



2017

County of Henrico Emergency Operations Plan Volume I: Basic Plan

Office of Emergency Management
Division of Fire
01/2017

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County of Henrico Emergency Operations Plan
Volume 1 – Basic Plan



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 88-05
Page No. 1 of 2

Agenda Title **Resolution – Recognizing the National Incident Management System and Adopting Its Principles and Policies**

For Clerk's Use Only: Date: <u>MAY 8 2006</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Slone</u> Seconded by (1) <u>Donati</u> (2) _____ (2) _____ REMARKS: APPROVED	YES NO OTHER Donati, J. <input checked="" type="checkbox"/> _____ Glover, R. <input checked="" type="checkbox"/> _____ Kachuba, D. <input checked="" type="checkbox"/> _____ O'Rourke, P. <input checked="" type="checkbox"/> _____ Tharion, Y. <input checked="" type="checkbox"/> _____
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WHEREAS, the President in a Homeland Security Directive directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System ("NIMS"), which would provide a consistent, nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and


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

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

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

By Agency Head: <u>[Signature]</u> Routing: <u>Fire</u> Volume to: _____ Copy to: _____	By County Manager: <u>[Signature]</u> Certified: _____ A Copy To: _____ Clerk, Board of Supervisors Date: _____
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County of Henrico Emergency Operations Plan
Volume 1 – Basic Plan

	COUNTY OF HENRICO, VIRGINIA BOARD OF SUPERVISORS MINUTE	Agenda Item No. 59-17 Page No. 1 of 2																				
Agenda Title: RESOLUTION – Adopting the 2017 Henrico County Emergency Operations Plan																						
For Clerk's Use Only: Date: <u>2/14/2017</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Nelson</u> Seconded by (1) <u>Brannin</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Brannin, T.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		YES	NO	OTHER	Brannin, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>WHEREAS, the Virginia Emergency Services and Disaster Law, Chapter 3.2 of Title 44 of the Code of Virginia, requires every locality to prepare and keep current an emergency operations plan; and</p> <p>WHEREAS, by Agenda Item No. 526-98, the Board of Supervisors of Henrico County adopted on December 9, 1998, a resolution approving the initial Henrico County Emergency Operations Plan as the necessary basic plan for County emergency services; and</p> <p>WHEREAS, by Agenda Item No. 293-05, the Board adopted on September 13, 2005, a resolution approving a revised Emergency Operations Plan that contained revisions proposed by the Division of Fire; and</p> <p>WHEREAS, by Agenda Item No. 72-10, the Board adopted on February 23, 2010, a resolution approving a revised Emergency Operations Plan that contained revisions proposed by the Division of Fire; and</p> <p>WHEREAS, by Agenda Item No. 30-14, the Board adopted on January 28, 2014, a resolution approving a revised Emergency Operations Plan that contained revisions proposed by the Division of Fire; and</p> <p>WHEREAS, it is necessary and appropriate to adopt the 2017 Henrico County Emergency Operations Plan that contains revisions to the County's 2014 Emergency Operations Plan.</p>																						
By Agency Head: <u>Anthony E. Miller</u> By County Manager: _____																						
Certified: _____ A Copy Testes: _____ Clerk, Board of Supervisors Date: _____																						

BASIC PLAN

I. INTRODUCTION

A crisis or emergency can happen at any time and could impact one individual, a single building or the entire community. Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. This document is the Henrico County Emergency Operation Plan (EOP). Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

The 2017 Henrico County Emergency Operations Plan (HCEOP) supersedes all previous local emergency operations plans, effective the date noted on the cover page of the document.

II. PURPOSE

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Henrico County in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources, while integrating other County agencies into the response capacity. Supporting functional annexes and hazard specific appendices set forth the concepts and procedures whereby the county can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

III. PLAN ELEMENTS

This plan consists of the basic plan, its appendices, and specific incident annexes.

- A. Volume 1, the Basic Plan, provides an overview of the Henrico County approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency.
- B. Volume 2, the appendices or Emergency Support Functions, give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes

focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function.

- C. Volume 3, the incident specific annexes, focuses on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

IV. SCOPE

- A. This plan and all its contents apply Henrico County and citizens within its borders, including populations with specific needs, including mobility needs, mental health needs, or other functional mobility needs.
- B. Personnel or partners who have roles in disaster response will have access to and be knowledgeable of their section of the HCEOP.

V. SITUATION OVERVIEW

- A. Henrico County, Virginia is located in Central Virginia, at 37° 33' 0" N, 77° 24' 0" W. It covers approximately 245 square miles, including 7 square miles (2.67%) of water.
- B. The County had a population of approximately 325,155 based on the July 1, 2015 U.S. Census Bureau Population Estimates (<http://www.census.gov/quickfacts/table/PST045215/51087,00>). This includes:
 - a. Average population per square mile (2010) of 1,313.4 and an average family size of 2.40 persons.
 - b. Average age of residents is 37.3 years
 - i. ~23.2% under 18 years of age
 - ii. ~62.6% 19-64 years of age
 - iii. ~14.2% 65 years of age and older
 - c. 7.0% of the County's population under the age of 65 defines themselves as having a disability . 11.8% of the population identifies as being without health insurance.
 - d. The median household income (in 2014 dollars) is \$61,438, and the per capita income over a 12-month aggregate (in 2014 dollars) is \$33,576. 11.0% persons are at or below the poverty level.
 - e. Diverse populations including 54.5% White, 30.2% Black, 0.4% American Indian and Alaska Native, 8.2% Asian, 5.5% Hispanic, , 0.1% Native Hawaiian and other Pacific Islander and 1.3% Other races.

- f. Of languages spoken at home:
 - i. 85.5% speak English as a primary language
 - ii. 14.5% speak languages other than English, which includes:
 - 1. Spanish: 5.4%
 - 2. Other Indo-European languages: 4.3%
 - 3. Asian & Pacific Islander languages: 3.7%
 - 4. Other languages: 1.1%
- g. There are approximately 9,002 employer establishments in the County (2014). Other relevant economic factors include:
 - i. Total employment (2014): 164,343
 - ii. Total percentage of population age 16+ in civilian labor force: 69.8%
 - iii. Total manufactures shipments (2012) by \$1,000: 1,808,163
 - iv. Total merchant wholesales (2012) by \$1,000: 7,293,945
 - v. Total retail sales (2012) by \$1,000: 5,519,851
 - vi. Total retail sales per capita (2012): \$17,527
- C. Terrain in the County ranges from approximately 200 feet above sea level in Western parts of the County to 98 feet above sea level in the Eastern portions of the County.
- D. The James River is the primary navigable waterway in the County, marking the southern boundary of the County between the City of Richmond and Chesterfield County. In the Western part of the County, the River is navigable by recreational boaters from the Goochland County line to Boshers Dam. The waterway is navigable to large ships traversing to the Port of Richmond from the New Kent County line west to the Port and the Falls at Richmond. Other waterways in the County include the Chickahominy River, and several water impoundment structures.
- E. The major state-maintained transportation routes in Henrico County include:
 - a. Interstate 64, Interstate 95, and Interstate 295
 - b. U.S. Route 1 (Brook Road), U.S. Route 33 (Staples Mill Road), U.S. Route 60 (Williamsburg Road), U.S. Route 250 (Broad Street), U.S. Route 301 (Chamberlayne Road), and U.S. Route 360 (Mechanicsville Turnpike)
 - c. State Route 5 (Charles City Road), State Route 6 (Patterson Avenue), State Route 33 (Staples Mill Rd), State Route 73 (Parham Road near I-95), State Route 150 (Chippendale Parkway at the north end of the Willey Bridge), State Route 161 (Hilliard Road), and State Route 895.

- F. There are several institutions of higher education located within Henrico County. Specific contact information is included in Tab 8 of the Basic Plan.
- G. Based on the Richmond Regional Hazard Mitigation Plan (RRHMP), completed in conjunction with the Richmond and Crater Regional Planning District Commissions every four years, the primary hazards in Henrico County are floods, severe wind/tornados, severe winter storms, thunderstorms, drought, wildfire, earthquake, landslide/shoreline erosion, land subsidence/karst/sinkholes, impacts of evacuations out of the region, inland effects of tropical systems (i.e. tropical storms, tropical depressions, hurricanes), hazardous materials incidents, transportation accidents, power failures, resource shortages, and environmental contaminations. This information is available online at http://www.richmondregional.org/Publications/Reports_and_Documents/Regional_Hazard_Mitigation_Plan/RegHazMitPlan.htm.
- H. Using the process outlined by the RRHMP, the County also validates its capabilities and limits in order to prepare for and respond to the defined hazards. The Local Capability Assessment for Readiness (LCAR) is updated annually in July to the Virginia Department of Emergency Management in compliance with State Code 44-146.19, Letter F (<http://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.19/>). It provides a snapshot of the jurisdictions preparedness capabilities. The LCAR can be an essential tool and be used to identify resources and also used to identify areas where Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), and Mutual Aid Agreements (MAA) can be developed.
- I. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, requires that each city and county prepare and keep current an Emergency Operations Plan (EOP) (<http://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.19/>).
 - a. The government of Henrico County is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.
 - b. The HCEOP is officially adopted by the Board of Supervisors and promulgated by the County Manager/Director of Emergency Management. The HCEOP is reviewed and updated annually. In addition, it should be exercised, readopted, and reissued in its entirety once every four years.
 - c. The County also maintains a Continuity of Operations Plan (COOP) to ensure County government will continue to function throughout a disaster or emergency situation.

VI. PLANNING ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the county with or without warning. These emergencies can develop into disasters, which affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the County of Henrico include floods, severe wind/tornados, severe winter storms, thunderstorms, drought, wildfire, earthquake, landslide/shoreline erosion, land subsidence/karst/sinkholes, impacts of evacuations out of the region, inland effects of tropical systems (i.e. tropical storms, tropical depressions, hurricanes), hazardous materials incidents, transportation accidents, power failures, resource shortages, and environmental contaminations.
- C. The government of the County of Henrico is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual aid agreements with nearby jurisdictions and volunteer emergency organizations or through the State EOC. A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.
- E. The Director of Emergency Management, the Coordinator of Emergency Management, the Deputy Coordinator of Emergency Management, or a designee will mobilize resources and personnel as required by the situation. This includes opening the County's Emergency Operations Center as deemed necessary and maximizing resources and partnerships among County departments and agencies.
- F. An administrator within the decision making chain will be able to implement the necessary requirements within the EOP.
- G. Henrico County will establish and maintain mutual aid agreements with neighboring jurisdictions. The County will also participate in the Statewide Mutual Aid (SMA) program, administered through the Virginia Department of Emergency Management.

- H. Henrico County will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS) in all emergency management operations, as adopted by the County’s Board of Supervisors on 03/08/2005, Resolution 88-05, “Resolution Recognizing the National Incident Management System and Adopting Its Principles and Policies.”.
- I. Special facilities such as those storing Extremely Hazardous Substances (EHS), hospitals, nursing homes, adult day care, child day care, adult living facilities, juvenile residential facilities, and others will develop emergency plans in accordance with their licensing regulations, including encouraging participation in the County’s online Tier 2 reporting system as mandated by the Environmental Protection Agency (EPA) and the Virginia Emergency Response Council (VERC) as administered by the Department of Environmental Quality (DEQ).
- J. The Hazardous Materials Coordinator, the Deputy Coordinator of Emergency Management, and the Local Emergency Planning Committee (LEPC) will coordinate with manufacturing plants, major institutions and other facilities to ensure compatibility of emergency plans and procedures where there exists an acknowledged hazard that could spread off site, including encouraging participation in the County’s online Tier 2 reporting system as mandated by the Environmental Protection Agency (EPA) and the Virginia Emergency Response Council (VERC) as administered by the Department of Environmental Quality (DEQ).

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations are structured around existing constitutional government.
- B. A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.
- C. Elected officials
 - a. Assist in educational and outreach efforts to engage to community, resulting in protection of the lives and property of citizens;
 - b. Maintain awareness of statutory requirements as they relate to emergency management (i.e. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended); and
 - c. Adopt and promulgate the Emergency Operations Plan (EOP).
- D. Director of Emergency Management (County Manager)
 - a. Establish the local emergency management program;
 - b. Appoint the local emergency manager

- c. Using information provided through the County’s EOC or other subject matter experts, determine the need to evacuate and endangered areas;
 - d. Exercise direction and control from the EOC during disaster operations; and
 - e. Hold overall responsibility for maintaining and updating the plan.
- E. Coordinator of Emergency Management (Chief, Division of Fire)
 - a. Direction and control of overall County emergency operations;
 - b. Coordinate activities within the EOC and provide oversight to ESF’s;
 - c. Assume certain duties in the absence of the Director of Emergency Management;
 - d. Coordination of disaster assistance and recovery; and
 - e. Ensure that the EOP is reviewed, revised and adopted every four years.
- F. Deputy Coordinator of Emergency Management
 - a. Ensure the local EOC is in a constant state of readiness;
 - b. Assist with coordination of activities within the EOC and assist with oversight to ESF’s;
 - c. Submission of state-required reports and records;
 - d. Coordination of disaster assistance and recovery;
 - e. Develop and maintain EOP;
 - f. Review and revise the EOP annually and complete processing to adopt the EOP every four years; and
 - g. Oversee submission of state-required reports and records
- G. Local Government Agencies
 - a. Develop and maintain detailed plans and standard operating procedures (SOPs) or standard operating guidelines (SOG’s) to support their role as outlined in the HCEOP;
 - b. Identify sources of emergency supplies, equipment and transportation to maintain their daily operations, which could be needed for a long-term emergency situation;
 - c. Negotiate and maintain mutual aid agreements or other emergency contracts which are identified in the plan;
 - d. Maintain records of disaster related expenditures and appropriate documentation;
 - e. Protect and preserve records essential for the continuity of government; and
 - f. Establish and maintain list of succession of key emergency personnel.
 - g. In the County of Henrico, the following organizations respond to normal day-to-day emergencies. They may be the primary agencies called upon in an emergency to augment response and resource capabilities:
 - 1. Henrico County Police Division (ESF 13)
 - 2. Henrico County Division of Fire (includes Volunteer Rescue Squads and other EMS resources) (ESF 4, ESF 9, ESF 10)

3. Henrico County Department of Public Works (ESF 3)
 4. Henrico County Health Department (ESF 8)
 5. Henrico County Department of Public Utilities (ESF 3)
- h. In the event of an actual or threatened large-scale emergency situation, other County agencies have been assigned emergency duties in addition to their primary day-to-day functions will augment the above organizations through their appropriate ESF, as outlined in Volume 2 of the HCEOP. Departments/agencies with no ESF assigned to them below span across several ESFs depending on the resource or mission need:
- i. Emergency Support Functions (ESFs)
1. An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. ESF direction and control is outlined in Volume 2 of the HCEOP. The ESFs:
 - i. Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
 - ii. Identify sources of emergency supplies, equipment and transportation;
 - iii. Maintain accurate records of disaster-related expenditure and documentation;
 - iv. Continue to be responsible for protection and preservation of records essential for continuity of government; and
 - v. Establish a line of successions for key emergency personnel.

ESF	Lead Agency
1 Transportation	Public Works (Transportation Engineer)
2 Communications	General Services/County IT
3 Public Works / Public Utilities	Public Works/Public Utilities
4 Firefighting & EMS	Fire
5 Emergency Management	Fire (OEM)
6 Mass Care	Social Services
7 Logistics	General Services
8 Public Health	Health
9 Search & Rescue	Police/Fire/Sheriff
10 Oil & Hazardous Materials	Fire (Haz Mat)
11 Agriculture	Extension Agent

12 Energy	Public Utilities (Energy Manager)
13 Law Enforcement / Security	Police/Sheriff/General Services (Security)
14 Long Term Recovery	Fire (OEM)
15 External Affairs	Public Relations & Media Services
17 Donations & Volunteer Management	Fire (OEM)

(*ESF 16 is omitted in this plan, as it relates to Military Affairs at the State emergency management level. This provides continuity between the two plans.)

H. Citizen Involvement

- a. Henrico County incorporates the five Citizen Corps programs into daily operations, providing citizens the opportunity to interface with public safety entities in non-disaster periods while providing the public safety agencies a pool of volunteers during a crisis. These programs also offer opportunities for citizens to become empowered in preparing for, responding to, and recovering from a disaster in their own homes and neighborhoods. These programs include:
 1. Citizens Emergency Response Teams (CERT) – overseen in the Office of Emergency Management, Division of Fire,
 2. Medical Reserve Corps (MRC) – overseen by the Henrico Health Department,
 3. Neighborhood Watch – overseen by the Police Division,
 4. Volunteers in Police Service – overseen by the Police Division, and
 5. Fire Corps – overseen by the Division of Fire
- b. Citizens have the responsibility to:
 1. Plan for personal disaster preparedness, mitigation, response, and recovery;
 2. Maintain awareness of hazards that could affect them or their families; and
 3. Implement protective actions as requested or required by public safety officials.

I. Private Sector

- a. The private sector is an important partner in disaster response in Henrico County. This includes collaboration with:
 1. Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource;
 2. A response organization (e.g. private ambulance services, environmental clean-up services);
 3. A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or

4. A local emergency organization member.
- b. The private sector has the responsibility to:
 1. Plan for personal and business disaster preparedness, mitigation, response and recovery;
 2. Have knowledge of local emergency response plans and procedures; and
 3. Implement protective actions as requested or required by public safety officials.

VIII. CONCEPT OF OPERATIONS

A. General

- a. The Henrico County EOP is based on the idea that emergency operations will begin at the local level and that outside assistance will be requested when an emergency or disaster exceeds local capabilities. Situations in which several localities are threatened or impacted concurrently usually involve the state from the onset. If the state is overwhelmed, the Governor may request federal assistance. At each level, the government should officially declare a local emergency in order to request assistance.
- b. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations will be structured around existing constitutional government. The Henrico County organization for emergency operations consists of existing government departments and private emergency response organizations. These activities are further supported by the ESF structure to bring together County agencies that may not work together on a frequent basis to meet goals and objectives to respond to and recover from an incident. Within their ESF assignments, each County agency shall support response and recovery as outlined below:
 1. Director of Emergency Management and/or the Coordinator of Emergency Management.
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Coordination of damage assessment efforts
 - f. Coordination of disaster assistance and recovery
 - g. Coordination of the services of quasi-public and volunteer relief organizations.
 2. Office of Emergency Management:

- a. Emergency Operations Center staffing and function
- b. Receipt and dissemination of warning
- c. Disaster analysis
- d. Communications
- e. Emergency public information
- f. Coordination of military and other outside assistance
- g. Coordination of emergency control and use of resources
- h. Coordination of damage assessment with assistance from the Building Inspections
- i. Coordination of recovery efforts to include liaison with state and federal recovery agencies.
- j. Coordination of volunteers.
- k. Coordination of non-essential county employees to augment existing personnel.

3. Other County Agencies and Departments

Depending on the incident objectives and needs, different County agencies will serve as lead agencies for different incidents or events in the EOC. For example, if the EOC is open to support a wildfire incident, Fire would serve as the lead ESF. Likewise, if the incident were a public health issue the Health Department would serve as the lead under ESF 8 and so on. No matter what the nature of the incident or event, all County agencies will work together, utilizing resources as needed to:

- a. Support the overall objectives of life safety, incident stabilization and property preservation, followed by a return to normal operations as soon as feasible and practical.
 - b. Follow scope, goals and objectives as outlined in Volume 2 of the HCEOP and support primary response entities in their missions within their ESF. This includes the use of mutual aid agreements, mutual understanding agreement, requests through the VEOC for statewide mutual aid, and when appropriate, requests through EMAC.
 - c. If a primary agency, meet the goals and objectives set forth by Incident Command, Unified Command, Area Command, the EOC, and the Policy Management team.
 - d. If a secondary or support agency, support the primary agency in their mission taskings and assignments from Incident Command, Unified Command, Area Command, the EOC, and the Policy Management team.
 - e. Maintain normal County operations whenever feasible and practical
- c. The County Manager is the Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to

the Fire Chief/Coordinator of Emergency Management and the Deputy Coordinator of Emergency Management. The County Manager or, in his/her absence, the Fire Chief/Coordinator of Emergency Management (with concurrence from the Deputy County Managers) will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Director of Public Information, leading ESF 15, will be responsible for emergency public information.

- d. The day-to-day activities of the emergency management program, for which the Fire Chief/Coordinator of Emergency Management and the Deputy Coordinator of Emergency Management are responsible, are generally delegated to the Deputy Coordinator of Emergency Management. This includes developing and maintaining an Emergency Operations Plan (EOP), maintaining the County Emergency Operations Center (EOC) in a constant state of readiness, and other staff actions as necessary to ensure that the county and its citizens are prepared for all types of hazards that may affect Henrico County.
- e. The County Manager/Director of Emergency Management, with the consent of the County Board of Supervisors, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency.
- f. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - 1. Any disaster threatens or occurs in the county and a local emergency is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
 - 2. A state of emergency is declared by the Governor.
- g. The Henrico County Office of Emergency Management, a section of the Division of Fire, is responsible for developing and maintaining this plan. The Deputy Coordinator of Emergency Management provides staff support.
- h. The EOP shall be exercised, revised, and readopted every four years. It shall be updated annually as appropriate.
- i. A plan distribution list will be maintained (See Tab 9). Responsible individuals and officials shall recommend to the Deputy Coordinator of Emergency Management appropriate improvements and changes as needed

based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

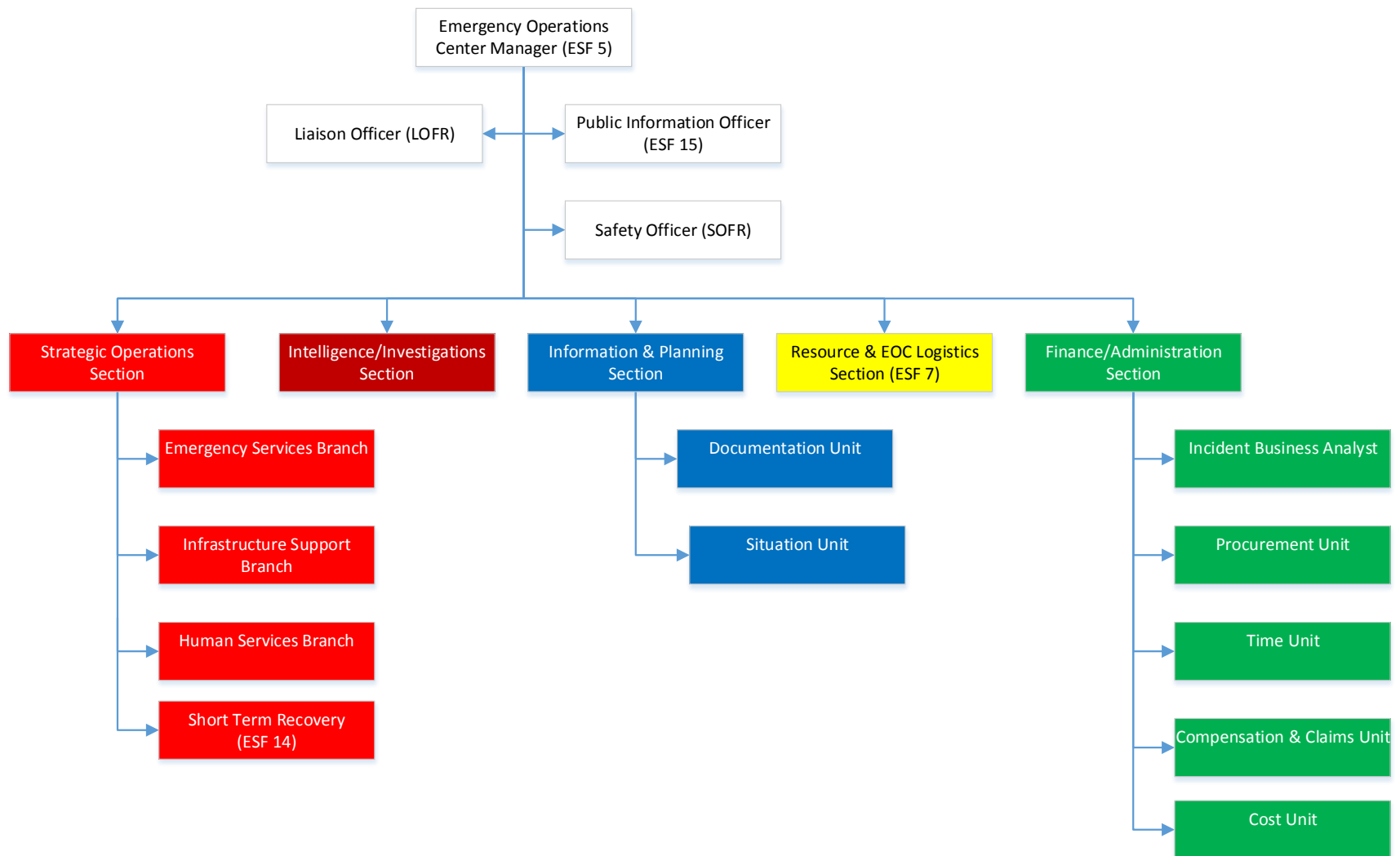
B. Declaration of Local Emergency

- a. In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.
- b. A local emergency may be declared by the County Manager/Director of Emergency Management his designee, or, in his absence, by any member of the Board of Supervisors, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. (see Section 44-146.21, Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended; <http://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.21/>).
- c. The County Manager/Director of Emergency Management, or designee, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
- d. A declaration of a local emergency activates the Emergency Operations Plan and authorizes the furnishing of aid and assistance there under. In addition, the declaration of a local emergency allows the County Manager/Director of Emergency Management or, in his/her absence, any member of the Board of Supervisors to control resources within the jurisdiction (see ESF 7). The Fire Chief/Coordinator of Emergency Management will advise the Deputy Coordinator of Emergency Management who in turn will advise the Virginia EOC immediately following the declaration of a local emergency.
- e. When local resources are insufficient to cope with the effects of a disaster and the county requests state assistance, the following procedures will apply.
 1. The County Manager/Director of Emergency Management, by letter to the State Coordinator of Emergency Management (see Tab 5 of Volume 1) will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, recommends that the Governor declare a state of emergency.

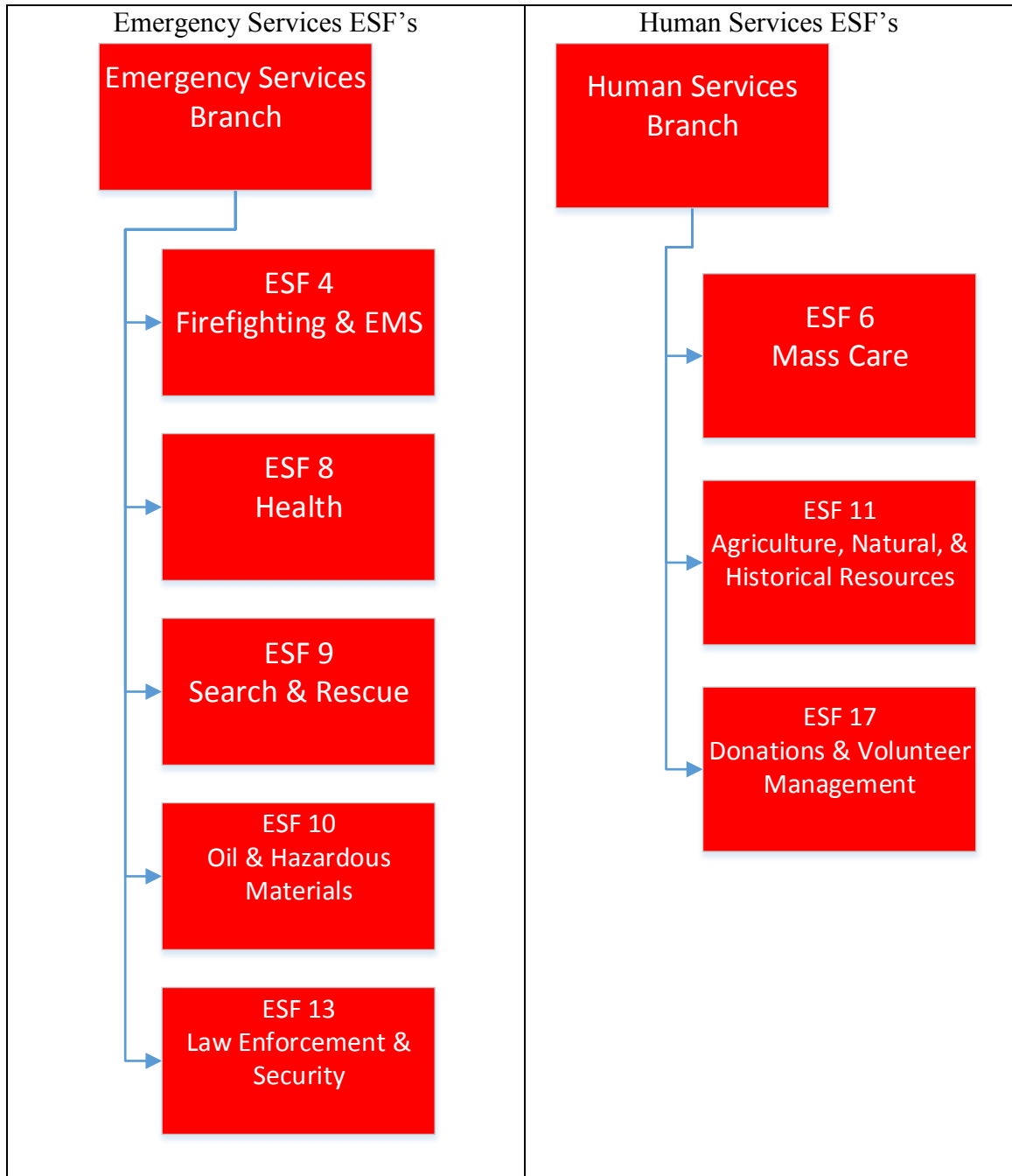
This will be forwarded to the VEOC by the Deputy Coordinator of Emergency Management.

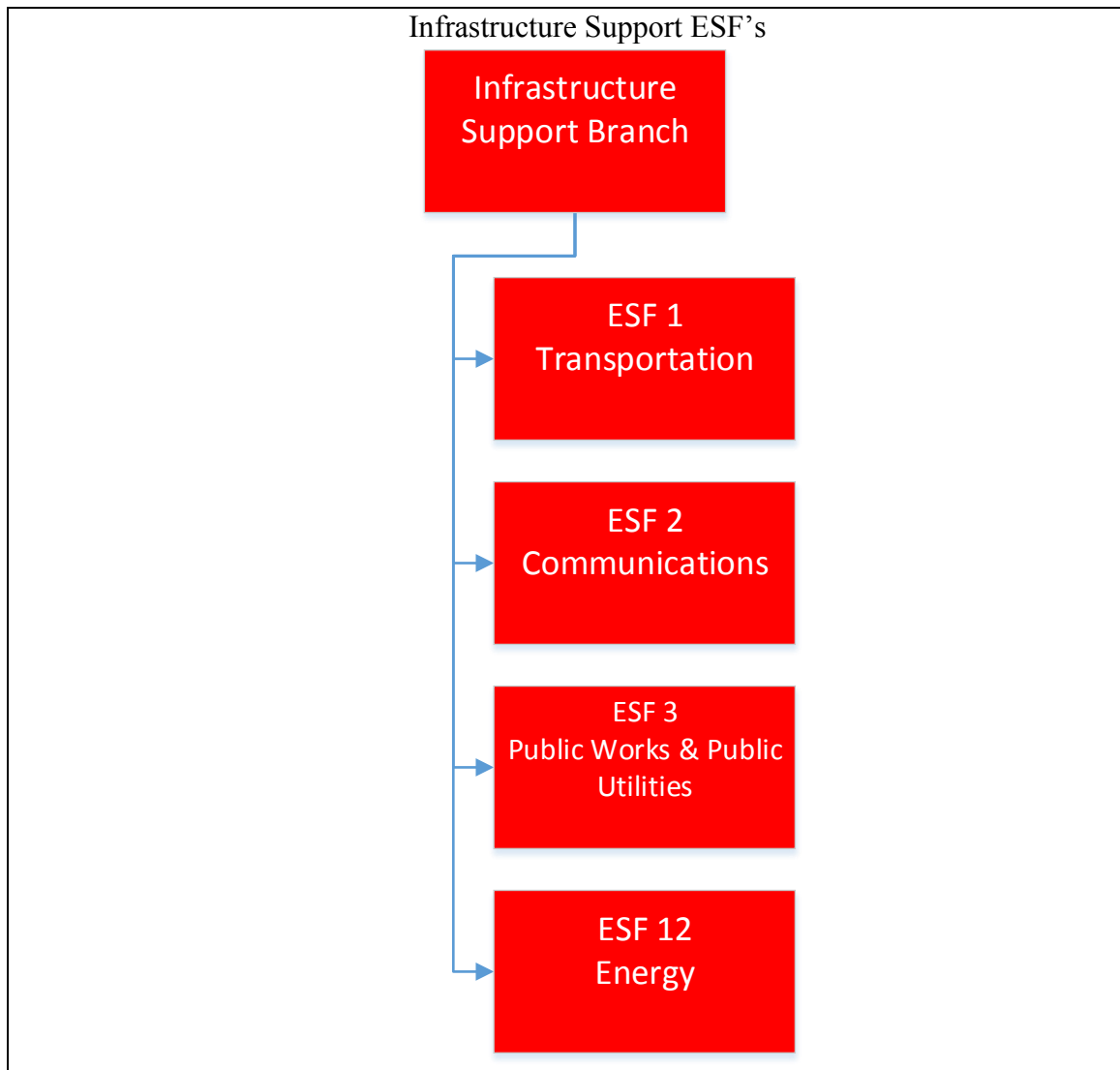
2. A copy of the resolution declaring a local emergency to exist should accompany this letter (see Tab 5 and Tab 6). If state assistance is urgently required, a phone call request to the Virginia EOC is sufficient, with the above administrative requirements accomplished later. These tasks are accomplished by the Deputy Coordinator of Emergency Management, once signed by the County Manager/Director of Emergency Management or his designee.
- f. The County Manager/Director of Emergency Management or, in his/her absence, the Fire Chief/Coordinator of Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Police Division, through ESF 13, will implement evacuation and provide security for the evacuated areas (See ESF 13). In the event of a hazardous materials incident, the Incident Commander should implement immediate protective action to include evacuation as appropriate (See Hazard Specific Appendix 1).
- g. Succession to the County Manager/Director of Emergency Management will be the Deputy County Manager(s), and then the Fire Chief/Coordinator of Emergency Management.
- h. The Fire Chief/Coordinator of Emergency Management via the Deputy Coordinator of Emergency Management will notify VDEM immediately upon the declaration of a local emergency. Daily situation reports are also required and will be completed by the Deputy Coordinator of Emergency Management. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
- i. The county must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government immediately after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through ESF 5 to the Virginia EOC (VEOC) to the State Coordinator.
- j. The County Manager/Director of Emergency Management or, in his/her absence, the Fire Chief/Coordinator of Emergency Management, with concurrence from the Deputy County Manager(s), will exercise direction and control from the EOC during disaster operations. The County EOC may be partially or fully manned depending on the type and scope of the disaster and the ESFs will be activated as needed (see Attachment 3).

- k. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s), in addition to coordinating multiple disaster sites and/or 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.
- l. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks, as referenced in Volume 2 and Volume 3 of this EOP.
 - 1. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required.
 - 2. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented and submitted to the Office of Emergency Management to provide a basis for reimbursement should federal disaster assistance is needed.
 - 3. In time of emergency, the heads of county offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations.
 - 4. Department and agency heads will establish lists of succession of key emergency personnel (See Attachment 3).
 - 5. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
- m. EOC staff will function in an ICS/ESF format, as in the example below:



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Updated:





- C. The Commonwealth of Virginia Emergency Operations Plan requires the submission of the following reports by local government in time of emergency).
- a. Daily Situation Report
 - b. Incident Needs Assessment Report
 - c. Damage Assessment Report
 - d. After-Action Report
- D. During emergencies that exceed local capabilities, assistance may be available from neighboring jurisdictions. As such, emergency units from Henrico County may also be sent to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements (See ESF 7, Tab 1) or, in the

absence of official agreements, directed by the County Manager or, in his/her absence, the Fire Chief/Coordinator of Emergency Management, when he/she determines that such assistance is necessary and feasible.

- E. Support by military units may be requested through the Virginia EOC. At the direction of the Governor, Virginia National Guard resources, when made available, will support and assist local forces and may receive from the County Manager/Director of Emergency Management or the Fire Chief/Coordinator of Emergency Management mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions. In addition, there are some circumstances in which local military units may supply resources to Henrico County without having to go through the State EOC and the Federal chain-of-command. See ESF 7.

IX. SEQUENCE OF ACTIONS

A. Normal Operations

- a. **EOC Level 5**: Daily operations - Office of Emergency Management monitoring events. Personnel activated: None
 - 1. Actions
 - i. Public information and educational materials will be developed and provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media.
 - ii. Develop, review and exercise emergency operations plans and standard operating guidelines.
 - iii. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
 - iv. Update, review, and maintain the Emergency Operations Plan (EOP)
 - v. Maintain contact information for the Henrico County Commonwealth's Attorney Office's Victim/Witness Director, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injuries Compensation Board in accordance with Code of Virginia [§44-146.18](#). These agencies shall be contacted in the event of an emergency as defined in the EOP when there are victims as defined in Code of Virginia [§19.2-11.01](#).

B. Increased Readiness

- a. **EOC Level 4**: Events likely to be within the capabilities of local government and results in only limited need for additional department assistance. Typical daily activities continue while the event is monitored.

1. Personnel activated as directed by a member of the Fire Chief's Executive Staff, on-duty District Chief or Battalion Chief, Police Watch Commander or staff, agency head or point of contact, or Emergency Management Personnel.
 2. The Deputy Coordinator of Emergency Management or alternate is in charge of EOC set up and operations within the EOC.
 3. Actions:
 - i. Brief the Emergency Management Coordinator and Director of Emergency Management
 - ii. Communication alert & warning;
 - iii. Public health and safety;
 - iv. Responder health and safety;
 - v. Property protection; and
 - vi. Be prepared for possible partial activation of the EOC, if requested by personnel as outlined in #1 of this section. .
 - vii. Maintain contact information for the Henrico County Commonwealth's Attorney Office's Victim/Witness Director, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injuries Compensation Board in accordance with Code of Virginia [§44-146.18](#). These agencies shall be contacted in the event of an emergency as defined in the EOP when there are victims as defined in Code of Virginia [§19.2-11.01](#).
- b. **EOC Level 3:** Involves any event that has the potential to develop into an emergency or disaster and will likely require the assistance of at least two or three supporting emergency functions. Personnel activated will be dependent upon the event and which ESF functions are needed to complete mission taskings.
1. Actions:
 - i. Brief the Emergency Coordinator and Director of the impending situation.
 - ii. Alert emergency response personnel and develop a staffing pattern.
 - iii. Determine any protective action measures that need to be implemented in preparation for the situation.
 - iv. Maintain contact information for the Henrico County Commonwealth's Attorney Office's Victim/Witness Director, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injuries Compensation Board in accordance with Code of Virginia [§44-146.18](#). These agencies shall be contacted in the event of an emergency as defined in the EOP when there are victims as defined in Code of Virginia [§19.2-11.01](#).

C. Emergency Operations

Full-scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

- a. **EOC Level 2:** Involves an event that has become, or is becoming, an emergency or disaster and requires significant local and state response assistance. All necessary emergency support functions will report to the EOC and remain on staff until notified by the Director of Emergency Management to demobilize. It is under the authority of the County Manager/Board of Supervisors to declare a Local Emergency.
 1. Actions:
 - i. Prepare to take actions to preserve life, property, the environment, and the social, economic, and political structure of the community.
 - ii. Disseminate public warning information as appropriate
 - iii. Complete increased staffing plans
 - iv. Prepare evacuation orders as needed
 - v. Prepare to open and staff emergency shelters as needed
 - vi. Consider suspension of non-essential government functions that do not contribute directly to the emergency operations
 - vii. Contact the Henrico County Commonwealth's Attorney Office's Victim/Witness Director, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injuries Compensation Board in accordance with Code of Virginia [§44-146.18](#). These agencies shall be contacted in the event of an emergency as defined in the EOP when there are victims as defined in Code of Virginia [§19.2-11.01](#).
- b. **EOC Level 1:** Involves a declared disaster, which requires an extensive Federal response, where the State and local resources are clearly overwhelmed. All necessary emergency support functions will report to the EOC and remain on staff until notified by the Director of Emergency Management to demobilize.
 1. Actions:
 - i. Take actions to preserve life, property, the environment, and the social, economic, and political structure of the community.
 - ii. Disseminate public warning information as appropriate
 - iii. Implement increased staffing plans
 - iv. Implement evacuation orders as needed
 - v. Open and staff emergency shelters as needed

- vi. Maintain contact with the Henrico County Commonwealth’s Attorney Office’s Victim/Witness Director, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injuries Compensation Board in accordance with Code of Virginia [§44-146.18](#). These agencies shall be contacted in the event of an emergency as defined in the EOP when there are victims as defined in Code of Virginia [§19.2-11.01](#).

D. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or pre-disaster condition. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

1. Actions:

- i. Perform Preliminary Damage Assessment within 72 hours of impact and submit to the Deputy Coordinator of Emergency Management to send to the VEOC
- ii. Assess local infrastructure and determine viability for re-entry of residents
- iii. Begin immediate repairs to County maintained roadways, water, sewer lines, and water stations
- iv. Coordinate with VDOT as needed to facilitate state maintained road repair
- v. Prepare for long term recovery activity
- vi. Perform/assist with cleanup of public facilities
- vii. Provide information for cleanup of businesses and residences
- viii. Reestablishment of habitats and prevention of subsequent damage to natural resources
- ix. Protection of cultural or archeological sites during other recovery operations
- x. Coordinate with VDEM to provide information as needed if Federal Joint Field Office (JFO) is opened

E. Mitigation

Mitigation is an ongoing process to assist the community in becoming better prepared for, and in doing so better able to respond to and recover from, disasters.

a. Actions:

1. Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
2. Work with VDEM's Mitigation Program to develop mitigation grant projects to assist in areas most at risk.
3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.

F. Administration, Finance, and Logistics

- a. All assets (human resources and facility and equipment resources) of the community will become the purview of the County Manager/Director of Emergency Management of Henrico County to direct in any way to respond to an emergency. When appropriate, the County may also utilize citizen volunteers to assist with portions of the response and recovery to an incident or event in the County, in line with existing processes and procedures within the relevant departments.
- b. The County Manager/Director of Emergency Management may also appoint this authority to his designee or the Coordinator of Emergency Management as written in a formal Delegation of Authority statement on file.
- c. As developed, agencies will utilize MOUs/MOAs/MAAs developed as support functions to the HCEOP. This includes the use of Statewide Mutual Aid (SMA) and the Emergency Management Assistance Compact (EMAC) with coordination through VDEM and the VEOC.
- d. Costs will be tracked using the policies and procedures outlined by the Finance Department, County Procurement, the Finance/Administration Branch Chief, and the Finance Unit Leader.

X. PLAN DEVELOPMENT AND MAINTENANCE

- A. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan.
- B. Every four years, the Henrico County Office of Emergency Management (Division of Fire) shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the Board of Supervisors shall adopt the revised plan formally. Such review shall also be certified in writing to VDEM.
- C. Drafting an emergency plan is a community effort and relies heavily on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

- D. The Deputy Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Deputy Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.
- E. Each section of the EOP will be reviewed by the appropriate partners, including:
 - a. Coordinator of Emergency Management
 - b. Deputy Coordinator of Emergency Management
 - c. Department of Public Works
 - d. Department of Public Utilities
 - e. Department of Finance
 - f. Department of Human Resources
 - g. Division of Fire
 - h. Police Division
 - i. Sheriff's Office
 - j. Health Department
 - k. Local hospitals
 - l. American Red Cross
 - m. Local Emergency Planning Committee (LEPC)
 - n. Representatives from external groups
- F. It is the responsibility of the Deputy Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis. This includes partnering with internal and external partners to hold functional drills when possible, a tabletop exercise of the plan semi-annually; and a full-scale exercise annually. Exercises can be supplemented or replaced by real life events which require the opening of the EOC.
- G. The Deputy Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.
- H. After each drill, exercise, or actual event where the EOC is utilized, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

XI. EXERCISE AND TRAINING

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Henrico County Emergency Operations Plan. Henrico County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Henrico County EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

- B. This training begins with the need to be NIMS compliant and incorporating NIMS ideals into all aspects of daily operations. All County personnel complete, at a minimum, NIMS 700 training offered through a partnership between Fire, Police, and Sheriff. These courses are offered twice a year to accommodate new County employees. Additionally, these courses are offered in the public safety partner recruit academies, coordinated through OEM, and taught by the affiliated academy staff.
- C. All personnel who are entry level responders and disaster response workers including EMS, Fire, Police, Sheriff, Public Health, Public Works, Public Utilities, skilled support, and other emergency management response, support, and volunteer personnel at all levels must complete NIMS 700 and ICS 100. These courses are offered twice a year to accommodate new County employees. Additionally, these courses are offered in the public safety partner recruit academies, coordinated through OEM, and taught by the affiliated academy staff.
- D. All personnel who are first line supervisors including single resource leaders, field supervisors, and other emergency management personnel that require a higher level of NIMS training must complete NIMS 700, ICS 100, and ICS 200. These courses are offered twice a year to accommodate new County employees. Additionally, these courses are offered in the public safety partner recruit academies, coordinated through OEM, and taught by the affiliated academy staff.
- E. All personnel who are middle management staff including division or group supervisors, branch directors, and staff members who will directly serve in the Emergency Operations Center must complete NIMS 700, ICS 100, ICS 200, and ICS 300. Additionally, personnel with direct emergency management roles must complete NRF 800. ICS 300 is offered once a year through the County, through partner agencies such as VDEM or other locality partners, or as staffing needs dictate. NRF 800 is an online course, but can be offered in the classroom as staffing needs dictate.
- F. All department and agency heads who will be serving in command positions or in the Emergency Operations Center must complete NIMS 700, ICS 100, ICS 200, ICS 300 and ICS 400. Additionally, personnel with direct emergency management roles must complete NRF 800. ICS 400 is offered once a year through the County, through partner agencies such as VDEM or other locality partners, or as staffing needs dictate. NRF 800 is an online course, but can be offered in the classroom as staffing needs dictate.
- G. The Deputy Coordinator of Emergency Management is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of Henrico County directed towards

emergency management and response. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Henrico County.

- H. Training will be based on federal and state guidance. Instructors will be selected from Henrico County government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. All training and exercises conducted in Henrico County will be documented using the Homeland Security Exercise Evaluation Program (HSEEP) guidelines and framework. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.
- I. The Deputy Coordinator of Emergency Management will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Henrico County EOP, but to train all appropriate officials, emergency response personnel, county employees, and improve the overall emergency response organization and capability of Henrico County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.
- J. Exercises can be supplemented or replaced by real life events which require the opening of the EOC.

XII. AUTHORITIES & REFERENCES

- A. The organizational and operational concepts set forth in the plan are promulgated under the following authorities:
 - a. Federal
 - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
 - 2. The Homeland Security Act of 2002
 - 3. Post-Katrina Emergency Management Reform Act of 2006
 - 4. National Response Framework , 2008 as amended
 - 5. 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

6. Emergency Management Assistance, Code of Federal Regulations, Title 44. The Federal Response Plan for Public Law 93-288, as amended, Federal Emergency Management Agency, April 1992.
7. CCA General Guidelines, CPG 1-3, Federal Emergency Management Agency, August 1992.
8. Developing and Maintaining Emergency Operations Plans; Comprehensive Preparedness Guide 101 v.2 Americans with Disabilities Act of 2010

b. State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
2. Commonwealth of Virginia Emergency Operations Plan, revised August 2012
3. Basic Plan, Virginia Department of Emergency Management, August 2012
4. Radiological Emergency Response Plan, Virginia Department of Emergency Management, August 2012
5. Oil and Hazardous Materials Emergency Response Plan, Virginia Department of Emergency Management, August 2012
6. Virginia Hurricane Emergency Response Plan, Virginia Department of Emergency Management, August 2012
7. Hazard Mitigation Management Plan, Virginia Department of Emergency Management, August 2012
8. Transportation Emergency Operations Plan, Virginia Department of Transportation, August 2012, (Limited Distribution)

c. Local

1. Richmond-Crater Regional Hazard Mitigation Plan, Richmond Regional Planning District Commission, November 2011

TAB 1 - DEFINITIONS

Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES)

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. This group is a part of the Henrico County Fire Corps program and is overseen by the Office of Emergency Management under ESF 5 and ESF 17.

American Red Cross (ARC)

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Command Section

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

Command Post (CP)

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

Community Emergency Response Team (CERT)

Organized group of volunteers who have completed at a minimum at nine week FEMA approved training course to assist public safety personnel in times of disaster. While their primary focus is personal, home, and their own workplace safety and preparedness for a disaster, they are also able to assist when directed with various tasks in a disaster situation. They are overseen by the Office of Emergency Management under ESF 5 and ESF 17.

Comprehensive Resource Management (CRM)

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

Coordination

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

Declaration of Emergency

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

Decontamination

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

Department of Homeland Security (DHS)

The United States Department of Homeland Security (DHS) is a cabinet department of the United States federal government, created in response to the September 11 attacks, and with the primary responsibilities of protecting the United States of America and U.S. territories (including Protectorates) from and responding to terrorist attacks, man-made accidents, and natural disasters.

Emergency (as defined in Title 44, Code of Virginia)

A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that governmental action beyond that authorized or contemplated by existing law is required because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens of the Commonwealth or some clearly defined portion or portions thereof.

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 (EAS)

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

Emergency Operations Center (EOC)

The 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 (EOP)

A document that 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 man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions. These functions include, without limitation, fire fighting services, police services, medical and health services, rescue, warning, communications, 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 (ESF)

A function as explained in the National Response Framework that tasks federal agencies to provide and/or coordinate certain resources in response to emergencies or disasters. On the local level, ESF's are utilized to facilitate integration amongst local, state, and federal resources.

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

Federal Emergency Management Agency (FEMA)

An agency of the United States Department of Homeland Security, initially created by Presidential Reorganization Plan No. 3 of 1978 and implemented by two Executive Orders on April 1, 1979. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities. The governor of the state in which the disaster occurs must declare a state of emergency and formally request from the president that FEMA and the federal government respond to the disaster. FEMA also provides these services for territories of the United States, such as Puerto Rico. The only exception to the state's

gubernatorial declaration requirement occurs when an emergency and/or disaster takes place on federal property or to a federal asset,

Geographic Information System (GIS)

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

Hazardous Materials (HazMat) (as defined in Title 44, Code of Virginia)

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

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Incident Commander (IC)

The individual responsible for the management of all incident operations.

Incident Command System (ICS)

An open-ended organizational structure designed to effectively direct and control an in-the-field emergency response.

Initial Damage Assessment Report (IDA)

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance. This is also referred to as a "windshield survey".

Integrated Communications Plan

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

Joint Field Office (JFO)

An administrative office established by FEMA and staffed by appropriate federal/state personnel following a disaster declaration by the president.

Joint Information Center (JIC)

Facility whereby an incident, agency, or jurisdiction can support media representatives.

Local Emergency

The condition declared by the local governing body when, in their 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 the damage, loss, hardship, or suffering threatened or caused thereby. Only the Governor, upon petition of the local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage.

Local Emergency Management Agency

An organization created in accordance with the provisions of Title 44, Chapter 3.2, Code of Virginia by local authority to perform local emergency management functions.

Local Emergency Planning Committee (LEPC)

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.

Major Disaster/Emergency Determined by the President

These terms are defined in the Stafford Act (Public Law 93-288) and have a specific meaning in the context of federal disaster relief and emergency assistance. They are declared by the President when local and state response capabilities are overwhelmed and federal disaster assistance is needed.

Man-Made Disaster

Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition, except enemy action, resulting from man-made causes, such as sabotage, oil spills, and other injurious environmental contamination which threatens or causes damage to property, human suffering, hardship, or loss of life.

Mitigation

Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

Mobile Crisis Unit

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

Mutual Aid Agreement (MAA) or Memorandum of Understanding (MOU)

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

National Response Framework (NRF)

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service (NWS)

An agency under the Commerce Department that provides information regarding weather phenomena.

Natural Disaster

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Non-Governmental Organization (NGO)

Legally constituted organizations created by natural or legal people that operate independently from any form of government, referring to organizations that are not a part of a government and are not conventional for-profit businesses.

Point of Contact (POC)

A person or a department serving as the coordinator or focal point of information concerning an activity or program. A POC can also serve as the liaison for a particular agency, filling the Liaison Officer (LNO) role in the ICS structure.

Preliminary Damage Assessment (PDA)

A joint assessment used to determine the magnitude and impact of an event's damage, which is performed after the IDA.. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and local resources and to verify the need for supplemental Federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Public Information Officer (PIO)

The communications coordinators or spokespersons coordinated under ESF 15. The primary responsibility of a PIO is to provide information to the media and public as directed by the Director of Emergency Management, the Coordinator of Emergency Management, and/or the Deputy Coordinator of Emergency Management in the EOC.

Recovery

Recovery involves restoring systems to normal after the emergency. Some long-term recovery actions may continue for months or even years.

Radio Amateur Civil Emergency Services (RACES) and Amateur Radio Emergency Services (ARES)

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. This group is a part of the Henrico County Fire Corps program and is overseen by the Office of Emergency Management under ESF 5 and ESF 17.

Regional Information Coordination Center (RICC)

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

Repatriation

The act of returning U. S. citizens and their dependents to the U. S. by government direction and assistance in response to a major natural or technological disaster, political unrest, or the outbreak of war.

Search and Rescue (SAR)

The search for and provision of aid to people who are in distress or imminent danger. The general field of search and rescue includes many specialty sub-fields, typically determined by the type of terrain the search is conducted over.

Severe Weather “Warning”

An advisory broadcast message that indicates that a particular severe weather storm has actually been sighted or is occurring in an area or indicated by radar and serves notice to the public that severe conditions are imminent. For example, a Flash Flood Warning means that heavy rains have occurred and low-lying areas are likely to be flooded. Protective actions should be taken immediately.

Severe Weather “Watch”

An advisory broadcast message that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions. Protective actions should be reviewed and conditions should be closely monitored.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County 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.

Special Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent.

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan it is referred to as “The Stafford Act.” A federal statute that provides for the prompt delivery of federal assistance to affected local governments and individuals following a major disaster, especially when state and local relief resources are overwhelmed.

Standard Operating Guidelines (SOGs)

Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in time of emergency. SOGs supplement EOPs and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

State of Emergency

The condition declared by the Governor when, in his/her judgment, the threat or actual occurrence of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the effort and available resources of any locality or relief organization in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him/her when it is evident that state resources are needed to cope with such disasters.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

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

Victim

A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated in violation (Source §19.2-11.01B).

Voluntary Organizations Active in Disasters (VOAD)

Coalition of nongovernmental agencies that actively participate in disaster response and recovery.

Warning

The alerting of public officials, emergency support services, and the general public to a threatened emergency or disaster situation.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a

disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921)

TAB 2 - GLOSSARY OF ACRONYMS

There are many acronyms used in the field of emergency management. While the most common and relevant ones to Henrico County are listed below, we encourage plain language as is in line with National Incident Management System standards. A list of FEMA acronyms can be found online at

http://www.fema.gov/pdf/plan/prepare/faatlist07_09.pdf

AERS	Amateur Emergency Radio Services
ARC	American Red Cross
CAC	Community Assistance Center (aka Family Assistance Center Community Assistance Center or Family & Friends Resource Center)
CERT	Community Emergency Response Team
CR	Community Relations
DHS	Department of Homeland Security
DOF	Division of Fire
DPU	Department of Public Utilities
DPW	Department of Public Works
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSS	Department of Social Services
EAS	Emergency Alert System
ECC	Emergency Communications Center
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
ERT-A	Emergency Response Team – Advance Element
FAC	Family Assistance Center (aka Community Assistance Center or Family & Friends Resource Center)
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFRC	Family & Friends Resource Center (aka Family Assistance Center or Community Assistance Center)
HCCARES	Henrico County Community Amateur Radio Emergency Support
HCCERT	Henrico County Community Emergency Response Team
HCEOP	Henrico County Emergency Operations Plan
HCHD	Henrico County Health Department
HCSO	Henrico County Sheriff's Office
HCVOST	Henrico County Virtual Operations Support Team
HDSS	Henrico Department of Social Services

HFD	Henrico Fire Division
HOEM	Henrico Office of Emergency Management
HPD	Henrico Police Department
ICS	Incident Command System
IDA	Initial Damage Assessment
JIC	Joint Information Center
JIS	Joint Information System
JFO	Joint Field Office
MACC	Multi-Agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOG	Standard Operating Guideline
SMA	Statewide Mutual Aid
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VCA VOAD	Virginia Capital Area Voluntary Organizations Active in Disaster
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VDOT	Virginia Department of Transportation
VDSS	Virginia Department of Social Services
VEOC	Virginia Emergency Operations Center
VOAD	Voluntary Organizations Active in Disaster
VSP	Virginia State Police
WMD	Weapons of Mass Destruction

TAB 3 – MATRIX OF RESPONSIBILITIES

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works/Public Utilities	ESF # 4 Fire Fighting & EMS	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support/Logistics	ESF # 8 Health	ESF # 9 Search & Rescue	ESF # 10 Oil & Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Law Enforcement & Security	ESF # 14 Long-Term Recovery	ESF # 15 Public Affairs	ESF # 17/Donations & Volunteer Management
Building Inspections			S	S	S	S	S		S	S				S	S	
Capital Area Training Consortium					S	S	S							S		S
Clerks' Offices					S		S						S	S		
Commonwealth's Attorney					S	S	S						S		S	
Community Corrections					S	S	S		S				S	S	S	S
Community Development					S	S	S		S					S	S	S
Community Revitalization					S	S	S		S				S	S	S	S
Community Services Board					S	S	S	S						S		S
County Attorney	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
County Extension Agent			S	S	S		S	S		S	P	S	S	S	S	S
County Manager's Office	S	S	S	S	P	S	S	S			S	S	S	S	S	S
Courts							S						S	S		S
Credit Union							S							S		S
Economic Development			S			S	S				S	S		S		S
Emergency Management	S	P	S	S	P	S	S	S	S	S	S	S	S	S	S	S
Finance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Fire/EMS		S		P	S	S	S	P (EMS only)	P	P			S		S	S
General Services	S	S	S	S	S	S	P	S	S	S	S	P	S	P		S
Health			S	S (EMS only)		S	S	P		S	S				S	S
Henricopolis Soil & Water Conservation							S				S	S		S		S
Human Resources							S	S								P
Information Technology	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Internal Audit					S		S							S		
Juvenile Detention Facility - Henrico						S	S						S			

County of Henrico Emergency Operations Plan
Volume 1 – Basic Plan

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works/Public Utilities	ESF # 4 Fire Fighting & EMS	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support/Logistics	ESF # 8 Health	ESF # 9 Search & Rescue	ESF # 10 Oil & Hazardous Materials	ESF # 11 Agriculture, Natural, & Historical Resources	ESF # 12 Energy	ESF # 13 Law Enforcement & Security	ESF # 14 Long-Term Recovery	ESF # 15 Public Affairs	ESF # 16 Donations & Volunteer Management
Juvenile Detention Facility – James River						S	S						S			
Libraries						S	S							S	S	S
Mental Health					S	S	S	S	S				S	S	S	S
Permit Center			S		S		S							S		S
Planning					S		S				S			S		S
Police	S	P	S	S	S	S	S	S	S	S	S		P	S	S	S
Probation							S						S			
Public Relations & Media Services	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S
Public Utilities	S		P	S	S	S	S	S	S	S	S		S	S	S	S
Public Works	P		P	S	S	S	S	S	S	S	S		S	S	S	S
Real Property			S	S	S	S	S	S	S		S		S	S		S
Recreation & Parks			S	S	S	S	S	S	S	S	P		S	S	S	S
Registrar					S	S	S							S		S
Schools	S				S	S	S	S	S	S			S	S	S	S
Sheriff	S		S	S	S	S	S	S	S	S	S		S	S	S	S
Social Services					S	P	S	S			P		S	S	S	S
Non-Governmental Organizations (NGOs)																
VCA VOAD		S				S	S		S				S	S	S	S
Greater Richmond Chapter of ARC						S	S		S				S	S	S	S
Henrico Historical Society											S					
Henricopolis			S								S					
Salvation Army						S	S		S				S	S		S
Volunteer Rescue Squads				S		S		S	S	S						S

P = Primary Agency/Department

S= Support Agency/Department

The information below correlates some core emergency management functions and the emergency support functions that support those efforts. Additional information on the individual ESFs and their roles are outlined in Volume 2 of this plan.

Emergency Management Function	ESFs
Direction, Control, Coordination	All ESFs
Information collection, analysis, and dissemination	All ESFs
Communications	ESF 2 – Communications
Population Warning	ESF 2 – Communications ESF 3 – Public Works/Public Utilities ESF 4 – Fire & EMS ESF 5 – Emergency Management ESF 13 – Public Safety & Security ESF 15 – External Affairs
Emergency Public Information	All ESFs
Public Protection	ESF 1 – Transportation ESF 2 – Communications ESF 4 – Fire & EMS ESF 5 – Emergency Management ESF 9 – Search & Rescue ESF 10 – Oil & Hazardous Materials Response ESF 11 – Agriculture, Natural, and Historical Resources ESF 13 - Public Safety & Security
Mass Care/Emergency Assistance	ESF 1 – Transportation ESF 2 – Communications ESF 3 – Public Works/Public Utilities ESF 4 – Fire & EMS ESF 5 – Emergency Management ESF 6 – Mass Care, Emergency Assistance, Housing, & Human Services ESF 11 – Agriculture, Natural, and Historical Resources ESF 13 - Public Safety & Security
Health	ESF 1 – Transportation ESF 2 – Communications ESF 3 – Public Works/Public Utilities ESF 4 – Fire & EMS ESF 5 – Emergency Management ESF 8 – Public Health

	ESF 11 – Agriculture, Natural, and Historical Resources ESF 13 - Public Safety & Security
Resource Management	ESF 1 – Transportation ESF 3 – Public Works/Public Utilities ESF 5 – Emergency Management ESF 7 – Logistics Management & Resource Support ESF 11 – Agriculture, Natural, and Historical Resources ESF 12 - Energy ESF 13 - Public Safety & Security ESF 14 – Long Term Recovery

TAB 4 - SUCCESSION OF AUTHORITY

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

Organization/Service Function	Authority in Line of Succession
Direction and Control	County Manager Deputy County Manager Coordinator of Emergency Management
Building Inspections	Building Official Deputy Building Official Senior Plans Review Engineer
Division of Fire	Chief of Fire Assistant Chiefs District Chiefs
Police Division	Chief of Police Lieutenant Colonels Majors
Public Relations & Media Services	Director Assistant Director Senior Public Relations Specialist
Extension Service	County Agent Extension Agent Administrative Assistant
Finance	Director Deputy Director Management & Budget Division Director
General Services	Director Deputy Director Purchasing Manager
Health Department	Director Administrator Sanitation Manager
Information Technology	Director Assistant Director Project Manager of PMT1
Libraries	Director Assistant Director Materials Management Coordinator

Planning Office	Director Assistant Director Principal Planner
Public Utilities	Director Assistant Director Chief of Operations
Public Works	Director Assistant Director Traffic Engineer
School System	Superintendent Assistant Superintendent Director of Media Relations & Safety
Sheriff	Sheriff Under Sheriff Chief Deputy
Social Services	Director Assistant Director Assistant Director
Recreation & Parks	Director Assistant Director Parks Services Manager

TAB 5 - SAMPLE RESOLUTION TO DECLARE EMERGENCY

COUNTY OF HENRICO, VIRGINIA BOARD OF SUPERVISORS

RESOLUTION—Declaration of a Local Emergency

WHEREAS, in anticipation of the effects of **<incident name or event which is impacting or has the potential to impact the County>** which at that time threatened the property and the health, safety, and welfare of persons in Henrico County, the County Manager, in his capacity as Director of Emergency Management issued a declaration of local emergency on **<date and time local declaration was signed>**; and,

WHEREAS, the local emergency was declared to ensure that County agencies could enlist the necessary resources to respond quickly and effectively to these conditions; and,

WHEREAS, consistent with the requirements of Virginia Code §44-146.21(a), the Board of Supervisors desires to consent to the declaration of local emergency by the County's Director of Emergency Management.

NOW THEREFORE , BE IT RESOLVED that:

- (1) the Board of Supervisors hereby consents to the declaration of local emergency by the County Manager in his capacity as Director of Emergency Management of Henrico County, a copy of which is attached to and made a part of this resolution as Exhibit "A";
- (2) during this local emergency the powers, functions, and duties of the County's Director of Emergency Management and emergency services organizations shall be those prescribed by the laws of the Commonwealth of Virginia and by the ordinances, resolutions, and approved plans of the County; and
- (3) any action taken by County agencies or personnel pursuant to the declaration of local emergency and this resolution shall be to mitigate the effects of the declared local emergency.

Comments: The Fire Chief recommends approval of this Board Paper; the County Manager concurs.

A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

TAB 6 - SAMPLE EXHIBIT TO ACCOMPANY RESOLUTION

EXHIBIT “A”
DECLARATION OF LOCAL EMERGENCY

I, the undersigned, as the County Manager Director of Emergency Management for Henrico County, Virginia, in response to the effects of *<insert type of event that has the potential to or is impacting Henrico>*, which may threaten the property and the health, safety, and welfare of persons in Henrico County and in order to ensure that County agencies can enlist the necessary resources to respond quickly and effectively to these conditions, hereby declare, pursuant to Virginia Code §44-146.21(a), the existence of a Local Emergency in Henrico County.

In accordance with this Declaration, all appropriate County agencies are hereby vested with, and authorized to carry out, all powers, duties, and functions prescribed by state and local law, rules, regulations and plans as may be necessary to adequately and appropriately respond to said Local Emergency.

(name of official declaring emergency).
(title of official declaring emergency)County of Henrico

Date and Time

TAB 7 - SAMPLE RESOLUTION TO END EMERGENCY

WHEREAS, in response to the expected impact of *<insert type of event that has the potential to or is impacting Henrico>* in his capacity as Director of Emergency Management, the County Manager issued a declaration of local emergency on *<insert date local declaration occurred>*; and,

WHEEAS, consistent with the requirements of Virginia Code §44-146.21(a), on *<insert date resolution was approved>*, the Board of Supervisors approved a resolution that consented to the declaration of local emergency by the County's Director of Emergency Management; and,

WHEREAS, Virginia Code §44-146.21(a) requires the Board of Supervisors to take appropriate action to end the declared emergency when in the Board's judgment all emergency actions have been taken.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby declares that the local emergency declared on *<insert date resolution was approved>* has ended.

Comments: The Fire Chief recommends approval of this Board Paper, the County Manager concurs.

A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

TAB 8 – COLLEGES & UNIVERSITY CONTACTS

Information maintained through the State Council of Higher Education for Virginia
(<http://www.schev.edu/>)

Public Colleges & Universities

J. Sargeant Reynolds Community College – Parham Rd. Campus
1651 E. Parham Road
Richmond, VA 23228
(804) 521-5722
<http://www.jsr.vccs.edu>

University of Virginia School of Continuing & Professional Studies
2810 Parham Rd Suite 300
Henrico, VA 23294
(804) 662-7464
<http://www.scps.virginia.edu/>

Virginia Tech Continuing & Professional Education
2810 Parham Rd Suite 300
Henrico, VA 23294
(804) 662-7288
<http://www.richmond.vt.edu/>

Private Institutions and Institutions Certified to Operate in Virginia

ECPI Technical College – Glen Allen Campus
2809 Emerywood Parkway
Richmond, VA 23294
(804) 755-1706
http://www.ecpi.edu/campus/richmond_west_va/index.cfm

Fortis College – Richmond
2000 Westmoreland Street #A
Richmond, VA 23230
(804) 323-1020
<http://www.fortiscollege.edu/>

South University – Richmond Campus
2151 Old Brick Road
Glen Allen, VA 23060

(804) 727-6800
<http://www.southuniversity.edu/richmond.aspx>

Stratford University
11104 West Broad Street
Glen Allen, VA 23060
(804) 290-4231
<http://www.stratford.edu/richmond-campus>

Strayer University – Glen Allen Campus
11501 Nuckols Road
Glen Allen, VA 23059
(804) 527-1000
<http://www.strayer.edu/henrico>

University of Richmond
28 Westhampton Way
University of Richmond, VA 23173
(804) 289-8000
<http://www.richmond.edu>

TAB 10 – HAZARD MITIGATION

MISSION

To identify the hazards that pose a threat to the citizens of Henrico County and to develop, implement, and enforce mitigation management measures that will prevent a disaster or reduce its effects.

ORGANIZATION

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

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

Private businesses are responsible for:

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

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with codes, ordinances, and regulations.
- B. Be aware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.
- C. Develop personal emergency plans to help address the hazards that they may encounter, to include a disaster kit, planning for personal pets and service animals, and staying informed of hazards.

CONCEPT OF OPERATIONS

- A. The government of Henrico County has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard identified in the EOP and the Regional Hazard Mitigation Plan, and to identify and develop mitigation measures, for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations, and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.
- B. The County Manager/Director of Emergency Management, the Fire Chief/Coordinator of Emergency Management, and the Deputy Coordinator of Emergency Management have overall responsibility for emergency management, which involves hazard mitigation, disaster preparedness, response, and recovery. They must work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the County Board of Supervisors and other local officials to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.
- C. Local Emergency Management officials should be aware of the hazards which have the greatest potential for a local disaster and which are most likely to occur. They will ensure that the jurisdiction has developed programs and allocated resources, within its capabilities, to mitigate these hazards; that is, for the avoidance, reduction, prevention, or elimination of hazards over the long term,

where feasible, and preparedness and response capabilities for hazards that cannot realistically be avoided.

- D. A public information program, in collaboration with agency specific Public Information Officer resources and the County's Public Relations and Media Services office, shall work together to increase the citizens' awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards. Henrico County has provided, and will continue to provide, such information to the public through efforts coordinated by the Deputy Coordinator of Emergency Management.
- E. The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land-use ordinances. The County Manager/Director of Emergency Management will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He/she will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He/she will present to the County Board of Supervisors for their consideration those actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any future disaster.

AUTHORITIES AND REFERENCES

In addition to those listed in Section XII (Authorities and References) in Volume 1 of the County EOP:

A. Authorities

Public Law 90-448, National Flood Insurance, Act of 1969, as amended.

B. References

- Commonwealth of Virginia Volume 6: Standard and Enhanced Hazard Mitigation Plan,, March 2007
- Richmond-Crater Regional Hazard Mitigation Plan, Richmond Regional Planning District Commission, November 2011.

TAB 10 – HAZARD MITIGATION
Section 1
HAZARD MITIGATION TASK ASSIGNMENTS

While all County agencies and departments have a role in hazard mitigation, particular ones have specific roles as they relate to public safety and information sharing, particularly immediately after an incident.

1. County Board of Supervisors
County Manager/Director of Emergency Management

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They promulgate codes, regulations, and ordinances, and provide the funds required to implement and enforce an effective mitigation program.

2. Fire Chief/Coordinator of Emergency Management
Deputy Coordinator of Emergency Management

The Fire Chief/Coordinator of Emergency Management and the Deputy Coordinator of Emergency Management have overall management responsibility of the hazard mitigation program and are responsible for administering an effective hazard mitigation program through the appropriate department or agency heads. Their responsibilities include, but are not limited to, the following:

- a. Hazards analysis.
- b. Development, maintenance, and exercise of the Emergency Operations Plan.
- c. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances and regulations, for action by the Board of Supervisors.
- d. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.
- e. Advising appropriate agencies (i.e. Public Works) of upcoming grant opportunities or other communications that could assist with hazard mitigation projects.

- f. Provide Public Information resources as needed.

3. Department of Health

- a. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- b. Develop plans for the prevention or spread of disease during a disaster.
- c. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.
- d. Provide Public Information resources as needed

4. Planning Department

Building Inspections Department

- a. Enforce existing building codes and zoning ordinances.
- b. Make recommendation for mitigating codes or ordinances, where applicable.
- c. Advise the public of private actions that could mitigate individual loss.

5. Police Division

- a. Develop, maintain, and exercise disaster response SOPs required by other appendices of this plan.
- b. Provide Public Information resources as needed.

6. Division of Fire

- a. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of the plan.
- b. Develop, maintain, and exercise specific response plans for hazardous materials.
- c. Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.

- d. Obtain training and special equipment for handling technical rescues, water rescues, or mass casualty incidents.
- e. Enforce the fire code and other applicable statutes relating to hazardous materials.
- f. Provide Public Information resources as needed.

7. Volunteer Rescue Squads

- a. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan relevant to their agency operations.
- b. Obtain training for handling mass casualty incidents.

8. Superintendent of Schools

- a. Ensure school administrators have a plan to cope with hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).
- b. Provide Public Information resources as needed.

9. Public Relations and Media Services

- a. Develop and maintain an official working agreement between county and local media for the release of information in time of emergency.
- b. Work with Deputy Coordinator of Emergency Management to develop and disseminate public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.
- c. Provide Public Information resources as needed.

10. Department of Public Utilities

- a. To oversee floodplain management issues and provide guidance for locations that are eligible for repetitive loss claims through FEMA
- b. Provide Public Information resources as needed.

11. Department of Public Works

- a. To develop and maintain debris management plan as outlined in the EOP.
- b. Provide Public Information resources as needed.

TAB 10 – HAZARD MITIGATION
Section 2
CHRONOLOGICAL HISTORY OF EMERGENCIES
OR POTENTIAL EMERGENCY SITUATIONS

The following list of events that have occurred in or had the potential to affect the county should not be considered a complete list of all major emergencies that have affected Henrico County. However, it should demonstrate to emergency responders, department heads, and County residents alike that there is a history of a wide range of hazards in this County.

May 1771	Flooding has been a fact of life for the Richmond region since its settlement by English colonists. The first major recorded flood affected Henrico County and the City of Richmond in May 1771. (Source: FEMA. Flood Insurance Study. City of Richmond, VA. July 20, 1998. via Richmond Regional 2006 Hazard Mitigation Plan)
07/27/1816	Tornado reported in eastern Henrico
09/15/1878	A hurricane spawned tornadoes including one in Henrico County where one death and seven injuries occurred.
09/05/1935	Great Labor Day Hurricane resulted in major flooding throughout the County
10/15/1954	Hurricane Hazel with gusts of 112mph recorded in western Henrico/eastern Goochland
08/1955	Two hurricanes, Connie and Diane, passed through the study area within days of each other in August 1955, causing major flooding in the County. Rain from the two storms set records for the month of August.
8/19-21/1969	Flooding of James River caused by Hurricane Camille (Westham Station @ 24.91 ft., Richmond City Locks @ 28.60 ft.)
6/23/1972	Flooding of James River caused by Hurricane Agnes (Westham Station @ 28.62 ft., Richmond City Locks @ 36.50 ft.)
2/15/1982	Large Caustic Soda spill into County Sewer System at Virginia Gravure
9/6/1983	Tractor-trailer accident involving perchloroethylene leak on I-95 at Parham Rd.
11/1985	Flooding of James River caused by Hurricane Juan (Westham Station @ 24.4 ft., Richmond City Locks @ 30.76 ft.)
2/17/1987	Tractor-trailer accident involving solvent mixture leak on I-95 at Parham Rd.
4/5/1990	Fire at Valley Plating (Superfund Site) involving large number of toxic chemicals
12/1/1991	Aircraft crash (2 passenger plane) 6 miles S.E. of Airport

12/3/1991	Windstorm in Eastern Henrico
3/6/1992	Aircraft crash (6-passenger plane) in residential area of Williamsburg Rd
4/24/1992	Flooding of James River (Westham Station @ 19.26 Ft., Richmond City Locks @ 18.96 ft.)
6/11/1992	Gas overpressurization (Richmond City Gas lines) affects large areas of County
4/23/1993	North Anna Power Station Alert
8/6/1993	Tornado in Southeastern Henrico
8/30/1993- 9/1/1993	Hurricane Emily (Category 3 Hurricane) passes offshore of Virginia after making a potentially devastating track towards Outer Banks of N.C.
2/1994	Winter storm
05/25/1994	26-year-old person was struck and killed by lightning while standing under a tree at Glenwood Golf Course. Storms also produced golf ball-sized hail and caused approximately \$5,000 in damage.
7/28/1994	Tractor-trailer accident involving chromic acid on I-95 at I-295
07/25/1995	Lightning sparked two separate house fires that caused approximately \$135,000 in damage.
8/16 - 18/1995	Hurricane Felix (Category 2 Hurricane) passes offshore of Virginia after making track toward Tidewater Virginia area
1/1996	Winter storm
1/21/1996	Flooding of James River (Westham Station @ 20.63 ft., Richmond City Locks @ 22.05 ft.)
4/23/1996	Microburst causes damage at Suburban Apartments
9/8/1996	Flooding of James River caused by Hurricane Fran (Westham Station @ 21.22 ft., Richmond City Locks @ 23.75 ft.)
12/13/1996	Microburst in Varina
6/13/1997	Explosion and fire with possible ethylene oxide leak at Sterilization Services on Eastport Blvd.
9/15/1999	Hurricane Floyd (flooding); 48 jurisdictions declared
2/2000	Winter Storms; 107 jurisdictions declared
4/21/2000	Severe thunderstorms with hail damage in the Sandston area
06/15/2001	F0 tornado in the Laurel Park area of the County. Approximately \$5,000 in damage
9/18 - 30/2003	Hurricane Isabel (wind damage); 130 jurisdictions declared statewide **Federal declaration
09/23/2003	F1 tornado (Lakeside)
06/10/2004	High water on Bikerstaff Road and 7400 block of Strath Road. Road washed out at Ocano Drive.
08/30/2004	Remnants of Tropical Storm Gaston (major flooding)
09/08/2004	F0 tornado (Varina)

09/17/2004	F0 tornado (Short Pump)
05/23/2005	Severe thunderstorms with 0.88" diameter hail
07/08/2005	F1 tornado (Varina)
04/17/2006	Barrington Bridge pipeline rupture (20,000 gallons of jet fuel spilled)
05/11/2006	F1 tornado (Varina Grove)
05/31/2006	Haskell Chemical fire involving flammable liquids
09/01/2006	Remnants of Tropical Storm Ernesto (flooding)
10/7/2006	Nor'Easter flooding
06/08/2007	Severe thunderstorm with 52kts winds
08/16 - 19/2007	Severe thunderstorms with damage across the County. Winds in excess of 50 kts.
11/01/2007	Coal car rail derailment – Westhampton Station Way/Kanawha Canal
2/10/2008	Brush fires in northern and eastern Henrico County; high wind event
03/27/2008	Railcar derailment between the Amtrak station and the Hermitage Road crossing (carrying hazardous materials, but no leak or other damage)
09/05-06/2008	Tropical Storm Hanna (minor flooding)
12/2009	Winter Storm (6.5" – 10" snow)
01/2010	Winter Storm (5"-18" snow)
01/2010	Winter Storm (3"-14" snow)
02/02/2010	Diesel fuel spill (Public Safety Building – Parham Rd)
10/27/2010	Tornado (EF1) on Vawter Ave, associated with severe weather that impacted the entire County
08/23/2011	Earthquake (centered in Mineral, VA)
08/25/2011	Hurricane Irene (wind and flood damage) **Federal declaration
09/04/2011	TS Lee remnants (flooding)
10/25/2012	Superstorm Sandy
11/25/2012	Gayton Station Apartment fire
02/13/2013	Quarter Creek Apartment fire
06/13/2013	Severe weather outbreak
12/7-8/2013	Minor ice event
01/22/2016	Winter Storm (19.5" snow; new greatest amount in 24 hr period) **Federal declaration
06/16/2016	Wind Storm (\$2.3M damages)
12/09/2016	Richmond Yacht Basin fire (multijurisdictional response)
01/06/2017	Winter storm (8"-10" across the County)
03/03/2017	St. Maartin Rd Apartment fire (16 displaced)
12/08/2017	Winter storm (4"-6" across the County)
03/02/2018	Wind storm (effects of off shore Nor'Easter resulted in sustained winds of 45mph and gusts of 65-70mph across the County)
05/18/2018	Heavy rain and significant flooding in western portion of County (resulting in overtopping of Pump Road Dam)

<http://www.ncdc.noaa.gov/stormevents/choosedates.jsp?statefips=51%2CVIRGINIA>

TAB 10 – HAZARD MITIGATION
Section 3
HAZARDS ANALYSIS

INSTRUCTIONS FOR HAZARDS ANALYSIS SUMMARY TABLE/SCORE

Using s tool developed by Kaiser Permanente (<https://www.calhospitalprepare.org/post/revised-hva-tool-kaiser-permanente>), and assessment was completed evaluating:

Probability (Likelihood of occurrence)

0 = N/A 2 = Moderate
1 = Low 3 = High

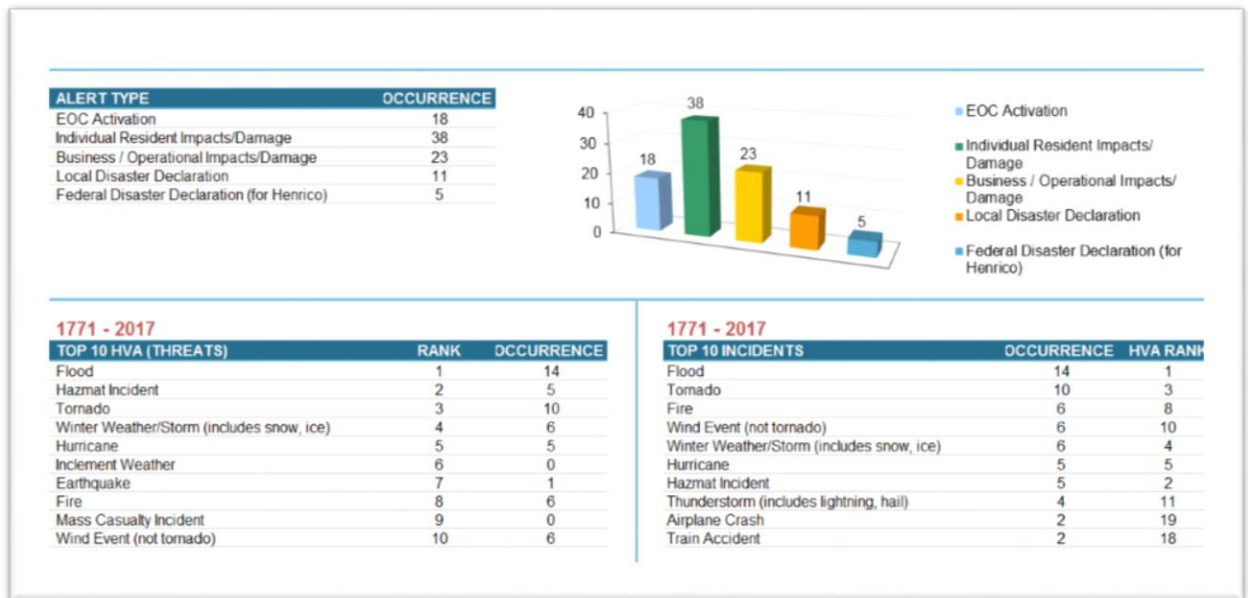
Severity (Magnitude of Impact – Mitigation Preparedness and Response Capability)

- Human Impact
 - Property Impact
 - Business Impact
- 0 = N/A 2 = Moderate*
1 = Low 3 = High
- + Preparedness
 - + Internal Resource Response
 - + External Resource Response
- 0 = N/A 2 = Moderate*
1 = High 3 = Low

The criteria for each hazard is assigned a rating as noted and then totaled to determine a “score.” All listed situations refer to major disasters causing loss of life, human suffering, and property damage. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The PROBABILITY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years.
2. Estimates of SEVERITY can be derived by comparing the human impact, property impact, and business impact to the steps taken to increase

preparedness, internal County resource response, and external partner response.



TAB 11 – FEDERAL DISASTER ASSISTANCE

MISSION

To identify the types of assistance the county may be eligible to receive and the procedures required for requesting such assistance.

ORGANIZATION

The County Manager/Director of Emergency Management, the Fire Chief/Coordinator of Emergency Management, ESF 5, and the County’s Finance Department are responsible for the preparation and submission of all requests for post-disaster assistance.

CONCEPT OF OPERATIONS

- A. Should the county experience a disaster of such severity and magnitude that the combined resources of the county and state are insufficient to cope with the effects of the disaster, federal disaster assistance may be provided.
- B. Federal disaster assistance is authorized under (1) the provisions of the Stafford Act (Public Law 93-288, as amended) when the Governor requests and the President declares an emergency or a major disaster to exist in the state, and (2) federal agencies’ own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various federal agencies. The Stafford Act authorizes two types of assistance--individual assistance and public assistance.

1. Individual Assistance

In the event a major peacetime disaster declared by the President occurs in an area of Virginia, the provisions of the Stafford Act become effective and as such authorize the establishment of Disaster Recovery Centers (DRCs) to assist disaster victims with obtaining appropriate aid and to answer questions about the disaster application process. A DRC will house, in one central location (so as to service all affected localities in one area), a limited number of federal and state representatives. These representatives provide for face-to-face contact to supplement FEMA’s Disaster Application Hotline. (The DRC and the “Hotline” have replaced Disaster Application Centers.) Through this “Hotline,” the following types of assistance are:

- a. Emergency needs -- Immediate shelter, food, clothing, medical aid, minor repairs, home cleanup, etc., are provided by volunteer agencies such as the American Red Cross, The Salvation Army, the Mennonite Disaster Service, and other private relief agencies.
- b. Temporary housing -- For disaster victim whose homes are damaged and uninhabitable until alternative housing is available. No rental will be charged during the first year of occupancy. (U. S. Department of Housing and Urban Development [HUD] or as assigned; State Department of Housing and Community Development)
- c. Minimal repair program -- A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance -- Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U. S. Department of Housing and Urban development [HUD]; State Department of Housing and Community Development)
- e. Disaster unemployment assistance (DUA) and job placement assistance -- For those who lost their jobs because of the disaster. (Department of Labor and Industry, through the Virginia Employment Commission)
- f. Distribution of food stamp allotments -- Allotment to eligible victims- (U. S. Department of Agriculture [USDA], through the state or county Social Services agency)
- g. Disaster loans -- For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - (1) Farmers, ranchers, and oyster planters should apply to the Farmers Home Administration (FmHA).
 - (2) All others, including home owners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).

- (3) Agricultural enterprises which were a major source of employment but no longer in substantial operation because of the disaster should apply to the FmHA.
 - (4) Industries and businesses which were a major source of employment but no longer in substantial operation because of the disaster should apply to the SBA.
- h. Financial assistance to farmers -- Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 90 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
- i. Tax assistance -- Assistance in computing credits based on disaster casualty losses. (U. S. Internal Revenue Service [IRS]).
- j. Veterans Administration (VA) assistance -- Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
- k. Social Security assistance -- Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in apply for disability, death, and survivor benefits. (U. S. Social Security Administration, Department of Health and Human Services [HHS], State Department of Social Services).
- l. Emergency assistance - Assistance and services to families under the Social Security Act, including funds up to \$500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U.S. Department of Health and Human Services [HHS], State Department of Social Services)
- m. Legal services - Legal services to needy individuals who are unable to secure such services. (Young Lawyers Section, Virginia Bar Association; other lawyers as assigned)
- n. Individual and family grants - Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster; this assistance program is funded in part by the federal government and is administered by the state. (State Department of Social Services).

- o. Crisis counseling - Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or county mental health agencies, supported by the National Institute of Mental Health [NIMH], U. S. Department of Health and Human Services [HHS], State Department of Mental Health and Developmental Services).
- p. Debris removal - Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property) (Virginia Department of Emergency Management [VDEM], Virginia Department of Transportation [VDOT], local governments).
- q. In addition, other state and local agencies and private organizations may be asked to provide assistance, such as:
 - (1) Adjustment of local property taxes
 - (2) State income tax assistance
 - (3) Health and safety inspections
 - (4) Insurance claims counseling (American Insurance Association and/or State Insurance Agency)
 - (5) Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages, of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.

2. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for state and local officials to inform them of the types of assistance available under the declaration and which funds are provided for eligible disaster assistance projects. Normally, the grant involving cost sharing will be 75 percent of eligible costs. The remaining 25 percent (nonfederal share) will be the responsibility of the owning party with some exceptions (see Commonwealth of Virginia Emergency Operations Plan). The Virginia

Department of Emergency Management has been designated as the agency responsible for administering this program. Types of public assistance are:

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

- (1) A Project Application must be submitted, through the State Coordinator of Emergency Service, to the Regional Director, FEMA within 90 days of the date of the President's declaration of an

emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

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

1. Search and Rescue - U. S. Coast Guard
2. Flood Protection - U. S. Army Corps of Engineers
3. Fire Suppression - Regional Director, FEMA
4. Health and Human Services - U. S. Department of Health and Human Services
5. Emergency Conservation Measures - U. S. Department of Agriculture
6. Emergency loans for agriculture - Farmers Home Administration
7. Disaster loans for home owners and businesses - Small Business Administration
8. Repair to Federal Aid System roads - U. S. Department of Transportation
9. Tax funds - U. S. Internal Revenue Service

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

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

- (5) The authorities for federal disaster assistance, in the absence a Presidential declaration, cover a wide variety of interests and vary with changing federal laws, regulations, and policies. Requests for this type of assistance will be forwarded to the Virginia Department of Emergency Management. The State Coordinator of Emergency Management will consolidate such requests for the Governor in coordination with the appropriate state agency. Once approved by the Governor, the request will be forwarded to the Director, FEMA Region III. FEMA will then coordinate the state's request with the appropriate federal agency.
- (6) The state requires an After-Action Report no later than 20 days after the termination of relief operations. The purpose of this report is to summarize and recommend improvements for observed state and federal disaster assistance.

TAB 12 - EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

County Manager

- Deputy County Manager/Administration
- Deputy County Manager/Community Development
- Deputy County Manager/Community Operations
- Deputy County Manager/Community Services
- Deputy County Manager/Public Safety

Chief, Division of Fire

- Deputy Chief of Community Risk Reduction
- Deputy Chief of Operations
- Deputy Coordinator of Emergency Management (5 copies)
- Battalion Chief, Fire Marshal's Office
- Captain, Fire Marshal's Office
- Battalion Chief, Training
- Captain, Training
- Captain, Planning
- Battalion I Office
- Battalion II Office
- District Chief III Office
- Fire Stations (20 copies)
- Henrico Volunteer Rescue Squad
- Lakeside Volunteer Rescue Squad
- Tuckahoe Volunteer Rescue Squad

Chief, Police Division

- Police Division, Administration and Planning
- Police Division, Operations (3)
- Police Division, Special Operations
- Police Division, Communications (4)

County Attorney

Director of Public Relations & Media Services

Building Official

County Extension Agent

Director of Finance

Director of General Services

Director of Health

Director of Information Technology

Director of Libraries

- All County Libraries (11 copies)

Director Mental Health/Developmental Services

Director of Planning

Director of Public Utilities

Director of Public Works
Director of Recreation and Parks
Director of Social Services
Executive Director, Economic Development
Director of Community Revitalization
Superintendent of Schools
Sheriff
Richmond International Airport Fire
Richmond International Airport Police
University of Richmond Emergency Management (2)
J. Sargeant Reynolds Community College Police (Parham Road Campus)
Virginia Department of Emergency Management

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