Powhatan County
Board of Supervisors
Agenda Item

Meeting Date: January 25, 2016

Agenda Item Title: Resolution R-2016-08 Adopting the Powhatan County Emergency Operations Plan with the Updates from the Annual Review

Motion: Move to approve R-2016-08 as presented.

Dates Previously Considered by Board: February 2, 2015 R-2015-04

Summary of Item: The Powhatan County Emergency Operations Plan (EOP) was adopted by the Board of Supervisors on January 12, 2012 in accordance with the Code of Virginia Emergency Services and Disaster Laws of 2000. These laws require each locality to adopt a new EOP every 4 years and keep it current at other times. The Board last revised the EOP on February 2, 2015

Staff:	**_X__**	Approve	____	Disapprove	_____	See Comments
Commission/Board:	**_N/A**	Approve	____	Disapprove	_____	See Comments
County Administrator:	____	Approve	____	Disapprove	_____	See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Summary of Changes , EOP Dated February 1, 2016

Staff/Contact: Floyd Greene, Emergency Management Coordinator I, (804) 598-5677, fgreene@powhatanva.gov

If Board members have questions, please call the staff / contact prior to the meeting.

R-2016-08

RESOLUTION
ADOPTING THE POWHATAN COUNTY EMERGENCY OPERATIONS PLAN WITH THE UPDATES FROM THE ANNUAL REVIEW

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

WHEREAS, the Board adopted the Powhatan Emergency Operations Plan on January 9, 2012; and

WHEREAS, Powhatan Emergency Management staff has conducted an annual review of the Powhatan Emergency Operations Plan and recommends updates to the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Powhatan County Emergency Operations Plan dated February 1, 2016 is hereby adopted as amended with the updates from the Annual Review.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 25, 2016.

_____
William E. Melton, Chairman
Powhatan County Board of Supervisors

ATTEST:

_____
Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams	___
Larry J. Nordvig	___
Angela Y. Cabell	___
William E. Melton	___
Carson L. Tucker	___

2016 Emergency Operations Plan

Latest Revision is located on Shared "S" Drive
"EOP2016Draft12-28-15.doc"

Major Changes from 2014 Edition

1. Hierarchy
    a. Previously the hierarchy in Powhatan's EOP was:
        i. Chairman of the BOS was Director of Emergency Management
        ii. County Administrator was Deputy Director of Emergency Management
        iii. Fire & Rescue Chief was Coordinator of Emergency Management
        iv. Floyd Greene was Deputy Coordinator of Emergency Management
    b. 2016 Draft hierarchy is:
        i. County Administrator is Director of Emergency Management
        ii. Fire & Rescue Chief is Deputy Director of Emergency Management
        iii. Floyd Greene is Coordinator of Emergency Management

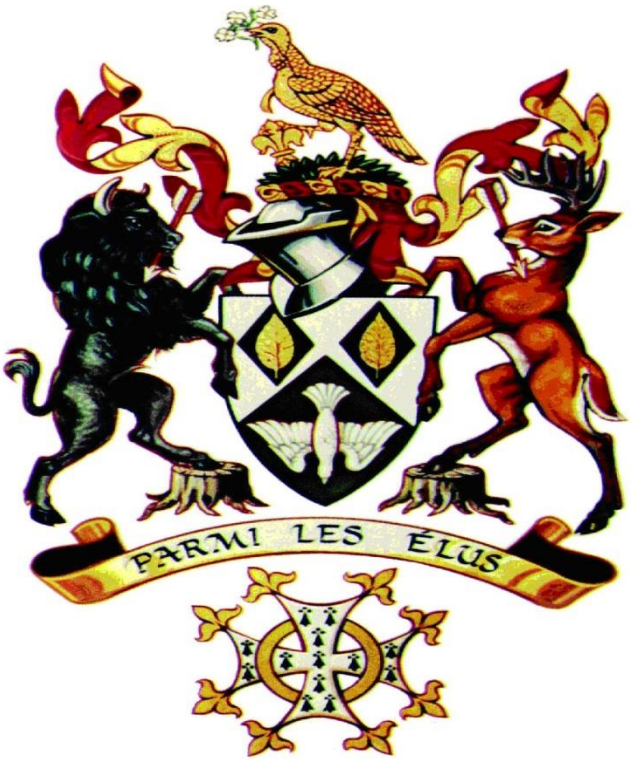
2. Declaration of a Local Emergency
    a. Previously the Director (Chairman of the BOS); the Deputy Director (County Administrator); or any member of the BOS had the authority to declare a Local Emergency .
    b. 2016 Draft is essentially the same as the previous edition but with County Administrator as Director, etc. as detailed in #1 above.
    c. The requirement that any Local Declaration be approved by a BOS action remains.

3. Keeping EOP Current
    a. Previous EOP required BOS to annually review the EOP and adopt changes a necessary
    b. The 2016 Draft states the: "Director (County Administrator) or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period…"

4. To reduce duplications, the "Support Annexes" that were in previous editions have been removed as separate sections and the information from each was placed in the appropriate Basic Plan and/or Emergency Support Function sections of the 2016 Draft. Also non-essential information that is covered in 4 other stand-alone plans (Hazard Mitigation Plan, Hazardous Materials Plan, Radiological Response Plan, and Dam Safety Plan) was removed.

    These changes resulted in reducing the EOP from 153 to 109 pages.

POWHATAN COUNTY EMERGENCY OPERATIONS PLAN



Powhatan County Virginia

Adopted on February 2016

Table of Contents

Resolution Adopting Emergency Operations Plan……3
Record of Changes……4

BASIC PLAN
Situation……5
Purpose……5
Scope and Applicability……5
Assumptions……6
Capability Assessment……7
Concept of Operations (CONOPS)……8
Phases……8
Roles and Responsibilities……9
Direction, Control and Coordination……10
Authorities and References……13
Appendix A: National Incident Management System Resolution……14
Appendix B: Succession of Authority……16
Appendix C: Sample Declaration of Local Emergency……18
Appendix D: Sample Ending Declaration of Local Emergency……19
Appendix E: Hazard Analysis Summary Table……20
Appendix F: Matrix of Responsibility ……22
Appendix G: Record of Distribution……23

EMERGENCY SUPPORT FUNCTIONS (ESFs):
ESF # 1 – Transportation……25
ESF # 2 – Communications……27
ESF # 3 – Public Works ……30
ESF # 4 – Firefighting ……44
ESF # 5 – Emergency Management ……47
ESF # 6 - Mass Care, Housing and Human Resources ……54
ESF # 7 - Resource Management ……62
ESF # 8 - Public Health and Medical Services ……68
ESF # 9 - Urban Search and Rescue ……75
ESF # 10 - Oil and Hazardous Materials ……77
ESF # 11 - Agriculture and Natural Resources ……79
ESF # 12 - Energy ……81
ESF # 13 - Public Safety and Security ……83
ESF # 14 - Long Term Community Recovery and Mitigation ……92
ESF # 15 - External Affairs ……96

INCIDENT ANNEXES
1. Flooding ……101
2. Severe Weather and Electric Power Outage ……104
3. Drought, Water Supply Shortage, Water Supply Contamination ……106
4. Earthquake ……108

RESOLUTION ADOPTING THE POWHATAN COUNTY EMERGENCY OPERATIONS PLAN

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

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

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

WHEREAS, The Code of Virginia, §44-146.19 , requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan. Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County, that this Emergency Operations Plan is officially adopted, and

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

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON , 2016

_____

Chairman, Powhatan County Board of Supervisors

ATTEST:

_____

Clerk, Powhatan Board of Supervisors

Recorded Vote:

District 1 Board member: _____

District 2 Board member: _____

District 3 Board member: _____

District 4 Board member: _____

District 5 Board member: _____

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

BASIC PLAN:

Situation:

Powhatan County Virginia is located 20 miles west of Richmond, Virginia, in the Piedmont section of central Virginia. The county is bounded on the north by Goochland County, the east by Chesterfield County, the south by Amelia County, and the west by Cumberland County. The population is 28,046 (2010 U.S. Census Bureau) with an area of 260 square miles.

Hazards include winter storms, hazardous materials incidents, drought, tornados, hurricanes and tropical storms, water supply shortages and contamination, flooding, pipeline or railroad disasters, school incidents, airplane crashes, terrorism incidents, dam failure, and earthquake.

To respond effectively to any significant emergency it is critical that all Powhatan County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities.

The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia**, §** 44-146.13 to 44-146.29:1) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared to respond to incidents beyond the scope of routine response systems. This plan has been adopted by the County Board of Supervisors and promulgated by the Coordinator of Emergency Management.

Powhatan County has adopted a Comprehensive Emergency Management Program (CEMP). Comprehensive emergency management is defined as the preparation for and the carrying out of all emergency functions necessary to mitigate, prepare for, respond to, and recover from emergencies and disasters caused by all hazards, whether natural, technological, or human caused. The Powhatan County Emergency Operations Plan (EOP) is the foundational plan for this program and consists of a basic plan followed by Emergency Support Functions, and Hazard-Specific Incident Annexes. Additional plans of the Powhatan CEMP include:

- Hazard Mitigation Plan
- Hazardous Material Plan
- Radiological Response Plan
- Dam Safety Management Plan
- Old Dominion EMS Alliance Mass Casualty Plan

Purpose:

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Powhatan County to effectively respond to and recover from all-hazards disasters and/or emergency situations. Supporting plans for all disasters sets forth the concepts and procedures whereby the county can apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored

Scope and Applicability:

The Emergency Operations Plan (EOP) works to anticipate the needs that the jurisdiction will 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 incident, including command authorities
- Critical actions and interfaces during response and recovery
- How the interaction between Powhatan and regional, state, and federal authorities is managed
- How the interaction between Powhatan and private organizations is managed during emergencies
- How to handle and manage needs with the resources available.

This EOP is the leading document of the Powhatan County Comprehensive Emergency Management Program (CEMP). Other CEMP components include the Hazardous Materials Plan, the Radiological Response Plan, the Dam Safety Management Plan, and the Hazard Mitigation Plan. This plan focuses on those activities that are directly related to an evolving incident or potential threat.

Assumptions:

A. The combined efforts of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from disasters. All incidents begin and end locally.

B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS). This model has been adopted by Powhatan to manage emergency / disaster incidents (Appendix A).

C. Incidents require local government to coordinate operations and/or resources and may:
   - Require significant information sharing across multiple jurisdictions
   - Involve hazards and threats on a local or regional scale
   - Have significant impact and/or require resource coordination and/or assistance
   - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment
   - Require short notice Regional, State, and Federal asset coordination
   - Require prolonged, sustained incident management operations and support

D. Emergency operations will begin at the local level and outside assistance will only be requested when an emergency or disaster exceeds county capabilities. Situations in which several localities are threatened or impacted concurrently may involve the state from the onset. If the state is overwhelmed, the Governor may request federal assistance. At each level, the government should officially declare a local emergency in order to request assistance.

E. The top priorities for Powhatan 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.

Capability Assessment

Powhatan uses the Department of Homeland Security, National Preparedness Goal Core capabilities to measure the County's emergency management program and to identify areas for improvement. Some resources are regional and available through local and state mutual aid programs. The following list outlines the core capabilities of the county.

o *Operational Coordination: Emergency Operations Center (EOC) Management* is the capability to provide multi-agency coordination for incident management by activating and operating an EOC for a pre-planned or no-notice incident. EOC management includes activation, notification, staffing and deactivation; management, direction, control and coordination of response and recovery activities; coordination of efforts among neighboring governments at each level and among local, regional, state and federal EOCs; coordinating public information and warning and maintenance of the information and communication necessary for coordinating response and recovery activities.

o *Public Information and Warning:* core capability includes developing, coordinating and disseminating information to the public, and incident responders across all jurisdictions and disciplines. The Emergency Management System coordinates public information and the responsibilities of organizations within the region to ensure information is prompt, useful, reliable, and accessible across abilities and languages. The two main foci of citizen notifications are via the Powhatan Alert System and via Social Media. The Powhatan Alert System allows emergency coordinators to notify citizens via home, mobile or business phones, email address, text messages or TTY.

o *Response: Operational Communications - Mobile Command Center(MCC).* Personnel from the Sheriff's office and the Fire / Rescue Department can transport and utilize this mobile Command / Communications Center as needed. This asset provides support to the incident commander and staff at long duration or high hazard responses. Powhatan also has Amateur Radio Emergency Service (ARES) operators that are prepared to operate out of the Public Disaster Shelters and the county EOC.

o *Population Protection:* capability assures processes for implementing and supporting protective actions for and by the public. Powhatan County provides training sessions to the public to inform them on the safe and effective sheltering-in-place or evacuation of general and at-risk populations including companion animals.

o *Response: Mass Care Services* outlines the capability and processes for sheltering citizens and companion animals during a disaster. The County has identified several shelter sites, obtained shelter equipment, and trained personnel from various organizations to establish and operate a citizen shelter. This capability is exercised and improved upon annually. The Social Services Department has the lead on this capability, and many partner agencies work diligently to provide for this capability.

CONCEPT OF OPERATIONS (CONOPS)

This section describes the sequence and scope of planned emergency response and recovery actions. This summarizes how the county accomplishes a mission or set of objectives which are determined during the planning process. The plans are based on the county's hazard analysis and risk assessment (HIRA) and capability assessment.

Phases

Preparation (Routine Operations)

Actions that are implemented during routine operations are to prepare the locality for potential emergency response / recovery when necessary.

Examples include but not limited to:

- Public information and educational materials will be provided to the public.
- Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts.
- Keep the Comprehensive Emergency Management Program, documents and equipment up to date.
- Prepare to operate the County Emergency Operations Center (EOC)
- Maintain current Hazard Analysis county profile (Appendix E)
- Train and Exercise with local, regional, state, federal partners to ensure readiness for all hazards

Response Operations

Actions that the county may take during a response to a major emergency or disaster.

Examples may include but are not limited to:

- Preposition equipment, supplies and personnel to counter the threat
- Declare a Local Emergency (Appendix C).
- Suspend daily functions of the government that do not contribute directly to the emergency operation.
- Redirect efforts and resources to accomplish emergency tasks.
- Implement evacuation orders as needed.
- Open and staff emergency shelters as needed.
- Contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime pursuant to §44.146.19E.

Recovery Actions

Actions the county will take to recover and restore to normal operations after an emergency or

disaster. Some Recovery actions may be initiated in conjunction with response operations. These decisions will depend on situational analysis and resource availability.

Examples may include but are not limited to:

- Complete an Initial Damage Assessment and submit to the VEOC (within 72 hours of impact).
- Assess local infrastructure and determine viability for re-entry of residents.
- Begin repairs to infrastructure.
- Begin Continuity of Operations Actions (COOP) to re-establish local government services

Mitigation Actions

Actions the jurisdiction may take to reduce or eliminate long-term risk to people and property from hazards and their side effects.

Examples may include but are not limited to:

- Participate in grant programs for loss reduction measures.
- Initiate federal mitigation program initiatives including flood insurance operations.
- Ensure early documentation of losses avoided due to previous hazard mitigation measures.
- Review the All-Hazard Mitigation Plan and update as update with lessons learned.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk.

ROLES AND RESPONSIBILITIES

A successful local emergency management program involves local government officials, local government agencies, private sector, and non-profit organizations.

Assignment of Responsibilities

Powhatan County Board of Supervisors

- Protect the lives and property of citizens;
- Establish the local emergency management program;
- Appoint the local emergency management staff;
- Adopt the Emergency Operations Plan (EOP).
- Confirm the existence of a Local Emergency when declared by the Director or Deputy Director of Emergency Management
- In the absence of both the Director and Deputy Director of Emergency Management, any member of the Board of Supervisors may declare the existence of a Local Emergency.
- Take actions to end the declared emergency when all emergency actions have been taken.

Director of Emergency Management (County Administrator)

- Exercises direction and coordination from the EOC during disaster operations
- Declares a Local Emergency when warranted.
- Ensures essential governmental functions continue to operate during and following incidents

Deputy Director of Emergency Management (Fire and Rescue Chief)

- In absence of the Director, exercises direction and coordination from the EOC during disaster operations
- In absence of the Director, declares a Local Emergency when warranted
- Determines the need to evacuate an endangered area;

Coordinator of Emergency Management

- Ensures the local EOC is in a constant state of readiness;
- Assumes certain duties in the absence of the director of emergency management; and
- Ensures that the EOP is reviewed, revised, and adopted and promulgated every four years.

Powhatan County Local Government Agencies

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

Private Sector

- The Private Sector owns most of the critical infrastructure in the U.S.
- The Private Sector provides critical supplies during disaster response and recovery.
- The Private Sector provides most of the transportation of critical goods during disaster response and recovery.
- The Private Sector owns and operates most of the communications systems in the U.S.
- For many reasons, it is critical for the private sector to prevent attacks on infrastructure, protect their facilities and infrastructure, prepare to respond to disasters, and recover essential services as soon as possible.
- The Private Sector should coordinate with public services for the good of the whole community.

Non-Profit

- Many non-profit organizations provide services to the public on a daily basis
- Some non-profit organizations provide services specifically during disaster relief
- Non-profit organizations often fill gaps where government authority and resources cannot be applied
- To maximize results non-profit organizations should coordinate with public services before, during and after disasters occur

Appendix 4 details which agency/organization has the primary responsibility (P) responsibility for each Emergency Support Functional (ESF) area and which agencies/organizations serve a support (S) roll.

Direction Control and Coordination

Coordinating structures and processes are designed to enable execution of the responsibilities of local government, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

A. The Powhatan County Emergency Operations Center (EOC)

Emergency Management, assisted by department heads, will develop and maintain an Emergency Operations Center (EOC) from which to direct operations in time of disaster. The primary EOC is located in the Powhatan County Administration Building Conference Room, 3834 Old Buckingham Road, Powhatan, Virginia. The alternate EOC facility is located in the Huguenot Public Safety Building, 1959 Urbine Road, Powhatan, Virginia.

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 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. Readiness measures in anticipation of a disaster will ensure maximum protection of the population, property, and supplies.

B. Training and Exercises

Emergency Management coordinates an all-hazards training, exercise and evaluation program to enhance the readiness of the community for disaster and to keep the EOP updated. Exercises are conducted in cooperation with local, mutual aid, regional, state and federal partners. The training program includes tabletop exercises, functional exercises, and full-scale exercises. From this process, lessons learned are captured and corrective actions taken to enhance readiness.

C. Declaration of a Local Emergency

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 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.

A local emergency may be declared by the Director of Emergency Management (County Administrator) with the consent of the Board of Supervisors (see Code of Virginia, 44-146.21, of Title 44, Chapter 3.2, Virginia Emergency Services and Disaster Law). In the event the Board cannot convene, the Director of Emergency Management, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the Board of Supervisors may declare the existence of a local emergency, subject to confirmation by the Board at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. Appendix C includes a sample resolution declaring a local emergency.

Emergency Management will advise the Virginia EOC immediately following the declaration of a local emergency. A copy of the resolution declaring a local emergency will be maintained in the incident documentation file. All requests for assistance or resources from the state will be submitted via Virginia WebEOC. All disaster-related expenditures will be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Board of Supervisors, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. Appendix D includes a sample resolution ending a local emergency.

D. Government Functions:

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively achieve responsibilities outlined in this EOP. Department and agency heads will identify sources from which emergency supplies,

equipment, and transportation may be promptly obtained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is later made available. 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 (Appendix A).

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 for those functions will be redirected to accomplish the responsibilities tasked to the agency.

F. The Needs of Children, Individuals with Functional Needs, and Animals

Powhatan County agencies shall coordinate with nongovernmental organizations to meet the needs of children and individuals with functional needs. Such organizations include the American Red Cross and the Powhatan Coalition of Churches, etc.

The Powhatan County Sheriff's Office Division of Animal Control will coordinate the rescue and recovery of household pets and service animals during and after response to an incident. All nongovernment, state or Federal animal rescue groups will coordinate with the Powhatan Division of Animal Control.

G. The Virginia Emergency Operations Plan requires the submission of the following reports by Powhatan in time of emergency. These reports are available using the Virginia WebEOC:

- Daily Situation Report
- Initial Damage Assessment Report
- Request for Assistance Form

The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injuries Compensation Fund (VCICF) shall be contacted in the event of an emergency when there are victims of crime (Code of Virginia §19.2-11.01.)

H. Execution of Mutual Aid Agreement: Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Resources may be sent from the 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 Emergency Management.

Powhatan County is a participant in the statewide mutual aid (SMA) program. The SMA agreement may be utilized to obtain resources required to deal with an event. Utilization of this agreement will obligate Powhatan County to repay other localities for expenses incurred while helping Powhatan County. These expenses include equipment, materials and supplies, travel expenses, and personnel costs. Procurement and reimbursement procedures outlined in the Statewide Mutual Aid Operations Manual shall be followed to utilize this system.

L. EOP Maintenance: In accordance with the Code of Virginia § 44-146.19E, the Board of Supervisors will formally adopt a revised EOP every 4 years. The Director of Emergency Management, or his/her designee shall maintain and revise as necessary the EOP during the next four (4) year period or until such time it is before the Board of Supervisors. Responsible individuals and officials should recommend to the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in disasters, deficiencies identified through drills and exercises, and changes in government structure. The Coordinator will present these recommended changes to the Director.

A plan distribution list is maintained (Appendix G).

AUTHORITIES AND REFERENCES

Federal

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

State

Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended
The Commonwealth of Virginia Emergency Operations Plan (COVEOP) available on the VDEM website: http://www.vaemergency.gov/em-community/plans/2012COVEOP
Statewide Mutual Aid Program 2000 as revised Dec. 2008

Local

Powhatan County Hazardous Materials Plan
Powhatan County Hazard Mitigation Plan
Powhatan County Radiological Response Plan
Powhatan County Dam Safety Management Plan

APPENDIX A: NATIONAL INCIDENT MANAGEMENT SYSTEM RESOLUTION

COUNTY OF POWHATAN

BOARD OF SUPERVISORS:
ROBERT R. COSBY, CHAIRMAN
RUSSELL E. HOLLAND, VICE CHAIRMAN
T.J. BISE
C. SCOTT DANIEL
R. KENNETH HATCHER

COUNTY ADMINISTRATOR
CAROLYN CIOS

RESOLUTION
THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, the Board of Supervisors of the Powhatan County Virginia, does hereby find as follows:

WHEREAS, the President of 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, and local 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; and

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

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

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local 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; and

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

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

3834 OLD BUCKINGHAM ROAD • SUITE A • POWHATAN, VIRGINIA 23139 • (804) 598-5611 • FAX (804) 598-7835

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

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of Powhatan County that the National Incident Management System (NIMS) is established as the Powhatan County standard for incident management.

Passed this 10th day of January 2005.

Robert R. Cosby

Robert R. Cosby **, Chairman**
Powhatan County Board of Supervisors

Attest:

Carolyn L. Cios

Carolyn L. Cios, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

Robert R. Cosby	AYE
T. J. Bise	AYE
Russell Holland	AYE
Kenneth Hatcher	AYE
C. Scott Daniel	AYE

APPENDIX B: SUCCESSION OF AUTHORITY

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

Organization/Service Function	Authority in Line of Succession
Emergency Direction and Control	1. Director of Emergency Management (County Administrator) 2. Deputy Director Emergency Management (Fire & Rescue Chief) 3. Coordinator of Emergency Management
Emergency Public Information	1. County Administrator 2. Deputy County Administrator 3. Coordinator of Emergency Management
Sheriff's Office	1. Sheriff 2. Chief Deputy 3. Captain
Fire Department & Rescue	1. Fire & Rescue Chief 2. Assistant Fire & Rescue Chiefs 3. District & Rescue Squad Chiefs
School System	1. Superintendent 2. Director of Facilities 3. Assistant Superintendent for Finance, Business, Operations, & Transportation
Finance	1. Director of Finance 2. Accounting Manager
Information Technology	1. Director of IT 2. IT Specialist II 3. IT Specialist I

SUCCESSION OF AUTHORITY (continued)

Organization/Service Function	Authority in Line of Succession
Building Inspections	1. Building Official 2. Building Inspector
Department of Planning and Community Development	1. Deputy County Administrator 2. Zoning Administrator 2. Environmental Manager
Public Works	1. Director of Public Works 2. Facilities Manager Building Supervisor 3. Utilities Manager Utilities Operations Supervisor
Health Department	1. District Health Director 2. District Nursing Director 3. District Nursing Supervisor
VPI-SU Extension Service	1. Unit Director 2. Extension Agent 3. Unit Administrative Assistant
Social Services	1. Director 2. Finance and Operations Manager 3. Service Program Manager 4. Benefit Program Manager

APPENDIX C: DECLARATION OF A LOCAL EMERGENCY

DECLARATION OF A LOCAL EMERGENCY FOR THE COUNTY OF POWHATAN, VIRGINIA

WHEREAS, pursuant to the County's Emergency Operations Plan; and

WHEREAS, due to the occurrence of_____

1. The County of Powhatan is in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County; and
2. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril; and
3. The Board of Supervisors is unable to convene in a timely manner to address this occurrence due to the disaster or other exigent circumstance; and

NOW, THEREFORE, IT IS HEREBY DECLARED pursuant to authority granted under § 44-146.21(a) of the *Code of Virginia*, that an emergency presently exists throughout the County of Powhatan; and

IT IS FURTHER DECLARED AND ORDERED that during the existence of this emergency, the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization and functions of the County of Powhatan shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved Emergency Operations Plan of the County of Powhatan in order to mitigate the effects and dangers posed by this emergency.

DECLARED By _____, _____
Name & Title (Director, Deputy Director, or BOS Member) Date

Pursuant § 44-146.21(a) of the *Code of Virginia*, any Local Emergency declared by the Director, Deputy Director, or a member of the Board of Supervisors must be confirmed by resolution by the full Board of Supervisors at its next regularly scheduled meeting or at a special meeting of the Board of Supervisors within 14 days of the declaration, whichever occurs first.

APPENDIX D: SAMPLE ENDING DECLARATION OF LOCAL EMERGENCY

RESOLUTION
ENDING THE LOCAL EMERGENCY DECLARED ON _____

WHEREAS, on_____ , _____occurred in the County of
(date) (type of occurrence)
Powhatan, Virginia; and

WHEREAS, due to this occurrence the County of Powhatan was in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County; and

WHEREAS, as a result of this extreme peril, the declaration of the existence of an emergency was necessary to permit the full powers of government to deal effectively with this condition of peril; and

WHEREAS, in accordance with § 44-146.21 of the *Code of Virginia* and the County of Powhatan Emergency Operations Plan, on _____ a Local Emergency was declared to exist by _____: and
(Name/Title (Director, Deputy Director, Member of Board of Supervisors.)

WHEREAS, on _____ the Board of Supervisors met and confirmed by resolution that a Local Emergency did exist, ant

WHEREAS, pursuant to the declaration of a local emergency, the County's Emergency Operations Plan was activated;

NOW, THEREFORE BE IT RESOLVED, that the local emergency that was declared on _____and confirmed by the Board of Supervisors by resolution adopted_____, no longer exists and is therefore declared to be ended.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON_____.

_____
_____, Chairman
Powhatan County Board of Supervisors

ATTEST:

_____
_____, Clerk
Powhatan County Board Of Supervisors

Recorded Vote:
District 1 Supervisor _____ vote ___
District 2 Supervisor _____ vote ___
District 3 Supervisor _____ vote ___
District 4 Supervisor _____ vote ___
District 5 Supervisor _____ vote ___

APPENDIX E: HAZARDS ANALYSIS SUMMARY TABLE

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

INSTRUCTIONS

Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low	- 1
	- 2
Medium	- 3
	- 4
High	- 5

The criteria for each hazard is assigned one of the five ratings above and then totaled to determine a "score". All listed situations refer to major disasters causing loss of life, human suffering, and property damage

1. The HISTORY rating is derived by the number of occurrences of the type of disaster over the past 25 years.
a. zero times & conditions have not changed to increase the hazard, the rating = "low" -
b. once in 25 years = "medium"
c. two or more times in 25 years = "high".

2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less "vulnerable" than more heavily populated urbanized ones.

3. The MAXIMUM THREAT is the greatest destruction that could occur from the disaster. For example, during a nuclear attack, jurisdictions within a high-risk, or target, area receive a "high" rating; those within 30-40 miles - "medium"; and other, more remote jurisdictions - "low".

4. The PROBABILITY of a disaster is subjective judgment that is made primarily by local officials. The following guide may be used:
a. Chances per year greater than 1 in 10 - "high"
b. Chances per year between 1 in 10 and 1 in 100 - "medium"
c. Chances per year less than 1 in 100 - "low"

HAZARDS ANALYSIS SUMMARY TABLE – POWHATAN COUNTY (2016)

TYPE	HISTORY	VULNERABILITY	MAXIMUM THREAT	PROBABILITY	SCORE
Electric Power Outage	5	5	4	5	**19**
Winter Storm	5	4	4	5	**18**
Windstorm/Tornado/ Severe Thunderstorm	5	4	4	5	**18**
Highway Incident	5	5	2	5	**17**
Hazardous Materials	5	4	4	4	**17**
Hurricane / Tropical Storm	4	4	5	3	**16**
Drought	5	3	3	4	**15**
Cyber / Electronic Attack	1	5	5	3	**14**
School Incident	1	5	4	3	**13**
Major Fire / Explosion	2	4	5	2	**13**
Water Supply Shortage / Contamination	2	3	4	2	**11**
Flash Flood	4	2	2	3	**11**
Major Flood	4	2	1	3	**10**
Major Fuel Shortage	1	5	3	1	**10**
Pipeline Incident	1	3	4	2	**10**
Railroad Incident	1	3	3	2	**9**
Nuclear Power Plant Incident	1	4	3	1	**9**
Earthquake	3	2	1	2	**8**
Dam Failure	3	2	1	2	**8**
Airplane Crash	1	2	3	1	**7**
WMD / Terrorism	1	3	2	1	**7**
Structural Collapse	1	2	2	1	**6**

APPENDIX F: MATRIX OF RESPONSIBILITY

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Management	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF #12 Energy	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management	P	P	S	S	P	S	P	S	S	S	S	P	S	P	S
Fire & Rescue Dept.	S		S	P	S	S	S	S	P	P			S	S	S
Health Dept.			S		S	S	S	P	S	S	S			S	S
Sheriff's Office	S	S	S	S	S	S	S	S	P	S	S		P	S	S
Public Works			P		S		S		S			S		S	
Building Inspections			P	S	S				S					S	
County Administration		S			S	S	S	S		S	S	S	S	S	P
Red Cross				S	S	S	S	S	S		S			S	
Information Technology		S	S		S	S	S		S					S	S
Social Services					S	P	S	S	S		S			S	S
Finance / Human Resources		S			S	S	S		S					S	
Planning and Community Development	S		S	S	S				S	S	S		S	S	
Public Schools	S				S	S								S	S
Goochland/Pow Community Services Board	S				S	S		S	S					S	
Dept. of Forestry				S	S									S	
County Attorney			S		S		S					S		S	S
Coalition of Churches					S	S	S							S	S
Extension Office					S			S			P			S	
Va. Dept. of Transportation	S		S		S		S			S			S	S	
Parks and Recreation	S		S		S		S		S		S			S	
Powhatan Library					S	S								S	
Amateur Radio Emerg. Services		S			S	S								S	
VA Dept. of Ag. & ConsumerService					S			S						S	
Va. Dept. of Emergency Mgt.					S					S	S			S	
Monacan Soil & H2O District					S							S		S	
Va. Dept. of State Police	S				S				S				S	S	

APPENDIX G: RECORD OF DISTRIBUTION

Powhatan County Board of Supervisors *
Powhatan County Administrator *
Powhatan County Coordinator of Emergency Management *
Powhatan County Deputy Coordinator of Emergency Management *
Powhatan County Sheriff *
Powhatan County Attorney *
Powhatan County Library Director *
Powhatan County Emergency Communications Center *
Powhatan County Director of Public Works
Powhatan County Building Inspections Office
Powhatan County Commissioner of Revenue
Powhatan County Director of Social Services
Powhatan County Health Department
Powhatan County Finance / IT Department
Powhatan County Director of Planning and Community Development
Powhatan County Extension Agent
Powhatan County Public Schools - Superintendent
Powhatan County Public Schools - Facilities Director
Powhatan County Public Schools - Transportation Director
Powhatan Coalition of Churches
Goochland / Powhatan Community Services Board
Virginia Department of Transportation, Powhatan Office
Virginia Department of State Police, Powhatan Office (Division 1, Area 6)
Red Cross - Virginia Region
Powhatan Emergency Operations Center (EOC) *
Powhatan Mobile Command Center (MCC) *

* = hardcopy in addition to e-mailed file copy

EMERGENCY SUPPORT FUNCTIONS (ESF): INTRODUCTION

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. ESFs are expected to collaborate in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in each ESF. Emergency Support Functions include:

ESF # 1 - Transportation

ESF # 2 – Communications

ESF # 3 – Public Works

ESF # 4 – Firefighting

ESF # 5 – Emergency Management

ESF # 6 - Mass Care, Housing and Human Resources

ESF # 7 - Resource Support

ESF # 8 - Public Health and Medical Services

ESF # 9 - Urban Search and Rescue

ESF # 10 - Oil and Hazardous Materials

ESF # 11 - Agriculture and Natural Resources

ESF # 12 - Energy

ESF # 13 - Public Safety and Security

ESF # 14 - Long Term Community Recovery and Mitigation

ESF # 15 - External Affairs

Emergency Support Function #1 – Transportation

Primary Agency
Emergency Management
Support Agencies
Powhatan Public Schools
Powhatan Sheriff's Office
Powhatan County Fire and Rescue Department
Goochland / Powhatan Community Services
Virginia Department of Transportation
Virginia Department of State Police
Powhatan Planning and Community Development

Purpose:
Emergency Support Function (ESF) #1 – ESF#1 assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. ESF #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 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, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;

Concept of Operations
General:

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Localized transportation activities may 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, may 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 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:
The locality, 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 Virginia Department of Transportation in conjunction with support agencies will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

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

Actions: ESF#1 will:

- Develop, maintain, and update plans and procedures
- Alert local agencies of possible incident, and begin mobilization of resources;
- Prepare appropriate facilities for use;
- As needed, contact state or federal agencies and alert Secondary Agencies;
- Assess initial damage and decide on the priorities for reconstruction and restoration;
- Keep record of all expenses, and continue through the duration of the emergency;
- 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

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
- Determines the most viable transportation networks and regulates their use
- Identifies resource requirements for transportation and coordinates their allocation.

Support Agencies:

- Powhatan VDOT district office maintains a list of priority roads to keep open during emergencies
- Powhatan VDOT district office has an issued Powhatan public safety radio that is utilized to coordinate with on-scene responders and with the Powhatan EOC

Emergency Support Function #2 - Communication

Primary Agency
Emergency Management

Secondary/Support Agencies
Finance / Information Technology Department
Powhatan Sheriff's Office
Amateur Radio Emergency Service (ARES)
County Administrator's Office

Introduction
Purpose:
The purpose of Emergency Support Function #2 – Communication is to support Powhatan County agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 is responsible for keeping the county employees and other first responders informed in regards to an emergency/disaster 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.

Scope:
Warning and emergency communications will be provided from the Powhatan County Emergency Communications Center (ECC) located in the Powhatan Sheriff's Office, Powhatan County, Virginia. This facility is operated 24 hours a day, 7 days a week. During significant disasters, public services dispatchers will be augmented by communications office staff. Amateur Radio Emergency Services (ARES) may be called upon to assist.

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 ECC is accessible to authorized personnel only;
- The ECC will maintain an SOP detailing the appropriate personnel to inform of various notifications
- The ECC will initiate notification and warning to appropriate personnel.
- The ECC and EM will utilize all communications pathways available to ensure effective communications to and among involved agencies and NGOs. This includes but is not limited to radio, phone, e-mail & other electronic media, and the Powhatan Alert System.

Concept of Operations
General:

The ECC 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 operating procedures (SOP). The ECC is accessible to authorized personnel only.

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 (EOC) to coordinate emergency operations. At least one phone with a publicized number will be reserved to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide these services.

The Amateur Radio Emergency Services (ARES) 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 operators. This will be done in accordance with the MOU established between Powhatan County and ARES.

It is important that while communicating, standard or common terminology is used so that multiple agencies are able to effectively communicate.

Organization:

Powhatan County's emergency communications are heavily dependent on 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 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 assisting with emergency radio communications will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management. The amateur radio will be required to actively participate in regular training and exercises established by the Office of Emergency Management.

Actions

- Emergency warning may originate at the federal, state, or local level of government. The ECC will receive the warning from these sources and pass on the information to appropriate personnel.
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, Powhatan Alert System, and wireless telecommunications devices may be utilized to notify public officials, EOC staff, emergency personnel and others, as required;

Responsibilities

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP)
- Ensure communication lines and equipment essential to emergency services are maintained
- Provide additional staffing in the EOC to assist with communications 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.

Emergency Support Function #2 – Tab 1

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the Emergency Communications Center of Powhatan County will notify the following officials upon receipt of a severe weather warning (flash flood, tornado, hurricane, etc.) or when directed by an on-scene incident commander:

Coordinator of Emergency Management	Notify by Radio, Phone or Text Message
Deputy Coordinator of Emergency Mgt.	Notify by Radio, Phone or Text Message
On duty Sheriff's Office Personnel	Notify by radio
All Fire and Rescue Personnel	Notify by radio

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

Emergency Support Function #3 - Public Works and Engineering

Primary Agency
Powhatan Public Works Department (public property assessment & debris management)
Building Inspection Office (private property assessment)
Secondary/Support Agencies
Emergency Management
Department of Planning and Community Development
Powhatan County Fire and Rescue Department
Finance / Information Technology Department
Powhatan Sheriff's Office
Virginia Department of Transportation
Powhatan County Attorney
Powhatan Health Department

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

Scope:
ESF #3 is structured to provide public works and engineering-related support 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;
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; and
- Providing emergency repair of damaged infrastructure and critical facilities**.**
- Complete damage assessments as required (tab 1)
- Oversee safe debris removal and management within the county

Policies:

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

Concept of Operations
General:
In a disaster, buildings and structures 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 activities.

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 local Damage Assessment Teams, Insurance

Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

Organization:

Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department may assist the local Damage Assessment Teams with damage assessments related to health hazards that may be caused by disrupted disposal of sanitary wastes. The EOC or Emergency Management Coordinator will consolidate damage data and compile reports.

An Initial Damage Assessment Report will be compiled 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.

All affected buildings will be inspected for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. Any repairs or rebuilding that occurs following the incident will comply with the county building codes, zoning and land-use regulations and comprehensive plan.

The Local Building Official is responsible for determining the state of a building and placing notification on the facility (tab 2). The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

The Department of Public Works will be responsible for coordinating debris removal operations (tab 3).

Actions

- Alert personnel to report to the EOC;
- Complete an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.
- Assess the status of all drinking water systems and waste water systems
- Keep record of expenses for the duration of the emergency;

Responsibilities

- Conduct initial damage assessment;
- Submit initial damage assessment to VEOC;
- Assist in coordinating response and recovery;
- Inspect buildings for structural damage
- Ensure all repairs comply with local building codes, zoning, land-use regulations and comprehensive plan.
- Prioritize and oversee debris management (tab3)
- Consult with the Virginia Office of Drinking Water (804-204-3527 or 800-608-3212) whenever any drinking water supply may be suspect of microbial contaminants
- Consult with the Virginia DEQ whenever a breach occurs with any county sewer system
- Working with ESF-8 and ESF-15, notify the affected public of possible drinking water contamination and any boil water advisory

Emergency Support Function #3 – Tab 1

DAMAGE ASSESSMENT

The Cumulative Initial Damage Assessment Report should be submitted to the State EOC within 72 hours. The forms to be utilized are shown below.
Designated teams, listed below, will assess damage within the limits of capability. If the nature of the emergency is such that local resources are incapable of assessing the damage, then state assistance will be requested by the Coordinator of Emergency Management to the state Damage Assessment Coordinator.

Damage Assessment Teams

I. AGRICULTURE
Team Leader: Powhatan Extension Office

II. BUSINESS AND INDUSTRY
Team Leader: Powhatan Building Official

III. RESIDENCE AND OTHER PRIVATE PROPERTY
Team Leader: Powhatan Building Official

IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS
Team Leader: Powhatan Public Works Director

V. PUBLIC BUILDINGS AND EQUIPMENT
Team Leader: Powhatan Public Works Director

VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES, AND FACILITIES UNDER CONSTRUCTION
Team Leader: Director of Planning and Community Development

VII. STATE-MAINTAINED ROADS AND BRIDGES
Virginia Department of Highways and Transportation

Local Government - CUMULATIVE INITIAL DAMAGE ASSESSMENT REPORT

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:

LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT

1. CALLER NAME	2. PROPERTY ADDRESS (include apt. no; zip code)

3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	☐ Single Family ☐ Multi-Family (usually Apts.) ☐ Business ☐ Check here if residence is a vacation home—not a primary residence	☐ Own ☐ Rent ☐ Lease (business only)
Best time to call	Best number to use			

6. CONSTRUCTION TYPE

☐ Masonry ☐ Wood Frame ☐ Mobile Home ☐ Manufactured ☐ Other

7. TYPE OF INSURANCE

☐ Property ☐ Sewer Back-up ☐ Flood (Structure) ☐ Flood (Contents) ☐ Wind/Hurricane ☐ None

8. DAMAGES (Check all that apply)

HVAC ☐ Yes ☐ No Water Heater ☐ Yes ☐ No Electricity ☐ On ☐ Off Natural Gas ☐ On ☐ Off

Roof Intact: ☐ Yes ☐ No Foundation ☐ Yes ☐ No Windows ☐ Yes ☐ No Sewer ☐ OK ☐ Not OK

Major Appliances: ☐ Yes ☐ No Basement Flooding ☐ Yes - Depth____Feet Furnace ☐ Yes ☐ No

9. SOURCE OF DAMAGES

☐ Sewer back-up ☐ Primarily Flood ☐ Wind/Wind driven rain ☐ Tornado Other ☐ _____

10. Based on the damages reported, the property is currently ☐ Habitable ☐ Uninhabitable

11. CALLER'S ESTIMATE OF DAMAGES

REPAIRS	CONTENTS	TOTAL
$	$	$

12. CALL TAKER	13. DATE & TIME REPORT TAKEN

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. **Not economically feasible to rebuild.**	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. **Will take more than 30 days to repair.**	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 missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as 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. **Will take less than 30 days to repair.**	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. Crawlspace – reached insulation. Sewage - in basement. **Mobile home,** "Belly Board" to 6 inches.
AFFECTED HABITABLE	**AFFECTED HABITABLE**	**AFFECTED HABITABLE**	**AFFECTED HABITABLE**
Structure has received minimal damage and is **habitable without repairs.**	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 inches**

Concrete or cinder block - 8 inches per course **Door knobs - 36 inches above floor** **Standard doors - 6 feet 8 inches**

Additional information is available at www.VAEmergency.com ***Adapted from FEMA 9327.1-PR April 2005*** ***Revised 02/15/07 VDEM***

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	• 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	• 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	• 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	• 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	• 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	• 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	• 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.

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

PUBLIC ASSISTANCE DAMAGE ASSESSMENT FIELD FORM

JURISDICTION:_____ DATE:_____ PAGE ____ of ____

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance B. Emergency Protective Measures C. Roads & Bridges	D. Water Control Facilities E. Public Buildings & Equipment F. Public Utility System	G. Parks, Recreation Facilities & Other

SITE #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
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 #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
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 #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: $				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be POSTED by the Damage Assessment Team 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.

Emergency Support Function #3 – Tab 3
DEBRIS MANAGEMENT PLANNING

The Department of Public Works will be responsible for coordinating debris removal operations. Powhatan County will be responsible for removing debris on county owned property, as well as from private property when it is deemed in the public interest. The VDOT is responsible for removal of debris from roadways in Powhatan County. Debris should not impede recovery operations for any longer than necessary.

The 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. Sample contracts, with a menu of services and generic scopes of work, will be developed prior to the disaster to expedite the implementation of them in a prompt and effective manner.

Powhatan is responsible for managing the debris contract from project inception to completion. If resources are inadequate, state or federal agencies can be requested to assume the responsibility of managing the debris contract. Managing a debris contract includes monitoring of performance, contract modifications, inspections, acceptance, payment, and close out of activities. The Public Works Department will coordinate with DEQ to monitor disposal of debris materials.

Powhatan may choose to enter into cooperative agreements with other localities to maximize the utilization of public assets. Any such agreements must comply with the county's procurement processes.

To facilitate the disposal process, debris will be segregated by standard type (see Tab 4). Modifications of these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the incident will be handled in accordance with federal, state, and local regulations. The Fire and Rescue Chief will be the initial contact for hazardous/toxic materials. (See the Powhatan Hazardous Materials Plan.)

Debris Management Checklist:

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management (refer to VDEM approved list at: http://www.vaemergency.gov/em-community/procurement/em-services/debris-removal)
- Prior to a severe weather incident, stage equipment in strategic locations to protect the equipment from damage, provide flexibility for deployment, and allow for the clearing crews to begin work immediately after the incident;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other localities;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify critical routes in cooperation with regional jurisdictions;
- Maintain a list of debris management sites;
- Identify and address potential legal, environmental, and health issues that are generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding 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 a debris assessment process to define the scope of the 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 using approved site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

Emergency Support Function #3 – Tab 4
DEBRIS CLASSIFICATIONS

Definitions of classifications of debris are as follows:

1. **Burnable materials**: Burnable materials will be of two types with separate burn locations.

   a. **Burnable Debris**: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, 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:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative

2. **Non-burnable Debris**: Non-burnable construction and demolition debris include, but 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 designated coordinating agency representative for determination of its disposition.

4. **Ineligible Debris**: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

   Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's 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 to coordinating agency. 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 classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

1. Practice Soccer field behind the Powhatan Animal Control facility

   3900 Old Plantation Road, Powhatan VA

2. Parking Area (unimproved section) at Fighting Creek Park

   2175 Mann Road, Powhatan VA

DEBRIS QUANITY ESTIMATES

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

Determine population (P) in the affected area, using the 2000 Census Data for Sample County/City. 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

Emergency Support Function #4 - Fire Fighting

Primary Agency
Powhatan Fire and Rescue Department
Secondary/Support Agencies
Virginia Department of Forestry
Powhatan Sheriff's Office
Powhatan Building Inspection Office
Red Cross – Virginia Region
Powhatan Planning and Community Development
Powhatan Social Services

Introduction
Purpose:
Emergency Support Function (ESF) #4 – Fire Fighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents. To protect the public health and safety in the event of a severe fire and or explosion, and to assist with warning and alerting, communications, evacuation, and other operations as needed.

Scope:
ESF #4 manages and coordinates fire-fighting and post-explosion response. These activities include the detection and suppression of fires, and providing personnel, equipment, and supplies to support the agencies involved in firefighting operations. The Powhatan County's Fire Marshal serves as the County's Fire Official and enforces the Powhatan Fire Prevention Code (including the Virginia Statewide Fire Prevention Code, as amended)

Policies:
- Priority is given to public and fire fighter safety and protecting property
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
- During a major fire or explosion, the county EOC may open to coordinate evacuations, sheltering, mutual aid requests, recovery operations, etc.
- Personnel will stay up to date with procedures through education and training.

Concept of Operations
General:
The Powhatan County Fire & Rescue Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Powhatan Hazardous Material Emergency Response Plan.)

Mutual aid agreements will be implemented should an emergency demand greater resources than are available within the county or in the event other jurisdictions need assistance.

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

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. Should an

evacuation become necessary the warning and instructions will be communicated through means outlined in ESF-15.

Organization:
If the county EOC is open, a Fire/Rescue representative should be assigned there in order to coordinate the fire service response. The Fire/Rescue representative is a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and Rescue Department will implement evacuations and the Sheriff's Office 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, EMS, and Rescue services
- Maintain firefighting and communications equipment;
- A Fire & Rescue Department representative should report to the Local Emergency Operations Center;
- Fire/Rescue personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services;
- Requests mutual aid from neighboring jurisdictions; and
- Document expenses for the duration of the emergency.

Responsibilities

- Maintain plans and procedures for response and recovery operations
- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Oversite of Radiological monitoring and decontamination;
- Assist with evacuation;
- Coordinate Search and rescue efforts of collapse incidents;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area; and
- Coordinate Mutual Aid resources.

POWHATAN FIRE & EMS SERVICES RESOURCES

Powhatan County Volunteer Fire & EMS Department

Personnel:	200	
	50	Volunteer squad providers
	150	Volunteer fire fighters

Emergency Medical Equipment

7 Ambulances (Ground) – Type II)
8 non-transport vehicles
1 Mass Casualty Support Vehicle (Type III)

Fire and Hazardous Materials Response Equipment

6 Type I Engines
4 Type VI Engines (Brush Patrol)
5 Water Tenders (Ground) (3 Type II, & 2 Type I)
1 Heavy Rescue
1 Squad / Utility unit
4 staff vehicles (four-wheel drive)
3 staff cars
5 EMS First Responder vehicles (four wheel drive)

Emergency Support Function #5 – Emergency Management

Primary Agency
Emergency Management
Secondary/Support Agencies
ALL Agencies

Introduction
Purpose:
Emergency Support Function (ESF) #5 - Emergency Management directs, controls, and coordinates emergency operations from the County's Emergency Operation Center utilizing the National Incident Management System. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #15, and coordinate with the Virginia State Emergency Operation Center should outside assistance be required.

Scope:
ESF #5 serves as the support for all local departments and agencies across the spectrum of incident management from prevention to response, recovery, and through mitigation. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets. During the 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 locality wide multi-agency command system
- The National Incident Management System will be used to coordinate personnel, facilities, and equipment.
- ESF #5 staff supports the implementation of mutual aid agreements.
- Departments 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 by each county agency for emergency support. Each agency should maintain current notification rosters, designate and train staff for duty in the county EOC, 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. Emergency Management 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 staff should include 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 EOC wall map should be prepared and be readily accessible.

The EOC Planning Section 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 objectives for the next operational period will be addressed in the Incident Action Plan (IAP).

Local government, in partnership with voluntary organizations, is responsible for developing plans that address the management of unaffiliated volunteers and unsolicited donated goods during disaster response and recovery.

Organization:
Emergency operations will be directed and controlled from the Powhatan Emergency Operations Center located in the Powhatan Administration Building at 3834 Old Buckingham Road. The alternate EOC facility is located in the Huguenot Public Safety Building, 1959 Urbine Road, Powhatan, Virginia. The EOC staff will consist of the personnel listed in Tab 1 of this ESF. Emergency Management leaders will determine if initial staffing or full staffing of the EOC will be utilized. EOC support personnel to assist with communications, logistics, finance, external affairs and administration will also be designated. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

As needed, the County Board of Supervisors, County Administrator and County Attorney will serve as the Policy Group to the EOC Staff.

The Incident Commander will utilize the Incident Command System. The EOC will coordinate resources and priorities with the Incident Commander(s). In major disasters there may be more than one incident command post.

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. Local government 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 County Administrator and the Board of Supervisors, in coordination with the Coordinator of 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. Each agency should maintain current notification rosters, designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.

The Finance Director will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be charged to, coordinating with department heads during the response and recovery phases of disaster operations; assisting in the development of applications for state

and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

During disaster management, the Finance Director will ensure proper documentation of expenses for legal and re-imbursement purposes. FEMA forms to be utilized are found at: https://www.fema.gov/media-library/assets/documents/10608. See FEMA labor summary and equipment summary forms Tab 2.

Sites to use for Volunteer Management include, but are not limited to:

- The Powhatan Rescue Squad Reception Center
- Any of the Powhatan Public schools
- The Village Building
- Any local church

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The County Administrator may close facilities, programs, and activities to allow employees to focus on EOC duties and to ensure other employees and citizens are not unnecessarily placed in harm's 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 #15;
    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 the locality;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Advise county leaders, EOC decision makers, and on-site incident commanders on the estimated costs of potential response, recovery, and mitigation efforts;
- 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;
- Assist ESF #15 with getting emergency information to the public;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through established communications networks;

- Provide reports and requests for assistance to the Virginia EOC;
- Compile an initial damage assessment report and send to the Virginia EOC; and
- Coordinate all requests for assistance.

Responsibilities

- Activates and convenes local emergency assets and capabilities;
- Ensures effective communications with internal and external agencies
- Coordinates with law enforcement 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.

PRIMARY EOC STAFFING

Initial Staffing

Director of Emergency Management/County Administrator
Deputy Director of Emergency Management/Fire & Rescue Chief
Coordinator of Emergency Management
Sheriff or Designee
Finance Director or Designee
Public Works Department Director or Designee

Full Staffing

All Initial Staffing and
County Attorney
Superintendent of Schools or Designee
Health Department Representative
Social Services Representative
Department of Planning and Community Development
Facilities Manager or Designee
Utilities Manager or Designee
Public Information Officer
Message Clerks / Phone Operator (2)
ARES Communications Officer

Forms found at: https://www.fema.gov/media-library/assets/documents/10608

Forced Account Labor Summary Record:

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME / JOB TITLE	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME _____ $

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME _____ $

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-123, FEB 09

Forced Account Equipment Summary Record:

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires April 30, 2013

APLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
GRAND TOTAL													

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-127, AUG 10

Emergency Support Function #6 –

Mass Care, Housing, Human Services

Primary Agency
Powhatan Department of Social Services
Support Agencies
Red Cross - Virginia Region
Powhatan Public Schools
Powhatan Fire & Rescue Department
Powhatan Health Department
Goochland Powhatan Community Services
Powhatan Coalition of Churches
Finance / Information Technology Department
Powhatan Sheriff Office including Animal Control
Amateur Radio Emergency Service (ARES)
County Administrator's Office
Powhatan County Library

Introduction
Purpose:
Emergency Support Function (ESF) #6 coordinates the efforts to address the non-medical mass care, emergency assistance, housing, and human services needs of individuals and/or families impacted by natural or human-caused disasters

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 situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.

The Powhatan Department of Social Services (PDSS) Director, in consultation with county Emergency Management leaders will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the facility supervisor. The shelter site will be determined by the anticipated size and duration of sheltering needs. Once determined, the County Administrator

or his/her assistant will use all available resources to notify the public of specific shelter operations.

Once notified, Shelter Managers with the Department of Social Services will coordinate the opening and running of evacuation shelter(s). All supporting agencies will assist in this effort as requested. The PDSS Shelter Manager will notify all supporting agencies and request assistance with shelter operation.

A mass casualty incident may necessitate the need to open a Family Assistance Center (FAC). If necessary, the PDSS Department will take the lead on opening and managing this facility (Tab 2).

Concept of Operations
General:
The Powhatan Department of Social Services (PDSS) is the lead agency for ESF-6. The PDSS Department Director maintains a detailed plan for the management of specific shelter sites in Powhatan.

Powhatan County Mass Care plan includes three levels of Shelter Operations. These levels are:
- Large Shelter operation – Anticipation of more than 50 people to be sheltered overnight
- Small Shelter operation – Anticipation of 50 or less people to be sheltered overnight
- Site of Refuge operation – small numbers of people are projected to be sheltered for a few hours

A coordinated effort will be made to provide appropriate services to those with special medical or other functional needs. Each support agency that provides services should maintain a list of clients that may need assistance. 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.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, medicines and medical supplies, baby food and supplies if needed, special dietary items, and sleeping bags or blankets. Caregivers will accompany those individuals that require supervision. Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all shelter residents throughout emergency operations.

The Virginia Region of the Red Cross will operate assist in shelter management and assisting the citizens as available. The Salvation Army and other agencies may provide food, bedding, clothing, and other materials, and assist in shelter operations in accordance with a Statement of Understanding with the Commonwealth of Virginia. Staff from Goochland Powhatan Community Services will be available for mental health crisis services.

Situation reports should be provided as requested to the Powhatan Emergency Operations Center (EOC), or the Emergency Management (EM) office about the status of shelter residents and staff and of operations at the shelter site(s). The Local EOC/EM will then relay information to the Virginia EOC. To be eligible for post-disaster assistance adequate records must be maintained for all costs incurred.

Shelter Organization:

Powhatan Department of Social Services:
- The Department of Social Services will manage and oversee all shelter operations. Personnel from this department will work as the shelter manager. This will include all services provided including citizen registration, tracking, care for, and formal check out of citizens. This

department will work with all other agencies listed to provide for the care and safety of citizens and all staff.
- The shelter manager will initiate and maintain a communication system within the shelter for shelter workers, and maintain communications with agencies and facilities outside of the shelter as needed. This will include daily briefings with the EOC or EM.
- The shelter manager will coordinate recreational activities for shelter residents.
- The shelter manager coordinates release of information for notification of relatives.
- The shelter manager will work with transportation resources to coordinate transportation of citizens
- The shelter manager will document expenses for future auditing and re-imbursement.
- If mass feeding operations are established separate from shelters, PDSS will coordinate assistance of all support agencies to maintain these operations
- If a Family Assistance Center opens, PDSS will manage the center and provide assistance to the public

Powhatan Public School System:
-The Superintendent of Schools will assign building personnel to facilitate building opening and use, and to assist the shelter manager with building systems on-site facilities maintenance as needed.
- The Superintendent of Schools may assist with food preparation services.
- The Superintendent of Schools may assist with transportation of citizens in coordination with the Shelter Manager and local EOC.

Virginia Region of the American Red Cross:
- The Red Cross will respond when available to and assist with staffing at Powhatan County opened shelters and/or open additional shelters when requested by the Director of Social Services through the EOC.

Powhatan Health Department:
- The Powhatan Health Department will coordinate the provision of health services at the shelter.
- The Powhatan Health Department will monitor food and water safety and shelter sanitation
- The Powhatan Health Department will provide disease surveillance and investigations as warranted
- The Powhatan Health Department will oversee the work of other health professionals during shelter operations. This may include EMS personnel, the Medical Reserve Corp, and others working as part of the shelter team.

The Powhatan Sheriff's Office:
- The Sheriff's Office will provide security to the shelter with a minimum of two deputies as long as any citizens are occupying the shelter. Security will also be maintained at any time requested by the shelter manager.
- Animal Control Officers will be available to handle household pets. This will include intake, care of, tracking, and return to owner of these pets.

Goochland Powhatan Community Services:
- Goochland Powhatan Community Services will assist with crisis counseling services, and basic mental health services.
- Goochland Powhatan Community Services can provide vans for use to transport citizens in coordination with the Shelter Manager and local EOC. The vans are kept at the Village Building office and can be used as deemed necessary.

The Powhatan Emergency Management function:
- Emergency Management will ensure that needs identified by the shelter manager are addressed.
- Emergency Management will coordinate with various agencies to transport citizens to the shelter.

Pre-designated Shelter Sites:

I. Large Shelter Sites:(anticipation of 50+ people to be sheltered overnight)

Primary: Powhatan High School at 1800 Judes Ferry Road Overnight Capacity: 493
Backup/Overflow: Flat Rock Elementary School at 2210 Batterson Road.
Backup: Pocahontas Middle School, 4290 Anderson Highway Overnight capacity: 176
Backup: Powhatan Jr.High School at 4135 Old Buckingham RD Overnight capacity: 265

II. Small Shelter Sites: (anticipation of 50 or less people to be sheltered overnight)
Primary: Powhatan Rescue Squad Reception Building at 3920 Marion Harland Lane Overnight capacity 25
Backup:Powhatan Library at 2270 Mann Road Overnight Capacity 25

III. Site of Refuge: List of Churches with contact information available to the Emergency Communications Center personnel and Department of Social Services personnel

A "site of refuge" church can be used when a localized incident occurs that requires quick refuge for a small number of county residents, or travelers. For example a tornado or wildland fire that requires short term evacuation of a couple of neighborhoods, or a bus breakdown. These church partners provide public safety agencies the ability to quickly provide temporary refuge of church neighbors.
During activation of a "Site of Refuge" Powhatan government agencies will support the facility with logistical needs and help with staffing. During any long duration incident, the citizens/travelers will be relocated to a more permanent shelter. The list of these church sites is constantly being updated. Therefore, this list is kept on the contacts list kept up to date in the Emergency Management Office and available to PDSS and other county agencies.

Shelter Supplies

The following Shelter Supplies are kept on hand in Powhatan County. They are maintained jointly by the Powhatan County Department of Social Services and Powhatan County Emergency Management:

- **Powhatan High School** 25 standard cots, 3 Bariatric Cots, Blankets, & Shelter Manager Kit
- **Powhatan Rescue Squad** 25 standard cots, 3 Bariatric Cots, Blankets, & Shelter Manager Kit
- **Evacuation Shelter Supply trailer**: 50 Cots, 6 Bariatric, 5 Medical Special Needs Cots

The Powhatan County Sheriff's Office Animal Control also maintains a Pet Evacuation Supply Trailer that contains supplies to set up a pet shelter.

Functional Needs Support Services (FNSS):

Shelter health services are defined as first aid for shelter staff and residents, protecting current health status and preventing new disease. When possible, citizens requiring additional medical interventions should be relocated to a licensed facility.

Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment. People with functional needs include individuals who need assistance with medical care or personal care because of their physical or mental impairments.

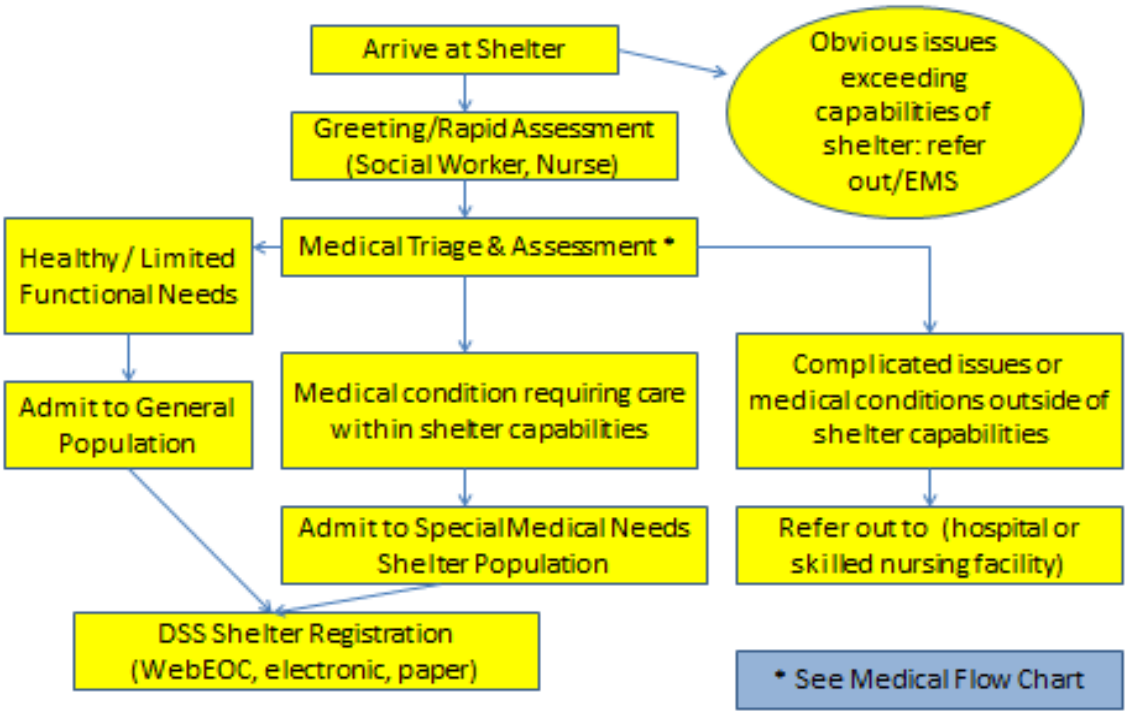
Public shelters can generally accommodate individuals with functional needs who require *minimal* care and are attended by their families or other caregivers. Individuals or groups with functional needs, which are beyond the capabilities of the shelter team to manage, will be moved to a more appropriate facility as soon as feasible.

Agencies or facilities that care for functional needs populations should be responsible for the welfare and safety of their clients as they may need specially trained staff to care for them and special equipment and facilities to meet their needs. Agencies or facilities supporting functional needs populations should have emergency preparedness plans that provide for evacuation and relocation of clients under their care to a comparable facility in an emergency. A mass care shelter for the general population would not be considered a comparable facility.

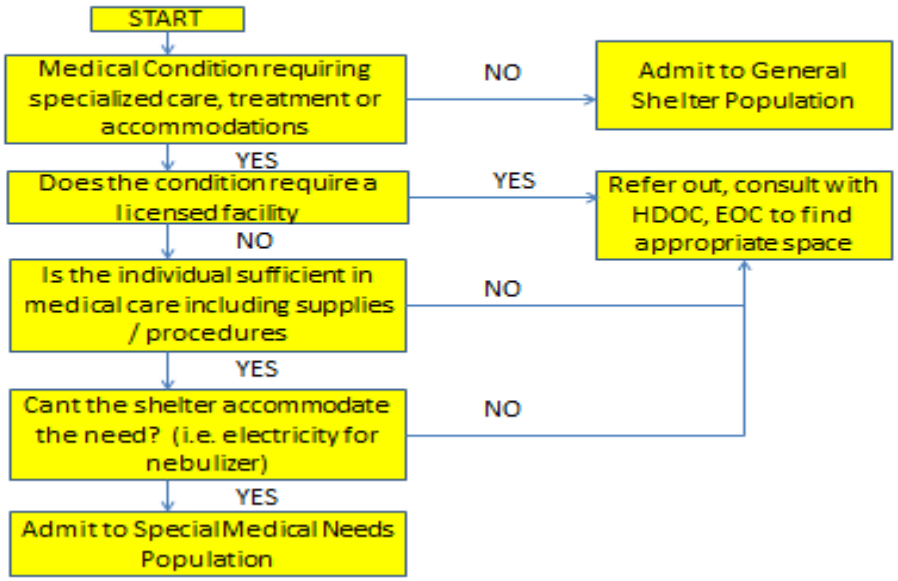
It may be necessary for local officials to provide assistance in arranging transportation and locating a suitable reception facility for medical patients with functional needs living at home but, if other options are available, they should not be relocated to a mass care shelter.

For guidance in addressing individuals with medical needs, see the “Medically Fragile Triage Flow Chart” below.

Shelter Registration



Medical Triage and Assessment Matrix



Family Assistance Center (FAC)

A Family Assistance Center is a facility established for providing incident specific services to bereaved families, friends, and survivors of a mass casualty incident or incident with multiple lost individuals.

The scope of services that the local FAC may provide include: reunification services, behavioral health care, medical records collection, communications services, benefits application, personal care, and security for family and survivors.

The FAC location will need to accommodate the performance of many functions and delivery of services. Space should be provided for

- Operations center and administrative offices.
- Large general assembly room with a public address system.
- Reflection room.
- Death notification rooms.
- Counseling rooms.
- Medical area.
- Reception area.

The family assistance center should be established and opened as soon as possible after the incident. The center may be needed for as long as 3–4 weeks, depending on the length of time necessary to recover the lost individuals and/or bodies. In the case of a large incident requiring the use of a FAC, the Primary and Supporting Agencies for ESF-6 will coordinate with the local EOC as well as state and federal agencies to manage the FAC.

The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal injuries Compensation Fund (VCICF) shall be notified in the event of an emergency when there are victims of crime (Code of Virginia §19.2-11.01.)

Emergency Support Function #7- Resource Management

Primary Agency
Emergency Management
Support Agencies
Department of Public Works
Department of Health
Sheriff's Office
County Administrator's Office
Powhatan Fire and Rescue Department
Powhatan Finances / IT Department
American Red Cross – Virginia Region
Department of Social Services
Powhatan County Attorney
Virginia Department of Transportation
Powhatan Coalition of Churches

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.

Resource management must be prepared to coordinate with state and federal officials to obtain needed manpower and equipment 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:
Resource management may function from pre-incident until the disposition of excess and surplus property is completed. ESF #7 will oversee the management of facilities opened to assist the public in the response and recovery phases of incident management. The locality will determine what resources are needed and then ESF #7 will collect and distribute those goods at Points of Distribution (POD) center(s). Goods that may be needed could include, ice, water, tarps, blankets, clothes, and non-perishable foods, etc.

Policies:
- The initial emergency response will be dependent upon local public and private resources;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (EOC);
- Local departments and agencies will use their own resources and equipment during incidents and will have control over the management of these resources
- The Coordinator of Emergency Management will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- Coordinate shipment of food to PODs or mass feeding sites
- All resource expenditures will be reported

Concept of Operations
General:
County Emergency Management, in coordination with the County Attorney, and Finance 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/disaster at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Facilities will be identified as needed to assist the public. These sites may include PODs, debris management sites, shelters, etc. They will be 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 mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within Powhatan.
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 Memoranda of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

Responsibilities:
Emergency Management
Emergency Management will maintain a list of the resources that are immediately available to respond to, and recover from emergencies or disasters that occur in Powhatan County. These lists will also be used in both the planning for and response to mutual aid and state-wide incidents. See tab 3 for the lists of local resources that meet NIMS typing definition.

Identify personnel requirements and training needs to effectively carry out resource management missions. Develop training/exercises to test the plan, and to ensure maximum use of available resources. Develop SOPS to manage the processing, use, inspection, and return of resources coming into area (see Tab 1 reference resource allocation). Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions.

Potential sites for local and regional resource collection, storage, and PODs must be identified and strategically located to facilitate recovery efforts. Standard Operating Procedures (SOPs) should 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.

Department of Public Works
The Public Works Department 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. This process must be closely coordinated with state and federal emergency management officials, local governments in the region, and the media.

Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified (see Tab 1). 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 Public Works Department will coordinate the removal, collection, and disposal of debris following a disaster. ESF-3 provides detail on debris management for Powhatan County.

Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal. This department will also maintain a list of fuel distributors and a working capability to obtain fuel during times of disaster.

Department of Social Services
The Director of the Department of Social Services, will coordinate the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6)

ELEMENTS OF A RESOURCE LIST

1. Identification of Resource Request (gather SALTT specific information)
    - S – Specify the SIZE of the resource needed
    - A – What AMOUNT is needed? Exactly how much or how many?
    - L – What is the exact LOCATION the resource should be delivered to?
    - T – What TYPE of resource? (see NIMS typing criteria)
    - T – What TIME does the resource need to arrive?

2. Corporation, 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 resource 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 (see attached)

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

RESOURCES

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

LOCAL

Building Materials and Supplies (Lumber)	R.C. Goodwyn & Sons	(804)598-3633
Concrete, Block and Gravel:	Luck Stone	(804) 784-5932
Highway and Heavy Equipment	Colony Construction W.O. Grubb	(804) 598-1400 (804)271-9471
Trucking - Heavy Hauling:	Broyles Llewellyn's Towing	(804) 266-4931 (804) 794-4604
Portable Toilets:	Mo-Johns (804) 215-5290 Pager	(804) 375-3050 (800) 440-6116 (804) 387-7215 Cell
Portable Lighting and Generators:	Sunbelt Rentals United Rental Carter Machinery Powhatan Rental	(804) 364-3026 or (804) 283-1748 (804) 550-2978 or (804) 641-0659 (804) 271-5952 or (804) 337-3686 (804) 598-2798
Food Banks and Donated Goods	Central Va. Food Bank	(804) 521-2500

NOTE: This is only a partial listing of local resources. Each department and agency should maintain its own resource list.

NIMS Typed Resource Lists

Animal Health Emergencies Response

Powhatan Sheriff's Office Animal Control:
Small Animal Sheltering Team – Type III (depending on room availability)

Emergency Medical Services

Powhatan Fire and EMS: 8 Ambulances (Ground) – Type II
1 Mass Casualty Support Vehicle – Type III

Fire and Hazardous Materials Response

Powhatan Fire and EMS: 6 Type I Engines
4 Type VI Engines (Brush Patrol)
5 Water Tenders (Tanker) (3 Type I, & 2 Type II)

Incident Management

Emergency Management: 1 Mobile Communications (Command) Center – Type IV

Social Services Department: Shelter Mgt. Team – Type III

Law Enforcement Resources

Powhatan Sheriff Office: 1 SWAT / Tactical Team – Type III

Medical and Public Health (no resources that meet defined types)

Public Works Resources (no resources that meet defined types)

Powhatan County Public Schools 78 Buses Type I
Powhatan Public Works Dept. 1 Wheel Loader Backhoe Type IV (transfer station)
Emergency Management: 1 Floodlight Unit Type III
Va. Dept. of Forestry /Powhatan Office: 1 Track Dozer – Type III
Va. Dept. of Forestry /Powhatan Office: 1 Flat Bed Trailer Truck – Type I
Va. Dept. of Transportation (Powhatan Office): 1 Type II (Tandem Axle)
8 Dump Trucks (on road)
1 Type III (Single Axle)
1 Type IV Wheeled Loader (Medium)

Search & Rescue Resources (no resources that meet defined types)

Emergency Support Function #8 –

Public Health and Medical Services

Primary Agency
Virginia Department of Health (VDH)
Support Agencies
Department of Social Services
Goochland-Powhatan Community Services Board
Red Cross - Virginia Region
Powhatan Fire and Rescue Department
Sheriff's Office
County Administrator's Office
Powhatan Emergency Management
Powhatan Extension Office
Virginia Department of Agriculture and Consumer Services

Introduction
Purpose:
Emergency Support Function (ESF) #8 – Health and Medical provides coordinated medical, public health, mental health, and emergency medical services to save lives. These health and medical needs include coordinating veterinary and/or animal health issues when appropriate.

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

- Coordination and assessment of public health/medical needs;
- Public health surveillance and investigation
- Medical care personnel and medical equipment and supplies; and
- Coordinate with supporting agencies to detect mental health issues and minimize harmful stress levels in the general public.
- Mass administration of medication and vaccinations
- Isolation and quarantine
- Mortuary Services

Policies:

- The Health Department coordinates all ESF #8 response actions in accordance with VDH district and state policies and procedures;

Concept of Operations
General:
During a threatened or actual emergency, the District Health Director, or his/her designee, will coordinate health, medical, and rescue services from the Emergency Operations Center (EOC). Coordination with adjacent jurisdictions will be established.

Should a disaster exhaust local medical and rescue resources, support and assistance will be requested from health care organizations and emergency medical service (EMS) providers in neighboring jurisdictions. The use of the Medical Reserve Corp or other trained health and medical volunteers may be appropriate. Essential public health services, such as food and water inspections, communicable disease surveillance, and other public health emergencies will be provided by the Health Department and augmented by state-level resources. Public health advisories will be issued in coordination with the EOC.

During citizen shelter operations, Powhatan Fire and EMS providers will work with shelter managers and Health Department staff to manage a medical aid station. The Sheriff's Office will provide security and the Health Department will provide medical assistance and evaluation, monitor food safety, shelter sanitation, disease surveillance, and conduct investigations as warranted. The Community Services Board will provide mental health services at citizen shelters.

In disasters involving a large number of fatalities, 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 may provide equipment, supplies, and manpower during disaster management. (See Tab 4).

Organization:
The Powhatan Department of Health, under the auspice of the Virginia Department of Health – Chesterfield Health District, will provide public health support, Medical Reserve Corp support, epidemiological, environmental health, and other public health response support.

There are 100 EMS providers in the Powhatan Fire and EMS Department, providing emergency medical transportation, staffing of an aid station at emergency shelters, assisting with the evacuation of endangered areas, and assisting in land search and rescue operations. Local funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass fatalities.

When the Powhatan EOC is fully staffed, a Health Department representative will be asked to participate. This representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

When necessary, Powhatan Emergency Communications Dispatchers request MEDEVAC Helicopters through the Virginia Emergency Operations Center. Powhatan is served by several MEDEVAC Helicopters operating in the Richmond Region. Powhatan's closest available MEDEVAC Helicopters are:

1. Med-Flight 1 (Chesterfield Airport)
2. VCU LifeEvac 1 (Petersburg Airport)
3. PEGASUS (UVA Charlottesville)

(Tab 3 lists more services in the state)

Actions

- When the Powhatan EOC is fully staffed, the Health Department will provide a representative;
- 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 hospital and emergency medical services providers;
- Activate the Old Dominion Emergency Medical Services Alliance (ODEMSA) Central Virginia Mass Casualty Incident (MCI) Plan as needed;
- Coordinate with representatives from the Goochland-Powhatan Community Services Board to assist at shelters to provide mental health counseling services to displaced residents.

- Ensure food safety at mass feeding sites, shelters, and PODs;
- Conduct food borne disease surveillance and field investigations;
- Implement mutual aid agreements as necessary;
- Provide laboratory services 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 of disaster-related expenses for medical, health, and rescue services 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;
- Assist with the damage assessment of water and sewage systems; and working with ESF-3 and ESF-15, ensure the public is advised of any water contamination issues and to boil water when appropriate.
- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel.

Responsibilities

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities;
- Inspect and advise on general food handling and sanitation matters;
- Establish communications with ESF # 5 to report and receive assessments and status information;
- Coordinate the release of information through the Public Information Officer;
- 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 on 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 in coordination with Goochland-Powhatan Community Services Board among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident.
- Provide outreach to serve identified behavioral health needs;
- Coordinate with ESF # 6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Coordinate with Local/Regional hospitals to 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 Medical Examiner’s Office, Powhatan Sherriff personnel, and Virginia State Police.
- Provide for the mass administration of medication and/or vaccination
- Coordinate isolation and quarantine procedures

HEALTH AND MEDICAL RESOURCES

There are no hospitals located within Powhatan County.

County Health Department

Environmental Health Supervisor:	1 (located at Chesterfield County Office)
Environmental Health Specialists:	1
Public Health Nurses:	1
Office Support Staff (Clerical):	2

Goochland / Powhatan Community Services

A number of staff from each department below have been trained and will be available to respond in Crisis Situations.

Management and Supervisory Staff

Emergency Services Clinicians

Case Managers

Outpatient Therapists

Residential Staff

Office Support Staff

RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

Rescue Stations - 3

Personnel: 120 (volunteer Fire & EMS Personnel)

Equipment:

8 Advance Life Support Vehicles (Type III Ambulances)

1 BLS first responder pickup (4 wheel drive)

1 ALS First Responder Car

1 BLS First Responder Car

COMMONWEALTH OF VIRGINIA
EMERGENCY MEDEVAC SERVICES

HELICOPTER MEDEVAC	ALERT	NON-EMERGENCY
ARIES – (Fairfax County Police)	(703) 280-0840/WAWAS	(703) 830-3015
EAGLE – 182 – (U.S. Park PD, D.C.)	(202) 619-7310/WAWAS	(202) 426-6969
LIFEGUARD 10 (Carilion Health Systems)	(703) 344-4357	(703) 342-7503
MEDEVAC (Ft. Belvoir)	(703) 664-6565	(703) 664-4401
MED-FLIGHT-1 (VSP Chesterfield)	(800) 468-8892	(804) 674-2089
MED-FLIGHT – 2 (VSP Abingdon)	(800) 433-1028	(276) 466-3188
MEDICAL AIR CARE (INOVA-Fairfax)	(800) 258-8181	(703) 698-2930
MED STAR (Com., D.C.)	(800) 824-6814	(202) 877-7234
NIGHTINGALE (Norfolk General)	(800) 572-4354	(757) 628-2435
986th MEDEVAC (VNG – Richmond)	(804) 222-4580	(804) 222-4580
PEGASUS (UVA Charlottesville)	(434) 522-1826	(434) 924-9287
VCU LifeEvac 1 (Petersburg Airport)	(877) 902-7779	(804) 722-0914

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 human remains to the next of kin or family representative.

Concept of Operations:

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

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

Organization:

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

The OCME is responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk.

Emergency Support Function #9 –

Urban Search and Rescue

Primary Agency
Powhatan Sheriff's Office
Powhatan Fire and Rescue Department
Support Agencies
Powhatan Building Inspections Office
Powhatan Public Works
Powhatan Health Department
Va. Dept. of Emergency Management (Civil Air Patrol and Search & Rescue Groups)
Va. Dept. of State Police
Red Cross – Eastern Virginia Region
Powhatan Planning and Community Development
Powhatan Finance / IT Department
Powhatan Department of Social Services
Goochland/Pow Community Services Board

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. ESF-9 also oversees search operations when a person is reported missing.

Scope:
Powhatan County is susceptible to natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue must be prepared to respond to emergency events and provide special lifesaving 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.

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 (ECC if EOC not activated) for coordination, validation, and/or action
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- The county EOC (ECC if EOC not activated) will coordinate with Mutual Aid, State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

Concept of Operations
General:
The Sheriff's Office and Fire & Rescue Department will be responsible for rescue and search operations with assistance from the support agencies shown above. The Fire and Rescue Department 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:
The Powhatan Sheriff's Office will be the primary agency in any ground searches. All other agencies listed will support the Sheriff's Office as requested.

The Fire and Rescue Department will be the primary agency in any urban search and rescue operation due to a collapsed structure and other incidents such as trench collapses. All other agencies listed will provide support as requested. Chesterfield County Fire and EMS has a Heavy Tactical Rescue Team that can be requested through mutual aid. The Virginia Chapter of the American Red Cross may 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 Health Department will provide guidance and recommendations as the situation warrants. The Powhatan Public Works Department may assist with any equipment, maps, staff, and vehicles. The Sheriff's Office will assist with perimeter security, communications, and assistance as required. The Rescue Squad 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
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- Follow established procedures in responding to urban search and rescue incidents;
- Be ready to manage large numbers of volunteer searchers
- Coordinate with all local, state, federal and NGOs involved in the search effort
- Record disaster related expenses.

Responsibilities
- Manages search and rescue task force operations
- Establish and maintain incident specific GIS mapping and tracking systems for all types of search and rescue operations
- Coordinates logistical support for search and rescue during field operations;
- Coordinate volunteers and donations made to the search effort.
- 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 additional resources.

Emergency Support Function #10

Oil and Hazardous Materials

Primary Agency
Powhatan Fire & Rescue Department
Support Agencies
Powhatan Health Department
Powhatan Sheriff's Office
County Administrator's Office
Emergency Management
Powhatan Planning and Community Development
Virginia Dept. of Transportation
Virginia Dept. of Emergency Management

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 the locality. If contamination occurs, victims may require decontamination prior to medical treatment. The release of hazardous materials may have short and/or long health, environmental and economic impacts depending upon the type of product.

Policies:

- Personnel will be properly trained;
- Fixed Facilities will report annually under SARA Title III regulations;
- Fire Chief or other Fire & Rescue Department Officer 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
- Coordinate with ESF # 4, ESF #5,ESF#13, and ESF #15 to advise and protect the public

Concept of Operations

General:
The EOP and the Powhatan Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. The response plan provides detail to handling these incidents and is maintained in the Powhatan Emergency Management Office.

Organization:

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for Powhatan. This plan is maintained in the Emergency Management Office.

The Fire and Rescue Chief or 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 Emergency Operations Center.

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

Warning and directions for evacuation and/or protect in place will be disseminated to public in the affected area. Command will coordinate with ESF-15 to notify the public by all means available. This may include, but not be limited to, the use of the Powhatan Alert System (PAS), social media, mobile loudspeakers, bull horns, door-to-door warning, and use of local radio and TV media.

Actions

- Respond to the incident;
- Assess the situation;
- Determine the need for immediate evacuation or sheltering in place;
- Implement Mutual Aid agreements and;
- Have the county ECC request assistance through the VEOC

Responsibilities

- Maintain the Powhatan Hazardous Materials Response Plan
- Develop procedures to minimize the impact of an unplanned release of a hazardous material
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Provide technical information;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and prediction modeling
- Coordinate and control mitigation efforts with other local, state, and federal agencies; and
- Record expenses

Emergency Support Function #11 –

Agriculture and Natural Resources

Primary Agency
Powhatan Extension Office
Secondary/Support Agencies
Powhatan Health Department
Powhatan Sheriff's Office (Animal Control Division)
Powhatan Social Services Department
Red Cross – Virginia Region
Powhatan Emergency Management
County Administrator's Office
Powhatan Planning and Community Development
Monacan Soil and Water Conservation District
Virginia Department of Agriculture and Consumer Services

Introduction
Purpose:
Emergency Support Function #11 – Agriculture and Natural Resources works to address; control and eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation; and protection of cultural resources and historic property resources during an incident.

Scope:
Activities will be undertaken to:

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

Policies:

- 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

Concept of Operations
General:
The Extension Office will assume the coordinator's role of ESF #11. He/she 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 identifies, secures and arranges for the transportation of emergency pet and livestock food to areas in need.

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, the Extension Office provides overall direction. A local emergency may need to be declared to initiate some response activates.

Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.

Actions

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- 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;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and prediction modeling
- Provides information and recommendations to the 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

Emergency Support Function #12

Energy

Primary Agency
Emergency Management
Support Agencies
Public Works Department
County Administrator's Office
Powhatan Extension Office
County Attorney

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:
- Will work to provide fuel, power, and other essential resources to the county;
- Will work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- Maintain a list of critical facilities and continuously monitor those 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 embargos, disruption of pipeline systems, or terrorism.

Organization:
In the wake of a major disaster, Powhatan's Emergency Operations Centers (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 local and state 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;

Additional supporting information, such as key contacts, recommended conservation measures, and pre-scripted press releases, can be found in the "Electric Power and Natural Gas Energy Emergency Handbook," maintained by the State Corporation Commission (SCC), and in the "Petroleum and Solid Fuels Energy Emergency Handbook," maintained by the Department of Mines, Minerals, and Energy.
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 electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations.

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;
- Emergency Management provides for the emergency power of the fuel pumps that fuel county vehicles. This provision is to ensure continued public service during prolonged power outages.
- Emergency Management will provide charging stations for the public as needed
- Implement local conservation measures;
- Work with ESF-15 to keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- During a radiological incident, refer to Powhatan Radiological Emergency Response Plan
- Consider declaring a local emergency; and
- Document expenses.

Responsibilities

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

Emergency Support Function #13 –

Public Safety and Security

Primary Agency
Powhatan Sheriff's Office
Secondary/Support Agencies
Powhatan Emergency Management
Powhatan Fire and Rescue Department
Powhatan Public Works Department
Powhatan Planning and Community Development
County Administrator's Office
Virginia State Police
Virginia Department of Transportation
Virginia National Guard

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 include 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. If the National Guard is deployed to Powhatan County, the Powhatan Sheriff's Office will retain operational control

Policies:

- The Incident Commander will determine the need for security at any scene;
- The Powhatan Sheriff's Office in coordination with the incident commander will identify areas of potential evacuation;
- The concentration of large numbers of people in shelters during an evacuation will necessitate sheriff's office presence to maintain orderly conduct; and
- Sheriff's Office personnel will be needed in evacuated areas to prevent looting and protect property; and
- Coordinate all animal care and control issues (tab 4)

Concept of Operations

General:
Existing procedures in the form of department directives provide the basis for a law enforcement 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.

Organization
The Sheriff's Office will utilize their normal communications networks during disasters. Emergency Management, in coordination with Sheriff's Office personnel and the fire department, should delineate areas that may need to be evacuated. The Sheriff's Office 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 security at damaged public property, shelter facilities and donations/distribution centers.

Actions
- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain police intelligence capability to alert government agencies and the public of potential threats;
- Develop procedures, provide training for, and conduct 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, bomb threats or detonations, and animal rescue;
- Test primary communications systems and arrange for alternate systems;
- Assist with the evacuation procedures for the threatened areas;
- Provide traffic and crowd control;
- Implement existing mutual aid agreements with other jurisdictions; and
- Document expenses.

Responsibilities
- Law enforcement;
- Crowd control and Traffic control;
- Manages preparedness activities;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and help determine evacuation areas
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Provide initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Evacuation and access control of threatened areas (tab 2 and tab 3)
- Assist the Health Department with all health department operations
- Animal Control (tab 4)

LAW ENFORCEMENT RESOURCES

Sheriff's Office

Personnel:

38 sworn officers
9 full time dispatchers
3 part time dispatchers
4 office staff
1 victims witness coordinator

Equipment and Facilities:

30 Cars
5 4-wheel drive vehicles
1 Mobile Support Trailer
5 Mountain Bikes
1 Golf Cart
1 Transport Van (Tactical Team)

ENTRY PERMIT TO ENTER RESTRICTED AREAS

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

_____

_____

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

_____

_____

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

Method of Travel (vehicle, aircraft) ____

Description of Vehicle/Aircraft Registration ___

Route of Travel if by Vehicle __

Destination by legal location or landmark/E911 address _

_____

Alternate escape route if different from above __

_____

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

_____

Entry granted into hazard area.

Authorizing Signature _____Date _____

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

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

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

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

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

Signatures of applicant and members of his field party Date

Print full name first, then sign.

_____ _____

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

_____ _____

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

_____ _____

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

_____ _____

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

_____ _____

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

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

Animal Control Responsibilities:
The federal Pets Evacuation and Transportation Standards (PETS) Act, requires state and local agencies to include animals in their disaster plans.

The Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services has the responsibility of interpreting and enforcing the regulations pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth.

The Sheriff will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

1. Powhatan Animal Control
    a. Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
    b. Produce and maintain plans, policies and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering;
    c. Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control

2. Powhatan Extension Office

    a. Produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc;
    b. Produce and maintain plans, policies and procedures regarding Animal Disease Control

Actions:

1. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.
2. Develop, maintain, and disseminate animal care and control plans to ensure the safe, sanitary and efficient response to and recovery from an animal emergency
3. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
4. Develop the necessary logistical support to carry out emergency tasking
5. Develop the necessary mutual aid agreements, contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
6. 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
7. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
8. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;

9. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
10. Provide animal care and control support in a timely manner;
11. 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;
12. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures
13. Post disaster, those animals that are rescued and are not identified by their owners and a reunification plan determined within 10 days will be considered the property of Powhatan County and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations

Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information		
Full Name:		**Driver's License Number:**
Street Address:		
City, State, Zip		
Phone Numbers:	Home:	Cell or Alternate:

Pet Information		
Description of Animal: ☐ Dog ☐ Cat ☐ Other _____	**Pet's Name:**	**Crate Assigned:**
MALE ☐ Intact ☐ Neutered	**FEMALE** ☐ Intact ☐ Spayed ☐ In Heat	
Breed:	**Color:**	**Age:**
Distinctive Markings:		
Microchip: ☐ Yes ☐ No	**If yes, number:**	
Veterinarian Name:		

Pet Medications - List any medications below that you pet is currently taking

Name of Medication	Dosage	Purpose

TO BE COMPLETED BY SHELTER		
Arrival Date:	**Departure Date:**	
Did the owner provide proof of the following:	**Yes**	**No**
• Written proof of vaccinations during the past 12 months		
• Proper ID collar and up to date rabies tag. If yes, record Tag #_____		
• Proper ID on all belongings		
• Leash		
• Ample food supply		
• Water/food bowls		
• Necessary medication(s) (ensure medications are listed above)		
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage		

Registration Agreement

I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).

I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.

I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. **I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.**

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).

SIGNATURE	
Owner's Signature	Shelter Intake personnel

Lost Animal Report

Today's Date	Information Received By	
Owner Information		
Name	Address	
Temporary Address	Phone Number	
Date/Location Where Animal Was Last Seen		
Date Last Seen	Location	
Do You Have A Picture Of The Animal?	Is The Animal Friendly?	
Does The Animal Have A History Of Running Away?		
Animal Description		
Type Of Animal	If A Litter, Number In Litter	
Breed	Size (Small/Medium/Large)	Animal's Name
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)
Is Animal Wearing A Collar?	Does The Animal Have An ID Tag?	Info On Tag?
Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?
Veterinarian Used		
Name	Phone	
Address	Are Shots Current?	
Animal On Any Medication?	Frequency	
When Was Medication Last Given?		
Contacts		
Who Else Have You Notified That The Animal Is Missing?		

Comments

Office Use Only			
Lost Animal Matched With Animal ID #		Date Owner Contacted	
Date Animal Reclaimed		Released to Owner Print & Sign Name	
Owner's Drivers License #	State	Phone Number	
Status Of Animal			
Owner Located	Matched at Shelter	Deceased	Unknown after 30 days

Emergency Support Function #14 –

Long Term Community Recovery and Mitigation

Primary Agency
Emergency Management
Secondary/Support Agencies
ALL Agencies

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; and
- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure

Concept of Operations
General:
This ESF includes two phases:
- The emergency relief phase deals primarily with life-saving and emergency response efforts (i.e., emergency food, medical, shelter, and security services). Emergency Management will take the lead of this phase;
- The broader recovery and reconstruction phase deals with more permanent and long-term redevelopment issues. County administration will take the coordinating lead during the reconstruction phase.

In the emergency relief phase, the primary local departments involved include Fire & Rescue, Sheriff's Office, Health, Social Services, Public Schools, and Public Works. Beyond the emergency relief phase, the emphasis shifts to local departments dealing with housing and redevelopment. The lead departments, in this phase include Economic Development, Planning and Community Development, Public Works, Public Library, and Finance. The two phases will include some overlap with the emergency relief phase taking precedence in the initial stages of recovery, and reconstruction receiving greater attention as the recovery process matures.

The recovery analysis process includes: damage assessment, reentry, needs assessment. Both short-term and long-term goals are made. A set of recovery program strategies are then identified and implemented to address the set goals.

Short-term recovery priorities 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

Long-term strategies would strive to redevelop the damaged areas. If a Presidential Disaster Declaration exists, federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid may be provided to assist Powhatan in rebuilding the economic base, replacing and restoring homes, and ensuring that all construction and development complies with building codes and plans.

Long-term recovery priorities include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Community resiliency efforts including Hazard Mitigation projects.

Organization:
The Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas.

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.

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 of through State or local governments or disaster relief organizations.
- **Public Assistance** – Supplementary Federal Assistance provided under the Stafford Act to State and Local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.

As a potential applicant for Public Assistance, Powhatan County must thoroughly document disaster-related expenses from the onset of any incident.

Mitigation efforts will be important during disaster recovery. Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

As required by the Disaster Mitigation Act of 2000, Powhatan County is a participant in the Richmond Regional Hazard Mitigation Plan. This plan identifies risks and vulnerabilities in Powhatan County and the Region and identifies projects to reduce these risks.

Actions

- Conduct initial damage assessment;
- In cooperation with other ESFs, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery goals;
- Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
- Coordinate and conduct recovery operations;
- 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.

POTENTIAL FEDERAL DISASTER RESPONSE FIELD FACILITIES FOR POWHATAN COUNTY

DISASTER RECOVERY CENTER:

Powhatan County Library
2270 Mann Road

POINT OF ARRIVAL FOR PERSONNEL:

Double Tree by Hilton
1021 Koger Center Boulevard
Richmond VA 23235
804379-3800

POINT OF ARRIVAL FOR TRUCKS:

Powhatan Vocational Center

1. 4125 Old Buckingham Rd

REGIONAL MOBILIZATION CENTER:

1. Powhatan County Jr. High School
   4135 Old Buckingham Rd

LOCAL STAGING AREAS:

Pocahontas Elementary
4290Anderson Highway

Powhatan Elementary
4111Old Buckingham Rd

Emergency Support Function #15

External Affairs / Public Information

Primary Agency
County Administrator's Office
Support Agencies
Powhatan Fire and Rescue Department
Powhatan Sheriff's Office
Powhatan Public Schools
Information Technology Office
Powhatan Health Department
Powhatan Department of Social Services
Powhatan Coalition of Churches
Powhatan County Attorney's Office

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 inform the public, during an incident, with the most up to date and correct information available. This emergency support function will use all public information means available to support the overall incident objectives. To avoid conflicts of information coordination of all agencies involved will ensure that one message is disseminated. This emergency support function focuses on public information, public affairs, community relations, and legislative affairs.

Policies:
During an emergency the Public Information Officer (PIO) will:

- Disseminate information by all appropriate means in order to keep the public informed;
- Coordinate news releases with the EOC before releasing them to the media;
- Coordinate news releases with State and Federal Joint Information Centers (JIC)
- 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:
The County Administrator and the Executive Associate to the County Administrator serve as the Public Information Officers for Powhatan County. During incidents another individual may be assigned this function.

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. The locality needs to be prepared to keep news media, local legislators and other political figures informed.

Organization:

The PIO is responsible for coordinating messages from the various agencies and may establish a Joint Information Center (JIC). The PIO will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. The PIO will monitor the news coverage to ensure the accuracy of the information being disseminated. The PIO will facilitate press conferences and incident area tours for the media.

Working with the Director and Coordinator of Emergency Management and other appropriate staff, the PIO will prepare incident-specific guidance for distribution to the public. The PIO will coordinate with community leaders and neighborhood groups to assist in the rapid dissemination of information and to identify unmet needs. An ongoing dialogue and information exchange will be established. If a state or FEMA Community Relations Team deploys to Powhatan County, following an incident, the PIO will work with that team to distribute recovery information.

The PIO will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident and respond to legislative and congressional inquiries.

Actions

The following actions should be taken by the PIO as necessary to provide public information before, during, and after an emergency:

1. **Social Media** Monitor social media platforms and provide accurate timely information
2. **News Releases & Emergency Information** Develop news releases concerning the incident. Initial news releases should focus on citizen response and protective actions. Later news releases should focus on recovery and mitigation. News releases should be coordinated with adjacent jurisdictions, the state and FEMA. All news releases and other emergency information should be disseminated as widely as possible using the following means.
3. **County Email** Emergency information can be distributed to Powhatan County staff via email at: PowhatanCounty@powhatanva.gov from a Powhatan County computer work station (it is not accessible from other computers.) A copy should also be forwarded to the Superintendent of Schools. This will provide all staff members with information to assist them when dealing with citizen inquiries.
4. **Powhatan County Web Site** Emergency Information can be posted on the Powhatan County Web Site home page www.powhatanva.gov. PIOs, Emergency Management and IT Staff have authority to make this posting.
5. **Powhatan Alert System (PAS)** Emergency Information can be distributed through the PAS. This system can be used to send e-mails, texts, and phone messages to affected population areas.
6. **Powhatan County Hotline** Emergency Information can be posted on the Powhatan County hotline at 804-598-4878. This hotline is available 24/7 for citizens to listen to recorded information concerning an emergency. The IT and Emergency Management Departments have authority to update the recording on the Hotline.
7. **Powhatan Coalition of Churches** Include the Powhatan Coalition of Churches on the notification distribution list. This group will then further distribute the information via their member Churches. Churches will be encouraged to focus on shut-ins and other citizens who may have not gotten the emergency information via other means.
8. **News Release Distribution** All emergency public information distributed to news organizations should be in news release format. All news releases should include reference to

sources where additional information can be obtained. Additional information may be placed on the Powhatan County Hotline and Powhatan County Web Site. The Virginia EOC should be copied on all news releases distributed. A sample Emergency News Release is included as Tab 1 to this ESF. News organization telephone numbers, fax numbers, and email addresses are included on the Emergency Contact Listing maintained by Emergency Management.

9. **Cable TV Community Bulletin Board** Brief Emergency Information can be posted on the Comcast TV Community Bulletin Board. Emphasis should be on calling attention to "Additional Information Is available by calling the Powhatan County Alert System Hotline at 804-598-4878; or on line at www.powhatanva.gov. The IT and Emergency Management Departments have authority to update the Community Bulletin Board.
10. **Mass Mailing** Following widespread events that effect significant numbers of Powhatan County residents, a mass mailing of information could be done using the U.S. Postal Service. This mailing should focus on recovery and mitigation information and should include contact information for other agencies such as FEMA, Small Business Administration, etc.

Responsibilities
The PIO will:

- Work with Richmond area radio and television stations and newspapers;
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.;
- Promote and maintain the County's Public Alert System Hotline (804-598-4878) and update it with public information during and after significant incidents;
- Arrange regular press briefings as necessary before, during, and after significant incidents;
- Coordinate the release of information through public broadcast channels, and written documents;
- Promote and maintain the Emergency Management's web page on the Powhatan County Web Site (www.powhatanva.gov) and update it with public information during and after significant incidents.
- Work with Comcast Cable TV to provide preparedness information and information about the Emergency Management web page and email notification service on Comcast's broadcast bulletin board.
- Maintain an up-to-date telephone, fax, and email list for all local news organizations.
- Should an evacuation become necessary, warning and evacuation instructions will be put out via facebook, e-mail, radio, TV, and the PAS. 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, and potential health hazards associated with the risk.
- **Note: For hurricanes, evacuation should be completed prior to sustained tropical storm force winds (39mph) reaching Powhatan County.**

Emergency Support Function #15 - Tab 1 (Sample News Release)
County of Powhatan Virginia
Emergency Incident/Event

News Release

Date: _____ Time: _____

Incident Reference: _____
(Hurricane Isabel; Hazardous Materials Spill on Highway 99; etc)

Released by:_____ Title:_____

Contact Number: _____ Email: _____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please disseminate the following information to the widest audience possible:

"Additional Incident information for Powhatan County residents can be obtained at any checked below:

☐ Calling the Powhatan County Hotline at 804-598-4878.

☐ On line at www.powhatanva.gov.

☐ Local news and radio announcements

☐ Powhatan County Facebook Page:
http://www.facebook.com/home.php#/pages/Powhatan-VA/Powhatan-County-Virginia/195639375268?ref=mf

INCIDENT ANNEXES

Separate Plans exist for several Incident types that could affect Powhatan County. These plans will be followed during response to and recovery from these types of incidents. These plans are not part of this document, but are available to all county leaders, including during any EOC activation. These plans include:

- Hazardous Material Plan
- Radiological Response Plan
- Dam Safety Management Plan
- Old Dominion EMS Alliance Mass Casualty Plan

Incident Annex 1 - Flooding

Incident Annex 2 – Severe Weather and Electric Power Outage

Incident Annex 3 - Drought, Water Supply Shortage, Water Supply Contamination

Incident Annex 4 - Earthquake

Incident Annex 1 – Flooding
(Flash Flood or Major River Flood)

Coordinating Agency
Powhatan Emergency Management

Cooperating Agencies
Powhatan Public Works
Powhatan Planning and Community Development
Powhatan Building Inspections
Powhatan Sheriff's Office
Powhatan Fire & Rescue Department
Powhatan Extension Office

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 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;
- The Department of Social Services representative to the Emergency Operations Center will close down temporary housing when areas have been declared safe for re-entry; and
- The County Administrator or his/her designee will authorize re-entry.

Concept of Operations

General:
Due to the geographic /topographic realities of Powhatan County flash flooding and river flooding presents a moderate hazard to our citizens. Water bodies account for approximately four of Powhatan's 269 square miles. Powhatan is characterized by a gently rolling topography.

Of concern for Powhatan County is flooding from the James and Appomattox Rivers. Bernards, Branch, Butterwood, Deep, Fighting, Fine, Jones, Norwood, and Sallee Creeks. Rocky Ford Road occasionally is flooded by the nearby creek but this road has a relatively low number of users. Low-lying areas adjacent to the James River are subject to periodic flooding. Along the James River, the Base Flood Elevation (BFE) ranges from 146.5 feet in the western portion of the county to 199.4 feet in the eastern portions of the county. The BFEs range from 202.9 feet to 243.2 feet on Fighting Creek. The overwhelming majority of land within the floodplain is used for rural purposes.

Before major development began in the county, county leaders enacted floodplain regulations that prohibit development in the floodplain. Because of the foresight of the county, the only structures in the floodplain are out buildings and barns.

Summary of floodplain exposure:

- Square miles in floodplain: 22.06
- Percentage of total area: 8.3%
- No residential, commercial or industrial structures in floodplain.

Organization:

Emergency Management, in coordination with the Sheriff's Office, is responsible for making the decision to order an evacuation in the event of a potentially life-threatening flood situation. If evacuation is necessary, the public will be alerted in accordance with ESF-15 procedures. All response agencies will develop and maintain severe weather emergency response procedures. The Coordinator of Emergency Management will maintain a county hazard mitigation plan.

Responsibilities:

- Develop and maintain plans and procedures for flooding;
- Designate areas to be evacuated;
- Provide training for EOC personnel
- Direct the evacuation of threatened areas;
- Relocate public-owned vehicles and equipment to higher ground;
- Open citizen shelters;
- Provide emergency public information;
- Declare a local emergency;
- Activate search and rescue teams;
- Activate wildlife teams, and animal rescue / shelter teams if needed;
- Direct that utilities be shut off in evacuated areas;
- Establish and maintain incident specific GIS mapping
- 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.

AREAS SUBJECT TO FLOODING

Powhatan County Flood Prone Roadways identified by VDOT and Local Sources

- Rocky Ford Road (Rt. 603) @ Rocky Ford Creek
- Rocky Ford Road (Rt. 603) @ Skippers Creek
- Genito Road (Rt. 604) @ Butterwood Creek
- Rocky Ford Road (Rt. 603) @ Butterwood Creek
- Judes Ferry Road (Rt. 614) @ Jones Creek
- Huguenot Trail (Rt. 711) Between Caesartown Road (Rt659) and Old River Trail (Rt.617)
- Huguenot Trail (Rt.711) 711 West of Watkins Landing Road (Rt652)
- Watkins Landing Road (Rt. 652) @ dead end
- Bateau Landing Road (Rt. 669) @ boat landing

Incident Annex 2 - Severe Weather & Electrical Outage

Coordinating Agency

Powhatan Emergency Management

Cooperating Agencies

Powhatan Public Works Department
Powhatan Social Services
Powhatan Sheriff's Office
Powhatan Planning and Community Development
Powhatan Building Inspections
Powhatan Fire and Rescue Department
Virginia Dept. of Transportation (Powhatan Office)

Introduction

Purpose:

To protect the public health and safety in the event of severe weather and/or long term electric power outage.

Scope:

Powhatan has a long history of severe weather including winter storms, hurricanes, tornados and extended wind/rain incidents. These incidents are often accompanied by long term electrical power outages and road blockages. Many are significant enough to impact citizens and public service.. This annex works to describe some general ways to handle and deal with these incidents.

Policies:

- Severe weather incidents may lead to increased emergency response calls for service, and delay response times due to road conditions. Area resources will coordinate efforts to provide the best service feasible. If the EOC is open, it will coordinate county resources.
- Communications with the public and maintaining main transportation routes will receive priority resources.
- It may be necessary to open local shelter(s) during a prolonged power outage with cold temperatures

Concept of Operations

General:

Approximately 90% of all presidential declared disasters are weather related. Powhatan County Office of Emergency Management monitors severe weather conditions that may impact county operations and citizens. Powhatan emergency services organizations and the county EOC responds to major weather emergencies such as winter storms, with and without major power outages. The EOC is activated in order to provide direction and control, procurement of needed resources, dissemination and procurement of emergency information, and coordination of the response.

Organization:

Emergency Management is responsible for preparing for weather incidents and coordinating response and recovery resources. All response agencies will develop and maintain severe weather emergency response procedures. The Coordinator of Emergency Management will maintain a county hazard mitigation plan.

Responsibilities

- Identify vulnerable populations and prepare to assist them
- Develop and maintain plans and procedures for winter storms
- Provide training for EOC personnel
- Provide back-up radio communications;
- Designate and open citizen shelters;
- Provide emergency public information;
- Declare a local emergency;
- Activate search and rescue teams;
- Evaluate the situation and direct protective action;

Actions

- Track storm with all available methods.
- Maintain communication with VDEM, NWS and other jurisdictions by conference call, video-conference, and WebEOC.
- Alert EOC responding departments
    - Fire and EMS
    - Sheriff Office
    - Social services
    - Schools
    - Health
    - Utilities / General Services
- Notify citizens of threats and any infrastructure impact
- Review and analyze problems.
- Coordinate public assistance with state and federal agencies
- Review short and long-term projections.
- Document all expenses related to storm response and recovery.

Incident Annex 3 – Drought / Water Supply Shortage / Water Supply Contamination

Coordinating Agency
Powhatan Utilities / General Services Department

Cooperating Agencies
Powhatan Sheriff's Office
Powhatan Health Department
Powhatan Fire & Rescue Department
Powhatan Emergency Management
Powhatan Department of Social Services
County Administrator's Office
Powhatan Extension Office

Introduction

Purpose:
To protect the public health and safety in the event of drought, severe water supply shortage or contamination of the water supply

Scope:
There are several public and private water supply systems that serve citizens of Powhatan County. A water supply shortage or contamination of any of these systems would have significant impact on citizens and public services. This annex works to describe general ways to handle and deal with these incidents.

Policies:
- Severe droughts may lead to increased wildland fires, and reduced capabilities to fight fires due to dried up water supplies. ESF-4 details how fire resources within Powhatan will operate. Area resources will coordinate their efforts to provide the best service feasible. If the EOC is open, it will coordinate county resources and mutual aid (as well as out of area) resource request
- Through planning and mitigation efforts, county resources will strive to prevent a shortage of water or contamination of water for citizen consumption.
- The county will notify the public whenever the water supply is interrupted or contaminated. Communications with the public will receive priority resources.
- The county will strive to provide citizens consistent, timely information providing accurate guidance during such an incident.
- It may be necessary to open water distribution centers or local shelter(s) during one of these incidents to meet the life sustaining needs of citizens.

Concept of Operations

General:
A shortage of water and/or contamination of the water supply could result from a variety of incidents. These include by are not limited to:

- Severe droughts
- Regional Power Outage

- Earthquake
- Water Supply Outage
- Intentional contamination of water supplies

Organization:

The Director of the Utilities and General Services Department oversees and maintains the County of Powhatan Public Water system and is the liaison to the private water systems located in Powhatan. The Director in cooperation with the Departments of Emergency Management, Health and Social Services will develop and maintain emergency response procedures for potential water shortages and/or contamination of any system. Should such an incident occur the EOC may be activated in order to provide direction and control, procurement of needed resources, dissemination and procurement of emergency information, and coordination of response and recovery agencies.

Responsibilities

- Identify vulnerable populations and prepare to assist them;
- Develop and maintain plans and procedures for water shortage / contamination;
- Develop and maintain procedures for drought situations;
- The Extension Office will coordinate drinking water delivery for livestock;
- Each livestock owner should prepare holding facilities for enough emergency drinking water for 3 days;
- Provide training for EOC personnel;
- Provide emergency public information;
- Declare a local emergency;
- Evaluate the situation and direct protective action as required

Actions

- Track drought conditions and changes in the water system
- Provide safe drinking water distribution centers for citizens to access
- The Extension Office, will coordinate efforts to deliver water for livestock;
- Keep citizens informed of the situation and resources available to them;
- Maintain communication with VDEM, NWS and other jurisdictions by conference call and WebEOC.
- Conduct a multi-agency review and analysis of the problem.
- Determine short and long-term projections.
- Coordinate public assistance with state and federal agencies
- Document all expenses related to the incident
- Document potential mitigation efforts that may be enacted to prevent a reoccurrence of the incident

Incident Annex 4 - Earthquake

Coordinating Agency

Powhatan Emergency Management

Cooperating Agencies

Powhatan Sheriff's Office
Powhatan Health Department
Powhatan Fire & Rescue Department
Powhatan Department of Social Services
County Administrator's Office
Powhatan Extension Office
Powhatan Building Inspection Office
Powhatan Public Works

Introduction

Purpose:

To protect the public health and safety in the event of an earthquake that affects the safety and or stability of life or property

Scope:

Central Virginia has experienced moderate earthquake activity in the past. To this date, Powhatan has experienced minor damage from these earthquakes. However, earthquakes have the potential to cause significant threat to life and property and to disrupt critical infrastructure. An earthquake can be significant enough to impact citizens and public service. This annex describes general guidelines to mitigate, respond to and recover from such an incident.

Policies:

- Severe damage to buildings, transportation routes, and county infrastructure can result from an earthquake
- Life safety of civilians, county employees, and volunteers is the priority during response to such an incident
- Responses to request for service that threatens life will receive resource priority.
- All activities will be initially be coordinated through the Powhatan Emergency Dispatch Center. As soon as feasible, the Powhatan EOC will be activated and begin to provide policy direction and coordination to all county efforts
- Powhatan County will work cooperatively with regional partners to address prioritized needs

Concept of Operations

General:

The Central Virginia seismic zone follows the James River between Charlottesville and the City of Richmond. In 2003, a 4.5 magnitude quake struck in Goochland County, and in 2011 a 5.8 quake was centered in Mineral VA. The latter quake caused $80 million damage in Louisa County and damage in several east coast states.

A moderate to severe quake, and/or subsequent aftershocks, in or near Powhatan has the potential to cause significant structural damage and cascading incidents. Concerns include dam failures, structural collapse, pipeline failures, transportation route interruptions, and significant fires.

Organization:

The Emergency Management function of the county will lead the effort to respond to and recover from such an incident. An EOC will be established to manage the response. Local, mutual aid, regional, state and federal partners will work collaboratively to manage the incident and subsequent activities.

Responsibilities

- After the initial shaking subsides, the Sheriff Office, Dispatch Center, and Fire and Rescue Department should begin to bolster resources in anticipation of numerous calls for service
- If structural damage, of a county facility, exist personnel will evacuate the structure and not return until it is deemed safe.
- If safe to do so, agencies should make an assessment of the infrastructure in their control. Report the results of this assessment to agency leads.
- Public Safety agencies will respond to service calls to save and protect lives
- The EOC will coordinate a county-wide damage assessment as soon as reasonable. The findings will be used for county situation analysis and reported to the state EOC.
- County agencies will collaborate to protect the public from potential failures from weakened structures.

Actions

After initial shaking subsides, immediately perform the following functions:

- Check for injured County personnel and provide first aid as necessary
- Check for damage of county facilities and equipment (report to overhead)
- Check communications equipment
- Begin to strengthen public safety resources
- If safe to do so, move all vehicles away from structures with potential damage.

As operations to respond to citizen needs ensue:

- Establish an EOC with personnel designated in ESF-5 Tab.1
- Check on Status of fuel available at county fuel sites
- Consider recall of off-duty personnel based on demands of incident(s).
- Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas
- Assess the status of transportation routes (road, railroad, pipeline)
- Collaborate with state and local partners to dispatch crews to clear debris on primary roads
- Coordinate county-wide Damage Assessment teams
- Complete county-wide damage assessment
- Control access as needed to protect the public. Ex. controlling inundation zones downstream from damaged dams, and creates collapse zones around dangerous structures.
- Determine short and long-term projections, and needs
- Coordinate public assistance with state and federal agencies
- Document all expenses related to the incident