of Public Safety/ Scott Hechler
Coordinator of Emergency Mgt.

Deputy Director – Randall Johnson
Public Safety/Fire Marshal

Deputy Director-EMS Jason Stroud

Deputy Director-911 Tracy Fairchild

Administrative Assistant II Karen Briggs

Sheriff Terry Gaddy

Altavista Police Chief Clay Hamilton

Brookneal Police – Vacant

Chief, Altavista VFD John Tucker

Chief, Brookneal VFD Dean Guthrie

Chief, Brookville-
Timberlake VFD Mike Mays

Chief, Concord VFD Kenny Kirby

Chief, Evington VFD Alan Maddox

Chief, Gladys VFD Scott Horseman

Chief, Lyn-Dan VFD Mike Watson

Chief, Rustburg VFD Ed Fletcher

Campbell County School Tim Hoden
Director of Operations/Transportation

Campbell County Department Rick Verilla
Of Social Services

Campbell County Department Lisa Linthicum
Of Social Services

Campbell County Department Susan Jones
Of Social Services

Virginia State Department John Larkin
Of Health

American Red Cross Doug Eggleston

Captain, Altavista EMS Terry Lambert

Captain, Brookneal VRS Gary Hunter

Captain, Campbell County VRS Jack Morgan

Captain, Citizens EMS Gerald Layne

Captain, Concord VRS Bruce Stratton

Captain, Rustburg VRS Chris Leebrick

Director of Management Alan Lane

Director of Public Works/
Deputy County Administrator Clif Tweedy

Public Works/Deputy
Director Doug Guthrie

Public Works/ Program
Manager Robert Jackson

Maintenance II Wayne Bailey

Maintenance II JB Tannehill
Maintenance I Tito Ramos

Maintenance I Mitch Hubbard

Maintenance I Carwile, Tilson

Maintenance I	Kevin Lawrence
Custodian-Supervisor	Carroll Younger
Custodian- Supervisor	Erica Duffy
Custodian	Linda Calloway
Custodian	Steve Wyatt
Custodian	Moon, Fran
Custodian	Scott, Lona
Custodian	Jones, Clarissa
Custodian I	Tommy Chandler
Custodian	Tony Booth
Office Manager	Renee Carr
In House Construction Supervisor	Early Pribble
Office Manager	Diane Dodd
CCUSA Administrator	Michael Damron
CCUSA Operations Supervisor	Danny Hylton
CCUSA Engineer	Robert Tweedy
CCSUA After Hours Emergency Contact After Hours Call Duty Pager	
Otter River Water Treatment Plant (WTP) - Chief Operator	Frank Davis
Otter River WTP Senior Operator	James Pribble
Rustburg Wastewater Treatment Plant (WWTP) – Chief Operator	Glen Stanley
Rustburg WWTP Operator	Max Elder
Altavista Public Works Director	John Tomlin
Altavista Water Treatment Plant Manager	Chuck Cofflin

Altavista Waste Water Treatment Steve Bond
Pre-Treatment Coordinator

Altavista WWTP – Manager Phillip Bennett

Brookneal Public Works - Phyllis Campbell
Town Manager

Virginia Power

888-667-3000 (public)

Southside Electric Cooperative

AEP

SPRINT

VERIZON

Parks & Grounds Mitch Hubbard

Parks & Grounds Tilson Carwile

Community Development Paul Harvey
Director

Zoning Administrator Carter Tatum

Planner Sandra Shackelford

GIS Program Manager Dale Woods

Building Official Joseph Heddings

Office Manager I Susan Gough

Administrative Aide II Vivian Guthrie

Information Systems Kathy Tuck

Code Enforcement Officer III Ronald Guthrie

Code Enforcement Officer II Mike Barney

Code Enforcement Officer I Brandon Dillard

Environmental Manager Brian Stokes

Altavista Elementary School	Joan Woodson
Brookneal Elementary School	Lacy Webb
Brookville High School	Bruce Abbott
Brookville Middle School	Eddie Martin
Concord Elementary School	Daniel L Frazier
Leesville Road Elem. School	Kathy Bowles
Rustburg Elementary School	Lee Shearer
Rustburg High School	E. Denton Sisk
Rustburg Middle School	Richard Burge
Tomahawk Elementary School	Debbie Elliott
William Campbell High School	James Rinella
Yellow Branch Elementary School	Mary Lynn Arnold
Technical Center	Jonathan Hardie
Fray Educational Center	Jeaneen Abbott
Salvation Army	Maj. David Cope
Public Information Officer	Sherry Harding
Assistant Public Info. Officer	Catherine Moore
Local Amateur Radio	Chuck Carter
	Frank Greene

TAB B
PRIMARY EOC STAFFING

Skeletal Staffing

Director of Public Safety

Sheriff or Sheriff's Office Designee

Public Safety Program Manager – Emergency Management

Deputy Director-E911

Deputy Director of Public Safety

Public Information Officer

Full Staffing

Skeletal Staffing plus:

County Administrator/Director of Emergency Management or Designee

School Representative

Fire Representative

Rescue Representative

Social Services Representative

American Red Cross Representative

Public Works Representative

GIS Representative

RACES

Planning Representative

Others as dictated by situation

Public Information/Rumor Control

TAB C
EOC LAYOUT

Public Information Officer X7186
Director of Public Safety

X9783
Social Services and Schools

X9784
Red Cross and Planning

GIS

X9782
Message Control

X9785
Sheriff's Office and Public Works

X9786
EMS Group and Fire Group

P.S. Admin. X9540
P.S. Admin. X9858
(These extensions are in the front P. S. Office)

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

Primary Agency

Department of Social Services

Secondary/Support Agencies

Red Cross

Public Schools

Emergency Management

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Local Recovery Task Force

Virginia Department of Health – Local Health Department

Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services

Introduction

Purpose:

Emergency Support Function (ESF) #6 receives and cares for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

- **Mass Care** involves the coordination of non medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Housing** involves the provision of assistance for short- and long-term housing needs of victims.
- **Human Services** include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Policies:

Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.

The Coordinator for Emergency Management will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the Department of Social Services and the Campbell County School system.

All government/volunteer/private sector resources will be utilized as necessary.

As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.

Information about persons identified on shelter lists, casualty lists, hospital admission, etc, will be made available to family members to the extent allowable under confidentiality regulations.

Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

Concept of Operations

General:

In the event of a small-scale evacuation, shelter and care may be provided at the nearest public safety facility, which could include public schools, fire or rescue squad stations. Local motels and local churches may also be used to shelter evacuees. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator along with the Incident Commander decides that a larger facility is required, he/she will advise the Superintendent of Schools and the Department of Social Services. The Superintendent of Schools will then activate one or more of the schools in the county as shelter center(s) and will designate a manager to be responsible for operations at the facility. The Department of Social Services will be responsible for registration and record keeping. The American Red Cross will assist with operations at each facility.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags.

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

The Department of Social Services will assure that handicapped and other special needs populations are provided for in the time of an emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by Campbell County Community Services Board; in conjunction with the Department of Mental Health, Mental Retardation and Substance Abuses Services (DMHMRSAS).

Daily situation reports should be provided to the Campbell County EOC about the status of evacuees and of operations at the shelter center(s). The EOC will then relay information to the State EOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

Organization:

The Superintendent of Schools, assisted by the Department of Social Services and the American Red Cross, is responsible for the reception and care of evacuees. Campbell County school employees

may be assigned support task. The Sheriff's Department will provide security. Campbell County Health Department along with EMS providers will provide first aid and limited medical care service at the shelter center.

Actions:

- Identify shelter facilities and implement MOA and other agreements;
- Develop plans and procedures to transport, receive, and care for an indeterminate number of evacuees;
- Determine the maximum capacities for each potential facility;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with disabilities evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week;
- Develop plans and procedures to receive and care for the animals of the evacuees;
- Provide mass transportation as requires;
- Provide mass feeding as required; and
- Document expenses.

Responsibilities:

- Activates support agencies.
- Coordinates logistical and fiscal activities for ESF #5
- Plans and supports meetings with secondary agencies, and ensures all agencies are informed and involved.
- Coordinates and integrates overall efforts.
- Provides registration and record keeping.
- Provides crisis-counseling services as required.
- Provides emergency welfare for displaced persons.
- Coordinates release of information for notification of relatives.
- Provides assistance for special needs population.
- Assists in provisional medical supplies and services.
- Provides available resources such as cots and ready to eat meals.

Shelter Operations

MISSION

To receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Social Service Department, assisted by the Superintendent of Schools and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Department. The local hospital will establish a medical care service at the shelter center.

CONCEPT OF OPERATIONS

Potential hazards, such as flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, shelter and care can be provided at the nearest public school, fire station or rescue squad. In the event of a large-scale evacuation/displacement of residents, the Coordinator of Emergency Management will advise the Superintendent of Schools, the Department of Social Services, and the American Red Cross. They will then activate Evacuation Assembly Center(s) as needed. The Department of Social Services will operate the shelters, with assistance from the American Red Cross in ARC-approved shelters. Food will be provided in the shelters. Other schools, churches, or alternate public or private facilities may also be used, either by the County or by the Red Cross, or both, if necessary.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained.

The Department of Social Services will assure that handicapped and elderly persons are provided for in time of emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by the Community Services Board.

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

EMERGENCY MANAGEMENT ACTIONS – SHELTER OPERATIONS

1. Normal Operations
 - a. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
 - b. Designate shelter center(s).
 - c. Determine maximum capacities for each.
 - d. Designate manager(s) and other key staff personnel.
 - e. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.

2. Increased Readiness

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

- a. Review and update plans and procedures.
- b. Confirm task assignments and alert key personnel to stand-by status.
- c. Prepare the necessary forms.
- d. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- e. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.

3. Response

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

- a. When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
- b. Provide mass transportation, as required.
- c. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- d. Provide periodic reports to the EOC.
- e. Continue to receive and care for displaced persons. Provide mass feeding, as required.

4. Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required.
- b. Consolidate and report disaster-related expenses.

**Statement of Understanding Between
Campbell County and
The Historic Virginia Chapter of
The American National Red Cross**

I. PURPOSE

The purpose of this statement of understanding is to provide for cooperation and coordination between Campbell County and the Historic Virginia Chapter of the American National Red Cross (hereinafter known as the American Red Cross) in carrying out their assigned responsibilities in the event of natural or manmade disasters or domestic acts of terrorism.

II. DEFINITION OF DISASTER

A disaster is a threatening or occurring event of such destructive magnitude and force as to dislocate people, separate family members, damage or destroy homes, and injure or kill people. A disaster produces a range and level of immediate suffering and basic human needs that cannot be promptly or adequately addressed by the affected people, and impedes them from initiating and proceeding with their recovery efforts. Natural disasters include floods, tornadoes, hurricanes, typhoons, winter storms, tsunamis, hail storms, wildfires, windstorms, epidemics, and earthquakes. Human-caused disasters -whether intentional or unintentional - include residential fires, building collapses, transportation accidents, hazardous materials releases, explosion, and domestic acts of terrorism.

Community Emergency Definition

A community emergency is the development of human need to the degree that prompts action by community organizations and responsible local government officials. Often, this is accompanied by local government and citizen expectations for American Red Cross chapter participation.

III. AUTHORITY

Commonwealth of Virginia

Issued under the authority of and in accordance with the provisions of the “Commonwealth of Virginia Emergency Management and Disaster Law of 2000,” Title 44, Chapter 3.2, Sections 44-146.13 through 44-147.40, as amended, Code of Virginia.

American Red Cross

American Red Cross is an instrumentality of the United States Government, with a congressional charter, codified at 36 U.S.C., Section 1 et.Seq, under which it is charged to “...carry on a system of relief in time of peace and apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities...”

This role has been restated in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288m as amended by P.L. 100-707, which says “...nothing contained in this act shall limit or in any way affect the responsibilities of the American National Red Cross under the Act of January 5, 1905”)

IV. NATURE AND SCOPE OF AMERICAN RED CROSS ACTIVITIES

Natural Disasters

The magnitude of a disaster or emergency situation may be such that it simultaneously affects tens of thousands of people in several states or it may bring suffering and anguish to just a few persons in one apartment building or group of houses. Regardless of the extent of the event, it is the responsibility of the American Red Cross to help meet the needs of affected persons. The American Red Cross assistance given to meet such needs is an outright gift, never a loan. These needs may include food clothing, shelter, and other basic elements for comfort and survival.

The American Red Cross also helps disaster victims needing long term recovery assistance by advising and counseling them on the availability of resources, so that they can resume living in keeping with acceptable standards of health, safety, and human dignity. Such resources include those of their own families, as well as federal, state and local agencies, both public and private. If there are not other resources available, the American Red Cross may provide direct additional assistance to enable the victims to reestablish themselves.

American Red Cross assistance to disaster victims is not dependent upon a presidential or other federal or state declaration but is provided regardless of the size of the disaster or emergency situation.

In carrying out its responsibilities to provide for mass care in peacetime disasters, including precautionary evacuations and peacetime radiological emergencies/nuclear accidents, in cooperation with the Campbell County, the American Red Cross will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. In doing so, the American Red Cross will pay related cost only when such activities are under the administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide Emergency Management on behalf of the American Red Cross.

The American Red Cross disaster responsibilities are nationwide. Therefore, when the local chapters in the affected areas are unable to meet the needs of disaster victims, the resources of the total organization are made available.

The American Red Cross provides blood and blood products and handles welfare inquiries from relatives.

The American Red Cross will conduct an appeal for voluntary contributions of funds at the time of disaster.

Owner Liability

In emergency situations with company or owner liability implications, the customary American Red Cross Emergency Management are extended on either a mass care basis or to individuals and families if such help is not or cannot be provided immediately by the owner of the property involved. After such unpredictable catastrophes as commercial transportation accidents, collapse of private dams, fires in hotels, theaters and night clubs and on pleasure boats, individual assistance, including temporary maintenance, transportation, clothing and other basic needs shall be provided only after a determination with responsible representatives of the company or owner as to whether they are prepared to meet the continuing needs of persons affected by the emergency situation.

Peacetime Radiological Emergencies/Nuclear Accidents

In the case of peacetime radiological emergencies/nuclear accidents, which have company or owner liability implications and necessitate mass evacuations, the American Red Cross will conduct shelter and feeding operations in facilities designated in advance by the local government, under arrangements worked out between the local government, the American Red Cross and officials or owners of the facilities.

Civil Disorders

The term “civil disorder” pertains to riot situations and acts of public disobedience that deprive individuals or families access to their homes or prevent them from safely occupying their primary residence. It **does not** apply to law enforcement actions such as police barricade and hostage situations.

Where there is suffering and want resulting from civil disorders and fundamental human needs are not met, the American Red Cross will participate in community action to supplement the efforts of the responsible civil authorities in extending Emergency Management and relief to the victims of such disturbances.

It is essential that the American Red Cross safeguard the impartiality and neutrality principles of the Red Cross Movement. **See Tab A.**

American Red Cross services and assistance must be provided in a safe and secure setting. This may require that services be provided only outside the impacted areas during the active period of the civil disorder.

War-Caused Situations

In war-caused situations, the American Red Cross will use its facilities and personnel to support and assist mass care and emergency operations of the local government, to the extent the American Red Cross considers possible, while carrying out its other essential responsibilities and assignments.

The American Red Cross will support national emergency blood collections and supply efforts as provided for under special Federal Emergency Management Agency procedures and regulations related to the National Emergency Blood Program.

National Emergency Repatriation

During the emergency repatriation of U. S. citizens and dependents evacuated from foreign countries during national emergencies, the American Red Cross will, at ports of entry, cooperate with federal, state and voluntary agencies involved with their reception, temporary care and onward transportation. The American Red Cross may provide mobile and fixed feedings, first aid and mass care including disaster health services.

Other Emergency Situations

Situations caused by economic, political and social maladjustment including the usual hazards of industry and agriculture are not usually considered to be within the American Red Cross responsibility for disaster preparedness and relief. There may be other kinds of emergencies involving large numbers of people or problems related to energy shortages that create evident human needs or in which public officials request American Red Cross assistance.

V. COORDINATION AND COOPERATION

In providing disaster relief, the American Red Cross has both a legal and a moral mandate that it has neither the authority nor the right to surrender. Red Cross has both the power and the duty to act in disaster, and its prompt action is clearly expected and supported by the public.

In the discharge of its responsibilities, the American Red Cross recognizes that (Paragraph) 44-146.19(A) of the Code of Virginia, 1950 as amended, places upon the Campbell County “responsibility for local disaster preparedness and coordination of response.” Accordingly, the American Red Cross will coordinate its activities with the responsible county agencies, as well as with other volunteer agencies, including The Salvation Army, as required.

The American Red Cross will keep the Director of Public Safety for Campbell County, or his/her/designee, advised of actions taken and will keep in contact with the offices of Campbell County to ensure effective assistance to all disaster victims.

Responsibility for coordinating the services of other voluntary agencies or groups during and after a major disaster will be undertaken by the American Red Cross with consent of such agencies or groups.

The American Red Cross agrees that, in an emergency, at the request of Campbell County, American Red Cross liaison personnel will be provided at the County’s Emergency Operations Center, as appropriate.

VI. PLANNING AND IMPLEMENTATION

Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and disaster operations will be developed and maintained by Campbell County and the American Red Cross.

The Director, Emergency Management for the American Red Cross and the Director of Public Safety for Campbell County will meet annually, or on or around the date of this agreement, to evaluate the progress in the implementation of the Statement of Understanding and to revise and develop new plans or goals as appropriate.

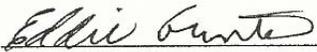
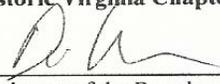
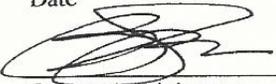
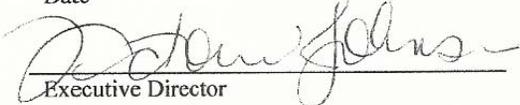
This Statement of Understanding is in effect as of the date indicated below and shall remain in effect until termination by written notification from either party.

The parties understand that at any time this Agreement may be terminated by written notification from either partner to the other.

VII. MISCELLANEOUS

This agreement does not create a partnership or a joint venture, and neither party has the authority to bind the other.

IN WITNESS THEREOF, the parties hereto have executed the Statement of Understanding on the dates indicated.

Campbell County	American National Red Cross, Historic Virginia Chapter
 Board of Supervisors	 Chairman of the Board
<u>6-19-2006</u> Date	<u>5/19/06</u> Date
 County Administrator	 Executive Director
<u>6/19/2006</u> Date	<u>5/19/06</u> Date
 Director, Public Safety	 Director, Emergency Services
<u>5/31/06</u> Date	<u>5/19/06</u> Date

Shelter Operations

MISSION

To receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Social Service Department, assisted by the Superintendent of Schools and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Department. The local hospital will establish a medical care service at the shelter center.

CONCEPT OF OPERATIONS

Potential hazards, such as flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, shelter and care can be provided at the nearest public school, fire station or rescue squad. In the event of a large-scale evacuation/displacement of residents, the Coordinator of Emergency Management will advise the Superintendent of Schools, the

Department of Social Services, and the American Red Cross. They will then activate Evacuation Assembly Center(s) as needed. The Department of Social Services will operate the shelters, with assistance from the American Red Cross in ARC-approved shelters. Food will be provided in the shelters. Other schools, churches, or alternate public or private facilities may also be used, either by the County or by the Red Cross, or both, if necessary.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained.

The Department of Social Services will assure that handicapped and elderly persons are provided for in time of emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by the Community Services Board.

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

EMERGENCY MANAGEMENT ACTIONS – SHELTER OPERATIONS

1. Normal Operations
 - a. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
 - b. Designate shelter center(s).
 - c. Determine maximum capacities for each.
 - d. Designate manager(s) and other key staff personnel.
 - e. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.

2. Increased Readiness

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

- a. Review and update plans and procedures.
- b. Confirm task assignments and alert key personnel to stand-by status.
- c. Prepare the necessary forms.

- d. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- e. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.

3. Response

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

- a. When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
- b. Provide mass transportation, as required.
- c. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- d. Provide periodic reports to the EOC.
- e. Continue to receive and care for displaced persons. Provide mass feeding, as required.

5. Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required.
- b. Consolidate and report disaster-related expenses.

Federal Disaster Assistance

MISSION

To be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

ORGANIZATION

The County Administrator/Director of ES and the Director of Public Safety/Coordinator of Emergency Management are responsible for requesting and coordinating federal disaster assistance. In the event of a major disaster, a federal Disaster Field Office (DFO) will be established near the disaster area. The County may be asked to send a liaison officer to the DFO.

CONCEPT OF OPERATIONS

A. Increased Readiness and Response

During Hurricanes Hugo and Andrew, state and local response capabilities were overwhelmed. As a result, the federal government developed the Federal Response Plan whereby federal resources and manpower can be made available during the increased readiness and response periods before and during the storm (or other emergency) as well as during the post-disaster recovery period. When feasible (as with an approaching major hurricane), personnel, equipment, and other resources will be pre-positioned in anticipation of need. Resources are to be provided by one or more of 25 federal agencies and the American Red Cross. They are grouped into 12 emergency support functions (ESFs) and will be co-located at a Disaster Field Office (DFO) near the disaster site. This plan designates local facilities that potentially can be used as DFOs, mobilization centers, and staging areas.

B. Recovery

Federal disaster recovery assistance is authorized under (1) the provisions of the Stafford Act (Public Law 93-288, as amended) when the Governor requests and the President declares an emergency or a major disaster to exist in the state, and (2) federal agencies' own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various federal agencies. The Stafford Act authorizes two types of recovery assistance – individual assistance and public assistance.

1. Individual Assistance

In the event a major peacetime disaster declared by the President occurs in an area of Virginia, the provisions of the Stafford Act becomes effective and as such authorizes the establishment of Disaster Application Centers (DACs) to administer aid and assistance to disaster victims. A DAC will house, in one central location, all federal, state, and local agencies and participating quasi-public and volunteer activities that deal directly with the needs of the individual disaster victims. Local government will provide space for DACs and supporting personnel as requested as available.

2. Types of assistance are:

- a. Emergency needs – Immediate shelter, food, clothing, medical aid, minor repairs, home cleanup, etc., are provided by volunteer agencies such as the American Red Cross, The Salvation Army, the Mennonite Disaster Service, and other private relief agencies.
- b. Temporary housing for disaster victims whose homes are damaged and unlivable until alternative housing is available. No rent will be charged during the first year of occupancy. (U.S. Department of Housing and Urban Development (HUD) or as assigned)(State Department of Housing and Community Development)
- c. Minimal repair program – A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance – Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U.S. Department of Housing and Urban Development; State Department of Housing and Community Development)

- e. Disaster unemployment assistance- (DUA) and job placement assistance—for those who lost their jobs because of the disaster. (Department of Labor and Industry, through the State Employment Commission)
- f. Distribution of food stamp allotments – Allotments to eligible victims. (U.S. Department of Agriculture (USDA), through the state or local Social Services agency)
- g. Disaster loans – For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - (1) Farmers, ranchers and oyster planters should apply to the Farmers Home Administration (FMHA).
 - (2) All others, including homeowners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).
 - (3) Agricultural enterprises which were a major source of employment but no longer in substantial operation because of the disaster should apply to the FMHA.
 - (4) Industries and businesses which were a major source of employment but no longer in substantial operation because of the disaster should apply to the SBA.
- h. Financial assistance to farmers – Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 80 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
- i. Tax assistance – Assistance in computing credits based on disaster casualty losses. (U.S. Internal Revenue Service [IRS])
- j. Veterans Administration (VA) assistance – Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
- k. Social Security assistance – Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in applying for disability, death, and survivor benefits. (U.S. Social Security Administration, Department of Health and Human Services [HHS], State Department of Social Service)
- l. Emergency assistance – Assistance and services to families under the Social Security Act, including funds up to \$500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U.S. Department of Health and Human Services [HHS], State Department of Social Services)

- m. Legal services – Legal services to needy individuals who are unable to secure such services. (Young Lawyers Section, Virginia Bar Association; other lawyers)
- n. Individual and family grants – Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster, this assistance program is funded in part by the federal government and is administered by the state. (State Department of Social Services)
- o. Crisis counseling – Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or local mental health agencies, supported by the National Institute of Mental Health [NIMH], U.S. Department of Health and Human Services [HHS], State Department of Mental Health and Mental Retardation)
- p. In addition, other state and local agencies and private organizations may be asked to provide assistance, such as:
 - (1) Adjustment of local property taxes
 - (2) State income tax assistance
 - (3) Health and safety inspections
 - (4) Insurance claims counseling (American Insurance Association and/or State Insurance Agency)
 - (5) Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.
- q. Procedures
 - (1) When a disaster victim reports to the DAC, he will be greeted by a receptionist who will provide him with a registration form and will make certain the victim understands the use of the form.
 - (2) The victim is then directed to a registrar where he is interviewed using the registration form he has been given; once the registrar determines the client's problem and needs, he will be directed to the appropriate agencies.
 - (3) Once the client has completed his circuit through the agencies, he will receive an exit interview to insure that he has seen the proper agencies; that he is satisfied with the assistance being offered; and that he is clear as to the next steps to take.

3. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for state and local officials to inform them of the type of assistance available under the declaration and which funds are provided for eligible disaster assistance payments. Normally, the grant involving cost sharing will be 75 per cent of eligible costs. The remaining 25 per cent (nonfederal share) will be the

responsibility of the owning party with some exceptions (see Appendix 4 to Annex H-J, Repair and Restoration of Damaged Facilities, Commonwealth of Virginia Emergency Operations Plan, Volume II, Peacetime Disasters). The State Department of Emergency Management has been designated as the agency responsible for administering his program.

Types of public assistance are:

- a. Clearance of debris on public or private lands or waters. Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property) State Department of Emergency Management (DEM), State Department of Transportation, local governments.
 - b. Emergency protective measures for the preservation of life and property.
 - c. Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities)
 - d. Repair or replacement of roads, streets, and bridges.
 - e. Repair or replacement of public buildings and related equipment.
 - f. Repair or replacement of public utilities.
 - g. Repair or restoration to pre-disaster condition of public facilities damaged while under construction.
 - h. Repair or restoration of recreational facilities and parks.
 - i. Repair or replacement of private, non-profit educational, utility, emergency medical, and custodial care facilities, including those for the aged and disabled and facilities on Indian reservations.
 - j. Disaster loans from FEMA for those communities that may suffer a substantial loss of tax and other revenues and have demonstrated a need for financial assistance in order to perform their governmental functions.
 - k. Repairs and operating expenses to public elementary and secondary schools.
- l. Use of federal equipment, supplies, facilities, personnel and any other resources (other than the extension of credit) from various federal grants.

4. Procedures

A Project Application must be submitted, through the State Coordinator of Emergency Management, to the Regional Director, FEMA within 90 days of the date of the President's declaration of an emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

In addition to the Stafford Act, Public Law 93-288, assistance is available under federal agencies' own statutory authority without a Presidential declaration of an emergency or a major disaster. Examples of such assistance are:

- a. Search and Rescue – U.S. Coast Guard
- b. Flood Protection – U.S. Army Corps of Engineers
- c. Fire Suppression – Regional Director, FEMA
- d. Health and Human Services – U.S. Department of Health and Human Services
- e. Emergency Conservation Measures – U.S. Department of Agricultural
- f. Emergency loans for agriculture – Farmer's Home Administration
- g. Disaster loans for homeowners & businesses – Small Business Administration
- h. Repair to Federal Aid System roads – U.S. Department of Transportation
- i. Tax funds – U.S. Internal Revenue Service

The Governor must request that the President declare an emergency or a major disaster. The Governor will base his decision on whether to request a Presidential declaration primarily on the information submitted by local government in the Initial Damage Assessment Report. However, it may be necessary to request additional information from the locality, as required, to support the Governor's request.

If a Presidential declaration is approved, the locality will submit a Notice of Interest for public assistance under guidance provided in the State Administration Plan for Disaster Assistance.

The authorities for federal disaster assistance, in the absence of a Presidential declaration, cover a wide variety of interests and vary with changing federal laws, regulations and policies. Requests for this type of assistance will be forwarded to the Virginia Department of Emergency Management. The State Coordinator of Emergency Management will consolidate such requests for the Governor in coordination with the appropriate state agency. Once approved by the Governor, the request will be forwarded to the Director, FEMA Region III. FEMA will then coordinate the state's request with the appropriate federal agency.

The state requires an After-Action Report no later than 20 days after the termination of relief operations. The purpose of this report is to summarize and recommend improvements for observed state and federal disaster assistance.

TAB A

AMERICAN RED CROSS FUNDAMENTAL PRINCIPLES

The American Red Cross embraces the seven fundamental principles of the International Red Cross and Red Crescent Movement including Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. These principles guide the work of more than 175 Red Cross and Red Crescent societies and the Magen David Adom in Israel. The American Red Cross urges all Americans to practice humanitarian principles and apply them with their neighbors regardless of race, religion or national heritage.

Humanity – We protect life and health and prevent and alleviate human suffering worldwide.

Impartiality – We provide disaster relief based on emergency-caused physical and mental health needs without regard to economic status, or race, sex, religion, ethnicity, national origin, political beliefs or other affiliation.

Neutrality – We provide services without taking sides in hostilities or engaging in controversies of a political, racial religious or ideological nature.

Independence – We maintain autonomy from government in order to provide services in accordance with these Fundamental Principles, while also acting as auxiliaries to the government in humanitarian services and adhering to the laws of the United States.

Voluntary Service – We provide services voluntarily and are not prompted by personal gain.

Unity – Only one national society exists in each country (the American Red Cross in the U. S.).

Universality – All societies of the International Red Cross and Red Crescent Movement have equal status and share equal responsibilities and duties in helping each other worldwide.

TAB B

SHELTER REGISTRATION FORM



American Red Cross

Please print all sections

**AMERICAN RED CROSS
SHELTER REGISTRATION FORM**

Incident / DR number & Name:	
Shelter Name:	
Shelter City, County, State:	
Family Name: (Last Name)	Total family members registered: sheltered:
Pre-Disaster Address:	Post-Disaster Address (if different):
City/State/Zip:	City/State/Zip:
Home phone:	Cell phone/Other:
Method of Transportation: If personal vehicle-plate #/State: (for security purposes only)	Identification verified by: (Record Document I.D. number and type)
	Primary language: If primary language is not English, does anyone speak English? (Who?)

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS

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

Are there members of your family who currently need medical attention or are taking medication? No Yes - who? Referral to DHS: Y N

Are there other evacuated members of your family who are staying elsewhere? Referral to DMH: Y N

Please list contact information if known:

Special dietary needs:

Special accommodations required:

Housing needs are: Permanent Temporary Unknown at this time Is Home insured? Y N

How is family affected? Home Damaged Home Destroyed Home Inaccessible Evacuated from area

Notes:

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

Family Member Signature (print and sign) _____ Date _____

ARC Worker Name (print and sign) _____ Date _____

For ARC purposes only:		
Release of confidential information form: <input type="checkbox"/> Signed & attached <input type="checkbox"/> Refused	Date:	
Copies separated and distributed by:	Date:	
Data entry completed by:	Date:	

Form 5972 Rev 5/03

TAB C

HANDICAPPED AND ELDERLY PERSONS REQUIRING SPECIAL CARE IN TIME OF AN EMERGENCY

A listing of such persons is maintained by the County Department of Social Services.

Whenever the Emergency Operations Center (EOC) is in operation, this listing will be on hand with the Department of Social Services' representative.

TAB D

RESOURCES FOR PROVIDING SPECIAL CARE TO THE HANDICAPPED AND ELDERLY

The EOC staff will work closely with the handicapped and special needs population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individual.

TAB E

CAMPBELL COUNTY PUBLIC SCHOOLS

Clayton F. Stanley
Altavista Combined School

Joan Woodson
Altavista Elementary School

Lacy Webb
Brookneal Elementary School

Bruce Abbott
Brookville High School

Eddie Martin
Brookville Middle School

Daniel L. Frazier
Concord Elementary School

Kathy Bowles
Leesville Road Elem. School

Lee Shearer
Rustburg Elementary School

E. Denton Sisk
Rustburg High School

Richard Burge
Rustburg Middle School

Debbie Elliott
Tomahawk Elementary School

James Rinella
William Campbell High School

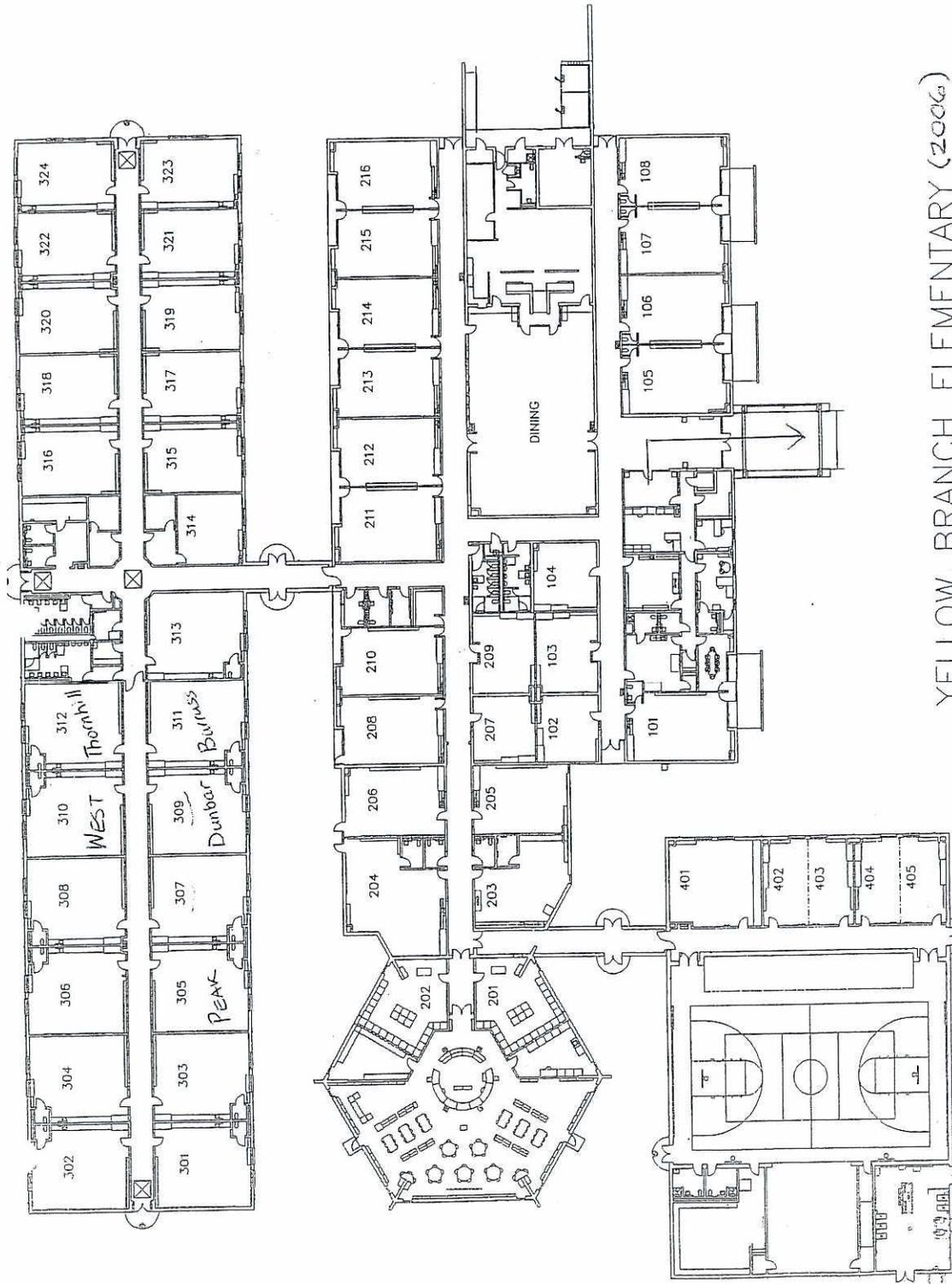
Mary Lynn Arnold
Yellow Branch Elem. School

Jonathan Hardie
Technical Center

Jeaneen Abbott
Fray Educational Center

TAB F

CAMPBELL COUNTY SHELTER FLOOR PLAN



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Emergency Support Function #7 – Resource Support

Primary Agency

Department of Financial Management
Department of General Services

Secondary/Support Agencies

Red Cross
Emergency Management
Department of Public Works
Department of Social Services
Virginia Department of Emergency Management

Introduction

Purpose:

Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. ESF #7 functions with the Logistics Support Annex.

Scope:

ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed.

Policies:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate local resources do not exist to cope with a catastrophic incident;
- Identified public and private sector resources will be available when needed for emergency response;
- Necessary personnel and supplies will be available to support emergency resource response;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (EOC).
- Campbell County departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.
- The Coordinator of Emergency Management will initiate the commitment of the resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- All resource expenditures will be reported.

Concept of Operations

General:

The Department of General Services will identify sites, and facilities that will be used to receive process and distribute equipment, supplies and other properties that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, federal governments, volunteer organizations, and the Campbell County Sheriff's Department. This process must be closely coordinated with state and federal emergency management officials, Campbell County and adjacent localities, and the media.

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

The Campbell County Administrator and Coordinator of Emergency Management, in coordination with the County Attorney, Management Service Director, Purchasing Agent, Purchasing Assistant, Human Resource Generalist and Human Resource Assistant will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

Organization:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of militating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will coordinate their resource needs with the local finance director and procurement official.

The Director of Social Services, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11).

Actions:

- Identify essential resources to carry out mission in each functional are and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;

- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPS to manage the processing, use, inspection, and return of resources coming into the area;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.);
- Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

Responsibilities:

- Locates, procures, and issues resources to other agencies to support the emergency response or to promote public safety.
- Locates and coordinates the use of available space for incident management activities.
- Coordinates and determines the availability and provision of consumable supplies.

Resource Support

MISSION

To identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

SITUATION

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

ORGANIZATION

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdictions. All departments will coordinate their resource needs with the local finance director and procurement official.

The Director of Public Works will be responsible for resource coordination of the physical recovery and debris removal. The Department will be assisted by, and work in conjunction with a variety of local departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission.

The Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

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

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

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SUPPORT

1. Normal Operations
 - a. Identify essential resources to carry out mission(s) in each functional area and to support operation of critical facilities during the disaster.
 - b. Designate local department(s) responsible for resource management.
 - c. Identify personnel requirements and training needs to effectively carry out mission.
 - d. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
 - e. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
 - f. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
 - g. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area.
 - h. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
 - i. Develop training/exercises to test plan, and to ensure maximum use of available resources.
 - j. Coordinate and develop pre-scripted announcements with the Public Information Office regarding potential resource issues and instructions (e.g. types of resources required, status of critical resource reserves, recommended contingency actions, etc.)

2. Increased Readiness

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

- a. Review and update plans, standard operating procedures, and checklists detailing the disposition of resources in an emergency.
- b. Ensure personnel, facilities, and equipment are ready and available for emergency use.

3. Response

- a. Activate resource management plan, coordinate with needs assessment team.
- b. Begin documenting cost.
- c. Coordinate and track resources.
- d. Establish priorities regarding allocation and use of available resources
- e. Identify sites to receive, store, stage, and disperse resource.
- f. Activate mutual aid agreements, as necessary
- g. Request state assistance as required

4. Recovery

- a. Continue to coordinate and track resources (government, private, donated)
- b. Continue to document costs
- c. Continue to coordinate with PIO

DONATIONS MANAGEMENT

MISSION

To effectively and efficiently manage the flow of donated resources into the disaster area.

SITUATION

Following a major disaster, government will receive an overwhelming amount of unsolicited goods and services from individuals, corporations, church groups, and voluntary organizations.

Donated goods will be transported directly to the disaster area without any prior coordination with the state or local governments.

If these goods and services are not properly managed or directed, they will interfere with response and recovery efforts and actually exacerbate the disaster situation.

ORGANIZATION

The welfare of the people in the event of a disaster is the responsibility of local government. The Emergency Management organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Coordinator of Emergency Management, in coordination with the local planning department, will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. The Coordinator will also work with state officials to identify regional facilities to coordinate the flow of assistance into the disaster area.

The Director of the Social Services Department, assisted by public relief organizations, will be responsible for coordinating the local relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Management will identify sites and facilities that will be used to receive, process, and distribute the solicited and unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications and security support to these facilities and sites will be provided by local, state, and federal governments and volunteer organizations, as required. This process must be closely coordinated with state and federal Emergency Management officials, local governments in the region, and the media.

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

The American Red Cross has been incorporated into the local Emergency Management organization providing food and clothing to displaced persons at the Shelter Center.

Standing operating procedures will be developed to address screening, processing, training, and assignment of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses will be maintained.

EMERGENCY MANAGEMENT ACTIONS – DONATIONS MANAGEMENT

1. Normal Operations
 - a. Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.

- b. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- c. Assign the tasks of coordinating auxiliary manpower and material resources.
- d. Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- e. Develop a critical resources list and procedures for acquisition in time of crisis.
- f. Develop procedures for the management of donated goods.

2. Increased Readiness

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

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

3. Response

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

- a. Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
- b. Activate the necessary support staff and services to make facilities operational.
- c. Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
- d. Assist with emergency operations. Assign volunteers to tasks that best utilize their skills. Maintain records on volunteer man-hours.
- e. Obtain essential resources as needed.
- f. Assist with emergency operations, as required.
- g. Monitor manpower utilization for maximum results.
- h. Maintain a record of disaster-related expenses.

4. Recovery

- a. Assist as required.
- b. Compile records of volunteer man-hours.
- c. Receive donated goods.
- d. Assist with damage assessment.

- e. Compile totals for disaster related expenses.

Resource Shortages

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

A resource shortage can affect the economic well being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Management should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals. They must be provided with lodging and care. They may need transportation to the lodging and care facility.

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

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

AUTHORITIES AND REFERENCES

1. Commonwealth of Virginia Emergency Operations Plan, Volume IV, Emergency Management of Resources, September 1987.
2. Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE

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

2. Increased Readiness

A resource shortage disaster is threatening the local area.

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

3. Emergency Operations

a. Mobilization Phase

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

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

b. Response Phase

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

- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) Allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.

- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

TAB A

STATE-LEVEL COMMODITY MANAGERS

<u>Commodity</u>	<u>Manager</u>	<u>Telephone</u>
Natural Gas	State Corporation Commission Division of Energy Regulation	(804)371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804)371-9611
Petroleum Products	Department of Emergency Management	(804)674-2400
Solid Fuels	Department of Emergency Management	(804)674-2400
Potable Water	Department of Health	(804)786-4063
Transportation	Department of Transportation	(804)786-5350
Health and Medical	Department of Health	(804)786-6970
Food	Department of Agriculture and Consumer Services	(804)786-3523

After business hours, call the Virginia Emergency Operations Center for all Commodity Managers.
Phone: 800/468-8892 or 804/674-2400.

TAB B

MAJOR SUPPLIERS AND USERS OF RESOURCES

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic well being of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community. This information should be obtained and then updated at least once a year.

Major Retail Food Stores:

Food Lion – Altavista – 309-1114
Food Lion – Brookneal – 376-3270
Food Lion – Rustburg – 332-1029
Food Lion – Timberlake – 237-6655
Food Lion – Wards Road – 237-9063
Vista Food – Altavista – 369-5439
Kroger – Waterlick – 237-0701
Long Mountain Grocery – 332-5027

Fuel Storage:

Kinetic Resources (propane) – 845-1299
Francis Oil Service, Inc. (gas, kerosene, diesel, heating oil) – 376-2418
Neighbors LP Gas LLC (propane) – 376-4488
Suburban Propane (propane) – 525-9506
Foster Fuels – 376-2322
Paul Farmer Oil Co. (kerosene, heating oil, gas, diesel) – 369-5311

Food Processing Plants:

None

Major Electrical Power Substations:

Altavista Power Station – 369-7805

Gas/Oil Pipelines:

Williams Gasoline – Transco 800-440-8475
Colonial Pipeline – 800-926-2728

Communications Facilities:

See PIO Information

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Emergency Support Function #8 – Public Health and Medical Services

Primary Agencies

Health Department

Secondary/Support Agencies

Department of Social Services

Department of Environmental Services

Water Authority

Community Services Board

Fire and EMS Departments

Police Department

Hospital Systems

Red Cross

Virginia Department of Environmental Quality

Virginia Department of Health

Virginia Department of Agriculture and Consumer Services

Introduction:

Purpose:

Emergency Support Function (ESF) #8 – Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives in the time of an emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

Scope:

ESF #8 meets public health and medical needs of victims affected by an incident. This support is categorized in the following way:

- Assessment of public health/medical needs;
- Public Health surveillance;
- Medical care personnel and medical equipment and supplies; and
- Detect mental health issues and prevent harmful stress levels in the general public.

Policies:

- The Health Department coordinates all ESF #8 response actions using its own internal policies and procedures;
- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
- The Joint Information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with the Health Department;
- The Health Department determines the appropriateness of all requests for public health and medical information; and

- The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

Concept of Operations

General:

During a threatened or actual emergency, the Director of Health or his/her designated representative will direct coordinated health, medical, and emergency medical services from the Emergency Operations Center (EOP). Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm Campbell County medical and rescue resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.

During an evacuation in which a large number of evacuees are sheltered in the shelter center, Campbell County EMS providers and/or the Health Department will set up and staff an emergency medical aid station in the shelter center. The Sheriff's Department will provide security and the Health Department will monitor food safety and shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. The Community Services Board will provide mental health services.

In disaster involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster (See Tab A).

Organization:

An emergency medical service representative will be assigned to the EOC in order to coordinate the emergency medical services response. The emergency medical services representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the 911 Center.

The locality is also served by the Lynchburg MEDEVAC services. Because of their speed, vertical flight, and minimal landing requirements, MEDEVAC helicopters are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g., trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.

Campbell County emergency medical services will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Campbell County funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

Actions:

- Designate an individual to coordinate medical, health, and emergency medical services;
- Develop and maintain procedures for providing a coordinated response;
- Maintain a roster of key officials in each medical support area;
- Establish a working relationship and review emergency roles with the local hospitals and emergency medical services providers;
- Activate Campbell County's emergency response plan;
- Implement mutual aid agreements as necessary;
- The Campbell County Health Department representative will report to the EOC;
- Coordinate medical, public health, and mental health services;
- Provide laboratory service to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records and monitor the status of persons injured during the emergency;
- Assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased;
- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel;
- Assist with damage assessment of water and sewage facilities, as required.

Responsibilities:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
- Inspect and advise on general food handling and sanitation matters;
- Establish communications with ESF #5 to report and receive assessments and status information;
- Coordinate through the Public Information Officer dissemination of disaster related public health information to the public;
- Provide preventive health services;
- Coordinate with hospitals and other health providers on response to health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
- Provide coordination of laboratory services;
- Coordinate with hospital medical control patient care issues and operations;
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies;
- Coordinate behavioral health activities among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
- Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques;
- Provide outreach to serve identified behavioral health needs;
- Coordinate with ESF #6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Local/Regional hospitals will provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required; and
- Identify deceased with assistance from the Sheriff's Department and Virginia State Police.

Medical, Health and Rescue Services

MISSION

To provide coordinated medical, health, and emergency medical services to save lives in time of emergency.

ORGANIZATION

Emergency health services will be provided by the Director of the Campbell County Health Department. Local and regional hospitals provide emergency medical care to all area residents. Volunteer emergency medical services serving the County will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Medical Examiner's Office in disaster involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in Campbell County:

- Campbell County Health Department
- Campbell County Volunteer Rescue Squads
- Campbell County Health Clinic
- Local Physicians
- Local Nurses
- Pharmacists
- Morticians
- Dentists
- Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated health, medical, and emergency medical services will be directed from the EOC by the Director of Health or their designated representative. Coordination will be effected with adjacent jurisdictions as required.

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

Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the Campbell County Emergency Management Coordinator/Public Information Officer at the EOC.

It may become necessary to set up a temporary medical aid station at the designated shelter center to supplement the hospital. Initially, staffing should consist of one medical doctor, two registered nurses, four EMT's and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building

may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster. During periods of threatening or actual emergency situations, the Health Department is responsible for:

A. Issuing Health Advisories

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

B. Epidemic Control Measures

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

C. Sanitary Engineering of Sewage and Waste Disposal

1. Provide information, assistance, and standards for emergency wastewater treatment problems
2. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning)

D. Inspection of Food, Milk, and Water Supplies

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

C. Control of Hazardous Substances

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

D. Identification of the Dead and Mortuary Operations

1. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
2. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
3. Obtain a suitable facility for use as a temporary morgue, if required.

EMERGENCY MANAGEMENT ACTIONS – MEDICAL AND HEALTH

1. Normal Operations

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

2. Increased Readiness

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

No action required.

3. Response

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

- a. Review and update plans and procedures.
- b. Alert personnel.
- c. Implement mutual aid agreements and incorporate emergency medical service resources from adjacent jurisdictions as appropriate.

- d. The Director of the Health Department or their representative should report to the EOC.
 - e. Coordinate medical, health, and emergency medical transportation services.
 - f. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
 - g. Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies as needed.
 - h. Maintain a record of disaster-related expenses.
4. Recovery
- a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
 - b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

Emergency Rescue and Search Operations

MISSION

To direct and control rescue and search operations; to provide emergency medical treatment and pre-hospital care to the injured; to assist with the warning, evacuation and relocation of citizens during a disaster.

ORGANIZATION

An emergency medical service representative will also be assigned to the EOC in order to coordinate the emergency medical service response. The emergency medical service representative will be a part of the EOC staff and will assist with the overall directions and control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the County Communications Center.

Campbell County is also served by Centra One-Lynchburg, Lifeguard 10 from Carilion Health Systems, and Pegasus from UVA-Charlottesville. Because of their speed, vertical flight, and minimal landing requirements, MEDEVAC helicopters are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g. trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.

CONCEPT OF OPERATIONS

The Campbell County Volunteer Rescue Squads will be responsible for emergency medical services and search operations during a disaster, to include ambulance service and first aid. The Campbell County Volunteer Rescue Squads will also assist with the dissemination of warnings, evacuation, and other functions as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

During an evacuation in which a large number of evacuees are sheltered in the designated Evacuation Assembly Center(s), the Campbell County Volunteer Rescue Squads will set up and man an emergency medical aid station in the Evacuation Assembly Center.

EMERGENCY MANAGEMENT ACTIONS – RESCUE/EMERGENCY MEDICAL SERVICES

1. Normal Operations
 - a. Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
 - b. Provide emergency medical treatment and pre-hospital care to the injured and to assist with the warning, evacuation and relocation of citizens during a disaster.

2. Increased Readiness

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

- a. Alert on-duty personnel.

3. Response

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

- a. Review and update plans and procedures.
- b. Alert personnel to stand-by status.
- c. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- d. Check emergency medical services and communications equipment.
- e. The designated emergency medical service representative should report to the EOC and assist with emergency operations.
- f. As the situation worsens, assign duties to all personnel. Emergency medical service department personnel may be requested to assist with warning and alerting, evacuation and communications.
- g. Follow established procedures in providing emergency medical services, emergency medical treatment and pre-hospital care to the injured.

- h. For other disasters: Continue to assist with warning and alerting, evacuation, communications and emergency medical transport as well as any other emergency response operation, as required, in time of emergency.
 - i. Record disaster-related expenses.
4. Recovery
- a. Continue to provide essential services as required.
 - b. Continue search and certain rescue operations, if required.
 - c. Assist with cleanup operations.
 - d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire and rescue services to the Coordinator of Emergency Management.

REGIONAL HEALTH EMERGENCY

MISSION

To establish open-ended plans and procedures to respond to and mitigate a health emergency affecting the jurisdictions in the Central Virginia Health District. These plans, along with state and federal plans will be used to mitigate the health emergency.

ORGANIZATION

The Director of the Central Virginia Health District will provide health advisories to the jurisdictions. Local and regional hospitals provide emergency medical care to all area residents. Career and volunteer emergency medical service agencies provide emergency medical transportation. Local funeral homes will assist the jurisdictions and the Medical Examiner's Office in a health emergency involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in the Central Virginia Health District:

Central Virginia Health District
Local Hospitals
Local career and volunteer EMS agencies
Local Physicians
Local Nurses
Pharmacists
Morticians
Dentists
Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual regional health emergency, efforts to mitigate the situation will be directed from an Area EOC located at the Lynchburg EOC utilizing a unified command system. Emergency Coordinators or their designated representatives from each locality in the Health District will be represented at the Area EOC. Should a regional health emergency adversely effect the ability of localities to provide core emergency services (fire, EMS, and Law Enforcement), the unified effort of the Area EOC will be used to ensure those services are provided through existing mutual aid agreements between the participating localities.

The dissemination of information to the public and press during a regional health emergency will be through a Joint Information Center (JIC) as directed by the Area EOC. Emergency Management Public Information Officers (PIO) from each locality of the Health District will be represented in the JIC.

EMERGENCY MANAGEMENT ACTIONS—REGIONAL HEALTH EMERGENCY

1. Normal Operations

- a. Emergency Coordinators in the Health District will meet with Health Department officials on a quarterly basis to develop and maintain procedures for providing a coordinated response.
- b. Regional Emergency Management PIOs will develop and maintain procedures for providing consistent information to the public and local press.
- c. Establish a working relationship and review emergency roles with local hospitals and emergency medical service agencies.
- d. Develop a working relationship with the local funeral directors to establish their role in mass casualty incidents.

2. Increased Readiness

A potential regional health emergency is threatening the Health District.

- a. Review and update plans and procedures.
- b. Notify members of the JIC to form a working group.
- c. Provide consistent information to the public and local media as approved by the Health District Director and local Emergency Coordinators.
- d. Plan and deliver a public information program to prepare citizens for a possible regional health emergency as approved by the Health District Director and local Emergency Coordinators.
- e. Continue meetings with Health District Emergency Coordinators and Health Department representatives and adjust frequency as necessary.
- f. Coordinate with and inform the local funeral homes on the situation.

3. Response

The Health District is experiencing a regional health emergency.

- a. Activate Area EOC.
- b. Activate JIC and provide consistent information to the public and local press.
- c. Take preventative and mitigating actions based on the health advisory issued by the Health District Director.
- d. Assist the Health District in the implementation of their plans for mass prophylaxis and vaccination as necessary.
- e. Assure core emergency services in the Health District through mutual aid and unified command.
- f. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
- g. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their facilities for mortuary operations.
- h. Obtain a suitable facility for use as a temporary morgue, if required.
- i. Record health emergency related expenses.

4. Recovery

- a. Continue to provide essential emergency services as required.
- b. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons affected by the health emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- c. Compile and submit records of health emergency related expenses to appropriate authority.

TAB A

VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC. MORTUARY DISASTER PLAN ORGANIZATION

MISSION

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

ORGANIZATION

The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the states. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

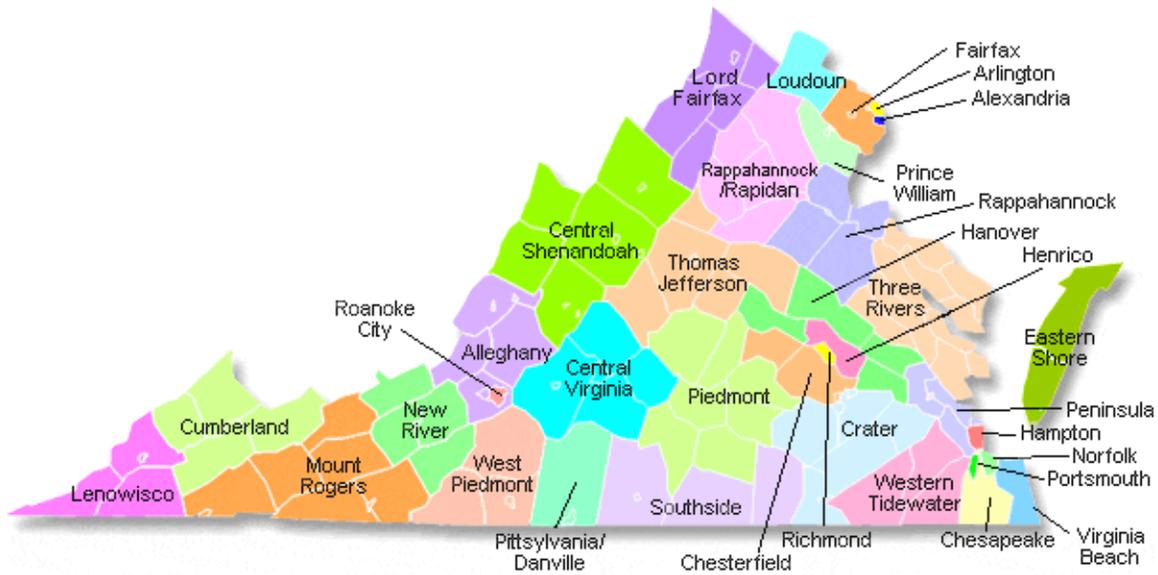
CONCEPT OF OPERATIONS

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

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

TAB B

VIRGINIA HEALTH DEPARTMENT DISTRICTS



TAB C

SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: Campbell County Health Department

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

The _____ at _____ in
(event)

Campbell County on _____ released chemical particles
(date)

into the environment in concentrations sufficient to cause health problems in some persons.

Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk.

Although residents were evacuated, it is possible that some evacuees may experience symptoms, which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms, which are characteristic of exposure to the chemicals, which necessitated the evacuation. These symptoms are:

_____.

(enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, Record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

_____,
(site of incident)

and estimated time of onset of symptoms. Report incidents to the Department of Health. For additional information contact Campbell County Health Department at 947-2154.

TAB D

SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

Campbell County Public Health Department has issued a Public Health Advisory concerning possible chemical contamination _____
_____ at the _____
_____ (event)
_____ in Campbell County.
(location)

The chemical release occurred at _____.
(date & time)

Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms:

(list symptoms on the MSDS)

Any person who was in the vicinity of _____
(site of event)

between _____ on _____ should be alert to
(hours) (day)

symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact the Campbell County Health Department at 947-2154.

TAB E

SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____

TO: All Primary Care Physicians in
_____ (area, site & date)

FROM: Campbell County Health Department

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

The _____ at _____
(event) (site)

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

Exposure to _____
(list name(s) of chemicals involved)

with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

_____,
(site of incident)

and estimated time of onset of symptoms. Report incidents to the Campbell County Health Department.

For additional information, contact Campbell County Department of Health at 947-2154.

TAB F

SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

DATE: _____

TO: All Primary Care Facilities in

(area, county)

FROM: Campbell County Health Department

SUBJECT: Health Risks Resulting

from _____
(event, site & date)

The _____ at _____
(event) (site)

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

(list name(s) of chemicals involved)

with patients experiencing:

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

(site of incident)

and an estimated time of onset of symptoms. Report incidents to the Campbell County Health Department.

For additional information, contact Campbell County Department of Health at 947-2154.

TAB G

MEDICAL AND HEALTH RESOURCES

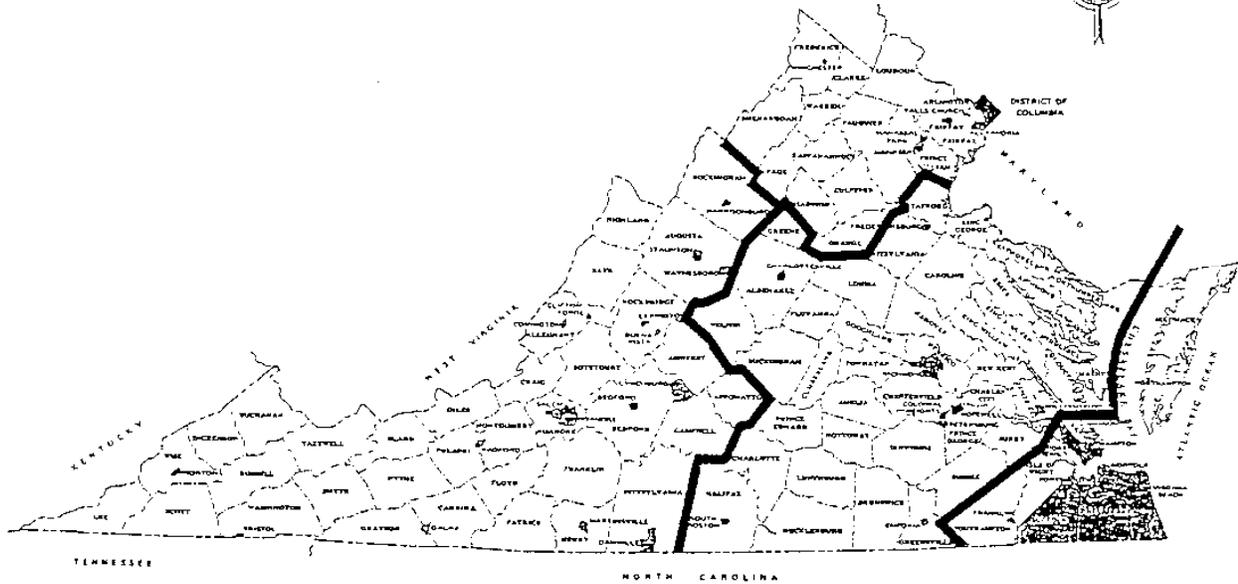
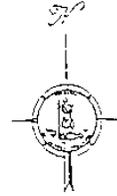
Lynchburg General Hospital	200-3262 (ER)
Virginia Baptist Hospital	200-4000
Altavista Medical Center	309-1165
Airport Immediate Care	239-0132
Brookneal Family Medical Center	376-2325
Village Medical Center	332-7367
Timberlake Family Practice	237-6290
Heritage Hall Nursing Home	376-3717
Autumn Care Nursing Home	369-6651
Runk and Pratt Nursing Home	237-7809

TAB H

VIRGINIA MEDICAL EXAMINER DISTRICTS

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER
9 North 14th Street
Richmond, VA 23219
(804) 786-3174

Office of the Medical Examiner
9797 Braddock Road
Suite 100
Fairfax, VA 22032
(703) 764-4640



Western District (Roanoke)
Carlton Terrace Building
920 South Jefferson Street
Room 301
Roanoke, VA 24006
(703) 857-7290

Central District (Richmond)
9 North 14th Street
Richmond, VA 23219
(804) 786-3174

Tidwater District (Norfolk)
401-A Colley Street
Norfolk, VA 23507
(804) 683-836

TAB I

RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

RUSTBURG VOLUNTEER RESCUE SQUAD

238 Village Highway, Rustburg, VA 24588

Chris Leebrick, Captain

Equipment: 6A1 ALS
6A2 4X4 ALS
6A3 ALS
6A4 ALS
6R6 CRASH TRUCK WITH HALMATROS EQUIPMENT & LONG
TELESCOPING LIGHTS
EMS 6- 2000 Crown Victoria

CONCORD VOLUNTEER RESCUE SQUAD

12605 Richmond Highway, Concord, VA 24538

Bruce Stratton, Captain

Equipment: 4A1 4 X 4 ALS Type 1
4A2 4X4 ALS
4A3 4X4 ALS
4A4 ALS type 1
EMS 4- 4X4 Utility /Response Vehicle

4R1 Med/Heavy Crash Truck with wench
2 sets Scott – SCBA units with 1 spare bottle set
3 portable generators (small)
2 boats on one, two-tier trailer (1 16 'rescue boat with motor and
14' Jon boat with motor)
1 Building generator

ALTAVISTA EMERGENCY MEDICAL SERVICES

1510 Main Street, Altavista VA 24517

Terry Lambert, Captain

Trucks: 1A51 Specialty Rescue Truck
1A52 Crash Truck
1A54 ALS
1A55 ALS 4X4
1A56
Altavista EMS (con't)

1A57 ALS 4X4
1A58 ALS
1A59 ALS

Car: EMS1 1999 Crown Victoria
Boats: 2003 Rescue 1 Boat
2003 Sea Pro Boat
Equipment: Hurst equipment for crash truck
Lifepack 12 (6)
Rope equipment for rope rescue
Lifepack 500 AED (7)
Swift water rescue equipment
Dive Equipment

BROOKNEAL RESCUE SQUAD, INC.
1104 Lynchburg Ave. Brookneal, VA 24528

Gary Hunter, Captain

Equipment: 5A1 Ambulance
5A2 Ambulance
5A3 Ambulance
5A4 Ambulance
5R6 Crash Truck (located at Brookneal Fire Dept.)
Brookneal Car 5
Boat 1 16' Lund Boat w/ Trailer & 25 HP Johnson Motor

CITIZENS EMERGENCY CREW
8553 Brookneal Highway, Gladys, VA 24554

Gerald Layne, Captain

Equipment: 3R52 1995 GMC Heavy Rescue Unit – 12kW generator – primary vehicle
3A51 2009 Freightliner 2 Ton Ambulance Type 1 ALS
3A53 2001 Freightliner 2 Ton Ambulance – Type 1 ALS
3A54 1991 E-350 Ford Type II Ambulance 4X4 ALS
3A55 2005 GMC 4500 4X4 Type I Ambulance ALS
3A56 1999 GMC 3500 Type I Ambulance ALS
EMS-3 2001 Ford Crown Victoria 1st Response Unit
16 'enclosed trailer used for rope rescue training
16' open trailer for Polaris ATV
1995 K3500 Support and Logistics Truck

CAMPBELL COUNTY VOLUNTEER RESCUE SQUAD

155 Rainbow Forest Dr., Lynchburg, VA 24502

Jack Morgan, Jr., Captain

Equipment: 2A3 2002 Ford F350 ALS Ambulance 4X4
2A4 2000 Ford F350 ALS Ambulance
2A5 1998 Ford F350 ALS Ambulance
2A6 2005 Ford F450 ALS Ambulance 4X4
2A7 1999 Ford F350 ALS Ambulance
2A8 2008 Ford F450 ALS Ambulance
2A9 2001 Ford F350 ALS Ambulance 4X4
2R1 1996 Spartan Crash Truck
2R2 2003 Ford F550 Crash Truck 4X4
EMS2 1999 Ford Crown Victoria First Response Vehicle

Portable generator trailer – 15kW with lights
2 – 16' boats w/ gas and trolling motors with trailers

TAB J

EMERGENCY TRANSPORTATION SERVICES

Handicapped equipped school buses

Recreation vans

Other county vans

TAB K

MENTAL HEALTH

MISSION

To support the incident management mission by providing and coordinating mental health crisis intervention and psychological first aid support to individuals affected by the disaster, including, but not limited to disaster victims/survivors, responder personnel, and relief workers with the goal of assisting individuals in coping with the situation and conditions they have encountered during and after the event of a disaster and as a result of responding to and providing assistance in a disaster.

ORGANIZATION

Central Virginia Community Services (CVCS) has established policies, procedures, and supporting documents that identify the scope of this community mental health disaster response. This applies to providing mental health crisis counseling and psychological first aid to all survivors/victims of the disaster and personnel assigned to emergency and response-oriented activities in Planning District 11 (Amherst, Appomattox, Bedford, Campbell Counties, and the cities of Bedford and Lynchburg).

CONCEPT OF OPERATIONS

Survivors of a disaster frequently need psychological “first aid” to help them cope with the immediate situation and/or the aftermath of the disaster. First responders and relief workers may suffer both short-term and long-term emotional reactions to the sometimes violent and devastating circumstances they are exposed to during emergency and disaster operations.

All disasters have some effect on the mental well being of their victims. Normal communications channels may be disrupted and victims may not be able to contact their relatives or other members of their normal support system. Following a disaster, many victims/survivors may have intense feeling of guilt, anger, frustration, etc. that requires crisis intervention and/or emotional support to deal with the situation.

Rapid deployment of mental health counselors to assist disaster victims and/or grieving family members is essential to address what has happened and to implement effective recovery actions. All crisis-counseling services are voluntary for victims and responder/relief personnel and will be kept confidential. Only general information will be provided to authorized public information officials (PIOs) to share with media outlets. Public information and education about the facts of the disaster and the services or resources available are of vital importance and have a direct impact on the emotional state of everyone involved, including those who may be away from home or otherwise connected to the area by family, business, etc.

RESPONSE

Central Virginia Community Services (by assignment under a specified agency Incident Command Structure (ICS)):

- Attends briefings and works in cooperation with other essential functions.

- Coordinates response activities with state and other local disaster-relevant organizations.
- Sets up work area(s) as directed by EOC and maintains ongoing communication and coordination of activities through the agency appointed EOC Liaison.
- Reports needs identified by the EOC through the EOC Liaison to the Disaster Coordinator.
- Initiates response/recovery operations under the direction of the Disaster Response Team Leader and within the scope of operations and directives of the EOC.
- Alerts and/or mobilizes on-call volunteer mental health disaster workers to assist with disaster mental health activities in shelters or other sites where community members are gathering, in order to provide mental health crisis counseling to disaster victims.
- Briefs Central Virginia Community Services (CVCS) staff and mental health disaster teams on the scope of the disaster.
- Contacts trained individuals on the response list to assist in mental health disaster relief efforts and back up or relief responders.
- Maintains accurate records regarding activities, services, contacts, and updates information at a minimum every six months or more frequently as information changes.
- Implements procedures for tracking persons referred to mental health agencies for additional services.
- In the event that the disaster is proclaimed a national disaster, coordinates activities with the local governmental authorities, Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS), the Virginia Federal Emergency Management Agency (FEMA) to determine whether a proposal for a FEMA Immediate Services Program Grant is needed.
- Based on available resources, conducts community outreach activities.
- Responds to psychiatric emergencies and makes appropriate referrals.
- Debriefs mental health volunteer workers daily and at the end of their assigned duties
- RECOVERY
- Continue to provide essential mental health services as required.
- Evaluate the response and develop recommendations to improve planning, response, and recovery activities during future events.

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Emergency Support Function #9 – Urban Search and Rescue

Primary Agencies

Campbell County Sheriff's Department
Campbell County Rescue Squads
Campbell County Fire Departments

Secondary/Support Agencies

Town of Altavista Police Department
Town of Brookneal Police Department
Emergency Management
Civil Air Patrol
Volunteer Search and Rescue Groups
Virginia Department of Emergency Management

Introduction

Purpose:

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

Scope:

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within Campbell County. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- Will coordinate with State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

Concept of Operations

General:

Campbell County Fire Departments and the Sheriff's Department will be responsible for rescue and search operations during a disaster with assistance from the Campbell County Rescue Squads. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

Organization:

Campbell County Fire Department will be the primary agency in any urban search and rescue operation. Campbell County Rescue Squads, the Sheriff's Department, and public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3). The Sheriff's Department will be the primary agency in any ground searches. The local chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel and the victims. The County Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Campbell County Public Works Department and Environmental Services will assist with any equipment, maps, staff, and vehicles. In a secondary role the Sheriff's Department will assist with perimeter security, communications, and assistance as required. The Campbell County Fire Department and Rescue Squads as a secondary role will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Actions:

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

Responsibilities

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for addition resources.

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Emergency Support Function #10 – Oil and Hazardous Materials

Primary Agency

Fire Departments

Secondary/Support Agencies

Town of Altavista Police Department
Town of Brookneal Police Department
Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Campbell County Health Department
Campbell County Sheriff's Department
Campbell County Rescue Squads

Introduction

Purpose:

This section provides information for response to hazardous materials incident and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

Scope:

The threat of an incident involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Hazardous Materials incidents may occur without warning and require immediate response.

Hazardous materials may be released into the environment from a variety of sources including, but not limited to:

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

Evacuation or sheltering in place may be required to protect portions of Campbell County. If contamination occurs, victims may require special medical treatment.

The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product.

Policies:

- Personnel will be properly trained;
- Fixed facilities will report annually under SARA Title III;
- Fire Chief will assume primary operational control of all hazardous materials incidents;
- Determine the need to evacuate or shelter in place;

- Mutual aid agreements will be implemented; and
- Establish communications with ESF #5 and ESF #15.

Concept of Operations:

General:

The EOP and the Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. All requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.

Organization:

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) required the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A Separately published Hazardous Materials Emergency Response Plan has been developed for Campbell County. This plan is considered to be a part of the Campbell County EOP.

The Fire Chief or his/her designee will assume primary operational control of all hazardous materials incidents.

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

The Director of Emergency Management, in conjunction with the Fire Chief and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect lives and property. Campbell County Fire Departments, Rescue Squads, and the Sheriff's Department will coordinate the evacuation of the area. The Sheriff's Department is responsible for providing security for the evacuated area.

Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.

Actions:

- Respond to the incident;
- Assess the situation;
- Determine the need for immediate evacuation or sheltering in place;
- Coordinate with the EOC;
- Request assistance through the VEOC; and
- Implement Mutual Aid agreements.

Responsibilities:

- Develop and maintain the Hazardous Materials Emergency Response Plan;
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Provide technical information;
- Coordinate control/mitigation efforts with other local, state and federal agencies; and
- Record expenses.

HAZARDOUS MATERIALS INCIDENTS

SARA TITLE III

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

ORGANIZATION

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

ON SCENE RESPONSIBILITY

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

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

TRANSPORTATION ACCIDENTS

Fuel, toxic chemicals, dangerous gases, and acids are transported through Virginia daily using all modes – highway, rail, water, pipeline, and air. For each locality, a hazards analysis, which identifies regularly scheduled shipments of hazardous materials, should be developed to serve as a basis for planning.

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

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

The U.S. Department of Transportation “Hazardous Materials Emergency Response Guidebook” has been developed for use by fire fighters, law enforcement and other emergency response personnel. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken in the event of a spill or other accident. The fire representative, Coordinator of Emergency Management, and all potential first responders should be familiar with and have ready access to this handbook.

FIXED FACILITIES

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

Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but Emergency Management personnel.

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

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

The fire representative and the Coordinator of Emergency Management are responsible for maintaining and updating this annex. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to ensure an

adequate response capability. The heads of law enforcement, fire, and rescue services will ensure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times.

EMERGENCY MANAGEMENT ACTIONS – HAZARDOUS MATERIALS INCIDENTS

1. Normal Operations

- a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants.
- b. Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.

2. Increased Readiness

(Not Applicable. Hazardous materials incidents typically occur with little or no advance warning.)

3. Emergency Operations

- a. Mobilization Phase (Not Applicable.)
- b. Response Phase
 - (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
 - (2) If hazardous materials are involved, isolate and secure the accident scene.
 - (3) Alert the fire representative to assume command on site.
 - (4) Establish and maintain direct communication between the local EOC and the fire representative or other on-the-scene controller.
 - (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
 - (6) Alert the local Health Director.
 - (7) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
 - (8) Direct protective action, as appropriate.
 - (9) Alert the hospitals to be prepared to receive potential victims and of the nature of the hazard.

(10) Conduct radiological monitoring, if appropriate.

(11) Continue to provide periodic status reports to the State EOC.

4. Recovery

a. Declare the area safe for re-entry after danger has passed.

b. Assess damages. Request post-disaster assistance, as appropriate.

c. Restore facilities and services. Bill the responsible party for expenses incurred.

Hazard Mitigation

MISSION

The mission of Campbell County is to identify the hazards, which pose a threat to its citizens and develop, implement, and enforce mitigation management measures, which will prevent a disaster or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in Campbell County is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the Rules, Regulations, Codes, and Ordinances that would reduce the impact of a disaster. The Coordinator of Emergency Management is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations and ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the Board of Supervisors, in coordination with the local Director of Public Safety/Emergency Management Coordinator, any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to codes, ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with code, ordinances, and regulations.
- B. Beware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of Campbell County has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard and to identify and develop

mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

The Director and Coordinator of Emergency Management have overall responsibility for emergency management that involves hazard mitigation and disaster preparedness, response and recovery. They must work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Supervisors to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

A public information program should be initiated to increase the citizen's awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land use ordinances. The Director of Emergency Management will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He will present to the Board of Supervisors for their consideration those actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any future disaster.

AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

B. References

"A Mitigation Strategy for Integrated Emergency Management System," FEMA, CPG 1-104 (Draft), February 1984.

DEFINITIONS

A. Mitigation – Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and man-made hazards.

B. Hazard Mitigation Manager – The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

HAZARD MITIGATION TASK ASSIGNMENTS

A. Campbell County (Board of Supervisors)

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

B. Director/Coordinator of Emergency Management

The Director and Coordinator of Emergency Management have overall management responsibility of the hazard mitigation program and are responsible for administering an effective mitigation program through the appropriate department or agency heads. Their responsibilities include, but are not limited to, the following:

1. Hazards analysis.
2. Development, maintenance, and implementation of a Hazard Mitigation Plan.
3. Development, maintenance, and exercise of the Emergency Operations Plan.
4. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Supervisors.
5. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

C. Department of Health

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

D. Director, Planning and Community Development

1. Administer and enforce land use or zoning ordinances.
2. Survey areas that may require rezoning and make recommendations, as requested.

E. Building Inspection Department

1. Administer and enforce existing building codes and zoning ordinances.
2. Make recommendations for mitigating codes or ordinances, where applicable.
3. Advise the public of private actions that could mitigate individual loss.
4. Assist in damage assessments.

F. Law Enforcement

1. Enforce hazardous materials transportation regulations.
2. Develop, maintain, and exercise disaster response SOP's required by other appendices of this plan.

G. Fire Department(s)

1. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan.
2. Develop, maintain, and exercise specific response plans for hazardous materials.
3. Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.

H. Superintendent of Schools

1. Insure school administrators have a plan to cope with natural hazards to mitigate losses.
2. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

I. Public Information Officer

1. Develop and maintain an official working agreement between the County and local EAS stations and newspapers for the release of information in time of emergency.
2. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

Special Facilities

MISSION

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous materials handled at the facility.

ORGANIZATION

Special facilities requiring pre-emergency planning and coordination have been identified. On-site emergency operations will be directed by facility management in cooperation with designated staff. The management of the facility will notify and coordinate the emergency response with the Campbell County EOC if there is the possibility that the event could impact areas off site.

CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could have spread off-site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his/her efforts with the local EOC in order to prevent or mitigate the off-site impact of the event.

EMERGENCY MANAGEMENT ACTIONS – SPECIAL FACILITIES

1. Normal Operations
 - a. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.
 - b. Develop a facility emergency operations plan if the facility utilizes manufactures or stores large quantities of hazardous materials, or if due to the nature of the facility it is felt that a facility EOP would be necessary.
 - c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.
2. Increased Readiness

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

- a. Review emergency plans and procedures.
- b. Alert on-duty personnel and/or residents. Notify the local EOC if it appears that outside assistance may be required to contain the event on-site or if on-site emergency resources are not sufficient to effectively address the event.
- c. Ensure that the appropriate mitigation and preparedness measures are being taken.
- d. Prepare to provide the necessary emergency information to the public, if required.

3. Response

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

- a. Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- b. Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and areas surrounding the facility, if appropriate.
- c. Notify and maintain liaison with the local EOC and surrounding jurisdictions.
- d. Direct and control emergency operations in cooperation with local service chiefs, the EOC, and appropriate state and federal agencies.
- e. Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.
- f. Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.
- g. Provide periodic status reports to the public and appropriate local, state and federal agencies.
- h. Ensure that an accurate record of expenses is maintained.

4. Recovery

- a. This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.
- b. Coordinate with-in house emergency staff, the local EOC, and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.
- c. Continue to maintain a record of disaster-related expenses.

TAB A

HAZARDOUS MATERIALS EMERGENCY TELEPHONE NUMBERS

1. **Virginia Department of Emergency Management, Hazardous Materials Officer**, 804-674-2400 or 1-800-468-8892 (Emergencies only).
2. **Chemical Transportation Emergency Center (CHEMTREC)**, 1-800-424-9300 (toll free).
3. **Pesticide Safety Team Network (PSTN)**, contacted through CHEMTREC, 1-800-424-9300 (toll free).
4. **Pesticides** – Department of Agriculture and Consumer Services, 804-786-3798.
5. **Radioactive Materials** – Department of Health, 804-786-5932; off-duty, 804-674-2400; ask for Radiological Health Specialist support.
6. **Etiological Agents** – Department of Health, 804-786-5188.
7. **Oil or Other Polluting Substances in Water** – State Water Control Board, 804-257-0080.
8. **Hazardous Chemicals** – Division of Consolidated Laboratory Services, 804-786-7905.
9. **Federal and State Assistance** – Department of Emergency Management, 804-674-2400 or 1-800-468-8892 (Emergencies only).

TAB B

EMERGENCY CONTACT NUMBERS CENTRAL VA ENVIROMENTAL HEALTH

EMERGENCY CONTACT LIST CENTRAL VA ENVIRONMENTAL HEALTH HOME TELEPHONE NUMBERS

AMHERST COUNTY

Eric Royer (434) 525-7990
Sarah Lewis (434) 384-8092
Wayne Burnette (434) 384-0793

APPOMATTOX COUNTY

Guerry Beatson (434) 384-0592

BEDFORD COUNTY

Brock Malcolm (540) 587-1984
Terry Edwards (434) 299-5580
Philip Davis (540) 586-2853
Bob Pratt (540) 587-9269
Todd Fowler (540) 587-6799
Rachael Stull (540) 366-7492

CAMPBELL COUNTY

Jamie Honeycutt (434) 332-4330
Tom Mason (434) 283-5674
Ruby Shipman (434) 845-6403

LYNCHBURG CITY

Denny Perreault (434) 237-4210
John Hughes (434) 846-6863

IF YOU CAN NOT REACH ANY OF THE ABOVE EMPLOYEES'S PLEASE TRY:

- Jim Bowles (434) 237-8116
- Steve Simpson (434) 239-2734
- Dan Richardson (434) 239-4165
- Gary Gilliam (434) 352-7375

IT IS RECOMMENDED THAT MESSAGE NOT BE LEFT ON ANSWERING MACHINES. PLEASE CALL THE NEXT AVAILABLE PERSON.

TAB C

SPECIAL FACILITIES

Facilities that may require an EOP due to hazardous materials used, manufactured or stored at site:

<u>FACILITY</u>	<u>CONTACT</u>	<u>PHONE</u>
Abbott Laboratories Ross Product Division 1518 Main Street Altavista, VA 24517	Dan Johnson Manager Safety & Health	369-3100
Altavista Power Station 104 Wood Lane Altavista, VA 24517	Mike Nuckles Plant Manager	369-7805
BGF Industries 401 Amherst Ave. Altavista, VA 24517	Rodney Niblett Plant Manager	369-4751
BWX Technologies 1570 Mt. Athos Road Lynchburg, VA 24504	Roger Coats Manager Environmental Protection	522-5251
Framatome ANP Rt. 726, Mt. Athos Road Lynchburg, VA 24504	Dominique Grandemange Plant Manager	832-2538
Georgia Pacific – Brookneal OSB 11795 Brookneal Hwy Gladys, VA 24554	Michael Robertson Environmental Coordinator	283-7066
Graham Packaging 103 Ogden Rd Altavista, VA 24517	Vidya Wundavalli	(c)426-9252
Kinetic Resources 6231 Richmond Hwy. Lynchburg, VA 24504 (Jeff Mayberry, Terminal Operator. (pgr.)888-946-1579	Bill Bigham Plant Manager Pager 888-946-1951	(w)845-1299
Schrader Bridgeport International 205 Frazier Rd. Altavista, VA 24517	Drew Leftwich Plant Engineer	(w)369-8871
Suburban Propane	Travis Ayers Customer Service Manager	(w)525-9506
Foster Fuels 16720 Brookneal Hwy. Brookneal, VA 24528	Mike Crews	(w)376-2322

*Facilities that use, store or manufacture hazardous materials are not listed here as the local coordinator has a separate listing of facilities from the Bureau of Toxic Substance.

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Emergency Support Function #11 – Agriculture and Natural Resources

Primary Agency

Department of Social Services

Secondary/Support Agencies

Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services
Campbell County Health Department
American Red Cross
Local/Regional Food Banks
Virginia Voluntary Organizations Active in Disaster (VVOAD)

Introduction

Purpose:

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

Scope:

Activities will be undertaken to:

- Identify food assistance needs;
- Obtain appropriate food supplies; Arrange for transportation of food supplies to the designated area;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies:

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- Schools and institutions may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal services;
- Transportation and distribution may be arranged by volunteer organizations;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and
- Ensure food safety.

Concept of Operations

General:

Campbell County Department of Social Services will assume the coordinator's role of this ESF. The Coordinator will organize staff based on the four functional areas. It organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.

ESF #11 provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

ESF #11 also ensure the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

ESF #11 identifies, secures and arranges for the transportation of food to areas.

Organization:

The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, Campbell County Department of Social Services provides overall direction.

Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.

The locality will activate its EOC. A local emergency may need to be declared to initiate response activities.

For Food supply safety and security, The Virginia Department of Agriculture and Consumer Services and the Campbell County Health Department coordinate the field response.

Actions:

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;
- Coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Identify animal and plant disease outbreaks,; and
- Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

Responsibilities:

- Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the Campbell County Health Department for outbreak incidents;
- Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Conduct subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Establish logistical links with organizations involved in long-term congregate meal service;
- Establish need for replacement food products.

TAB A

EMERGENCY FOOD CONSUMPTION STANDARDS

PER PERSON

FOOD GOUPS AND FOOD ITEMS PER WEEK STANDARD

Meat and meat alternatives (red meat, poultry, fish, shellfish, cheese, dry beans, peas, and nuts).....	3 pounds
Eggs.....	6
Milk.....	7 pints
Cereals and cereal products (flour including mixes, fresh bakery products, corn meal, rice, macaroni, and breakfast cereals.....	4 pounds
Fruits and vegetables (fresh and frozen).....	4 pounds
Food fats and oils (butter, margarine, lard, shortening and Salad and cooking oils.....	0.5 pounds
Potatoes (white and sweet).....	2 pounds
Sugars, syrups, honey, and other sweets.....	0.5 pounds
<hr/>	
Total (equivalent pounds per week):.....	27.0

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Emergency Function Support Function #12 – Energy

Primary Agency

Campbell County Department of Emergency Management

Secondary/Support Agencies

State Corporation Commission
Department of Mines, Minerals, and Energy
Campbell County Power Supplies
Campbell County Natural Gas Supplier

Introduction

Purpose:

Describe procedures to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable ESFs to respond.

Scope:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

Policies:

- All utility suppliers for Campbell County will work to provide fuel power, and other essential resources to the locality;
- Campbell County Department of Emergency Management will work with utility providers to set priorities for allocating commodities;
- Campbell County personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- A list of critical facilities will be maintained and continuous monitoring of them will be done to identify vulnerabilities.

Concept of Operations

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

Organization:

In the wake of such a major disaster Campbell County EOC will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:

- Provide for the health and safety of individuals and families affected by the event;
- Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;
- Help energy suppliers obtain information, equipment specialized labor, fuel, and transportation to repair or restore energy systems;
- Recommend/comply with Campbell County and VDEM actions to conserve fuel, if needed;
- Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- Campbell County EOC will send requests to the Virginia EOC for fuel and power assistance.

The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

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

Following a catastrophic disaster, the Virginia EOC with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF #12), other

Commonwealth support agencies, and energy suppliers and distributors. Campbell County will identify the providers for each of their energy resources.

Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed:
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

Responsibilities:

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

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Emergency Support Function #13 – Public Safety and Security

Primary Agency

Campbell County Sheriff's Department

Secondary/Support Agencies

Campbell County Emergency Management Officials

Campbell County Department of Transportation

Campbell County Fire Department

Virginia State Police

Virginia Department of Transportation

Town of Altavista Police Department

Town of Brookneal Police Department

Introduction:

Purpose:

Emergency Support Function (ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

Scope:

ESF #13 is designed to respond during a time of emergency using existing procedures. These procedures are in the form of department directives that cover all types of natural disasters, technological hazards, and acts of terrorism; incidents including flooding, hazardous materials spills, transportation accidents, search and rescue operations, traffic control, and evacuations.

In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations.

Policies:

- Campbell County Sheriff's Department will retain operational control.
- The Incident Commander will determine the need for security at the scene;
- The Sheriff's Department in coordination with the Coordinator of Emergency Management will identify areas of potential evacuations;
- The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct; and

- The Sheriff's Department will be needed in evacuated areas to prevent looting and protect property.

Concept of Operations

General:

Existing procedures in the form of department directives provide the basis for the Sheriff's Department response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

The Communications Center is the point of contact for the receipt of all warning and notification of actual or impending emergencies or disasters.

If the National Guard is called in for a State or Federally declared disaster they may only be used for low-risk duties such as security and traffic control. A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points;
- Signs to control or restrict traffic;
- Two-way radios to communicate to personnel within and outside the secured area;
- Control point(s);
- Adjacent highway markers indicating closure of area;
- Markers on surface roads leading into the secured areas;
- Patrols within and outside the secured areas; and
- Established pass system for entry and exit of secured areas.

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

Organization:

Campbell County Sheriff's Department will utilize their normal communications networks during disasters. The Emergency Manager, in coordination with the Sheriff's Department and the Fire Departments, should delineate areas that may need to be evacuated. The Sheriff's Department will set up control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also the Sheriff's Department and Fire Departments will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. Door to door calls may be necessary to ensure that the disabled have received the information.

Actions:

- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain Sheriff's Department intelligence capability to alert government agencies and the public to potential threats;
- Develop procedures and provide training for the search and rescue of missing persons;

- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;
- Provide traffic and crowd control as required;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.

Responsibilities:

- Sheriff’s Department;
- Crowd control;
- Manages preparedness activities;
- Conducts valuation of operational readiness;
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with identification of the dead.

Sherriff’s Department

MISSION

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

ORGANIZATION

Campbell County Sheriff’s Office, with the Sheriff, Chief Deputy, or Patrol Division Captain charged with the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue. Additional resources are available if needed through working agreements with the Department of State Police, Bedford County, Halifax County, Charlotte County, Amherst County, Pittsylvania County, Town of Altavista, Town of Brookneal and the City of Lynchburg. The E911 Center has the call up lists.

CONCEPT OF OPERATIONS

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

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations. They may be used only for

low-risk duties such as security and traffic control. Operational control will be retained by the local law enforcement; typically a liaison officer will be assigned to each field unit.

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

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

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

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

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the local law enforcement and the Fire Department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

Rustburg Elementary School has been designated as the primary Evacuation Assembly Center although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the evacuation center(s) should be made at the time of the emergency.

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

EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT

1. Normal Operations

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

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

2. Increased Readiness

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

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas, which may need to be evacuated and designate evacuation routes
- d. Alert personnel to standby status
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency
- f. Alert all personnel and special facilities, as required.
- g. Test primary communications systems and arrange for alternate systems, if necessary.

3. Response

- a. Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
- b. Provide traffic and crowd control, as required
- c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- d. Begin recording disaster-related expenses.
- e. Assist EOC in evacuation, as required.

- f. Secure the emergency site, evacuated areas, vital facilities, and supplies
- g. Continue to provide traffic and crowd control
- h. Continue to warn the public and assist with providing protective action guidance.
- i. Assist with search and rescue operations, as required.
- j. Implement existing mutual aid agreements with other jurisdictions, if necessary.

4. Recovery

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

TAB A

LAW ENFORCEMENT RESOURCES

Altavista Police Department:

12 Sworn Officers
5 Marked Units
3 Unmarked Units
1 Emergency Response Truck
1 Gator

Campbell County Sheriff's Office:

58 Sworn Officers
5 Part-time Sworn Officers

Vehicles

2010 Impalas	11 marked
2009 Impalas	10 marked
2009 Explorers	2 unmarked
2009 Explorers	2 marked
2008 Impalas	9 marked
2008 Explorers	5 marked
2007 GMC	1 unmarked
2007 Impalas	10 marked
2007 Impalas	3 unmarked
2006 Tahoe	1 unmarked
2006 Ford Crown Vic	1 unmarked
2006 Impalas	4 unmarked
2006 Impalas	5 marked
2006 Explorers	1 unmarked
2005 Impalas	3 marked
2005 Ford Explorer	1 unmarked
2005 Ford Explorer	2 marked
2005 Ford F-150	1 marked
2004 Chevy Tahoe	1 unmarked
2004 Ford Explorer	2 marked
2004 Ford F-150	1 marked
2004 Chevy Tahoe	1 unmarked
2003 Impalas	2 marked
2001 Impalas	1 marked
4 wheeler	1
Gator 4WD	1 with trailer
Vans	4 total (1 SRT-unmarked, 1 transport-unmarked, 1 evidence van-marked, SRT Box Truck- Old Ambulance)

Brookneal Police Department:

1 Sworn Officer
3 (marked) Ford Crown Victoria's
1 (unmarked) Ford Explorer-4WD

TAB B

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page).

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

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

Method of Travel (vehicle/aircraft)_____

Description of Vehicle/Aircraft_____

Route of Travel if by Vehicle_____

Destination by legal location or landmark_____

Alternate escape route if different from above_____

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

Entry granted into hazard area.

Authorizing Signature_____

Date_____

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

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

**TAB C
WAIVER OF LIABILITY**

TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

Signature of applicant and members of his field party

Date

Print full name first, then sign.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

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Emergency Support Function #14 – Long Term Community Recovery and Mitigation

Primary Agency

Department of Planning, Housing and Development
Department of Emergency Management

Secondary/Support Agencies

Campbell County Department of Housing and Community Development
Virginia Department of Housing and Community Development
Campbell County Department of Health
Virginia Department of Health
Red Cross
Campbell County Disaster Recovery Task Force
Virginia Voluntary Organizations Active in Disaster (VVOAD)

Introduction

Purpose:

Emergency Support Function (ESF) #14 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population.

Scope:

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

Policies:

- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible;
- Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts;
- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure; and
- Personnel will stay up to date with policies and procedures through training and education.

Concept of Operations

General:

The recovery phase is characterized by two components: the emergency response phase which deals primarily with life saving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services); and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.

Although all local departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief recovery component, the primary local departments involved include fire and rescue, Sheriff's Department, health, social services, education, and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to Campbell County departments dealing with housing and redevelopment, public works, economic development, land use, zoning and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

The Office of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the Campbell County administration will take the coordinating lead during the reconstruction phase.

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

The damage assessment process for the locality in the Damage Assessment Support Annex of the EOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms included within this support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by state and federal agencies, as well as private industry that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, Campbell County government, the federal government, and private industry.

Short-term recovery strategies would include:

- Emergency Services;
- Communications networks;
- Transportation networks and services
- Potable water systems;
- Sewer systems;
- Oil and natural gas networks;
- Electrical power systems;

- Initial damage assessment;
- Emergency debris removal;
- Security of evacuated or destroyed area; and
- Establishing a disaster recovery center and joint field office

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid will be provided to assist localities and states in rebuilding their economic base, replacing and restoring their housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. Campbell County will develop strategies in coordination with regional local governments and Economic Planning Councils. Federal and state catastrophic disaster plans will support this effort. Items or action to be focused on in this phase include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

Organization:

The Campbell County Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the county, in coordination with the Coordinator of Emergency Management, all local departments, and the appropriate state and federal agencies.

A Presidential Declaration of Disaster will initiate the following series of events:

- Federal Coordinating Officer will be appointed by the President to coordinate the federal efforts;
- State Coordinating officer will be appointed by the Governor to coordinate state efforts;
- A Joint Field Office (JFO) will be established within the state (central to the damaged area) from which the disaster assistance programs will be coordinated; and
- A Disaster Recovery Center (DRC) will be established in the affected areas to accommodate persons needing individual assistance after they have registered with FEMA.

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:

- Individual Assistance – Supplementary Federal Assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal government or through State or Campbell County or disaster relief organizations.
- Public Assistance – Supplementary Federal Assistance provided under the Stafford Act to State and Campbell County government or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.

As potential applicants for Public Assistance, Campbell County and private nongovernmental agencies must thoroughly document disaster-related expenses from the onset of an incident.

Mitigation has become increasingly important to local officials who must bare the agony of loss of life and property when disaster strikes. The Director of Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

Actions:

- In cooperation with other ESFs, as appropriate, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery priorities;
- Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
- Coordinate and conduct recovery operations;
- Conduct initial damage assessment;
- Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients;
- Coordinate assessment of accuracy and recalibration of existing hazard risk, and evacuation modeling;
- Facilitate sharing of information and identification of information of issues among agencies and ESFs;
- Facilitate recovery decision making across ESFs;
- Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning.

Responsibilities:

- Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;
- Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts;
- Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- Ensure participation from primary and support agencies;
- Lead planning;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

TAB A

INITIAL DAMAGE ASSESSMENT TEAM

I. AGRICULTURE

Team Leader – Elizabeth Narehood

Director – Extension Office

II. BUILDING INSPECTOR

Team Leader – Paul Harvey

Director of Community Development

III BUSINESS AND INDUSTRY

Team Leader – Mike Davidson

Director of Economic Development

IV. RESIDENCE AND OTHER PRIVATE PROPERTY

Team Leader – Joseph Heddings, Building Official

Representative, Local Contractor's Association

Representative, County Assessor's Office

V. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS

Team Leader – Danny Hylton

Assistant Director, Utilities

VI. PUBLIC BUILDINGS AND EQUIPMENT

Team Leader – Clif Tweedy

Director, Public Works

VII. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES AND FACILITIES UNDER CONSTRUCTION

Team Leader – Mary Burleigh, Residential
County Assessor

VIII. LOCALLY MAINTAINED ROADS AND BRIDGES

Team Leader –Town of Altavista- John Tomlin

IX. STATE-MAINTAINED ROADS AND BRIDGES

Team Leader (to be designated by the State Department of Transportation)

TAB B

POTENTIAL FACILITIES FOR CAMPBELL COUNTY

*DISASTER FIELD OFFICE LOCATION:

Agricultural Building Conference Room
Historic Courthouse Conference Room
Campbell County Technical Center

*POINT OF ARRIVAL FOR PERSONNEL LOCATION:

Board of Supervisors Meeting Room – Haberer Room
Campbell County Technical Center

*POINT OF ARRIVAL FOR TRUCKS LOCATION:

Social Services Parking Lot
Campbell County Technical Center Parking Lot

*MOBILIZATION CENTER LOCATION:

*LOCAL STAGING AREA LOCATION:

TAB C

DISASTER RECOVERY CENTERS
(Identified or potential sites)

NAME	LOCATION

TAB D

JOINT FIELD OFFICE LOCATIONS
(Identified or potential sites)

NAME	LOCATION

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Emergency Support Function #15 – External Affairs

Primary Agency

Campbell County Administrator

Secondary/Support Agencies

Emergency Management
Campbell County Fire Departments
Campbell County Sheriff's Department
Campbell County Public Schools
Information Technology Department
Campbell County Health Department
Campbell County Department of Social Services
Virginia Department of Emergency Management

Introduction:

Purpose:

Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

Scope:

To manage information during an incident so that the most up to date and correct information is used to inform the public. This emergency support function will use media reports to support the overall strategy for managing the incident. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This emergency support function is organized into the following functional components:

- Public Affairs
- Community Relations
- Legislative Affairs
- International Affairs

Policies:

During an emergency the Public Information Officer will:

- Disseminate information by appropriate means, to include any local alert systems, media outlets, cable channel, the Emergency Alert System, NOAA All-hazards radio, and the locality's website;
- Clear new releases with the Campbell County EOC before releasing them to the media;
- Will encourage news media to publish articles to increase public awareness; and
- Will ensure information is accurate and released in a timely manner.

Concept of Operations

General:

In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. Campbell County needs to be prepared to keep local legislators and other political figures informed.

Organization:

Public Affairs is responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.

Community Relations will prepare an initial actions plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA can deploy a joint Community Relations Team to the locality to conduct these operations.

Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. Campbell County should be prepared to arrange an incident site visit for legislators and their staff. Legislative Affairs will also respond to legislative and congressional inquiries.

International Affairs, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

Actions:

- Evaluate the situation;
- Monitor national and state level new coverage of the situation (if applicable);
- After coordination with the Virginia EOC, time permitting, the PIO will begin to disseminate emergency public information via new releases to the local news media;
- The content should be coordinated with adjacent jurisdictions and the Virginia EOC;
- Emphasize citizen response and protective action;
- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed;
- Continue to keep the public informed concerning local recovery operations;
- Assist the Health Department in disseminating public health notices, if necessary;
- Assist state and federal officials in disseminating information concerning relief assistance; and
- Document expenses.

Responsibilities:

- Establish a working arrangement between the Campbell County PIO, the local EOC and local radio stations, television stations, and newspapers;
- Encourage local newspapers to periodically publish general information about those specific hazards, which are likely to occur, such as flooding and industrial accidents;
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.;
- If necessary, designate a phone number and personnel to handle citizen inquiries;
- Assure the availability of back-up generators at local EAS radio stations;
- Arrange regular press briefings;
- Coordinate the release of information through public broadcast channels, and written documents; and
- Maintain an up-to-date telephone and fax number list for all local news organizations.

Emergency Support Function #16 – Military Support

Primary Agency

Department of Military Affairs

Secondary/Support Agencies

- Virginia Army National Guard
- Virginia Air National Guard
- Virginia Defense Force

Introduction:

Emergency Support Function (ESF) #16 –Military Support integrates resources and supports the overall mission of emergency management within the Commonwealth of Virginia in coordination with the Virginia Department of Emergency Management (VDEM) including but not limited to the facilitation and delivery of essential services, technical assistance, engineering expertise, construction management, security, and other support to prevent, prepare for, respond to, and/or recover from an incident.

Purpose:

Emergency Support Function (ESF) #16 –During an emergency, the Chief Executive can request assistance from the state or federal government, which may be in the form of military personnel or other assets needed to respond to and recover from an event.

Scope:

ESF #16 provides the staffing, functions, and professional expertise for all military support actions as a part of the VERT in preparation for, and in response to emergencies, natural disasters, or other catastrophic events, or as deemed necessary by the Governor of Virginia.

Policies:

- The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the Department of Military Affairs. The Adjutant General (TAG) of Virginia is the military commander.
- The Governor retains operational authority of all Federal or Reserve forces entering the Commonwealth to assist state authorities during an emergency, natural disaster, or other catastrophic event. Only the President of the United States can supersede the Governor's authority in response to an emergency in the Commonwealth by assuming control of all military forces.
- All military forces entering the Commonwealth, either Title 10 and/or Title 32/State Active Duty sent via EMAC from other states and territories, in response to an emergency will coordinate

entry to any operational area and integration with Virginia forces through ESF # 16 and the VERT.

- DMA units will not respond to requests for assistance from local officials except to save human life, prevent extreme human suffering, or to prevent great damage to or destruction of property. DMA will advise local officials to submit requests for assistance through the VEOC.

Concept of Operations:

- The state leadership will request federal DSCA only when state and local resources, to include DMA resources, are inadequate or not available.
- During emergency operations, the VEOC will normally access DSCA in coordination with FEMA and in accordance with the National Response Plan. State and local governments may, however request and receive assistance directly from a nearby military base for immediate life-saving operations. Local military bases may also need to coordinate directly with state and local officials in the event of a military caused accident affecting the civilian population.
- DMA supports the VERT as ESF #16 at the VEOC through all phases of VDEM operations when directed by the Adjutant General of Virginia as authorized by the Governor.
- ESF# 16 provides support teams for following VERT sections: Operations, Planning, Logistics, and Finance.
- ESF# 16 staff coordinates with the Virginia National Guard liaison representative in ESFs 1 through 15 to ensure effective and efficient utilization of National Guard forces.
- DMA through ESF #16 has the capability to provide liaison representatives in each ESF at the VEOC.
- ESF# 16 will translate civilian support requests into military missions.
- ESF# 16 facilitates the logistical integration of Department of Defense and other States' National Guard forces through the Emergency Management Assistance Compact (EMAC).

Organization:

- The National Response Plan sets forth policies and concepts for federal disaster response. ARNORTH pre-designates the Defense Coordinating Officer (DCO) to serve as the point of contact for DOD support in disaster relief operations in Virginia.
- The U. S. Army Corps of Engineers (USACE) is authorized (by Public Law 84-99) to supplement the efforts of state and local governments in a flood emergency.

Actions:

- The Department of Military Affairs (DMA) will determine the resources necessary to support emergency requests. Command and control will remain within military channels.

- For emergency defense support to civil authorities, Joint Force Headquarters Virginia (JFHQ-VA) can activate any one or all three strategically located JTFs to respond to a large scale event. These are JTF Hurricane, JTF Support, and JTF NOVA. Each JTF is commanded by a General Officer and staffed at the Major Subordinate Command Level.
- The JFHQ-VA Joint Operation Center (JFHQ-VA-JOC) is located at Fort Pickett in Blackstone, Virginia. A duty officer is always available through the Virginia Emergency Operations Center (VEOC) number: 1-804-674-2400.

TAB A

Coordination

The Coordinator of Emergency Management will coordinate with the Virginia Emergency Operations Center to obtain Military support.

INCIDENT ANNEXES

Incident Annexes: Introduction

Purpose:

This section provides an overview of the annexes applicable to situations requiring specialized, incident-specific implementation of the Emergency Operations Plan (EOP).

Background:

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The annexes in the sections that follow address the following situations:

- Catastrophic Incident
- Flooding Incident
- Food and Agriculture Incident
- Nuclear/Radiological Incident (see separate Volume of EOP)
- Oil and Hazardous Materials Incident (see separate Volume of EOP)
- Terrorism Incident Law Enforcement and Investigations (to be published at a later date)

Incident Annexes are organized alphabetically. Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Law Enforcement and Investigation Annex apply when terrorism is associated with any incident.

Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

Policies: Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

Situation: Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold.

Concept of Operations: Each annex describes the concept of operations appropriate to the incident, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other considerations.

Responsibilities: Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases, this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of local agencies and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

The responsibilities of the Coordinating agency and cooperating agencies are identified below:

Coordinating Agency

Coordinating agencies described in the EOP annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In some annex, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident.

The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for operations functions at fixed and field facilities;
- Notifying and sub tasking cooperating agencies;
- Managing tasks with cooperating agencies, as well as appropriate State agencies;
- Working with appropriate private sector organizations to maximize use of available resources;
- Supporting and keeping ESFs and other organizational elements informed of annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to provide appropriate support.

Cooperating Agency

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency, using their own subject-matter experts, capabilities, or resources;
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, and other tools.
- Furnishing available personnel, equipment, or other resources support as requested by the Coordinating Agency.
- Participating in training and exercises aimed at continuous improvement of prevention, response and recovery capabilities; and
- Nominating new technologies or procedures to improve performance.

Catastrophic Incident Annex

Coordinating Agency

Campbell County Department of Emergency Management

Cooperating Agencies

All

Introduction:

Purpose:

The Catastrophic Incident Annex establishes the context and strategy for implementing and coordinating an accelerated, proactive response to an incident where there are mass casualties and destruction within Campbell County from a single event.

Scope:

A catastrophic incident is any man-made or natural incident including terrorism and airline incidents that results in extraordinary levels of mass casualties, damage, or disruptions severely affecting the population, infrastructure, environment, economy, moral, and/or government functions. A catastrophic incident could result in sustained impacts over a prolonged period of time. All catastrophic events are Incidents of National Significance.

Policies:

The strategies in this plan are consistent with the National Response Plan (NRP) and National Incident Management System (NIMS) protocols.

Incident Commanders may need to request assistance from Federal and State authorities. These resources will be provided through mobilization centers or staging areas.

Concept of Operations

General:

Various Emergency Support Functions may need to be activated depending on the scope and magnitude of an incident. Listed below are functions that are usually needed during a catastrophic incident along with the agencies that will provide these functions.

Rescue Operations

Campbell County Fire Departments and Rescue Squads – locate the injured and provide emergency medical care and transport as well as work to prevent additional injuries or loss of life.

Area Security

Campbell County Sheriff's Department – Perimeters of the disaster area must be identified. Scene must be protected and secured. Those who are invariably attracted to such scenes (curiosity seekers, media, and scavengers) must be prevented from penetrating the scene. Disaster Pass Plan may be implemented to assist in security.

Victim Identification

The Office of the Chief Medical Examiner – Body identification and cause of death determination. For locating and identifying bodies, may be assisted by the Sheriff's Department Crime Scene Section. Crime Scene Section will recover bodies and personal effects. Numbering system will be implemented and documentation will be made of location where each body was found.

Body Removal

The Office of the Chief Medical Examiner – Will coordinate operations at the site. Will make a survey and assessment of the situation. Equipment, supplies, and personnel needed to implement an effective removal plan will depend on the number of bodies, condition of remains, environmental condition, and type of terrain. Examiner will give approval before any remains are touched or moved.

Holding/Staging Areas

The Office of the Chief Medical Examiner – may establish an area to receive bodies as they are moved from the disaster site. The Sheriff's Department is responsible for establishing and maintaining this area with assistance from the Campbell County Fire and Rescue Departments, if necessary. Bodies should not be moved until they have been processed, tagged, and placed into body bags along with personal effects. The reason for a holding/staging area is to ensure that proper tagging has occurred, and that all of the body parts and personal effects are with their respective bodies so that they may be examined together. Unidentifiable parts or tissue must be labeled and given their own body bag or container.

Morgue Facilities

Virginia is divided into four medical examiner districts; Northern Virginia District based in Fairfax, Western District based in Roanoke, Central District based in Richmond, and the Tidewater District based in Norfolk. The Virginia EOC will contact the State Office of the Chief Medical Examiner, who may request assistance from the Virginia Funeral Directors Association. They are responsible for the statewide coordination of mortuary activities. The association is comprised of seven districts and each has a response team who has completed training in recovery, evacuation, and identification of remains. The Association will operate under the direction of the Medical Examiner. Assistance may also be requested from the U. S. Army's 54th Quartermaster Company – Mortuary Affairs, located at Fort Lee, VA and the U. S. Public Health Service.

Incident Morgue

The Office of the Chief Medical Examiner's Office – staff and equip, assistance may be requested by the County. Assistance may include assigning personnel from the Virginia State Police Department's Criminal Investigations Bureau to staff incident morgue teams. In selecting a facility the following must be considered; space, security, communications facilities (if not available, equipment must be

installed as soon as possible). Electrical provisions, including ventilation, accessibility to disaster site, and assembly point that is removed from examination areas established for friends and relatives.

Media Relations

Office of Public Affairs – public information and may be assisted by the primary response agency. Guidelines have been developed to guide all agencies; Media Relations will coordinate with ESF #2 – Communications, briefing for families will be held before any scheduled media briefings will be hosted by the Office of the Chief Medical Examiner and the Campbell County Public Affairs. The Office of the Chief Medical Examiner will brief the media on the current situation while the Office of Public Affairs is responsible for the organization of the briefing and ensuring that representative from all county agencies that are involved are present to answer technical questions.

Family Assistance Center

Will normally be activated with the Mass Fatality Plan. Will assist families by providing counseling, information on the current situation, a place that families can be reached to assist the Medical Examiner with identification, and an environment in which families can grieve in private. The Sheriff's Department is responsible for the operation of this center with support from the local American Red Cross and area Chaplains. All requests for assistance will be submitted to the EOC for coordination, validation, and/or action in accordance with this annex. Guidelines: the family assistance center will be located away from the disaster scene, media, and incident morgue, and staging areas; an identification system will be implemented to readily identify family members; and family members will be briefed on current developments in the investigation prior to media briefings. In the event of an aircraft accident involving a domestic or foreign air carrier, PL 104-264 Title VII Section 702, (Aviation Disaster Family Assistance Act of 1996) prohibits unsolicited communications with individuals or family members by attorneys or any potential party for litigation, for a period of 30 days from the date of the accident. Victim Services Section must inform family members of this prohibition and their privacy must be strictly protected.

Organization:

Sheriff's Department – Assessment of the scene to determine resources needed. Perimeter control and protection of potential crime scene. Traffic control and rerouting. Provide a Public Information Officer (PIO) to assist the Office of Public Affairs. To provide investigators/Criminal Investigations Bureau. Administer disaster scene pass management system. Administer Family Assistance Center pass management plan.

Accident Reconstruction Unit – Investigates unforeseen contact or collision involving one or more cars, trucks, busses, vans, motorcycles, or any other motorized vehicle and determines the cause of the event. After the assessment/recovery phase has passed they may assume the lead investigative role.

Crime Scene Section – Locates, collects, protects and documents evidence. Provides staffing to assist Medical Examiner with body processing such as; fingerprints, collecting personal effects, and documentation of injuries.

Criminal Investigations Bureau – The lead investigative unit in murder cases that do not involve federal jurisdictions. In most incidents, such as plane crashes, train crashes or bombings, personnel will be used as support to the lead Federal or state investigative entity. Mass murder scenes will be handled like all murder scenes with consideration being given to evidence collection, interviews, and

scene security. The on-call supervisor will be notified, who will then notify the homicide squad, who will then assign a team of detectives to respond to the crime scene. A lead detective will be assigned to the case and a scene detective will be designated.

Ad-hoc Units – The Commander of the Criminal Investigations Bureau may establish as many as four ad-hoc units to investigate mass fatality events.

Lead Investigative Unit: processes the crime scene, conducts witness interviews, and other related tasks. The Homicide Squad supervisor will direct these activities.

Incident Morgue Unit: Criminal Investigator Bureau personnel who have been cross trained in homicide investigations and Crime Scene Section personnel will assist the Medical Examiner's Office with the operation of an incident morgue. Assistance will include the identification of bodies, next of kin notification, and processing of personal effects. The Unit will coordinate with the Medical Examiners Office and Emergency Management for additional body bags, temporary coolers, or any other equipment or supplies that are needed at the incident morgue.

Task Force Unit: The Sheriff in coordination with the Office of Public Affairs may organize a hot line phone system for the public to call with information or questions. Deceased person information sheets will be kept in the taskforce area of the Sheriff's Office. The supervisor or designee will keep a master log. The Sheriff will keep in contact with the Homicide Squad supervisor to exchange information. The Sheriff and the PIO will assist the media with inquires.

Hospital Team: The Sheriff will designate a Major Crimes Division Supervisor to coordinate a group of deputies who will be responsible for people who are taken to the local hospital. Hospitals Team personnel will conduct interviews and document events taking place at the medical facilities.

Fire and Rescue Departments – The primary response agency for most mass fatality events. The Sheriff's Department will assist the Fire and Rescue Departments with operations during the initial response, as well as, control the perimeter of the disaster scene. The primary goal is to contain any and all hazards at the scene, render medical aid and transport the injured. The Incident Commander will direct the Public Safety Communications center to contact the medical examiner and convey the following information: cause of the event or type, number of potential bodies, and any recommendations. Arson Investigator will investigate fires that are suspicious in nature, of unknown origin, or result in a loss of property. In the case of mass fatalities caused by a suspicious fire, the arson investigator would have investigative responsibility. He/she may request support from the Sheriff's Department or Virginia State Police Explosive Ordinance Disposal Unit, Criminal Investigations Bureau and/or any other section as appropriate.

Federal Bureau of Investigation – Presidential Decision Directive 39, U. S. policy on Counterterrorism, reaffirms the FBI lead responsibility in crisis management response. Exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. Campbell County agencies or department provide assistance as required. Campbell County exercises primary authority to respond to the consequences of terrorism; the Federal Emergency Management provides assistance as required.

Department of Public Works and Environmental Services – Provides structural safety inspections prior to or in conjunction with search and rescue operations. Conducts damage assessment to determine the extent and report findings to the EOC. This includes collateral damage assessment.

Office of the Chief Medical Examiner – The examination and release of human remains falls with the jurisdiction of the Office of the Chief Medical Examiner. Before any actions are taken with the bodies,

or an incident morgue is established, the Incident Commander will contact the on-call Assistant Chief Medical Examiner.

The Incident Commander will coordinate with the Medical Examiner on what steps are to be followed to process the bodies. The Examiner will contact the U. S. Army's 54th Quartermaster Company, the Virginia Funeral Directors Association, the United States Public Health Service, or the Disaster Mortuary Operational Response Team as needed.

National Transportation Safety Board – Lead investigative agency in an incident involving an aircraft, rail, or pipeline that results in loss of life, serious injury, or major damage. The FBI will have primary command and investigative responsibility in cases of willful destruction, such as sabotage, terrorism, etc. This agency will support as required. It may relinquish investigative responsibility to the Federal Aviation Administration or Campbell County for incidents involving no loss of life and only minor damage. Will have the primary federal responsibility for facilitating the recovery and identification of fatally injured passengers. Removal of wreckage is the primary responsibility of the air carrier, owner, and/or insurance company. In the case of an aircraft accident involving a United State air carrier or a foreign air carrier on U. S. soil, which results in a major loss of life, the "Aviation Disaster Family Assistance Act' of October 9, 1996, gives the board the responsibility of aiding families of aircraft accidents and establishing a Family Assistance Program.

Responsibilities:

- Establish that a catastrophic incident has occurred;
- Notify all departments and agencies;
- Activate and deploy or prepare to deploy teams, equipment caches, and other resources;
- Identify, prepare, and operationally facilities critical to support the movement and reception of State and Federal resources;
- Establish and maintain communications with Incident Command to ensure a common and current operating picture regarding critical resource requirements.

Flooding Incident Annex

Coordinating Agency

Campbell County Department of Emergency Management

Cooperating Agencies

Campbell County Department of Public Works
Campbell County Department of Planning and Zoning
Campbell County Department of Building Inspections
Campbell County Department of Transportation
Campbell County Sheriff's Department
Campbell County Fire Departments
Campbell County Rescue Squads

Introduction

Purpose:

To protect the public health and safety in the event of severe flooding, primarily flash flooding.

Scope:

Flooding can develop through a variety of causes. This annex works to describe some general ways to handle and deal with these various kinds of flooding. Floods often accompany hurricanes and thunderstorms. These floods can occur when river and streams overflow or when tides become high during a surge. Floods can also occur as a result of dam failure. Urban flooding is another possibility that can occur when developed areas lose their ability to absorb rainfall. As a result the run-off increases and causes flooding.

Policies:

- Extensive flooding may require evacuation and sheltering of a large number of people, in which case this operation will be in coordination with ESF #6 – Mass Care, Housing, and Human Resources;
- Campbell County Department of Emergency Management will maintain Dam Fact Sheets that list primary and secondary shelters for each dam;
- Campbell County Department of Social Services representative to the EOC will close down temporary housing when areas have been declared safe for re-entry; and
- Campbell County Administrator or his/her designee will authorize re-entry.

Concept of Operations

General:

Due to the geographic location of Campbell County, flooding constitutes a major hazard. The county participates in the Integrated Flood Observing and Warning System (IFLOWS) that has been developed through a grant provided by the National Weather Service to provide the earliest possible

warning of an impending flash flood. This system is completely automated with radio-reporting rain gauges placed at strategic locations that automatically send reports to the computer in the Communication Center, which then interprets the data and provides a warning when appropriate.

Organization:

The Director of Emergency Management or, in his/her absence, the Deputy Director of Emergency Management, the Coordinator of Emergency Management, and the Deputy Coordinator of Emergency Management, respectively, is responsible for making the decision to order an evacuation in the event of a potentially life-threatening flood situation. The EOC will disseminate the warning to evacuate. The Coordinator of Emergency Management will develop and maintain (1) a flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

Responsibilities:

- Develop and maintain plans and procedures for flooding;
- Designate areas to be evacuated;
- Develop and maintain the flood warning system;
- Provide training for EOC personnel in the use of computer equipment;
- Identify needed flood mitigation measures and encourage their implementation;
- Direct the evacuation of threatened areas;
- Provide back-up radio communications;
- Relocate public owned vehicles and equipment to higher ground;
- Designate and open shelter centers;
- Provide emergency public information as appropriate;
- Declare a local emergency;
- Activate search and rescue teams;
- Direct that utilities be shut off in evacuated areas;
- Establish traffic control for evacuated areas;
- Direct the testing of drinking water for purity in flooded areas;
- Evaluate the situation and direct protective action as required; and
- Declare the area safe for re-entry after danger has passed.

TAB A

IMPACT STATEMENTS

Brookneal (BROV2) Gage on Roanoke River

Gage Height (Feet)	Current Impact Statement
48.0	PUMPING STATION ON FALLING CREEK FLOODS DUE TO BACKWATER.
46.1	RECORD FLOOD CATEGORY.
45.0	BUILDING #2 ON RADIO ROAD FLOODS.
43.1	NEAR RECORD FLOODING CATEGORY (43-46 FEET).
43.0	UPSTREAT-MOST FISH HATCHERY POND FLOODS.
40.0	BASE OF RADIO TOWER ON RADIO ROAD, AND SEWAGE TREATMENT POND BEGIN TO FLOOD.
39.2	STAGE OF "50-YEAR" FLOOD.
35.8	STAGE OF "25-YEAR" FLOOD.
32.0	BUILDING #1 ON RADIO ROAD FLOODS.
31.5	STAGE OF "10-YEAR" FLOOD.
30.1	MAJOR FLOODING CATEGORY (30-45 FEET).
30.0	LOWER (SOUTHEAST) END OF RADIO ROAD FLOODS.
28.5	FISH HATCHERY POND FURTHEST DOWNSTREAM BEGINS TO FLOOD.
28.3	STAGE OF "5-YEAR" FLOOD.
23.5	STAGE OF "2-YEAR" FLOOD.
23.1	MINOR FLOODING CATEGORY (23-30 FEET).
23.0	BANKFULL AND FLOOD STAGE. AGRICULTURAL AREAS AFFECTED.

Altavista (ALTV2) gage on Roanoke River

Gage Height (Feet)	Current Impact Statement
50.2	HEIGHT OF INSTRUMENT SHELF.
47.4	TOP OF WELL HOUSE.
42.5	TOP OF HIGHWAY US-29 BRIDGE FLOOR.
40.2	“RECORD FLOODING” CATEGORY BEGINS.
39.3	STAGE OF “100-YEAR” FLOOD.
38.1	“NEAR RECORD FLOODING” CATEGORY BEGINS.
37.5	STAGE OF “50-YEAR” FLOOD.
36.1	LANE FURNITURE CO. BOILER ROOM THREATENED.
35.7	STAGE OF “25 YEAR” FLOOD.
32.8	STAGE OF “10-YEAR” FLOOD
30.0	STAGE OF “5-YEAR” FLOOD
29.1	“MAJOR FLOOD” CATEGORY BEGINS.
27.5	FILTRATION PLANT AT HURT, VA BEGINS TO FLOOD.
25.0	STAGE OF “2-YEAR” FLOOD.
22.7	BOTTOM OF WELL HOUSE DOOR.
18.1	“MINOR FLOODING” CATEGORY BEGINS.
18.0	FLOOD STAGE.
0.0	BOTTOM OF GAGE HOUSE WELL.

Terrorism Incident Annex

MISSION

To establish open-ended plans and procedures to respond to a terrorist act involving chemical, biological, nuclear, radiological, or explosive (CBRNE) weapons or protection against a terrorist attack involving CBRNE weapons when credible intelligence indicating a potential attack is received. These plans will be used to mitigate the threat or incident until state and/or federal plans can be implemented.

ORGANIZATION

An actual terrorist attack or credible threat of a terrorist attack involving CBRNE weapons would be considered an incident of national significance and would trigger a robust federal and state response local EOC and incident command operations would grow significantly under the National Incident Management System (NIMS) as described in the National Response Plan. Local Emergency Management Coordinators have access to copies of and have a working knowledge of these plans.

CONCEPT OF OPERATIONS

The Commonwealth of Virginia has developed a homeland security terrorist threat condition system that mirrors the national homeland security system. The system is color coded like the national system, but also includes suggested precautions and guidelines for state government, local government, businesses and citizens. The precautions and guidelines provide general guidance concerning mitigating actions that should be considered. The recommended precautions and guidelines may be used locally based on the actual credible intelligence associated with the threat. Campbell County has additionally outlined actions to be taken by its school system based on a similar color-coded system.

The response to an actual terrorist attack using **CBRNE** weapons in the locality will be handled in a similar fashion as is outlined in other sections of this plan except that the incident must additionally be handled as a criminal investigative matter. **Care must be taken to treat the location of such an incident as a crime scene and potential evidence must be secured and preserved.** Sheriff's office will take the lead in insuring investigative concerns are properly addressed in any response.

CRITICAL FACILITIES

The following facilities have been identified by emergency management, law enforcement and local government officials as either critical to emergency response or likely terrorist targets that required special consideration during times of increased threat or actual terrorist attack:

******CONFIDENTIAL******

ACTION CHECKLIST – TERRORIST THREAT CONDITION CHANGES

1. As the State changes terrorist threat conditions, local emergency management, law enforcement, and key leaders will meet to consider implementation of the recommended actions outlined in the Commonwealth of Virginia Homeland Security Terrorist Threat Conditions handout. A copy of the handout is maintained in the EOC.
2. The assembled team may also implement protective measures outlined in the “Suggested Orange and Red Terrorist Threat Condition Precautions for Campbell County Schools” document which is also maintained in the EOC.

ACTION CHECKLIST – TERRORIST ATTACK

1. Consider and implement appropriate actions outlined in the Commonwealth of Virginia Homeland Security Terrorist Threat Conditions and Suggested Orange and Red Terrorist Threat Condition Precautions for Campbell County Public Schools handouts for condition red. Handouts are maintained in the EOC.
2. Any terrorist attack must be handled as a criminal investigative matter. **Care must be taken to treat the location of such an incident as a crime scene and potential evidence must be secured and preserved.**

RELEVANT REFERENCES

1. 2004 Emergency Response Guidebook
2. Jane’s Chem-Bio Handbook, Third Edition
3. FEMA Emergency Response to Terrorism, Job Aid – Edition 2.0

**COMMONWEALTH OF VIRGINIA
HOMELAND SECURITY**

**TERRORIST THREAT
CONDITIONS**

RED IMMINENT RISK
ORANGE HIGH RISK
YELLOW ELEVATED RISK
BLUE GENERAL RISK
GREEN LOW RISK



Virginia Threat Warning System

Dear Local Emergency Manager:

We are pleased to provide the attached document outlining Virginia's newly developed Commonwealth of Virginia Homeland Security Terrorist Threat Conditions System. This Virginia specific system mirrors the national system and provides a mechanism for designating threat levels without compromising sensitive information. The Virginia system, like its federal equivalent, is color coded for easy understanding. Unique in our state specific program are suggested precautions (guidelines) for each threat. These suggested precautions provide general guidance only. They can assist organizations with internal development of specific actions best tailored for their individual needs. Potentially affected sectors for which precautions are provided include:

- State government
- Local Government – Law enforcement and non-law enforcement
- Businesses
- Citizens

Adjustments to the Commonwealth threat level can be precipitated by decisions of federal officials about the national program as well as by state officials in instances when threats specific to Virginia warrant a change. Notification of threat level changes will be communicated to citizens, government and others via multiple communication pathways (media, teletype, e-mail, mass fax etc.).

We ask that you share this information within your organization and with leaders in the various organizations who are your partners in preparedness. The Commonwealth has asked that only those portions of the system related to citizen precautions be posted on open web sites. All other material related to recommended precautions for businesses as well as local and state government can be widely distributed, however, they should not be permanently posted on open web sites. It is recognized that the success of this system depends upon understanding by relevant stakeholders balanced with appropriate security of the information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael M. Cline".

Michael M. Cline
State Coordinator

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

SEVERE THREAT – RED LEVEL – IMMINENT RISK

Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.

STATE GOVERNMENT

Continue all precautions from lower Threat Levels

- Announce Threat Conditions **SEVERE** and explain expected actions.
- Deploy security personnel based on threat assessments.
- Close or restrict entry to the facility to emergency personnel only and Restrict parking areas close to critical buildings.
- Maintain a minimum staffing of essential employees.
- Deploy emergency response and security teams.
- Activate agency Emergency Operations Center and send a liaison to Local or state EOC as requested.
- Maintain close contact with local law enforcement
- Be prepared to implement mutual aid agreements with government and with other critical facilities.
- Provide security in parking lots and other critical areas.
- Report suspicious activity immediately to local or state law enforcement.
- Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

SEVERE THREAT – RED LEVEL – IMMINENT RISK

Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.

<p>LOCAL GOVERNMENT ACTIONS- NON-LAW ENFORCEMENT</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Announce Treat Condition SEVERE to employees and to the public and in anticipated actions that should be taken. <input type="checkbox"/> Deny unauthorized access to critical facilities and infrastructure. Continue 100% inspections of personnel, vehicles, and packages. <input type="checkbox"/> Visually inspect the interior and undercarriage of vehicles entering parking lots and terraces <input type="checkbox"/> Deploy equipment assets and ensure physical security measures be afforded to them at critical sites. <input type="checkbox"/> Assemble trained volunteers to include CERT, COP, ARES, and the American Red Cross. <input type="checkbox"/> Implement Mutual Aid Agreements as required. <input type="checkbox"/> Continue to assess the vulnerability of key asset and facilities. <input type="checkbox"/> Take appropriate action to protect them by deploying armed security forces to these sites. <input type="checkbox"/> Cancel or delay unnecessary employee travel and leave. <input type="checkbox"/> Activate the Emergency Operations Center. <input type="checkbox"/> Control release of information to the public and news media.
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<p>LOCAL GOVERNMENT ACTIONS – LAW ENFORCEMENT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Announce the increase in threat level to the public and all enforcement employees. <input type="checkbox"/> Continue all precautions from lower Threat Conditions. <input type="checkbox"/> Deny all access to all public building and other critical infrastructure except to those authorized. <input type="checkbox"/> Inspect all packages, vehicles and authorized personnel entering public buildings and other critical infrastructure. <input type="checkbox"/> Place all law enforcement critical resources on restricted stand by in the affected areas. <input type="checkbox"/> Cancel all employee leave. <input type="checkbox"/> Provide staffing to the Emergency Operations Center. <input type="checkbox"/> Through the Public Information Center, manage information released to the public ensuring coordination with other public safety and Chief Administrative/Elected Officials.
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

SEVERE THREAT – RED LEVEL – IMMINENT RISK

Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.

CITIZENS ACTIONS

IN ADDITION TO ALL PREVIOUSLY MENTIONED PRECAUTIONS, CITIZENS ARE ADVISED TO:

- Report suspicious activities and call 9-1-1 for immediate response.
- Expect delays, searches of purses and bags, and restrict access to public buildings.
- Expect traffic delays and restrictions.
- Take personal security precautions to avoid becoming a victim of crime or terrorist attack.
- Avoid crowded public areas and gatherings.
- Do not travel into areas affected by the attack or is an expected terrorist target.
- Keep emergency supplies accessible and automobile fuel tank full.
- Be prepared to evacuate your home or shelter in place on order of local authorities.
- Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions (suicide bomber). Report these incidents immediately to law enforcement.
- Closely monitor news reports and Emergency Alert Systems (EAS) radio/TV stations.
- Assist neighbors who may need help.
- Avoid passing unsubstantiated information and rumors.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

SEVERE THREAT – RED LEVEL – IMMINENT RISK

Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.

BUSINESSES

Continue all precautions from lower Threat Conditions.

- Announce Threat Condition **SEVERE** and explain expected actions.
- Deploy security personnel based on threat assessments.
- Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings.
- Maintain a skeleton crew of essential employees.
- Deploy emergency response and security teams.
- Activate Operations Center and send a liaison to the county or state EOC.
- Maintain close contact with local law enforcement and emergency management officials.
- Be prepared to implement mutual aid agreements with government and with other critical facilities.
- Provide security in parking lots and company areas.
- Report suspicious activity immediately to local law enforcement.
- Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – ORANGE LEVEL – HIGH RISK

Definition: Credible intelligence indicates that there is a high risk of local terrorist attack but a specific target has not been identified.

STATE GOVERNMENT

Continue all precautions from lower Threat Conditions.

- Announce Threat Conditions **HIGH** to all employees and explain expected actions.
- Place emergency operations teams on notice.
- Activate the agency operations center if required. Staff state EOC if requested.
- Monitor world and local events. Pass on credible threat intelligence to key personnel.
- Ensure appropriate security measures are in place and functioning properly.
- Instruct employees to report suspicious activities, packages, and people.
- Search all personal bags, parcels, and require personnel to pass through magnetometer, if available.
- Restrict vehicle parking close to buildings.
- Inspect intrusion detection systems and lighting, security fencing, and locking systems.
- Inspect all deliveries and consider accepting shipments only at off-site locations.
- Remind employees to expect delays and baggage searches.
- Implement varying security measures (See attachment 1).

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – ORANGE LEVEL – HIGH RISK

Definition: Credible intelligence indicates that there is a high risk of local terrorist attack but a specific target has not been identified.

<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS – NON-LAW ENFORCEMENT</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> Announce Threat Conditions HIGH in coordination with law enforcement to employees and public and explain expected actions to be taken.<input type="checkbox"/> Restrict or control access to government buildings critical facilities, and infrastructure.<input type="checkbox"/> Maintain a heightened sense of awareness while responding to, or working at incident scenes.<input type="checkbox"/> Erect outside barricades, security checks to deny access to underground parking areas, loading docks, and building entrances.<input type="checkbox"/> Secure fire-rescue stations and other facilities by closing entrance and bay doors when not in use.<input type="checkbox"/> Review local emergency response plans and the Virginia Emergency Operations Plan.<input type="checkbox"/> Communicate and Coordinate with all local agencies to review roles and responsibilities.<input type="checkbox"/> Activate Emergency Operations Center if warranted.<input type="checkbox"/> Require identification, sign-in, and escorts as required.<input type="checkbox"/> Escort visitors to fire-rescue stations and other facilities.<input type="checkbox"/> Restrict parking areas located close to buildings or critical facilities.<input type="checkbox"/> Remove trash containers, dumpsters, and mailboxes located near government buildings and facilities.<input type="checkbox"/> Closely monitor available security and intelligence data from state and local law enforcement agencies.<input type="checkbox"/> Instruct employees to be especially watchful for suspicious or unattended packages and articles received through the mail service.<input type="checkbox"/> Inspect buildings and parking areas for suspicious packages.<input type="checkbox"/> Implement rumor control to avoid public panic.<input type="checkbox"/> Employ armed security at airports, dams, public utilities, and critical facilities.<input type="checkbox"/> Ensure emergency vehicles are attended at all time, whenever possible, and properly secured when not attended.<input type="checkbox"/> Based on threat assessment, define rules of engagement and authorize use of deadly force.<input type="checkbox"/> Test communications plans.<input type="checkbox"/> Secure and regularly inspect all buildings, vehicles, and parking and storage areas for intrusion.<input type="checkbox"/> Conduct 100% verification of deliveries and restrict shipments.<input type="checkbox"/> Implement varying security measures (See Attachment 1).
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – ORANGE LEVEL – HIGH RISK

Definition: Credible intelligence indicates that there is a high risk of local terrorist attack but a specific target has not been identified.

-Continued-

<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS – LAW ENFORCEMENT</p>	<ul style="list-style-type: none"><input type="checkbox"/> Announce the increase in threat level to the public and all law enforcement employees.<input type="checkbox"/> Continue all precautions from lower Threat Conditions.<input type="checkbox"/> Secure outside perimeter of all public buildings and other critical infrastructure and deny access to all related underground parking areas, loading docks, and side and back building entrances.<input type="checkbox"/> Erect outside security barricades as required and restrict all vehicles parking near critical facilities.<input type="checkbox"/> Place all sworn department personnel on restricted stand by.<input type="checkbox"/> Elevate work place awareness of public employees and re-emphasize the immediate reporting of suspicious activity.<input type="checkbox"/> Supplement intelligence resources to elevate the early detection and reporting of terrorist related information.<input type="checkbox"/> Place all law enforcement critical resources (e.g.: SWAT Team) on unrestricted stand by if intelligence indicates you are potential target area.<input type="checkbox"/> Implement varying security measures (see Attachment 1).
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – ORANGE LEVEL – HIGH RISK

Definition: Credible intelligence indicates that there is a high risk of local terrorist attack but a specific target has not been identified.

CITIZEN ACTIONS

In addition to all previously mentioned precautions, citizens are advised to:

- Resume normal activities but expect some delays, baggage searches, and restrictions as a result of heightened security at public buildings and facilities.
- Continue to monitor world and local events as well as local government threat advisories.
- Report suspicious activities at or near critical facilities to local law enforcement agencies by calling 9-1-1.
- Avoid leaving unattended packages or brief cases in public areas.
- Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat.
- Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation, and monitor the activities of your children.
- Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – ORANGE LEVEL – HIGH RISK

Definition: Credible intelligence indicates that there is a high risk of local terrorist attack but a specific target has not been identified.

<p>BUSINESSES</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> Announce Threat Condition HIGH to all employees and explain expected actions.<input type="checkbox"/> Place emergency response teams on notice.<input type="checkbox"/> Activate the business emergency operations center if required. Establish ongoing liaison with local law enforcement and emergency management officials.<input type="checkbox"/> Monitor world and local events. Pass on credible threat intelligence to key personnel.<input type="checkbox"/> Ensure appropriate security measures are in place and functioning properly.<input type="checkbox"/> Instruct employees to report suspicious activities, packages, and people.<input type="checkbox"/> Search all personal bags, parcels, and require personnel to pass through magnetometer, if available.<input type="checkbox"/> Restrict vehicle parking close to buildings.<input type="checkbox"/> Inspect intrusion detection systems and lighting, security fencing, and locking systems.<input type="checkbox"/> Inspect all deliveries and consider accepting shipments only at off-site locations.
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – YELLOW LEVEL – HIGH RISK

Definition: Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.

<p style="text-align: center;">STATE GOVERNMENT</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> Announce Threat Condition ELEVATED to employees.<input type="checkbox"/> Review vulnerability and threat assessments and revise as needed.<input type="checkbox"/> Identify and monitor governmental information sharing sources for warning and alerts.<input type="checkbox"/> Update and test call down list for emergency response teams and key employees.<input type="checkbox"/> Review, coordinate, and update mutual aid agreements with other critical facilities and government agencies.<input type="checkbox"/> Establish and monitor active and passive security measures.<input type="checkbox"/> Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities, and people).<input type="checkbox"/> Conduct communications checks to ensure contact can be maintained.
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY

TERRORIST THREAT CONDITIONS

HIGH THREAT – YELLOW LEVEL – HIGH RISK

Definition: Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.

<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS- NON-LAW ENFORCEMENT</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Announce Threat Conditions ELEVATED to employees and to the public. <input type="checkbox"/> Review physical security plans for critical facilities. <input type="checkbox"/> Assess potential terrorist targets and develop plans to counteract an attack. <input type="checkbox"/> Conduct vulnerability assessments of each critical facility and government building. Estimate the consequence of loss and assign a priority for their protection. <input type="checkbox"/> Ensure all buildings are secured to prevent theft or tampering. <input type="checkbox"/> Conduct physical inspection of buildings for suspicious unattended packages. <input type="checkbox"/> Develop a cadre of trained volunteers. <input type="checkbox"/> Closely monitor current news events and state and federal terrorist advisories. <input type="checkbox"/> Closely monitor current news events and state and federal terrorist advisories. <input type="checkbox"/> In coordination with local law enforcement, keep the public informed on current threat conditions and advisories. <input type="checkbox"/> Coordinate with adjacent municipalities for mutual aid support in the event of a disaster or terrorist threat.
<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS – LAW ENFORCEMENT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Announce the increase in threat level to the public and all law enforcement employees. <input type="checkbox"/> Continue all precautions from lower Threat Conditions. <input type="checkbox"/> Ensure that all access to public buildings and other critical infrastructure is controlled and access is restricted through a secure identification process. <input type="checkbox"/> Accelerate review of all information sources and direct field operations to obtain further information concerning possible terrorist presence and their preparation for attacks. <input type="checkbox"/> Designate intelligence personnel to closely monitor current news events and federal terrorist advisories and notify headquarters of any change. <input type="checkbox"/> Conduct inventories of all law enforcement emergency response supplies, personal protective equipment, and medical First Aid kits.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

HIGH THREAT – YELLOW LEVEL – HIGH RISK

Definition: Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.

CITIZEN ACTIONS

In addition to all previously mentioned precautions, citizens are advised to:

- Continue normal activities, but report suspicious activities to the local law enforcement agencies.
- Take a first aid or CERT class.
- Become active in your local Neighborhood Crime Watch program.
- Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
- Learn what critical facilities are located in your community and report suspicious activities at or near these sites.
- Contact local officials to learn about specific hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.

BUSINESS

Continue all precautions from lower Threat Conditions.

- Announce Threat Condition **ELEVATED** to employees.
- Review vulnerability and threat assessments and revise as needed.
- Identify and monitor governmental information sharing sources for warnings and alerts.
- Update and test call down list for emergency response teams and key employees.
- Review, coordinate, and update mutual aid agreements with other critical facilities and government agencies.
- Establish and monitor active and passive security measures.
- Review employee training on security precautions (bomb threat procedures, reporting suspicious packages,, activities, and people).
- Conduct communications checks to ensure contacts can be maintained.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT – BLUE LEVEL – GENERAL RISK

Definition: General risk with no credible threats to specific targets.

STATE GOVERNMENT	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure that key leaders are familiar with the emergency operations and business contingency plans.<input type="checkbox"/> Review, update, and routinely exercise functional areas of plans.<input type="checkbox"/> Review and update the call down list for emergency response teams.<input type="checkbox"/> Develop or review Mutual Aid agreements with other facilities, states, and/or with local government for use during emergencies.<input type="checkbox"/> Review physical security precautions to prevent theft, unauthorized entry, or destruction of property.<input type="checkbox"/> Have you provided for:<ul style="list-style-type: none">Employee picture ID badges?Background checks on all employees?Access control and locking of high security areas at all times?All security keys marked with “Do Not Duplicate”?Surveillance Cameras?Backup Power?An alarm system?
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT – BLUE LEVEL – GENERAL RISK

Definition: General risk with no credible threats to specific targets.

<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS – NON-LAW ENFORCEMENT</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them. <input type="checkbox"/> Ensure that each department is familiar with their assigned responsibilities during a disaster as shown in the plan and are prepared to respond. <input type="checkbox"/> Review communications plans and ensure the call-down procedures are current and accurate. <input type="checkbox"/> Conduct emergency management training and exercise emergency response plans. <input type="checkbox"/> Ensure all emergency management and response functions are adequately staffed. Recruit and train volunteers to augment full time staff. <input type="checkbox"/> Actively support the Neighborhood Watch, Community Emergency Response Team (CERT) and Amateur Radio Emergency Service programs. <input type="checkbox"/> Remind citizen and employees to be alert for suspicious packages, activities and vehicles, and to report these occurrences to the proper authority. <input type="checkbox"/> Secure buildings, unused rooms, storage areas, equipment and vehicles to prevent theft, tampering, or destruction.
<p style="text-align: center;">LOCAL GOVERNMENT ACTIONS – LAW ENFORCEMENT</p>	<p>Continue all precautions from lower Threat Conditions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Announce the increase in threat level to the public and all law enforcement employees. <input type="checkbox"/> Estimate countermeasures required to protect potential targets identified through statewide and local risk assessment. <input type="checkbox"/> Review and enhance intelligence operations within the Department of State Police and F.B I. to allow for early detection and formulation of an adequate defense mechanism for the Commonwealth of Virginia. <input type="checkbox"/> Secure all law enforcement unused assets to ensure against theft, tampering, or destruction. <input type="checkbox"/> Develop and conduct terrorist strike response scenarios training for all police response personnel. <input type="checkbox"/> Ensure that coordination with all emergency management and response functions are adequately staffed. Recruit and train volunteers to augment full time staff. <input type="checkbox"/> Have Public Information Office in coordination with other public safety agencies and with public media develop a system to routinely notify the public of terrorism related information and also to educate the public to the threat warning levels.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT – BLUE LEVEL – GENERAL RISK

Definition: General risk with no credible threats to specific targets.

<p style="text-align: center;">CITIZEN ACTIONS</p>	<p>In addition to all previously mentioned precautions, citizens are advised to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.<input type="checkbox"/> Review family emergency plans.<input type="checkbox"/> Increase family emergency preparedness by purchasing supplies, food, and storing water.<input type="checkbox"/> Be familiar with local natural and technological (man made) hazards in your community.<input type="checkbox"/> Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies<input type="checkbox"/> Monitor local and national news for terrorist alerts.
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<p style="text-align: center;">BUSINESSES</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure that key leaders are familiar with the emergency operations and business contingency plans.<input type="checkbox"/> Review, update, and routinely exercise functional areas of plans.<input type="checkbox"/> Review and update the call down list for emergency response teams.<input type="checkbox"/> Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies.<input type="checkbox"/> Review physical security precautions to prevent theft, unauthorized entry, or destruction of property.<input type="checkbox"/> Have you provided for:<ul style="list-style-type: none">Employee Picture ID badges?Background checks on all employees?Access control and locking of high security areas at all times?All security keys marked with "Do Not Duplicate"?Surveillance Cameras?Backup power?An alarm system?
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COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT –GREEN LEVEL –LOW RISK

Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

STATE GOVERNMENT

- Develop emergency operations and business continuity plans.
- Encourage and assist employees to be prepared for personal, natural, technological and homeland security emergencies.
- Develop a communications plan for emergency and other key personnel
- Conduct training for employees on physical security precautions.
- Budget for physical security measures.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT –GREEN LEVEL –LOW RISK

Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

<p>LOCAL GOVERNMENT ACTIONS – NON-LAW ENFORCEMENT</p>	<ul style="list-style-type: none"><input type="checkbox"/> Identify critical facilities they may need protection.<input type="checkbox"/> Review Emergency Operations Plans.<input type="checkbox"/> Ensure provisions for continuity of government.<input type="checkbox"/> Conduct training, seminars, workshops, and exercises using the Emergency Operations Plans and business resumption plans.<input type="checkbox"/> Conduct emergency preparedness training for citizens and employees and worker's families.<input type="checkbox"/> Encourage response agencies (fire fighters, law enforcement, EMS, public works and elected officials) to take emergency management and American Red Cross First Aid and CPR training.<input type="checkbox"/> Provide emergency preparedness information to employees via paycheck stub tips, newsletters, articles and posters.<input type="checkbox"/> Conduct routine inventories of emergency supplies and medical aid kits.<input type="checkbox"/> Budget for physical security measures.<input type="checkbox"/> Encourage programs for employee immunization and preventive health care.
<p>LOCAL GOVERNMENT ACTIONS – LAW ENFORCEMENT</p>	<ul style="list-style-type: none"><input type="checkbox"/> Work with local and state law enforcement to conduct risk assessments on potential terrorist targets statewide. (Threat + Vulnerability = Risk)<input type="checkbox"/> Review critical incident response plan and through coordination with state law enforcement update to handle additional threats posed by foreign and domestic terrorism.<input type="checkbox"/> Identify, develop, and conduct consequence response training for all police response personnel.<input type="checkbox"/> Identify law enforcement needs as they relate to crisis operations.<input type="checkbox"/> Encourage and assist law enforcement employees to be prepared for personal, natural, technological, and homeland security emergencies.<input type="checkbox"/> Conduct emergency preparedness training for employees and worker's families.<input type="checkbox"/> Review physical security measures for all law enforcement facilities and upgrade to meet the threat of foreign and domestic terrorism.<input type="checkbox"/> Review information protection measures to ensure property security measures are being utilized for the collection, storage, and transmission of information.<input type="checkbox"/> Review communications capabilities and upgrade to allow for efficient and effective communications among all law enforcement and other public safety responders to a critical incident. Also ensure redundancy for cyber information systems.

COMMONWEALTH OF VIRGINIA HOMELAND SECURITY TERRORIST THREAT CONDITIONS

GUARDED THREAT –GREEN LEVEL –LOW RISK

Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

CITIZEN ACTIONS	<p>Citizens are advised to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.<input type="checkbox"/> Be prepared for disasters and family emergencies.<input type="checkbox"/> Develop a family emergency plan.<input type="checkbox"/> Keep recommended immunization up-to-date.<input type="checkbox"/> Know how to turn off your power, gas, and water service to your house.<input type="checkbox"/> Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.<input type="checkbox"/> Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service).<input type="checkbox"/> Know what natural hazards are prevalent in your area and what measures you can take to protect your family.<input type="checkbox"/> Volunteer to assist and support the community emergency response agencies.
BUSINESSES	<ul style="list-style-type: none"><input type="checkbox"/> Develop emergency operations and business contingency plans.<input type="checkbox"/> Encourage and assist employees to be prepared for personal, natural, technological, and homeland security emergencies.<input type="checkbox"/> Conduct emergency preparedness training for employees and worker's families.<input type="checkbox"/> Develop a communications plan for emergency response and key personnel.

ATTACHMENT I

VARYING SECURITY MEASURES

These measures incorporate a comprehensive list of security actions, some of which may need to be implemented at lower levels. They are designed to respond to the elevation to High Risk (Orange) of terrorist attacks.

LITTLE OR NO COST ACTIONS

- Increase the visible security personnel presence whenever possible.
- Rearrange exterior vehicle barriers (traffic cones) to alter traffic patterns near facilities.
- Institute/increase vehicle, foot, and roving security patrols.

- Implement random security guard shift changes.
- Arrange for law enforcement vehicles to be parked randomly near entrances and exits.
- Approach all illegally parked vehicles in and around facilities, question drivers and direct them to move immediately, if owner cannot be identified, have vehicle towed by law enforcement.
- Limit the number of access points and strictly enforce access control procedures.
- Alter primary entrances and exits if possible.
- Implement stringent identification procedures to include conducting 100% "hands on" checks of security badges for all personnel, if badges are required.
- Remind personnel to properly display badges, if applicable, and enforce visibility.
- Require two forms of photo identification for all visitors.
- Escort all visitors entering and departing.
- X-ray packages and inspect handbags and briefcases at entry if possible.
- Validate vendor lists for all routing deliveries and repair services.



ACTIONS THAT MAY BEAR SOME COST

- Increase perimeter lighting.
- Remove vegetation in and around perimeters, maintain regularly.
- Institute a vehicle inspection program to include checking under the undercarriage of vehicles, under the hood, and in the trunk. Provide vehicle inspection training to security personnel.
- Conduct vulnerability studies focusing on physical security, structural engineering, infrastructure engineering, power, water, and air infiltration, if feasible.
- Initiate a system to enhance mail and package screening procedures (both announced and unannounced).
- Install special locking devices on manhole covers in and around facilities.

SUPPORT ANNEXES

SUPPORT ANNEXES: INTRODUCTION

Purpose:

This section provides an overview of the Support Annexes to the Emergency Operations Plan (EOP).

Background:

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs. Examples include public affairs, infrastructure, resources, and worker safety and health.

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of local departments and agencies, nongovernmental organizations, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Financial Management
- Logistics and Resource Management
- Private Sector Coordination
- Public Affairs
- Information and Technology
- Volunteer and Donations Management
- Worker Safety and Health
- Debris Management
- Dam Safety Management

SUPPORT ANNEXES: ROLES AND RESPONSIBILITIES

Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of a coordinating agency is a joint endeavor between two departments.

The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of emergency management and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

The responsibilities of the coordinating agency and cooperating agencies are identified below.

Coordinating Agency

Coordinating agencies described in the annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. Campbell County Office of Emergency Management retains responsibility for overall incident management. Local agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an incident, the agency service as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for the operations function at fixed and field facilities;
- Notifying and sub-tasking cooperating agencies;
- Managing any tasks with cooperating agencies, as well as appropriate State and Federal agencies;
- Working with appropriate private sector organizations to maximize use of all available resources;
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to execute their appropriate support responsibilities.

Cooperating Agencies:

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency or emergency management, using their own authorities, subject-matter experts, capabilities, or resources;

- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aid, in concert with existing first-responder standards;
- Furnishing available personnel, equipment, or other resource support as requested by emergency management;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures that have the potential to improve performance within or across functional areas for review and evaluation.

Animal Care and Control Support Annex

FORWARD

This Annex was developed to augment the Campbell County Emergency Operations Plan, for the care and control of animals in the event of a major emergency or disaster. Emergency planning, for the most part, focuses on saving lives and property. Planning for the care and control of animals has not, however, been a priority in the past.

Animals are often overlooked during and after a disaster, until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This Annex recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. Annex J is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on rescue, care, and feeding of animals abandoned or lost and those brought to public shelters.

I. PURPOSE

The purpose of this Annex is to establish organizational responsibilities and general policies and procedures for the care and control of animals during natural and technological disasters. A major goal of this annex is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance. This annex will also provide a system for returning animals to their owners after the event is over.

II. SITUATION AND ASSUMPTION

A. Situation

1. Natural or man-made emergencies and disasters occur which require citizens to evacuate their homes.
2. Some citizens own domestic pets such as dogs and cats, etc.
3. During the short-term absence of an owner, pets will remain at home supplied with adequate food and water. Owners may want to go back into their home to retrieve them, risking their safety.
4. Mass care facilities for citizens do not permit animals other than those used for special needs assistance.

B. Assumptions

1. During emergency evacuation, owners may seek extended care for pets in a facility other than the pet's home.

2. Unattended pets may be at risk to themselves and to the general population.

III. CONCEPT OF OPERATIONS

A. Mitigation

Because some emergencies and disasters may require sheltering and care of domestic pets outside their normal housing situation, their owners will take pets to designated veterinary hospitals, kennels, boarding facilities or other private animal care shelters.

Campbell County and the Humane Society for Campbell County will be setting up an animal shelter at the Campbell County Animal Control Facility. Owners can either bring their pets directly to the Animal Control Facility or to a Red Cross Shelter and a trained person will fill out the necessary intake forms and transport to the care and control facility.

B. Preparedness

1. Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels and boarding facilities that will participate in the sheltering of domestic pets during emergencies and disasters.
2. Establish rules and regulations in conjunction with participating groups for the emergency care and sheltering of pets.
3. Coordinate preparedness information activities with the Humane Society for Campbell County, media and other groups publicizing emergency mass care for pets.
4. Provide the American Red Cross the name of the contact person for the Humane Society of Campbell County.
5. Maintain a current resource list of participating groups with contact persons, telephone numbers and a list of appropriate interested agencies.

C. Response

1. Notify Care and Sheltering network group to activate animal shelter at Animal Care and Control Facility.
2. Notify American Red Cross, medial and other concerned groups that the Animal Shelter at the Animal Care and Control Facility has been activated.
3. Follow established procedures as stated in Animal Control Emergency sheltering guidelines.

D. Recovery

1. Follow procedures for deactivation of Animal Care and Control Facility in cooperation with the Coordinator of Emergency Management or designee.

2. Notify participating boarding facilities, appropriate agencies and local media of cessation of emergency and timing of owner retrieval of animals.
3. Review and evaluate, by all participating groups, procedures and situation during emergency operation.

IV. ORGANIZATION AND RESPONSIBILITIES

A. General

The Campbell County Emergency Management Coordinator of Designee will work with Animal Control in conjunction with private animal boarding facilities and veterinarians to develop a network of animal care participants available during emergencies. All affected agencies shall:

1. Prepare Standard Operating Procedures (SOPs) and functional checklists for animal control response to a disaster or emergencies.
2. Train all personnel and alternates.

B. Local Emergency Management:

1. Maintain a current list of veterinary hospitals and boarding kennels within the County. The Virginia Veterinary Medical Association (VVMA) can assist with providing a current directory of local animal care and control contacts.
2. Coordinate animal and mass care sheltering for adults the Animal Control and Red Cross.
3. Disseminate animal sheltering and emergency care information to the public prior to, during and after disasters.
4. Assign a representative from Animal Control during activation of the plan to implement the components of the plan. This individual shall:
 - a. Maintain a record of all-incoming messages and requests for animal sheltering.
 - b. Coordinate response to requests for animal sheltering with the Humane Society of Campbell County, Campbell County Animal Control, and trained volunteers in a timely manner.
 - c. Provide all paperwork, supplies and personnel needed to provide emergency sheltering for incoming animals.
 - d. Coordinate disaster animal care and control with the following agencies: Virginia Veterinary Medical Association (VVMA), Virginia Association of Licensed Veterinary Technicians (VALVT), Virginia Animal Control

Association (VACA), and Virginia Federation of Humane Societies (VFHS).

- e. Provide the Emergency Management Coordinator or designee with a report of response for animal sheltering.
- f. Identify and solve problems that develop during implementation of the plan that require resolution.

C. Campbell County Animal Control (CCAC)

1. Upon notification from the Emergency Management Coordinate or designee the Campbell County Animal Control will coordinate emergency animal care and control.
2. Will be responsible for the recruitment, training and screening of volunteers for placement in appropriate positions. A plan should also be developed to screen and place volunteers coming on the scene during and after a disaster.
3. Develop an identification system for animals. There also needs to be a system for photographing and recording details of each animal.
4. In order to reduce the chance of the spread of disease and protect public health, it is essential that the Campbell County Animal Control coordinate with Local and State Officials in the picking up and removal of dead animals.
5. Coordinate the transportation of animals to emergency animal shelters.

D. County Animal Control Officers

1. Coordinate the transportation of animals to emergency animal shelter.
2. Coordinate training and plan development exercises for other support agencies.
3. Coordinate in the development of a resource directory for animal control during major emergencies and disasters.
4. Coordinate the removal of dead animals.

E. Private Animal Care Shelters (veterinarians. boarding kennels).

1. Provide emergency sheltering of animals.
2. May provide other technical services or resources.

F. State

1. The State Veterinarian in the Department of Agriculture and Consumer Services is the primary contact for coordination, direction and control of animal care and

control organizations assisting in emergencies and is responsible for the following:

- a. Communication with recognized animal health care responders and agencies.
- b. Appointment of the Animal-Care Coordinators for the State EOP.
- c. Coordination of disaster activities with the Virginia Department of Emergency Management (VDEM).
- d. Coordination of member organizations with other State Veterinary Medical Associates and other Emergency Management Agencies.
- e. Maintain a list of Emergency Field Veterinarians, Emergency Animal Control Personnel, Emergency Field Veterinary Technicians and Emergency Nonnative Wildlife Field Personnel, and their alternates.
- f. Assistance in coordination of donations of food, supplies and resource with local jurisdiction.
- g. Maintenance of liaison with regulatory agencies.
- h. Determining which animal care personnel are qualified to enter disaster areas.
- i. Coordination of sample collection with the State Chemist and Animal Disease Diagnostic Laboratory.

V. ADMINISTRATIVE AND LOGISTICS

A. General

The Emergency Management Coordinator will work closely with Animal Control in the administration and logistics of the emergency animal control and care program.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Coordinator will review this annex to ensure that necessary updates and revisions are prepared and coordinated, based on deficiencies identified in exercises and emergencies.

ANIMAL PROTECTION

MISSION: To provide guidelines for the emergency handling of all types of animal problems that occurs because of a disaster inherent with animal ownership, as well as with un-owned animals.

Organization: Campbell County Animal Control (CCAC) will have the responsibility for the control of animal related problems in any emergency. The Campbell County Animal Control will be assisted by the Sheriff's Office, Fire Department, Emergency Medical Services (EMS) agencies, the Health Department, Humane Society and animal rescue groups.

Concept of Operations: Develop procedures to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care; food and water; disposal; identification and reuniting pets with their owners; and protection of citizens from any dangers (illness or injuries) posed by domestic pets and/or wild animals during and after a disaster.

EMERGENCY MANAGEMENT ACTIONS:

1. Normal Operations: Develop and maintain plans to provide animal care and control in time of emergencies.
 - A. Develop procedures for public information and education on animal disaster preparedness.
 - B. Identify essential facilities and develop procedures to provide for their security in time of emergency.
 - C. Assign emergency duties and provide training, as appropriate.
 - D. Review and update plans and procedures, if necessary, as time permits.
2. Increased Readiness: A natural or man-made disaster is threatening the local area.
 - A. Alert on-duty personnel
 - B. Monitor the situation and be prepared to mobilize, if required.
 - C. Request stand-by of volunteers.
3. Mobilization Phase: Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - A. Alert all personnel.
 - B. Activate resources as needed.
 - C. Activate Animal Care Units.
 - D. Implement evacuation.
4. Response Phase: Disaster strikes. An emergency response is required to help protect lives and property.
 - A. Search, rescue and transport animals to shelter.
 - B. Receive and care for animals.
 - C. Identify, control and if necessary, destroy animals that pose hazards to well-being and safety of citizens.

- D. Register, identify and photograph and maintain accurate records.
- E. Maintain effective communications with the EOC, shelters and field personnel.
- F. Provide food, water and waste disposal at the shelter.

5. Recovery Phase:

- A. Identify and dispose of dead animals.
- B. Reunite animals with owners.
- C. Open long-term shelter of animals for homeless owners.
- D. Report disaster related expenses.
- E. Deactivate shelter.

Responsibilities:

1. Animal Control will:
 - A. Develop and maintain a current list of Animal Care Facilities, food suppliers, cage suppliers and hotels and motels will to accept pets.
 - B. Develop a list of volunteers willing to accept animals into their homes for the duration of the disaster and/or to transport them to temporary shelters.
 - C. Maintain records of where animals are housed and reunite owners with animals when necessary.
 - D. Supervise the transportation and temporary housing of these animals.
 - E. Coordinate with the County Public Information Officers for the release of media notices when it comes to animal issues.
 - F. Maintain communication between sheltering facilities and the EOC with the Animal Control designee representative in the EOC.
 - G. In coordination with Animal Control develop a training program for animal rescue teams.
 - H. Coordinate the need for medical care of animals brought to shelters or rescue during the disaster.
 - I. Coordinate with transportation animals to shelter.
 - J. Coordinate in animal rescue operations.
 - K. Assign a representative to the EOC, as requested by the Emergency Coordinator.
 - L. Develop a training program for animal rescue teams with Campbell County Humane Society.
 - M. Coordinate the activities of the Animal Rescue teams.
2. American Red Cross will:
 - A. Utilize the list of agencies, organizations or local vets to provide information/referrals to mass inquiries who contact the Red Cross.
 - B. Provide referral information to shelter residents/disaster victims who may need animal sheltering by providing a flyer prepared by Animal Control.
 - C. Post Pet Shelter information at the shelter information/reception intake desk.
 - D. Provide assistance with feeding animal shelter workers through ongoing Red Cross mass feeding efforts that are supporting mass human shelters.
 - E. Provide pet shelter activation information for dissemination through affected chapter regions and host chapter regions.
 - F. Offer Pet First Aid courses to the community to maximize information available to potential animal shelter workers and animal activist volunteers.

3. Emergency Management Coordinator will:
 - A. Be responsible for the writing of this annex to the disaster plan.
 - B. Coordinate bus transportation support as needed.
 - C. Provide communications support for this annex.
 - D. Coordinate with schools for a facility near the Red Cross shelter for the animal shelter liaison officer.

4. Health Department will:

Provide support when dealing with the safe isolation of diseased animals and disposal of these animals when necessary in cooperation with the USDA.

5. VDOT will:

Provide assistance in the disposal of diseased animals in disaster operations as requested by the State Veterinarian.

6. County Extension Agent will:

In coordination with the State Veterinarian and the USDA, assist in the isolation, euthanasia and disposal of diseased animals.

TAB A

COMPANION ANIMAL BOARDING FACILITIES

Name / Address	Phone Number	# Spaces for Dogs	# Spaces for Cats
Kennels			
Flat Creek Pet Care	434-610-2013	4	4
Baird's Wag-N-Bark, Lynchburg	434-239-5455	3 crate trained only	0
Bear Creek Kennel, Bear Creek Rd., Rustburg	434-332-5624	25	2
Colbert Kennels 1126 Old Graves Mill Rd., Lynchburg	434-239-8689	40	0
Forest Pet Care 1255 Venture Dr., Forest	434-525-4040	72	0
Lake Forest Boarding 18510 Forest Rd. Forest	434-385-6445	12	0
Wayward Boarding Kennels, Rustburg	434-821-4445	30	0
Veterinarian			
Addison Animal Hospital 1818 Memorial Dr. Lynchburg	434-846-2563	20	0
Altavista Animal Hospital 1437 Lynch Mill Rd. Altavista	434-369-7033	19	7
Animal Hospital of Lynchburg	434-845-7021	16 large 23 small	15
Diamond Hill Animal Hospital 1400 Main Street Lynchburg	434-845-1242	3 large 8 small	12
Gentle Care Animal Hospital 1365 Thomas Jefferson Dr. Forest	434-534-9894	40	6
Seven Hills Veterinary Hospital 3431 Waterlick Road Lynchburg	434-237-6631	15	12

TAB B
AREA VETERINARY HOSPITALS

Name	Address	Phone	Veterinarian	Hours
Addison Animal Hospital	1818 Memorial Ave., Lynchburg	434-846-2563	Dr. Scott Miller	
Altavista Animal Hospital	1437 Lynch Mill Rd. Altavista	434-369-7033	Sandra Bullens DVM Stephanie Chmiel DVM	
Animal Hospital of Lynchburg	1705 Memorial Ave. Lynchburg	434-845-7021	Rich Krason DVM Jean Krason DVM	
Animal Medical Center	18479 Forest Rd. Lynchburg	434-385-8937	Thomas P. Nelson DVM	
Boonsboro Animal Hospital	6097 Boonsboro Rd., Lynchburg	434-384-7799	David Case DVM	
Concord Veterinary Services	Village Highway Concord	434-993-2403	Lori Leonard DVM	
Corbin Veterinary Services	315 LaGrande Ave. Charlotte Courthouse	434-542-4477	Brian Morris DVM	
Diamond Hill Animal Hospital	1400 Main St. Lynchburg	434-845-1242	Christine Dixon DVM	
Gentle Care Animal Hospital	1365 Thomas Jefferson Rd. Forest	434-534-9894	Barbara Stevens DVM	
Lake Forest Animal Hospital	18510 Forest Rd. Forest	434-385-6468	Amie Taunton DVM	
Peaks View Animal Hospital	802 Wiggington Rd. Lynchburg	434-385-1300	Albert Henry DVM Cassandra Campbell DVM Serocki Noelle, DVM Les Mulligan, DVM	
Ridgewood Animal Hospital	Rte 221 & Perrowville Rd., Forest	434-525-2111	Stephen Lichiello DVM Jamie Adkins DVM Robin Hubbard, DVM	
Seven Hills Veterinary Hospital	3431 Waterlick Rd. Lynchburg	434-237-6631	Randy Bradshaw DVM Sandra Tall DVM Rebecca Rogers DVM Joann Douglas, DVM	
Timberlake Animal Hospital	7819 Timberlake Rd. Lynchburg	434-239-4475	Rhonda Faulks, DVM Ashley Bruce, DVM	

Name	Address	Phone	Veterinarian	Hours
Mobile Vets				
Paw Prints	205 Independence Dr., Forest	434-238-0232	Genevieve Neale DVM	
Large Animal Practice				
Windhaven Equine Clinic	1700 Windhaven Farm Ln., Forest	434-525-5112	Ronald Fessler DVM	
Serenity Equine	2954 Evington Rd. Evington	434-525-2244	Andrea Floyd DVM	
After Hours Emergency Vet				
Animal Emergency	3432 Odd Fellows Rd., Lynchburg	434-846-1504	Jay Harper DVM	

TAB C

Animal Protection

Area Pounds and Shelters

Name	Address	Phone #	E-Mail	# Spaces for Dogs/ Cats
Amherst County Humane Society	322 Shelter Ln., Amherst	434-946-9410	hsofac@cs.com	15/14
Appomattox County	3074 Morning Star Rd. Appomattox	434-352-3031		20/12
Bedford County	1307 Falling Creek Rd. Bedford	540-586-7630	vcatron@bedfordsheriff.org	40/53
Campbell County	322 Dennis Riddle Dr. Rustburg	434-821-4416	jbdauid@co.Campbell.va.us	20/20
Charlotte County	632 Dogwood Ln. Charlotte Courthouse	434-542-5141		6/0
Halifax County	1040 Farm Rd. South Boston	434-572-4292	hac@gcronline	32/25
Lynchburg Humane Society	3305 Naval Reserve Rd., Lynchburg	434-846-1438	wayne@lynchburghumanesociety.com	36/52
Pittsylvania County	382 Rainbow Circle Dry Fork	434-432-7931	pboswell@pittgov.org	27/20

TAB D

Area Pet Food/Pet Supply Stores

Name	Address	Phone #
Bartlett Milling	4026 Wards Rd., Lynchburg	434-821-2501
Food Lion	1301-A Main St., Altavista	434-309-1114
Food Lion	425 Lusardi Dr., Brookneal	434-376-3270
Food Lion	1051 Village Hwy., Rustburg	434-332-1029
Food Lion	13955 Wards Rd., Lynchburg	434-237-9063
Mays Farmers Service	1103 Lynchburg, Ave., Brookneal	434-376-2611
Pet & Aquatic Warehouse	2408 Wards Rd., Lynchburg	434-239-6787
Pets Mart	4026 Wards Rd., Lynchburg	434-237-0036
River Valley Resources	1507 Main St. Altavista	434-309-1212
Wal-Mart	3900 Wards Rd. Lynchburg	434-832-0304
Wal-Mart	125 Clarion Rd. Altavista	434-309-2245

TAB E

Area Hotels/Motels that allow pets in rooms

Name	Address	Phone #
Super 8 Motel	3736 Candler's Mtn Rd. Lynchburg	434-846-1668
Comfort Suites	1558 Main St., Altavista	434-369-4000
Holiday Inn Express	5600 Seminole Ave Lynchburg	434-237-7771
Extended Stay America	1910 University Blvd., Lynchburg	434-239-8863
Holiday Inn Select	601 Main St. Lynchburg	434-528-2500
Quality Inn	3125 Albert Lankford Dr. Lynchburg	434-847-9041
Travel lodge	1500 Main St., Lynchburg	434-845-5975
Kirkley Hotel	2900 Candler's Mtn. Rd Lynchburg	434-237-6333
Hampton inn	5604 Seminole Ave Lynchburg	434-237-2704

TAB F

Area Transporters

Transport for small animals

Name	Address	Phone #
Shelly Stone*	Spay, VA	888-850-0229
Shade Tree Pet Care (1)		434-660-7387

*Coordinator with Spay VA may have access to three animal transport vans during a local emergency.

(1) Will pick up animals to be boarded at her facility

Transport for large animals

Name	Address	Phone #
Wanda Floyd		434-841-8923
Matt Farris		434-660-0606

Dam Safety Support Annex

Coordination Agency

Campbell County Sheriff's Department
Campbell County Office of Emergency Management

Cooperating Agencies

Campbell County Office of Emergency Management
Campbell County Administrator
Virginia Department of Conservation and Recreation (DCR)

Introduction

Purpose:

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

Scope:

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

Policies:

Dam owners will:

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

Campbell County will:

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

Concept of Operations

General:

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the local law enforcement and Coordinator of Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an "Emergency Action Plan." A copy must be provided to the local Director of Emergency Management, the State Department of Emergency Management, and The State Water Control Board. This "Emergency Action Plan" is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

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

AUTHORITIES

In addition to those listed in the Basic Plan:

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

EMERGENCY MANAGEMENT ACTIONS – DAM SAFETY

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

Alert on-duty emergency response personnel

b. Stage II Conditions

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

3. Emergency Operations

a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions

- (1) Activate EOC (manning as appropriate).
- (2) Notify State EOC, (804) 674-2400 or 1/800/468-8892.
- (3) Alert emergency response personnel to standby status.
- (4) Begin record keeping of all incurred expenses.

b. Response Phase – Stage III Conditions

- (1) Order immediate evacuation of residents in expected inundation areas.
- (2) Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
- (3) Call in all emergency response personnel to provide help required to protect lives and property.
- (4) Activate EOC, if not previously accomplished.
- (5) Follow established procedures within designated functional areas specified in this plan.

4. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.

- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

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

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

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

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

Emergency Stages

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

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

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

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

TAB A

DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS CAMPBELL COUNTY

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

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

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

SEE DAM SAFETY PLAN (EAP AND MAPS)

DAM NAME	CLASS	LOCATION
Little Falling River Dam #1	III	1.7 mi. North of SR 615 On Little Falling River
Timberlake Dam	II	Timberlake Subdivision
Little Falling River Dam #2	III	1.5 MI. East of SR 646 On Little Falling River
Little Falling River Dam #3	III	0.2 mi. East of SR 646 On Little Falling River
Lakewood Dam	III	2.27 mi. North of SR 607 On Mollies Creek
Brookneal Dam	III	0.2 mi. West of SR 601
Lake Shalom Dam	III	3 mi. North of SR 605 On Falling River
Wildwood Dam #1	II	Wildwood Subdivision
Jones Dam	II	2 mi. East of SR 646 On Rattlesnake Creek
Lakeland Dam	II	.1 mi East Lighthouse Dr. Lighthouse Subdivision
Wildwood Dam # 3	II	Wildwood Subdivision
Wildwood Dam # 2	II	Wildwood Subdivision
Otter River Water Terminal	III	North of SR 682 on Big Otter River
Hutchinson Dam	III	

Damage Assessment Support Annex

Primary Agency

Department of Building and Zoning

Secondary Agencies

Campbell County Assessor's Office
Campbell County Department of Public Works
Campbell County Department of Parks and Recreation
County Department of Emergency Management Officials
Department of Finance
Campbell County Sheriff's Office
Department of Social Services
Red Cross
Amateur Radio Emergency Services

Purpose:

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

Scope:

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

Definitions:

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

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

Situation:

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

During the recovery phase of a disaster, the City/County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City/County to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

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

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

Assumptions:

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

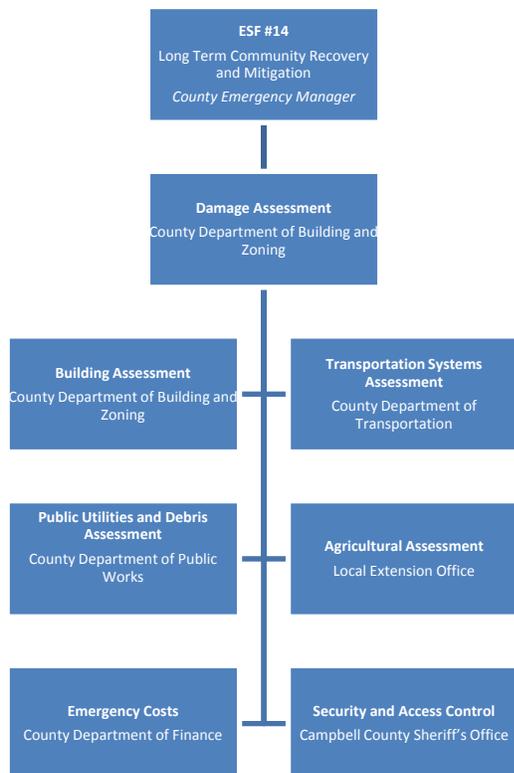
Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess County structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both the County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions; and

Concept of Operations

Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The County Emergency Manager or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the County Department of Building and Zoning. The damage assessment teams will be supported by multiple agencies from the County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



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

Responsibilities:

1. County Department of Building and Zoning
 - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
 - b. Maintain a list of critical facilities that will require immediate repair if damaged;
 - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the County Emergency Manager;

- d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
- e. Conduct damage assessment training programs for the teams;
- f. Coordinate disaster teams conducting field surveys;
- g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
- h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- k. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
- l. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.

2. County Department of Public Works

- a. Designate representatives to serve as members of damage assessment teams;
- b. Participate in damage assessment training;
- c. Collect and compile damage data regarding public and private utilities, and provide to City/County Department of Building and Zoning within the EOC;
- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.

3. County Department of Transportation

- a. Designate representatives to serve as members of damage assessment teams;
- b. Participate in damage assessment training;
- c. Collect and compile damage data regarding public and private transportation resources, and provide to County Department of Building and Zoning within the EOC;
- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments; and

4. Local Extension Office

- a. Designate representatives to serve as members of damage assessment teams;
- b. Participate in damage assessment training;
- c. Collect and compile damage data regarding public and private agricultural resources, and provide to County Department of Building and Zoning within the EOC;
- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments; and

5. Law Enforcement

- a. Provide security for ingress and egress of the damaged area(s) post-event;
- b. Provide access and security for damage assessment activities with the County.

6. County Department of Finance

- a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
 - c. Report these estimates and obligations to the Emergency Manager for inclusion into the appropriate Public Assistance IDA categories.
7. County Emergency Management
- a. Overall direction and control of damage assessment for the County;
 - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;
 - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.

Action Checklist

Mitigation/Prevention:

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

Preparedness:

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

Response:

1. Activate the damage assessment staff in the EOC;
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event;
4. Document all emergency work performed by local resources to include appropriate photographs;
5. Compile and disseminate all damage reports for appropriate agencies;
6. Determine the state of damaged buildings and place notification/placards as needed;
7. Inform officials of hazardous facilities, bridges, road, etc.

Recovery:

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;

5. Complete an event review with all responding parties;
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
9. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
- 10.

Administration and Logistics

Administration:

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by county, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to county, state and federal reporting requirements. All procurement processes will also follow appropriate county procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

1. Ensure prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments; and
2. Ensure availability of the media in the event an emergency requiring evacuation arises.

Direction and Control

- 1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.**
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

Plan Development and Maintenance

- (a) This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the County Department of Building and Zoning, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Damage Assessment Team Assignments

Tab A

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

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. PRIVATE PROPERTY

Category A – Residential/Personal Property

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

Team: Member 1
Member 2
Member 3
Member 4

Category B – Business and Industry

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

Team: Member 1
Member 2
Member 3
Member 4

Category C – Agriculture

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

Team: Member 1
Member 2
Member 3
Member 4

II. PUBLIC PROPERTY

Category A – Debris Clearance

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

Team: Member 1
Member 2
Member 3
Member 4

Category B – Protective Measures

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

Team: Member 1
Member 2
Member 3
Member 4

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

Team: Member 1
Member 2
Member 3
Member 4

Category C – Road Systems

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

Team: Member 1
Member 2
Member 3
Member 4

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Member 1
Member 2
Member 3
Member 4

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Member 1
Member 2
Member 3
Member 4

Category F – Public Utility Systems

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

Team: Member 1
Member 2
Member 3
Member 4

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Member 1
Member 2
Member 3
Member 4

Damage Assessment Annex

Tab B

**LOCAL GOVERNMENT DAMAGE ASSESSMENT
– TELEPHONE REPORT**

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

**Damage Assessment Annex
Tab C**

Cumulative Initial Damage Assessment Report

PRIMARY: Input into WebEOC

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

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

Part I: Private Property CUMULATIVE DAMAGES

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

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

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

Additional Comments:



Public Assistance Damage Assessment Guidelines

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

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

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

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

Damage Assessment Annex

Tab E

Public Assistance Damage Assessment Field Form

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

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance	D. Water Control Facilities	G. Parks, Recreation Facilities & Other
B. Emergency Protective Measures	E. Public Buildings & Equipment	
C. Roads & Bridges	F. Public Utility System	

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

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

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

Damage Assessment Annex

Tab F



Individual Assistance Damage Assessment Level Guidelines

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

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course- Lap or aluminum siding - 4 inches or 8 inches per course- Stair risers - 7 in

Concrete or cinder block - 8 inches per course Door knobs - 36 inches above floor
Standard doors - 6 feet 8 inches

Additional information: www.VAEmergency.com Adapted from FEMA 9327.1-PR April 2005 Revised 03/13/07

Damage Assessment Annex Tab G

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

Debris Management Support Annex

Coordinating Agency

Campbell County Department of Public Works

Cooperating Agencies

Campbell County Office of Emergency Management

Campbell County Department of Transportation

Campbell County Department of Engineering

Campbell County Department of Health

Town of Altavista

Town of Brookneal

Introduction

Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threats to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Scope:

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

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

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

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

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

The debris management program implemented by state agencies, and Campbell County will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

Policies:

- The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;
- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
- The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and Campbell County.
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

Concept of Operations

General:

The Campbell County Department of Public Works will be responsible for coordinating debris removal operations for the locality. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To the end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

Campbell County Department of Public Works will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.

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

The locality will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modification, inspections, acceptance, payment, and closing out of activities.

Campbell County is encouraged to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and Campbell County who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of Campbell County engineer and will be coordinated with other recovery efforts through the local EOC. Appropriate, final disposal may be to the Regional landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental condition, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers following Hurricane Andrew. The categories of debris appear in Tab A. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The district Fire Chief will be the initial contact for hazardous/toxic materials.

Organization:

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

Due to the limited quantity of resources and service commitments following the disaster, Campbell County will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from Campbell County to private sector, freeing up

personnel to devote more time to their regularly assigned duties. Private contracting also stimulated Campbell County, regional, and state economies impacted by the incident, as well as maximized state and local government's level of assistance from the federal government. Private contracting allows Campbell County to more closely tailor their contract services to their specific needs. The entire process or segments of the process can be contracted out.

Responsibilities:

- Develop local and regional resource list of contractors who can assist Campbell County in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and adjacent localities as appropriate;
- Identify and pre-designate potential storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklist to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance.

TAB A

DEBRIS CLASSIFICATIONS

Definitions of classifications of debris are as follows:

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

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

* Debris classification developed and used by Corps of Engineers in Hurricane Andrew recovery.

TAB B

DEBRIS COLLECTION SITES

TBD upon event location

TAB C

DEBRIS QUANTITY ESTIMATES

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

Determine population (P) in the affected area, using the 2000 Census Data for Campbell County. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

$$Q = H (C) (V) (B) (S)$$

Where

Q is quantity of debris in cubic yards

H is the number of households (10,688)

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

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

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

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

Then **Q = 10,688 (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.9 MILLION CUBIC YARDS**

References:

Mobile District Corps of Engineers, Emergency Management Branch, Debris Modeling

Evacuation Support Annex

Primary Agency

Department of Transportation
Campbell County Sheriff's Office
Department of Social Services

Secondary/Support Agencies

Campbell County Emergency Management Officials
Virginia State Police
Campbell County Fire Departments
Virginia Department of Health- Local Health Department
Campbell County Animal Control
Campbell County Public Schools
American Red Cross

Introduction

Purpose:

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

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by Campbell County Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time.

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

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

4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

Definitions:

Assembly Area: Site where mass transit resources collect as directed by the EOC to assist in the transporting of populations out of the risk area.

Evacuation Route - Road or highway designated as a primary route for motorists evacuating from the threat.

Evacuee: A person moving out of the risk area of a potential or occurring hazard. Evacuees are designated into those that are transit dependent and those who are “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

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

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

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

Assumptions:

7. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.
8. Warning time, in the case of a hurricane or river flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident. Additional regional and/or county-wide evacuations may be necessary in the event of a larger incident such as an impending hurricane.
9. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels.

10. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary.
11. The timing of an evacuation directive will be determined by the circumstances of the event.
12. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic.
13. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes.
14. Emergency evacuations might require evacuation of all or part of a County or neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the County. Traffic control resources must be in place prior to public release of an evacuation order.
15. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger the lives and result in civil disorder.
16. There are on-going efforts to proactively reach out and educate citizens in the County on family preparedness, evacuation procedures, and where to go for additional information on these subjects.
17. Evacuation procedures, to include notification and routing, will be made available to the public by all available means.
18. The primary means of evacuation from any event will be private vehicles.
19. Residents who are ill or disabled may require vehicles with special transportation capabilities.
20. Stranded motorists could present significant problems during an evacuation situation.
21. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public.
22. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.
23. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.
24. Every hospital, long-term care facility and home health agency is to have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.
25. Local emergency managers have been given the authority to review and collaborate with managers of nursing homes, childcare facilities and assisted living facilities in developing emergency plans.

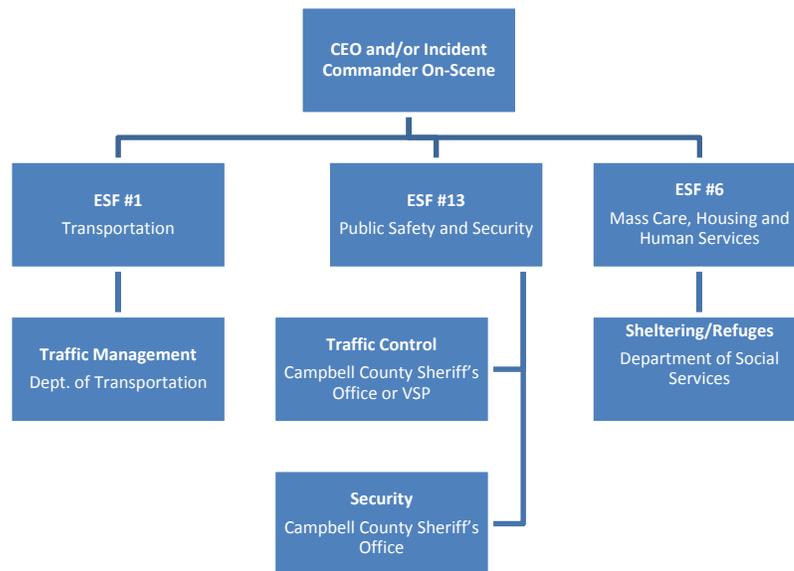
Policies:

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

Concept of Operations

Organization:

Evacuation of Campbell County will be directed by the County Administrator or his/her appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate without warning evacuations.



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

Responsibilities:

8. Virginia Department of Transportation
 - a. Assist with traffic control in the event of an emergency requiring evacuation, in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
 - b. Assist in moving motorists to refuges of last resort as an event with warning approaches;
 - c. Develop, review and test Campbell County evacuation plans, policies and procedures.

9. Law Enforcement
 - a. Coordinate traffic control in the event of an emergency requiring evacuation in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
 - b. Coordinate resources and information with state and adjacent jurisdiction law enforcement;
 - c. Assist in directing motorists to refuges of last resort as an event with warning approaches;
 - d. Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort;
 - e. Assist with the development, review and testing of the County evacuation plans, policies and procedures.

10. Campbell County Department of Social Services
 - a. Assist in selection of and initiation of sites to serve as refuges of last resort and shelters;
 - b. Fulfill sheltering plan as required in response to an evacuation (see Sheltering Annex);
 - c. Assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering planning;
 - d. Assist with the development, review and testing of the County evacuation plans, policies and procedures.

11. Campbell County Emergency Management
 - a. Recommend policies, procedures and projects necessary for the implementation of evacuation plans for the locality;
 - b. Facilitate training to local agencies and other organizations regarding evacuation plans;
 - c. Provide subject matter expertise as needed;
 - d. Publish approved policy guidance including performance measures;
 - e. Coordinate evacuation efforts with external agencies including, federal, state and other localities;
 - f. Coordinate and disseminate public information through all media types regarding evacuation efforts pre-event, during the event and post-event;
 - g. Assist with the development, review and testing the County evacuation plans, policies and procedures.
 - h.

Action Checklist

Mitigation/Prevention:

6. Any special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the City/County Emergency Manager for comment and review;
7. Citizens will be encouraged to develop household emergency plans that would include their pets and any other dependents in all aspects of response including evacuation and sheltering.

Preparedness:

5. Develop, review and test the County evacuation plans, policies and procedures;
6. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
7. Provide adequate support for evacuation preparedness and planning;
8. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
9. Selection, prepare plans for and initiate sites to serve as refuges of last resort and/or shelters;
10. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
11. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

Response:

8. Implement evacuation plans, policies and procedures to ensure the safe, sanitary and efficient response to an emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
9. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
10. Provide adequate support for evacuation response. Report any shortfalls and request needed assistance or supplies;
11. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
12. Provide evacuation support in a timely manner;
13. Coordinate information dissemination internally and externally;
14. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
15. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

11. Complete an event review with all responding parties;
12. Review evacuation plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
13. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
14. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
15. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate;
16. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Administration and Logistics

Administration:

Basic administrative and accountability procedures for any evacuation will be followed as required by the County, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to County, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

3. Ensure prior coordination with appropriate evacuation coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the emergency; and
4. Ensure availability of the media in the event an emergency requiring evacuation arises.

Plan Development and Maintenance

- (b) this plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility of the Department of Transportation, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

**Evacuation Annex
TAB A
ASSEMBLY AREAS**

Location	Address	Capabilities		
		General	Special Medical Needs	Pet
EXAMPLE: East High School	1000 Main Street Our Town, Virginia	Yes	Yes	No
EXAMPLE: Livingstone Recreation Center	2119 West Oak Drive Your Town, Virginia	Yes	No	Yes

**Evacuation Annex
TAB B
PICK-UP POINTS**

Route	Address	Intersection
EXAMPLE: West	1000 West Franklin Street Your town, VA	Franklin and 1st
	4000 West Franklin Street Your town, VA	Franklin and 4 th
	4000 Walnut Street Your town, VA	Walnut and 4 th
	8000 Walnut Street Your town, VA	Walnut and 8 th
	8000 Chestnut Street Your town, VA	Chestnut and 8 th
	4000 Chestnut Street Your town, VA	Chestnut and 4 th
	1000 Chestnut Street Your town, VA	Chestnut and 1 st
	1000 Walnut Street Your town, VA	Walnut and 1 st

Financial Management Support Annex

Coordinating Agency

Campbell County Administrative Assistant/Finance

Cooperating Agency

Campbell County Treasurer
Town of Altavista Treasurer
Town of Brookneal Treasurer

Purpose:

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION:

The Emergency Operations Plan states that a local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (Section 44-146.21 of the Virginia Emergency Management and Disaster Law). The County Administrator serves as the Director of Emergency Management with the Director of Public Safety serving as the Coordinator of Emergency Management. The Director of Emergency Management must notify the Administrative Assistance/Finance that a local emergency or disaster has been declared.

CONCEPT OF OPERATIONS:

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

- A. The Administrative Assistant-Finance Office would permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The Administrative Assistant-Finance Office will work with all County departments to facilitate needed purchases.
- B. The Director of Emergency Management or the Acting Director of Emergency Management must define disaster related expenditures for the Administrative Assistant-Finance and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared, hence, the

Administrative Assistant-Finance Office will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations
 - a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
 - b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
 - c. Instruct all departments to maintain a continuous inventory of supplies on hand.

2. Increased Readiness

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

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

3. Response

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

- c. Assist in damage assessment survey.
4. Recovery
- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
 - b. Assist in finalizing damage assessment.
 - c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
 - d. Assist in the preparation and submission of government insurance claims.

Information Technology Support Annex

Coordinating Agency

Campbell County Department of Information Technology and Information Management System

Cooperating Agencies

All

Introduction

Purpose:

This annex describes the framework through which the Campbell County Information Technology Office coordinates with other agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

Scope:

The annex:

- Outlines roles and responsibilities for pre-incident and post-incident technology support;
- Outlines a structure for coordination of technological support and response to incidents; and
- Outlines a process to provide technical recommendations.

Policies:

The underlying principles in coordinating technical support are as follows:

- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by Campbell County;
- Planning recognizes Campbell County and state policies and plans used to deliver and receive technical support.

Concept of Operations

General:

Campbell County Information and Technology Office are responsible for technical support and coordinates with other appropriate department and agencies in response to an actual or potential emergency.

Organization:

Campbell County Information and Technology Office provide the core coordination for technical support capability. Campbell County IT works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

Technology resources identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

Responsibilities:

- Orchestrating technical support to the locality;
- Providing short-notice subject = matter expert assessment and consultation services;
- Coordinating the technical operational priorities and activities with other departments and agencies;
- Providing liaison to the Campbell County EOC.
- In coordination with responsible agencies and when deemed appropriate, deploying emerging technologies; and
- Executing contracts and procuring technical support services consistent with the Financial Management Support Annex.

Logistics Management Support Annex

Coordinating Agency

Campbell County Office of Emergency Management

Cooperating Agencies

Campbell County Department of General Services
Campbell County Department of Transportation
Campbell County Department of Health
Campbell County Department of Public Works and Engineering
Campbell County Sheriff's Department
Campbell County Fire Departments
Campbell County Rescue Squads

Introduction

Purpose:

This annex provides an overview of logistics management functions, roles, and responsibilities. The logistics management function is an element of ESF #5 – Emergency Management. The logistics section coordinates closely with ESF #7 – Resource Support and implements the procedures of this annex.

Logistics Management must be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

Scope:

This annex:

- Identifies the components of Campbell County, state, and federal logistics delivery structure;
- Provides a concept of operations for logistics management in support of the EOP; and
- Describes how Campbell County coordinates logistics management with state and federal governments and the private sector.

Policies:

ESF #5 provides

- Staff for managing the control and accountability of supplies and equipment;
- Resource ordering;
- Delivery of equipment, supplies, and services;
- Resource tracking;
- Facility location and operations;

- Transportation coordination; and
- Information technology system services.

Concept of Operations

General:

Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of incident management. Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability. Logistics Management will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

Organization:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disaster that could occur within Campbell County. All departments will coordinate their resource needs with the Logistics Chief, who will then contact the Assistant Administrator/Finance and procurement official.

The Director of Public Works Department will be responsible for resource coordination of the physical recovery and debris removal. The Director will be assisted by, and work in conjunction with a variety of local departments state, and federal agencies, private utility companies, contractors, heavy equipment operators, and waste management firms.

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

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

regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

Responsibilities:

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPS to manage the processing, use, inspection, and return of resources coming into area;
- Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescribed announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.);
- Document costs and track resources; and
- Establish priorities regarding allocation and use of available resources.

TAB A
Elements of a Resource List

1. IDENTIFICATION OF RESOURCE

- Type of equipment, service, personnel, and facilities

2. COMPANY, ORGANIZATION, OR AGENCY THAT CONTROLS THE RESOURCE

- Address

3. CONTACT ARRANGEMENTS

- 24-hour primary and back-up contact points (work, home, pager, cellular numbers, accessible by radio)

4. ACQUISITION PROCEDURES

- Response time

- Charges for the use of the resources should be identified or pre-arranged as you develop your list

- Resolve any liability issues

- Identify any special training requirements to operate equipment

- Identify personnel or contract personnel to operate equipment

- Develop procedures to receive, inspect, inventory, and return resources

5. DEVELOP THE NECESSARY MEMORANDUMS OF UNDERSTANDING, MUTUAL AID AGREEMENTS, AND CONTRACTS

6. BUILD REDUNDANCY INTO RESOURCE LIST

- One provider may lack the capability to provide volume of goods, services, or personnel requested

- Provider may be unable to respond at the time you requested

- Provider may be out of business when you call

7. UPDATE INFORMATION

- Date resource was last verified, date next verification due

- Develop form letters for updating information

TAB B
Resource Distribution Centers

LOCAL

Altavista Armory

Leesville Road Armory

Brookneal Volunteer Fire Department

REGIONAL

None

TAB C

SAMPLE RESOURCES

Local and Regional

Building Contractors:

- Listing of licensed building contractors maintained in the Building Official's office or available on the Department of Professional and Occupational Regulation's website: www.state.va.us/dpor

Building Code Officials:

- Virginia Building Code Officials Association website: www.vbcoa.org
- Virginia Department of Housing and Community Development

Building Materials and Supplies:

Concrete, Block and Gravel:

Highway and Heavy Equipment:

Trucking – Heavy Hauling:

Portable Toilets:

Portable Lighting and Generators:

Food Banks and Donated Goods:

Note: This is only a partial listing of local resources. Each department and agency may maintain its own resource list.

Public Affairs Support Annex

Coordinating Agency

Campbell County Department of Public Affairs

Cooperating Agencies

All

Introduction

Purpose:

This annex describes the interagency policies and procedures used to rapidly mobilize assets to prepare and deliver coordinated and sustained messages to the public in response to major emergencies or disasters.

Scope:

This annex establishes mechanisms to prepare and deliver coordinated and sustained messages, regarding potential or actual emergencies or disasters and provides for acknowledgement of an incident and communication of emergency information to the public during emergency operations. This annex is integrated with and supported through ESF #15 – External Affairs Resource Management Structure.

Policies:

Emergency communications incorporates the following processes:

- Control: Identification of emergency communications coordinating, primary and support departments and agency roles, and authorities for release of information.
- Coordination: Specification of interagency coordination and plans, notifications activation, and support protocols.
- Communications: Development of message content such as incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, warning issues, incident information, messages, audiences, and strategies for when, where, how and by whom the messages will be delivered.

General guidance on the authority to release information is in accordance with existing plans, operational security, Sheriff's Department protocols, designated coordinating and primary agency assignments, and current procedures.

Concept of Operations

General:

The Public Information Officer (PIO) is to be notified of all emergency situations that require notification of the Campbell County Administrator.

When an emergency is officially declared, the PIO will serve as the primary source of contact for release of information to the media. Any media contacting the communications center shall be referred to the PIO. This will allow emergency personnel to use their resources for responding to the event and give the media one source to contact for details. This does not preclude emergency personnel from responding to media inquiries on the scene, although caution should be used in releasing details of injuries or death before families can be notified.

Communicating information regarding the incident to the public is a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:

- Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident; and
- Dissemination of incident information to the general public.

Establishing communications paths with participants is a primary objective during the first minutes of plan activation. These paths provide a streamlined process to ensure that appropriate participants and decision makers are linked together to manage emergency communications with the public.

Campbell County agencies should agree on releases, talking points, and sustaining communications effort and strategy.

PIO's may visit the incident site to gain facts, provide operational response updates and to assist the media in covering the incident.

Contact key news media to inform them about the incident and its status, provide initial information to counter speculation and rumors, and make available, where necessary or known, immediate health and safety guidance. Departments and agencies should closely coordinate media queries during this critical phase to ensure that approved messages are executed.

Participating radio stations serving the locality are listed in ESF #2 – Communications – TAB I. The use of cable television during emergency situations is described in ESF #2 – Communications – Tab C. The PIO in coordination with the Campbell County EOC should also access these local stations to advise the public concerning locally unique emergency public information.

Once an emergency has been declared, separate emergency response organizations will coordinate with the PIO and clear news releases with the EOC before release to the news media for public consumption. The PIO may establish a Joint Information Center (JIC).

The news media must assure that confusing or conflicting information is not disseminated to the public. Sources of information should be verified for accuracy. All statements from local and state government personnel should be from, or authenticated by, the proper authorities. The new media will, in effect, assume a support role to Campbell County during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency.

Organization:

The public Information Officer will disseminate emergency public information as requested by the Director of Emergency Management, the Deputy Director, the Coordinator of Emergency Management or the Deputy Coordinator of Emergency Services. The PIO will work jointly with, and have official access to, local radio stations and newspapers. The PIO role may shift to the County Administrator, the Chairman of the Board of Supervisors, Fire Chief, or other department heads, depending on the type of incident and the circumstances involved.

The PIO will report to the EOC or to the Administration Center, whichever is appropriate at the time of the emergency. The PIO will coordinate the release of information over the government access cable channel and through all written documents. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location. Any complaints by emergency personnel concerning actions by members of the press are also to be referred to the PIO for discussion with the appropriate new organization.

The PIO will maintain an up-to-date telephone and fax number list for all local news organizations and will remain accessible by telephone throughout the duration of the emergency situation. The Emergency Alert System (EAS) will broadcast state-level emergency public information. The Virginia EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service.

Responsibilities

- Plans, prepares, and executes local leadership and ESF #15 - Resource Management during emergencies and disasters.
- Coordinates plans, processes, and resource support of field operations for emergency communications with the public through ESF #15;
- Designates a Public Affairs representative to support the operation;
- Coordinates plans and process for emergency communications with the public with Campbell County and state agencies and nongovernmental organizations; and
- Disseminates information related to incidents to the public.

TAB A

PIO PREARRANGED MESSAGES

**Release or Spill
(No Explosion or Fire)**

1. Local – Public Information Notification of an Incident.

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

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

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

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

TAB B
PIO PREARRANGED MESSAGES
(Fire and/or Explosion Imminent)

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

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

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

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

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

Volunteer and Donations Management Support Annex

Coordinating Agencies

Campbell County Office of Emergency Management
Campbell County Department of Social Services

Cooperating Agencies

Campbell County Disaster Recovery Task Force
Virginia Voluntary Organizations Active in Disaster (VVOAD)

Introduction

Purpose:

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

Scope:

Volunteer services and donated goods in this annex refer to unsolicited goods, and unaffiliated volunteer services.

Policies:

Campbell County, in coordination with VVOAD and the Disaster Recovery Task Forces has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

The Emergency Management Coordinator also:

- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognized non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization; and
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

Concept of Operations

General:

Volunteer and Donations Management operations may include the following:

- A Volunteer and Donations Coordinator
- A phone bank
- A Coordinated media relations effort
- Effective liaison with other ESFs, state and federal government officials
- Facility Management Plan

Donated Goods Management Function:

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

Volunteer Management Function:

- Management of unaffiliated volunteers requires a cooperative effort by Campbell County and voluntary and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Campbell County, in partnership with voluntary organizations, is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

Organization:

Campbell County will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Campbell County and volunteer organizations, as required.

Campbell County will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the Campbell County emergency services organization providing food and clothing to displaced persons at the Shelter Centers.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

Responsibilities:

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

Worker Safety and Health Support Annex

Coordinating Agency

Campbell County Department of Human Resources

Cooperating Agencies

Virginia Department of Labor and Industry
Campbell County and Virginia Department of Health

Introduction

Purpose:

This annex provides guidelines for implementing worker safety and health support functions during potential or actual incidents. This annex describes the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

Scope:

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies or disasters. While this annex addresses coordination and the provision of technical assistance for incident safety management activities, it does not address public health and safety.

Coordinating mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

Policies:

- Emergency Support Function (ESF) #5 – Emergency Management, in cooperation with Human Resources, activates the Safety Officer and implements the activities described in this annex;
- Private sector employers are responsible for the safety and health of their own employees;
- State and Campbell County are responsible for worker health and safety pursuant to State and Campbell County statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment, as needed, and correcting unsafe or unsanitary conditions;
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response

organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and

- Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with Campbell County, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

Concept of Operations

General:

The Campbell County Department of Human Resources coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among Campbell County, state, and federal agencies and government and private sector organizations involved in incident response.

Organization:

Campbell County Department of Human Resources supports worker safety by:

- Providing occupational safety and health technical advice;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment;
- Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold);
- Assessing responder safety and health resource needs and identifying sources for those assets;
- Coordinating and providing incident-specific responder training;
- Providing psychological first aid during and after incident response and recovery activities; and
- Identifying, in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.

Responsibilities:

- Provide technical advice;
- Identifying hazards and risks associated with response and recovery activities;
- Ensure appropriate immunizations and provide them to the responders;
- Provide psychological and physical first aid;
- Provide Critical Incident Stress Management (CISM);
- Monitor responders for chemical and/or biological contaminations; and
- Provide appropriate workplace safety training.