

CITY OF CHARLOTTESVILLE
UNIVERSITY OF VIRGINIA
ALBEMARLE COUNTY



REGIONAL
EMERGENCY OPERATIONS PLAN

December 2017

Version 2.0

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Record of Changes

The record of changes to the City of Charlottesville, University of Virginia (UVA) and Albemarle County Regional Emergency Operations Plan will be kept, documented, and distributed by the Office of Emergency Management. The record of changes will include the plan version number, a description of the change, the date of change, and who approved the change. Upon publication, the change will be considered part of the Regional Emergency Operations Plan.

Version	Description of Change	Date	Responsible Party
1.0	Initial publication	October 2013	Kirby Felts
1.1	Update to CICF and DCJS contacts in Appendix E	March 2015	Kirby Felts
2.0	Four year review and update	December 2017	Allison Farole

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Letter of Promulgation

The City of Charlottesville, University of Virginia and Albemarle County Regional Emergency Operations Plan (EOP) is a multidiscipline, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the City, County, and University. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies and requires planning, training, and exercising prior to a real world event to respond effectively. This plan represents a commitment by City, County, and University leadership to work together to prevent and mitigate against, prepare for, respond to and recover from emergencies in our community.

Pursuant to the provisions of Section 44-146.19.E of the Code of the Commonwealth of Virginia the following Regional Emergency Operations Plan for the City of Charlottesville, University of Virginia, and Albemarle County is hereby promulgated.

Approved:

Maurice Jones

City Manager



City of Charlottesville

Patrick D. Hogan

Executive Vice President &
Chief Operating Officer



University of Virginia

Jeffrey Richardson

County Executive



Albemarle County

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Executive Summary

The City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP) is a multi-jurisdictional, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The Regional EOP incorporates the National Incident Management System as the multi-jurisdictional standard for incident management and reflects other changes resulting from the adoption of the National Response Framework.

The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the City, County and University, with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations.

Plan Format

The Regional EOP consists of the following:

- **Basic Plan**—provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.
- **Appendices**—define the authorities, terms and acronyms used throughout the Regional EOP.
- **Emergency Support Functions Annexes**—outline the scope of responsibilities associated with specific emergency operations functions and describes expected mission execution activities for each emergency phase.
- **Support Annexes**—describe actions to coordinate and execute common emergency management strategies (e.g., information sharing, damage assessment).
- **Incident Annexes**—describe unique considerations for response and recovery from likely regional hazards.

Plan Maintenance and Distribution

The Emergency Management Coordinator is responsible for developing, maintaining, and distributing the Regional EOP. The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and to address significant operational issues. At a minimum, the plan is significantly updated every four years in accordance with Commonwealth of Virginia requirements.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the Emergency Management Coordinator for coordination, approval, and distribution.

Coordinating agencies for the emergency support functions are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to the Emergency Management Coordinator.

Any department or agency may propose a change to the Regional EOP and is encouraged to do so. Prior to submitting proposed changes to the Emergency Management Coordinator, the proposing department or agency will obtain the written approval from their agency head.

Every four years, the Emergency Management Coordinator will provide a full copy of the Regional EOP to all City, County and University departments and agencies listed in the plan as a coordinating or cooperating agency, the Virginia Department of Emergency Management, and other partner organizations as necessary. Modifications to the plan outside of the four-year revision required by state code will be communicated through a Notice of Change and revised pages will be provided for replacement within the Regional EOP.

Notice of Change

Notices of change to the Regional EOP will be prepared and distributed by the Emergency Management Coordinator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Regional EOP.

Upon publication, the change will be considered a part of the Regional EOP. The Emergency Management Coordinator is responsible for the distribution of the approved notices of changes following the same process as identified above.

BASIC PLAN

1. INTRODUCTION

To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all City of Charlottesville, University of Virginia (UVA), Albemarle County public officials, departments and agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

The foundation for this coordinated response is established through the City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP). The Regional EOP identifies the departments and agencies that are responsible for providing command and coordination capabilities for large-scale or unusual events, and describes how the multiple command and response components are organized and managed. A planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, § 44-146.13 to 44-146.29:2) requires that state and local governments develop and maintain current emergency operations plans in order to be prepared for such events.

1.1 Purpose

The Regional EOP establishes the organizational framework for City, County and University personnel to work together to effectively respond to and recover from all-hazards disasters and emergency situations in a coordinated manner. Key concepts established through the Regional EOP are as follows:

- Systematic organization of interagency efforts to minimize damage, restore impacted areas, and implement programs to mitigate vulnerability to future events
- Proactive identification and deployment of resources in anticipation of or in response to a disaster event
- Coordinated mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents
- Establishment of fundamental agreements that are the basis for interagency and intergovernmental planning, training, exercising, assessment and coordination, and information exchange.

The Regional EOP addresses the immediate requirements for an emergency in which normal operations are interrupted and special measures must be taken to:

- Save lives and protect the health and safety of the public, responders, and recovery workers
- Ensure security of the region

- Provide and analyze information to support decision-making and action plans
- Manage City, County and University resources effectively in the emergency response
- Protect and restore critical infrastructure and key resources
- Ensure local government continues to function throughout the incident
- Manage communication regarding emergency response and recovery operations
- Communicate critical information to citizens
- Protect property and mitigate damages and impacts to individuals, communities, and the environment
- Track response resources immediately and throughout response and recovery
- Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place in the City, County and University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

1.2 Scope

The Regional EOP establishes a method of operation that spans the management of an emergency from initial monitoring through post-disaster response, recovery, and mitigation. The plan also defines mechanisms to aid delivery of immediate assistance as well as assigns specific functions to appropriate departments and organizations. This includes methods to coordinate with the private sector and voluntary organizations active in disasters.

This plan addresses various types of emergencies that are likely to occur and the actions the region will initiate, in coordination with the state and federal governments as appropriate.

This Regional EOP is applicable to all City, County and University departments, agencies, private sector and volunteer organizations that may be requested to provide assistance whether in an actual incident or an imminent threat to the community.

1.3 Policies and Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities regarding incident management. Nothing in the Regional EOP alters the existing authorities of City, County and University departments or cooperating agencies. The plan establishes the coordinating structures to integrate the specific regulatory authorities of the spectrum of participating agencies in a collective framework for action to include mitigation, prevention, preparedness, response and recovery. See Appendix A.

1.4 Assumptions

The following planning assumptions outline the assumed operating conditions and provide a foundation for establishing protocols and procedures:

- Emergencies can happen with little to no warning, causing significant loss of life, property damage, environmental and economic impact.
- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved.
- The City of Charlottesville, University of Virginia, and Albemarle County commit to a regional response strategy for emergency operations for incidents affecting the region and will commit available resources to save lives, stabilize the incident and minimize property damage.
- As a part of their commitment to this plan, coordinating and cooperating departments and agencies will engage in systematic assessments of procedures, resources and training to ensure their continued ability to carry out their responsibilities as outlined in the plan.
- In time of emergency, the department heads 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.
- In the event of an emergency, the immediate response priority will be saving lives, incident stabilization and property conservation.
- Incidents are typically managed at the lowest possible level of government.
- City, County and University residents, businesses, and industry will be expected to use their own resources and be self-sufficient for at least 72 hours following a significant event.
- The effects of disaster or emergency may extend beyond City, County or University boundaries and many other areas of the Commonwealth may experience casualties, property loss, and disruption of normal life support systems.
- There may be competition among residents and communities for scarce resources and widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services.
- Communications may be problematic due to demands exceeding capacities.
- Protection and restoration of critical infrastructure and key resources is a priority.
- When local capabilities are overwhelmed or local resources are exhausted, the Commonwealth of Virginia or federal government will be asked to provide assistance.
- Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The Regional EOP is the core plan for managing emergencies during regional incidents. Other supplemental agency and interagency plans, such as the University of Virginia Critical Incident Management Plan, provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (i.e., hazardous materials spills, wildfires, etc.). In many cases, local agencies

manage incidents under these plans using their own authorities. These supplemental agency or interagency plans may be implemented concurrently with the Regional EOP but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the Regional EOP.

1.5 Levels of Emergency

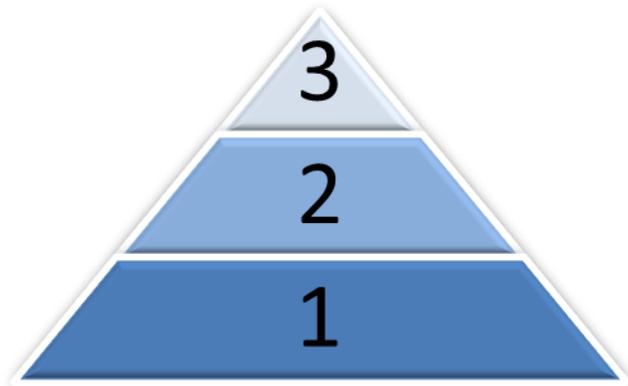
Emergency conditions vary with each incident and activation. As a guide, three levels of emergency (Figure 1) are specified as follows:

Level 1—an emergency incident that normal community emergency response resources can handle. While there may be some damage or interruption, the conditions are localized and activation of the EOP is not needed.

Level 2—an incident with substantial damages and interruptions to City, County or University operations. A partial or full activation of the EOP is needed. The incident may affect only one regional entity.

Level 3—an incident requiring the full activation of the EOP to address immediate emergency response. Emergency conditions are widespread and the City, County and University must be self-sufficient for a period of hours to several days. Requests for assistance from the Commonwealth may be submitted by the Emergency Management Coordinator.

Figure 1. Emergency Levels



The designated level for an incident may change as emergency conditions intensify or lessen.

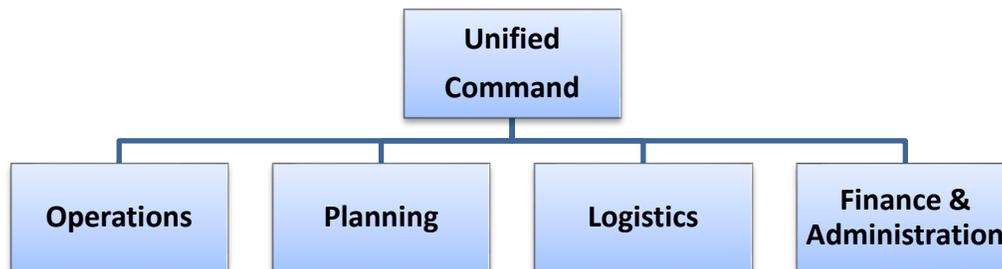
1.6 Incident Management

The Regional EOP uses a multi-agency team approach and operates under a structure based upon the principles of the National Incident Management System (NIMS) to manage, coordinate and direct resources committed to an incident. The Incident Command System, a component of NIMS, is the combination of facilities, equipment, personnel, procedures and communications systems operating within a common organizational structure. The five sections of the organizational structure (Figure 2) are:

- **Unified Command**—responsible for overall management of the incident, including assessment and establishment of incident priorities, assessing resource needs and orders, and coordinating with outside agencies. Public information safety and liaison duties are executed as part of the Command staff.
- **Operations**—responsible for managing tactical operations to reduce immediate hazards, save lives and property, establish situational control, and restore normal operations. The make-up of the Operations section will vary based on incident priorities.

- **Planning**—responsible for collecting, evaluating, and disseminating information about the incident and the status of resources to create a shared understanding of the current situation and prepare alternative strategies to address incident priorities.
- **Logistics**—responsible for providing facilities, services, and materials to support incident response.
- **Finance and Administration**—responsible for all incident costs and financial considerations related to the incident.

Figure 2. Regional Incident Management Structure



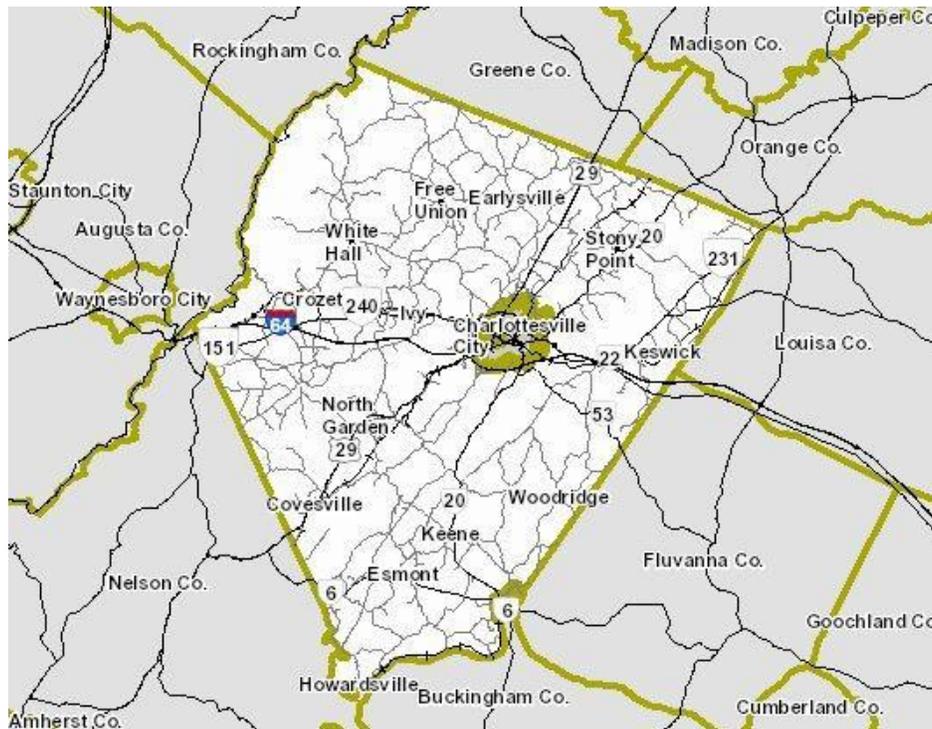
This management approach divides the incident into manageable tasks, while maintaining a coordinated focus. The size and number of designated positions within each section can be expanded or contracted to meet requirements as an event progresses. This allows for maximum flexibility in meeting the unique requirements of each situation.

2. SITUATION

The majority of information in this section is excerpted from the 2012 Regional Hazard Mitigation Plan – Thomas Jefferson Planning District. The full reference is available at <http://www.tjpd.org/environment/hazard.asp>.

2.1 Geographic Characteristics

The Charlottesville-UVA-Albemarle region (Figure 3) is bounded by the Blue Ridge Mountains on the west with ridges and foothills and hollows rolling down to the James River in the east. Areas of relatively flat land are found in larger river valleys and floodplains.

Figure 3. Albemarle County and Surrounding Region

Albemarle County is approximately 726 square miles in size, located in the Northern Blue Ridge and Northern Piedmont of Virginia. The City of Charlottesville is located in the heart of Albemarle County, occupying approximately 10.4 square miles. The Grounds of the University of Virginia is in the both the City of Charlottesville and Albemarle County.

2.2 Climate

The area has a moderate climate. Average temperatures are approximately 50 degrees, and range from January lows in the mid 20's to July highs in the high 80's. Annual rainfall averages above 40 inches and is supplemented with approximately 14 inches of snow.

2.3 Population

The 2015 population estimates are 105,051 for Albemarle County, 48,210 for the City of Charlottesville and 21,985 for the student population at the University of Virginia. The City of Charlottesville and the surrounding urban ring in Albemarle County are home to the majority of the region's population, with concentration around the City and Rt. 29N.

2.4 Government

Albemarle County is served locally by a six-member Board of Supervisors, a seven-member elected School Board, and elected Constitutional Officers (Clerk of Circuit Court, Sheriff, and Commonwealth's Attorney). At the state level, the County is a part of the 24th and 25th State Senate Districts and contains portions of the 25th, 57th, 58th, and 59th House of Delegates

Districts. At the Federal level, Albemarle County is served by Virginia's two senators and is in the 5th Congressional District.

Although a separate legal entity, the City of Charlottesville is the county seat of Albemarle County. Charlottesville has a city council and mayor, and residents pay city real estate and personal property taxes rather than county taxes.

The University of Virginia is governed by a Board of Visitors composed of seventeen voting members appointed by the Governor of the Commonwealth of Virginia for terms of four years. The Board of Visitors may appoint for a full-time student at the University of Virginia as a nonvoting member. The Rector and Visitors are responsible for the long-term planning, policies, and budget of the University.

2.5 Land Use

The Route 29 corridor and the I-64/250 corridor, otherwise known as Pantops, are the major commercial and industrial areas outside of the City of Charlottesville.

Locality	Total Buildings	Residential Buildings	Non-Residential Buildings	Residential Buildings Built Since 2010
Charlottesville	21,244	19,603	1,641	414
Albemarle	46,883	44,258	2,625	2,136

Although there is limited developable land remaining in the City of Charlottesville, redevelopment and selected small-scale infill has been occurring. Much of this growth occurred around the University of Virginia in the Venable and Jefferson Park Avenue neighborhoods, as well the Belmont and Fifeville neighborhoods. Commercial and office growth has been relatively healthy in downtown Charlottesville and the warehouse district, with few changes elsewhere in the city.

In Albemarle County, the areas of Pantops, Crozet, Hollymead/Forest Lakes, and southwest of Charlottesville down to North Garden have seen considerable residential growth. Albemarle County has strict growth boundaries in place to concentrate new growth around existing commercial centers and preserve the rural countryside. The vast majority of County land is either field or forest, with development occupying the remainder. Crop farming is found in larger scale to the south and east, away from the mountains, where land is flatter. Hay and grains are the majority crops, with some corn and other row crops. Orchards and vineyards are prevalent in the high hills. Livestock fields are also common, for cattle, horses, sheep, and a variety of other animals.

2.6 Economic Growth and Development

Reflecting national trends, the greatest increases in jobs have been in the service, retail, and government sectors, while farm and manufacturing jobs have been on the decline. Major employers in the area include Aramark, City and County governments, Consolidated Analysis

Centers Inc., Crutchfield Corporation, Food Lion, GE Fanuc, Lexis Publishing, Martha Jefferson Hospital, Northrup Grumman Corporation, Piedmont Virginia Community College, State Farm, the University of Virginia, US Department of Defense, the Virginia Department of Corrections, and Wal-Mart. The following table shows changes in various non-farm employment sectors from the Bureau of Labor Statistics.

Table 2. Top Industry Sectors			
Rank	Industry Sector	2010 Establishments	2016 Employees
	Total nonfarm industries	6,490	118,400
1	Government	110	37,100
2	Professional and Business	809	15,600
3	Educational and Health	720	15,000
4	Trade, Transport, and Utilities	467	14,500
5	Leisure and Hospitality	834	13,500
6	Mining Logging, and Construction	753	5,800
7	Other (Except Financial and Manufacturing)	117	5,800
8	Financial Activities	750	4,700
9	Manufacturing	193	4,100

Source: *Labor Market Statistics, Quarterly Census of Employment and Wages Program*

Most jobs in the region are located in Charlottesville, along the Route 29 corridor, or in the Pantops area of Albemarle County. Rural employment is distributed more evenly in relation to residential density. The Education and Health Care sectors are the largest in the region, comprising about a third of all employment. The University of Virginia and the UVA Health System are major drivers in the regional economy.

2.7 Historical Places

Although best known for Thomas Jefferson's Monticello, the region is also home to a number of historical attractions, including:

- Ash Lawn-Highland, home of James Monroe, fifth President of the United States and author of the Monroe Doctrine
- The Albemarle County Court House, built in 1803 and still in use today
- Michie Tavern, a Museum of Historical Tavern Americana
- Montpelier, the lifelong home of President James Madison and a museum property of the National Trust for Historic Preservation
- The University of Virginia Rotunda, Academical Village and Pavilion Gardens.

2.8 Critical Infrastructure

Government and privately owned infrastructure that are deemed critical do exist in the region. Critical Infrastructure will not be discussed in detail in the EOP for public safety and security reasons.

2.9 Hazard Identification and Risk Assessment

The regional hazard identification and risk assessment resulted in a ranked and prioritized evaluation of hazards based on historical and anticipated impact to the region. Hurricane/high wind/windstorms, flooding, and winter storms/weather offer the most significant threats to the area. The following table is a prioritized list of hazards for the region as determined by the Thomas Jefferson Planning District Hazard Mitigation Working Group, relying on national and state-level data as well as local experiences and the results of the prior assessment in 2011.

Table 3. Prioritized Regional Hazards

	PROBABILITY 2016	HUMAN IMPACT 2016	PROPERTY IMPACT 2016	BUSINESS IMPACT 2016	RISK 2016
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Relative threat*</i>
EVENT	0 = N/A 1 = Low 2 = Moderate 3 = High		0 = N/A 1 = Low 2 = Moderate 3 = High		0 – 100%
Hurricane/ high wind/ windstorms	3	3	3	3	100%
Flooding	3	1	3	2	67%
Winter storms/ weather	3	1	1	3	56%
Wildfire	2	1	1	1	22%
Lightning	2	1	1	1	22%
Drought / Extreme heat	2	1	1	1	22%
Dam Failure	1	2	2	2	22%
Tornado	1	1	2	2	19%
Earthquake	1	1	2	2	19%
Landslide	1	1	1	1	11%
AVERAGE SCORE	1.19	0.81	1.06	1.13	7%

* Threat increases with percentage

Risk = Probability * Severity		
Risk	Probability	Severity
0.07	0.40	0.17

3. ROLES AND RESPONSIBILITIES

3.1 Individuals, Families, and Households

Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness and response. By reducing hazards in and around their homes, individuals reduce potential emergency response requirements. Individuals, families, and households should also prepare emergency supply kits

and emergency plans so they can take care of themselves and their neighbors for at least 72 hours following a significant event.

Individuals can also contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses. Individuals, families, and households should make preparations with family members who have access and functional needs or medical needs. Their plans should also include provisions for their animals, including household pets or service animals. During an actual disaster, emergency, or threat, individuals, households, and families should monitor emergency communications and follow guidance and instructions provided by local authorities.

3.2 Communities

Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. Communities bring people together in different ways for different reasons, and can contribute to preparedness and resilience by sharing information and promoting collective action. Engaging in local emergency planning efforts is important to identifying needs and potential contributions to local planners.

3.3 Non-governmental and Volunteer Organizations

Non-governmental organizations play vital roles in delivering important services, including core response capabilities. Non-governmental organizations, including racial and ethnic, faith-based, veteran-based, and voluntary and nonprofit organizations, provide sheltering, emergency food supplies, and other essential support services. Non-governmental organizations are inherently independent and committed to specific interests and values, which drive the groups' operational priorities and shape the resources they provide. Non-governmental organizations bolster government efforts and often provide specialized services to the whole community, as well as to certain members of the population including children; individuals with disabilities and others with access and functional needs; those from diverse religious, racial, and ethnic backgrounds; and people with limited English proficiency. Non-governmental organizations are key partners in preparedness activities and response operations.

3.4 Private Sector

Private sector organizations play key roles before, during, and after incidents. Private sector entities include large, medium, and small businesses; commerce, private cultural and educational institutions; and industry, as well as public/private partnerships that have been established specifically for emergency management purposes. A fundamental responsibility of private sector organizations is to provide for the welfare of their employees in the workplace. In addition, some businesses play an essential role in protecting critical infrastructure systems and implementing plans for the rapid reestablishment of critical infrastructure operations following a disruption. Others are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of the cause. In many cases, private sector organizations have

immediate access to commodities and services that can support incident response. During an incident, key private sector partners have a direct link to emergency management operations.

3.5 Local Government

At all times in the Regional EOP, reference to any position shall be understood, in the absence of the referenced individual, to include designees.

Jurisdictional Directors of Emergency Management

The Jurisdictional Directors of Emergency Management are the County Executive and the City Manager. The University Director of Emergency Management is the UVA Executive Vice President and Chief Operating Officer. The Directors direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Directors of Emergency Management:

- Commit and leverage local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies
- Enact emergency powers, dependent upon state and local laws and only as required, to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and order a quarantine, in coordination with the local health authority
- Provide leadership and play a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

Emergency Management Coordinator

The day-to-day activities of the emergency management program are delegated to the Emergency Management Coordinator. The City, County, and University share the Coordinator. The Emergency Management Coordinator works with City, County and University leadership to establish unified objectives regarding the region's emergency plans and activities. In addition, the Emergency Management Coordinator:

- Works cooperatively with regional departments and agencies, community organizations, private sector entities, and non-governmental organizations to develop plans that outline the regional strategy for delivering the capabilities most likely required during an incident
- Coordinates the integration of the rights of individuals with disabilities, individuals from racially and ethnically diverse backgrounds, and others with access and functional needs into emergency planning and response
- Manages the Emergency Operations Center during an incident
- Conducts workshops and trainings to build and maintain emergency response capabilities across regional response agencies
- Conducts exercises to assess the capacity and completeness of plans and systems
- Identifies gaps in regional capabilities and works with partners to resolve the gaps

- Develops and executes accessible public awareness and education programs.

Departments and Agencies

City, County and University departments and agencies collaborate with the Emergency Management Coordinator during the development of the regional emergency plans and provide key response resources as part of the Emergency Support Function structure. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. Departments and agency staff develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.

3.6 Commonwealth of Virginia

The public safety and welfare of a state's residents are the fundamental responsibilities of every governor. The governor, through the Virginia Department of Emergency Management (VDEM), coordinates state resources and provides the strategic guidance for response to all types of incidents. This includes supporting local governments as needed and coordinating assistance with other states and the federal government. The governor also:

- In accordance with state law, may make, amend, or suspend certain orders or regulations associated with response
- Communicates to the public, in an accessible manner, and helps people, businesses, and organizations cope with the consequences of any type of incident
- Commands the state military forces (National Guard personnel not in federal service and state militias)
- Coordinates assistance from other states through interstate mutual aid and assistance agreements, such as the Emergency Management Assistance Compact
- Requests federal assistance including, if appropriate, a Stafford Act declaration of an emergency or major disaster.

As public institutions of higher education, the University of Virginia and Piedmont Virginia Community College are required to coordinate with local emergency management, as defined by § [44-146.16](#), to ensure integration into the local emergency operations plan. To this end, both institutions maintain collaborative relationships with the Emergency Management Coordinator and share emergency plans accordingly.

3.7 Federal Government

The federal government maintains a wide range of capabilities and resources to respond to domestic incidents. Federal assistance can be provided to state and local jurisdictions through a number of different mechanisms and authorities. For incidents in which federal assistance is provided under the Stafford Act, the Federal Emergency Management Agency (FEMA) coordinates the assistance. There is significant coordination with VDEM and FEMA to document expenditures for cost recovery. For non-Stafford Act incidents, federal response or assistance

may be led or coordinated by various federal departments and agencies consistent with their authorities.

4. CONCEPT OF OPERATIONS

The Regional EOP will be activated to quickly assess and respond to the regional impacts of an incident. Local resources will be fully committed before state or federal assistance is requested. If the incident exceeds the region's emergency response capabilities, assistance will be requested through the Virginia Emergency Operations Center.

4.1 Organization

The City, County and University have adopted the National Incident Management System as the standard for incident management. The regional emergency response organization will implement a unified incident management strategy that aligns Emergency Support Functions within the Incident Command System to manage, coordinate, and direct resources committed to an incident. This structure supports effective coordination across personnel, facilities, equipment, and systems by maintaining a manageable span of control, staffing functional positions only when needed, and ensuring personnel accountability.

4.1.1 *Emergency Operations Center Team*

The Emergency Operations Center Team (EOC Team) is comprised of the Policy Group and the Coordination Group.

Policy Group—provides high level direction during an incident, relying on the On-scene Incident Commander(s), the Coordination Group and the functional units to execute the plan. The Policy Group is comprised of senior leadership from the City, County and University, and has the following responsibilities:

- Provide policy decisions and guidance as required by the incident response and recovery actions
- Delegate necessary authorities for incident stabilization and protection of life and property
- Negotiate resolutions to conflicting incident priorities
- Recommend the allocation of resources required to accomplish the incident management priorities
- Ensure coordination with external agencies and resource providers
- Negotiate critical business maintenance and restoration
- Monitor the recovery process to ensure recovery is proceeding according to plan and to provide guidance as needed.

The City, County and University Offices of General Counsel advise the Policy Group as needed.

Coordination Group—supports the field response during the implementation of the Regional EOP. The Coordination Group is staffed by personnel representing functional areas of the City, County, and University that are designated as coordinating agencies. Coordination Group members are responsible for ensuring their functional area has standard operating procedures and resources necessary to execute their plan. The Coordination Group is augmented by cooperating agencies from across the region. All coordinating and cooperating agencies must be knowledgeable of overall Regional EOP operations. The composition of the activated Coordination Group may vary depending on the type of emergency.

4.1.2 *On-Scene Incident Commanders*

The Directors of Emergency Management delegate authority to the Fire and Rescue Chiefs and Police Chiefs to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior official on scene will establish incident command and designate a command post location to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet community needs. On-scene Incident Commanders regularly report information to the Emergency Operations Center. Any on-scene requests for resources are directed through the EOC, once it is activated and operational.

4.1.3 *Emergency Operations Center*

The Emergency Operations Center (EOC) is a facility where City, County and University personnel work collaboratively to establish regional emergency priorities, establish policies, assign resources, and coordinate requests for assistance. On activation of the Regional EOP, the EOC may be partially or fully staffed depending on type and scope of the disaster. Available warning time will be used to implement increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters. For smaller incidents, the EOC is located at the Emergency Communications Center on Ivy Road. For larger incidents requiring activation of multiple Emergency Support Functions, the EOC is located in Zehmer Hall at the University of Virginia. The Emergency Operations Center is managed by the regional Emergency Management Coordinator. The Emergency Management Coordinator may request additional staff and support positions as necessary depending upon the nature, scope, and complexity of the incident or the requirements.

Some departments and agencies represented at the EOC will have a department operations center. In these circumstances, the individual at the EOC serves as a liaison to the department operations center. As missions are assigned at the EOC, this information is conveyed to the department operations center for implementation. Department operations centers will coordinate their activities with the EOC, to maintain shared situational awareness and reduce duplication of effort.

4.2 Emergency Support Functions

The Regional EOP organizes the various departments, agencies, and voluntary organizations into 17 Emergency Support Functions to facilitate planning and coordination prior to an incident, achieve an effective emergency response and recovery, and then implement mitigation actions to reduce disaster impacts.

Each Emergency Support Function has assigned coordinating agencies and cooperating agencies. The coordinating agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The coordinating agency is responsible for leading pre-incident planning and coordination to ensure that all agencies are prepared to provide resources and perform their assigned operational roles. The coordinating agency is responsible for maintaining the functional annex to the EOP, in collaboration with the Emergency Management Coordinator. All coordinating and cooperating agencies are responsible for maintaining standard operating procedures for their assigned responsibilities.

Emergency Support Functions will be activated as needed to support actual or anticipated requirements and coordinating agencies will provide representatives to the EOC upon activation. Within the EOC, the Emergency Support Function representatives are assigned to specific sections in the Coordination Group: Command, Operations, Logistics, Planning, and Finance and Administration Sections:

COMMAND

ESF #15—External Affairs

OPERATIONS SECTION

Public Safety Branch

ESF #4—Fire Fighting

ESF #9—Search and Rescue

ESF #10—Oil & Hazardous Materials

ESF #13—Public Safety & Security

ESF #16—Military Support

Infrastructure Branch

ESF #1—Transportation

ESF #2—Communications

ESF #3—Public Works & Engineering

ESF #12—Energy

Human Services Branch

ESF #6—Mass Care, Housing, Human Services

ESF #8—Public Health and Medical Services

ESF #11—Resource Protection

ESF #17—Donations and Volunteer Management

PLANNING SECTION

ESF #5—Emergency Management

ESF #14—Long Term Recovery & Mitigation

LOGISTICS SECTION

ESF #5—Emergency Management

ESF #7—Resource Support

FINANCE & ADMINISTRATION SECTION

ESF #5—Emergency Management

Detailed information on each Emergency Support Function is provided in the corresponding Emergency Support Function annexes

4.3 Sequence of Actions

This section describes incident management actions ranging from initial threat identification and notification, to activation of the Emergency Operations Plan and its Emergency Support Function structure in support of incident response and recovery operations.

4.3.1 Preparedness

The City, County and University champion a strong commitment to preparedness, focusing on educating community members on mitigation, preparedness, response, and recovery strategies. The Emergency Management Coordinator assesses the region's preparedness for natural, epidemic and terrorist emergencies and then develops and communicates the regional strategies, plans and procedures to address these hazards. Key personnel from across the City, County and University are engaged in planning as well as training and exercising emergency response plans. These efforts are complemented through collaboration with representatives from surrounding jurisdiction and regional, state, and federal agencies on emergency planning.

4.3.2 Incident Recognition

Local and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The Emergency Management Coordinator is alerted and an immediate incident assessment is conducted to determine the scope and impact of the incident, using information provided by emergency responders, situational awareness tools, and the Emergency Communications Center as appropriate. Based on this assessment, the Emergency Management Coordinator develops a recommendation on how to respond, which could include activating the Regional EOP and mobilizing the Emergency Operations Center Team to handle the crisis situation.

The Emergency Management Coordinator advises the Directors of Emergency Management on the situation and the need to activate the Regional EOP. A local disaster declaration may also be requested, but is not required for activating the EOP. Any Director of Emergency Management can make the determination to activate the Regional EOP to begin the coordination of information-sharing and incident management activities. When at all possible, all three Directors of Emergency Management will be consulted in this decision.

4.3.3 Incident Notification

Once the decision to mobilize the EOC Team and activate the Regional EOP is made, the Emergency Management Coordinator notifies team members of the activation, provides a brief description of the situation and initial instructions. Notification processes in the event of Regional EOP activation may occur through text message, e-mail, telephone call, in-person notification, or other notification methods. The full extent of the regional communications tools will be used to contact EOC Team members.

The Emergency Management Coordinator will inform community members of emergency incidents using regional communications systems including telephone, email, text messaging, social media and Website postings, as appropriate for the situation. The University of Virginia will use university-specific communication systems to notify students, faculty, staff and visitors. In addition, the Emergency Management Coordinator reports the activation of the EOC and local emergency declaration to the Virginia Emergency Operations Center.

4.3.4 Activation of the Emergency Operations Center

If the EOC Team is required to convene in person, the Emergency Management Coordinator will activate an Emergency Operations Center. Activities include transporting equipment and supplies to the selected locations, setting up workspaces, computers and telephones, and associated technology support. EOC Team members are expected to sign in and out of the EOC to assist in resource tracking.

The Emergency Management Coordinator will create an incident 'room' in VEOCI, the virtual information management system used to manage information during incidents.

EOC Team members not required to be physically present in the EOC can monitor and contribute information virtually using VEOCI.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 6:00 a.m. to 6:00 p.m. and 6:00 p.m. to 6:00 a.m. during 24-hour operations. The incident action planning process is designed around identifying expected accomplishments over the next operational period. An Incident Action Plan will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the Incident Action Plan and are aware of the objectives that are expected to be accomplished.

Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

4.3.5 Response

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

A local emergency declaration is recommended by the Emergency Management Coordinator to the City Manager and the County Executive. A local declaration is officially declared by the City Manager and/or the County Executive and could be declared in one or both jurisdictions. If an emergency occurs on the Grounds of the University of Virginia the University's Director of Emergency Services (EVP/COO) may request the City or County to declare a local emergency through the Emergency Management Coordinator. Beyond the local declaration to activate the Regional EOP, there are two types of emergency declarations that may apply depending upon the scope and magnitude of the event:

- **Commonwealth Declaration**—a declaration of an emergency by the Governor of Virginia that includes the City, County, and University provides the combined jurisdictions access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs. These requests for assistance are coordinated through the Virginia Emergency Operations Center.
- **Federal Declaration**—the Governor of Virginia may request a federal emergency or major disaster declaration. In the event that the City, County and University are declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the City, County, University, and the Commonwealth.

Response actions, managed through the previously defined incident management structure, will be prioritized and swiftly implemented. These actions may include, but are not limited to:

- Immediate law enforcement, fire, and/or emergency medical services
- Evacuations
- Transportation system detours
- Emergency public information
- Rapid needs assessment
- Actions to minimize additional damage
- Urban search and rescue
- Provision of public health and medical services, food, ice, water, and other emergency essentials
- Debris clearance
- Emergency restoration of critical infrastructure
- Control, containment, and removal of environmental contamination
- Protection of responder health and safety.

Response activities will be coordinated and supported by the EOC Team and City, County and University employees associated within the needed Emergency Support Functions. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation efforts.

4.3.6 Recovery

Recovery includes short-term and long-term actions taken to return individuals and the region to a state of normalcy. There is no clear line between the response and recovery phases, but rather a transition in focus from providing support for immediate needs to a more deliberative process of sustained program delivery. Recovery activities may include coordination with the state and federal government for administering state and federal assistance. The formal transition from response and recovery will be announced to all departments and agencies using existing notification protocols and procedures.

During the recovery phase, the damage assessment process will be implemented with the goal of determining the extent of damage, recovery activities, relocation needs, and public information needs that are immediately required. If City, County or University operations are disrupted for an extended period, the following guidelines should be followed:

- Continuity Plans will be implemented to facilitate continuation of services at alternate work locations within the City, County and University.

- To the extent possible, normal workflow should be maintained in the alternate location or through teleworking. City, County and University employees may be assigned temporary duties to aid in the recovery, as appropriate.
- The City, County and University will undertake all actions to return to normal operations as soon as feasibly possible. Recovery analysis and planning will focus on:
 - **Economic Recovery.** Gather, share, aggregate, and integrate economic impact data to assess economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
 - **Health and Social Services.** Identify affected populations, groups, and key partners in recovery.
 - **Housing.** Assess preliminary housing impacts and pre- and post-disaster needs, identify available options for temporary housing, and support the local development of the plan for permanent housing.
 - **Infrastructure Systems.** Facilitate the restoration of and sustain essential services (public and private) to maintain community functionality.
 - **Natural and Cultural Resources.** Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.

Disaster recovery operations require coordination at all levels of government.

4.3.7 Mitigation

The City, County and University will take actions to reduce or eliminate long-term risk to people and property from recognized hazards and their side effects. Mitigation measures will be incorporated in the rebuilding of infrastructure damaged in the event. The regional Hazard Mitigation Plan will be reviewed and updated as necessary, adding mitigation actions that could be of value in preventing similar impacts for a future disaster. The Emergency Management Coordinator will work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.

5. REQUESTS FOR ASSISTANCE

All resources of the City, County and University, including people, facilities, and equipment, can be leveraged by the Directors of Emergency Management to respond to an emergency in the region. Additional resources are available should the emergency exceed the region's emergency response capability.

5.1 Local

Identified response needs will be addressed initially with available City, County, and University resources. If these capabilities are exceeded, outside assistance is available through mutual aid agreements with surrounding Counties and volunteer emergency organizations. Police, fire and medical services maintain mutual aid agreements with surrounding communities. Mutual aid for other support may be requested through the Virginia Statewide Mutual Aid program.

5.2 Private Sector

The private sector may be contracted to assist in emergency response in the region. This could include private owners of critical infrastructure; a response organization such as private ambulance services and environmental clean-up services; or a regulated or responsible party, who would implement protective actions as requested or required by the City, County, or University.

5.3 Non-governmental Organizations

Non-governmental organizations (NGOs) are voluntary, faith-based, philanthropic, or community organizations that coordinate and collaborate to help individuals and communities respond to and recover from disasters. NGO support is provided by a range of organizations from small community-based nonprofits to national organizations with extensive experience in disaster response and recovery. NGOs provide targeted services to groups such as children, individuals with disabilities, people with access and functional needs, ethnically and culturally diverse communities, people with limited English proficiency, and animal owners, including household pets and service and assistance animals. Some NGOs are part of Voluntary Organizations Active in Disaster (VOAD) which are responsible for meeting disaster-caused unmet needs of disaster survivors.

5.4 State

For assistance beyond tactical mutual aid (i.e., that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed with unmet needs before state assistance is requested. However, with the onset of a major incident or event, requests for State assistance may occur prior to experiencing shortages after deployment of all local resources and based on anticipated needs.

Requests for State assistance will be made by the Charlottesville-University-Albemarle Emergency Management Coordinator through the Virginia Emergency Operations Center to the State Coordinator of Emergency Management.

In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance to the region (see Appendix E).

5.5 Federal

The National Response Framework (NRF), the Robert T. Stafford Disaster Relief and Emergency Assistance Act (1974 as amended April 2007), and other relevant federal statutes determine how the federal government will augment State and local response efforts when authorized. Federal assistance must be requested through the Virginia Department of Emergency Management. Federal regulations require that the request be made after the Commonwealth determines it cannot meet the identified need through statewide resources. The request for

assistance must provide enough detail about the unmet needs so that an accurate evaluation of the appropriate response resources can occur.

6. PROCESS IMPROVEMENT

The constantly changing hazard environment requires a commitment to process improvement. The Regional EOP will rely on the testing of systems and equipment, training of personnel according to recommendations in NIMS, and exercising plans and procedures. Regularly scheduled tests, training, and exercises will improve regional capacity to respond effectively to emergencies.

After-action reviews are essential for identifying issues that need correction or capturing improvised approaches that may be applicable for future incidents. For issues to be addressed there needs to be a process for identification and documentation. The Emergency Management Coordinator will organize after action reviews and provide documentation, dissemination and archiving of findings.

As needed, Coordinating Emergency Support Function agencies will conduct after-action reviews with their cooperating partners to identify ESF-specific issues or concerns. The results of the Emergency Support Function focused review will be provided to the Emergency Management Coordinator for documenting, tracking and incorporation into corrective action processes.

Through a collaborative and objective process with incident management partners, a corrective action plan will be developed that documents areas for improvement and recommended actions to address the problem. Actions will be implemented to address deficiencies identified through the evaluation process.

Appendix A. Authorities and References

Table 1 outlines significant authorities, guidance and references that influenced the development of the Regional EOP.

Table 1. Authorities, Guidance and References	
Type	Authority/Guidance/Reference
City- UVA- County	University of Virginia Crisis Communications Plan
	University of Virginia Continuity of Operations Plan
	University of Virginia Critical Incident Management Plan
	University of Virginia Information Technology Disaster Recovery Plan
	University of Virginia Pandemic Flu Plan
	University of Virginia Hazard Mitigation Plan
	Regional Hazard Mitigation Plan, 2017
	Charlottesville-UVA-Albemarle Emergency Operations Plan
	Emergency Services Organization Article VIII to the Albemarle County Code (1) Section 2-43 Purpose of Article 4-21-76 (2) Section 2-44 Creation of Office of Emergency Services 5-14-80 (3) Section 2-45 Powers and Duties of Office 4-21-76 (4) Section 2-46 Declaration of Local Emergencies 4-21-76
State	Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended
	The Code of Virginia, Title 1 Chapter 23 and Chapter 44
	The Commonwealth of Virginia Emergency Operations Plan, 2012, Updated March 2015
	Executive Order 41
Federal	Robert T. Stafford Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707
	Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135
	National Planning Frameworks
	Homeland Security Presidential Directive 5— Management of Domestic Incidents
	Homeland Security Presidential Directive 8—National Preparedness
	Emergency Management and Assistance 44 CFR Chapter 1 (October 1, 1992)
	Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorizations Act (SARA)
	FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November, 2010
	Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V.1, Department of Homeland Security

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Appendix B. Succession for Directors of Emergency Management

Continuity of emergency operations is critical to the successful execution of emergency operations. The following lines of succession anticipate the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in order.

Organization/Function	Line of Succession
Director of Emergency Management	<p><u>City of Charlottesville</u> City Manager</p> <ol style="list-style-type: none"> 1. Assistant City Manager 2. Chief, Fire Department 3. Chief, Police Department <p><u>University of Virginia</u> Executive Vice President and Chief Operating Officer</p> <ol style="list-style-type: none"> 1. Director of Safety and Emergency Preparedness 2. Senior Vice President for Operations <p><u>County of Albemarle</u> County Executive</p> <ol style="list-style-type: none"> 1. Deputy County Executive 2. Chief, Fire and Rescue 3. Chief, Police
Emergency Management Coordinator	<ol style="list-style-type: none"> 1. Assistant Emergency Management Coordinator 2. Executive Director, Emergency Communications Center 3. Operations Manager, Emergency Communications Center

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Appendix C. Glossary of Terms

Amateur Radio Emergency Service

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

American Red Cross

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

Comprehensive Resource Management

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

Coordinating Agency

The coordinating agency is responsible for leading the planning, training, testing and evaluating efforts for that specific emergency support function.

Coordination

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

Cooperating Agency

The cooperating agency for an emergency support function augments emergency response operations with specialized expertise and resources.

Declaration of Emergency

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist. (Also see "Local Declaration of Emergency.")

Decontamination

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

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event

that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

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

Emergency Operations Center

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

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

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

Exercise

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

Evacuation

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

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (PL 93-288).

National Response Framework

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

Geographic Information System

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

Hazardous Materials

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

Incident Command System

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

Initial Damage Assessment Report

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

Integrated Communications Plan

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

JAUNT

JAUNT, Inc. is a regional transportation system providing service to the citizens of Charlottesville, Albemarle, Fluvanna, Louisa, Nelson, Buckingham and Amherst Counties.

Local Declaration of Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or

hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

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

Mitigation

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

Mutual Aid Agreement

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the Director(s) of Emergency Management with an official daily summary of the status of an emergency and of the local emergency response. A copy should be

submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

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

State of Emergency

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

Unified Command

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

Voluntary Agency

Any chartered or otherwise duly recognized tax-exempt local, state, or national organization or group that has provided or may provide needed services to the states, local governments, or individuals in coping with an emergency or a major disaster.

Appendix D. Acronyms

ARES	Amateur Radio Emergency Service
CERT	Community Emergency Response Team
DHS	Department of Homeland Security
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
ICS	Incident Command System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OEM	Office of Emergency Management
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue

SITREP	Situation Report
SOP	Standard Operating Procedures
UVA	University of Virginia
VDEM	Virginia Department of Emergency Management
VOAD	Voluntary Organizations Active in Disaster

Appendix E. Victims of Crimes in an Emergency

The 2009 Session of the General Assembly introduced legislation amending Code of Virginia, § 44-146.18, which was signed into law with an effective date of July 1, 2009, which states:

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

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

Contact information:

Criminal Injury Compensation Fund

Jack Ritchie, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: Jack.Ritchie@cicf.virginia.gov
804-307-5431 (after hours)

Leigh Snellings
CICF Asst. Director
800-552-4007 (normal business hours)
804-212-4232 (after hours)

Virginia Department of Criminal Justices Services

Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

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REGIONAL EOP EMERGENCY SUPPORT FUNCTION ANNEXES

December 2017

Version 2.0

Organization of the Emergency Support Function Annexes

The Emergency Support Function (ESF) Annexes are organized by functional area, as listed below. Each ESF identifies Coordinating Agencies and Cooperating Agencies, where the term 'agency' is used as a general term to apply to departments, organizations, units, groups and agencies with responsibilities in the ESF. The Coordinating Agencies are designated because they have statutory responsibility or prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The Cooperating Agencies augment emergency response operations with specialized expertise and resources.

Each ESF Annex outlines the mission and scope, policies, and the concept of operations for the function. Specific responsibilities are defined, starting with a table of universal responsibilities for all agencies in the ESF. Unique responsibilities beyond the "All Agencies" responsibilities are then outlined for specific agencies. All Coordinating and Cooperating Agencies are responsible for maintain standard operating procedures for their assigned responsibilities.

ESF #1- Transportation

ESF #2- IT & Communications

ESF #3- Public Works & Engineering

ESF #4- Fire Fighting

ESF #5- Emergency Management

ESF #6- Mass Care, Housing, Human Services

ESF #7- Resource Support

ESF #8- Public Health & Medical Services

ESF #9- Search & Rescue

ESF #10- Oil & Hazardous Materials

ESF #11- Resource Protection

ESF #12- Energy

ESF #13- Public Safety & Security

ESF #14- Long Term Recovery & Mitigation

ESF #15- External Affairs

ESF #16- Military Support

ESF #17- Donations & Volunteer Management

ESF #1: Transportation

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Albemarle County Transportation • Charlottesville Area Transportation • UVA Parking and Transportation 	<ul style="list-style-type: none"> • Charlottesville Albemarle Airport • Charlottesville City Pupil Transportation • JAUNT • Local first responder agencies • Virginia Department of Transportation

1. MISSION AND SCOPE

A. PURPOSE

Coordinate regional transportation resources to respond to an emergency.

B. SCOPE

Major modes of transportation regionally include Charlottesville Albemarle Airport, Amtrak, Charlottesville Area Transit, Greyhound, JAUNT, University Transit Service and school pupil transportation. This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #1 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in transportation activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Movement of people, resources and domestic pets
- Temporary shelter from elements
- Assessment of impact of emergency situation on transportation infrastructure
- Coordination of resource movement
- Traffic restrictions and transportation safety
- Restoration of transportation services
- Mutual aid and private sector transportation resources

2. POLICIES

- All emergency response and recovery operations conducted under ESF #1 will be in accordance with the National Incident Management System (NIMS).
- ESF #1 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #1 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #1 activity will be directed toward satisfying the needs of responding agencies requiring transportation routes to perform their assigned disaster missions.
- ESF #1 will utilize available coordinating and cooperating agency capabilities.
- ESF #1 encompasses the full range of transportation services or resources that may be required to support emergency response operations; and the transport of critical supplies, equipment, and evacuations, including those residents with access and functional needs.
- ESF #1 will serve as the coordination point for information collection regarding the status of transportation infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate transportation requirements and issues.
- Once the EOC is activated, all requests for transportation support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #1 will monitor the status of the regional transportation systems and infrastructure in coordination with regional transportation organizations, and provide updates to EOC Command as requested.
- ESF #1 will provide technical assistance to EOC Command in determining the most viable transportation networks to, from, and within the disaster area, as well as alternate means to move resources within the area affected by the disaster.
- ESF #1 will coordinate with ESF #3 for emergency access debris removal
- ESF #1 will coordinate the activities of the agencies listed above to:
 - Facilitate traffic movement during a large-scale evacuation and re-entry. The following major thoroughfares and streets will be utilized whenever possible:
 - Route 29 North or South
 - Route 20 North or South
 - Route 250 East or West
 - Interstate 64 East or West
 - Provide transportation services and other available resources as needed in support of EOC operations
 - Maintain open communication with cooperating agencies as to the condition of local roads and resources
 - Ensure the restoration and recovery of transportation services after the emergency has abated
- ESF #1 will document costs of operations for the purposes of reimbursement.

- ESF #1 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #1 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #1 is activated • Provide support and technical assistance for evacuations • Provide resources for movement of regional personnel and resources in support of emergency operations • Maintain public transportation services to the extent possible • Assess damages and track repair/restoration of transportation infrastructure • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Provide available transportation assets to support recovery activities • Submit records of costs and expenditures for necessary reimbursement • Assess condition of transportation infrastructure, fleet materials, and vehicles after the emergency has abated • Participate in ESF #1 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Albemarle County Transportation—Charlottesville Area Transportation—UVA Parking and Transportation	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Ensure interoperability is functional between transportation agencies, public safety and the EOC
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Monitor, coordinate, and provide available transportation assets as needed to meet emergency operational requirements and evacuations • Immediately relay important information to public safety and the EOC • Determine safe and efficient transportation networks to, from, and within the impacted area

Albemarle County Transportation—Charlottesville Area Transportation—UVA Parking and Transportation	
Phase	Responsibilities
	<ul style="list-style-type: none"> Provide site access, fuel, and maintenance support for emergency transportation

Charlottesville Albemarle Airport	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Assess damages and repair/restore the airport infrastructure Provide the EOC with information on the air transportation operations Provide technical assistance in determining the most viable air transportation operations within the disaster area Support the movement of supplies into the area

Charlottesville City Pupil Transportation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Determine the most efficient, viable, and safe transportation networks to, from, and within the disaster area Prioritize and/or allocate resources necessary to maintain and restore the transportation infrastructure and services Make available personnel, equipment and other assets to assist in the restoration of transportation infrastructure Provide damage assessment and frequent updates of transportation infrastructure
Mitigation	<ul style="list-style-type: none"> Follow-up with Transit Manager and Director of Public Works about effectiveness and any necessary improvements in the event of another emergency

JAUNT	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide available transportation assets for evacuations, especially supporting persons with access and functional needs

Local First Responder Agencies	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Create emergency access, as resources allow Report transportation issues (wash outs, road blocks, etc.) to the EOC

Local First Responder Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> Monitor and coordinate, as needed, the activities of the local/state agencies with transportation-related duties and responsibilities in order to support disaster response operations, and to effectively manage transportation resources across all supporting agencies
Recovery	<ul style="list-style-type: none"> Monitor and coordinate, as needed, the activities of the local/state agencies with transportation-related duties and responsibilities in order to support disaster recovery operations, and to effectively manage transportation resources across all supporting agencies

Virginia Department of Transportation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide City of Charlottesville, UVA and Albemarle County DOT information on the highway and associated ingress and egress routes Provide technical assistance in determining the most viable transportation networks to, from, and within the disaster area Assess damages and repair/restore the highway infrastructure

5. SUPPORTING DOCUMENTS

- Asset Lists
- Personnel Lists
- Contact Lists
- Resource Lists
 - Local charter/taxi organizations
 - Rental car companies
 - Bus organizations
 - Railroad representatives

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ESF #2: IT & Communications

Coordinating Agencies

- Emergency Communications Center

Cooperating Agencies

- Local First Responder Agencies
- Radio Amateur Civil Emergency Service (RACES/ARES)
- Regional IT & Communications Departments

1. MISSION AND SCOPE

A. PURPOSE

Provide information technology (IT) and communication support for response to and recovery from an incident. For communications regarding public information and media inquiries, refer to ESF #15—External Affairs.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #2 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in technology and communications support required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Establishing and maintaining connectivity of Emergency Operations Center
- Collecting, analyzing and distributing information on the impact and status of telecommunications and technology capabilities
- Providing technology support for systems including:
 - Regional public safety/service radio systems
 - 9-1-1 telecommunications systems
 - Regional mass notification systems
 - Regional agencies' telecommunications and IT systems
- Providing communications and technology capability for temporary shelters and other recovery facilities required by the emergency
- Protection, restoration, and sustainment of telecommunications services
- Protection, restoration, and sustainment of information technology services
- Support interoperable emergency communications as specified in the Interoperability Annex to this plan

2. POLICIES

- All emergency response and recovery operations conducted under ESF #2 will be in accordance with the National Incident Management System (NIMS).

- ESF #2 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #2 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #2 activities will be directed toward satisfying the needs of responding agencies requiring technology and communications to perform their assigned disaster missions.
- ESF #2 will utilize available coordinating and cooperating agency capabilities.
- ESF #2 will serve as the coordination point for information collection regarding the status of technology and communications infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting IT and communications systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies in accordance with internally established protocols and checklists.
- Upon activation of the EOC the coordinating agency will provide representation to the EOC to coordinate IT and communication requirements and issues.
- Once the EOC is activated, all requests for IT and communications support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #2 will facilitate the provision of available communications and IT staff and contract resources, technical assets, and IT capabilities needed to support emergency operations.
- ESF #2 will monitor the status of the communications and IT systems and associated infrastructure and provide updates to the EOC.
- In the event of a large-scale disaster, ESF #2 will prioritize restoration of services based upon the priorities and incident objectives established by the Policy Group at the EOC.
- The coordinating agency will request cooperating agencies provide assets to meet operational requirements. If necessary, mutual aid and private sector resources will be acquired to augment the regional resources through the Logistics Section at the EOC.
- ESF #2 will remain in effect at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #2 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #2 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #2 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Local First Responder Agencies	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Request support as needed to ensure operational communications
Recovery	<ul style="list-style-type: none"> • Request support as needed to ensure operational communications

Emergency Communications Center	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop ECC continuity of operations (COOP) plan • Develop Disaster Recovery Plan (DRP)
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Implement ECC COOP plan • Implement ECC DRP • Implement and sustain EOC technology and communications systems • Coordinate with EOC for special responses and other needs as necessary

RACES/ARES	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Test antenna sites • Develop and maintain supporting plans, procedures
Response	<ul style="list-style-type: none"> • Provide communications support as directed by Office of Emergency Management • Establish radio communications with VDEM and other agencies as appropriate
Recovery	<ul style="list-style-type: none"> • Provide communications support as directed by Office of Emergency Management

Regional IT & Communications Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and follow COOP and DRP
Response & Recovery	<ul style="list-style-type: none"> • Coordinate with EOC for special responses and other needs • Support IT network operations

5. SUPPORTING DOCUMENTS

- Tactical Interoperable Communications Plans (TICPs)
- Interoperability Field Operating Guide (IFOG)
- ECC Continuity of Operations Plan
- ECC Disaster Recovery Plan
- ECC CodeRed Operational Policy
- ARES Memorandum of Understanding with the Virginia Department of Emergency Management
- Radio MOUs w/surrounding agencies
- Virginia COMLINC MOU

ESF #3: Public Works & Engineering

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Albemarle County Department of Facilities and Environmental Services • Charlottesville Department of Public Works • Charlottesville Department of Utilities • UVA Facilities Management 	<ul style="list-style-type: none"> • Albemarle County Community Development/ Charlottesville Neighborhood Development Services • Albemarle County Service Authority • Charlottesville-Albemarle Health Department • Jurisdictional Parks & Recreation • Local First Responder Agencies • Rivanna Water & Sewer Authority • Rivanna Solid Waste Authority • Virginia Department of Transportation (VDOT)

1. MISSION AND SCOPE

A. PURPOSE

Provide essential public works and utility services, including those related to potable water, storm-water, wastewater, and solid waste, during and following an emergency or disaster. Provide debris clearance and removal as well as damage assessment operations for government owned infrastructure or State-maintained roadways (VDOT).

B. SCOPE

This Emergency Support Function (ESF) annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #3 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public works and engineering activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Collecting, analyzing and distributing information on the impact and status of critical infrastructure and systems, including water distribution, water treatment, wastewater collection, wastewater treatment, regulated dams and vital public facilities.
- Infrastructure and critical facilities protection, damage assessment, emergency repair and restoration.
- Emergency clearance of debris generated during a disaster to include weather events.
- Management of debris removal and disposal.
- Providing engineering services and construction management.

2. POLICIES

- All emergency response and recovery operations conducted under ESF #3 will be in accordance with the National Incident Management System (NIMS).
- ESF #3 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #3 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #3 activities will be directed toward satisfying the needs of responding agencies requiring public works and engineering services to perform their assigned disaster missions.
- ESF #3 will utilize available coordinating and cooperating agency capabilities.
- ESF #3 will serve as the coordination point for information collection regarding the status of public infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and notifies the coordinating agencies of incidents impacting or potentially impacting the region and its infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate public works and engineering requirements and issues.
- Once the EOC is activated, all requests for public works, engineering support, and VDOT support will be submitted to the EOC for coordination, validation, prioritization, and action.
- ESF #3 will facilitate the provision of available public works and engineering staff and contract resources, technical assets, and engineering capabilities needed to support emergency operations. VDOT through the Resident Engineer or his representative will determine the availability of State Forces to assist in emergency/disaster relief, in the event of competing State and local requirements.
- Damage to government owned facilities, parks, potable water facilities, wastewater facilities, and storm-water facilities will be assessed by the responsible agencies, and assessment information submitted to the EOC. The coordinating agencies will provide support for this function if required.
- Coordinating agencies will designate a Debris Removal Coordinator who will be responsible for communicating directly with the EOC for deployment of all available regional and contracted private debris removal resources affecting public utilities efforts. In addition, the EOC will coordinate directly with the Resident Engineer or his designee and the Virginia Department of Transportation for removal of debris affecting State-maintained roadways.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures to include a debris management plan • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #3 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #3 is activated • Maintain a timely information flow to the EOC of all critical information • Assist with debris removal • Provide available heavy construction equipment, trucks, operators, and construction supplies • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Assist in the distribution of emergency supplies • Implement and assist debris management/removal plan • Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #3 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Participate in the Thomas Jefferson Planning District Commission (TJPDC) development of the Regional Hazard Mitigation Plan • Implement identified mitigation actions

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain inventory of local government stormwater facilities and dams and provide regular maintenance and inspection • Develop and keep current the Emergency Action Plan for all regulated dams operated by the County • Ensure emergency debris waste pile permitting is in place • Maintain emergency backup power systems at designated critical local government facilities • Ensure support services contracts are in place • Identify need for emergency water supply for those relying on domestic wells as primary water source and have a plan for procuring emergency water supplies
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Maintain access to critical local government facilities • Manage snow/ice removal at local government facilities

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> Inspect storm water facilities for debris, clogged outfalls, and structural failures Implement dam EAP Coordinate emergency repairs to local government facilities Provide emergency water supplies as appropriate
Recovery	<ul style="list-style-type: none"> Assess damage to local government facilities and infrastructure Coordinate repairs to local government facilities and infrastructure Coordinate with the Department of Parks and Recreation for opening emergency debris waste pile sites if activated

City of Charlottesville Public Works/ Utilities Department	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain inventory of local government storm water facilities and provide regular maintenance and inspection Ensure emergency debris waste pile permitting is in place Maintain emergency backup power systems at designated critical local government facilities Ensure support services contracts are in place Identify needs for emergency water supply and have a plan for procuring emergency water supplies
Response	<ul style="list-style-type: none"> Coordinate activities with cooperating agencies Maintain access to critical local government facilities Manage snow/ice removal at local government facilities Inspect storm water facilities for debris Coordinate emergency repairs to local government facilities Provide emergency water supplies as appropriate
Recovery	<ul style="list-style-type: none"> Assess damage to local government facilities Coordinate repairs to local government facilities Coordinate with the Department of Parks and Recreation for opening emergency debris waste pile sites if activated Assist Albemarle County Service Authority and/or Rivanna Water and Sewer Authority as resources are available and upon request

UVA Facilities Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain inventory of UVA storm water facilities and provide regular maintenance and inspection Ensure emergency debris waste pile permitting is in place Maintain emergency backup power systems at designated critical facilities Ensure support services contracts are in place
Response	<ul style="list-style-type: none"> Coordinate activities with cooperating agencies

UVA Facilities Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> Maintain access to critical UVA facilities Manage snow/ice removal at UVA facilities Coordinate emergency repairs to UVA facilities
Recovery	<ul style="list-style-type: none"> Assess damage to UVA facilities Coordinate repairs to UVA facilities

Albemarle Community Development—Charlottesville Neighborhood Development Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Assist with damage assessment, as requested
Recovery	<ul style="list-style-type: none"> Provide technical assistance in documentation of damages Expedite building permit issuance process and the review and approval of site-related construction plans submitted for demolition, rebuilding, or restoration of residential and commercial buildings Administer and enforce existing codes and ordinances, as applicable Make recommendations for mitigating codes or ordinances where applicable Ensure building code enforcement, as appropriate

Albemarle County Service Authority	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify needs for emergency water supply and have a plan for procuring emergency water supplies Maintain Virginia Water/Wastewater Agency Response Network (WARN) membership
Response	<ul style="list-style-type: none"> Conduct damage assessment of ACSA water and wastewater facilities Manage restoration of ACSA water distribution and wastewater collection systems Assist with emergency water supply and distribution Coordinate snow, ice, and debris removal from authority facilities Provide emergency water supplies as appropriate
Recovery	<ul style="list-style-type: none"> Restore ACSA water distribution and wastewater collection systems Assist Rivanna Water and Sewer Authority and/or City of Charlottesville Public Works as resources are available and upon request

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide assistance in the assessment of vector control issues

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide guidance in the development and dissemination of public messages for residents and businesses regarding the safe management of debris and proper storage of trash until collection is accomplished • Provide guidance in the development of safety messages for responders and employees responding to support the response to the disaster • Assist in the surveillance for injuries and infectious diseases that may be a consequence of exposure to vectors, chemicals, pathogens or other contaminants in the debris/trash • Assist in the investigation of infectious disease that may be a consequence of exposure to vectors and/or pathogens in debris/trash

Jurisdictional Parks and Recreation	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Provide regular maintenance of designated dams and other County/City facilities
Response	<ul style="list-style-type: none"> • Implement dam Emergency Action Plans (EAPs)
Recovery	<ul style="list-style-type: none"> • Provide oversight of debris management

Local First Responder Agencies	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> • Assist with road clearance, as available

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop plans and procedures to provide for continuity of operation during and after an emergency of the community’s public water supplies and the following Authority-owned facilities: water treatment plants, treated water pumping facilities, wastewater pumping facilities, wastewater treatment, and other related infrastructure • Develop, distribute, and update Emergency Action Plans for all dams operated by Authority • Maintain and update preventive maintenance program for Authority-operated facilities • Develop and maintain plans and procedures for damage assessment of Authority owned structures and equipment • Maintain Virginia WARN membership

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Inventory status of critical assets at Authority-owned pumping, treatment, and water storage sites, and community water supply reservoirs. Identify status of normal and emergency power supplies. Report critical service interruptions or significant threats to continued operation to coordinating agencies along with needs for EOC assistance • Institute means of event internal communications and communications with other coordinating and cooperative agencies • Assess and estimate repair costs of damages at all Authority facilities; coordinate emergency repairs of critical assets to include labor, materials, equipment, and contract services • Manage emergency water and wastewater shift operating schedules and coordinate logistics for transporting and sustaining critical personnel at needed locations • Provide notices regarding Authority facilities to Virginia Department of Environmental Quality, Virginia Department of Health, and/or Federal Energy Regulatory Commission as required by state and federal operating permits or regulations • Monitor dams operated by Authority; assess emergency condition and activate notification procedures as appropriate • Coordinate snow, ice and debris removal and from Authority facilities. • Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate • Maintain diaries of critical decisions and events and records of all costs associated with emergency • Identify needs for emergency supplemental water treatment
Recovery	<ul style="list-style-type: none"> • Coordinate repair of non-critical assets at Authority facilities • Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request • Reestablish inventory of materials and supplies as appropriate
Mitigation	<ul style="list-style-type: none"> • Perform debrief assessment of emergency event, either internally or in coordination with other cooperative agencies, as appropriate

Rivanna Solid Waste Authority	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> • Support completion of debris management activities

Virginia Department of Transportation (VDOT)	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> • Continue implementation of debris clearance protocols, per direction of Resident Engineer or his designee.

SUPPORTING DOCUMENTS

- Albemarle County Debris Removal SOP
- Emergency Action Plans for dams operated by the RWSA Dams, County Facilities and Environmental Services, and County Parks & Recreation and any associated documents
- RWSA and ACSA Virginia WARN Agreements
- Albemarle County Parks & Recreation and Facilities and Environmental Services Snow Removal SOP
- UVA Snow and Ice Control Plan
- City of Charlottesville Snow Removal Plan/Manual

ESF #4: Firefighting

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Albemarle County Fire Rescue • Charlottesville Fire Department 	<ul style="list-style-type: none"> • Albemarle County Facilities and Environmental Services • Charlottesville Albemarle Regional Airport Fire/Rescue • Regional Police Departments • UVA Environmental Health & Safety

1. MISSION AND SCOPE

A. MISSION

This section provides for the coordination of fire, rescue, and emergency medical activities to ensure the safety of life and property within Albemarle County, the University of Virginia, and the City of Charlottesville during emergency situations.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #4 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in firefighting activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Coordination of fire and rescue resources during disasters and other large-scale emergencies and events
- Augmentation of local fire suppression resources

2. POLICIES

- All emergency response and recovery operations conducted under ESF #4 will be in accordance with the National Incident Management System (NIMS).
- ESF #4 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #4 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #4 will utilize available coordinating and cooperating agency capabilities.
- Statewide mutual aid or other outside resources beyond the existing automatic or standing mutual aid agreements already in place, will be requested by ESF #4 through the EOC.
- ESF #4 will establish staging areas and logistical support bases for arriving mutual aid resources in coordination with all first response agencies.

- ESF #4 will serve as the coordination point for information collection regarding the status of firefighting operations.
- ESF #4 will maintain documentation for financial reimbursement in accordance with the Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post (ICP).
- The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- As an incident or threat escalates or the initial event has resulted in multiple emergencies, coordinating agencies may activate their department operations centers.
- The primary function of the department operations center will be to monitor the situation and ensure that continuity of field operations (other than the incident) and service to the community are maintained.
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level fire, rescue, and emergency medical services, requirements, and issues.
- ESF #4 at the EOC will provide direction and guidance to the department operations centers(s), coordinate incident command post requests for support from other regional departments and agencies, and assist with requests for state and/or federal resources through the EOC.
- ESF #4 at the EOC will provide briefings to the policy group on incident operations and agency activities and issues.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #4 after-action issues

All Agencies	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #4 is activated • Maintain records of costs and expenditures • Maintain a timely information flow to the EOC of all critical information
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #4 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Charlottesville Fire Department—Albemarle County Fire Rescue	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Establish and operate staging areas as necessary • Coordinate and establish an on-scene Incident Command Post and incident command activities • Provide firefighting, rescue and emergency medical services • Request and manage mutual aid for fire and rescue operations • Coordinate and assist in evacuation operations as necessary • Coordinate and perform search and rescue operations • Coordinate and perform fire prevention and investigation services
Recovery	<ul style="list-style-type: none"> • Regulate and supervise burn sites for debris removal

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate the use of local government facilities/properties, if needed, for staging areas in support of mutual aid • Provide available resources as requested
Recovery	<ul style="list-style-type: none"> • Coordinate the use of local government facilities/properties, if needed, for staging areas in support of mutual aid • Provide available resources as requested • Work with FEMA/VDEM representatives in preparing claims
Mitigation	<ul style="list-style-type: none"> • Participate in the Thomas Jefferson Planning District Commission (TJPDC) development of the Regional Hazard Mitigation Plan

Charlottesville Albemarle Regional Airport Fire/Rescue	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Establish and operate staging areas as necessary • Assist with incident command activities, as requested • Provide firefighting, rescue and emergency medical services • Assist in evacuation operations as necessary • Assist with search and rescue operations • Assist in fire prevention and investigation services

Regional Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate and manage traffic control • Perform crowd control and site security • Assist with evacuations and search & rescue operations, as necessary

UVA Environmental Health & Safety	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide available resources as requested • Provide UVA facility information • Assist with evacuations and search & rescue operations as necessary

5. SUPPORTING DOCUMENTS

ESF #5: Emergency Management

Coordinating Agency	Cooperating Agencies
<ul style="list-style-type: none"> Office of Emergency Management 	<ul style="list-style-type: none"> Albemarle County Community Development Charlottesville Neighborhood Development Services Community Emergency Response Team Coordinating Agencies for each ESF Emergency Communications Center Jurisdictional/Agency Finance Departments Jurisdictional/Agency IT & Communications Departments UVA Facilities Management UVA Office of Safety and Emergency Preparedness

1. MISSION AND SCOPE

A. MISSION

Coordinate and support emergency operations from the Emergency Operations Center.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #5 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in emergency management activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Alert and notification
- Coordination with on-scene incident management efforts
- EOC activation and management
- Planning Section operations
 - Incident action planning
 - Incident information collection, management, and dissemination
- Rapid needs and damage assessment
- Resource needs and requests for assistance
- Finance management
- Liaison with regional, state, and federal partners

2. POLICIES

- All emergency response and recovery operations conducted under ESF #5 will be in accordance with the National Incident Management System (NIMS).
- ESF #5 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #5 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #5 activities will be directed toward satisfying the needs of responding agencies requiring emergency management support to perform their assigned disaster missions.
- ESF #5 will utilize available coordinating and cooperating agency capabilities.
- ESF #5 will serve as the coordination point for information collection regarding all response and recovery operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Office of Emergency Management monitors incidents and threats to the region through the Emergency Communications Center.
- As an incident or threat escalates, the Office of Emergency Management will issue notifications and alerts to the community and regional response partners in accordance with established protocols.
- The Office of Emergency Management will make information available to persons with special communication needs as compliant with the Americans with Disabilities Act. The Office of Emergency Management will augment staff to enhance monitoring capabilities, ensure timely information is collected and disseminated to key decision-makers, and to prepare for possible partial or full activation of the EOC.
- The Emergency Management Coordinator will brief the Directors of Emergency Services on a regular basis and recommend activation of the EOC based on input from first responder agencies and regional response partners.
- Upon activation, Emergency Management Coordinator assumes responsibility for managing EOC operations. The Emergency Management Coordinator ensures that VDEM is notified of the EOC activation.
- The Emergency Operations Center functions to provide guidance, decision-making support and resources to the emergency support functions; its organizational structure will be based on NIMS and will use the following, based on need:
 - Policy Group
 - EOC Manager
 - Command Staff
 - Operations Section
 - Planning Section
 - Logistics Section
 - Finance and Administration Section

- The Emergency Management Coordinator or designee will establish operational periods as the basis for determining the planning process and situational reporting. The Planning Section will prepare and distribute the EOC meeting schedule on a regular basis and facilitate the planning process and all associated activities.
- To manage their operations, all emergency support functions will collect and process information. The EOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the incident. ESFs need to provide this critical information using designated EOC information management tools to support the development of action plans, reports, briefings, and displays.
- The Planning section facilitates incident planning at the EOC and publishes the incident action plan (IAP) for each operational period. The IAP provides the objectives to be accomplished for the upcoming operational period.
- The Planning Section will produce situation reports, which will be distributed to EOC staff and on-scene incident command staff.
- The staff of the EOC will support short-term and long-term planning activities. Plans will be short and concise, based on priorities established by the Policy Group. EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.
- As needed, technical specialists (i.e., GIS, meteorologist) will be engaged by ESF #5 to support situational awareness and action planning.
- All incident information released to the public and media will be managed by ESF #15—External Affairs.
- Resource allocation issues identified through ESF operations that cannot be resolved through normal EOC channels will be addressed with Policy Group guidance.
- ESF #5 will engage private sector groups, Volunteer Organizations Active in Disaster, and Citizen Corps volunteers to supplement emergency services, as the situation dictates.
- Resource needs that cannot be met with regional assets or through mutual aid will be submitted to the Commonwealth of Virginia as a formal Request for Assistance by the Emergency Management Coordinator.
- ESF #5 will coordinate rapid needs assessment information collection, management and dissemination to develop situational awareness and incident scope.
- ESF #5 will coordinate damage assessment information collection, management and dissemination with assistance from appropriate city, county, university, private sector, non-governmental organizations and volunteer personnel.
- ESF #5 will maintain documentation of disaster activities and costs for accountability.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff/volunteers for emergency assignments • Participate in planning, training, and exercises

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Develop and maintain notification roster • Develop and maintain inventory of resources • Assist in resolving ESF after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF # 5 is activated • Maintain a timely information flow to the EOC of all critical information • Record costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit costs and expenditures for necessary reimbursement • Participate in the ESF #5 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Office of Emergency Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Monitor developing situations • Ensure personnel receive training in disaster operations, VEOCI, and the Incident Command System as directed by NIMS • Plan and execute planning, training, and exercises • Maintain contact information, tools and protocols to effectively alert regional partners of potential emergency events and notify EOC members of EOC activation • Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies • Ensure EOC facility readiness for activation • Maintain the ESF #5 Annex as well as the Basic Plan of the EOP
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Activate alert and notification systems • Provide technical assistance and administrative support in the preparation of emergency declarations, protective action guidelines and related issues • Serve as primary liaison to VDEM and the Commonwealth EOC • Determine the appropriate level of EOC activation and issue notifications • Staff the Planning Section • Coordinate activities with other responding agencies • Prepare and distribute situation reports for each operational period • Submit situation reports to the Commonwealth EOC • Manage the overall emergency information collection process • Manage EOC operations in accordance with ICS principals • Facilitate the action planning process and publish the EOC action plan for each operational period • Submit Requests for Assistance for unmet needs to the Commonwealth of Virginia Emergency Operations Center.

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> Coordinate activities to reduce event impact on populations with access and functional needs Ensure that all required agency forms, reports, and documents are completed prior to demobilization Deactivate the EOC when appropriate
Recovery	<ul style="list-style-type: none"> Manage the development of the post-disaster recovery plan that will guide the region’s recovery program implementation Replenish ESF #5 supplies and repair damaged equipment Ensure ESF agencies provide appropriate records of costs incurred

Albemarle County Community Development—Charlottesville Neighborhood Development Services—UVA Facilities Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop supporting plans and procedures for damage assessment
Response	<ul style="list-style-type: none"> Provide expertise and resources to conduct local damage assessment Provide damage assessment information related to commercial and residential structures Provide technical assistance related to engineering, as requested Provide GIS technical support to the EOC
Recovery	<ul style="list-style-type: none"> Participate in the development of the post-disaster recovery plan that will guide the region’s recovery program implementation

Community Emergency Response Team	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide volunteer staffing for EOC operations support Provide volunteer staffing for field operations
Recovery	<ul style="list-style-type: none"> Maintain volunteer staffing for EOC operations support as needed Maintain volunteer staffing for recovery operations as needed Demobilize operations

Coordinating Agencies for each ESF	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify personnel to staff the EOC
Response	<ul style="list-style-type: none"> Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency

Coordinating Agencies for each ESF	
Phase	Responsibilities
	<ul style="list-style-type: none"> Communicate with the EOC on priorities and resource needs
Recovery	<ul style="list-style-type: none"> Continue to provide status information to the EOC for situational awareness

Emergency Communications Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Implement and sustain EOC technology and communications systems Coordinate with EOC for special responses and other needs as necessary
Recovery	<ul style="list-style-type: none"> Continue to support EOC technology and communications systems

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Assist in the provision of training on disaster-related financial management procedures for jurisdictional/agency departments
Response	<ul style="list-style-type: none"> Provide staffing for the Finance/Administration Section of the EOC Provide staff assistance in documenting emergency-related costs Provide staff assistance in preparing bills and requests for reimbursement Provide funding mechanism to allow for initial response purchases above established procurement card limits be made through the EOC
Recovery	<ul style="list-style-type: none"> Provide staff assistance in documenting costs Provide staff assistance in preparing bills and requests for reimbursement Provide funding mechanism to reimburse agency-incurred costs during the initial response phase for purchases made through the EOC

Jurisdictional/Agency IT & Communications Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Assist in the provision of training on disaster-related IT & communications management procedures for jurisdictional/agency departments
Response	<ul style="list-style-type: none"> Provide staffing for the set up and sustainment of the EOC IT & communications systems Provide staff assistance in troubleshooting technology problems at the EOC
Recovery	<ul style="list-style-type: none"> Provide staff assistance in troubleshooting technology problems at the EOC

UVA Office of Safety and Emergency Preparedness	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Maintain situational awareness of activities across UVA facilities • Maintain situational awareness via liaison with germane federal, state, local and non-governmental organization partners • Develop and conduct training /exercises related to ESF #5 and EOC Operations. • Provide emergency preparedness assessment and guidance to UVA stakeholders. • Develop and maintain the UVA Critical Incident Management Plan (CIMP) • Develop and maintain the UVA Enterprise Continuity of Operations Plan (COOP). • Manage the UVA Alerts system and all attendant notification systems • Conduct planning with appropriate support entities across UVA, to include the Critical Incident Management Team (CIMT) • Operate UVA EOC and ensure facility readiness for activation
Response	<ul style="list-style-type: none"> • Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines and related issues • Serve as UVA liaison to the Albemarle County-UVA-Charlottesville EOC and VDEM. • Determine the appropriate level of EOC and CIMT activation and issue notifications • Support staffing of the Planning Section at the EOC
Recovery	<ul style="list-style-type: none"> • Manage the development of the UVA post-disaster recovery plan that will guide recovery at the university
Mitigation	<ul style="list-style-type: none"> • Provide UVA stakeholders with a central repository for all mitigation-related matters

5. SUPPORTING DOCUMENTS

- Alert and Notification Protocol (in development)
- EOC Reference Guide (in development)
- Rapid Situation Assessment Plan (in development)
- Albemarle County Financial Management Disaster Preparedness Policy

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ESF #6: Mass Care, Housing & Human Services

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Albemarle County Department of Social Services • Charlottesville Department of Social Services 	<ul style="list-style-type: none"> • Albemarle County Office of Housing • Albemarle County Parks and Recreation • Albemarle County Public Schools • Albemarle County Sheriff’s Office • Albemarle County Victim Witness Coordinator • American Red Cross • Charlottesville-Albemarle Health Department • Charlottesville Housing Authority • Charlottesville Department of Human Services • Charlottesville Parks and Recreation • Charlottesville Public Schools • Charlottesville Sheriff’s Office • Charlottesville-UVA-Albemarle County Emergency Management • Charlottesville Victim Witness Coordinator • Emergency Medical Services (EMS) • Jefferson Madison Regional Library • Radio Amateur Civil Emergency Service (RACES) • Region 10 Community Services Board • Salvation Army • Sentara Martha Jefferson Hospital • Thomas Jefferson Medical Reserve Corps • Transportation Providers • UVA Department of Athletics/Intramural Recreational Sports • UVA Medical Center • UVA Office of Emergency Preparedness • UVA Police Department

1. MISSION AND SCOPE

A. MISSION

Provide basic, immediate support to disaster victims in the Charlottesville-UVA-Albemarle region, including shelter, food, and emergency relief supplies and support.

A. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #6 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in mass care activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Short-term and immediate needs of disaster victims. Recovery and long-term issues will be managed through ESF #14 – Long-term Recovery and Mitigation and ESF #17 – Donations and Volunteer Management.
- The full range of non-medical mass care services:
 - Sheltering
 - Organizing feeding operations
 - Providing emergency relief supplies
 - Providing emergency first aid at designated sites
 - Collecting and providing information on disaster victims to family members
 - Coordinating bulk distribution of emergency relief items
 - Coordinating Reunification efforts between residents inside the impacted area with family, friends, and loved ones both outside and within.
- Coordinating and providing assistance to individuals with functional needs
- Coordinating with ESF #11 to support the welfare of household pets.

2. POLICIES

- All emergency response and recovery operations conducted under ESF #6 will be in accordance with the National Incident Management System (NIMS)
- Medical care, nursing facilities, assisted living facilities, mental health and residential facilities including prisons and jails are responsible for developing and implementing emergency preparedness plans for their patients/residents. These plans should include contingencies for shelter in place and evacuation needs
- The coordinating agencies, in conjunction with the Office of Emergency Management, will actively engage the cooperating agencies in planning, training, and exercises to ensure an effective operation upon activation
- ESF #6 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #6 will utilize available coordinating and cooperating agency capabilities.
- ESF #6 will serve as the coordination point for information collection regarding the status of mass care services and operations.
- ESF #6 is responsible for making reasonable accommodations for sheltering of diverse populations, including those with communication or mobility limitations, those with conditions that may require assistance with daily activities but do not require hospital admission or hospital sheltering, those who are transportation dependent and those who present themselves accompanied by pets or service animals
 - ESF #6 will coordinate with ESF #8 for public health and medical support
 - ESF #6 will coordinate with ESF #11 for pet sheltering support
 - ESF #6 will coordinate with ESF #14 for long-term recovery support
 - ESF #6 will coordinate with ESF #17 for donations and volunteer management support
- Staging of facilities and supplies may occur before the incident when the incident is anticipated
- To accommodate persons with special medical needs in the shelter, these individuals must be able to care for themselves or bring a personal caregiver
- Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations
- ESF #6 will maintain documentation for financial reimbursement.

3. CONCEPT OF OPERATIONS

The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially requiring mass care services. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.

As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies in accordance with internally established protocols and checklists.

Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate mass care requirements and issues. The coordinating agency will request representatives from the other cooperating agencies as needed. In limited circumstances, the emergency management Coordinator may determine that virtual representation is satisfactory.

Once the EOC is activated, all requests for mass care support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.

In the event of an incident requiring sheltering, the EOC Command group will consult with the appropriate partnering agencies to determine if a shelter is to be opened, select the shelter site(s), and notify the ESF #6 coordinating agencies to initiate activities.

In the event of an incident requiring a Family Assistance Center (FAC), the EOC Command group will consult with the appropriate partnering agencies to determine if a FAC is to be opened, select the location, and notify the ESF #6 coordinating agencies to initiate activities.

ESF #6 will be activated to provide coordination and management for mass care activities dependent upon the expected needs associated with the scope and magnitude of incidents or potential incidents. This includes:

SHELTERING:

Charlottesville–UVA-Albemarle will provide sheltering if the need is short term and within its capabilities. The provision of emergency shelter includes the use of:

- Pre-identified shelter sites in existing structures.
- Creation of temporary facilities.
- Use of available hotels/motels
- Similar facilities outside the disaster affected area should further evacuation be necessary.

For mass evacuations directed by state officials, the Virginia Department of Social Services (VDSS) will designate facilities and operate the shelters for people who evacuate out of their home jurisdiction.

FEEDING:

The provision for feeding emergency victims may be accomplished through a combination of fixed sites, mobile feeding units, delivery to homes and food distribution.

EMERGENCY RELIEF SUPPLIES:

The provision of emergency relief items, limited to urgent needs, are distributed through sites established within the affected area.

EMERGENCY FIRST AID, TRIAGE AND REFERRAL:

Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Individuals that have or develop medical needs will be assessed by shelter medical personnel and a determination will be made if it is safe for them to stay in the shelter. If it is not safe, they will be referred to a more appropriate facility. If the incident requires a higher degree of medical care, these operations will be handled in coordination with ESF #8.

Reunification:

HUMAN SERVICES:

Following a large-scale or mass-casualty incident family assistance centers may be established to provide support and information to victims and families. Services include disaster welfare inquiries, reunification services, behavioral health, mass fatality issues, conducting investigations with the Office of the Chief Medical Examiner, working with other agencies for financial and other assistance. In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justices Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance.

The City of Charlottesville, UVA and Albemarle County maintains a Memorandum of Understanding, with the American Red Cross. The American Red Cross may assist the coordinating agency with short term mass care including sheltering, reunification and feeding options.

The coordinating agency will arrange for staffing and services at shelters and reception centers to meet immediate needs. The determination to open shelters and/or reception centers will be made by the EOC

Command group with input from the Incident Commander/Unified Command and the Emergency Management Coordinator.

The sheltering protocols define the terms, roles, and procedures by which coordinating and cooperating agencies will collaborate when the decision is made to open various facilities such as, evacuation shelters, post-impact shelters, pet-friendly shelters, or family assistance centers.

ESF #6 will collect information on shelter activities, populations, and related information and provide it to the EOC.

ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the EOC Command group.

When directed, ESF #6 will establish and operate a Family Assistance Center to provide assistance to the families of disaster victims.

ESF #6 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train agency staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain inventory of agency resources • Develop and maintain notification rosters • Assist in resolving ESF #6 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #6 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #6 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Charlottesville and Albemarle County Departments of Social Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Conduct planning with designated cooperating agencies

Charlottesville and Albemarle County Departments of Social Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Work with the Emergency Management Coordinator to conduct training and exercises • Work with the Red Cross to identify shelter facilities, including type and quantity needed and the maximum capacities for each potential shelter • Ensure protection of ESF #6 vital records
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Assume the role of coordinator for the Mass Care & Human Services function • Activate cooperating agencies • Coordinate shelter operations • Plan and support meetings with cooperating agencies, and ensure all agencies are informed and involved • Coordinate emergency feeding and relief supply efforts • Coordinate emergency assistance efforts • Ensure responding agencies maintain records of costs and expenditures and send to the Finance/Administration Section Chief
Recovery	<ul style="list-style-type: none"> • Coordinate demobilization of mass care and human services facilities, locations, and supplies • Transition on-going individual support activities to ESF #14 for long-term recovery support

Albemarle County Parks and Recreation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Support shelter set-up, as the situation allows (debris management takes priority) • Provide logistics support (e.g., delivery of supplies, transportation) • Provide recreational supplies and on-site staffing as available
Recovery	<ul style="list-style-type: none"> • Support shelter demobilization

American Red Cross Central Virginia Chapter	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Perform evaluation of shelter facilities for size, capacity, and functional and access needs • Work with the Coordinating Agencies to provide materials to facilitate compliance with functional needs
Response	<ul style="list-style-type: none"> • Assume control of ESF #6 shelter operations and/or augment shelter staffing, if requested by Social Services, and as resource availability allows; and after 72 hours. • Provide medical personnel at shelters when requested, subject to resource availability

American Red Cross Central Virginia Chapter	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide available people, material and logistics resources in support of community disaster response shelters such as disaster response vehicles, cots, blankets, shelter kits, foods and water supplies • Provide available people, material and logistics resources in support of distribution of emergency relief supplies at designated sites • Share Red Cross generated disaster assessment and client support services statistical information with appropriate government EOC staff • Provide Government Liaison personnel either in the EOC or via telephone/Web when requested • Enlist and coordinate support of Red Cross affiliated Mass Care Partner Agencies • Set up and staff a Family Assistance Center when needed • In coordination with ESF #8, Red Cross will work with Region Ten Community Services Board and/or provide mental health services for disaster victims • Work with partners to coordinate reunification efforts
Recovery	<ul style="list-style-type: none"> • Support demobilization efforts

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide public health support for sheltering operations at a minimum during day time hours and ensure 24 hours on-call support

Charlottesville Department of Human Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assess shelterees referred by registration staff to determine the degree of assistance needed • Provide short-term crisis intervention counseling services (for persons experiencing temporary situational mental health-related concerns) and referral for others

Charlottesville & Albemarle County Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide facilities and amenities as shelter locations • Provide support for shelter operations <ul style="list-style-type: none"> ○ Building management ○ Internet access stations ○ Food service (and staff) as available ○ Procurement of food and consumable supplies

Charlottesville & Albemarle County Public Schools	
Phase	Responsibilities
	<ul style="list-style-type: none"> ○ Building grounds and parking ● Provide nurses at shelters when requested ● Provide transportation resources when requested
Recovery	<ul style="list-style-type: none"> ● Support shelter demobilization

Charlottesville & Albemarle Victim Witness	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> ● Assist with processing Criminal Injury Compensations Claims ● Refer and coordinate local community resources ● Assist public information officers in providing information to victims ● Communicate to non-local victim survivors the information provided in briefings by the public information officers ● Assist with death notifications ● Assist with escort to hospitals, morgue, scene when appropriate ● Provide immediate crisis counseling as needed

Charlottesville Parks and Recreation	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> ● Coordinate with shelter managers at each primary shelter location to determine what resources might be provided for disaster shelterees, such as: <ul style="list-style-type: none"> ○ Planning for recreational space set-asides ○ Work with school staff to determine what school resources might be on premises that can be used with supervision ○ Determining what resources parks and recreation might provide to augment on-site resources
Response	<ul style="list-style-type: none"> ● Support shelter set-up, as requested ● Provide logistics support if available (e.g., delivery of supplies, transportation) ● Provide recreational supplies and on-site staffing as available ● Provide available facilities for community and short-term emergency use

Charlottesville-UVA-Albemarle County Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> ● Provide coordination, guidance and oversight of the decision-making process mass care operations

Charlottesville-UVA-Albemarle County Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Work with the ESF #15 to release information to the community on mass care operations • Provide assistance and support for mass care and human services operations

Charlottesville and Albemarle County Sheriff’s Office—UVA Police Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • The sheriff’s offices of Charlottesville and Albemarle and the University of Virginia police department provide security to shelter(s) • Provide security coverage on a 24-hour basis during the time shelters are open • Maintain the safety and security of shelter occupants • Enforce shelter rules

Emergency Medical Services (EMS)	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide emergency medical transport services of shelter occupants and personnel to local and as necessary regional hospitals should any of those individuals require emergency care (Contact with EMS is made through 9-1-1) • Provide for emergency first aid as requested

Jefferson Madison Regional Library	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Coordinate with ESF #6 lead agency to determine what resources might be provided for disaster victims, such as: <ul style="list-style-type: none"> ○ Internet access ○ Phone charging stations ○ Disaster related news and information ○ Centralized distribution of donated items ○ Planning for recreational space set-asides ○ Determining what volunteer resources might be provided to augment on-site staffing capacity during a disaster.
Response	<ul style="list-style-type: none"> • Open and staff facilities as requested • Provide logistics support if available (e.g., delivery of supplies, transportation) • Provide recreational supplies and on-site staffing as available • Provide available facilities for community and short-term emergency use

Sentara Martha Jefferson Hospital	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Be prepared to clinically and logistically support the special medical needs population • Operate as primary receiving facility • Provide medical transport and medical communications support as needed

RACES	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Support the shelter manager with communication link to the EOC • Prioritize the transmission and reception of messages as radio communications as needed • Coordinate any unusual activity with EOC communications personnel • Establish and maintain a radio connection to the RACES station at the Virginia Department of Emergency Management (VDEM)

Region 10 Community Services Board	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assess shelterees referred by registration staff to determine the degree of assistance needed • Provide short-term crisis intervention counseling services (for persons experiencing temporary situational mental health-related concerns) and referral for others

Salvation Army	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide available people, material and logistics resources in support of community disaster response feeding efforts • Subject to resource availability, provide emergency clothing for shelterees • Provide for basic immediate needs of disaster victims • Provide emergency and financial assistance to disaster victims
Recovery	<ul style="list-style-type: none"> • Demobilize feeding operations

Thomas Jefferson Medical Reserve Corps	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide surge volunteers (medical and non-medical) for shelter operations, subject to resource availability • Provide surge volunteers at the assistance centers as resources allow
Recovery	<ul style="list-style-type: none"> • Demobilize operations

Transportation Providers	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide transportation to those needing shelter, as needed
Recovery	<ul style="list-style-type: none"> • Assist with returning transportation-dependent disaster victims home or to temporary long-term housing at the end of the emergency

UVA Department of Athletics / Intramural-Recreational Sports	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide access to recreation facilities designated as human shelter locations • Provide facilities and amenities as shelter locations <ul style="list-style-type: none"> ○ Building management ○ Internet access stations for staff, if feasible ○ Support food services (and staff) as available ○ Procurement of consumable supplies ○ Building grounds and parking • NOTE: If State Managed Shelters are opened, the State Managed Shelter at the University of Virginia Plan will guide operations with the Virginia Department of Social Services(VDSS) operating shelters with support by UVA Department of Athletics/Intermural-Recreational Sports
Recovery	<ul style="list-style-type: none"> • Support shelter demobilization

UVA Medical Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Be prepared to clinically and logistically support the special medical needs population • Operate as primary receiving facility • Provide medical transport and medical communications support as needed • Be prepared to deploy Special Event Medical Management support, if available

UVA Office of Emergency Preparedness	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Coordinate with the Office of the Dean of Students (ODOS) and all attendant UVA entities (Athletics, Dining Services, Housing, Human Resources, Provost and Student Health) have the appropriate procedures, plans and resources to provide essential services to UVA stakeholders impacted by an incident
Response	<ul style="list-style-type: none"> Coordinate with ODOS and supporting UVA entities to: <ul style="list-style-type: none"> Evacuate dorms Account for students, faculty and staff Provide emergency housing Care of students, faculty and staff Feed students (faculty and staff if needed) Provide emergency academic assistance
Recovery	<ul style="list-style-type: none"> Coordinate with ODOS and supporting UVA entities to ensure the restoration of any mass care, housing and human services that may have been impacted by an incident
Mitigation	<ul style="list-style-type: none"> Coordinate with all appropriate UVA stakeholders to identify potential vulnerabilities and improve services that may have been disrupted during an incident

SUPPORTING DOCUMENTS

- State Managed Shelter at The University of Virginia Plan
- Emergency Shelter Operations Guidebook
- Annex P Thomas Jefferson Health District Shelter Response Plan

ESF #7: Resource Management

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Albemarle Purchasing • Charlottesville Procurement and Risk Management • UVA Procurement and Supplier Diversity Services 	<ul style="list-style-type: none"> • All Charlottesville-UVA-Albemarle departments and agencies engaged in response activities • American Red Cross • Office of Emergency Management • Volunteer Organizations

1. MISSION AND SCOPE

A. MISSION

Identify, procure, inventory, stage, store, and distribute critical resources and administrative support for the region during an emergency.

B. SCOPE

This Emergency Support Function (ESF) annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #7 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in resource management required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Procurement for requirements not specifically identified in other ESFs:
 - Facility space
 - Office equipment and supplies
 - Event life cycle supplies
 - Contracting services
 - Warehousing
 - Resource disposal
- Logistics planning, management, and sustainment
 - Resource identification
 - Staging
 - Resource reception and tracking
 - Financial tracking of resources for reimbursement purposes
 - Demobilization

2. POLICIES

- All emergency response and recovery operations conducted under ESF #7 will be in accordance with the National Incident Management Systems (NIMS).

- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual county, city, or University of Virginia departments and agencies. Rather, ESF #7 will provide technical assistance in locating, distributing, and procuring critical resources and supplies through the Logistics Section in the EOC. However, once a SINGLE POINT ORDER decision has been made, all requests for additional resources must be made through the Logistics Section of the EOC.
- ESF #7 will utilize available coordinating and cooperating agency capabilities.
- ESF #7 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, and expansion or improvement of operations.
- ESF #7 will maintain a current and up to date inventory of all supplies currently on hand in order to create a working understanding of what resources will be necessary to procure in the event of an emergency.
- All departments and agencies assigned responsibilities within ESF #7 will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks. Plans and systems to be developed and maintained include, but are not limited to:
 - Resource identification, typing, and inventorying
 - Acquiring and ordering resources
 - Mobilizing and allocating resources
 - Resource recovery and reimbursement
 - Coordinating with non-governmental and private sector organizations for obtaining resources
 - Establishing logistic staging areas for internal and external response personnel, equipment, and supplies
- ESF #7 will maintain a list of anticipated essential material resources and a list of potential suppliers in order to obtain resources more expeditiously during a major disaster or emergency.
- ESF #7 will locate, procure, and distribute resources to support the incident as requested through the Logistics Section of the EOC, and in accordance with the operational priorities established by the EOC Command.
- ESF #7 will coordinate with ESF #17 for effective use of volunteers and donated goods.
- ESF #7 agencies will train personnel, assist in regional planning, and will actively participate in exercises as coordinated by the Office of Emergency Management to ensure effective operations during activation of the EOC.
- ESF #7 will serve as the coordination point for information collection regarding the status of resources.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the region. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- Upon activation of the EOC and the Logistics Section of the EOC, the coordinating agencies will provide personnel to staff the Logistics Section to assist with resource requirements and procurement support throughout the evolution of emergency operations.

- As additional EOC staffing needs become apparent, other support and partner agencies of ESF #7 may be requested to report to the EOC to further assist in resource support activities.
- The Logistics Section of the EOC will manage all requests for resources and logistical support for the incident, and provide the coordination of specific requirements of ESF #7 action and documentation.
- Resources may be provided upon the request of recognized field command personnel, such as the Incident Commander, EOC General Staff, or upon direction of the EOC Manager.
- Equipment and materials will be obtained from both intra-jurisdictional and inter-jurisdictional inventories. Inter-jurisdictional requests will be submitted and routed through ESF #7 under the Logistics Section. Requests unable to be filled in regional inventories may be procured by ESF #7 from commercial vendors. Coordination for resource allocation will be accomplished within the EOC.
- Coordinating and cooperating agencies will provide available resources based upon the priorities established by EOC Command.
- The Logistics Section will maintain a list of vendors and suppliers of equipment, materials, and services needed during disaster response and recovery operations. The Logistics Section will request cooperating agencies to provide available assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the regional resources.
- ESF #7 will conduct all operations in accordance with local, state, and federal laws and regulations.
- All resource expenditures will be submitted to the EOC Finance/Administration Section.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #7 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #7 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #7 after-action reviews
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Albemarle Purchasing—Charlottesville Procurement and Risk Management—UVA Procurement and Supplier Diversity Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Establish contracts, MOUs, and MAAs with NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency • Identify personnel to staff the Logistics Section of the EOC • Develop supporting plans and procedures and maintain Continuity of Operations (COOP) Plans
Response	<ul style="list-style-type: none"> • Provide personnel to staff the Logistics Section of the EOC • Coordinate procurement services to provide resources as requested by the Incident Commander or EOC • Procure critical resources via the Logistics Section at the EOC • Provide assistance to departments and agencies in locating resource and service providers • Provide technical assistance in purchasing and procurement • Assist in procurement-related contract negotiations and review • Maintain vendor files
Recovery	<ul style="list-style-type: none"> • Provide assistance to departments and agencies in locating resource and service providers • Receive, transport, store, and deliver supplies and commodities • Provide technical assistance in purchasing and procurement • Restock commodities and supplies consumed during the emergency response, as necessary • Assist in the recovery and disposal of event-related materials

All Charlottesville-UVA-Albemarle Departments and Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish contracts, MOUs, and MAAs with NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency
Response	<ul style="list-style-type: none"> • Provide resources as requested by the Incident Commander or EOC • Provide assistance to departments and agencies in locating resource and service providers • Provide personnel to support reception, warehousing, bulk distribution, and other operations as requested by the Logistics Section of the EOC • Provide logistical support for and assist with staging of resources as available

All Charlottesville-UVA-Albemarle Departments and Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> Identify staffing or POCs for various Logistics Sections at the EOC Maintain proper documentation
Recovery	<ul style="list-style-type: none"> Provide available resources as requested Restock internal inventories, as needed Assist in the recovery, demobilization and disposal of event-related materials

American Red Cross	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Establish contracts, MOUs, and MAAs with other NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency Develop internal agency plans and procedures
Response	<ul style="list-style-type: none"> Provide resources as requested by the Incident Commander or EOC Manager Provide assistance to departments and agencies in locating resource and service providers Provide generator support as requested Provide personnel to support Bulk Distribution, Warehousing, FSI, Logistics, and other operations as requested by the Logistics Section of the EOC Provide logistical support for, and assist with staging of resources, as available Identify staffing or POCs for various Logistics Sections at the EOC
Recovery	<ul style="list-style-type: none"> Provide long-term resources as requested Provide assistance to departments and agencies in locating resource providers, as requested Restock internal inventories as necessary Provide generator support as requested Manage and track requests for outside resources submitted to the EOC

Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Coordinate personnel, equipment, supplies and other resources to assist in resource management operations Assist with the development and maintenance of a resource management plan

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Submit Requests for Assistance through the Virginia Emergency Operations Center Logistics Section for resources that are beyond the region’s capacity to provide • Provide the ESF #7 coordinating agencies with frequent updates during resource management operations
Recovery	<ul style="list-style-type: none"> • Coordinate personnel, equipment, supplies and other resources to assist in resource management operations • Submit Requests for Assistance through the Virginia Emergency Operations Center Logistics Section for resources that are beyond the region’s capacity to provide • Provide the ESF #7 coordinating agencies with frequent updates during resource management operations • Restock commodities and supplies consumed during the emergency response, as necessary • Assist in the recovery and disposal of event-related materials

Volunteer Organizations	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide resources as requested by the Incident Commander or EOC Manager • Provide volunteers to support bulk distribution, warehousing, logistics management, and other operations as requested by the Logistics Section of the EOC • Provide logistical support for, and assist with staging of resources
Recovery	<ul style="list-style-type: none"> • Provide available resources as requested • Restock internal inventories, as needed • Assist in the recovery, demobilization and disposal of event-related materials

5. SUPPORTING DOCUMENTS

- Albemarle County Purchasing Manual
- Albemarle County Contracts
- American Red Cross MOUs / MAAs
- American Red Cross Contracts
- American Red Cross Central Virginia Chapter EOP
- City of Charlottesville Emergency Procurement Procedures
- City of Charlottesville Contracts
- UVA Procurement and Supplier Diversity Services MOUs / MAAs
- UVA Procurement and Supplier Diversity Services Contracts

ESF #8: Public Health & Medical Services

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Charlottesville-Albemarle Health Department • Sentara Martha Jefferson Hospital • University of Virginia Health System • Regional Emergency Medical Services 	<ul style="list-style-type: none"> • Albemarle County Public Schools • American Red Cross • Charlottesville City Public Schools • Emergency Medical Services • Jurisdictional/Agency Law Enforcement • Office of the Chief Medical Examiner • Region 10 Community Services Board • Regional Healthcare Coordination Center (Northwest Region) • Thomas Jefferson Medical Reserve Corps

1. MISSION AND SCOPE

A. MISSION

Provide health and medical care services in preparation for, response to, or in the aftermath of an incident.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #8 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public health and medical services required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Medical services
- Disaster behavioral health services and crisis intervention
- Public health services
 - Sanitation and food safety
- Fatality management and mortuary services
- Mass prophylaxis
- Preventing and controlling epidemics

2. POLICIES

- All emergency response and recovery operations coordinated by ESF #8 will be conducted in accordance with the National Incident Management System (NIMS).
- The coordinating agencies will actively engage their cooperating agencies in ESF #8-related preparedness activities, such as planning, training, and exercises, to ensure an effective response.

- ESF #8 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- All licensed healthcare agencies, including prisons and jails are responsible for developing and implementing preparedness plans to maintain services for their patients and/or residents. These plans should include contingencies for shelter in place and evacuation needs.
- The coordinating agencies will actively engage key non-governmental stakeholders, including the private medical provider community and other partners, including the public, in ESF #8-related preparedness activities as needed.
- ESF #8 will utilize various information sources, including the Virginia Hospital and Healthcare Alerting and Status System (VHASS) , surveillance data, and on-the-ground assessments as needed, to determine the public health and medical impact of a disaster or emergency, and will monitor for incident-related threats to public health.
- ESF #8 is responsible for preparing to provide health and medical care for populations with access and functional needs, including those with communication or mobility limitations, and those who present themselves accompanied by service animals.
- ESF #8 is responsible for coordinating medically managed transportation assets.
- ESF #8 will enhance the common operating picture by providing information to critical recipients, including the EOC and ESF #15, on the public health and medical impact of and response to disasters and emergencies.
- ESF #8 will maintain documentation for financial reimbursement.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting public health and medical services.
- The Charlottesville-Albemarle Health Department, Sentara Martha Jefferson Hospital, and the University of Virginia Health System directly monitor emerging infectious diseases and communicable diseases that pose a threat to the community and will notify the Emergency Management Coordinator and cooperating agencies of potential threats to the public health.
- The Coordinating Agencies will notify the Emergency Management Coordinator of potential radiological, biological, or chemical incidents detected by first responders, EMS, or hospital clinicians.
- The University of Virginia Health System, Sentara Martha Jefferson Hospital, and/or Regional Emergency Services will notify the Emergency Management Coordinator of Mass Casualty Incidents.
- Due to the complexity of the region, the Charlottesville-Albemarle Health Department, University of Virginia Health System, and Sentara Martha Jefferson Hospital will work jointly to coordinate ESF #8 activities. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect and disseminate additional information.
- As an incident or threat specific to the public health (i.e. emerging infectious disease, novel strain of influenza, etc.) escalates, the coordinating agencies will convene an ESF #8 Joint Policy and Information Group to develop and issue guidance, protocols, and procedures to cooperating agencies, the EOC, and ESF #15.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate public health and medical services requirements and issues.

- Once the EOC is activated, all requests for public health and medical services support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- The coordinating agencies will interact with the VHASS to obtain information on the status of the healthcare infrastructure and related issues.
- ESF #8 will facilitate the provision of public health and medical services to support emergency operations:
 - Assuring the continuance of medical care services and the availability of medical supplies
 - Providing measures for communicable disease prevention and control (disease surveillance, investigation, containment, and coordination of public messaging)
 - Assessing behavioral health needs following disasters and providing intervention to minimize harmful stress levels for both the general public and responder communities
 - Dispensing of Strategic National Stockpile materials and countermeasures
- Providing public health support to all other ESF groups.
- ESF #8 will provide emergency public health services in accordance with the priorities and objectives of the State Health Commissioner.
- Coordination activities will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff and volunteers for emergency assignments • Participate in planning, training, and exercises • Develop and maintain agency internal notification roster • Develop and maintain inventory of agency resources • Assist in resolving ESF #8 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #8 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #8 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish memorandums of agreement (MOAs) with partners as needed for the distribution of medical countermeasures

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Ensure protection of vital records for continuity of operations
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Coordinate the distribution of medical countermeasures through established networks (i.e. closed points of dispensing) • Conduct mass prophylaxis operations at points of dispensing and alternative dispensing sites • Coordinate medical resources acquisition and management • Coordinate situational assessment of the healthcare infrastructure, services, and medical needs • In conjunction with the Office of the Chief Medical Examiner, coordinate mass fatality management and mortuary services • Provide emergency public health services • Conduct disease surveillance, investigations, and control • Facilitate access to laboratory services and technical expertise provided by the Division of Laboratory Services (DCLS)
Recovery	<ul style="list-style-type: none"> • Monitor for threats to public health identified during damage assessment activities • Provide public health services • Conduct disease surveillance, investigations, and control • Coordinate ongoing situational assessment of the healthcare infrastructure, services, and medical needs

University of Virginia Health System	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish MOAs with partners as needed for the distribution of medical countermeasures • Conduct Hazard Vulnerability Assessments
Response	<ul style="list-style-type: none"> • Coordinate activities with supporting agencies • Establish and staff University of Virginia Hospital Command Center (HCC) • Coordinate with the Charlottesville-UVA-Albemarle Emergency Communications Center (ECC) to implement the Thomas Jefferson Emergency Medical Services (TJEMS) Council policy to regulate appropriate patients to alternate facilities until further directed • Provide information on the status of the medical infrastructure, facilities, and medical needs • Jointly coordinate with Sentara Martha Jefferson Hospital, the Regional Healthcare Coordination Center (RHCC), and the Charlottesville-UVA-Albemarle ECC for inter-hospital patient movements, transfers, and tracking • Coordinate with the RHCC and the local EOC for equipment and medical supply requests • Jointly with Sentara Martha Jefferson Hospital and Charlottesville-Albemarle Health Department create and disseminate regional medical treatment and infection

University of Virginia Health System	
Phase	Responsibilities
	<p>control protocols, based on coordinated guidance, when available, from the Virginia Department of Health</p> <ul style="list-style-type: none"> • Jointly with the Charlottesville-Albemarle Health Department and the RHCC coordinate hospital requests for Strategic National Stockpile, Vendor Managed Inventory, and VDH resources • Assist in the coordination of mass fatality management and mortuary services • Assist with disease surveillance • Coordinate with the Thomas Jefferson Medical Reserve Corps Unit to integrate MRC volunteers into Health System response operations

Sentara Martha Jefferson Hospital	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish memorandums of agreement (MOAs) with partners as needed for the distribution of medical countermeasures • Conduct Hazard Vulnerability Assessments
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Establish and staff Sentara Martha Jefferson Hospital Command Center (HCC) • Coordinate with the Charlottesville-UVA-Albemarle Emergency Communications Center (ECC) to implement the TJEMS policy to receive appropriate patients • Provide information on the status of the medical infrastructure, facilities, and medical needs • Jointly coordinate with the University of Virginia Health System, the Regional Healthcare Coordination Center (RHCC), and the Charlottesville-UVA-Albemarle ECC for inter-hospital patient movements, transfers, and tracking • Coordinate with the RHCC and the local EOC for equipment and medical supply requests • Jointly with University of Virginia Health System and Charlottesville-Albemarle Health Department create and disseminate regional medical treatment and infection control protocols, based on coordinated guidance, when available, from the Virginia Department of Health • Jointly with the Charlottesville-Albemarle Health Department and the RHCC coordinate hospital requests for Strategic National Stockpile, Vendor Managed Inventory, and VDH resources • Assist in the coordination of mass fatality management and mortuary services. • Assist with disease surveillance • Record costs and expenditures and submit to the Finance/Administration Section of the EOC

Albemarle County Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide facilities and amenities for Points-of-Dispensing (POD) Operations • Provide support for POD Operations <ul style="list-style-type: none"> ○ building access and management ○ access to tables and chairs ○ access to pre-identified rooms/spaces needed for POD Operations ○ access to the internet and a fax machine • Transportation
Recovery	<ul style="list-style-type: none"> • Support POD demobilization

American Red Cross	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide mental health services • Provide psychological first aid services
Recovery	<ul style="list-style-type: none"> • Provide mental health services • Provide critical incident stress management services

Charlottesville City Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide facilities and amenities for Points-of-Dispensing (POD) Operations • Provide support for POD Operations <ul style="list-style-type: none"> ○ building access and management ○ access to tables and chairs ○ access to pre-identified rooms/spaces needed for POD Operations ○ access to the internet and a fax machine
Recovery	<ul style="list-style-type: none"> • Support POD demobilization

Jurisdictional/Agency Law Enforcement	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide assistance in victim identification • Coordinate and ensure security at mass dispensing sites • Provide security for the Strategic National Stockpile

Office of the Chief Medical Examiner	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Coordinate with lead investigating authority to document, collect, and recover the deceased Assist in technical decontamination of the deceased as required Determine the nature and extent of injuries Provide technical assistance in requesting Disaster Mortuary Operation Response Teams (DMORT) Assist in the transportation, storage, and recovery of forensic and physical evidence
Recovery	<ul style="list-style-type: none"> As needed provide expert testimony in subsequent legal proceedings

Region 10 Community Services Board	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide mental health services Provide psychological first aid services
Recovery	<ul style="list-style-type: none"> Provide mental health services Provide critical incident stress management services

Regional Emergency Medical Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Disseminate list of agency resources
Response	<ul style="list-style-type: none"> Provide emergency medical transportation as outlined in the TJEMS Protocol and TJEMS Mass Casualty Incident Plan Provide emergency medical services/pre-hospital care Emergent, unstable patient transport from incident scenes is the primary responsibility of jurisdictional emergency medical services. Inter-facility or routine medically managed transport is the primary responsibility of private ambulance services.

Regional Healthcare Coordination Center (Northwest Region)	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Provide guidance and assistance to regional hospitals in developing emergency plans
Response	<ul style="list-style-type: none"> Coordinate with public health and healthcare agencies for equipment and medical supply requests Provide information on the status of the medical infrastructure, facilities, and medical needs

Regional Healthcare Coordination Center (Northwest Region)	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Activate and operate the coordination center based on the agreed upon NW Region Coordination Plan • Coordinate evacuation and/or shelter in place support to long-term care facilities licensed by VDH • Coordinate with EMS and other health providers on patient care capacity • Coordinate with the health department and medical community on community health and medical issues to provide strategies for increasing healthcare system capacity and capability required for the emergency response

Thomas Jefferson Medical Reserve Corps	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide volunteer staffing for public health and medical services support • Provide volunteer staffing for mass dispensing operations
Recovery	<ul style="list-style-type: none"> • Provide volunteer staffing for public health and medical services support • Demobilize operations

5. SUPPORTING DOCUMENTS

- Northwest Region Healthcare Coalition Emergency Coordination Plan
- TJEMS Medical Guidelines
- TJEMS Mass Casualty Incident Plan
- TJHD Emergency Operations Plan to include the Mass Prophylaxis/Strategic National Stockpile Plan; Epidemiology Response Plan; and the Mass Fatality Management Plan
- TJHD/Planning District 10 Disaster Behavioral Health Response Plan
- UVA Health System Emergency Operations Plan – MCI and Surge Operations

ESF #9: Search & Rescue

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Jurisdictional/Agency Police Departments 	<ul style="list-style-type: none"> • Albemarle County Sheriff's Office • Fire and Rescue Departments • Civil Air Patrol

1. MISSION AND SCOPE

A. MISSION

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #9 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in search and rescue activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Search and rescue operations
- Life-saving assistance

2. POLICIES

- All emergency response and recovery operations conducted under ESF# 9 will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- ESF #9 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #9 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #9 will deploy any or all available resources, including trained personnel, facilities and appropriate equipment to locate and render necessary assistance to persons, aircraft and vessels in known jeopardy, or presumed to be in jeopardy.
- The lead agency during operations is dependent on the nature of the mission. For ground search operations, law enforcement is the lead. For collapsed structures, confined space, technical and water rescue, fire and rescue is the lead.

- ESF #9 will utilize available coordinating and cooperating agency capabilities.
- Statewide mutual aid or other outside resources beyond the existing automatic or standing mutual aid agreements already in place will be requested by ESF #9 through the EOC.
- ESF #9 will coordinate incoming mutual aid, state, and federal resources in support of search and rescue operations.
- ESF #9 will establish staging areas and logistical support bases for arriving mutual aid resources in coordination with all first response agencies.
- ESF #9 will serve as the coordination point for information collection regarding the status of search and rescue operations.
- ESF #9 will maintain documentation for financial reimbursement in accordance with the Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Regardless of the cause or size of the incident, search and rescue operations are conducted to affect the rescue and/or recovery of:
 - Overdue, lost, missing, stranded, injured, or trapped persons
 - Overdue, missing, or downed aircraft
 - Overdue, missing, disabled, stranded, or sinking vessels
- Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post (ICP). The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level search and rescue priorities and issues.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain agency notification rosters • Develop and maintain inventory of resources • Assist in resolving ESF #9 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #9 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #9 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Jurisdictional/Agency Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct ground search and rescue operations • Assist with water rescue, search and recovery • Provide for site access control • Provide traffic control and management • Provide security for search and rescue sites • Establish and operate staging areas, as necessary
Recovery	<ul style="list-style-type: none"> • Provide staffing for on-going search and rescue operations • Demobilize operations • Record costs and expenditures and submit to the Finance/Administration Section of the EOC

Albemarle County Sheriff's Office	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Conduct wilderness search and rescue operations • Conduct electronic search (personal locating beacon, Project Lifesaver), both air and ground • Conduct urban search and rescue

Albemarle County Sheriff's Office	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Assist with water rescue, search and recovery • Provide for site access control • Provide traffic control management • Provide security for search and rescue sites • Deploy Mobile Command Post for field operations as needed • Establish and operate staging areas, as necessary
Recovery	<ul style="list-style-type: none"> • Provide staffing for on-going search and rescue operations • Demobilize operations

Fire and Rescue Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Conduct confined space search and rescue operations • Conduct collapsed structure search and rescue • Conduct trench search and rescue operations • Conduct water rescue, search and recovery • Assist with ground search and rescue operations • Provide emergency medical services • Establish and operate staging areas, as necessary
Recovery	<ul style="list-style-type: none"> • Provide staffing for on-going search and rescue operations • Demobilize operations

Civil Air Patrol	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Conduct airborne search and rescue • Conduct wilderness search and rescue • Conduct electronic search (emergency locating transponder, personal locating beacon, Project Lifesaver), both air and ground • Conduct urban search and rescue • Provide communications capabilities/assets VHF and HF, both air and ground, including airborne radio relay • Provide aerial survey, damage assessment, to include high resolution digital photography and the ability to take local officials aloft for aerial reconnaissance • Provide light air transport/air taxi for human blood or organs, equipment, or passengers, such as search and rescue dog teams
Recovery	<ul style="list-style-type: none"> • Provide communications capabilities/assets VHF and HF, both air and ground, including airborne radio relay

Civil Air Patrol	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide aerial survey, damage assessment, to include high resolution digital photography and the ability to take local officials aloft for aerial reconnaissance • Provide light air transport/air taxi for human blood or organs, equipment, or passengers, such as search and rescue dog teams

5. SUPPORTING DOCUMENTS

- Albemarle County Sheriff’s Office MOUs, existing Mutual Aid Agreements
- Albemarle County Sheriff’s Office Search and Rescue Policy and Procedures
- Standardized Local Resource Alerting Procedures

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ESF #10: Oil & Hazardous Materials

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Charlottesville Fire • Albemarle County Fire Rescue 	<ul style="list-style-type: none"> • Albemarle County Department of Facilities and Environmental Services • Albemarle County Service Authority • Charlottesville Public Works/Utilities • Charlottesville-Albemarle Health Department • Jurisdictional/Agency Police Departments • Rivanna Water and Sewer Authority • UVA Environmental Health & Safety

1. MISSION AND SCOPE

A. MISSION

Respond to oil and hazardous materials incidents through coordinated, multi-agency, multi-governmental response to address threats to the public health and welfare and/or the environment and its living resources.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #10 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in oil and hazardous materials release activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Hazardous materials emergencies could occur from diverse sources including roadway and rail transportation incidents, aircraft accidents or fixed facility accidents, and intentional or illicit discharges.
- Responding to hazardous materials emergencies that occur with or without warning
- Responding to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning the public, evacuation and sheltering-in-place, immediate first aid and isolation of the scene.
- Ordering the evacuation or sheltering-in-place to protect portions of the City, County or University.
- Evaluating, monitoring, and advising on the potential for short and/or long term health, environmental, and economic effects resulting from the incident.

2. POLICIES

- This plan applies to any incident involving any substance identified as an oil or hazardous material particularly those hazardous materials identified in the Title III List of Lists, a consolidated list of chemicals subject to reporting under SARA Title III Section 302, Extremely Hazardous Substances, and Section 313, Toxic Chemicals, and CERCLA, Hazardous Substances.
- This plan applies to all local, state, and federal agencies and private organizations responding to a release or threat of release into the environment of an oil or hazardous material.
- Personnel will be properly trained in hazardous materials response to reduce risk to personnel.
- Emergency response personnel will be knowledgeable in the use of available resources.
- A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304.
- Fire Chief or their designee will assume command of all hazardous materials incidents.
- Contractual or mutual aid agreements will be implemented as appropriate.
- Communications will be established with ESF #5 and ESF #15.
- Records of costs and expenditures will be maintained and forwarded to the Finance/Administrative Section.

3. CONCEPT OF OPERATIONS

- All emergency response and recovery operations conducted under ESF #10 will be in accordance with the National Incident Management System (NIMS).
- ESF #10 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #10 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #10 will utilize available coordinating and cooperating agency capabilities.
- The level of response required for an incident is determined by:
 - Quantity, quality, and the toxic effects of the material involved in the release
 - Population and/or property threatened
 - Type and availability of protective equipment required for the released material
 - Consequences if no immediate action is taken.
- Depending on the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.
- Coordination of each incident will be through the agencies hazardous materials officials in accordance with applicable policies and procedures.
- Due to the nature of hazardous materials incident, which can change with time, escalating the response or downgrading the response will take place as the situation dictates.
- ESF #10 at the EOC will provide direction and guidance to the field, coordinate incident command post requests for support from other regional agencies, and coordinate requests for state and federal resources through the Logistics Section at the EOC.
- ESF #10 at the EOC will provide briefings to the Policy Group on incident operations and issues.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in oil and hazardous material response planning, training and exercises • Develop and maintain internal notification rosters • Develop and maintain inventory of resources • Assist in resolving ESF #10 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative to the EOC when ESF #10 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #10 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for reducing the impacts of future incidents • Implement identified mitigation actions

Fire and Rescue Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Work with the Local Emergency Planning Committee on Hazardous Materials response planning
Response	<ul style="list-style-type: none"> • Coordinate activities with supporting agencies • Provide for response and containment for oil and hazardous materials incidents • Communicate with potentially responsible parties to understand the hazard • Provide hazard identification • Determine need for evacuations and perform risk analysis • Determine need for reception centers and shelters • Manage decontamination of victims and responders

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide technical assistance, as related to environmental impacts and storm water management during oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management during oil and hazardous material responses

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> • Provide technical assistance as related to environmental impacts and storm water management after oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management after oil and hazardous material responses

Albemarle County Service Authority	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide technical assistance, as related to environmental impacts and storm water management during oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management during oil and hazardous material responses
Recovery	<ul style="list-style-type: none"> • Provide technical assistance as related to environmental impacts and storm water management after oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management after oil and hazardous material responses

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assist in providing guidance regarding the threat to human health posed by the release of the hazardous materials and recommend protective action measures • Assist in coordinating environmental health advisories • Evaluate and assess water and food supplies at incident sites • Assist in the surveillance and investigation for injuries and infectious diseases that may be a consequence of exposure to hazardous materials
Recovery	<ul style="list-style-type: none"> • Support community post-incident environmental health risk assessment and development of abatement strategies

Charlottesville Public Works/Utilities	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide technical assistance, as related to storm water management and natural gas events • Provide available construction and heavy equipment as related to storm water management • Provide engineering services • Provide assistance relating to long-term traffic issues

Charlottesville Public Works/Utilities	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide environmental evaluation and monitoring as related to storm water management
Recovery	<ul style="list-style-type: none"> • Provide environmental evaluation and monitoring as related to storm water management • Provide technical assistance, as related to storm water management and natural gas events • Provide environmental evaluation and monitoring as related to storm water management • Provide assistance relating to long-term traffic issues

Jurisdictional/Agency Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide support for traffic management • Provide support for evacuations, if required • Provide for site access and control, and security • Deploy Mobile Command Post for field operations when needed • Send agency representative to Unified Command if activated
Recovery	<ul style="list-style-type: none"> • Provide for site access and control, and security

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop plans and procedures in coordination with City, County and University partners for assisting with hazardous spill adsorption and clean-up within or a threat to water supply reservoirs operated by Authority, to include re-directing water supply operations or providing emergency supplemental or advanced treatment in the event of contamination of a water supply reservoir • Develop plans and procedures in coordination with Thomas Jefferson Health District and Virginia Department of Health for public notifications in the event of hazardous spill in water supply affecting public health • Develop and maintain plans and procedures for damage assessment of Authority owned structures and equipment • Maintain Virginia WARN membership
Response	<ul style="list-style-type: none"> • Inventory quality status of potentially affected water supply reservoirs or river intake locations operated by Authority. Report critical service interruptions or significant threats to continued operation to coordinating agencies along with needs for EOC assistance • Institute means of event internal communications and communications with other coordinating and cooperative agencies

Rivanna Water and Sewer Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Assess and estimate costs of clean-up and/or damages at all Authority facilities; coordinate emergency functions necessary to maintain critical treated water supply • Coordinate through coordinating agencies press releases and other public information needed for drinking water, to include emergency conservation measures, boil water notices, or “do not drink” notices • Provide notices regarding Authority facilities to Virginia Department of Health as required by state and federal operating permits or regulations • Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate • Maintain diaries of critical decisions and events and records of all costs associated with emergency • Identify needs for emergency water supply or emergency supplemental water treatment in coordination with Albemarle County Service Authority and City of Charlottesville Public Works • Establish laboratory sampling and testing procedures for the event in coordination with the Charlottesville Albemarle Health Department • Operate Moores Creek Laboratory and/or coordinate laboratory evaluation services through the Charlottesville Albemarle Health Department or contracted services as appropriate to maintain assessment of safety of treated water for public health
Recovery	<ul style="list-style-type: none"> • Coordinate restoration of normal operation of Authority-operated reservoirs and facilities • Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request • Reestablish inventory of materials and supplies as appropriate • Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests
Mitigation	<ul style="list-style-type: none"> • Perform debrief assessment of emergency event, either internally or in coordination with other cooperative agencies, as appropriate

UVA Environmental Health & Safety	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide technical assistance, as related to environmental during oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts during oil and hazardous material responses
Recovery	<ul style="list-style-type: none"> • Provide technical assistance, as related to environmental during oil and hazardous material responses • Provide assistance for evaluation and monitoring as related to environmental impacts during oil and hazardous material responses

5. SUPPORTING DOCUMENTS

- Charlottesville/Albemarle/UVA Emergency Communications Center Hazardous Materials Response Guidelines
- Decontamination Guidelines
- Medical Guidelines
- Hazmat General Guidelines
- Local Emergency Planning Committee (LEPC) Tier II Reports

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ESF #11: Resource Protection

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Office of Emergency Management 	<ul style="list-style-type: none"> • Albemarle County Facilities and Environmental Services • Charlottesville-Albemarle Health Department • Charlottesville/Albemarle Parks and Recreation • Charlottesville/Albemarle Police Departments (Animal Control) • Piedmont Regional Community Animal Response Team • Rivanna Water and Sewer Authority • UVA Office of the Architect • UVA Facilities Management • UVA Libraries (University of Virginia Library, Law Library, Health Sciences Library, Darden Library) • VA Cooperative Extension

1. MISSION AND SCOPE

A. MISSION

Protect food safety, natural, agricultural, cultural resources and historic properties and resources. Support the welfare of household pets and livestock during an emergency response or evacuation situation.

A. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #11 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in resource protection to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Animal welfare
- Food safety and security
- Natural resources preservation
- Cultural resources and historic properties protection and restoration

2. POLICIES

- All emergency response and recovery operations conducted under ESF #11 will be in accordance with the National Incident Management System (NIMS).
- ESF #11 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #11 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #11 activity will be directed toward satisfying the preservation of regional resources affected by the disaster.
- ESF #11 will utilize available coordinating and cooperating agency capabilities.
- ESF #11 operations will be in accordance with local, state and federal codes and policies.
- ESF #11 will serve as the coordination point for information collection regarding the status of resource protection and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agency will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will request representation at the EOC to coordinate resource protection requirements and issues.
- Once the EOC is activated, all requests for resource protection support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- For animal welfare, Animal Control from the Charlottesville and Albemarle County Police Departments and volunteer agencies will support animal sheltering of household pets. Sheltering household pets will be conducted in coordination with ESF #6—Mass Care and Human Services. Service animals will shelter with their handler, as indicated in ESF #6. The VA Cooperative Extension office will provide technical assistance for livestock owners.
- For food safety and security, the Health Department conducts food safety surveillance to identify food emergencies. If a criminal act is suspected, the incident will be referred to the police. Any food safety threats with public health implications will be coordinated with ESF #8—Public Health and Medical Services and relevant state and federal departments and agencies will be engaged. Coordinating and cooperating agencies will work together to ensure that unsafe foods are removed from shelves. Restaurants, wholesale and grocery stores, schools, and other businesses that produce and distribute food or meals will be notified immediately in case of suspicious food outbreaks.
- For natural resource preservation, Charlottesville and Albemarle Departments of Parks and Recreation coordinate activities to preserve natural resources with the support of Albemarle County Facilities and Environmental Services, Rivanna Water and Sewer Authority and VA Cooperative Extension. Efforts will focus on natural heritage resource protection, air and water

quality protection, forest protection, crop and livestock protection and endangered plant, animal and insect species protection.

- For cultural resources and historic properties, the UVA Office of the Architect, UVA Facilities Management, and UVA Libraries coordinate activities to preserve cultural resources and historic properties with the support of various non-profit and community organizations to fulfill salvage needs to preserve historical artifacts and data. Historical structures are subject to special consideration during damage assessment. Guidance and direction will be received from state and federal agencies for the salvage of cultural materials and structural rehabilitation of historic sites during the recovery period.
- ESF #11 will ensure the necessary resources are secured to augment the recovery phase to completion.
- ESF #11 agencies will document costs of operations and submit to the EOC Finance/Administration Section for the purposes of reimbursement.
- ESF #11 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff and volunteers for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #11 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #11 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Provide available assets to support recovery activities • Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests • Submit records of costs and expenditures • Work with FEMA/VDEM representatives in preparing claims • Participate in ESF #11 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Establish resource protection priorities

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> Communicate resource needs to the Logistics Section Determine need for emergency resource protection actions, based on input from cooperating agencies
Recovery	<ul style="list-style-type: none"> Establish resource restoration priorities

County of Albemarle Department of Facilities and Environmental Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide available resources as requested Coordinate emergency repairs to local government facilities
Recovery	<ul style="list-style-type: none"> Assess damage to local government facilities Coordinate repairs to local government facilities
Mitigation	<ul style="list-style-type: none"> Participate in the Thomas Jefferson Planning District Commission (TJPD) development of the Regional Hazard Mitigation Plan

Charlottesville/Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Prioritize areas impacted by a disaster for food safety inspections Coordinate and communicate with the Virginia Department of Agriculture and Consumer Services (VDACS) regarding potential public health threats Coordinate with Charlottesville and Albemarle Animal Control regarding animal bites at any DSS run shelters

Charlottesville/Albemarle Parks and Recreation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Coordinate the response, recovery and restoration of parks and natural areas that are affected by a disaster event

Charlottesville/Albemarle Police Departments (Animal Control)	
Phase	Responsibilities
Response	Coordinate the sheltering of household animals and livestock

Piedmont Regional Community Animal Response Team	
Phase	Responsibilities
Preparedness	Conduct education and training for livestock and small animal protection
Response	Provide volunteers to support the sheltering of household animals and protection of livestock

UVA Facilities Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide preservation, technical, and structural management advice to help assess damage to and appropriate treatment to protect, conserve, rehabilitate, restore or mitigate damage to historic resources in the event of an emergency

UVA Office of the Architect	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide preservation, and technical advice to help assess damage to and appropriate treatment to protect, conserve, rehabilitate, restore or mitigate damage to historic resources in the event of an emergency

UVA Libraries	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide preservation, technical, and archival management advice to help secure and prevent or minimize loss of resources pertaining to documentary and archival records and historical documents Provide preservation, technical, and archival management advice for stabilization, security, logistics, and contracting for recovery services of damaged resources pertaining to documentary and archival records and historical documents

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Preparedness	Maintain Virginia WARN membership
Response	<ul style="list-style-type: none"> Inventory quality status of potentially affected water supply reservoirs or river intake locations operated by Authority. Report significant threats to continued operation to coordinating agencies along with needs for EOC assistance Institute means of event internal communications and communications with other coordinating and cooperative agencies Assess and estimate costs of clean-up and/or damages at all Authority facilities; coordinate emergency functions necessary to maintain critical treated water supply

Rivanna Water and Sewer Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide notices regarding Authority facilities to Virginia Department of Health as required by state and federal operating permits or regulations • Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate • Maintain logs of critical decisions and events and records of all costs associated with emergency • Identify needs for emergency water supply or emergency supplemental water treatment in coordination with Albemarle County Service Authority and City of Charlottesville Public Works • Establish laboratory sampling and testing procedures for the event in coordination with Albemarle County Fire and Rescue • Operate Moores Creek Laboratory and/or coordinate laboratory evaluation services through regional HazMat team or contracted services as appropriate to maintain assessment of safety of treated water for public health
Recovery	<ul style="list-style-type: none"> • Coordinate restoration of normal operation of Authority-operated reservoirs and facilities • Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request • Reestablish inventory of materials and supplies as appropriate
Mitigation	<ul style="list-style-type: none"> • Update emergency plans and procedures as appropriate

VA Cooperative Extension	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Conduct education and training for livestock and small animal protection
Response	<ul style="list-style-type: none"> • Assess agricultural damage, including designating representatives to serve as members of damage assessment teams • Communicate with the agricultural community on protective actions and measures
Recovery	<ul style="list-style-type: none"> • Assist in agricultural disaster declaration process

5. SUPPORTING DOCUMENTS

- VA Extension Offices agricultural SOPs
- Standard Agriculture Damage Assessment Forms
- Library-specific Emergency Response Plans
- Environmental Health Response Plan
- Charlottesville-Albemarle Animal Care and Control Plan

ESF #12: Energy

Coordinating Agencies

- UVA Facilities Management
- Albemarle County Service Authority
- Charlottesville Public Works

1. MISSION AND SCOPE

A. PURPOSE

Coordinate the restoration of damaged energy systems and components during an emergency situation.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #12 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in providing energy to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Collect, evaluate, and share information on the status of energy systems
- Estimate the impact of energy system outages on the community
- Energy industry utilities coordination
- Prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided
- Provide information concerning the energy restoration process such as:
 - Projected schedules
 - Percent completion of restoration
 - Determine schedule for reopening facilities

2. POLICIES

- All emergency response and recovery operations conducted under ESF #12 will be in accordance with the National Incident Management Systems (NIMS).
- ESF #12 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #12 will establish and maintain contacts with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.
- The coordinating agency will identify restoration priorities during the preparedness phase.
- ESF #12 will serve as the coordination point for information collection regarding the status of energy infrastructure, services, and restoration operations.

- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the energy systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agency will issue notifications to affiliated organizations, and agency emergency personnel in accordance with established protocols and checklists.
- Upon activation of the Emergency Operations Center (EOC), the coordinating agency will provide representation to collect information on the status of the energy facilities and distribution systems.
- ESF #12 will establish and maintain contacts with private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration. Private sector partners include:
 - Dominion Power
 - Central Virginia Electric Cooperation
 - Appalachian Power Company
 - Rappahannock Electric Company
 - Fuel suppliers
 - Natural gas suppliers
- The coordinating agency will monitor restoration operations and provide status updates to ESF #5 each operational period.
- The coordinating agency will work with the cooperating agencies to identify restoration priorities based on critical public safety and infrastructure issues. To the extent possible, priority for restoration will be given to hospitals and critical government services.
- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the infrastructure owners. However, since restoration of normal operations is critical to the recovery process, ESF #12 through the EOC, may provide assistance as feasible to expedite the restoration process.
- As necessary, ESF #12 may assist in identifying alternate supply sources for fuel to meet emergency needs of county owned assets.
- ESF #12 agencies will document costs of operations and submit to the EOC Finance/Administration Section for the purposes of reimbursement.
- ESF #12 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #12 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #12 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Provide available assets to support recovery activities • Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests • Submit records of costs and expenditures • Work with FEMA/VDEM representatives in preparing claims • Participate in ESF #12 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

UVA Facilities Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with other coordinating agencies • Provide damage assessments, outage information, safe drinking water assessments and estimates for restoration of UVA utilities to the EOC • Recommend utility conservation actions to the EOC, as dictated by the situation
Recovery	<ul style="list-style-type: none"> • Deploy UVA Facilities Management Damage Assessment Team to determine possible causes of loss, extent of damage, and plans for recovery

Albemarle County Service Authority	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with other coordinating agencies • Collect and distribute information related to energy supply, infrastructure, and restoration • Collect, analyze, and distribute information related to the impact of lost energy supply on safe drinking water

Albemarle County Service Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> Collect, analyze, and distribute information related to the impact of lost energy supply on environment due to sewer discharges Maintain information on the status of fuel supplies and distribution
Recovery	<ul style="list-style-type: none"> Monitor the status of fuel and energy infrastructure restoration

Charlottesville Public Works	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Coordinate activities with other coordinating agencies Collect and distribute information related to energy supply, infrastructure, and restoration Maintain information on the status of fuel supplies and distribution
Recovery	<ul style="list-style-type: none"> Monitor the status of fuel and energy infrastructure restoration

5. SUPPORTING DOCUMENTS

- Warren System
- Partnerships
- SOPs

ESF #13: Public Safety & Security

Coordinating Agencies

- University Police Department
- Charlottesville Police Department
- Albemarle County Police Department

Cooperating Agencies

- Albemarle County Sheriff Department
- Charlottesville Sheriff Department
- Virginia State Police

1. MISSION AND SCOPE

A. MISSION

Integrate regional public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #13 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public safety and security activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

2. POLICIES

- All emergency response and recovery operations conducted under ESF #13 will be in accordance with the National Incident Management System (NIMS).
- This annex does not usurp or override the policies or mutual aid agreements of any local government, private sector law enforcement agency, or federal agency. The mutual aid Agreements between other law enforcement agencies will stand alone on their own merit and agreement.
- ESF #13 agencies will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- ESF #13 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #13 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #13 activity will be directed toward satisfying the needs of responding agencies requiring public safety and security to perform their assigned disaster missions.
- ESF #1 will utilize available coordinating and cooperating agency capabilities.
- The coordinating agencies facilitate coordination among cooperating agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
- ESF #13 will serve as the coordination point for information collection regarding the status of public safety and security operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post.
- The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In the event of an emergency or disaster the regional law enforcement agencies will coordinate a unified response utilizing governing agencies procedural policies and the Charlottesville-UVA-Albemarle Emergency Operations Plan.
- Where multiple incidents command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- As an incident or threat escalates or the initial event has resulted in multiple emergencies, coordinating agencies may activate their department operations centers.
- The primary function of the department operations center will be to monitor the situation and ensure that continuity of field operations (other than the incident) and service to the community are maintained.
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level public safety and security requirements, and issues.
- ESF #13 at the EOC will provide direction and guidance to the department operations centers(s), coordinate incident command post requests for support from other regional departments and agencies, and assist with requests for state and/or federal resources through the EOC.
- ESF #4 at the EOC will provide briefings to the policy group on incident operations and agency activities and issues.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #13 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative to the EOC when ESF #13 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF#13 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Charlottesville, Albemarle, University Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Request and coordinate cooperative agency response • Conduct public safety and security disaster impact and needs assessment and prioritize ESF#13 operational objectives in alignment with the EOC action plan • Provide site control and security • Provide traffic control and access control • Coordinate security for designated areas • Assist Fire and Rescue departments with evacuations and the coordination of needed equipment to support this effort • Assist in coordinating appropriate citizenry notification along with media response
Recovery	<ul style="list-style-type: none"> • Provide traffic control and access control • Coordinate security for designated areas • Ensure damage assessment is conducted and properly documented • Seek reimbursement or other appropriate relief in which the region may be entitled to

Charlottesville and Albemarle County Sheriff's Office	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide security at shelter facilities

Charlottesville and Albemarle County Sheriff's Office	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Identify shelter locations if the inmates at the Charlottesville-Albemarle regional jail need to be relocated • Provide care and security of inmates in detention centers, as well as those to be relocated • Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible
Recovery	<ul style="list-style-type: none"> • Provide security at shelter facilities • Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible

Virginia State Police	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide personnel, equipment, supplies, and other resources needed to assist in public safety and security activities • Staff control points and roadblocks to expedite traffic to reception centers and prevent re-entry to evacuated sites • Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible
Recovery	<ul style="list-style-type: none"> • Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible

5. SUPPORTING DOCUMENTS

- Regional MOUs
- Coordinating Agencies Governing Policies and Procedures (to be identified)

ESF #14: Long Term Recovery & Mitigation

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> Office of Emergency Management 	<ul style="list-style-type: none"> Albemarle County Community Development Charlottesville Neighborhood Development Services Coordinating Agencies for each ESF Jurisdictional/Agency Finance Departments Jurisdictional/Agency Risk Management UVA Facilities Management Thomas Jefferson Planning District Commission

1. MISSION AND SCOPE

A. MISSION

Facilitate both short term and long term recovery following a disaster. Recovery efforts focus on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #14 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in long-term recovery and mitigation required to for the Charlottesville-UVA-Albemarle region to recovery from the disaster. Specifically, this ESF addresses:

- Analysis of the incident’s impact on the region
- Coordination of programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community
- Analysis and review of mitigation program implementation

2. POLICIES

- All emergency response and recovery operations conducted under ESF #14 will be in accordance with the National Incident Management System (NIMS).
- ESF #14 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.

- ESF #14 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #14 will utilize available coordinating and cooperating agency capabilities.
- ESF #14 encompasses the full range of services or resources to support comprehensive economic, social, and physical recovery and reconstruction for the whole community.
- ESF #14 will serve as the coordination point for information collection regarding the status of recovery and mitigation.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the cooperating agencies of incidents impacting or potentially impacting the region.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- In general, recovery operations begin once conditions in the disaster area stabilize and the immediate danger posed by an event has passed.
- Once the ESF #14 is activated, cooperating agencies will evaluate, with input from regional departments and agencies, the potential long-term recovery issues and plan for action to move the community toward recovery.
- Recovery analysis and planning will focus on:
 - **Economic Recovery.** Gather, share, aggregate, and integrate economic impact data to assess economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
 - **Health and Social Services.** Identify affected populations, groups, and key partners in recovery.
 - **Housing.** Assess preliminary housing impacts and pre- and post-disaster needs, identify available options for temporary housing, and support the local development of the plan for permanent housing.
 - **Infrastructure Systems.** Facilitate the restoration of and sustain essential services (public and private) to maintain community functionality.
 - **Natural and Cultural Resources.** Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.
- Disaster recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster-relief programs.
- Close coordination is maintained with regional, state, and federal officials to determine potential needs for support and the most expeditious means for acquiring that support.
- ESF #14 will engage technical specialists to advise on recovery and mitigation strategies and to determine the need to develop and implement community recovery and economic stabilization strategies. Consideration will be given to augmenting or expanding existing programs to meet disaster needs.

- ESF #14 operations will continue until recovery operations transition to Local Disaster Recovery Managers (one identified for each jurisdiction) and a disaster recovery working group tasked with implementing recovery plans and strategies.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #14 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #14 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Support processing of incident related paperwork in support of cost recovery • Participate in long-term recovery planning activities • Participate in ESF #14 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Office of Emergency Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Monitor developing situations • Maintain the ESF #14 Annex of the EOP • Manage the development of the regional Disaster Recovery Framework • Maintain tools and protocols to effectively alert regional partners of potential emergency events and notify EOC members of EOC activation • Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies • Serve as primary liaison to VDEM and the Commonwealth EOC • Staff the Planning Section • Manage the overall emergency information collection process • Coordinate activities to reduce event impact on populations with access and functional needs

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Ensure that all required agency forms, reports, and documents are completed prior to demobilization • Identify a Local Disaster Recovery Manager (one for each jurisdiction) to serve as the central manager for recovery coordination activities for each jurisdiction • Transition recovery management to the Local Disaster Recovery Managers when appropriate • Deactivate the EOC when appropriate
Recovery	<ul style="list-style-type: none"> • Manage the development and implementation of the post-disaster recovery plan to guide the region’s recovery • Ensure ESF agencies provide appropriate records of damages and costs incurred

Albemarle County Community Development—Charlottesville Neighborhood Development Services—UVA Facilities Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide expertise and resources to conduct local damage assessment • Provide damage assessment information related to commercial and residential structures • Provide technical assistance related to engineering, as requested • Provide GIS technical support to the EOC
Recovery	<ul style="list-style-type: none"> • Participate in the development and implementation of the post-disaster recovery plan to guide the region’s recovery

Coordinating Agencies for each ESF	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency • Communicate with the EOC on priorities and resource needs
Recovery	<ul style="list-style-type: none"> • Continue to provide status information to the EOC for recovery planning

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in the provision of training on disaster-related financial management procedures for jurisdictional/agency departments
Response	<ul style="list-style-type: none"> • Provide support for the Finance/Administration Section of the EOC • Provide staff assistance in documenting emergency-related costs • Provide staff assistance in preparing bills and requests for reimbursement

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Provide funding mechanism to allow for initial response purchases
Recovery	<ul style="list-style-type: none"> • Provide staff assistance in documenting costs • Provide staff assistance in preparing bills and requests for reimbursement • Provide funding mechanism to allow for approved recovery purchases • Provide guidance on financial issues related to recovery efforts

Jurisdictional/Agency Risk Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide support to the Planning Section of the EOC • Provide staff assistance in preparing documentation and requests for reimbursement
Recovery	<ul style="list-style-type: none"> • Provide staff assistance in documenting costs • Provide staff assistance in preparing bills and requests for reimbursement

Thomas Jefferson Planning District Commission	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide technical assistance to the Planning Section of the EOC
Recovery	<ul style="list-style-type: none"> • Facilitate the identification of mitigation actions • Document mitigation actions in the regional Hazard Mitigation Plan

5. SUPPORTING DOCUMENTS

- National Disaster Recovery Framework
- Commonwealth of Virginia Emergency Operations Plan, Support Annex #2 – Recovery Programs
- Regional Natural Hazard Mitigation Plan, Prepared by the Thomas Jefferson Planning District Commission

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ESF #15: External Affairs

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • Charlottesville Office of Communications • Albemarle County Communications • UVA Office of University Communications 	<ul style="list-style-type: none"> • Charlottesville-Albemarle Health Department • Charlottesville/Albemarle Public Schools • Fire and Rescue Departments • Jurisdictional/Agency Law Enforcement • Martha Jefferson Hospital • Piedmont Virginia Community College • University of Virginia Health System

1. MISSION AND SCOPE

A. MISSION

To provide timely and accurate information to the public, the media, the private sector and local elected officials and employees during emergencies and to provide protective action guidance as appropriate to save lives and protect property.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #15 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in communication activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Emergency public information and protective action guidance
- Community relations
- Media relations
- Government relations (local, state and federal officials)

2. POLICIES

- All emergency response and recovery operations conducted under ESF #15 will be in accordance with the National Incident Management System (NIMS).
- When more than two agencies are involved in emergency operations, a Regional Public Information Officer will be designated to coordinate the release of information to the media and public regarding the emergency. Public information communications specialists from departments across the City of Charlottesville, Albemarle County and University of Virginia, as well as other regional entities' public information staff, will support the Regional Public Information Officer. A rotating schedule will be established to ensure appropriate staffing levels. This policy does not prevent Public Safety supervisors from providing basic information after

coordination with ESF #15 nor does it preclude Public Safety and Health Department Public Information Officers (PIOs) or Public Safety Information Officers (PSIOs) from responding to media inquiries at the scene. In the event that an incident commander/official releases time sensitive information at the scene, he or she will ensure that the same information is conveyed to ESF #15.

- It is critical that all points of information release are coordinated to ensure that the public receives accurate, current and consistent information.
- ESF #15 encompasses the full range of external affairs functions including public information, community relations and governmental affairs.
- Public information includes providing incident-related information through agency-specific tools, the media and other sources to individuals, families, businesses and industries directly or indirectly affected by the incident.
- Community relations activities include identifying and communicating with community leaders (i.e., grassroots, political, religious, business, labor and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange.
- Government affairs include establishing contact with elected officials, or their representatives, representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from elected officials.
- The ESF #15 coordinating agencies and respective public information offices and cooperating agencies will take part in training, planning, and exercises to ensure an effective operation upon activation.
- Public education about disaster preparedness is a critical component of ESF #15 and will be conducted on a year-round basis in conjunction with the ESF coordinating agencies.
- Depending on the situation, ESF #15 may establish a Joint Information Center (JIC) that may include representatives from the coordinating and cooperating agencies as needed. Depending on the nature of the incident, technical experts may be needed from a variety of agencies. ESF #15 will work with the Planning Section at the EOC to identify and secure support from needed subject matter experts.
- A “Virtual JIC” may be implemented to coordinate and share information among the departments and agencies and other cooperating agencies.
- If the EOC is activated on a partial or full basis, a physical JIC will automatically be established in the EOC. It may be activated for EOC monitoring level activities, based upon the decision of the coordinating agencies.
- ESF #15 will utilize all available communication tools during an emergency, including public information/press releases, social media (both agency-specific social media sites and general community emergency sites), the cable television emergency message system, local government television stations, communityemergency.org, organizational websites, mass notification system, news conferences, local radio and television, highway advisory radio, community meetings and, if necessary, door-to-door contacts.

- Coordinating agencies will facilitate the process of developing a “common message” and communications strategy to ensure the consistency of information provided to the public, communities and the private sector.
- In the event of a mass fatality incident, ESF #15 will provide support to the Family Assistance Center (FAC) to include family and media briefings, website postings, social media updates and public information outreach and will facilitate communications with family members.

3. CONCEPT OF OPERATIONS

- For emergency response operations involving only one or two agencies such as fire and police, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the coordinating agency’s public information office.
- As an incident or threat escalates to involve more than two agencies or a local emergency is declared, regional PIOs will coordinate all public information in cooperation with incident management and all agencies involved. Prior to (or in the absence of) an activation of the Emergency Operations Center (EOC) coordination of public information will be through the coordinating agencies.
- The coordinating agencies will coordinate and share information with other departments and agencies through established protocols and procedures.
- ESF Coordinating Agencies will notify the ESF #15 cooperating agencies and determine the need to activate a Joint Information Center (JIC). Other Agencies and departments will provide representatives to the JIC as requested. Depending on circumstances, a Virtual JIC may be used instead of or in conjunction with a physical JIC.
- The JIC will operate at the coordination center for all public information activities related to the incident.
- The JIC will continue operations until the EOC is de-activated or as otherwise directed.
- The coordinating agency will ensure that information is posted if the Regional JIC is activated.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and communicate information on supporting disaster planning and preparedness procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain agency notification rosters • Develop and maintain inventory of resources • Assist in resolving ESF #15 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC/JIC when ESF #15 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Participate in ESF #15 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Charlottesville Office of Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for the City of Charlottesville executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct press conferences and media briefings as needed • Assist with development and communication of key messages • Provide emergency information to City of Charlottesville employees, the media, the public and elected officials • Coordinate community relations and emergency public information • Coordinate necessary equipment and personnel needs to be ready in case of emergency
Recovery	<ul style="list-style-type: none"> • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • Participate in debriefing post event

Albemarle County Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for County’s executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct press conferences and media briefings • Assist with development and communication of key messages • Provide emergency information to County employees, the media, the public and elected officials • Coordinate community relations and emergency public information
Recovery	<ul style="list-style-type: none"> • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • Participate in debriefing post event

UVA Office of University Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for the University’s senior leadership • Establish protocols for sustaining information technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct press conferences and media briefings • Assist with development and communication of key messages • Provide emergency information to University employees, students, patients, visitors, the media, the public and the Board of Visitors • Coordinate community relations and emergency public information
Recovery	<ul style="list-style-type: none"> • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • Participate in debriefing post event

Charlottesville/Albemarle Public Schools	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Identify and publicize resources • Collaborate in planning with other agencies • Identify strategic goals and opportunities for effective communications
Response	<ul style="list-style-type: none"> • Coordinate and provide communications and information to various publics through multiple channels • Coordinate or conduct press conferences and briefings, as needed • Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> • Coordinate and communicate information on disaster assistance through multiple channels • Respond to press inquiries, conduct briefings • Participate in post-operative review
Mitigation	<ul style="list-style-type: none"> • Participate in planning, training, and exercises • Maintain inventory of publications, agencies, and communication venues • Develop and refine supporting plans and procedures

Fire and Rescue Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide regular information updates to the EOC • Coordinate on-scene information releases with the EOC
Recovery	<ul style="list-style-type: none"> • Provide regular information updates to the EOC • Coordinate on-scene information releases with the EOC
Mitigation	<ul style="list-style-type: none"> • Conduct after action reviews and develop plans as appropriate

Jurisdictional/Agency Law Enforcement	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assist with information distribution • Provide assistance in developing public information
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident

Martha Jefferson Hospital	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Conduct press conferences and media briefings in conjunction with community partners • Respond to requests for information needed to address media or other public inquires • Provide assistance in developing public information related to health issues and concerns
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident

Piedmont Virginia Community College	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for the college’s senior leadership • Establish external communication protocols to make sure emergency information can be disseminated to students, staff, faculty, college board members, and the public without incident
Response	<ul style="list-style-type: none"> • Assist with development and communication of key messages • Provide emergency information to college employees, students, college board members, and the public • Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident

Piedmont Virginia Community College	
Phase	Responsibilities
	<ul style="list-style-type: none"> Support JIC operations with partners, as needed

Thomas Jefferson Health District	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Assist with protective guidance information distribution Provide assistance in developing public information related to health issues and concerns Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> Provide assistance in developing public information related to the incident Support JIC operations with partners, as needed

UVA Health System	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws Provide assistance as needed in developing public information related to health issues or concerns
Recovery	<ul style="list-style-type: none"> Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws

5. SUPPORTING DOCUMENTS

- City Schools Closing Procedures Checklist
- TJHD Communications Plan
- UVA Crisis Communications Plan
- Media Lists

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ESF #16: Military Support

Coordinating Agencies

- Office of Emergency Management

Cooperating Agencies

- ESF agencies receiving military support

1. MISSION AND SCOPE

A. MISSION

Coordinate the request for and integration of military resources in times of emergency

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #16 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in the utilization of military resources to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Identifying and defining military mission requests
- Integrating military resources into response operations

2. POLICIES

- All emergency response and recovery operations conducted under ESF #16 will be in accordance with the National Incident Management System (NIMS).
- ESF #16 activities will be focus on satisfying resource requests from responding agencies to assist in execution of assigned disaster missions.
- ESF #16 will serve as the coordination point for information regarding the integration of military assets in regional response and recovery operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- The Office of Emergency Management monitors incidents and threats to the region through the Emergency Communications Center.
- As an incident or threat escalates, the Office of Emergency Management will issue notifications and alerts to the community and regional response partners in accordance with established protocols.
- To manage their operations, all emergency support functions will collect and process information. The EOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the

incident. ESFs need to provide this critical information which will be used to develop action plans, reports, briefings, and displays.

- Resource allocation issues identified through ESF operations that cannot be resolved through normal EOC channels will be addressed with Policy Group guidance. Resource needs that cannot be met with regional assets or through mutual aid will be submitted to the Commonwealth of Virginia as a formal Request for Assistance by the Emergency Management Coordinator. As appropriate, military resources may be tapped to augment local response capabilities.
- ESF #16 will coordinate with military command on the execution of military missions in support or regional response and recovery operations.
- On completion of specific assistance missions, military forces will be redeployed at the direction of military command.
- ESF #16 will maintain documentation of disaster activities and costs for accountability.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #16 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #16 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #16 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

Office of Emergency Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Submit requests for assistance for unmet needs to the Commonwealth of Virginia Emergency Operations Center

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Serve as initial liaison to military leadership, then transition liaison role to requesting department/agency • Serve as liaison to VDEM and the Commonwealth EOC • Ensure that all required agency forms, reports, and documents are completed prior to demobilization • Deactivate the EOC when appropriate
Recovery	<ul style="list-style-type: none"> • Coordinate activities with other responding agencies • Gather information on unmet needs and define requests for assistance

ESF Agencies Receiving Military Support	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Identify personnel to staff the EOC
Response	<ul style="list-style-type: none"> • Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency • Coordinate with military leadership to receive and integrate military support into response operations
Recovery	<ul style="list-style-type: none"> • Continue to provide status information to the EOC for situational awareness • Continue to coordinate with military leadership to transition military support into recovery operations • Coordinate with the EOC and military leadership to demobilize military support when appropriate

5. SUPPORTING DOCUMENTS

- National Guard Civil Support Playbook

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ESF #17: Donations & Volunteer Management

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> • United Way – Thomas Jefferson Area • Office of Emergency Management 	<ul style="list-style-type: none"> • Adventist Community Service • American Red Cross • Albemarle-Charlottesville Regional Jail • Citizen Corps Organizations (CERT, MRC, ARES/RACES, etc.) • Madison House • Voluntary Organizations Active in Disaster (VOAD)

1. MISSION AND SCOPE

A. MISSION

Coordinate the process to effectively use volunteers and donated goods during a disaster or emergency situation.

B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #17 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in the management of donations and volunteers to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Assessing, prioritizing, and coordinating requests for volunteers
- Managing recruitment, reception, and deployment of volunteers
- Manage offers of, reception, and distribution of goods
- Manage offers of, reception, and distribution of financial donations

2. POLICIES

- All emergency response and recovery operations conducted under ESF #17 will be in accordance with the National Incident Management System (NIMS).
- ESF #17 agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contract to successfully accomplish their tasks.
- ESF #17 coordinating and cooperating agencies will actively engage in training and exercises both internally and as an ESF to ensure an effective operation upon activation.

- ESF #17 activities will be directed toward satisfying the needs of responding agencies requiring volunteer and donations support to perform their assigned disaster missions.
- Agencies will actively encourage individuals interested in volunteering time and personal skills to affiliate with a recognized VOAD member organization or to participate through the Citizen Corps programs to maximize their involvement in relief activities.
- Donations of cash or requested items to established disaster relief organizations will be encouraged rather than the donation of unsolicited clothing, food or other items.
- ESF #17 will utilize available coordinating and cooperating agency capabilities.

3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate volunteer and donations management support.
- Once the EOC is activated, all requests for volunteer support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #17 will coordinate requests for volunteers and donations from community agencies and other ESFs with calls from the public who wish to volunteer or donate.
- ESF #17 will coordinate with ESF #15—External Affairs to send appropriate information to the public about ongoing efforts to solicit and receive volunteers and in-kind and cash donations.
- ESF #17 will coordinate with ESF #5 to use the community information line (979-INFO) to collect information relevant to volunteer and donations management.
- ESF #17 will ensure the hours volunteered and skills-based volunteering are properly documented and submitted to the EOC.
- ESF #17 will, as needed, establish and manage a volunteer reception center.
- ESF #17 will, as needed, establish and manage an in-kind donation site.
- ESF #17 will, as needed, establish and manage a financial donation site.
- ESF #17 will monitor the status of the volunteer and donation management systems and provide updates to EOC Command as requested.
- ESF #17 will demobilize volunteer and donation management sites and centers in coordination with the EOC.
- ESF #17 agencies will maintain records of relevant costs and expenditures, and forward them to the EOC or applicable agency.

4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Train volunteers and staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #17 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC when ESF #17 is activated • Maintain a timely information flow to the EOC of all critical information • In advance or in the immediate aftermath of a disaster, direct those interested in volunteering to register as a volunteer • Record volunteer hours, costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Participate in ESF #17 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents • Implement identified mitigation actions

United Way-Thomas Jefferson Area	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment • Develop a strategy for managing donated goods and unaffiliated volunteers • Establish a waiver of understanding for volunteers • Maintain contact with organizations that provide volunteers • Maintain contact with local and regional organizations that utilize donations and/or volunteers
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Provide staff (Volunteer Center Director and others as needed) for a Volunteer Reception Center, as needed • Activate and manage the United Way financial system to receive financial donations • Coordinate with ESF #15 to inform the public of needs and processes for soliciting donations and managing spontaneous volunteers • Coordinate offers and needs for volunteers in emergency response • Manage volunteer deployments
Recovery	<ul style="list-style-type: none"> • Provide donations management within the community during recovery efforts, as requested by the EOC • Provide continued volunteer management, as needed

Office of Emergency Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment
Response	<ul style="list-style-type: none"> Coordinate activities with cooperating agencies Utilize the 211 system to make information on volunteer resources available to the community Utilize the 979-INFO line to direct community members to the proper volunteer and donations resources Provide direction and guidance regarding volunteer and donation management Assist with the assessment and prioritization on affected area needs for donations and volunteers Direct the opening of volunteer reception centers if needed
Recovery	<ul style="list-style-type: none"> Provide available volunteer assets to support recovery activities

Adventist Community Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment Assist with determining potential Collection Center, Warehouse, and Distribution Centers in advance of a disaster
Response	<ul style="list-style-type: none"> Deploy volunteers to support specific volunteer assignments Organize and lead the donated goods management process (based on warehouse agreement between FEMA and the Adventist Community Services) Provide management guidance to establish Community Collections Centers and/or Emergency Distribution Centers Provide direct management of a Multi-Agency Warehouse, if established
Recovery	<ul style="list-style-type: none"> Continue with management of Multi-Agency Warehouse, and managerial guidance for Emergency Distribution Centers

Albemarle-Charlottesville Regional Jail	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify prisoner workforce opportunities to assist in emergency response and recovery
Response	<ul style="list-style-type: none"> In response to requests from ESF #17, provide available prisoner workforce resources to support response activities
Recovery	<ul style="list-style-type: none"> Provide available prisoner workforce resources to support recovery activities

American Red Cross	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment
Response	<ul style="list-style-type: none"> Deploy volunteers to support specific volunteer assignments
Recovery	<ul style="list-style-type: none"> Provide available volunteer assets to support recovery activities

Citizen Corps Organizations (CERT, MRC)	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment
Response	<ul style="list-style-type: none"> Utilize volunteer deployment process to mobilize volunteers Provide Just-in-time training and Job Action Sheets for volunteers Deploy volunteers to support specific volunteer assignments
Recovery	<ul style="list-style-type: none"> Provide available volunteer assets to support recovery activities Following demobilization, follow up with deployed volunteers to ensure their safety and well-being Ensure ESF #17 after-action issues are documented

Madison House	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment
Response	<ul style="list-style-type: none"> Deploy volunteers to support specific volunteer assignments from ESF #17
Recovery	<ul style="list-style-type: none"> Provide available volunteer assets to support recovery activities

Voluntary Organizations Active in Disaster	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Recruit member organizations and assist them in educating and preparing their respective communities to face and respond to disaster situations
Response	<ul style="list-style-type: none"> Identify and recruit non-governmental organizational (NGO) resources available to respond to needs identified and responses requested by ESF #17 Deploy volunteers to support specific volunteer assignments
Recovery	<ul style="list-style-type: none"> Identify and recruit NGO resources available for long term assistance following major trauma to the region

Voluntary Organizations Active in Disaster	
Phase	Responsibilities
Mitigation	<ul style="list-style-type: none"> Assist member organizations and communities to identify and remediate vulnerabilities to potential disaster conditions

5. SUPPORTING DOCUMENTS

- TJMRC Operations Plan
- CERT Field Operating Guide
- ARES District 3 Field Operating Guide
- Code of Virginia Title 44 Chapter 3.2 (44-146.23) – Volunteer Management references



REGIONAL EOP SUPPORT ANNEXES

December 2017

Version 1.0

Organization of the Support Annexes

The Support Annexes provides a framework through which all agencies and departments will coordinate and execute functions in all incidents. Three Support Annexes are included:

Support Annex #1- Incident Management

Support Annex #2- Damage Assessment

Support Annex #3- Information Sharing

Incident Management Support Annex

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Introduction

This annex outlines the incident management structure deployed to respond to the emergency incidents in the Charlottesville-UVA-Albemarle County region. The regional incident management strategy is based on the Incident Command System (ICS) and complies with the National Incident Management System (NIMS) and Homeland Security Presidential Directive 5, Management of Domestic Incidents.

ICS provides a core mechanism for coordinated and collaborative incident management, especially complex, multiagency incidents. It permits the combining of agencies into one cohesive team for effective incident operations and should be used for all pre-planned events including field training exercises, public events, planned activities, political forums, and special events. ICS will be used for all unforeseen incidents requiring a response regardless of the size of the incident.

Planning Assumptions

- During an operational situation that exceeds normal capacity, there is a need for a central collection point at the EOC where situational information and resource requests can be compiled, analyzed, and prioritized.
- EOC activities are not intended to manage incident level operations, but rather to provide overall support and coordination to regional emergency management.
- There is an immediate and continuous need for officials involved in response and recovery efforts to receive information about the developing or ongoing operational situation.
- The Directors of Emergency Management have ultimate responsibility of overall regional management efforts during an operational situation. With support from the Policy Group, the Directors of Emergency Management will issue policy guidance and provide overall supervision of regional operations
- EOC activities may require 24-hour operations.
- During an event, resource management and coordination are initially performed at the agency level. When on-scene resource management has been exhausted, requests are submitted by the agency to the EOC.

Multiagency Coordination System

Due to our regional emergency response strategy, coordination of activities above the field level (or incident level) is accomplished through a Multiagency Coordination (MAC) System. MAC Systems are a combination of facilities, equipment, personnel, and procedures. Functions of the MAC System include:

- Situation assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation

- Policy Support
- Coordination with other MAC Elements
- Coordination with Elected, Appointed, and Senior Officials
- Information Management and Common Operating Picture Maintenance

Within the regional MAC System, a lead agency is designated based on incident type. For some hazards, multiple lead agency possibilities exist, depending on the specific incident circumstances. The lead agency is responsible for establishing a Unified Command during the incident.

Hazard Type	Lead Incident Command Agency(s)
Aircraft Incident	Airport Authority / Fire Department / Police Department
Active Shooter/Active Threat	Police Department/ Fire Department
Building Collapse	Fire Department
Epidemics, Diseases, & Health Threats (Including Food Contamination)	Thomas Jefferson Health District
Explosion	Fire Department / Police Department
Fire	Fire Department
HAZMAT Incidents	Fire Department
Jail (Riot / Hostage)	Albemarle-Charlottesville Regional Jail / Sheriff's Office / Police Department
Mass Gathering/Special Events	Police Department
Missing Person	Sheriff's Office
Natural Hazard Incidents (Earthquake, Flood, Tornado, Hurricanes, Severe Storms, & Winter Storm)	Office of Emergency Management
Pipeline Spill, Fire, or Explosion	Fire Department
Riots, Civil Disturbance, Mass Arrest	Police Department
Terrorism Crisis/Hostage Situation/Barricaded Situation	Police Department
Train Derailment	Fire Department
Water Quality / Containment	Thomas Jefferson Health District / Albemarle County Service Authority/ Charlottesville Public Works/ Rivanna Water and Sewer Authority
Water / Waste Water System Incident	Albemarle County Service Authority / Charlottesville Public Works/Charlottesville Utilities / Rivanna Water and Sewer Authority

Resource Shortage	Office of Emergency Management
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Response Facilities

Incident Command Post

An Incident Command Post is the field location at which the primary strategic and tactical level, on-scene incident command functions are performed. The Incident Command Post may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Emergency Operations Center

The Emergency Operations Center (EOC) is the entity from which the coordination of information and resources to support incident management at the Incident Command Post (on-scene or field level activities) occurs. Activating the EOC enables the formulation of a 'common operating picture' and ensures regional situational awareness. During an escalating incident, the EOC supports the on-scene response by relieving the burden of external coordination and securing additional resources. EOC core functions include coordination; communications; resource allocation and tracking; and information collection, analysis, and dissemination. An EOC often does not have any direct incident command involvement and is usually located some distance from the incident scene.

The EOC provides a physical location where all departments and agencies involved in an event may co-locate to enable regional emergency management coordination. The mission of the EOC is to:

- Provide a centralized location from which to collect and analyze information, maintain, situational awareness, produce a jurisdiction situation report, and develop an Incident Action Plan.
- Support the Directors of Emergency Management and the Policy Group in the formulation of policy and establishment of priorities
- Provide support and assistance to all agencies, departments, entities, and communities affected by the event
- Coordinate actions necessary to protect the residents and property throughout the region
- Coordinate resources

The EOC is staffed with city, county, and university personnel and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions. The EOC also serves as the Multiagency Coordination Center (MACC), as described in NIMS, thereby ensuring that all response systems are interconnected and complementary rather than duplicative or oppositional.

Organization of the Emergency Operations Center (EOC)

The EOC is organized as a Multiagency Coordination Center (MACC) and Emergency Support Function (ESF) hybrid.

EOC Command Staff

The Command Staff consists of the EOC Manager and the Safety, Public Information, and Liaison Officers; the Planning Section, the Logistics Section, and the Finance Section. Each section will have a section chief who performs the following upon arrival to the EOC:

- Obtain an incident briefing
- Establish a working location
- Attend planning meetings
- Complete all necessary EOC forms, reports, and documents
- Assist in the formulation of the incident action plan
- Brief personnel on the incident action plan
- Develop plan for his/her respective section function

EOC Command/Manager

The EOC Manager develops an organizational structure as soon as possible after EOC activation. The size and complexity of the organizational structure will be determined by the size and nature of the incident. The EOC Manager may designate functional managers responsible for specific tasks.

Public Information Officer

The Public Information Officer (PIO) role is staffed by public information officers from the city, county, and university. The PIO formulates and releases information about the incident to the news media and other appropriate agencies. The PIO is the point of contact for the media and other governmental agencies that desire information directly from the incident. In addition, the PIO may:

- Establish a single center for incident information. Large-scale incidents may require a Joint Information Center (JIC) be established to better disseminate information to the public and press
- Release jurisdictionally approved information to the news media and post information in accordance with instructions from the Incident Commander
- Update news releases
- Maintain an activity log as necessary
- Facilitates media access to the scene , as soon as practical

Liaison Officer

The Liaison Officer is the point of contact for assisting agency representatives (i.e., state agencies, federal agencies, etc.). In addition, the Liaison Officer may:

- Maintain a list of assisting and cooperating agencies and agency representatives
- Assist in establishing and coordinating interagency contracts
- Monitor incident operations to identify current or potential inter-organizational problems

Planning Section

The Planning Section Chief is responsible for the collection and evaluation of information about the incident and the status of resources. A major function of the Planning Section Chief is to anticipate future needs for equipment and manpower. In addition, the Planning Section Chief may assemble information on current and alternative strategies, identify needs for special resources, provide periodic predictions on incident potential, ensure that normal information collection and reporting requirements are being met, prepare recommendations for release of resources and compile and display incident status information. In coordination with Unified/Incident Commander, the Planning Section Chief will determine the length of the operational period(s). The Incident Command System provides for the following positions within the Planning Section:

- Situation Unit Leader
- Resources Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader

Logistics Section

The Logistics Section Chief activates and supervises the logistics section and is responsible for providing facilities, services, and materials in support of the incident. The Incident Command System provides for the following positions within the Logistics Section:

- Logistics Support Branch Director
- Ground Support Unit Leader
- Facilities Unit Leader
- Supply Unit Leader
- Logistics Service Branch Director
- Food Unit Leader
- Communications Unit Leader
- Medical Unit Leader
- Security Unit Leader
- EMS Unit Leader

Finance Section

The Finance and Administration Section Chief is responsible for the management of all financial and cost analysis aspects of the incident. It is recommended that the person normally responsible for such activities under non-emergency conditions continue to serve in this function. The Incident Command System provides for the following positions within the Finance/Administration Section:

- Time Unit Leader
- Cost Unit Leader
- Compensation/Claims Unit Leader
- Procurement Unit Leader

Operations Section

The Operations Section chief is responsible for the management of all operations directly applicable to the primary mission, and the safety and welfare of the personnel working in the Operations Section. The Operations Section Chief activates and supervises operations, organizational elements and staging areas, resources (personnel and equipment) in accordance with the incident action plan. The Operations Section Chief may have a deputy whose responsibilities will be delegated by the Chief.

Depending on the scope and scale of the incident, the Operations Section is divided into Branches:

Public Safety Branch

- ESF #4—Fire Fighting
- ESF #9—Search and Rescue
- ESF #10—Oil & Hazardous Materials
- ESF #13—Public Safety and Security

Infrastructure Branch

- ESF #1—Transportation
- ESF #2—Communications
- ESF #3—Public Works & Engineering
- ESF #12—Energy

Human Services Branch

- ESF #6—Mass Care, Housing, Human Services
- ESF #8—Public Health and Medical Services
- ESF #11—Resource Protection
- ESF #17—Donations and Volunteer Management

EOC Participants

The following provides an overview of the groups that work with as part of the EOC to maintain regional communication and coordination.

- **Directors of Emergency Management:** As the Directors of Emergency Management are ultimately responsible for Albemarle County, Charlottesville, and University of Virginia emergency management efforts, the EOC will continually update the Directors of Emergency Management will assess event information and make authoritative decisions as necessary to protect life and property within the region.
- **Policy Group:** The Policy Group receives continual situation status updates from EOC Command in order to support the Directors of Emergency Management in the issuance of directives or priorities and to advise the Directors on policy issues that affect the region. The Policy Group maintains communication with elected officials, administrators and executives to keep leadership informed on the incident.
- **Coordination Group:** The Coordination Group is staffed with personnel from supporting ESF agencies. ESFs will be activated according to the functional needs of an event. Coordinating and cooperating ESF agencies will be requested to support EOC operations either by providing EOC staff or by activating an ESF at the department level and maintaining communication with their corresponding EOC representative.
- **Non-Governmental Organizations (NGO) and the Private Sector:** All the organizations within the region that do not have departmental representation at the EOC will communicate with the EOC Human Services Branch. Such organizations may provide information, submit requests, and receive guidance from the EOC.
- **State/Federal:** In the event that State assistance is needed, regional requests will be submitted through the EOC to the Virginia Department of Emergency Management Emergency Operations Center (VEOC). Requests for Federal assistance will also be filtered through the VEOC and submitted to the Federal Government as appropriate.

State or Federal representatives providing assistance to the region will interact with the EOC through a designated EOC Liaison Officer.

On-scene Incident Management

All incidents, regardless of size or complexity will have an Incident Commander. At a minimum, the Incident Commander will be responsible for the following initial responsibilities:

- Assume an effective command position – visually, authoritatively, and geographically
- Transmit a brief initial radio report to the Emergency Communications Center and other appropriate responding agencies
- Rapidly assess the situation

- Identify contingencies
- Develop the incident action plan that identifies steps to be taken to meet the established goals and objectives and responsible individuals for accomplishing these steps
- Assign and maintain an effective span of control as required
- Activate elements and maintain an effective span of control as required
- Activate elements of the Incident Command System, as needed and appropriate
- Communicate with the Emergency Operations Center

Single Agency Command

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander should be designated with overall management responsibility. The Incident Commander should be the senior first-responder to arrive at the scene. The responsible agency may assign a more highly qualified Incident Commander as the incident grows in size and complexity

If the Incident Commander determines that additional support from the other agencies is not required, he or she has the authority to cancel any other support that may have initially been dispatched through the Emergency Communications Center. If the Incident Commander determines that additional support from the other agencies is required, he or she will request that support through the Emergency Communications Center.

Unified Command / Multiagency Response

Unified Command is implemented for incidents involving multiple jurisdictions or agencies, a single jurisdiction with multi-discipline involvement, or multiple jurisdictions with multiagency involvement. Unified Command allows agencies with jurisdictional authority with different legal, geographic, and functional responsibilities to operate effectively together within a common organizational framework. The establishment of a Unified Command will begin with a brief initial meeting of agency leaders. Agencies with functional responsibility for any or all aspects of an incident and agencies that provide specific resource support should participate in the Unified Command structure. Representatives in the Unified Command perform the following responsibilities.

- Determine overall incident strategy and objectives
- Establish a single incident action plan
- Approve, commit, and make optimum use of all resources
- Agree on the designation of the Operations Section Chief

The exact composition of the Unified Command structure will depend on the location(s) of the incident, type of incident and/or which functional agencies are involved in the response. The individuals designated by their jurisdictional authorities must jointly determine objectives, plans and priorities and work together to execute them in a Unified Command.

Area Command

Area Command should be established to oversee the management of the multiple incident or a very large incident being handled by separate ICS organizations, incidents that are not site

specific and when there are a large number of the same types of the incidents in the same area. If incidents under the authority of area common are multi-jurisdictional, a Unified Area Command should be established. Area Command does not have operational responsibilities.

Area Command is responsible for:

- Setting overall agency incident-related priorities
- Allocating critical resources
- Ensuring incidents are managed properly
- Ensuring effective communications
- Ensuring management objectives are met and do not conflict with each other
- Identifying critical resource needs and reporting to the EOC
- Providing personnel accountability and safety

Supporting Documents

- Charlottesville-UVA-Albemarle County EOC Guide (In development)
- Commonwealth of Virginia Incident Command System Job Aid

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Damage Assessment Support Annex

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Introduction

The Damage Assessment Support Annex establishes common policies and procedures specific to damage assessment. Key responsibilities of damage assessment team members are included in this plan, as well as a strategy for a coordinated system of assessing and reporting damage to public and private property resulting from a disaster or emergency affecting the City of Charlottesville, Albemarle County or the University of Virginia. This annex addresses all activities relating to damage assessment following an incident, including an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property and equipment. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

This annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Detailed information about the regional damage assessment process and internal coordination efforts is provided. This plan is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by the Charlottesville-UVA-Albemarle County Office of Emergency Management.

Situation

Following any significant disaster or emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations. Emergency responders, who must focus on saving lives and other emergency tasks, find it difficult to provide damage information and reports. Without solid information as to the nature and extent of the disaster and a description of the affected area, the EOC will have a difficult time providing direction, coordinating response efforts, and beginning the recovery process.

During the recovery phase of a disaster, the City, County and University Damage Assessment Teams (CCUDAT) will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City, County and University to determine actions needed, the establishment of priorities, and the allocation of local government resources, and what, if any, outside assistance will be required.

In addition to local damage assessment, a series of state and federal damage assessment activities will be conducted. Based on the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration to augment local disaster relief efforts. The President may authorize the utilization of any federal equipment, personnel and other resources.

There are two basic types of disaster relief assistance that may be provided by the federal government following a disaster or emergency:

1. Individual Assistance (IA)
 - a. Temporary housing;
 - b. Individual and family grants (IFG);
 - c. Disaster unemployment assistance;
 - d. Disaster loans to individuals, businesses and farmers;
 - e. Agricultural assistance;
 - f. Legal services to low-income families and individuals;
 - g. Consumer counseling and assistance in obtaining insurance benefits;
 - h. Social security assistance;
 - i. Veteran's assistance; and
 - j. Casualty loss tax assistance.
2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures; and
 - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

Assumptions

- Fast and accurate damage assessment is vital to effective disaster responses
- Damage will be assessed by pre-arranged teams of local resource personnel
 - An event involving potential damage to the region may involve multiple departments as well as state and federal agencies. A rapid damage assessment will be coordinated by the Incident Commander with the results shared with other departments to support their response activities.
- Depending on the incident, personnel resources may be limited. This process was designed to be easy and quick recognizing that there may be instances when personnel that have had limited prior experience with this type of assessment will be asked to drive the routes.
- Assessments will be conducted within the Incident Command System framework. A chain of command will be established and communicated to all personnel.
- If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
- A catastrophic emergency will require the expenditure of large sums of local funds and may strain the normal resources of any one municipality. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements.
 - Determining what resources are needed will vary depending on the type of incident.
 - Efficient and effective mutual aid among various local, county, state, and federal agencies requires the use of the Incident Command System (ICS).
- Damage to the utility system and to the communications systems will hamper the recovery process.
- A major disaster affecting the City, County and University could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

- Due to the geography of the Charlottesville-Albemarle region, adequate response and access to public and private property in various locations may be difficult. The rapid damage assessment plan was developed to be flexible and scalable to meet varying needs.
- The length of time available to determine the scope and magnitude of any damage caused by an incident will impact protective actions including timely notification of the public of the incident.

Definitions

Initial Damage Assessment (IDA): Independent County, City, and University review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report needs to be submitted to the Virginia Emergency Operations Center in the required format within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

Concept of Operations

Organization

The ultimate responsibility of damage assessment lies with the local governing authority. The Charlottesville-UVA-Albemarle Emergency Manager will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the City, County building departments and the University Facilities Management Department. The damage assessment teams will be supported by multiple agencies from the City, County and University. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.

Damage Assessment Phases

1. Initial Damage Assessment

- The Windshield Survey will be done by local first responders driving through all affected areas visually gathering data on the number of dwellings, businesses, public buildings and infrastructure that have been damaged or destroyed.
- ESF-5 will use the windshield survey reports to identify the most critical areas and plan for the detailed survey.
- CCUDAT's will perform this function if the first responder resources are exhausted.

2. Damage Assessment

- The City, County and University Damage Assessment Team (CCUDAT) will be on standby during the disaster and will report to the EOC for their assignments or go directly to pre-designated areas of the region. The damage assessment function is part of Emergency Support Function (ESF) 5 and is located within the Planning Section of the EOC. Specific procedures are located in the CCUDAT SOPs.
- The detailed survey is a walk-through assessment of the damaged areas. Depending on the degree of damage, this assessment can be performed on a local level or in conjunction with the State Assessment Team and FEMA.

3. State and Federal Assessment Validation

- If the area has received a federal declaration, as a part of the public assistance application process, state and federal damage assessment teams will want to identify and validate damaged property and public infrastructure, define the scope of repairs, and determine repair or replacement costs.

Action Plan

Mitigation/Prevention

- Develop public awareness programs from building codes, ordinances, the Office of Emergency Management, and the National Flood Insurance Program;
- Develop a damage assessment training program;
- Develop damage assessment plans, procedures and guidance;
- Designate representatives to lead damage assessment activities within the EOC; and
- Designate damage assessment team members

Preparedness

- Identify resources to support and assist with damage assessment activities;
- Train personnel in damage assessment techniques;
- Review plans, procedures and guidance for damage assessments, damage reporting and accounting; and
- List all critical facilities and all local buildings requiring priority restoration

Response

- Activate the damage assessment staff through the EOC;
- Organize and deploy damage assessment teams or team escorts as necessary;
- Organize collection of data and record keeping at the onset of the event;
- Document all emergency work performed by local resources to include appropriate photographs;
- Compile and disseminate all damage reports for appropriate agencies;
- Determine the state of damaged buildings and place notification/placards as needed; and
- Inform officials of hazardous facilities, bridges, road, etc.

Recovery

- Continue damage assessment surveys as needed;

- Advise on priority repairs and unsafe structures;
- Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Monitor restoration activities;
- Complete an event review with all responding parties;
- Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
- Review building codes and land use regulations for possible improvements;
- Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies; and
- Assist in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures

Support Documents

- FEMA Public Assistance Guide
- FEMA Public Assistance Policy Digest
- CrisisTrack Users Guide (contract pending)

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Information Sharing Support Annex

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Introduction

This annex describes the framework for local information sharing with partner agencies and organizations to coordinate on preparing for, responding to, and recovering from emergencies or disasters. The purpose is to support policymaker and responder decision-making with coordinated, consistent, accurate, and timely information, analysis, advice, and technology support.

The Office of Emergency Management is responsible for information sharing and coordinates with regional agencies to prepare for, respond to and recover from emergencies. The office works with local and state government, private sector, and nongovernmental organizations to provide information, analysis and advice, and state-of-the-art technology support.

To support information gathering, processing and dissemination in support of decision-making, the Office of Emergency Management uses an online information management system to support situational awareness. This does not replace in-person, telephone or radio communication. The online tool allows a broader audience to be situationally aware, which supports effective decision making.

ESF agencies will submit 'essential elements of information' on a schedule determined by the Planning Section Chief. At a minimum, it will be at least one hour before the next operating period starts.

Responsibilities

All response organizations and agencies contribute to situational awareness by sharing information. To deliver on this responsibility, the following responsibilities apply to all regional partners.

Preparedness

- Develop standard operating procedures for accessing information sharing resources
- Train personnel to use the information sharing resources.
- Determine non-systems based information sharing strategies as a contingency for systems failure.

Response

- Provide liaison to local Emergency Operations Center, as requested.
- Submit operational information using the information sharing resources identified as supporting the response.

Recovery

- Continue to share recovery information through the regional information sharing resources until advised by the Office of Emergency Management that it is no longer needed.

Mitigation

- Evaluate organizational use of information sharing resources to identify areas for improvement.
- Take action to improve information sharing capabilities.

Essential Elements of Information

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
Roads & Bridges	Characterize impacts to arterial roadways Characterize impacts to interstate List requests for life safety support from other departments and status of those requests Describe initial priorities for repair\restoration\detours plan Number and status of bridge inspection teams List of bridges inspected and status Debris blocking roadways	ESF 01
Shipping / Freight	Impacts to movement of goods and services	ESF 01
Public Transportation	Status of Mass Transit Services Impacts to Services and Facilities <ul style="list-style-type: none"> • CAT • UTS • JAUNT • Greyhound • Taxis & Rideshare Services • Amtrak • Charlottesville-Albemarle Airport • City of Charlottesville Schools • Albemarle County Schools 	ESF 01
Emergency Communications Center	Operational status of personnel and facilities Call volume; Nature/trend of calls, types of concerns	ESF 02

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<p>Communications Systems <i>Status of communications and radio systems</i></p>	<p>800 MHz - damage, outages and system loading</p> <p>Landline and cell phone system – outage and system overload</p> <p>Network status and connectivity to internet</p> <p>Amateur radio status</p> <p>Development and Implementation of Communication Plans</p>	ESF 02
<p>Solid Waste <i>Garbage removal impacts</i></p>	<p>Impacts to waste management, providers and transfer stations</p>	ESF 03
<p>Water / Wastewater <i>Impacts to drainage, wastewater, and water systems</i></p>	<p>List requests for life safety support from other departments and status of those requests with emphasis on impacts to firefighting</p> <p>Status water and waste water infrastructure damage\service impacts</p> <p>List known or potential significant hazards from water requiring immediate attention such as dam failure, reservoir or storage tank failure or significant water main rupture</p> <p>Describe area without water or waste water service and number of customers impacted</p> <p>Estimate when and where water and waste water service will be restored</p> <p>Location of flooding caused by broken water mains causing significant impacts</p> <p>Anticipated flood risk\impacts due to predicted weather and damage to storm water system</p> <p>Status of water distribution efforts</p> <p>Any boil water notices or others</p>	ESF 03
<p>Incident Command / Unified Command</p>	<p>Incident Command Posts established and location</p> <p>Areas of operations</p> <p>Contact Information at Incident Sites</p> <p>IC/UC points of contact</p> <p>Area Operations/Command</p>	ESF 04, ESF 05, ESF 13

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
Fire	Number of fires and location Number and location of hazardous materials incidents Number of structural collapses Areas under evacuation What are your unmet needs and the urgency of those needs? Are you mobilizing beyond current on-duty personnel? If yes, specify. Are you able to maintain normal service delivery? If not, what has changed?	ESF 04, ESF 09, ESF 10
Injuries & Fatalities	Estimated injured Estimated fatalities Estimated number trapped	ESF 04, ESF 13
Landslides	Location, size, impact, etc. Risk of further movement	ESF 04, ESF 13
Government Facilities <i>Initial status of buildings</i>	Initial assessment of facilities – damaged, habitability, and evacuated Identify significant impacts to operations due to facility damaged	ESF 05
Damage Assessment	Number of available damage assessment teams Estimated time to start building evaluations Buildings already evaluated - report by assessed damage label Schedule of buildings to be evaluated	ESF 05
Planned Events <i>Identify any public or private events occurring</i>	Location Number of people involved Organizer contacts Permit Information	ESF 05
Continuity of Government	Location and status of City Manager, County Administrator, UVA EVP-COO	ESF 05

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
	Location and status of City Council, Board of Supervisors, and UVA Leadership Team Location and status of City, County and UVA Attorneys	
Weather	Temperature, wind, precipitation, snow fall etc. Potential impacts of weather Short Term Forecast (12 hour) Long Term Forecast (24 hours +)	ESF 05
Human Services	Report damage to food banks and existing shelters Characterize ability to continue providing scheduled outreach and support to clients in the community Housing Authority facilities damaged, evacuated, or anticipate evacuation Status of Shelters Known or planned shelter activations in region Status of shelter supplies and accessibility to those supplies Status of existing Warming and Cooling Shelters Reunification tools (ex. Social Media check-in, Red Cross Check-in)	ESF 06
Educational Disruption	Identify educational providers damaged and/or impacted Identify educational providers closed Services needed for impacted educational providers Estimated return to service	ESF 05, ESF 06
Resources <i>Status of additional resource requests/demands</i>	Known critical resource requests pending Status of fueling stations and fuel suppliers Resource status report from Planning Section Location of, or areas planned for, Staging Areas	ESF 07

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
	<p>Summarize current local, state, and federal plans to bring resources into region</p> <p>List of buildings, public or private, that responders have utilized for response operations</p>	
<p>Healthcare Systems <i>Hospitals, Blood Center, Dialysis Centers, Long Term Care Facilities</i></p>	<p>Report damage significant enough to impair critical operations</p> <p>Any listed facility under immediate threat</p> <p>Operational status; able to provide all critical services or if not, list what services are limited or not available</p> <p>List facilities evacuated or where evacuation is anticipated</p> <p>Report problems with accessibility to facility</p> <p>Characterize patient load at emergency rooms</p> <p>Hospital bed availability</p> <p>Hospital diversion status</p>	<p>ESF 08</p>
<p>Public Health <i>Long Term Care Facilities, Hospitals (Regional/State), fatalities</i></p>	<p>Long term care facilities sheltering in place</p> <p>Long term care facilities evacuating</p> <p>Regional and/or state hospital bed availability</p> <p>Incident related fatalities (from OCME)</p> <p>Number of people by zip code utilizing dialysis services, in-home care, and/or electric, durable medical devices</p>	<p>ESF 08</p>
<p>Natural Resources</p>	<p>Number of agricultural operations with damages</p> <p>Number of livestock killed, injured, at-risk</p> <p>Pet sheltering locations</p> <p>Number of historic properties damaged and extent of damage</p> <p>Damage to cultural resources</p> <p>Concerns for food safety and security</p> <p>Damage to natural resource areas</p>	<p>ESF 11, ESF 08</p>

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<p>Power / Energy <i>Power outages and locations; electricity, gas, dams, etc.</i></p>	<p>Status of infrastructure damage and capability assessment</p> <p>Describe known power and gas (natural/LPG) outages, reason for outage and number of customers impacted</p> <p>List location and describe severity of pipeline fires (natural gas or other fuel)</p> <p>Impacts to fuel pipelines</p> <p>Estimate when and where power or gas service will be restored</p>	<p>ESF 12</p>
<p>Public Safety</p>	<p>Number of secured and unsecured areas and locations</p> <p>Areas under evacuation</p> <p>What are your critical unmet needs and the urgency of those needs?</p> <p>Are you mobilizing beyond current on-duty personnel? If yes, specify.</p> <p>Are you able to maintain normal service delivery? If not, what has changed?</p>	<p>ESF 13</p>
<p>Business Disruption</p>	<p>Number of businesses damaged and/or impacted</p> <p>Impacts to major employers in the City and County</p>	<p>ESF 14</p>
<p>Public Information</p>	<p>Key public messages</p> <p>Message dissemination details (media types, timing)</p> <p>Regional PIO schedule</p> <p>Schedule and location of news conferences</p> <p>List of blogs, crisis maps and other social media being monitored</p> <p>Status of regional Joint Information System (JIS)</p> <p>Evaluate need/status for regional Joint Information Center (JIC)</p>	<p>ESF 15</p>

Supporting Documents

- EOC Shift Change Protocol (*In Development*)
- Technology Step-down Strategy (*In Development*)
- T-cards



REGIONAL EOP

HAZARD SPECIFIC ANNEXES

December 2017

Version 1.0

Organization of the Hazard Specific Annexes

The Hazard Specific Annexes address incident situations that may require specialized response and recovery procedures. Four Hazard Specific Annexes are included:

Hazard Specific Annex #1- All-Hazards Freight Rail

Hazard Specific Annex #2- Severe Weather

Hazard Specific Annex #3- Special Events

Hazard Specific Annex #4- Active Threat and Terrorism

All Hazards Freight Rail Incident Annex

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Introduction

During a freight rail incident, effective utilization of resources and implementation of policy can assist community response and recovery efforts in the City of Charlottesville, University of Virginia and Albemarle County region. By establishing operational procedures specific to hazardous material (HazMat) incidents on railways, responders will be able to fulfill their roles and responsibilities in a timely manner, and ultimately, limit the impact and effects of the disaster. This All Hazards Freight Rail Annex includes information about the Region, including coordinating agencies, rail route maps, commodity flows and projections, roles and responsibilities when responding to a freight rail incident with HazMat as well as links to additional resources.

The purpose of this annex is to provide an organizational framework to effectively utilize all available firefighting, HazMat mitigation, search and rescue, and law enforcement resources and personnel within the City, County and University during a major freight rail disaster.

This annex is intended to supplement the Charlottesville-UVA-Albemarle County Emergency Operations Plan (Regional EOP) by establishing policies and procedures specific to hazardous material freight rail incidents. Plans for controlling the dispatch of equipment and manpower, and ensuring effective operations at the scene of an emergency/disaster are included.

The annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Local officials are in command of disaster operations. Local, county, state, and federal agencies, while under direct supervision of their own superiors, must coordinate their activities with the affected municipality.

Assumptions

The following list contains assumptions that Charlottesville-UVA-Albemarle County will operate under during a response to a freight rail incident with HazMat on board.

- The Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC), train operator, and/or railroad dispatcher may be the first to be alerted to an impending or actual emergency through their normal communications network.
- Response to a freight rail incident will focus on the preservation of life, property and the environment. An accidental release of hazardous materials during a freight rail incident could pose a threat to the local population, economy, or the environment.
- The rail company should be notified as early as possible, and they will be fully engaged with the response and recovery activities. They'll bring ample resources and personnel to assist the emergency responders as well as to complete their damage assessment and recovery responsibilities.
- Due to the geography of the Charlottesville-UVA-Albemarle region, adequate response and access to rail lines in various locations may be difficult.
- Based on the location and nature of the incident, mass casualty and evacuation procedures may be implemented. Some hazardous materials releases can contaminate and/or injure people,

and result in a mass casualty incident; however preventative measures may be taken to avoid this.

- A major freight rail incident involving HazMat may require the evacuation and/or shelter-in-place of citizens at any location within the Charlottesville-UVA-Albemarle area.
- The length of time available to determine the scope and magnitude of the freight rail incident, the presence of chemicals and/or substances, or potential combination of chemicals and/or substances will impact protective actions including timely notification of the public.
- A freight rail incident can create a situation that strains the normal resources of any one municipality. Determining what resources are needed will vary depending on the type of incident.
 - Efficient and effective mutual aid among various local, county, state, and federal agencies requires the use of a Unified Command System, with appropriate space accommodations, compatible equipment and communications systems.
 - Refer to the Incident Resource Inventory System (IRIS) resource manual to find locally available response equipment.
- The Charlottesville-UVA-Albemarle Office of Emergency Management will notify the Virginia Emergency Operations Center immediately after any train derailment incident.

Coordinating and Cooperating Agencies

In the event of a major freight rail incident, coordinating and cooperating agencies should be involved with the response, recovery and mitigation.

Coordinating Agencies

A Coordinating Agency is one that supports the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. Responsibilities include (but are not limited to): orchestrating a coordinated response, providing staff for operations functions, tasking and managing cooperating agencies, working with private-sector organizations, communicating ongoing activities to organizational elements, planning for short and long-term incident management and maintaining trained personnel to execute their appropriate support responsibilities.

The coordinating agencies for the Charlottesville-UVA-Albemarle County region are listed below.

- Albemarle County Fire Rescue (ACFR)
- Charlottesville Fire Department
- Albemarle County Facilities and Environmental Services

Cooperating Agencies

A Cooperating Agency is an agency providing assistance to the incident management effort. These agencies have jurisdiction, right by law, or special expertise with respect to any disastrous impact caused by a major incident, in this case – a freight rail incident.

The potential list of cooperating agencies for the Charlottesville-UVA-Albemarle County region includes, but is not limited to, the agencies in table 1 (in alphabetical order).

Table 1: Potential Cooperating Agencies for Charlottesville-UVA-Albemarle	
Local Agencies	<ul style="list-style-type: none"> ▪ Albemarle County Department of Social Services ▪ Albemarle County Police Department ▪ Albemarle County Sheriff’s Office ▪ Albemarle County Transportation ▪ Albemarle County School System ▪ Charlottesville-Albemarle Health Department ▪ Charlottesville Area Transportation ▪ Charlottesville Department of Social Services ▪ Charlottesville Police Department ▪ City of Charlottesville Sheriff’s Office ▪ Martha Jefferson Hospital ▪ Office of Emergency Management ▪ University Police Department ▪ UVA Medical Center ▪ UVA Parking and Transportation ▪ Churches ▪ Non-Government Organizations (Salvation Army, etc.)
State Agencies	<ul style="list-style-type: none"> ▪ Virginia Department of Emergency Management (VDEM) ▪ Virginia Department of Environmental Quality (VDEQ) ▪ Virginia Emergency Operations Center (VEOC) ▪ Virginia Occupational Safety and Health Administration (VOSHA) ▪ Virginia State Police ▪ Virginia Department of Forestry ▪ Virginia Department of Fire Programs ▪ Virginia Department of Game and Inland Fisheries ▪ Virginia Department of Transportation
Federal Agencies	<ul style="list-style-type: none"> ▪ Department of Energy (DOE) ▪ Department of Homeland Security (DHS) ▪ Department of Transportation (DOT) ▪ Environmental Protection Agency (EPA) ▪ Federal Bureau of Investigation (FBI) ▪ Federal Emergency Management Agency (FEMA) ▪ Federal Rail Administration (FRA) ▪ National Transportation Safety Board (NTSB) ▪ Occupational Safety and Health Administration (OSHA) ▪ United States Coast Guard (USCG)
Industry	<ul style="list-style-type: none"> ▪ Buckingham Branch ▪ CSX Transportation ▪ Norfolk Southern

Hazardous Materials

A hazardous material (HazMat) is defined as any substance or material could adversely affect the safety of the public, handlers or carriers during transportation. Hazardous Materials are governed by regulation with varying entities having their own relating to their legal jurisdiction. DOT regulates the vessel that the HazMat is transported in, OSHA regulates the training and personal protective equipment of the worker handling the HazMat. EPA regulates the impact of HazMat on the

environment. Lastly, the consensus standards of the National Fire Protection Association (NFPA) consolidates all of these regulations for the authority having jurisdiction as they relate to minimizing the possibility and effects of fire and other risks.

Classification of HazMat

The hazard class is a group of hazardous materials that share dangerous characteristics and is indicated either by its class (or division) number or name and are included on placards for fixed facilities, on intermodal containers, and on shipping papers. *Please see the Emergency Response Guidebook for more information.*

- **Class 1 - Explosives**
 - Division 1.1 Explosives with a mass explosion hazard
 - Division 1.2 Explosives with a projection hazard
 - Division 1.3 Explosives with predominantly a fire hazard
 - Division 1.4 Explosives with no significant blast hazard
 - Division 1.5 Very insensitive explosives with a mass explosion hazard
 - Division 1.6 Extremely insensitive articles
- **Class 2 - Gases**
 - Division 2.1 Flammable gases
 - Division 2.2 Non-flammable, non-toxic gases
 - Division 2.3 Toxic gases
- **Class 3 - Flammable liquids (and Combustible liquids [U.S.])**
- **Class 4 - Flammable solids; Spontaneously combustible materials; and Dangerous when wet materials/Water-reactive substances**
 - Division 4.1 Flammable solids
 - Division 4.2 Spontaneously combustible materials
 - Division 4.3 Water-reactive substances / Dangerous when wet materials
- **Class 5 - Oxidizing substances and Organic peroxides**
 - Division 5.1 Oxidizing substances
 - Division 5.2 Organic peroxides
- **Class 6 – Toxic substances and Infectious substances**
 - Division 6.1 Toxic substances
 - Division 6.2 Infectious substances
- **Class 7 - Radioactive materials**
- **Class 8 - Corrosive substances**
- **Class 9 - Miscellaneous Dangerous Goods / Products, Substances or Organisms**

These designated materials categories are included in the U.S. Department of Transportation ***Emergency Response Guidebook*** located at the EOC and selected emergency response facilities (Police Stations, Fire Stations, etc.) and in PDF form at <http://www.phmsa.dot.gov/>.

HazMat Teams

HazMat teams are made up of personnel who are specially trained to handle materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic.

In the Commonwealth of Virginia, the locality calls the VEOC to make the initial notification that an incident occurred. If HazMats are involved and it is deemed significant enough, which a freight rail incident will be, the area VDEM HazMat Officer will contact the Incident Command to determine the extent of the incident and gather further information. They will dispatch and authorize the appropriate HazMat Team to respond, which will most likely be the Central Shenandoah Valley Regional Response Team.

For a complete listing of regional HazMat Response Teams, please visit VDEM's website:

<http://www.vaemergency.gov/em-community/hazmat/teams>

Transport of HazMats

Today, larger quantities of hazardous material are being transported by freight rail and stored in almost every urban community and rural area across the United States. Although this Annex focuses on responding to a freight rail HazMat incident, there are five ways to transport HazMats, including:

- Air
- Highway
- Pipeline
- Rail
- Water

Please refer to the most current Emergency Response Guide (ERG) for more detailed information; however, the sections below contain the minimum information to assist in the first 30 minutes of an incident, sourced directly from the 2016 ERG.

Rail Tank Cars (page 10-11 of 2016 ERG)

Emergency response personnel must be aware that rail tank cars vary widely in construction, fittings and purpose. Tank cars could transport products that may be solids, liquids or gases. The products may be under pressure. It is essential that products be identified by consulting shipping documents or train consist or contacting dispatch centers before emergency response is initiated.

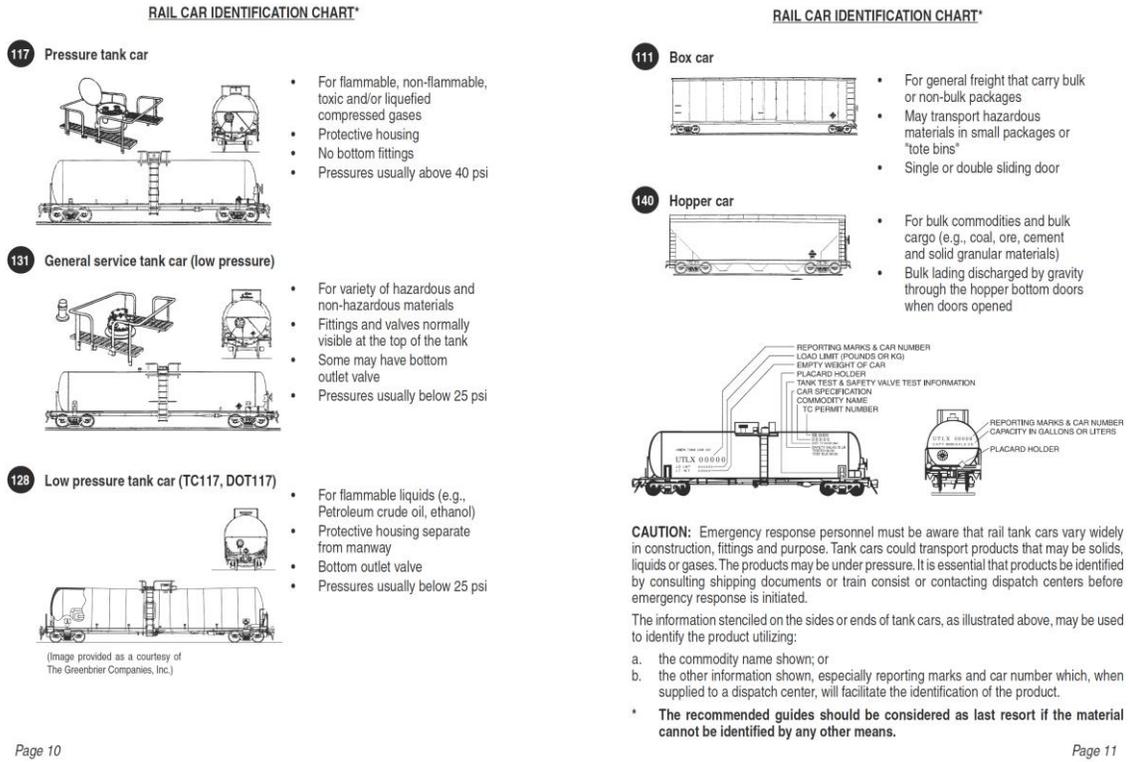


Figure 1: Rail Car Identification Chart

Placards

Due to the number of potential combinations of placards, please refer to the most current ERG for the table of placards (which includes references to guides that will assist in responding to a HazMat incident where each specific chemical or substance is present).

Rail Information and Commodity Flows

The three rail industry* operators are Buckingham Branch, CSX Transportation, and Norfolk Southern (see Appendix A for a map showing the rail lines in the region). The list below includes hyperlinks to the maps of the locations of all rail routes that run through Albemarle County and the City of Charlottesville. The rail industry partners also provided their commodity flows for 2015. *Updated Commodity Flows / Density Studies can be requested from the companies at any time by following their existing processes.*

**Please note: the rail lines are potential Right of Ways for other utilities (such as communications, pipelines, etc.) and could severely impact services if an incident occurred.*

Buckingham Branch

In 2015, the total Hazardous Materials traffic handled by Buckingham Branch Railroad was 70 shipments in Albemarle County. All shipments were for the AmeriGas facility in Keswick, VA.

Table 1: Buckingham Branch 2015 Commodity Flow			
Commodity	Hazard Class	Carloads (2015)	STCC
LIQUIFIED PETROLEUM GAS	2.1	70	4905421, 4905752

CSX Transportation

The total Hazardous Materials traffic handled by CSX Transportation in Albemarle County for 2015 was 17,747 shipments. This number includes intermodal shipments (trailer or container on flat cars). Intermodal hazardous materials shipments are non-bulk and less than 55 gal/package formats.

An analysis of the density report shows that 25 products accounted for 17,494 carloads for the period. This represents 99% of the total hazardous materials carloads handled. These products include: (in descending order of carloads).

Table 2: CSX Transportation 2015 Commodity Flow		
Commodity	Hazard Class	Carload % of total HazMat
PETROLEUM CRUDE OIL*	3	38.12%
PETROLEUM CRUDE OIL*	3	30.41%
LIQUEFIED PETROLEUM GASES	2.1	8.15%
ALCOHOLS, N.O.S.	3	4.5%
AMMONIA, ANHYDROUS	2.2	4.05%
PROPANE	2.1	3.59%
BUTANE	2.1	2.52%
SULFUR, MOLTEN	9	1.35%
SULFURIC ACID	8	1.18%
SODIUM HYDROXIDE SOLUTION	8	<1%
SODIUM CHLORATE	5.1	<1%
FAK-HAZARDOUS MATERIALS	0	<1%
PHOSPHORIC ACID, LIQUID	8	<1%
ENVIRONMENTALLY HAZARDOUS SUBSTANCES, SOLID, N.O.S.	9	<1%
CHLORINE	2.3	<1%
AMMONIUM NITRATE	5.1	<1%
ALCOHOLIC BEVERAGES	3	<1%
ENVIRONMENTALLY HAZARDOUS SUBSTANCES, LIQUID, N.O.S.	9	<1%
METHANOL	3	<1%
TOLUENE	3	<1%
COMBUSTIBLE LIQUID, N.O.S. CL		<1%
ELEVATED TEMPERATURE LIQUID, N.O.S.	9	<1%
HYDROCHLORIC ACID	8	<1%
CORROSIVE LIQUID, ACIDIC, ORGANIC, N.O.S.	8	<1%
ETHANOL	3	<1%
Total	25	99%

* In summer 2015, DOT changed the Standard Transportation Commodity Code (STCC) to provide a separate number to track transport of Bakken Crude Oil. The first row lists Bakken Crude Oil transport

on its own for the remainder of 2015 (after this STCC change); the second row refers to all oil transport for the first half of 2015.

Norfolk Southern

The total Hazardous Materials traffic handled by Norfolk Southern in Albemarle County for 2015 was 22,290 shipments. The top 25 substances are shown in the table below.

Commodity	Hazard Class	Number of Carloads	Carload % of total HazMat
ALCOHOLS, N.O.S.	3	5,071	23%
ELEVATED TEMPERATURE	9	1,168	5%
SULFUR, MOLTEN	9	866	4%
SULFURIC ACID	8	689	3%
CARBON DIOXIDE	2.2	584	3%
VINYL CHLORIDE	2.1	329	1%
HYDROCHLORIC ACID	8	308	1%
PETROLEUM GASES	2.1	247	1%
AMMONIUM NITRATE	5.1	191	<1%
FERRIC CHLORIDE, SOLUTION	8	182	<1%
ENVIRONMENTALLY HAZARDOUS	9	169	<1%
AEROSOLS	2.2	154	<1%
BUTANE	2.1	141	<1%
CORROSIVE LIQUIDS, TOXIC	8	125	<1%
ELEVATED TEMPERATURE	9	112	<1%
SODIUM CHLORATE	5.1	111	<1%
BATTERIES, WET, FILLED	8	86	<1%
ACRYLAMIDE SOLUTION	6.1	83	<1%
BISULFITES, AQUEOUS	8	83	<1%
ACETONE	3	74	<1%
ETHYL ACRYLATE	3	73	<1%
SODIUM HYDROXIDE SOLUTION	8	72	<1%
AEROSOLS	2.1	70	<1%
POLYMERIC BEADS	9	66	<1%
PROPANE	2.1	64	<1%

Responding to a Freight Rail Incident

This section includes the information and guidance necessary for responding to a freight rail incident involving HazMats. The initial steps for the first hour of the first Operational Period are directly below and additional pages includes roles and responsibilities for specific agencies.

1. Safety First

- a. Contact the freight rail carrier, determine if they are aware of an incident, if so gather as much information regarding the incident and request rail traffic be stopped.
- b. Approach the incident scene upwind, uphill and upstream.

- c. Detect the presence of hazardous materials.
- d. Plan for the safety of response personnel and the public. Consider whether evacuation or shelter in place is necessary.
- e. Use PPE with SCBA which matches the hazard and air monitoring equipment.
- f. To establish a safe perimeter around the incident site, reference the U.S. DOT “Emergency Response Guidebook” and expand the perimeter as required.
- g. Employ a defensive strategy until you have the information and resources you need to engage in an offensive strategy.
- h. Locate and make contact with the crew of the train as soon as possible.
- i. Look for markers that indicate that the right-of-way contains buried transmission pipelines or communication conduits.

2. Contact the Railroad

- a. Exchange contact information with railroad.
- b. Confirm whether the railroad is aware of the incident and ask if the rail line is shut down.
- c. Request the train consist from the railroad (they may be able to email this to you).
- d. Provide the location of the Incident Command Post (ICP) and staging area.
- e. Specify public resources/equipment that are on site and/or responding. Communicate any resource needs.
- f. Ask what resources the railroad is mobilizing and when they will arrive.
- g. Advise of any safety and protective measures being arranged (evacuations, traffic control and site access routes/points).

3. Isolate the Area and Size-up the Incident

- a. Size-up the incident.
- b. Look for railroad crossing a mile markers within the immediate area. Markers can also be found near crossings, and in the railroad right-of-way.
- c. Estimate likely harm without intervention.
- d. Secure the site and keep in mind the potential for incident expansion.
- e. Establish Exclusion (Hot), Contamination Reduction (Warm), and Support (Cold) zones.
- f. Establish security around the incident area (including any river traffic if incident occurs near water, especially the James River).
- g. Decide who/what is allowed to be on site and where. Allow railroad personnel immediate access (with proper ID and consideration for everyone’s safety).

4. Identify the Product(s) Involved with the Assistance of the Information Obtained from the Train Consist

- a. Report incident information/situation/location found to railroads;
 - i. Some state emergency response centers who may be able to provide information

- ii. Consult the U. S. DOT **Emergency Response Guidebook** / Contact **CHEMTREC at 800-424-9300**.
- iii. Obtain the train consist and Emergency Response Information paperwork from the train crew.
- iv. Utilize the “ASK RAIL” App and/or CSX’s “Rail Respond” software to access real time train information.

5. Prepare and Work the Plan

- a. Develop an initial **Incident Action Plan (IAP)** based on current available information.
 - i. Consider unique hazards such as tunnels and bridges
- b. Choose appropriate response options for the incident
- c. Establish a Unified Command Structure; establish roles, responsibilities and accountabilities.
- d. Identify the appropriate action options to safely handle the incident
- e. After checking with the railroad, consider calling for additional resources;
 - i. ESF #3—Public Works and Engineering agencies (e.g., to provide material for building culvert dams and underflow dams)
 - ii. Regional HAZMAT team (e.g., to facilitate hazard and risk assessment, to provide air monitoring, recon and sampling)
 - iii. Other fire departments (e.g., for mutual aid and back fill)
 - iv. Other law enforcement agencies, (e.g., to establish a perimeter, provide security, traffic control, and assist in evacuations)
- f. Do the best options to safely mitigate the incident.
- g. Continually evaluate the incident progress and make necessary adjustments
- h. Develop a site-safety health plan (as part of the IAP).

Roles and Responsibilities

A freight rail incident will require a response from various local, county, state, and federal agencies. This section is designed to point out the disaster-specific issues and determine what agency or department is responsible for resolving each issue.

According to FEMA, the following are the three of the four phases of emergency management that should be followed when responding to a freight rail incident:

- **Response** is the immediate actions to save lives, protect property and the environment, and meet basic human needs.
- **Recovery** is the development, coordination, and execution of service- and site-restoration plans; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
- **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters.

The tables on the following pages include more details for Coordinating and Cooperating Agency’s responsibilities during the three phases.

Fire Departments (ESF #4, 8, 9, 10)

These include, but are not limited to: Albemarle County Fire Rescue, Charlottesville Fire Department, and Virginia State Regional HazMat Team.

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • Determine immediate health and/or safety hazards. • Determine local geography and identify any obstacles. • Request activation of other local resources such as activation of the Emergency Operations Center (EOC) as needed. • Without risking exposure, isolate incident area and identify zones of activity; help secure the scene of the incident. • Ensure adequate law enforcement response for traffic and crowd control. • Determine if evacuation of the area is necessary. <p>Incident Command The highest ranking member of the first response unit to arrive at the incident assumes command until relieved.</p> <ul style="list-style-type: none"> • The local jurisdictional Fire Department is responsible for establishing the initial Incident Command Post (ICP) to serve as the focal point for coordinating all emergency operations and designating an Incident Commander (IC). • The ICP is established and the IC is designated as soon as possible and the information is distributed to all responders. • Command may be transferred to other agencies (e.g., NTSB) as the scope and phase of the operation changes. • The IC will adjust the management structure to reflect the need and complexity of the incident, in accordance with other annexes. This may include, but is not limited to activating the EOC, establishing Unified Command, and requesting mutual aid support from neighboring jurisdictions. • Establishing Unified Command involving railroad company representatives is required for any rail incident requiring local response. <p>Hazardous Material (refer to ERG)</p> <ul style="list-style-type: none"> • Determine if HazMats are present and coordinate with railroad to confirm. Resources: Train Consist List (this should be requested from railroad during initial notification), Shipping Papers, “Ask Rail” or “Rail Respond.” • Provide air monitoring for hazard identification. • Check the weather forecast for the area or request weather updates from dispatch at 15-minute intervals. • Consider the location as a potential crime scene. • Begin evacuation or direct shelter-in-place, as needed. <i>Refer to ERG for initial isolation and protection distances.</i> • Establish emergency decontamination area. • Wear turnout gear and SCBA until hazards are identified. Then identify required PPE. • Safely perform firefighting using defensive tactics, rescue, emergency medical, and other critical lifesaving response activities.

	<ul style="list-style-type: none"> • When necessary according to shipping papers, reportable quantity releases are to be reported to the National Response Center (at 1-800-424-8802). • In serving as IC, continue to supervise, control, and coordinate the response activities, including all personnel and tasks. • Inform EMS, VDEM Hazardous Material Response Team, and Virginia Department of Environmental Quality of contamination hazards. • Maintain complete and accurate documentation of all related costs, actions, and communications.
Recovery	<ul style="list-style-type: none"> • Coordinate with railroad for debris and HazMat removal. • Cleanup will be accomplished in conjunction with all applicable local, regional, state, federal and private sector agencies. • Inspect and inventory equipment and vehicles for damages and loss. • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Assess the need for critical incident stress management for personnel.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Law Enforcement (ESF #13)

These include, but are not limited to: Albemarle County Police Department, Charlottesville Police Department, UVA Police Department, Scottsville Police Department, and Sheriff’s Offices.

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • Have a representative present at the ICP. • Stay in contact with the IC throughout the incident and provide assistance as requested. • Help locate and secure the scene of the incident. • Provide traffic and crowd control and incident site security. <ul style="list-style-type: none"> ○ Secure the scene before engaging in search and rescue. ○ Protect the integrity of the scene so as not to hamper the investigation into the cause of the accident. • Implement evacuation procedures. • Maintain complete and accurate documentation of all related costs, actions, and communications. <p>Hazardous Material (refer to ERG)</p> <ul style="list-style-type: none"> • Follow instructions from the ICP and the site safety plan regarding PPE and Decon.
Recovery	<ul style="list-style-type: none"> • Assist with citizen re-entry efforts. • Follow and assist with the demobilization plan. • Maintain scene security and conduct traffic control. • Inspect and inventory equipment and vehicles for damages and loss. • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Assess the need for critical incident stress management for personnel.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Medical Services (ESF #8)

These includes, but are not limited to: Albemarle County Fire Rescue, UVA Medical Center, Martha Jefferson Hospital, Charlottesville-Albemarle Health Department, Charlottesville-Albemarle Rescue Squad (CARS), Western Albemarle Rescue Squad (WARS).

Phase	Responsibilities
<p>Response</p>	<p>General</p> <ul style="list-style-type: none"> • Coordinate incident response with the IC and provide assistance as requested. • Health Department will assist in providing public health information to responders and to the public through the Public Information Officers (PIOs). • All EMS responders will provide support and coordination for Emergency Medical Services response and transport system. • Office of the Chief Medical Examiner: <ul style="list-style-type: none"> ○ Oversees removal of any fatalities from the crash site and work closely with the responsible investigative agency. ○ Collects, stores, and disposes of all human remains and their personal effects. ○ Removes and catalogs all evidence recovered from the deceased. <p>Hazardous Material (refer to ERG)</p> <ul style="list-style-type: none"> • Follow instructions from the ICP and the site safety plan regarding PPE. • Prepare to conduct decontamination procedures as needed.
<p>Recovery</p>	<ul style="list-style-type: none"> • Decontaminate resources as needed • Demobilize any excess resources. • Consult with ESF #5 and ESF #14 (Long-Term Community Recovery & Mitigation) regarding recovery strategy. • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Inspect and inventory equipment and vehicles for damages and loss. • Assess the need for critical incident stress management for personnel.
<p>Mitigation</p>	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. • Replace damaged or lost equipment and vehicles. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Office of Emergency Management (ESF #5)

This includes, but is not limited to: Charlottesville-UVA-Albemarle Office of Emergency Management.

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • Contact industry, state, and federal authorities to notify them as to the extent of the incident. <ul style="list-style-type: none"> ○ Request industry, state, or federal aid as needed. ○ Coordinate state and federal response to the incident. • Open the EOC, if requested. <ul style="list-style-type: none"> ○ Provide support to the IC for the following: evacuation, communications, multi-agency coordination, transportation, shelter, materials handling, and other resource needs (i.e., mental health support, public works, etc.). ○ Publish information concerning shelters and manage shelter operations. • Keep the following informed: Emergency Communications Center (ECC) Management Board; County, City, and University Executives; City Council members; Board of Supervisors; and other railroads. • Gather information on the railroad incident for decision-making purposes. • Maintain a map of the affected areas and any other relevant information such as anticipated fire activity, locations of hazardous material spillage, and possible evacuation routes. • Coordinate evacuation efforts. • Enforce fiscal tracking by responding agencies.
Recovery	<ul style="list-style-type: none"> • Oversee completion of all activities concerning the incident. • Coordinate critical incident stress management for personnel as needed. • Develop cost estimates of equipment and personnel, and identify possible funding sources.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

External Affairs (ESF #15)

This includes, but is not limited to: Public Information Officers (PIOs)

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • The initial Public Information Officer (PIO), is from the agency in charge of the on-scene response, unless otherwise delegated. • In the event of a regional response to the incident and/or response extending beyond a single day, the position of PIO may rotate based on the capabilities of the responding agencies. • Once appointed, the PIO is responsible for consolidation and distribution of information to the public during the incident, and will clear all press releases through the IC and/or EOC. All approved press releases will be recorded, and a copy of the release will be saved for the disaster records. • During the event, the PIO provides relevant information via radio, TV, internet, and other forms of social media. The public will be reminded to remain calm, stay tuned for more information, and follow the instructions of emergency management personnel. • PIOs from the various disciplines may also participate in a Joint Information Center (JIC), to address the media with a single, coordinated voice. • Special care should be taken to provide the friends and families of victims with information as it becomes available and to assist in protecting them from the press, if required.
Recovery	<ul style="list-style-type: none"> • During the event, the PIO continues to provide relevant information via radio, TV, internet, and other forms of social media. • Information on the status of the recovery efforts, Community Outreach Center availability, clean-up activities and official notifications about the completion of the effort will be disseminated.
Mitigation	<ul style="list-style-type: none"> • The PIO continues to provide relevant information via radio, TV, internet, and other forms of social media. The public will be reminded to remain calm, stay tuned for more information, and follow the instructions of emergency management personnel. • Identify lessons learned from the incident, and make changes to response plans where applicable. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Emergency Communications Center (ESF #2)

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • Dispatch Fire Rescue resources as appropriate and alert local hospitals of possible patients. • Provide support and coordination for Fire Rescue response and transport system. • Establish and maintain contact with the IC and Emergency Operations Center (EOC). • Determine operational capacity of all communications systems available in the City of Charlottesville, Albemarle County, UVA and the region. • Maintain ongoing information exchange with ESF #5 (Emergency Management). • Maintain complete and accurate documentation of all related costs, actions, and communications.
Recovery	<ul style="list-style-type: none"> • Consult with ESF #5 and ESF #14 (Long-Term Community Recovery & Mitigation) regarding recovery strategy. • Restore and temporarily repair critical City of Charlottesville, Albemarle County, and UVA communication facilities and systems as needed. • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Inspect and inventory equipment and vehicles for damages and loss. • Assess the need for critical incident stress management for personnel.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. • Replace damaged or lost equipment and vehicles. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Transportation Agencies (ESF #1)

These include, but are not limited to: Albemarle County Transportation, UVA Parking and Transportation, Charlottesville Area Transportation.

Phase	Responsibilities
Response	<p>General</p> <ul style="list-style-type: none"> • Assist the IC as requested. • Be prepared to shut down or isolate public transportation services if they are threatened by the freight rail incident and/or contamination. • Establish and maintain contact with the IC and/or EOC for instructions. • Determine operational capacity of streets, roads, and bridges. • Support traffic control (using barriers, other resources as needed) and maintain traffic routes. • Assist with evacuation as requested
Recovery	<ul style="list-style-type: none"> • If public transportation services were suspended, when deemed safe, lift restrictions and resume normal activities; facilitate traffic movement until normal flow returns. • Consult with ESF #5 and ESF #14 (Long-Term Community Recovery & Mitigation) regarding recovery strategy. • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Inspect and inventory equipment and vehicles for damages and loss. • Assess the need for critical incident stress management for personnel.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. Replace damaged or lost equipment and vehicles. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Public Works & Engineering (ESF #3)

Phase	Responsibilities
Response	<ul style="list-style-type: none"> • General • Assist the IC as requested. • Supply heavy equipment and assist as needed. • Assist with operations by supplying raw materials. • Support traffic control (using barriers, other resources as needed) and maintain traffic routes. • Maintain operational capacity of the Region’s critical infrastructure, including water, sanitary sewer. • Establish and maintain contact with the IC and/or appropriate EOC for instructions. • Maintain complete and accurate documentation of all related costs, actions, and communications.
Recovery	<ul style="list-style-type: none"> • Consult with ESF #5 and ESF #14 (Long-Term Community Recovery & Mitigation) regarding recovery strategy. • Restore and temporarily repair regional critical infrastructure facilities and systems • Develop cost estimates of equipment and personnel, and identify possible funding sources. • Inspect and inventory equipment and vehicles for damages and loss. • Assess the need for critical incident stress management for personnel.
Mitigation	<ul style="list-style-type: none"> • Identify lessons learned from the incident, and make changes to response plans where applicable. Replace damaged or lost equipment and vehicles. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents. • Implement identified mitigation actions.

Mutual Aid Protocol

The unique nature of rail transportation incidents provides for a different type of cooperation than most local agencies are used to. Federal agencies will conduct a specialized investigation during the incident and oversee incident response as part of the Unified Command.

Throughout Albemarle County, response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. These should be reviewed, updated, and communicated regularly, and included in training requirements.

Additional Resources

These resources can be used to enhance the Charlottesville-UVA-Albemarle region’s planning, or they can be used on-scene during a freight rail incident.

Resource	Description / Use	Link
Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP)	The Regional EOP is a multi-jurisdictional, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.	Regional partners have printed copies of the plan and it is available electronically on the VEOCI system.
Emergency Response Guide (ERG)	The ERG provides first responders with a go-to manual to help deal with hazmat transportation accidents during the critical first 30 minutes. The ERG is updated every four years.	http://www.phmsa.dot.gov/staticfiles/PHMSA/Downloadablefiles/files/hazmat/erg2016.pdf
CSX Community Awareness Guide	The Community Awareness Emergency Planning Guide has been developed by CSX Transportation to assist local emergency organizations with their efforts to plan for and respond to incidents involving railroad property or equipment.	http://www.dhsem.wv.gov/SERCTIERII/Pages/revision%20redacted%20version%20community%20awareness%20planning%20guide.pdf
CSX Emergency Response to Railroad Incidents Course Manual	This document has been prepared to provide emergency responders with information concerning the transportation of hazardous materials by rail.	http://images.pcmac.org/Uploads/RESA5/RESA5/Divisions/DocumentsCategories/Documents/CSXHM-0002%20Emergency%20Response%20to%20Railr

Table 4: Additional Resources		
Resource	Description / Use	Link
		oad%20Incidents%20Self%20Study%20Guide%20%281%29.pdf
CSX Application: Rail Respond	Rail Respond will provide firefighters, police officers and other emergency responders with easy mobile access to critical information that supports safe and accurate response to emergencies, helping to protect both communities and responders themselves. The new program is a collaborative product of the Operation Respond Institute, an industry leader in providing real-time rail information, and CSX’s public safety and technology teams.	https://www.csxrailrespond.com/rj_crr/
AAR Application: AskRail	The AskRail app is a safety tool that provides first responders immediate access to accurate, timely data about what type of hazardous materials a railcar is carrying so they can make an informed decision about how to respond to a rail emergency. AskRail is a backup resource if information from the train conductor or train consist is not available.	http://www.askrail.us/
Charlottesville CERT Training	CERT is a national program under the Citizens Corps umbrella to prepare you to respond to immediate needs following a major disaster.	http://www.charlottesvillecert.org/
Federal Rail Administration (FRA)	The FRA’s mission is to enable the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future. They maintain a map of rail lines throughout the United States and it’s at the link in the column to the right.	http://fragis.fra.dot.gov/gisfrasafety/
Norfolk Southern Emergency Response Planning Guide	This Guide has been developed to assist local emergency response organizations in their efforts to plan for and respond to railway related incidents or emergencies. It is also designed to be utilized as a reference resource, and hand-out to supplement training programs presented by Norfolk Southern to the emergency response community.	Document available upon request; the Emergency Manager has an electronic copy.

Appendix B: Railroad Emergency Contact Information

Buckingham Branch

Main contact information for the Charlottesville Station:

- **Report a Buckingham Branch Railroad Emergency: 1-866-244-4529**
- **Physical & Mailing Address:** 201 Avon Street, Charlottesville, VA 22902
- **Office Phone:** 434-296-7442
- **Office Fax:** 434-296-7452
- **Website:** <http://www.buckinghambranch.com/index.htm>

CSX Transportation

Main contact information:

- **Report a CSX Railroad Emergency: 1-800-232-0144**
- **Physical & Mailing Address of CSX Headquarters:** 500 Water Street, Jacksonville, FL 32202
- **Office Phone:** 904-359-3200
- **Website:** <https://www.csx.com/>
- **Additional Links of Interest:**
 - Interactive Map: <http://www.csx.com/index.cfm/customers/maps/csx-system-map/>

Virginia State Information: <https://www.csx.com/index.cfm/about-us/state-information/virginia/>

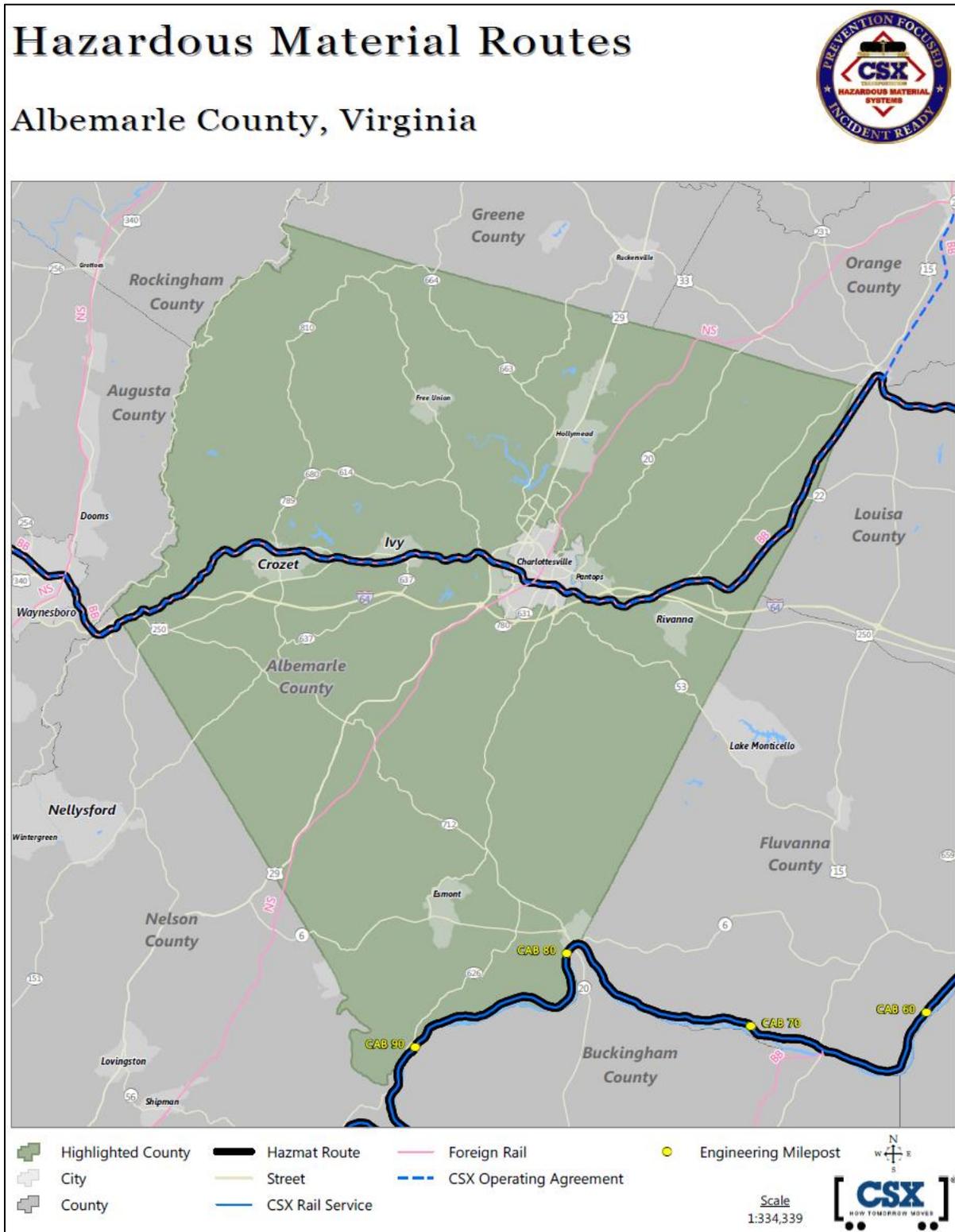
Norfolk Southern

Main contact information:

- **Report a NS Railroad Emergency: 1-800-453-2530**
- **Physical & Mailing Address:** Three Commercial Place, Norfolk, VA 23510
- **Website:** <http://www.nscorp.com/content/nscorp/en.html>

Appendix C: CSX Transportation

CSX Transportation submitted this map in March 2016. Please visit this website for a current interactive map: <http://www.csx.com/index.cfm/customers/maps/csx-system-map/>.



CSX IN VIRGINIA



CSX Operations in Virginia

- Operates and maintains more than 2,000 miles of track*
- Maintains nearly 930 public and private grade crossings
- Handled nearly 1.2 million carloads of freight on the state's rail network
- At the end of 2014, CSX employed nearly 1,200 people
- Throughout 2014, CSX reported more than \$97.1 million in compensation for employees**
- In 2014, CSX invested more than \$59.4 million in its Virginia network. In addition, the company invested nearly \$539 million in freight cars and other rolling assets to serve customers through its rail system.
- CSX carries a variety of commodities important to our economy and way of life, including consumer products, automobiles, food and agriculture products, coal and chemicals. Products shipped within Virginia include containerized consumer goods, coal, petroleum products, aggregates, and export grain and agricultural products.

CSX Facilities in Virginia

- Rail yards in Clifton Forge, Newport News, Petersburg and Richmond (Acca and Fulton)
- Intermodal terminal in Portsmouth
- TRANSFLO terminals in Fredericksburg, Portsmouth and Richmond
- CSX opened the Kilby siding in Suffolk to support on-dock rail operations at APM Terminals

Investment Projects

National Gateway

- The National Gateway is an approximately \$850 million, multi-state, public-private infrastructure project to improve the flow of freight between the Mid-Atlantic and the Midwest by clearing key freight corridors for double-stack rail service. The National Gateway has received considerable state and federal funding and CSX is investing approximately \$575 million in the project.
- The first phase of the National Gateway, which clears the way for double-stack intermodal service between CSX's existing terminal in Chambersburg, Pa., and its state-of-the-art hub facility in Northwest Ohio, was completed on time and on budget in September 2013. The project is currently in its second phase, which will double-stack clear the CSX corridor between Chambersburg and mid-Atlantic ports.
- The National Gateway network will greatly contribute to and facilitate the anticipated container volume growth at the Port of Virginia.

* Miles of track includes single main track, other main track, yard tracks and sidings as of December 31, 2014.

** This figure includes current and former employees.

CSX OPERATING FACILITIES: VIRGINIA



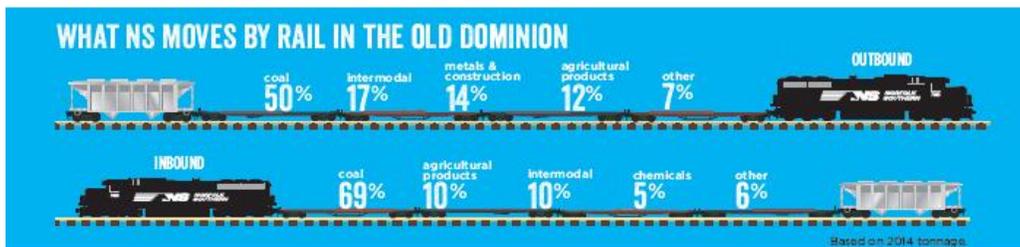
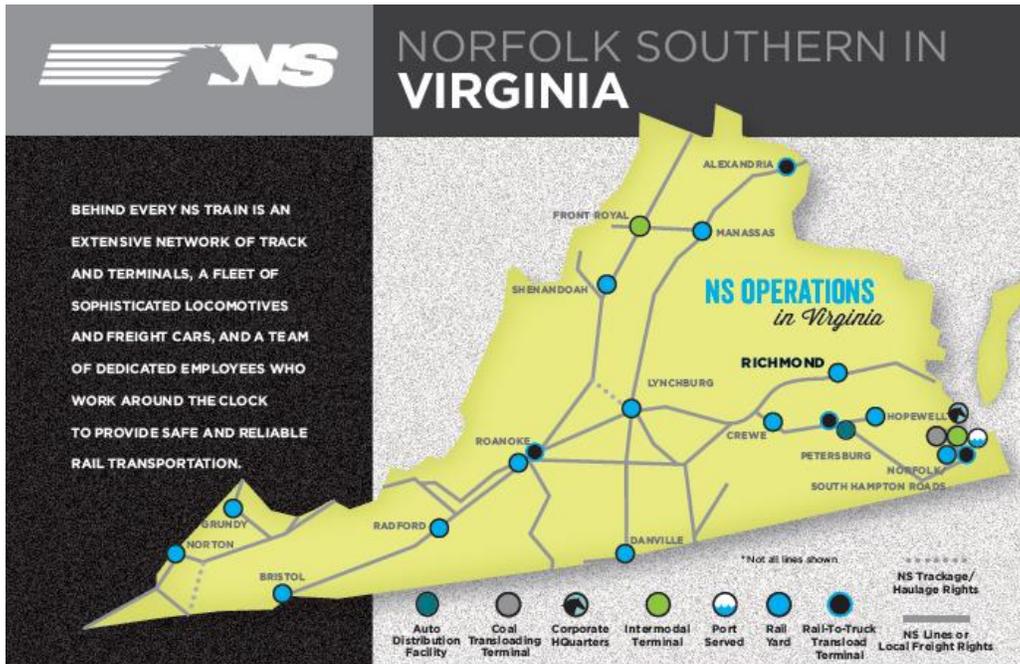
CSX and the Virginia Community

- In partnership with state and local economic development agencies, Virginia businesses invested approximately \$18.1 million in new or expanded rail-served facilities on CSX or its connecting regional and short lines in 2014. These investments will generate nearly 20 new jobs at those businesses.
- CSX sponsored a cleanup day in Hampton Roads and more than 60 CSX volunteers participated. Through its partnership with local organizations, CSX brings its emphasis on safety and excellence to directly impact communities across the country.
- In 2014, CSX contributed nearly \$1.2 million to organizations in Virginia, including The Conservation Fund, The Nature Conservancy, Capital Trees, the CIA Officers Memorial Foundation and Virginia Operation Lifesaver.
- In 2014, CSX's Safety Train: Energy Preparedness Program delivered specialized hands-on training about rail car operations and incident response to nearly 190 first responders in Virginia, making a stop in Richmond.



Revised on April 15, 2015

Appendix D: Norfolk Southern



Norfolk Southern and the Virginia Community

PEOPLE

- 4,700 NS Employees
- 3,130 Railroad Retirement Recipients

ECONOMIC IMPACT
SERVING 475 CUSTOMERS

- pays **\$383 MILLION** PAYROLL
- invests **\$150 MILLION** TRACK & FACILITIES
- spends **\$254 MILLION** PURCHASES & PAYMENTS

PARTNERSHIPS

BUSINESS MAGNET
NS helped 6 industries locate or expand in 2014, resulting in: **\$40 MILLION** CUSTOMER INVESTMENT, **130** NEW JOBS

GIVE **A HELPING HAND \$6.3 MILLION**
Virginia communities grow stronger through Norfolk Southern Foundation charitable giving.

CONNECTIONS
NS tracks connect with 7 short line railroads.

PASSENGER RAIL
Amtrak operates 4 regularly-scheduled passenger trains over NS tracks.

A PIER WITHOUT PEER

Pier 6 at Lambert's Point in Norfolk is the largest and fastest coal transloading facility in the Northern Hemisphere.

www.nscorp.com *©2015 Norfolk Southern Corporation. All rights reserved. Based on 2014 data. 10.1215.82811

Appendix E: Definitions

This Appendix includes emergency management terms that are commonly used or referred to throughout this All Hazards Freight Rail Annex. Please refer to the Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP) for additional information.

ASPHYXIAE: To kill by depriving a living being oxygenated air.

BIOHAZARD: A pathogen (bacteria or virus), especially one used in or produced by biological research that is a hazard to humans or the environment.

CHEMTREC: The Chemical Transportation Emergency Center is an off-scene 24-hour emergency information service provided by the Chemical Manufacturers Association. CHEMTREC can supply chemical and safety data as well as contact product manufacturers and shippers for more detailed assistance at the scene of the incident and appropriate follow-up. CHEMTREC: 1-800-424-9300

COMMAND: To have authority and control over a group of people.

- Incident Command: A management system designed to enable effective and efficient management of an incident. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance.
- Incident Command Post: The physical location of the tactical-level on-scene incident command and management organization.
- Unified Command: An authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. May be needed for incidents involving multiple jurisdictions or agencies.

COOPERATING AGENCY: The cooperating agency for an emergency support function augments emergency response operations with specialized expertise and resources.

COORDINATING AGENCY: The coordinating agency is responsible for leading the planning, training, testing and evaluating efforts for that specific emergency support function.

CORROSIVE: A chemical process causing damage to metal or other materials; acid, base.

EMERGENCY COMMUNICATIONS CENTER: The Public Safety Answering Point in Charlottesville-UVA-Albemarle County. It is a centralized location to handle all incoming and outgoing emergency phone calls from citizens, and radio traffic to and from police, EMS, and fire.

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

EMERGENCY RESPONSE GUIDEBOOK: A guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in the incident, and protecting themselves and the general public during the initial phase of the incident. It is not intended to provide information on the

physical or chemical properties of dangerous goods (hazardous materials). The ERG was developed jointly by Transport Canada, the U.S. Department of Transportation, the Secretariat of Transport and Communications of Mexico, and with collaboration of Centro de Informacion Quimica para Emergencias of Argentina

EMERGENCY SUPPORT FUNCTION: A grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

EXPLOSIVE: An energetic material that contains a great amount of potential energy which, if released suddenly, is usually accompanied by the production of light, heat, sound, and pressure.

FAK-HAZARDOUS MATERIALS: "Freight All Kinds" are usually shipped in inter-modals and while classified as hazardous materials they usually fit into the Hazard Class 9 category as consumer commodities ORM-D which would indicate a much lesser hazard should these loads be involved in a transportation accident.

FLAMMABLE: A material that is easily burned, and which ignites more readily than other materials.

HAZARDOUS MATERIAL: Is any substance or material that could adversely affect the safety of the public, handlers or carriers during transportation.

INTERMODAL: A method of freight transportation, with a specific type of container, which can be used in multiple modes of transportation; going from a ship, to a truck, to a train without any handling of the freight itself when changing modes of transportation.

JOINT INFORMATION CENTER: A central location that facilitates operation of the JIS by supporting the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information.

JOINT INFORMATION SYSTEM: Provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and NGO's.

MITIGATION: The effort to reduce loss of life and property by lessening the impact of disasters.

MUTUAL AID: A term used to signify a voluntary reciprocal exchange of resources and services for mutual benefit.

NATIONAL FIRE PROTECTION ASSOCIATION: An association that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments.

NON-GOVERNMENTAL ORGANIZATION: Any non-profit, voluntary citizens' group which is organized on a local, national or international level to deliver resources or serve some humanitarian purpose.

NATIONAL INCIDENT MANAGEMENT SYSTEM: A standardized approach to incident management developed by the Department of Homeland Security.

NNOT OTHERWISE SPECIFIED: Used when a chemical's name does not appear in the U.S. DOT "Hazardous Materials Table".

OTHER REGULATED MATERIALS FOR DOMESTIC TRANSPORT ONLY: An identifier for hazardous materials in a limited quantity that presents a limited hazard during transportation due to its form, quantity, and packaging.

OXIDIZE: To combine or become combined chemically with oxygen.

PATHOGENIC: A medical term that describes viruses, bacteria, and other types of germs that can cause some kind of disease.

STANDARD OPERATING PROCEDURE: An established procedure to be followed in carrying out a given operation or in a given situation.

STANDARD TRANSPORTATION COMMODITY CODE: A seven-digit numeric code representing commodity groupings. If a commodity has a 49 as the first two numbers, then it is considered to be a hazardous material. The STCC is used by railroads on waybills and other shipping documents.

TOXIC: The ability of a substance to cause damage to an organism, its effects are dose dependent

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT: Works with local government, state and federal agencies and voluntary organizations to provide resources and expertise through the four phases of emergency management.

VIRGINIA EMERGENCY OPERATIONS CENTER: Serves as the operation center for state efforts before, during and after emergencies and disasters strike or threaten Virginia.

Appendix F: List of Acronyms

This Appendix includes emergency management acronyms that are commonly used or referred to throughout this All Hazards Freight Rail Annex. Please refer to the Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP) for additional information.

Acronym	Meaning
ACFR	Albemarle County Fire Rescue
CARS	Charlottesville Albemarle Rescue Squad
CHEMTREC	Chemical Transportation Emergency Center
DOE	Department of Energy
DHS	Department of Homeland Security
DOT	Department of Transportation
ECC	Emergency Communications Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guidebook
EPA	Environmental Protection Agency
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRA	Federal Rail Administration
HazMat	Hazardous Material
JIC	Joint Information Center
JIS	Joint Information System
NFPA	National Fire Protection Association
NGO	Non-Governmental Organization
NIMS	National Incident Management System
N.O.S.	Not Otherwise Specified
NTSB	National Transportation Safety Board
ORM-D	Other Regulated Materials for Domestic Transport Only
OSHA	Occupational Safety and Health Administration
PSAP	Public Safety Answering Point
PIO	Public Information Officer
PPE	Personal Protective Equipment
SOP	Standard Operating Procedures
STCC	Standard Transportation Commodity Code
UNESCO	United Nations Educational, Scientific, and Cultural Organization
USCG	United States Coast Guard
UVA	University of Virginia
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VEOC	Virginia Emergency Operations Center
VOSHA	Virginia Occupational Safety and Health Administration
WARS	Western Albemarle Rescue Squad

Appendix G: Incident Action Plan – Crude Oil Rail Incident

This Incident Action Plan (IAP) has been written, and is to be used, in conjunction with the Charlottesville- UVA-Albemarle County Emergency Operations Plan (Regional EOP), and “All Hazards Freight Rail Annex.” It will allow for the initial identification of life safety issues, hazards, fire, runoff, and the overall magnitude of the incident.

This IAP is intended for use during the first hour of operation, starting at time of dispatch.

Section 1: General Situation Awareness

- There will be a need for specialized outside resources that may not arrive for hours.
- Railroad Safety Procedures:
 - Expect a train or equipment to move on any track from either direction at any time.
 - Watch for movement in both directions before crossing tracks
 - If tracks are clear, walk single file at a right angle to the rails.
 - Trains approach with little or no warning. Stand a minimum of 25 feet away from the tracks if possible, and face the train when rail equipment is passing through.
 - Never stand, walk or sit on railway tracks, between the rails or on the ends of ties.
 - Stay away from track switches since they can be remotely operated.
- Crude Oil Hazard Summary
 - Petroleum crude oil is a light to dark colored liquid hydrocarbon containing flammable gases. The behavior of this product may range from that of gasoline for the lighter (sweet) crude oils to diesel fuel for the heavier (sour) crude oils.
 - **CAS NO. 8002-05-9, UN 1267, DOT Hazard Class 3 Flammable Liquid, Refer to ERG Guide 128** for detailed information.

Section 2: Initial Operations

- Attempt to identify the precise location of the incident, and communicate to all responding personnel (*See Appendix 1 of this IAP*)
- Isolate and secure the area; if **leaking** initially isolate **150 ft.** in all directions, then evacuate **1,000 ft.** downwind, if **on fire** isolate **½ mile** in all directions and shelter downwind
- Note the time of day/time of year/topography to determine response issues
- Consider the need for additional resources, and call for them:
 - Additional alarms/mutual aid
 - Notify local Emergency Manager, activate the local EOC.
 - Notify the Virginia Emergency Operations Center (VEOC)
 - Identify the need for an Incident Management Team
 - Contact the railroad; either CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) for assistance, to notify them of the derailment, and request all train traffic be halted. (*See Appendix 2 of this IAP*)
- Contact the Chemical Transportation Emergency Center (CHEMTREC) at 1- 800-424-9300 for assistance (*See Appendix 2 of this IAP*)
- Determine the nearest water supply, and if in a rural area identify the drafting site and dump location and identify the location of rail track access sites
- Establish Command and Accountability System

- Assess the scene –
 - Attempt to identify any life hazards, and provide for IMMEDIATE RESCUE of individuals
 - Attempt to identify the types and numbers of rail cars involved; products, fire, smoke, sounds, placards, types of rail cars, and recover shipping papers
 - Use the specific technologies for rail car information: either Rail Respond for CSX information, or AskRail for Norfolk Southern information.
 - Attempt to identify any exposures involved
- Establish initial control zones:
 - Exclusion (Hot) Zone
 - Support (Cold) Zone
 - Contamination Reduction (Warm) Zone (becomes that once Entry Team goes to work)
- Develop a Site Safety Plan and Evacuation Routes
- Can sources of ignition be removed and/or eliminated?
- Use caution when approaching the scene and positioning apparatus. Implement air monitoring as soon as possible to detect the presence of combustible gases and other contaminants.
- The more volatile materials in crude oil may be present in the air in high concentrations creating an inhalation and flammability hazard. Responders should wear SCBA to avoid potential exposure to vapors and fire.
 - If a sufficient water supply has been established, use water fog spray to cool containers, control vapors, and to protect personnel and exposures. Direct the cooling water to the top of the tank. There is some potential that containers of liquid that are not properly cooled may rupture violently if exposed to fire or excessive heat. And if there is an explosion, realize that shrapnel may travel in any direction and for great distances. The use of unmanned monitors may be necessary.
 - **DO NOT APPLY WATER DIRECTLY INSIDE A TANK CAR.** Apply water from the sides of the tank car and from a safe distance to keep fire exposed containers cool. Use unmanned fire monitors for cooling tank cars when available. Withdraw immediately in case of rising sound from venting pressure relief devices or discoloration of tank.
 - Improper application of fire streams may create a dangerous phenomenon known as a *slop-over*. When the water stream is applied to the hot surface of burning oil, the water is converted into steam causing agitation of the liquid and burning oil. This burning oil then slops over the sides of the tank car. This can occur within 10 minutes of the product becoming involved in fire.
- Incident Command Checklist (*See Appendix 3 of this IAP*)
- If the derailment occurs near water, especially the James River on the southern part of the County, any individuals on the water should be evacuated and the river should be monitored as part of the security perimeter.

Section 3: Continuing Operations

- Establish and identify an Emergency Decontamination (Decon) site for patients and for responders.
- Identify to all responders the appropriate Personal Protective Clothing (PPE) and if Self Contained Breathing Apparatus (SCBA) will be required.

- Establish staging areas for:
 - Fire/Rescue resources
 - Medical
 - Logistical needs
 - Railroad contractors
- Estimate the potential impact:
 - Has the container been breached? If so, is the product flowing?
 - Where will the container and/or its contents go if released?
 - Why are the container and/or its contents likely to go there?
 - How will the container and/or its contents get there?
 - When will the container and/or its contents get there?
 - What harm will be caused by them getting there?
 - How much material has been released?
 - What is the proximity of the release to:
 - People,
 - Property,
 - Critical systems, and
 - Environment?
 - Is the material on fire? Are other tank cars at risk of becoming involved?
 - Do you have the capability of successfully controlling fire spread, which in some cases may require a minimum of approximately 500 gallons of water per minute per exposed tank car?
 - Are adequate foam supplies and equipment available? (*Foam estimates are included on Appendix 4 & 5 of this IAP*)
 - Have the concentrations of any flammable or toxic vapors present been determined using air monitoring instruments? Are the readings within the appropriate Action Levels? **ACTION LEVELS are below:**
 - % of LEL: < 10%: continue with caution, 10% - 25%: work with caution continue monitoring, >25%: withdraw from the area
 - % Oxygen: Low 19.5% - High 23.5%
 - Carbon Monoxide: 35 Parts per Million (PPM)
 - Hydrogen Sulfide: 10 PPM

Section 3.1: Derailment with a spill, no fire

- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Work to ensure confinement operations are started to limit the product migration.
- Request additional foam supplies and equipment, if needed.
- Refer to the ERG for recommended isolation distances. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

Section 3.2: Derailment with fire, crude oil unit train, 1 car on fire, spill contained

- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Confinement operations (i.e., spill control tactics) are a priority to limit the size and spread of the release – damming and diking may be required to limit the potential for the spill to migrate beyond the immediate area and cause environmental damage.
- Responders will need to refer to the ERG for recommended isolation distances.
- If fire suppression operations are initiated, responders need sufficient foam concentrate supplies, adequate water supply, foam appliances, equipment and properly trained personnel to effectively implement and sustain fire suppression and post-fire suppression operations. Based on NFPA 11, *Standard for Low-Medium-and High-Expansion Foam*:
 - For a spill **greater than one (1) inch in depth**, agencies will need a minimum of approximately **216 gallons of 3% foam concentrate** available for the **first 15 minutes** of the operation based on a **spill area of approximately 3,000 sq. ft.** Then there will be a need to have additional supplies for reapplication of foam to maintain an adequate blanket, and an adequate water supply to enable a continuous application.
- If foam is used, it is not effective on hydrocarbon fuels in motion (three dimensional fires).
- Defensive or non-intervention strategies should be the initial course of action. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

Section 3.3: Derailment with fire, crude oil unit train, multiple car involvement, release, spill, with fire

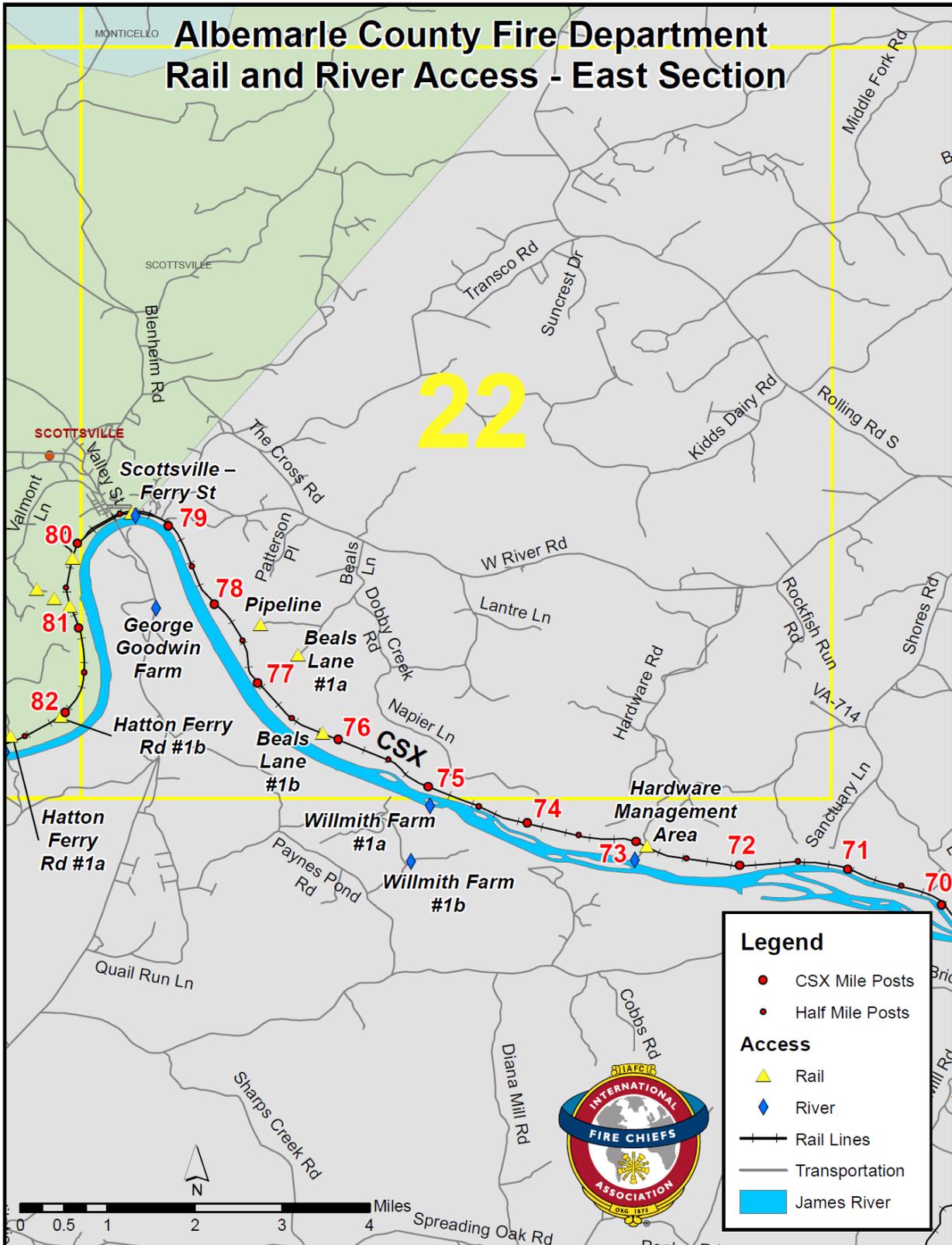
- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Confinement operations (i.e., spill control tactics) are a priority to limit the size and spread of the release – damming and diking may be required to limit the potential for the spill to migrate beyond the immediate area and cause environmental damage.
- Responders will need to refer to the ERG for recommended isolation distances.
- If fire suppression operations are initiated, responders need sufficient foam concentrate supplies, adequate water supply, foam appliances, equipment and properly trained personnel to effectively implement and sustain fire suppression and post-fire suppression operations. Based on NFPA 11, *Standard for Low-Medium-and High-Expansion Foam*:
 - For a spill **greater than one (1) inch in depth**, agencies will need a minimum of approximately **216 gallons of 3% foam concentrate** available for the **first 15 minutes** of

the operation based on a **spill area of approximately 3,000 sq. ft.** Then there will be a need to have additional supplies for reapplication of foam to maintain an adequate blanket, and an adequate water supply to enable a continuous application.

- If foam is used, it is not effective on hydrocarbon fuels in motion (three dimensional fires).
- Defensive or non-intervention strategies should be the initial course of action. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

Section 4: Additional ICS Forms that will be required as the operation expands

- ICS 201 – Incident Briefing
- ICS 202 – Incident Action Plan
- ICS 203 – Organizational Assignment List
- ICS 204 – Assignment List
- ICS 205 – Incident Radio Communications Plan
- ICS 205A – Communications List
- ICS 206 – Medical Plan
- ICS 207 – Incident Organization Chart
- ICS 208 – Safety Message/Plan



Appendix 2: Railroad/CHEMTREC Information Sheet

When contacting the **railroad**, provide the following information:

- Your name, location, organization name and telephone number
- Location of the incident (provide the railroad with the DOT Crossing Number or the railroad milepost so the specific location can be identified)
- Type and number of containers involved
- Presence of markings, labels, reporting marks or placards on tank car
- Presence of smoke, fire or spill
- Extent of damage
- Topography
- Weather conditions
- If pictures can be taken from a safe position, do so and send to a railroad representative as quickly as possible.
- *Request the Train Consist List.*

When contacting **CHEMTRC**, the list below should be communicated in addition to the list above:

- Dispatch center telephone number, and fax number
- UN/NA Identification Number or STCC number
- Chemical name, product name or trade name
- Carrier name
- Shipper and point of origin
- Consignee and destination
- What actions have been taken
- Number of injuries/exposures
- Is there specific information needed as a priority? (SDS, PPE information, medical assistance, etc.)

Appendix 3: Incident Command Checklist

General

- Determine immediate health and/or safety hazards.
- Additional alarms/mutual aid, attempt to identify the precise location of the incident, and communicate to all responding personnel.
- Notify the Virginia Emergency Operations Center (VEOC)
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Identify the need for an Incident Management Team.
- Request activation of other local resources such as activation of the Emergency Operations Center (EOC) as needed.
- Without risking exposure, isolate incident area and identify zones of activity; help secure the scene of the incident.
- Ensure adequate law enforcement response for traffic and crowd control.
- Determine the nearest water supply, and if in a rural area identify the drafting site and dump location and identify the location of rail track access sites.
- Establish Command and Accountability System.

Hazardous Material (refer to ERG)

- Assess the scene –
 - Attempt to identify the types and numbers of rail cars involved; products, fire, smoke, sounds, placards, types of rail cars, recover Consist or use “Ask Rail/Rail Respond”.
- Attempt to identify any exposures involved
- Coordinate with railroad
- Provide air monitoring for hazard identification.
- Establish initial control zones; if tank car is **leaking** isolate **150 ft.** in all directions –
 - Exclusion (Hot) Zone
 - Support (Cold) Zone
 - Contamination Reduction (Warm) Zone (Becomes that once Entry Team goes to work)
- Determine if evacuation of the area is necessary; if so evacuate **1,000 ft.** downwind, if **on fire** isolate **½ mile** in all directions and shelter downwind. If not direct shelter-in-place
- Identify the need to shut down river traffic
- Check the weather forecast for the area every 15-30 minutes for significant changes.
- Consider the location as a potential crime scene.
- Establish emergency decontamination area; one for patients, one for responders.
- Wear turnout gear and SCBA until hazards are identified. Then identify required personal protective equipment (PPE).
- Establish staging areas for: Fire/Rescue resources, Medical, Logistical needs, and Railroad contractors
- Safely perform firefighting using defensive tactics
- When necessary according to shipping papers, reportable quantity releases are to be reported to the National Response Center (at 1-800-424-8802).

- Inform Emergency Medical Services (EMS), VDEM Hazardous Material Response Team, and Virginia Department of Environmental Quality of contamination hazards.

Severe Weather Incident Annex

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Introduction

The Charlottesville, UVA, and Albemarle County region is at risk for a number of severe weather incidents. The purpose of the annex is to outline the organization, responsibilities, operational concepts, and procedures specific to response operations of forecasted severe weather emergencies in the City of Charlottesville, University of Virginia, and Albemarle County region. Safety of employees, citizens and visitors along with protection of property is of special emphasis and shall be improved by the use of educational campaigns, planning, warning and evacuation. This annex will be periodically reviewed and updated as necessary.

This annex is applicable to all agencies and personnel that have been assigned responsibilities for severe weather operations by the Emergency Operations Plan (EOP) and further supplements the EOP. This annex will be referred to during all severe weather incidents. A severe weather incident is any weather situation that threatens the safety of the public, threatens or causes disruptions to the locality, or threatens to or causes disruption of government functions. The primary categories of events which will be covered in this annex are:

1. Winter Weather
2. Wind Events
3. Severe Storms
4. Flooding
5. Excessive Heat

Assumptions

In addition to the assumptions stated in the Regional EOP Basic Plan, Charlottesville-UVA-Albemarle County will operate under the following assumptions during a response to a severe weather incident.

- Severe weather events can occur during any season. While most will have some warning involved, some may develop with little or no warning.
- On occasion, there may be up to several days advanced warning for potentially severe weather. During this time the local area may activate warning systems, mobilize resources, activate the Emergency Operations Center (EOC), and implement evacuations as needed to ensure the safety of local residents, personnel and assets.
- The Governor's orders as they pertain to emergency protective measures including evacuation will be implemented.
- State and Federal assistance will neither be expected nor requested until all local resources and capabilities are known and are anticipated to be insufficient to satisfy emergency needs.
- Advanced preparation by healthcare facilities, businesses and utilities are essential to maintain needed services during response and recovery operations.

- The University utilizes a free emergency notification system called UVA Alerts. All students, faculty, and staff should register for this free service targeted to the University population. This system sends a text and email of any emergency on the University Grounds and proximate areas.
- The Local Emergency Alert System provides phone, text, or email notices of community emergency alerts. Users can choose the type of message they want to receive. Emergency alerts are targeted only to persons in the direct path of severe weather or in the vicinity of an emergent event.
- Depending on the severity of the weather event, population and vehicle evacuation parameters, shelter demand and capacity, traffic volumes and critical roadway segments, and estimated clearance times may all need to be taken into consideration.
- Evacuation routes will be determined by the appropriate emergency management official(s) at the time of the evacuation action decision. The following major thoroughfares and streets will be utilized whenever possible: Route 29 North or South, Route 20 North or South, Route 250 East or West (direct Albemarle).

Severe Weather Incident Impacts

Severe weather is any dangerous meteorological phenomena that has the potential to cause serious physical damage, disruption of systems, or loss of life. Some events have a substantial warning period before their occurrence, but others do not. It is necessary to be prepared for the full range of potential severe weather phenomena. General impacts from severe weather events include:

- Transportation network damage or interruption
- Damages to utility infrastructure (natural gas, water, and waste water)
- Power outages
- Communication network interruption
- Disruption of public safety services (resource exhaustion)
- Commercial and personal property damage
- Structural damage
- Debris
- Disruption of agriculture and livestock
- Personal injury and death
- Fire/water damage
- Economic impact
- Disruption of health and healthcare services
- Threat to continuity of local government and public education
- Separation of families, reunification needs

Responding to a Severe Weather Incident

This section includes the information and guidance necessary for responding to a severe weather incident.

An effective response to severe weather is dependent on rapid mobilization and effective use of resources and regional capabilities. The Lead Agency for severe weather events is the Office of Emergency Management. The Office of Emergency Management monitors weather information and National Weather Service forecast discussions. When severe weather is predicted, the office disseminates appropriate weather information to regional emergency management leadership.

For weather events with warning, the Office of Emergency Management will recommend activating the Emergency Operations Center in advance of the storm. Depending on the type of severe weather, certain Emergency Support Functions (ESFs) will be activated and asked to staff the EOC with personnel. Non-activated ESFs may be called upon to provide assistance later, and should maintain situational awareness through virtual monitoring of incident information. Each ESF agency should determine EOC staffing strategies and maintain their appropriate disaster preparedness, response, and recovery program in accordance with emergency duties and responsibilities as assigned in the Regional EOP. Specific expectations are outlined below.

Monitoring

Triggered by National Weather Service advisories and watches for severe weather approaching our area.

- Review and update public messaging, team notification lists, EOC activation procedures, and VEOCI severe weather plan.
- Monitor weather advisories.

Emergency Operations

- **Mobilization Phase**
 - Advise the public about the weather threat.
 - Place EOC team members on standby.
 - Test primary and alternate communications.
 - Identify vehicles and equipment that should be protected or relocated.
 - Alert emergency responders via the ECC.
 - Begin tracking staffing, equipment, and finances
- **Response Phase**
 - Activate the EOC as needed.
 - Provide emergency public information as appropriate.
 - Direct the evacuation of threatened areas as necessary. Coordinate with on-scene commanders in each area. Provide back-up radio communications as needed.
 - Relocate public-owned vehicles and equipment as necessary.
 - Designate, open, and publicize shelter locations as needed.
 - Declare a local emergency as deemed necessary.

- Report situation and support requirements if any to the State EOC. Continue to provide daily status reports throughout the emergency.
- Have the State activate search and rescue teams as needed.
- Direct that utilities be shut off in evacuated areas if necessary.
- Establish traffic control for evacuated areas as needed.
- Direct the testing of drinking water for purity if needed.
- Evaluate the situation and direct protective action as required.
- Declare any damaged areas safe for re-entry after danger has passed.
- Activate ARES/RACES for communication support, as needed
- Activate the CERT volunteer call takers to answer the 979-INFO lines and notify the media that the information hotline is active.
- Activate additional partners to provide support.
- Begin record keeping of all incurred expenses.
- **Recovery Phase**
 - Restore facilities and services.
 - Clear debris and reestablish utilities as conditions allow.
 - Assess damages.
 - Request post-disaster assistance, as appropriate.
 - Provide assistance to disaster victims.

Mutual Aid Protocol

Due to the extensive scope of severe weather emergencies, it may be necessary to enlist mutual aid from surrounding jurisdictions to address a range of situations triggered by the severe weather event. Throughout the region, response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. Additional assistance beyond existing agreements must be requested through the Office of Emergency Management.

Special Considerations

A severe weather incident will require a response from various local agencies and potentially state, and federal agencies. In addition to the standard responsibilities outlined in Emergency Support Function annexes, this section points out unique considerations related to severe weather and resources available to address recognized challenges.

Transportation Agencies (ESF #1)

- Interdependencies with VDOT, University of Virginia Facilities Management and Charlottesville Public Works for road clearance
- Emergency access debris clearance
- Coordination of transportation routes for incoming resources

Communications Agencies (ESF #2)

- Potential communications disruption

- Communications system infrastructure damages
- Radio channels dedicated for response, depending on area command needs
- Cache radios
- Responder Data Services
- Private Sector vendors assisting with response
- No-tech strategy

Public Works and Engineering (ESF #3)

- Interdependencies with VDOT, UVA Facilities Management, Albemarle County FES and Charlottesville Public Works and utility companies
- Facility damage assessment needs
- Communication with Utility Companies

Fire and Rescue Services (ESF #4, #9, #10)

- Stage equipment and personnel
- Access to resource data

Emergency Management (ESF #5)

- VEOCI Severe Weather plan
- Notification responsibilities
- Dedicated incident management teams
- EOC Activation and sustained operations

Mass Care (ESF #6)

- Emergency Sheltering
- ADA access needs
- Mass feeding
- Reunification

Resource Support (ESF #7)

- Access to Resource information
- Resource owner contacts

Public Health and Medical (ESF #8)

- Awareness and Notification
- Medical staffing support for shelters
- Access to information about at-risk populations that rely on electricity-dependent durable medical equipment

Resource Protection (ESF #11)

- Historical venue preparedness for weather events with warning
- Livestock preparedness for weather events with warning
- Domestic pet Sheltering needs
- Historical venue damage assessment
- Agricultural damage assessment

Energy (ESF #12)

- Power restoration priorities
- Private sector coordination

Public Safety and Security (ESF #13)

- Emergency shelter staffing needs
- Equipment and resources needed (command post)

External Affairs (ESF #15)

- Joint Information Center

Military Support (ESF #16)

- National guard engagement

Donation and Volunteer Management (ESF #17)

- Integration into incident management

Supporting Documents

The following supporting documents should be referenced for tactical details and implementation procedures:

- Critical facilities lists for power restoration priorities
- Scottsville Flood Evacuation Plan
- National Guard Civil Support Playbook
- City of Charlottesville Debris Management Plan
- Albemarle County Debris Management Standard Operating Procedure
- Regional Water Utility Emergency Operations Plan (in process)
- UVA Inclement Weather Plan

Appendix A – Severe Weather Background

Winter Weather Events

- The greatest threat during severe winter weather is icing of surfaces from freezing rain or sleet and snow which melts and refreezes. Freezing rain or melting snow can result in an ice covering on exposed surfaces including buildings, roads, and power lines. Wind speed plays a major role in increasing the severity of an ice storm.
- Ice storms are a fairly common event in the area, with usually one or two a year, and can cause significant property damage and interrupt regular transportation routes.
- Damage can be extensive and pervasive, with ice on roadways and walkways leading to serious traffic wrecks for drivers and fall injuries for pedestrians. Community members with functional and access or special medical needs will face increased challenges from ice and snow events.
- Increasing ice accumulation may result in downed power lines and trees, which result in power outages and blocked roads.
- Even slight accumulations of ice create hazardous driving conditions and can cause significant problems if the precipitation occurs during high traffic periods
- Extreme cold temperatures cause human suffering and agricultural losses, particularly when combined with loss of heat from power or fuel outages. Wind Chill takes into account the increased rate of heat loss from exposed skin caused by the combination of wind with cold temperatures.
- If proper protective measures are not taken, individuals may be at risk of hypothermia, and frost bite.
- Heavy snowfall is another risk of severe winter weather. The build-up of significant amounts of snow and ice adds considerable weight to structures and utility infrastructure that may not be designed to withstand the weight. Winter snowstorms are categorized by the Regional Snowfall Index (RSI) produced by the NOAA National Climatic Data Center. The RSI Category is based on the spatial extent of the storm, the amount of snowfall, and the juxtaposition of these elements with population. Including population information ties the index to societal impacts. The RSI is calculated separately for different areas of the United States to account for regional climatic differences.
- Blizzard conditions are defined as: sustained winds and gusts above 35 miles an hour, and considerable falling and/or blowing snow are expected to last three hours or longer. This creates an especially hazardous environment with low visibility and the potential for damage to trees and structures in the community.
- Heavy snowfall may affect road access, which impacts public safety response and fire hydrant accessibility. This may cause increased demand for services due to people's inability to travel on their own. In addition, this will compound the challenge of transporting and sheltering regional response staff.

High Wind Events

- According to the National Weather Service, high winds have the potential to occur during strong weather systems, severe thunderstorms, or can flow down a mountain. When winds of 40-50 mph are sustained, isolated wind damage is possible.
- Tornadoes can appear suddenly without warning and can be invisible until dust and debris are picked up or a funnel cloud appears. Most tornadoes in the southeastern United States are relatively weak (F/EF-0 to F/EF-1) and spawned by tropical cyclones (see Appendix B for Fujita Scale of Tornado Strength).
- Derechos are widespread, long-lived wind storms associated with bands of rapidly moving showers or thunderstorms known as bow echoes, squall lines, or quasi-linear convective systems. If the swath of wind damage extends for more than 250 miles, includes wind gusts of at least 58 mph along the majority of its length, and includes several, well-separated 75 mph or greater gusts, then the event may be classified as a derecho.
- Microbursts are localized columns of sinking air (downdrafts) within a thunderstorm and are usually less than or equal to 2.5 miles in diameter. There are two types of microbursts – wet and dry. Wet microbursts are common during the summer season in the Southeastern United States. Wind speeds during a microburst can be greater than 100mph.
- Hurricanes are tropical cyclones in which the maximum sustained surface 74 mph (or 119 km/hr) or more (see Appendix B for Saffir-Simpson Hurricane Severity Scale). Hurricanes are most likely to occur during the June 1-November 30 hurricane season; from mid-August through mid-October is the peak season for major (Category 3, 4, and 5) hurricanes to occur.
- Debris resulting from high winds or snow resulting from storms has the potential to block roads and prohibit effective transportation.
- Damage from a derecho is similar to that of a tornado but typically occurs in one direction along a relatively straight path and is referred to as "straight-line wind damage".
- Microbursts can cause extensive damage at the surface, and in some instances, can be life-threatening.
- During high wind events, high profile vehicles, trees, and utility poles are vulnerable to being blown over. Mobile homes are also particularly susceptible to damage, but all buildings are susceptible to flying debris and roofs being removed.
- In addition to the direct hazard posed to anyone caught below falling lines, damage to overhead electrical lines may also result in long-lasting power outages with the potential to effect large areas.
- Increased fire danger is possible with high wind events if dry fuels, low humidity and high winds coincide. A Fire Weather Watch is issued up to 72 hours before the above conditions are expected to occur and a Red Flag Warning is issued when the conditions above are expected to occur or are occurring within the next 24 hours.

Severe Storms

- A thunderstorm is a rain shower that includes thunder and lightning. A thunderstorm is classified as “severe” when it contains one or more of the following: hail one inch or greater, winds gusting in excess of 57.5 mph, or a tornado. Thunderstorms are most likely in the spring and summer months and during the afternoon and evening hours, but they can occur year-round and at all hours.
- Lightning is a component of every thunderstorm, and is capable of striking an area within a 10-mile radius from the main thunderstorm.
- Hail is a dangerous potential aspect in thunderstorms. Hailstones have the potential to become as large as baseballs in supercell thunderstorms, but are considered severe when the hailstones reach 1” in diameter.
- Supercells are a less common form of thunderstorm that contain a deep and persistent rotating updraft called a mesocyclone and can potentially last for several hours depending on weather conditions.
- Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

Flooding

- Floods are generally the result of excessive precipitation, and can be classified under two categories:
 - General floods: precipitation over a given river basin for a long period of time. General floods are usually long-term events that may last for several days.
 - Flash floods: heavy localized precipitation in a short time period over a given location. Most flash flooding is caused by slow-moving thunderstorms or by heavy rains associated with hurricanes and tropical storms.
- The severity of a flooding event is determined by the following:
 - a combination of stream and river basin topography and physiography
 - precipitation and weather patterns
 - recent soil moisture condition
 - the degree of vegetative clearing
- The types of general flooding in this region include riverine and urban flooding.
 - Riverine flooding is a function of excessive precipitation levels and water runoff volumes within the watershed of a stream or river.
 - Urban flooding occurs where man-made development has obstructed the natural flow of water and decreased the ability of natural groundcover to absorb and retain surface water runoff.
- During times of heavy rainfall, warnings may be received from the National Weather Service:
 - **Flash Flood Warning:** Take Action! A Flash Flood Warning is issued when a flash flood is imminent or occurring. People in flood prone areas need to move

- immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop.
- **Flood Warning:** A Flood Warning is issued when the hazardous weather event is imminent or already happening.
 - **Flood Watch:** A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. It does not mean flooding will occur, but it is possible.
 - **Flood Advisory:** A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. It may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
 - **Areal Flood Warning:** An Areal Flood Warning is normally issued for flooding that develops more gradually, usually from prolonged and persistent moderate to heavy rainfall.
- Areas of Charlottesville along the banks of Meadow Creek, Moore's Creek, and the Rivanna River are subject to flooding due to excessive rainfall.
 - Areas of Albemarle County along the banks of the South Fork of the Rivanna, North Fork of the Rivanna, the James River at Scottsville, the Hardware River, and numerous creeks are subject to flooding due to excessive rainfall.

Excessive Heat

- Excessive heat is a combination of hot temperatures and high humidity that creates a situation in which heat related illnesses are possible.
- The NWS issues Excessive Heat advisories, watches and warnings when excessive heat is expected over a multi-day period.

Appendix B – Glossary

Agricultural Drought: When the amount of moisture in the soil no longer meets the needs of a particular crop.

Areal Flood Warning: An Areal Flood Warning is normally issued for flooding that develops more gradually, usually from prolonged and persistent moderate to heavy rainfall.

Blizzard Watch: Issued when there is at least a 50% chance for blizzard conditions within the next 36 to 48 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.

Blizzard Warning: Issued when there is at least an 80% chance that wind and snow will combine to produce blizzard conditions within the next 36 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.

Derecho: a very long lived and damaging thunderstorm. A storm is classified as a derecho if wind damage swath extends more than 240 miles and has wind gusts of at least 58 mph or greater along most of the length of the storm's path.

Downbursts: a common cause of wind damage from a thunderstorm. They can reach over 100 mph and are caused by air being dragged down by precipitation. When the air reaches the ground, it spreads outward across the surface of the land it encounters in a straight line.

Drought: a period of abnormally dry weather that persists long enough to produce a serious hydrologic imbalance, causing, for example, crop damage and shortages in the water supply.

Dust Storm Warning: A Dust Storm Warning is issued when visibility of 1/2 mile or less due to blowing dust or sand, and wind speeds of 30 miles an hour or more

Excessive Heat: A combination of high temperatures (significantly above normal) and high humidity.

Excessive Heat Outlook: Excessive heat event in 3-7 days.

Excessive Heat Warning: Excessive heat event within 35 hours.

Excessive Heat Watch: Excessive heat event in 12-48 hours.

Fujita Scale (F-Scale): is a scale for rating tornado intensity, based primarily on the damage tornadoes inflict on human-built structures and vegetation.

Scale	Wind Estimate (MPH)	Typical Damage
F0	< 73	Light damage
F1	73-112	Moderate damage
F2	113-157	Considerable damage
F3	158-206	Severe damage
F4	207-260	Devastating damage
F5	261-318	Incredible damage

Freezing rain: Super cooled (below 32 degrees) falling liquid precipitation that freezes on contact with any surface that is below freezing.

Frost Bite: An injury cause by freezing body tissue which requires immediate medical attention. Symptoms of frostbite include a white or pale appearance of the skin and a loss of feeling. Extremities such as fingers, toes, ear lobes, and the tip of the nose are most susceptible to frost bite.

Gale Warning: Gale Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and is not directly associated with a tropical cyclone: sustained winds of 34 to 47 knots (39 to 55 mph) or frequent gusts (duration of two or more hours) between 34 knots and 47 knots.

Hail: Small ice particles and super-cooled water droplets that are lifted into a thunderstorm by its updraft can combine, fall into the downdraft of the storm, and then, if the updraft is strong enough, are recycled back up above the freezing level in the storm. It is the repeating of this process numerous times that allows for hail stones to grow. Once a hail stone is too big for the updraft to hold it up in the storm, it will fall to Earth.

Heat Index (HI): a measure of how hot it really feels when the humidity is added to the actual air temperature.

Heat Wave: A period of abnormally and uncomfortably hot and unusually humid weather. Typically, a heat wave lasts two or more days.

High Wind Warning: Sustained, strong winds with even stronger gusts are happening.

High Wind Watch: Sustained, strong winds are possible.

Hurricane / Typhoon: A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

Hurricane Force Wind Warning: Hurricane Force Wind Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and not directly associated with a tropical cyclone: sustained winds of 64 knots or greater or frequent gusts (duration of two or more hours) of 64 knots (74 mph) or greater.

Hurricane Season: The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

Hydrological Drought: When the surface and subsurface water supplies are below normal.

Hypothermia: An abnormally low body temperature of less than 95 degrees Fahrenheit which requires immediate medical attentions. Warning symptoms include memory loss, skin discoloration, uncontrollable shivering, exhaustion, disorientation, incoherence, and slurred speech.

Ice Storm Warning: Issued when there is at least an 80% chance that freezing rain will result in the accumulation of at least 1/4 inch of ice within the next 24 hours.

Meteorological Drought: When an area gets less precipitation than normal. Due to climatic differences, what is considered a drought in one location may not be a drought in another location.

Microburst: a localized column of sinking air (downdraft) within a thunderstorm and is usually less than or equal to 2.5 miles in diameter.

Severe Thunderstorm: A thunderstorm is classified as "severe" when it contains one or more of the following: hail one inch or greater, winds gusting in excess of 50 knots (57.5 mph), or a tornado.

Saffir-Simpson Hurricane Wind Scale: A 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage.

Category	Sustained Winds (MPH)	Typical Damage
1	74-95	Very dangerous winds will produce some damage
2	96-110	Extremely dangerous winds will cause extensive damage
3 (major)	111-129	Devastating damage will occur
4 (major)	130-156	Catastrophic damage will occur
5 (major)	157 >	Catastrophic damage will occur

Severe Thunderstorm Warning: A Severe Thunderstorm Warning is issued when severe thunderstorms is happening or is imminent in the warning area. Severe thunderstorms have wind 58 mph or higher and/or hail 1 inch or larger.

Severe Thunderstorm Watch: A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. Winds 58 mph or higher and/or hail 1inch or larger are possible in a severe thunderstorm.

Socioeconomic drought: When water supply is unable to meet human and environmental needs it can upset the balance between supply and demand.

Supercell: A relatively uncommon but dangerous kind of thunderstorm. Supercells have a high likelihood of producing severe weather, including damaging winds, very large hail, and sometimes weak to violent tornadoes. They contain a deep and persistent rotating updraft called a mesocyclone and can potentially last for several hours depending on weather conditions.

Thunderstorm: A rain storm which also has thunder and lightning.

Wildfire: A wildfire is an uncontrolled fire that occurs in a wildland area which can cause significant harm. It is often started by negligent human behavior or even by lightning.

Wind Advisory: Issued when the following conditions are expected: 1. Sustained winds of 31 to 39 mph for an hour or more. 2. Wind gusts of 46 to 57 mph for any duration.

Wind Chill Advisory: Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to 5 F but does not reach warning criteria.

Wind Chill Warning: Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to -10 F.

Winter Storm Warning: Issued when there is at least an 80% chance for winter storm conditions occurring within the next 36 hours. Winter storm conditions include an accumulation

of at least a half inch of sleet, and/or a significant accumulation (1/4 inch or more) of ice due to freezing rain, and/or heavy snow accumulation. Snow accumulations must be at least 2 inches within a 12-hour period. A Winter Storm Warning can also be issued at forecaster and emergency management discretion when significant impacts are expected but the snow, sleet, or freezing rain criteria are not necessarily met

Winter Weather Advisory: Issued up to 36 hours before an event when there is at least an 80% chance of a winter precipitation event (snow, freezing rain/drizzle, sleet or blowing snow) which causes inconveniences but does not meet warning criteria. Winter Weather Advisories will be analyzed to determine whether the intensity, location, and timing of the forecasted impacts warrant the activation of this plan.

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Special Events Incident Annex

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Introduction

Throughout the year in the Charlottesville-UVA-Albemarle County region, there are festivals, concerts, visiting dignitaries, sporting events, and many other large and small events that gather – or have the potential to gather – large crowds. A special event is defined as a non-routine activity within a community that brings together a large number of people. Emphasis is not placed on the total number of people attending but rather the impact on the community's ability to respond to a large-scale emergency or disaster, or the exceptional demands that the activity places on response services.

Under normal conditions, these events proceed with few or no problems. To respond effectively to an incident at a special event, whether natural or man-made, additional planning, preparedness, and mitigation efforts are needed to ensure regional public safety and regional response partners can quickly and appropriately engage. This Annex is intended to enable local emergency response and public safety agencies to ensure that adequate measures and systems are in place to prevent, reduce, and provide effective response to any emergency situations that may arise during special events.

Situation

Throughout the City of Charlottesville, County of Albemarle and the University of Virginia, there are numerous locations that host large community events attracting community members and tourists alike. Broadly speaking, special events include such occurrences as:

- Visiting dignitaries or high-profile social figures
- University events
- Festivals
- Concerts
- Parades
- Holiday festivities and events
- Athletic events
- Elections
- Civic events

Planning Assumptions

In addition to the planning assumptions stated in the Regional EOP, the following assumptions guide preparedness and response efforts for special events.

- Special events and facilities pose a unique threat within the Charlottesville-UVA-Albemarle region and in some cases may be more susceptible to an emergency.
- Event-specific plans should include public safety considerations, strategies for handling severe weather, and evacuation/shelter-in-place considerations.

- Multi-agency planning groups, including police, fire, rescue, communications, transportation, event sponsors, and others as needed, are most effective in establishing event-specific policies and procedures.
- The majority of special events are planned in advance, but unplanned events like protests can occur and require immediate, coordinate response.
- Overlapping special events and normal response needs create an environment where community response resources are stretched thin and effective response could be a challenge.
- Special event locations vary greatly and offer differing challenges. For example, an urban setting may be reached faster by responders and have infrastructure available to support response activities while a rural location may have a longer response time and minimal infrastructure resources to support response activities.
- Special events held on a recurring basis may require a different level of planning than one-time events.

Pre-Event Planning

Planning for a special event requires collaborative planning and the engagement of a multi-agency team. This may include but is not limited to:

- Event host
- Facility/venue Manager
- Local Government Departments
- Police
- Fire
- Emergency Medical Services
- Emergency Communications
- Emergency Management
- Transportation (local and state)
- Public Health
- Infrastructure Partners

During planning, the following needs should be considered:

- Command Post (location and staffing)
- Containment perimeter
- Access control methods
- Credentialing
- Surveillance points and methods
- Emergency Medical assets
- Methods of ingress/egress for emergency vehicles
- Controlled point of ingress/egress

- Access and Functional Needs considerations
- Sterile areas (high security access controlled space)
- Detainment area and outgoing transportation for arrestees
- Evacuation Strategy
- Shelter options in case of severe weather events
- Weather monitoring
- Environmental Hazards
- Resource Needs (tangible and personnel)
- Resource Limitations
- Traffic Diversion plan
- Communications plan (public and event management)
- Intelligence gathering and dissemination strategy
- Reunification strategy (large scale and individual level , location, communication)

Mutual Aid

Depending on the scope of the emergency and the special event, it may be necessary to enlist mutual aid from surrounding jurisdictions. Regional response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. These should be reviewed, updated, and communicated regularly, and included in training requirements. If state assistance is needed, requests are made by the Office of Emergency Management through the Virginia Emergency Operations Center.

Special Considerations

An incident at a special event will require a response from various local agencies and potentially state, and federal agencies. In addition to the standard responsibilities outlined in Emergency Support Function annexes, this section points out unique considerations related to special events and resources available to address recognized challenges.

Transportation Agencies (ESF #1)

- Interdependencies with VDOT, volunteers, public works (depending on event size)
- Evacuation assets
- Public and private transportation
- Charter buses
- Landing Zones

Communications Agencies (ESF #2)

- Radio channels dedicated for special events – venue based
- Cache radios
- Potential Communications Disruption
- Responder Data Services
- Private Sector vendors assisting with response
- No-tech strategy

Public Works and Engineering (ESF #3)

- Interdependencies with VDOT, volunteers, public works (depending on event size)
- Communication with Utility Companies

Fire and Rescue Services (ESF #4, #9, #10)

- Stage equipment and personnel
- Access to resource data
- Event specific action plans
- Identify likely hazards specific to venue and population

Emergency Management (ESF #5)

- VEOCI Comprehensive Event Dashboard
- Notification responsibilities
- Dedicated incident management teams
- Preparation for EOC Activation

Mass Care (ESF #6)

- Reunification and Temporary Emergency Sheltering
- Family Assistance Center
- Unique shelter needs
- ADA access needs

Resource Support (ESF #7)

- Access to Resource information
- Resource owner contacts

Public Health and Medical (ESF #8)

- Awareness and Notification
- Vendors and Food Safety
- Surveillance and information sharing
- Medical surge

Resource Protection (ESF #11)

- Watershed Protection
- Historical venue considerations

Energy (ESF #12)

- Unique energy needs based on the event
- Private sector coordination

Public Safety and Security (ESF #13)

- Security staffing needs
- Spillover into community
- Community notifications
- Equipment and resources needed

- Activation of additional resources

External Affairs (ESF #15)

- Joint Information Center
- Public Awareness

Military Support (ESF #16)

- National guard engagement

Donation and Volunteer Management (ESF #17)

- Integration into incident management
- Communication

Supporting Documents

The following supporting documents should be referenced for tactical details and implementation procedures:

- TJEMS Mass Casualty Incident Plan
- JPJ Arena/SMG COOP
- SMG Crisis Management Plan
- UVA Athletics Emergency Management Plan
- Event-specific emergency action plans

Appendix A – Special Event Locations

Jurisdiction	Title of Location	Address	Capacity	Type of Venue
Albemarle	Monticello	931 Thomas Jefferson Pkwy, Charlottesville		Historical venue
Albemarle	Shenandoah National Park	Virginia		Park
Albemarle	Highland	2050 James Monroe Pkwy, Charlottesville		Historical Venue
Albemarle	Spring Valley Orchard	3526 Spring Valley Rd, Afton		Orchard
Albemarle	Chiles Peach Orchard	1351 Greenwood Rd, Crozet		Orchard
Albemarle	Carter Mountain	1435 Carters Mountain Trail, Charlottesville		Orchard
Albemarle	Preddy Creek Trail Park	3690 Burnley Station Road, Charlottesville		Park
Albemarle	Ivy Creek Natural Park	1780 Earlysville Rd, Charlottesville		Park
Albemarle	Chris Greene Lake Park	4748 Chris Greene Lake Rd, Charlottesville		Park
Albemarle	Darden Towe Park	1445 Darden Towe Park, Charlottesville		Park
Albemarle	Dorrier Park	250 Page St, Scottsville		Park
Albemarle	Charlotte Y. Humphris Park	Charlotte Humphris Park, Charlottesville		Park
Albemarle	Mint Springs Valley Park	6659 Mint Springs Park, Crozet		Park
Albemarle	Patricia Ann Byrom Forest Preserve Park	Crozet, Virginia		Park
Albemarle	Simpson Park	2410 Simpson Ln, Esmont		Park
Albemarle	Totier Creek Park	Scottsville, Virginia		Park
Albemarle	Walnut Creek	4250 Walnut Creek Park Road, North Garden		Park
Albemarle	Raged Mountain Natural Area	1730 Reservoir Rd, Charlottesville		Park
Albemarle	Charlottesville Albemarle Airport (CHO)	100 Bowen Loop #200, Charlottesville		Airport
Albemarle	Boar's Head Inn	200 Ednam Drive,	630	Event Space
Charlottesville	Downtown Mall	E Main St, Charlottesville		Public Space
Charlottesville	Sprint Pavilion	700 East Main Street	3,500	Entertainment Venue

Charlottesville	Jefferson Theater	110 East Main Street	750	Entertainment Venue
Charlottesville	Paramount Theater	215 East Main Street	1,100	Entertainment Venue
Charlottesville	IX Art Park	522 2nd Street Southeast		Public Space
Charlottesville	The Corner	1501 University Ave		Public Space
Charlottesville	Rivanna Trails	Rivanna Trail, Charlottesville		Park
Charlottesville	McGuffey Art Center	201 2nd St NW, Charlottesville	500	Museum
UVA	Fralin Art Museum	155 Rugby Road		Museum
UVA	John Paul Jones Arena	295 Massie Rd	14,593	Entertainment Venue
UVA	Scott Stadium	1815 Stadium Rd	61,500	Entertainment Venue
UVA	Rotunda and Lawn	1826 University Ave, Charlottesville		Historical venue/public space
UVA	UVA Health System	1215 Lee St, Charlottesville		Hospital

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Active Threat and Terrorism Incident Annex

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Introduction

During a terrorism or active threat incident, effective utilization of resources and implementation of policy can assist community response and recovery efforts in the City of Charlottesville, University of Virginia and Albemarle County Region. By establishing operational procedures specific to active shooter incidents in public areas, responders will be able to fulfill their roles and responsibilities in a timely manner, and ultimately, limit the impact and effects of the disaster. This Terrorism Annex includes information about the region, including coordinating agencies, potential targets, and roles and responsibilities when responding to a terrorist incident as well as links to additional resources.

The purpose of this annex is to provide an organizational framework to effectively utilize all available law enforcement, firefighting, and search and rescue resources and personnel within the City, County and University during a terrorist attack.

This annex is intended to supplement the Charlottesville-UVA-Albemarle County Regional Emergency Operations Plan (EOP) by establishing policies and procedures specific to active threats and terrorist attacks. Plans for controlling the dispatch of equipment and manpower, and ensuring effective operations at the scene of an emergency/disaster are included.

This annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Local officials are in command of disaster operations. Local, county, state, and federal agencies, while under direct supervision of their own superiors, must coordinate their activities with the affected municipality.

Assumptions

The following list contains assumptions that Charlottesville-UVA-Albemarle County will operate under during a response to an active threat.

- The planning assumptions stated in the Charlottesville-UVA-Albemarle County Regional Emergency Operations Plan also apply to this annex.
- All emergency response and recovery operations will be conducted in accordance with the National Incident Management System, as specified by Homeland Security Presidential Directive – 5 (HSPD-5).
- The coordinating agencies for the Charlottesville-UVA-Albemarle County region for active threat incidents are Albemarle County Police Department, Charlottesville Police Department, and University of Virginia Police Department.
- Depending on scope of the event, state and federal agencies will support the regional response. These agencies include but are not limited to Virginia State Police, Federal Bureau of Investigation, and Department of Homeland Security.

- The Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC), and/or on-site security may be the first to be alerted to an impending or actual emergency through their normal communications network.
- Response to an active threat or terrorist incident will focus on the preservation of life and the elimination of life-threatening persons and situational hazards. Preservation of property and the environment follows in priority.
- An active threat or terrorist incident may require the evacuation and/or shelter-in-place of occupants.
- A mass casualty attack may overwhelm local first responder capabilities.
- Law enforcement cannot immediately determine if an active threat is an act of terrorism. The incident must be investigated to determine if the use of force or violence against persons or property in violation of the criminal laws of the United States is for purposes of intimidation, coercion, or ransom.
- The length of time available to determine the scope and magnitude of the attack, the presence of chemicals, substances and/or objects designed to injure occupants or responders will impact protective actions including timely notification of the public.
- An active threat or terrorist act may or may not result in an identified crime scene. The act(s) could potentially be transportation related or involve fixed sites. Emergency preparedness and planning should include measures for prevention, immediate incident response, and post incident recovery operations.
- An active threat or terrorist attack incident can create a situation that strains the normal resources of any one municipality. Determining what resources are needed will vary depending on the type of incident.
 - Efficient and effective mutual aid among various local, county, state and federal agencies requires the use of a Unified Command System, with appropriate space accommodations, compatible equipment and communications systems.
- The Charlottesville-UVA-Albemarle Office of Emergency Management will notify the Virginia Emergency Operations Center immediately after any terrorist attack incident.
- Presidential Decision Directive 39, the U.S. Policy on Counterterrorism, 1995, designates the FBI as the lead agency for federal domestic terrorism response actions, with assistance furnished by state and local governments as required. If an event is determined to be an act of terrorism, federal resources will be brought to bear in support of operations in the state of Virginia. These may include specialists from Domestic Emergency Support Team, HAZMAT, Joint Terrorism Task Forces, or other fields as required. Their availability will be coordinated by the FBI and the State Emergency Operations Center (State EOC).
- The U.S. Department of Homeland Security will communicate critical information about imminent or elevated terrorist threats by issuing a National Threat Advisory System alert. These alerts provide timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private

sector. These alerts will include a clear statement that there is an imminent threat or an elevated threat.

The mission of this annex is to integrate regional public safety and security capabilities and resources to support the full range of incident management activities associated with active threats, and potential or actual terrorist attacks.

Definition of an Active Threat Incident

The event is described as an emergency situation involving a person or persons who are actively engaged in killing or attempting to kill people in a populated area by acts of either random or systematic violence.

- The overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc.
- Active Threat incidents include any assault with a deadly weapon (guns, knives, vehicles, explosives, etc.) with one objective in mind; causing as many deaths as possible.

Characteristics Associated with an Active Threat Suspects

- Suspects choose populated areas to commit the assaults such as, schools, theaters, churches and shopping malls.
- The suspects usually have some degree of familiarity of the location of the event.
- A variety of weapons are used in different ways.
 - Some suspects engage multiple victims at close range using edged weapons, pistols, shotguns or submachine guns.
 - Some suspects engage victims at longer distances using a rifle, semi-automatic rifle or automatic rifle.
 - Some suspects engage victims using vehicles to run over pedestrians or smash into crowds.
 - Some suspects engage victims and first responders with Improvised Explosive Devices (IED).

Characteristics Associated with and Active Threat Incident

- A considerable amount of time is spent planning to include selecting weapons of choice.
- Focus is on harming anyone whom they come into contact with.
- The assault is generally not focused on one particular victim or group of victims, but rather on “targets of opportunity”.
- Little to no warning is given before the assault begins.
- The assault will continue until the suspect either commits suicide or is neutralized by police.

Definition of a Terrorism Incident

Terrorism is broadly defined by the Federal Bureau of Investigations (FBI) as “the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.”

Terrorists often use threats to generate fear within the general population, discredit the current government’s efforts against terrorism, and spread their ideology. Domestic Terrorism specifically is defined by the Patriot Act as “terroristic acts that:

- Involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any State;
- Appear to be intended –
 - to intimidate or coerce a civilian population;
 - to influence the policy of a government by intimidation or coercion; or
 - to affect the conduct of a government by mass destruction, assassination, or kidnapping; and
- Occur primarily within the territorial jurisdiction of the United States."

Terrorism involves violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or any state, or that would be a criminal violation if committed within the jurisdiction of the United States or any state. Acts of terrorism are intended to intimidate or coerce a civilian population, influence the policy of a government, or affect the conduct of a government. These acts transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate, or the locale in which perpetrators operate

Examples of terrorism:

- Arson
- Environmental crime
- Industrial sabotage
- Bombings
- Weapons of mass destruction
 - Conventional explosives
 - Secondary devices
 - Low-tech devices
- B-NICE (Biological, Nuclear, Incendiary, Chemical and Explosive)

There may or may not be any warning before an incident occurs. The use of secondary devices may be used in a coordinated attack, could be intended to harm or kill first responders.

Special Considerations

An active threat or terrorism incident will bring a response from various local agencies, and state and federal agencies. This section is designed to point out the unique considerations related to terrorism and active threats, and resources available to address recognized challenges.

Transportation Agencies (ESF #1)

- Interdependencies with VDOT, public works
- Evacuation assets
- Public and private transportation
- Landing Zones

Communications Agencies (ESF #2)

- Communications Plan
- Cache radios
- Potential Communications Disruption
- Responder Data Services
- Private Sector vendors assisting with response
- Amateur Radio
- No-tech strategy

Public Works and Engineering (ESF #3)

- Interdependencies with VDOT and public works
- Communication with Utility Companies
- Utilities impacted by incident
- Disruption of services to customers

Fire and Rescue Services (ESF #4, #9, #10)

- Response to and staging of equipment and personnel at incident site
- Access to resource data
- Potential hazardous materials
- Integration and communication with responding agencies

Emergency Management (ESF #5)

- Preparation of EOC Activation
- Notification responsibilities
- Dedicated incident management teams
- Communication with Virginia Emergency Operations Center (VEOC)

Mass Care (ESF #6)

- Reunification and Temporary Emergency Sheltering
- Family Assistance Center
- Unique shelter needs

- ADA access needs

Resource Support (ESF #7)

- Access to Resource information
- Resource owner contacts

Public Health and Medical (ESF #8)

- Awareness and Notification
- Surveillance and information sharing
- Medical Countermeasure Dispensing
- Medical Surge

Resource Protection (ESF #11)

- Watershed Protection
- Historical venue considerations
- Agricultural Protection

Energy (ESF #12)

- Unique energy needs or impacts
- Private sector coordination

Public Safety and Security (ESF #13)

- Security staffing needs
- Community notifications
- Equipment and resources needed
- Activation of additional resources

External Affairs (ESF #15)

- Joint Information Center

Military Support (ESF #16)

- National guard engagement

Donation and Volunteer Management (ESF #17)

- Integration into incident management

Supporting Documents

The following supporting documents should be referenced for tactical details and implementation procedures:

Appendix A – Classification of Terrorism Incidents

There are a wide variety of potential threats to locations within the Charlottesville-UVA-Albemarle area that responding organizations must be prepared to handle. The following are common broad terrorism classifications of events and appropriate response protocol specific to each incident, as available.

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area using a firearm. Most active shooters shoot indiscriminately at victims with no pattern. Most incidents only last between 10-15 minutes.

With an active shooter, the most likely method of notification of a problem is calls to the Emergency Communications Center (ECC) from citizens or emergency responders that observed or were affected by the attack. Response begins with police responding to the scene to intercept the shooter. Fire and rescue stage as directed by ECC Communications Officers. The Emergency Management Coordinator (EMC) is notified by the ECC and begins gathering information for decisions about community warning messaging, possible evacuations and shelter-in-place, and EOC activation. The EMC contacts the City Manager, the County Executive and the Executive Vice President of the University, as applicable based on the location of the incident, with recommendations about activating the EOC, opening reunification centers, and request for assistance from outside agencies. A phase one activation of the EOC at the ECC is the most likely initial action with the EMC, law enforcement, fire, rescue, public information officers, communications, public health and medical services, and social services being the most likely initial staffing.

Weapons of Mass Destruction

Weapons of mass destruction are defined in US law (18 USC §2332a) as:

- Any explosive, incendiary, or poison gas, including the following: a bomb; grenade; rocket having an explosive or incendiary charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the previously described devices;
- Any weapons that is designed or intend to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors;
- Any weapon involving a disease organism;
- Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Weapons of mass destruction are often referred to by the collection of modalities that make up the set of weapons: chemical, biological, radiological, nuclear, and explosive. These are weapons that have a relatively large-scale impact on people, property, and/or infrastructure.

Chemical Terrorism

Chemical terrorism utilizes agents that are intended to kill, seriously injure, or incapacitate people through physiological effects. Persons exposed to chemical terrorist attacks require immediate attention from first responders trained in its special treatment. Methods of dissemination include aerosol devices (munitions, sprayers, aerosol generators,) breaking containers or covert distribution. Chemical warfare agents include nerve or blister agents or forms of industrial chemicals.

There are two categories of chemical agents: persistent and non-persistent. Persistent agents can linger in the air from hours up to weeks. Non-persistent agents evaporate quickly due to their lightness and become ineffective usually within 15 minutes. This period can be extended in small, unventilated areas.

Characteristics of chemical attacks are most often localized outbreaks whose effects become noticeable within minutes. Other indicators include an inexplicable rise in dead or dying animals (commonly insects or birds) and multiple casualties exhibiting similar symptoms, such as nausea, disorientation, difficulty breathing or convulsions. More apparent indicators include widespread odor, oily film and fog. The presence of suspicious spray devices, munitions or packages are also common in chemical attacks. Potential toxic agents used in warfare include:

- Irritants - including teargas and sting gas.
- Vesicants - i.e. mustard gas.
- Toxins - includes cyanide.
- Pulmonary agents - i.e. phosgene.
- Nerve agents - i.e. sarin, tabun, soman, GF, VX

The threat of cross-contamination of victims through contact with liquid agent or residue continues even after the initial agent release. The rapid removal of casualties from the contamination, triage, and decontamination areas is essential to reducing additional agent-related injuries.

Responders should remember that response protocol entails:

- If encountering watering eyes, stinging skin, trouble breathing, strip immediately and wash
- Consider the threat of secondary devices
- Establish a decontamination area for civilian victims and another for technical decontamination of responders, equipment, and evidence collection
- Request communications and dispatch to notify hospitals of mass casualties and the possibility of contaminated victims who have left the scene showing up at their facilities
- Establish accountability of all responders on scene
- Request that a supervisor or senior ranking law enforcement officer report to the command post

- Alert all personnel that the incident is a crime scene and to use caution to preserve suspected evidence, if possible
- Mass decontamination requires large amounts of water
- Containment of contaminated water runoff a priority also

Biological Terrorism

Biological agents are intended to kill, seriously injure, or incapacitate people through physiological effects, often characterized by a delayed response time. The existence of an incubation period, which can last from hours to weeks, delays the diagnosis of such an attack because symptoms are not obvious. Healthcare personnel, such as doctors and nurses, are usually the first to detect a biological attack among humans. Additionally, agriculture and animals can be the target of a biological attack, which can wreak havoc on food supplies and economies.

Unlike chemical agents, biological agents can be transmitted from person to person through a carrier. Symptoms are often inconsistent with natural disease. When responding to a Biological Terrorism Event, it is important to use proper protocol to ensure safety of first responders involved. The following should be remembered:

- Dissemination through aerosol is a common method, where persons are infected through inhalation of particles. Particles can also settle on clothing, equipment and soil, causing secondary contamination. Properly dispose of or thoroughly clean contaminated clothing and equipment after contact with biological particles.
- Biological agents can infect persons through contaminated food and water or through contact with the skin. Contact can be inhibited with protective clothing (Level C) or through mouth and nose-covering masks with high-efficiency particulate air (HEPA) filters
- Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Two to three layers of cotton such as a t-shirt, handkerchief or towel. Several layers of tissue or paper towels may help. Wash with soap and water.
- Blood tests are fastest way of determining cause of illness, and thus the onset of a biological attack.

Nuclear and Radiological Terrorism

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. Lethal effects of nuclear blasts include blinding light, radiation in the form of intense heat, and fires. These effects can be felt for hundreds of miles. Radiation is invisible to human senses and detection requires monitoring devices.

When responding to a Nuclear or Radiological Event, it is important to use proper protocol to ensure safety of first responders involved. Use specialized detectors and protective clothing and respiratory equipment when in contact with possible radiation. If possible, use shielding: more of the radiation will be absorbed and you will be exposed to less. The farther away you are from the blast and fallout, the lower your exposure.

Incendiary and Explosive Devices

An improvised explosive device (IED) attack is the use of a “homemade” bomb and/or destructive device to destroy, incapacitate, harass, or distract. Because they are improvised, IEDs can come in many forms, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. Improvised explosive devices can be carried or delivered in a vehicle; carried, placed, or thrown by a person; delivered in a package; or concealed on the roadside.

Improvised incendiary devices (IIDs) typically are less expensive to make than improvised explosive devices but still are capable of creating mass casualties and causing widespread fear and panic. Improvised incendiary devices can be constructed easily from everyday materials available at hardware and grocery stores. Improvised incendiary devices can be used against many types of infrastructure targets; violent extremists have used them successfully in attacks in the United States and overseas.

When responding to a terrorist attack that uses an incendiary or explosive device, it is important to use proper protocol to ensure safety of first responders involved. Remember that:

- Fires may cause secondary explosions
- Intense heat can cause infrastructure damage and collapse as well as falling debris, even in adjacent buildings.
- Some explosive devices are targeted against first and second responders.
- When planning protective measures, remember that incendiaries are generally small, that they ignite rather than explode (often when the target premises are empty) and that there is usually more than one device.

Cyber Terrorism

Cyber Terrorism: the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against an area’s critical infrastructure in order to intimidate or coerce a government or civilian population to further political or social objectives.