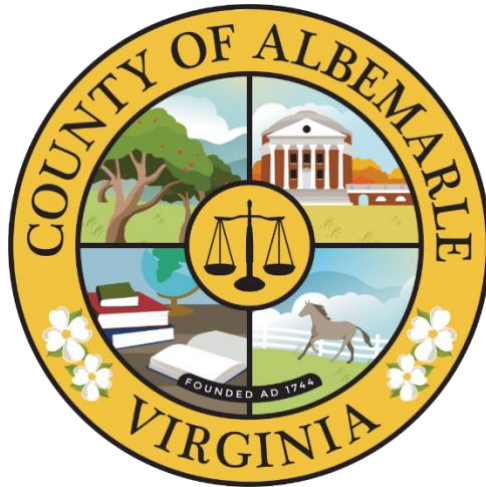


ALBEMARLE COUNTY



EMERGENCY OPERATIONS PLAN

2023

Version 1.0

Record of Changes

The record of changes to the Albemarle County Emergency Operations Plan (EOP) 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 Emergency Operations Plan.

Version	Description of Change	Date	Responsible Party
1.0	Initial County EOP, post Regional EOP	3/1/2023	ACOEM

Record of Distribution

Albemarle County's EOP will be distributed to each agency and organization that has a role in the plan and those noted in the table below. Copies will be available to the public online and at the Headquarters of the Albemarle County Fire Rescue Department.

Agency/Department	Title of Recipient	Date Distributed
Charlottesville/UVA/Albemarle County Emergency Communications Center	Executive Director	March '23
City of Charlottesville Emergency Management	Emergency Management Coordinator	March '23
University of Virginia Emergency Management	Director of Emergency Management	March '23

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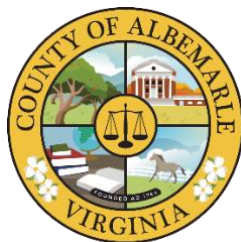
The Albemarle County Emergency Operations Plan (EOP) is a multidiscipline, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the County. The plan is implemented when it becomes necessary to mobilize County resources to save lives 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 County 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 Emergency Operations Plan for Albemarle County is hereby promulgated.

Approved:

Jeffrey B. Richardson

County Executive



Albemarle County

Executive Summary

The Albemarle County Emergency Operations Plan (EOP) is a multidiscipline all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the County. The plan is implemented when it becomes necessary to mobilize community resources to save lives and protect property and infrastructure. The EOP incorporates the National Incident Management System (NIMS) as the 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 County departments and other agencies for response to disasters and emergencies. The 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 response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between 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 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 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 and damage assessment).
- **Incident Annexes**—describe unique considerations for response and recovery from likely hazards.

Plan Maintenance and Distribution

The County's Emergency Management Coordinator is responsible for developing, maintaining, and distributing the 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.

Primary 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 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 EOP to all County departments and agencies listed in the plan as a Primary or Supporting 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 EOP.

Notice of Change

Notices of change to the 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 EOP.

Upon publication, the change will be considered a part of the EOP. The Emergency Management Coordinator is responsible for the distribution of the approved notices of change 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 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 they become particularly important as command organizes beyond the initial reactive phase of first responders.

The foundation for this coordinated response is established through the Albemarle County Emergency Operations Plan (EOP). The 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 Law of 2000," as amended (Code of Virginia, § 44-146.13, et seq.) 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 EOP establishes the organizational framework for County 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 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; and
- Establishment of fundamental agreements that are the basis for interagency and intergovernmental planning, training, exercising, assessment and coordination, and information exchange.

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

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

- Provide and analyze information to support decision-making and action plans;
- Manage County 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 residents;
- Protect property and mitigate damages and impacts to individuals, communities, and the environment;
- Track response resources immediately and throughout response and recovery; and
- 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 County. 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 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 County will initiate, in coordination with the state and federal governments as appropriate.

This EOP is applicable to all County 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 EOP alters the existing authorities of County departments or 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, and environmental and economic impact.
- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved.
- Albemarle County will commit all available resources to save lives, stabilize an 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 times 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.
- County 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 County 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 EOP is the core plan for managing emergencies during major emergencies and disasters. Other supplemental agency and interagency plans may 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 EOP but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

1.5 Levels of Emergency

Emergency conditions vary with each incident and activation and the level of any specific activation will be determined by the Emergency Management Coordinator. As a guide, the three levels of emergency (Figure 1) are specified as follows:

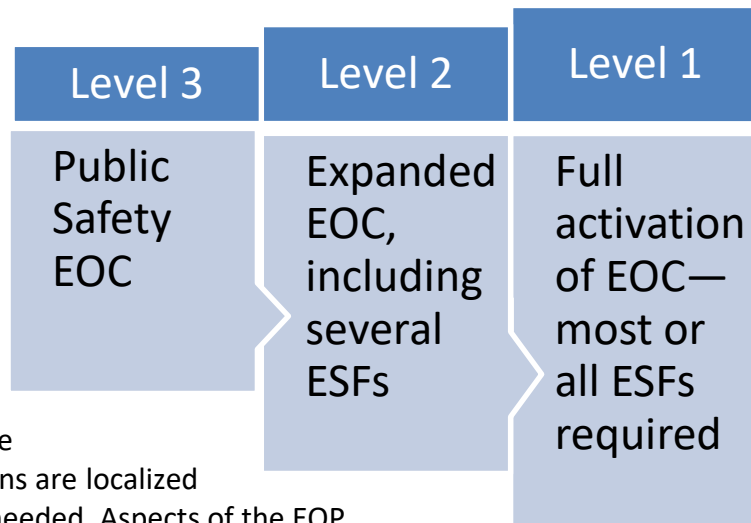
Level 3—an emergency incident that normal community emergency response resources can handle. While there may be some damage or interruption, the conditions are localized and activation of the full EOP is not needed. Aspects of the EOP, primarily public safety and sheltering, may be activated.

Level 2—an incident with substantial damages and interruptions to County operations. Resources beyond public safety alone will be required to manage the incident and the EOC is required to coordinate those many resources.

Level 1—an incident requiring the full activation of the EOP to address immediate emergency response across most, if not all, emergency support functions. Emergency conditions are widespread, and the County must be self-sufficient for a period of hours to several days. Requests for assistance from the Commonwealth are anticipated to be submitted by the Emergency Management Coordinator due to local resource depletion.

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

Figure 1. Emergency Levels



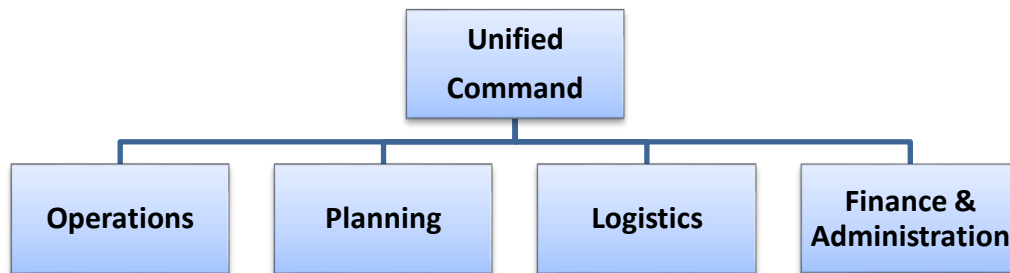
1.6 Incident Management

The EOP uses a 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 the following:

- **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 makeup 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. Incident Management Structure



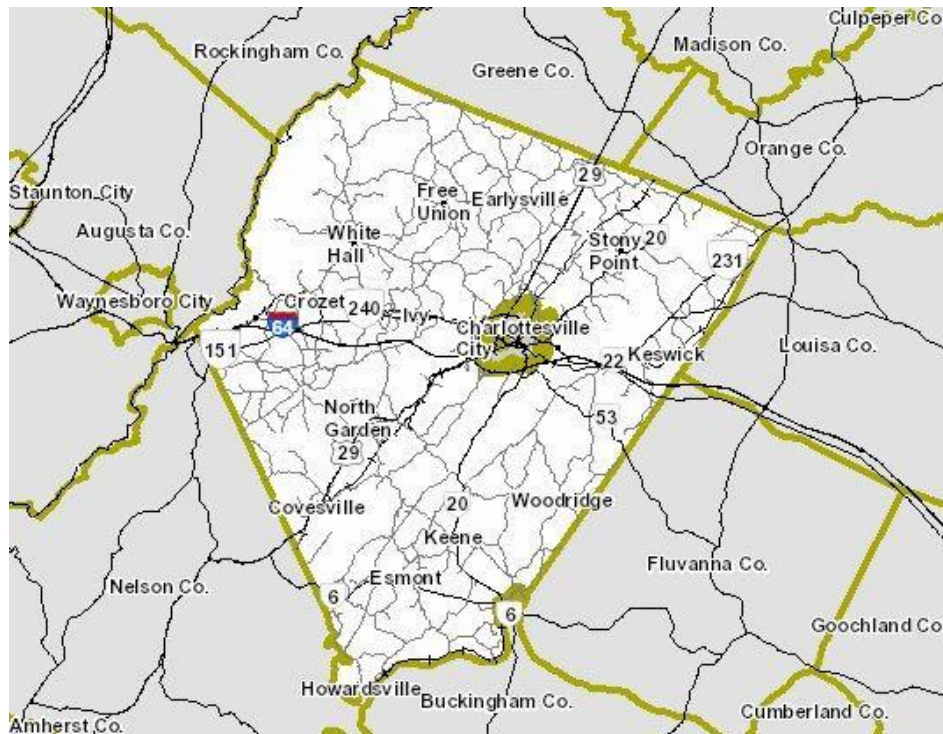
This approach divides management of an incident, or the EOC, into smaller, more manageable sections while maintaining a coordinated focus. The size and number of designated positions within each section can be expanded or contracted to meet requirements as an event progresses. This allows for maximum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

2. SITUATION

The majority of information in this section is excerpted from the 2023 Regional Hazard Mitigation Plan – Thomas Jefferson Planning District. The full reference is available at <https://tjpd.org/our-work/hazard-mitigation/>

2.1 Geographic Characteristics

Albemarle County (Figure 3) is bounded by the Blue Ridge Mountains on the west with ridges, 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 are in 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 20s to July highs in the high 80s. Annual rainfall averages above 40 inches and is supplemented with approximately 14 inches of snow.

2.3 Population

The US Census Bureau July 2021 population estimate for Albemarle County is 113,535. Other significant populations within Albemarle's boundaries include the City of Charlottesville (45,672 – US Census Bureau July 2021) and a student population at the University of Virginia estimated at 27,115 (UVA, 2021). 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 elected 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. The Town of Scottsville is located within the County.

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

2.5 Land Use

The Route 29 corridor and the Route 250 corridor east of the City of Charlottesville, otherwise known as Pantops, are the major commercial and industrial areas outside of the City of Charlottesville. The following table shows the number of buildings in the area.

Table 1. Building Numbers

Locality	Total Buildings	Residential Buildings	Non-Residential Buildings
Charlottesville	21,244	19,603	1,641
Albemarle	46,883	44,258	2,625
UVA	527	198	329

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, Sentara Martha Jefferson Hospital, Northrup Grumman Corporation, Piedmont Virginia Community College, 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	2020 Employees
	Total nonfarm industries	6,490	112,800
1	Government	110	36,500
2	Professional and Business	809	15,600
3	Educational and Health	720	14,400
4	Trade, Transport, and Utilities	467	14,200
5	Leisure and Hospitality	834	10,400
6	Mining Logging, and Construction	753	5,700
7	Other (Except Financial and Manufacturing)	117	5,400
8	Financial Activities	750	4,900
9	Manufacturing	193	3,900

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 the following:

- The University of Virginia Rotunda, Academical Village, and Pavilion Gardens
- 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

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 results of prior assessments. The risk or relative threat in Albemarle County is considered the same as that determined for the TJPDC Region as shown in Table 3 below.

EVENT	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	RISK
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Relative threat*
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	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	2	2	2	74%
Flooding	3	1	2	2	65%
Winter storms/weather	3	1	1	2	56%
Communicable Disease/Pandemic	2	2	1	2	30%
Lightning	2	1	1	1	22%
Wildfire	2	1	1	1	22%
Drought / Extreme Heat	2	1	1	1	22%
Dam Failure	1	2	2	2	22%
Tornado	2	1	1	1	22%
Earthquake	1	1	2	2	19%
Landslide	1	1	1	1	11%
AVERAGE SCORE	1.88	1.37	1.5	1.58	33%

RISK = PROBABILITY * SEVERITY

0.32	0.43	0.17
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*Threat increases with percentage.

Table 3. TJPDC Hazard Mitigation Plan HIRA Results

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

Director of Emergency Management

The Director of Emergency Management is the County Executive who directs and controls emergency operations in times of emergency and issues directives to other services and organizations concerning disaster preparedness. Responsibilities of the Director of Emergency Management are the following:

- Develop, or cause to be developed, mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with unassisted pursuant to VA Code Section 44-146.19(D);
- Ensure that emergency planning and operations are applied equitably and that the needs of minority and vulnerable communities are met during emergencies pursuant to VA Code Section 44-146.19(E);
- 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;
- Declare a local emergency, if necessary, with the consent of the governing body pursuant to VA Code Section 44-146.21(A);
- 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; and
- 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 by the County Executive to the Emergency Management Coordinator. The Emergency Management Coordinator is the Chief of Albemarle County Department of Fire and Rescue who works with

County leadership to establish unified objectives regarding the County's emergency plans and activities. Responsibilities of the Emergency Management Coordinator are the following:

- Lead the Office of Emergency Management responsible for day-to-day activities associated with local disaster mitigation, preparedness, response, and recovery;
- Render assistance in accordance with the provisions of any mutual aid arrangements developed by the Director of Emergency Management pursuant to VA Code Section 44-146.19(D);
- Prepare and keep current a local Emergency Operations Plan (EOP) pursuant to VA Code Section 44-146.19(E);
- Work cooperatively with departments and agencies, community organizations, private sector entities, and non-governmental organizations to develop plans that outline the strategy for delivering the capabilities most likely required during an incident;
- Coordinate 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;
- Manage the Emergency Operations Center during an incident;
- Conduct workshops and trainings to build and maintain emergency response capabilities across response agencies;
- Conduct exercises to assess the capacity and completeness of plans and systems;
- Identify gaps in capabilities and work with partners to resolve the gaps; and
- Develop and execute accessible public awareness and education programs.

The Emergency Management Coordinator is empowered to delegate some or all of the Coordinator's powers and responsibilities to a designee.

Departments and Agencies

County departments and agencies collaborate with the Emergency Management Coordinator during the development of 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 does the following:

- 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; and
- Requests federal assistance including, if appropriate, a declaration pursuant to 42 U.S.C. 5121-5207 ("Robert T. Stafford Disaster Relief and Emergency Assistance Act," hereinafter, "Stafford Act") for 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 EOP will be activated to assess and respond to the impacts of an incident quickly. 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 County has adopted the National Incident Management System as the standard for incident management. The County 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

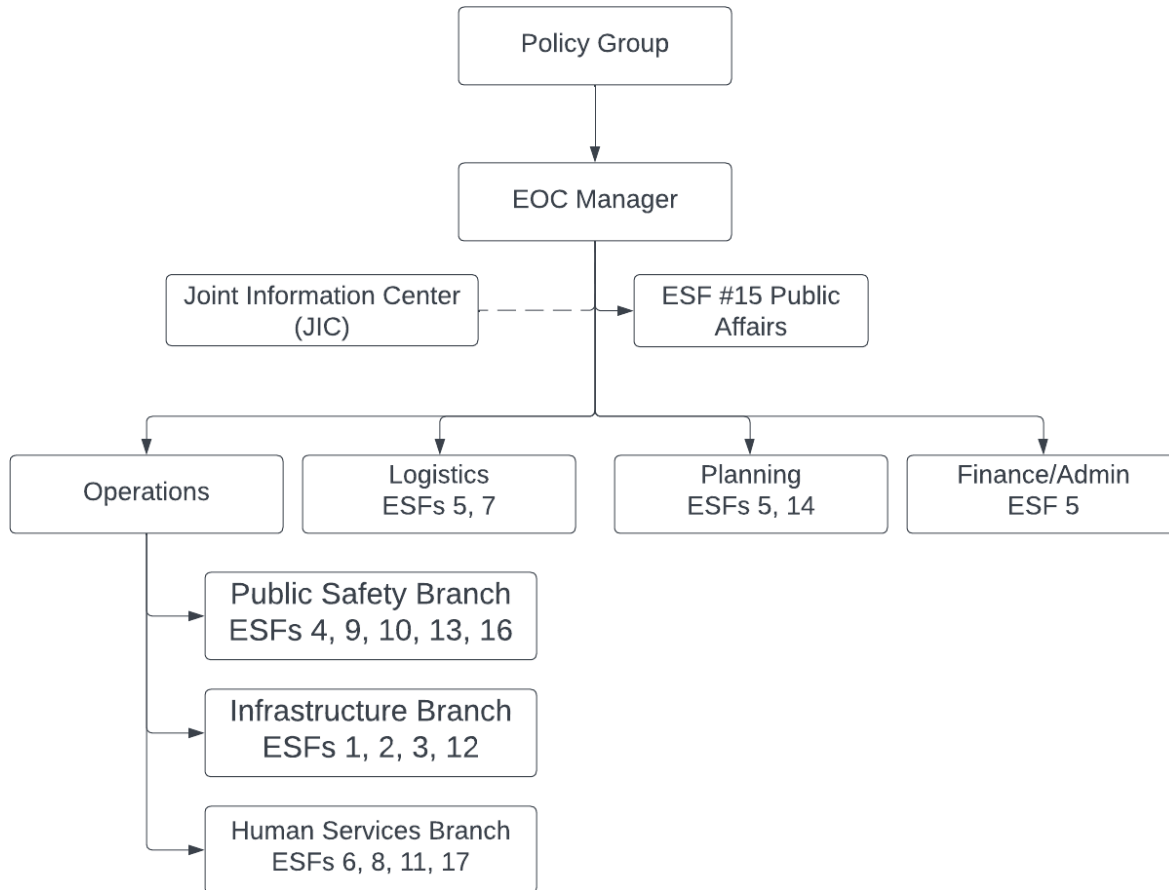
The Emergency Operations Center Team (EOC Team) is led by the EOC Manager (typically the Emergency Management Coordinator) and comprised of the Policy Group and the EOC Manager's command and general staff. The EOC basic management structure is shown below in Figure 4.

Policy Group—provides high-level direction during an incident, relying on the on-scene Incident Commander(s) and EOC Command and General Staff to execute the plan through the EOC Manager using the Incident Command System. The Policy Group is comprised of senior leadership from the County 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; and
- Monitor the recovery process to ensure recovery is proceeding according to plan and to provide guidance as needed.

The Office of the County Attorney advises the Policy Group as needed.

Command and General Staff—supports the field response during the implementation of the EOP. Branch and Group leaders are assigned to General Staff positions as necessary to accomplish the work of the EOC. Branch and Group leaders are responsible for carrying out specific work categorized as Emergency Support Functions (ESFs—see following sections). ESFs are functions and/or services of County government and other key agencies or service providers. Each ESF is assigned a primary agency responsible for ensuring the ESF has standard operating procedures and resources necessary to execute specific plans in support of the overall EOP. ESFs are further grouped and assigned to a Branch or Group leader as shown in the example organization chart that follows. The composition of the activated EOC Team may vary depending on the type of emergency.

Figure 4: Albemarle County EOC Basic Management Structure

4.1.2 On-Scene Incident Commanders

The Director of Emergency Management delegates authority to the Fire Rescue Chief and Police Chief 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 multiagency 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 is a facility where County personnel and partners work collaboratively to establish emergency priorities and policies, assign resources, and coordinate requests for assistance. Available warning time will be used to implement increased readiness measures, which will ensure maximum protection of the population, property, and supplies from the effects of threatened disasters. For smaller

incidents (Level 2 or 3 activation), the EOC may be located at the Emergency Communications Center on Ivy Road or the HQ of the Fire Rescue Department at 460 Stagecoach Road. For larger incidents requiring activation of multiple Emergency Support Functions (Level 1), the EOC is located in Zehmer Hall at the University of Virginia. The Emergency Operations Center is managed by the 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.

On activation of the EOP, the EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC may be staffed physically at the locations specified, virtually using virtual EOC software, or a hybrid combination of both. The EOC Manager will determine whether individual Policy Group, Command Staff, or General Staff positions within the EOC Team must be staffed physically or virtually. Any EOC Team member who cannot staff virtually, or has suddenly lost the capability to staff virtually, must physically report to the EOC as soon as possible.

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 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 an assigned primary agency and supporting agencies. The primary agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The primary 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 primary agency is responsible for maintaining a functional annex to the EOP (if necessary), in collaboration with the Emergency Management Coordinator. All primary and supporting 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 primary agencies will provide representatives to the EOC upon activation. Within the EOC, the Emergency Support Function representatives are assigned to specific

sections within the EOC General Staff: Command, Operations, Logistics, Planning, and Finance/Administration Sections:

COMMAND

ESF #15—External Affairs

OPERATIONS SECTION

Public Safety Branch

ESF #4—Fire Fighting

ESF #9—Search and Rescue

ESF #10—Oil and Hazardous Materials

ESF #13—Public Safety and Security

ESF #16—Military Support

Infrastructure Branch

ESF #1—Transportation

ESF #2—Communications

ESF #3—Public Works and Engineering

ESF #12—Energy

Human Services Branch

ESF #6—Mass Care, Housing, and 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—Cross-Sector Business and Infrastructure

LOGISTICS SECTION

ESF #5—Emergency Management and Recovery

ESF #7—Resource Support

FINANCE & ADMINISTRATION SECTION**ESF #5—Emergency Management and Recovery**

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

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 structure in support of incident response and recovery operations.

4.3.1 Preparedness

The County champions a strong commitment to preparedness, focusing on educating community members on mitigation, preparedness, response, and recovery strategies. The Emergency Management Coordinator assesses the County's preparedness for natural, epidemic, and terrorist emergencies and then develops and communicates the strategies, plans, and procedures to address these hazards. Key personnel from across the County 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 non-governmental 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 EOP and mobilizing the Emergency Operations Center Team to handle the crisis situation.

The Emergency Management Coordinator advises the Director of Emergency Management on the situation and the need to activate the EOP. A local disaster declaration may also be requested but is not required for activating the EOP.

4.3.3 Incident Notification

Once the decision to mobilize the EOC Team and activate the EOP is made, the Emergency Management Coordinator notifies team members of the activation and provides a brief description of the situation and initial instructions. Notification processes in the event of an EOP activation may occur through text message, email, telephone call, in-person notification, or other notification methods.

The Emergency Management Coordinator, using the IC structure (i.e., PIO or JIC), will inform community members of emergency incidents using available communications systems including telephone, email, text messaging, social media and/or website postings, and the regional emergency notification system as appropriate for the situation. In addition, the Emergency Management Coordinator reports the activation of the EOC and/or 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 organizing 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. At the discretion of the EOC Manager, 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 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 County Executive and is officially declared by the County Executive.

Beyond the local declaration to activate the 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 County 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 County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the County 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 the following:

- 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; and
- Protection of responder health and safety.

Response activities will be coordinated and supported by the EOC Team. 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- 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. Generally, the termination of the local declaration of emergency or the closing of the EOC will signal the formal transition to the recovery phase. The formal transition from response to 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 County 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.
- To the extent possible, normal workflow should be maintained in the alternate location or through teleworking. County employees may be assigned temporary duties to aid in the recovery, as appropriate.
- The County will undertake all actions to return to normal operations as soon as feasibly possible. Recovery analysis and planning will focus on the following:
 - **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 County will take actions to reduce or eliminate long-term risks 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 County, including people, facilities, and equipment, can be leveraged by the Director 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 County resources. If these capabilities are exceeded, outside assistance is available through mutual aid agreements with surrounding Counties/Cities 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 County. 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 County.

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 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 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 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, Primary Emergency Support Function agencies will conduct after-action reviews with their supporting 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 EOP.

Table 1. Authorities, Guidance, and References	
Type	Authority/Guidance/Reference
Local	Regional Hazard Mitigation Plan, 2023
	Albemarle County Code Chapter 2, Section 902 – Designation of County Executive as Director of Emergency Management.
State	Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended (Code of Virginia, Title 44, Chapter 3.2)
	The Commonwealth of Virginia Emergency Operations Plan (updated October 2021)
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 (last amended, November 14, 2022)
	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 3.0, September, 2021
	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

Appendix B. Succession of the Director and Coordinator 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	County Executive <ol style="list-style-type: none">1. Deputy County Executive2. Chief of Fire Rescue3. Chief of Police
Emergency Management Coordinator	Chief of Fire Rescue <ol style="list-style-type: none">1. ACFR Deputy Chief, Emergency Management2. ACFR Deputy Chief, Community Risk and Resilience3. ACFR Deputy Chief, Operations

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.

Primary Agency

The primary 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.

Supporting Agency

The supporting 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, the Governor 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 firefighting, police, medical/health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

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

Exercise

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

Evacuation

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

Federal Disaster Assistance

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

Hazardous Materials

Substances or materials that 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 the Governor 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 of 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 weather-related emergencies, 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 the person's 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 multijurisdictional or multiagency 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	Non-governmental 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 following:

“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, Albemarle County will contact the Virginia Department of Virginia 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
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

ESF #1: Transportation

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

1. PURPOSE 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 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 #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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, 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 primary and supporting 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 primary agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The primary agencies will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agencies will issue notifications to supporting agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary 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 do the following:

- Facilitate traffic movement during a large-scale evacuation and reentry. 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; and/or
 - Interstate 64 East or West.
- Provide transportation services and other available resources, as needed, in support of EOC operations.
- Maintain open communication with supporting 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

All Agencies	
Phase	Responsibilities
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 supporting 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 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

Charlottesville City Pupil Transportation	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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 (washouts, roadblocks, etc.) to the EOC Monitor and coordinate, as needed, the activities of the local/state agencies with transportation-related duties and responsibilities to support disaster response operations and to manage transportation resources effectively 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 to support disaster recovery operations and to manage transportation resources effectively 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

ESF #2: IT and Communications

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Information and Technology Department Regional Emergency Communications Center 	<ul style="list-style-type: none"> Local First Responder Agencies Radio Amateur Civil Emergency Service (RACES/ARES) Regional IT and Communications Departments

1. PURPOSE 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 County. Specifically, this ESF addresses the following:

- Establishing and maintaining the 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 the following:
 - 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 primary and supporting 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 staffing, 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 primary and secondary 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 primary agencies of incidents impacting or potentially impacting IT and communications systems and infrastructure. The primary agencies will contact supporting agencies and organizations, as necessary, to collect additional information.
- As an incident or threat escalates, the primary agencies will issue notifications to supporting agencies in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary 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 primary agency will request supporting 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 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 supporting 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 and 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

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

1. PURPOSE AND SCOPE

A. Purpose

Coordinate essential public works and utility services, including those related to potable water, stormwater, 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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, 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 primary and supporting 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 primary agencies of incidents impacting or potentially impacting the region and its infrastructure. The primary agencies will contact supporting agencies and organizations as necessary to collect additional information.
- Upon activation of the EOC, the primary 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 their 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 stormwater facilities will be assessed by the responsible agencies, and assessment information will be submitted to the EOC. The primary agencies will provide support for this function, if required.
- Primary 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, drainage conveyance infrastructure, 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 supporting agencies • Maintain access to critical local government facilities • Manage snow/ice removal at local government facilities • Inspect stormwater facilities and conveyances 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 stormwater 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 other supporting agencies and Albemarle County Facilities and Environmental Services (FES, as primary agency) • Maintain access to critical local government facilities • Manage snow/ice removal at local government facilities

City of Charlottesville Public Works/Utilities Department	
Phase	Responsibilities
	<ul style="list-style-type: none"> Inspect stormwater 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 stormwater 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 other supporting agencies and Albemarle County FES (as primary agency) 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

Albemarle Community Development—Charlottesville Neighborhood Development Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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 ACSA 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

Blue Ridge Health District	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Provide assistance in the assessment of vector control issues 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
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 primary agencies along with needs for EOC assistance Institute means of event internal communications and communications with other primary and supporting 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

Rivanna Water and Sewer Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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 primary 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 noncritical 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 their designee.

5. SUPPORTING DOCUMENTS

- Emergency Action Plans for dams operated by the RWSA; County Facilities and Environmental Services; and County Parks and Recreation and any associated documents
- RWSA and ACSA Virginia WARN Agreements
- Albemarle County Parks and Recreation and Facilities and Environmental Services Snow Removal SOP

ESF #4: Firefighting

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

1. PURPOSE AND SCOPE

A. Purpose

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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, materials, and services.
- ESF #4 will utilize available primary and supporting 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 primary 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 multiagency and/or multijurisdictional 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, primary 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 primary 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 center(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
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 supporting 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 and 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 and rescue operations, as necessary

5. SUPPORTING DOCUMENTS

- None noted

ESF #5: Emergency Management, Recovery, and Mitigation

Primary Agency	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Office of Emergency Management 	<ul style="list-style-type: none"> City of Charlottesville Emergency Preparedness UVA Office of Safety and Emergency Preparedness Emergency Communications Center Albemarle County Community Development Charlottesville Neighborhood Development Services Fire/Police Departments Office of the County Attorney Jurisdictional/Agency Finance Departments Jurisdictional/Agency IT and Communications Departments UVA Facilities Management Thomas Jefferson Planning District Commission

1. PURPOSE AND SCOPE

A. Purpose

Supports the coordination of emergency operations for Albemarle County before, during, and after an incident, utilizing the incident management system—mitigating risks, engaging stakeholders, and designing communications to manage emergencies effectively. The facilitation of these operations focus on how to best prepare, respond, and recover the health, social, economic, natural, and environmental fabric of the community.

B. Scope

The ESF #5, a functional annex to the Emergency Operations Plan (EOP), delivers a flexible structure of operations that address the granular requirements that specific disaster scenarios demand upon the activation of the Emergency Operations Center (EOC). The participating organizations are assigned and address specific operating procedures and

protocols that can be managed using this document, while maintaining accuracy and timeliness. This ESF applies to all individuals and/or organizations required to engage in emergency management operations supporting disaster mitigation, preparedness, response, and recovery in the short- and long-term response efforts. Specifically, this ESF addresses the following:

- Activation and Management of EOC/Planning Action operations
- Information collection, management, and dissemination to inform alerts and notifications
- Analyze and review program implementation
- Analyze incident's impact on the region, assessment of rapid needs/damage assessment, and financial incident management
- Engaging stakeholders to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community
- Staffing of the EOC and coordination with on-scene incident management efforts as well as providing liaisons with regional, state, and federal partners.
- Logistical support of needed and requested materials for assistance
- Worker safety and health standards

2. POLICIES

ESF #5 enhances and maintains command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.

- The Office of Emergency Management supports the implementation of mutual aid agreements to ensure seamless resource response.
- ESF #5 provides a multiagency command system implemented to manage overall disaster management and to support field operations during a disaster.
- ESF #5 coordinating and supporting 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 staffing, 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.

Recovery:

- ESF #5 coordinating and supporting 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 staffing, materials, and services.
- ESF #5 will utilize available coordinating and cooperating agency capabilities.
- ESF #5 encompasses the full range of services or resources to support comprehensive economic, social, and physical recovery and reconstruction for the whole community.
- ESF #5 will serve as the coordination point for information collection regarding the status of response, recovery, and mitigation.
- Documentation will be maintained as appropriate for reimbursement in accordance with County policy and procedure.

3. CONCEPT OF OPERATIONS**A. General**

- The primary agencies monitor 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.
- 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.

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the supporting agencies of incidents impacting or potentially impacting the region.
- As an incident or threat escalates, the primary agencies will issue notifications to supporting 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 #5 is activated, supporting 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.
- ESF #5 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 #5 operations will continue until recovery operations transition to a Disaster Recovery Manager and a disaster recovery working group is tasked with implementing recovery plans and strategies.

B. Organizational Structure and Chain of Command

- The Emergency Management Coordinator will provide a situational assessment to the Chiefs and 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, the Emergency Management Coordinator assumes responsibility for managing EOC operations. The Emergency Management Coordinator ensures that VDEM is notified of the EOC activation.
- The Emergency Management Coordinator will manage communication and information sharing with the Virginia Fusion Center, the Virginia Department of Emergency Management, and others as needed.
- 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 activated 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 EOC staff will support short 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 and/or meteorologists) 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.

Recovery:

- Recovery analysis and planning will focus on the following:
 - **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.

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 • Develop and maintain notification roster • Develop and maintain inventory of resources • Assist in resolving ESF #5 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 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

Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with supporting 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 • 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

Albemarle County Community Development—Charlottesville Neighborhood Development Services—UVA Facilities Management	
Phase	Responsibilities
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

Primary 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 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

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

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

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

ESF #6: Mass Care, Housing and Human Services

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

1. PURPOSE AND SCOPE

A. Purpose

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

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 #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 the following:

- 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; and 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 primary agencies, in conjunction with the Office of Emergency Management, will actively engage the supporting 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 staffing, materials, and services.
- ESF #6 will utilize available primary and supporting 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 admissions, 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 primary agencies of incidents impacting or potentially requiring mass care services. The primary agencies will contact supporting agencies and organizations, as necessary, to collect additional information.
- As an incident or threat escalates, the primary agencies will issue notifications to supporting agencies in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary agency will provide representation to the EOC to coordinate mass care requirements and issues. The primary agency will request representatives from the other supporting 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 primary 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 primary 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, including the following:

- ***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 the following:

- 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, and 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 maintain a Memorandum of Understanding with the American Red Cross. The American Red Cross may assist the primary agency with short-term mass care, including sheltering, reunification, and feeding options.
- The primary 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 primary and supporting 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

All Agencies	
Phase	Responsibilities
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 supporting agencies 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 supporting agencies Assume the role of coordinator for the Mass Care and Human Services function Activate supporting agencies Coordinate shelter operations Plan and support meetings with supporting 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 and transportation) Provide recreational supplies and onsite 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 Primary 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, as resource availability allows, and after 72 hours. Provide medical personnel at shelters when requested, as resource availability allows Provide available people, material, and logistic resources in support of community disaster response shelters, such as disaster response vehicles, cots, blankets, shelter kits, food, 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 Department of Human Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Assess shelters 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 and 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 ○ 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 and 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, and 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 shelters, such as the following: <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 onsite resources
Response	<ul style="list-style-type: none"> • Support shelter setup, as requested • Provide logistics support, if available (e.g., delivery of supplies and transportation) • Provide recreational supplies and on-site staffing, as available • Provide available facilities for community and short-term emergency use

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

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 the following: <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 ○ Determine what volunteer resources might be provided to augment onsite 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 and transportation) • Provide recreational supplies and onsite 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 support the special medical needs population clinically and logistically • 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

RACES	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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 Ten Community Services Board	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Assess shelters 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/Intramural-Recreational Sports
Recovery	<ul style="list-style-type: none"> • Support shelter demobilization

University of Virginia Medical Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Be prepared to support the special medical needs population clinically and logistically • 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 do the following: <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 (and faculty and staff, if needed)

UVA Office of Emergency Preparedness	
Phase	Responsibilities
	<ul style="list-style-type: none">○ 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

5. SUPPORTING DOCUMENTS

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

ESF #7: Resource Management

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Finance and Budget Department – Office of Procurement 	<ul style="list-style-type: none"> Charlottesville Procurement and Risk Management UVA Procurement and Supplier Diversity Services All Charlottesville-UVA-Albemarle departments and agencies engaged in response activities American Red Cross Volunteer Organizations

1. PURPOSE AND SCOPE

A. Purpose

Identify, procure, inventory, stage, store, and distribute critical resources and administrative support for the County 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 County. Specifically, this ESF addresses the following:

- 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).
- The Albemarle County Accounting Unit in the Office of the Controller will provide an account code for purchases specific to an emergency event for reimbursement and reconciliation purposes.
- 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 primary and supporting agency capabilities.
- ESF #7 agencies will be responsible for their own continuity of management; the protection of personnel and facilities; conservation of supplies; and rerouting, expansion, or improvement of operations.
- ESF #7 will maintain a current and up-to-date inventory of all supplies currently on hand 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, the following:
 - 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 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 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 primary agencies of incidents impacting or potentially impacting the region. The primary agencies will contact supporting agencies and organizations, as necessary, to collect additional information.
- Upon activation of the EOC and the Logistics Section of the EOC, the primary 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 intrajurisdictional and interjurisdictional inventories. Interjurisdictional 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.
- Primary and supporting 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 supporting agencies to provide available assets 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 Procurement—Charlottesville Procurement and Risk Management— UVA Procurement and Supplier Diversity Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Coordinate activities with supporting 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

Albemarle Procurement—Charlottesville Procurement and Risk Management— UVA Procurement and Supplier Diversity Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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 • 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

American Red Cross	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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

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

ESF #8: Public Health and Medical Services

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> • Blue Ridge Health District • Sentara Martha Jefferson Hospital • University of Virginia Medical Center • Albemarle County Fire Rescue 	<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 Ten Community Services Board • Regional Healthcare Coordination Center (Northwest Region) • Thomas Jefferson Medical Reserve Corps • Mental Health and Wellness Coalition

1. PURPOSE AND SCOPE

A. Purpose

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 County. Specifically, this ESF addresses the following:

- 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 primary agencies will actively engage their supporting 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 staffing, 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 primary 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 it 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 primary agencies of incidents impacting, or potentially impacting, public health and medical services.
- The Blue Ridge Health District, Sentara Martha Jefferson Hospital, and the University of Virginia Medical Center directly monitor emerging infectious diseases and communicable diseases that pose a threat to the community and will notify the

Emergency Management Coordinator and supporting agencies of potential threats to public health.

- The Primary 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 Medical Center, Sentara Martha Jefferson Hospital, and/or County Fire Rescue will notify the Emergency Management Coordinator of mass casualty incidents.
- Due to the complexity of the region, the Blue Ridge Health District, University of Virginia Medical Center, and Sentara Martha Jefferson Hospital will work jointly to coordinate ESF #8 activities. The primary agencies will contact supporting 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 primary agencies will convene an ESF #8 Joint Policy and Information Group to develop and issue guidance, protocols, and procedures to supporting agencies, the EOC, and ESF #15.
- Upon activation of the EOC, the primary 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 primary 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

Blue Ridge Health District	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish memorandums of agreement (MOAs) with partners, as needed, for the distribution of medical countermeasures • Ensure protection of vital records for continuity of operations
Response	<ul style="list-style-type: none"> • Coordinate activities with supporting 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)

Blue Ridge Health District	
Phase	Responsibilities
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 on-going situational assessment of the healthcare infrastructure, services, and medical needs

University of Virginia Medical Center	
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 interhospital 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 Blue Ridge Health District, 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 Blue Ridge Health District 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 supporting 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 Medical Center, the Regional Healthcare Coordination Center (RHCC), and the Charlottesville-UVA-Albemarle ECC for interhospital patient movements, transfers, and tracking Coordinate with the RHCC and the local EOC for equipment and medical supply requests Jointly with the University of Virginia Medical Center and Blue Ridge Health District, 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 Blue Ridge Health District 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

	<ul style="list-style-type: none"> • Transportation
Albemarle County Public Schools	
Phase	Responsibilities
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"> • Assist Law enforcement with Scientific Identification of the deceased • Certify the cause and manner of death

Office of the Chief Medical Examiner	
Phase	Responsibilities
	<ul style="list-style-type: none"> ● Provide technical assistance in requesting Disaster Mortuary Operation Response Teams (DMORT) ● Collect evidence immediately associated with each fatality that may be necessary for criminal prosecution and/or identification ● Maintain communication with responding agencies
Recovery	<ul style="list-style-type: none"> ● Provide expert testimony in subsequent legal proceedings, as needed

Region Ten 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

Albemarle County Fire Rescue	
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 ● Interfacility 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 district 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
- BRHD Emergency Operations Plan to include the Mass Prophylaxis/Strategic National Stockpile Plan, Epidemiology Response Plan, and the Mass Fatality Management Plan
- BRHD/Planning District 10 Disaster Behavioral Health Response Plan

ESF #9: Search and Rescue

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Police Department 	<ul style="list-style-type: none"> Charlottesville and UVA Police Departments Albemarle County Sheriff's Office Fire and Rescue Departments Civil Air Patrol

1. PURPOSE AND SCOPE

A. Purpose

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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, 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 primary and supporting 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 primary 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 the following:
 - 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 multiagency and/or multijurisdictional 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 primary 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 supporting 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 ongoing search and rescue operations • Demobilize operations

Jurisdictional/Agency Police Departments	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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 and Project Lifesaver), both air and ground Conduct urban search and rescue 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 ongoing 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, and 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 and damage assessment, including 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 • Provide aerial survey, damage assessment, including 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 and existing Mutual Aid Agreements
- Albemarle County Sheriff's Office Search and Rescue Policy and Procedures
- Standardized Local Resource Alerting Procedures

ESF #10: Oil and Hazardous Materials

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

1. PURPOSE AND SCOPE

A. Purpose

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

B. Scope

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 County. Specifically, this ESF addresses the following:

- 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.
- The 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 primary and supporting 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 staffing, materials, and services.
- ESF #10 will utilize available primary and supporting agency capabilities.
- The level of response required for an incident is determined by the following:
 - 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

Fire and Rescue Departments	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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
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

Blue Ridge Health District	
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 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, control, and security Deploy Mobile Command Post for field operations, when needed Send agency representative to Unified Command, if activated

Jurisdictional/Agency Police Departments	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> Provide for site access, 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 redirecting 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 the Blue Ridge Health District and Virginia Department of Health for public notifications in the event of a hazardous spill in the 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 primary agencies along with needs for EOC assistance Institute means of event internal communications and communications with other primary and supporting 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 Coordinate, through primary 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 primary agencies and Virginia WARN as appropriate Maintain diaries of critical decisions, 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 Blue Ridge Health District

Rivanna Water and Sewer Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> Operate Moores Creek Laboratory and/or coordinate laboratory evaluation services through the Blue Ridge Health District 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 Re-establish 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 supporting agencies, as appropriate

UVA Environmental Health and 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

ESF #11: Resource Protection

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> County Office of Emergency Management 	<ul style="list-style-type: none"> Albemarle County Facilities and Environmental Services Blue Ridge Health District 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. PURPOSE AND SCOPE

A. Purpose

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.

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 #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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, 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 primary and supporting 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 supporting agencies and organizations, as necessary, to collect additional information.
- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary 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. Primary and supporting 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 nonprofit 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

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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 supporting agencies • Establish resource protection priorities • Communicate resource needs to the Logistics Section • Determine need for emergency resource protection actions, based on input from supporting 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 (TJPDC) development of the Regional Hazard Mitigation Plan

Blue Ridge Health District	
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	<ul style="list-style-type: none"> Coordinate the sheltering of household animals and livestock

Piedmont Regional Community Animal Response Team	
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"> 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	<ul style="list-style-type: none"> • 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 primary agencies along with needs for EOC assistance • Institute means of event internal communications and communications with other primary and supporting 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 • 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 primary 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

Rivanna Water and Sewer Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> Re-establish 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

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Service Authority 	<ul style="list-style-type: none"> UVA Facilities Management Charlottesville Public Works

1. PURPOSE 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 County. Specifically, this ESF addresses the following:

- 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 the following:
 - 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 staffing, 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 primary 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 primary agencies of incidents impacting or potentially impacting the energy systems and infrastructure. The primary agencies will contact supporting agencies and organizations, as necessary, to collect additional information.
- As an incident or threat escalates, the primary 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 primary 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 the following:
 - Dominion Power
 - Central Virginia Electric Cooperation
 - Appalachian Power Company
 - Rappahannock Electric Company
 - Fuel suppliers
 - Natural gas suppliers
- The primary agency will monitor restoration operations and provide status updates to ESF #5 each operational period.
- The primary agency will work with the supporting 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 primary 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 primary 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 • 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 primary 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

ESF #13: Public Safety and Security

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> • Albemarle County Police Department 	<ul style="list-style-type: none"> • University Police Department • Charlottesville Police Department • Albemarle County Sheriff's Office • Charlottesville Sheriff's Office • Virginia State Police

1. PURPOSE AND SCOPE

A. Purpose

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 County. Specifically, this ESF addresses the following:

- 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 primary and supporting 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 staffing, 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 primary and supporting agency capabilities.
- The primary agencies facilitate coordination among supporting 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 primary 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, ACPD will coordinate a unified response utilizing County policy, procedure, and the 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, primary 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 primary 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 center(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, and University Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Coordinate activities with supporting 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

Charlottesville, Albemarle, and University Police Departments	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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

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

Virginia State Police	
Phase	Responsibilities
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
- Primary Agencies Governing Policies and Procedures (to be identified)

ESF #14: Long-Term Recovery and Mitigation

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> County Office of Emergency Management 	<ul style="list-style-type: none"> Albemarle County Economic Development Department Charlottesville Regional Chamber of Commerce Small Business Administration Charlottesville Economic Development Department Coordinating Agencies for each ESF Jurisdictional/Agency Finance Departments Jurisdictional/Agency Risk Management UVA Facilities Management Thomas Jefferson Planning District Commission

1. PURPOSE AND SCOPE

A. Purpose

Facilitate both short- 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 for the County to recovery from the disaster. Specifically, this ESF addresses the following:

- 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 staffing, 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 the following:
 - **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 they 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 responsible for emergency assignments • Participate in planning, training, and exercises • Develop and maintain internal notification roster • Develop and maintain inventory of resources • Assist in implementing ESF #14 standard operating procedures
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

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> Implement identified mitigation actions

County 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 County 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 Albemarle County departments and agencies
Response	<ul style="list-style-type: none"> Coordinate the activities of Support Agencies within ESF #14 to fulfill operational objectives. Provide emergency management leadership to 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 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 • 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

Jurisdictional/Agency Risk Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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

ESF #15: External Affairs

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> Albemarle County Communications and Public Engagement Office 	<ul style="list-style-type: none"> UVA Office of University Communications Charlottesville City Communications and Public Engagement Office Blue Ridge Health District Charlottesville/Albemarle Public Schools Fire and Rescue Departments Jurisdictional/Agency Law Enforcement Sentara Martha Jefferson Hospital Piedmont Virginia Community College University of Virginia Medical Center Charlottesville Albemarle Regional Airport PIO

1. PURPOSE AND SCOPE

A. Purpose

To provide timely and accurate information to the public, media, 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 County. Specifically, this ESF addresses the following:

- 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, that person 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, nonprofit services, 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 primary agencies and respective public information offices and supporting 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 primary agencies.
- Depending on the situation, ESF #15 may establish a Joint Information Center (JIC) that may include representatives from the primary and supporting 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 supporting 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 primary 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), 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, hotlines, email listserv notifications, handout collateral, and, if necessary, door-to-door contacts – in accessible formats.
- Primary 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 primary 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 primary agencies.

- The primary agencies will coordinate and share information with other departments and agencies through established protocols and procedures.
- ESF primary Agencies will notify the ESF #15 supporting 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 primary agency will ensure that information is posted if the Regional JIC is activated.

4. RESPONSIBILITIES

Albemarle County Communications and Public Engagement (CAPE)	
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 • 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"> • 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 • Coordinate activities with supporting agencies • Conduct press conferences, media briefings, and on-scene media staging/interviews • Assist with development and communication of key messages • Provide emergency information to County employees, the media, the public, and elected officials
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • 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

Albemarle County Communications and Public Engagement (CAPE)	
Phase	Responsibilities
	<ul style="list-style-type: none"> Implement identified mitigation actions

Assistance may be requested from the following supporting agencies:

Charlottesville Communications and Public Engagement (CAPE)	
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 supporting 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

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 supporting 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

UVA Office of University Communications	
Phase	Responsibilities
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 the public 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 and 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

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

Sentara 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 Support JIC operations with partners, as needed

Blue Ridge 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

Blue Ridge Health District	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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

University of Virginia Medical Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> Respond to requests for information needed to address media 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 media or other public inquiries in accordance with patient privacy laws

5. SUPPORTING DOCUMENTS

- BRHD Communications Plan
- UVA Crisis Communications Plan
- Media Lists

ESF #16: Military Support

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> County Office of Emergency Management 	<ul style="list-style-type: none"> ESF agencies receiving military support Virginia National Guard University of Virginia Police Department Charlottesville Police Department Albemarle County Police Department Albemarle County Sheriff's Office Charlottesville Sheriff's Office

1. PURPOSE AND SCOPE

A. Purpose

The Emergency Support Function (ESF) #16 – coordinates military support for Albemarle County. Coordinates and provides military support from the Virginia National Guard for potential or actual incidents requiring a coordinated state and/or federal response. ESF #16 provides a ready force with an organic chain of command and an array of equipment and capability to perform a variety of missions 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 County. Specifically, this ESF addresses the following:

- 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 focused 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 the Financial Annex to this plan.

3. CONCEPT OF OPERATIONS

- In a major catastrophic disaster, the Governor of the Commonwealth of Virginia may activate the Virginia National Guard so assistance can be provided to the local community. All initial local requests would be coordinated through the Logistics Section of the Emergency Operations Center.
- The Office of Emergency Management monitors incidents and threats to the region through the Emergency Communications Center (ECC).
- 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 needs more than one ESF or operational element to create an overall perspective of the incident. ESFs need to provide this critical information that 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 of 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.
- Supporting agencies will provide assistance to the ESF #16 with services, staff, equipment, and supplies that complement the entire emergency response effort to accomplish the missions at hand in support of response and recovery needs

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 • Coordinate vulnerability analysis at critical facilities and make recommendations to improve the physical facility
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 • Coordinate with support agencies, as needed, to support emergency activities
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

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

ESF #17: Donations and Volunteer Management

Primary Agencies	Supporting Agencies
<ul style="list-style-type: none"> • United Way – Thomas Jefferson Area • County 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. PURPOSE AND SCOPE

A. Purpose

Coordinate the process to use volunteers and donated goods effectively 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 County. Specifically, this ESF addresses the following:

- 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 contracts to successfully accomplish their tasks.
- ESF #17 coordinating and supporting 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 primary agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The primary agencies will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agencies will issue notifications to supporting 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 • 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 supporting agencies

United Way-Thomas Jefferson Area	
Phase	Responsibilities
	<ul style="list-style-type: none"> • 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

County 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 supporting 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

Adventist Community Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> 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 Multiagency Warehouse, if established
Recovery	<ul style="list-style-type: none"> Continue with management of Multiagency 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

Citizen Corps Organizations (CERT, MRC)	
Phase	Responsibilities
	<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 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
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