



IV.-C.

Agenda Item

County of Hanover

Board Meeting: June 10, 2015

Subject: Adoption of the 2015 Update to the Hanover County Emergency Operations Plan

Summary of Agenda Item: The Emergency Operations Plan (EOP) for 2015 has been revised and updated per State Code § 44-146.19. The last update was adopted by the Hanover Board of Supervisors in 2011. Per the code, the plan is to be adopted every four years by the County's governing body and a resolution of the adoption is to be on file with an electronic copy of the EOP with the Virginia Department of Emergency Management (VDEM). Here are the highlights of the changes:

- Added coordination efforts to include Randolph Macon College (pg. 6)
- Added definitions for Area of Refuge (pg. 15), Comfort Station (pg. 15), Reception center (pg. 19)
- Changed the authority in line of succession for Sheriff's Office, Fire-EMS, and Deputy County Administrators to current position titles (pg. 23&24)
- Added Citizen alert notification system for Communications and External Affairs to include the use of AM 1700 and *211(ESF#2 pg.1), (ESF #15 pg.2)
- Added the use of community or civic organizations and/or buildings to potentially provide temporary services. (ESF#6 pg. 2)
- Added Ashland Police to EOP in areas of Law Enforcement needs within jurisdiction of the Town. (ESF #6 pg. 4), (ESF #8 pg. 3), (ESF #9 pg. 2), (ESF #10 pg. 3), (ESF #13 pg. 2)
- Added General Services to EOP for Logistics and External Affairs to assist with support of phone services for call centers. (ESF #7 pg. 2), (ESF #13 pg. 3)

County Administrator's Recommended Board Motion:

Adoption of the 2015 update to the Hanover County Emergency Operation Plan in accordance with State Code § 44-146.19.



PREFACE

The Hanover County Emergency Operations Plan (EOP) delineates information necessary to ensure a coordinated response to complex emergency situations within Hanover County. This plan addresses incidents beyond the routine operations of county emergency response organizations and outlines key roles and responsibilities for county employees, public officials, county departments, and non-governmental emergency response organizations.

The Hanover County Comprehensive Emergency Management Program (CEMP) and the Hanover County EOP provide a foundation for coordinated emergency response. The EOP identifies the departments and agencies responsible for providing command and coordination capabilities for large-scale or unusual incidents, and describes how the unified command and response components organization and management; it provides the framework to mitigate, prepare for, respond to, and recover from emergencies of all types. The EOP serves as a strategic planning tool for readiness and training; the nature of emergency operations requires dynamic plans capable of supporting all hazards. In addition to the county EOP, incident-specific plans have been developed to outline tactical information necessary to mitigate specific hazards within the county. Additional planning at the tactical level addresses key response actions for radiological incidents, debris management, and railway emergency operations.

This document serves as an operational framework for large scale emergency response within Hanover County. The EOP does not restrict the operational discretion of the Director of Emergency Management or the Coordinator of Emergency Management.. The Director and the Coordinator maintain full legal authority to oversee and direct emergency operations as dictated by their positions and codified in Hanover County Code. The EOP provides generic guidelines for Hanover County entities supporting emergency operations; it does not replace or supersede existing plans of other county departments. Hanover County has limited resources available to support large scale emergency operations; limited resources may preclude county departments from fully executing emergency services function (ESF) responsibilities. In the event a county department is unable to fully support an ESF for which they have primary responsibility, the department head will recommend alternative approaches to the Director and Coordinator. The EOP outlines:

- How Hanover County agencies will be organized during response to an event, including command authorities;
- Critical actions and interfaces during response;
- How the interaction between Hanover County and regional, state, and federal authorities is managed.

The EOP uses a multi-agency, team approach and its structure reflects the principles of the Incident Command System (ICS)/National Incident Management System (NIMS). ICS/NIMS provides a systematic approach to manage, coordinate and direct resources



committed to an incident. ICS is the combination of facilities, equipment, personnel, procedures and communications systems operating within a common organizational structure. This system is recognized as a best practice at the federal and state level, and is common among local jurisdictions within the region. All Hanover County employees who have responsibilities under this plan or its ESF annexes will take basic ICS training to ensure readiness to support county emergency operations.



PURPOSE

This Basic Plan establishes a legal and organizational guide for large-scale emergency operations in Hanover County. It assigns broad responsibilities to County departments and agencies, to include disaster mitigation, preparedness, response, and recovery responsibilities. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for peacetime disasters set forth the concepts and procedures whereby the County can effectively apply available resources to minimize casualties and property damage and to facilitate prompt restoration of essential services as soon as possible following a major emergency or disaster.

SITUATION AND ASSUMPTIONS

- A. Emergencies of varying type, size, intensity, and duration will occur within or near Hanover County jurisdictional boundaries with and without warning. Emergencies can develop into disasters that affect the safety, health, and welfare of residents and have the potential to cause widespread damage and destruction to private and public property.
- B. Primary hazards in Hanover County include the North Anna Nuclear Power Plant, floods, hurricanes, hazardous material incidents, environmental contamination, power failures, severe winter weather, essential resource shortages, and transportation accidents.
- C. The Government of Hanover County is responsible for maintaining an emergency plan and response capability to protect the lives and property of citizens from the effects of man-made and natural disasters. County government must continue to function throughout a disaster or major emergency. (See Attachment 1.)
- D. The Virginia Emergency Services and Disaster Law, as amended, requires that each city and County prepare and keep current an EOP. This plan is designed to meet that responsibility and include the County in the mutually supportive statewide emergency management system.
- E. The Coordinator of Emergency Management or his designee will coordinate to the greatest extent possible with manufacturing plants, major institutions, and other facilities in Hanover County to ensure compatibility of emergency plans and procedures, especially for those facilities where there exists a known hazard to the surrounding community.
- F. The Coordinator of Emergency Management will review the EOP annually and coordinate with each emergency response organization to ensure the development and maintenance of appropriate emergency response capabilities. Plans will be reviewed and updated semi-annually or as necessary.



- G. Should an emergency situation exceed local emergency response capabilities, outside assistance is available, through mutual aid agreements with nearby jurisdictions, volunteer emergency organizations, and through the Virginia Emergency Operations Center.
- H. A local emergency must be declared and local resources must be fully committed before state or Federal assistance is requested. (See Attachment 2 and Attachment 3.)

CONCEPT OF OPERATIONS

- A. The Commonwealth of Virginia, Virginia Emergency Service and Disaster Laws, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Hanover County organization for emergency operations consists of existing County departments and private emergency response organizations.
- B. The Director of Emergency Management is the County Administrator. The day-to-day activities of the emergency preparedness program have been delegated to the Chief of Fire-EMS who serves as Coordinator of Emergency Management. The Coordinator shall act as the Director in his absence. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations during large-scale emergencies and issue directives to other services and organizations concerning disaster preparedness. The Public Information Officer (PIO), as directed by the Director or Coordinator of Emergency Management will be responsible for dissemination of all public information. Both may further delegate responsibilities as necessary.
- C. The Coordinator of Emergency Management, assisted by other department directors, will establish and maintain a primary Emergency Operations Center (EOC) from which to direct large-scale emergency operations. The primary EOC is currently located at the Hanover Fire•EMS Department, 13326 Hanover Courthouse Road, Hanover, VA 23069. Back up EOC will be located at Hanover Communications in the training room.
- D. Day-to-day emergency management program activities, for which the Coordinator is responsible, include developing and maintaining the EOP, maintaining EOC readiness, and other responsibilities as outlined in state and local regulations. The Coordinator will activate the EOC upon declaration of a local emergency, upon notification of a radiological event impacting the County (reference: Hanover County Radiological Emergency Response Plan) and in other cases deemed necessary by the Coordinator.
- E. The Director or Coordinator, with the consent of the Hanover County Board of Supervisors, is the legal authority for local emergency declarations.



- F. A local emergency may be declared by the County Administrator/Director of Emergency Management, or Coordinator of Emergency Management, with the consent of the Board of Supervisors. (Code of Virginia Section 44-146.12, Virginia Emergency Services and Disaster Law.) The declaration of a local emergency activates the EOP and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response from several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of citizens and property or to provide assistance to the victims of a disaster.
- G. Declaration of a Local Emergency:
- The Hanover County Board of Supervisors, by resolution, should declare an emergency to exist when the threat or actual occurrence of a disaster is of sufficient severity and magnitude to require significant financial expenditures and a coordinated emergency response in order to prevent or alleviate damage, loss, hardship, or suffering to the citizens of Hanover County.
 - A declaration of local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional EOPs and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the County Administrator, Coordinator of Emergency Management or, in their absence, any member of the Board may declare a local emergency to exist subject to confirmation of the entire Board within fourteen days of the declaration. The Director or his designee, will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency
 - When available county resources cannot sufficiently mitigate the effects of a disaster, and the County requests State assistance, the following procedures will apply: The County Administrator/Director of Emergency Management, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local EOP has been implemented, available resources have been committed, state assistance is being requested, and if appropriate, recommend that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter.
- H. The Director of Emergency Management, in conjunction with the Coordinator of Emergency Management, will determine the need to evacuate large areas and issue orders for evacuation or other protective action as needed. The Sheriff's Office will implement citizen evacuation and provide security for the evacuated area. In a hazardous materials incident, the local Fire Officer or his representative on scene should implement immediate protective action to include evacuation as appropriate. (see Hanover County Hazardous Materials Response Plan.)



- I. Succession to the County Administrator will be:
 - (1) Deputy County Administrator(s)
 - (2) Coordinator of Emergency Management

- J. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared.

- K. The heads of County departments and agencies will maintain plans and procedures necessary to support assigned ESF during large-scale emergencies.

- L. The Coordinator of Emergency Management will assure compatibility between the County EOP and the plans and procedures of key facilities and private organizations within the County. The EOP is compatible with Town of Ashland and Randolph Macon College emergency planning efforts.

- M. The County must be prepared to bear the initial impact of a major emergency or disaster without outside assistance. Supplemental resources may not be immediately available from the state or Federal government during large-scale emergencies. Requests for assistance will be made through the Virginia EOC to the State Coordinator.

- N. The Coordinator of Emergency Management, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and administrative support to emergency response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures to ensure maximum protection of the population, property, and supplies from the effects of threatened disasters.

- O. Critical county functions that must be continued during large-scale emergencies fall within 15 specific ESF. For each ESF a county department is identified as the Primary Agency. In addition, there may be one or more Secondary Agencies associated with each ESF that will provide support and assistance to the Primary Agency. The heads of county departments and agencies will develop and maintain plans and operating procedures necessary for their departments to effectively accomplish their assigned primary and secondary tasks or to provide recommendations to the Director and Coordinator for accomplishment when tasks are beyond in-house resource capabilities. Accurate records of disaster-related expenditures will be maintained.

- P. 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 continuity of government operations. Department and agency heads will establish lists of succession for key emergency personnel.

- Q. Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish essential services by the agencies concerned. These essential services are:
- Firefighting
 - Emergency Medical Services
 - Law Enforcement
 - Search and Rescue
 - Emergency Communications
 - Public Works
 - Public Utilities
 - EOC Operations
 - Care of Displaced Persons (Sheltering)
- R. The Commonwealth of Virginia Emergency Operations Plan (COVEOP) requires the submission of the following reports from local jurisdictions in time of emergency:
- Situation Report (to be submitted daily and whenever significant changes occur).
 - Initial Damage Assessment Report (to be submitted once).
- S. Support by military units may be requested through the Virginia EOC. Military forces, when made available, will support and assist local forces and may receive direction from the County Administrator/Director, or Coordinator of Emergency Management. Mission requests, will include objectives, priorities, and other information necessary to accomplish missions.
- T. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency responders may be sent from Hanover County to assist adjacent jurisdictions. Such assistance will be in accordance with existing mutual aid agreements, Statewide Mutual Aid, the Emergency Management Assistance Compact (EMAC), or in the absence of official agreements, as directed by the County Administrator/Director, or Coordinator of Emergency Management.



- U. The Hanover County Director of Emergency Management and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
- V. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - Any disaster threatens or occurs in the County and a local disaster is declared under the provisions of the Code of Virginia Section 44-146.21, The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
 - A state of emergency is declared by the Governor.

PLAN MAINTENANCE

The Coordinator of Emergency Management has overall responsibility for maintaining and updating this plan. It should be updated, improved based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Director will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. Responsible individuals and officials should recommend to the County Administrator/Director, or Coordinator of Emergency Management appropriate improvements and changes as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in County government structure. A plan distribution list must be maintained. (See Attachment 6.)

EXERCISES AND TRAINING

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Hanover County EOP. Hanover County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their roles and responsibilities interface with the other response components. All personnel delineated in the county EOP will be properly trained and resourced to perform ESF responsibilities.
- B. The County Administrator/Director and the Coordinator of Emergency Management are responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of Hanover County. This program will be comprised of a general core, functionally specific, and on-going refresher training programs designed to attain and sustain emergency preparedness for Hanover County.
- C. Training will be based on Federal and state guidance. Instructors will be experts selected from Hanover County government officials and staff, Federal and state



government, private industry, the military, and non-government organizations, and groups trained in emergency services and response. All training and exercises conducted in Hanover County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

- D. The Coordinator of Emergency Management or his designee will develop, plan, and conduct exercises annually. Exercises will not only test the EOP, but will train all appropriate officials, emergency response organizations and assess the capability of Hanover County. Civic and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

- A. The County maintains the following emergency services organizations to deal with normal day-to-day emergencies:

- Hanover County Fire-EMS department
- Hanover County Sheriff's Office
- Emergency Communications Department

- B. In the event of an actual or threatened large-scale emergency or disaster, the following agencies are assigned emergency duties as an ESF primary agency in addition to their primary day-to-day functions:

- Hanover County Fire-EMS Department
- Emergency Communications Department
- Chickahominy Health District
- Hanover County Social Services Department
- Hanover County Sheriff's Office
- Hanover County Planning Department
- Hanover County Public Information Officer
- Hanover Office of the Virginia Cooperative Extension
- Hanover County Public Utilities Department
- Hanover County Public Works Department
- Hanover County Department of Community Resources
- Hanover County Purchasing Division of Finance & Management Services



- C. Primary agencies will provide qualified personnel to the EOC to fill assigned ESF. Representatives will have authority to make decisions and commit resources necessary to accomplish the tasks assigned to ESF.
- D. The following agencies have been listed as secondary agencies for one or more Emergency Support Functions:
 - Hanover County Public Schools
 - VDOT
 - Virginia Department of Rail and Public Transportation
 - Hanover County Information Technology
 - Department of Parks & Recreation
 - Building Inspector's Office
 - County Administrator's Office
 - American Red Cross (Greater Richmond Chapter)
 - Finance and Management Services
 - Hanover Community Services Board
 - Hanover Department of Economic Development
- E. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned primary responsibilities for emergency operations in Hanover County.
 - (1) Emergency Management:
 - Continuity of government
 - Direction and control of emergency operations
 - Operational readiness of EOC
 - Submission of state-required reports and records
 - Maintenance of EOP
 - Initial warning and alert of department and agency heads
 - Emergency public information



- Damage assessment
- Administrative support to response organizations, as required
- Coordination of disaster assistance and recovery
- Hazardous material response and investigations
- Coordinate Search and rescue missions with ESF# 9

(2) Hanover County Sheriff's Office:

- Will assign a representative to the EOC to coordinate all activities
- Law enforcement
- Security of emergency site, evacuated areas, evacuation assembly centers, vital facilities, and supplies
- Security of the EOC
- Traffic and crowd control
- Evacuation of citizens and control of evacuated, threatened, or damaged areas
- Search and rescue missions
- Investigate deaths in coordination with the medical examiner
- Responsible for evidence collection and criminal justice related information dissemination during an emergency situations.

(3) Hanover County Department of Fire-EMS:

- A fire representative will be assigned to the EOC by the Coordinator of Emergency Management to coordinate all fire-EMS-related activities
- Fire prevention and suppression
- Hazardous materials incident response and training
- Technical and water rescue
- On-scene command and control in the event of (or potential of) a fire, hazardous materials incident, bombing, environmental or a technical rescue incident
- Search and rescue (ICW Sheriff's Office)
- Radiological monitoring and decontamination



- Citizen evacuation (ICW Sheriff's Office)
- Temporary shelter for evacuees
- EMS operations during the disaster, including coordination with area hospitals and medical facilities

(4) Department of Social Services:

- Reception and care of evacuees at evacuation assembly centers
- Registration and record keeping
- Mass feeding
- Crisis-counseling services as required via the Community Services Board
- Coordinate emergency welfare services for displaced persons
- Coordinate quasi-public and volunteer relief organization operations
- Special assistance for the elderly, functional access and special needs as required.

(5) Chickahominy Health District:

- Basic first aid medical support to persons in evacuation assembly centers including coordinating medical personnel to staff evacuation center.
- Investigate and control communicable disease.
- Issue health advisories.
- Enforce codes and regulations for safeguarding water and food supplies.
- Coordination and evaluation of biological and radiological emergencies.
- Implement emergency mass vaccination/medication and coordinate receipt of Strategic National Stockpile.
- Assure the provision of minimum essential sanitation services.
- Provide direction for identification of the dead and establishment of temporary mortuary facilities.

(6) Hanover County Planning Department:

- Coordinate long-term recovery planning

(7) Hanover County Public Utilities Department:



- Assess damage to County utility systems
- Coordinate the maintenance and operation of the County's water and sewer systems

(8) Emergency Communications Department:

- Notify key County officials of emergencies (ICW established procedures and Emergency
- Facilitate efficient communications between the EOC and on-scene incident command

(9) Hanover County Community Resources:

- Coordinate volunteer resources (ICW Social Services)

(10) Virginia Cooperative Extension Service:

- Assess the overall damage to agricultural property
- Compile, consolidate, and assist in the preparation of damage assessment reports
- Assist with requests for post-disaster assistance

(11) Department of Public Works:

- Coordinate debris removal, processing, and disposal
- Assist with restoration of government facilities
- Coordinate public infrastructure restoration
- Establish / monitor emergency centers
- Assist with emergency environmental permits

(12) Purchasing Department:

- Manage contracts and financial records relating to emergency purchases

(13) Building Inspector's Office:

- Assist with damage assessment and identify damaged buildings that pose safety hazards



Hanover County Emergency Operations Plan

Annex A: Authorities

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AUTHORITIES

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

- A. Federal
 - The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
 - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
 - Emergency Management and Assistance, Code of Federal Regulations, Title 44.

- B. State
 - Commonwealth of Virginia Emergency Services and Disaster Law of 2000 Title 44 - 146.28, Code of Virginia, as amended.
 - The Commonwealth of Virginia Emergency Operations Plan

- C. Local
 - Code of Hanover County, Virginia. Section 9-4. Responsibilities' of the Fire Chief



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Annex B: Definitions

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BASIC PLAN

DEFINITIONS

Affected Area -A specified geographical area that has sustained damage to structures, or injuries or the health threats to citizens, or any other adverse impact of a disaster.

After Shocks - Tremors that occur in the hours or days after a "main shock" (initial earthquake).

Area of Refuge- A facility identified to allow those affected by a weather event, a place to seek a safe haven from the adverse conditions.

Blizzard Warning -Severe winter weather with sustained winds of at least 35 miles per hour is expected.

Coastal Flood - Flooding along the coastline, which may cause extensive erosion and property damage. May be caused by a tropical storm or hurricane offshore combined with the effects of tides, waves, and winds.

Convenience Center - a facility designated by the EOC for use by the public to supply comfort services (i.e. showers, relief from the heat or cold).

Comfort Station- A facility identified to allow citizens the temporarily use of services such as heat, cooling, charge electrical devices, shower, etc.

Command Post is one of five predestinated temporary facilities and signifies the physical location of the tactical-level, on-scene incident command and management organization.

Damage Assessment - A collection of information about the effects of a disaster which includes the preliminary damage assessment conducted within twenty-four (24) hours after the disaster to evaluate and report overall size and scope of a disaster and the detailed damage assessment conducted of each affected structure and dwelling unit to evaluate the damage caused or aggravated by the disaster.

Declared Disaster - A disaster that is designated by an authorized public official (most often the Governor, the Board of Supervisors, or the County Administrator).

Distribution Center - A site or facility used to distribute goods to the public.

Disaster - An occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, volcanic eruption, building collapse, transportation accident, or other situations that cause human suffering or creates human needs that victims cannot alleviate without assistance.



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Disaster Recovery Center (DRC) – A facility established by the Federal Emergency Management Agency (FEMA) to accept and process applications for federally funded disaster relief assistance following a presidential declaration.

Disaster Services – The organizational part of a Red Cross unit responsible for delivering disaster services.

Emergency – 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 to amend the law to meet the exigency or it would work immediate and irrevocable harm upon the citizens of the Commonwealth or some clearly defined portion or portions thereof.

Emergency Communications Point (ECP) – The public safety telephone-answering center located in the Hanover County Courthouse Complex that provides 9-1-1 answering service, dispatching, and communications support to law enforcement, fire departments, and rescue squads.

Emergency Management – The process of preparing for, mitigating, responding to, and recovering from an emergency.

Emergency Operations Center (EOC) – Centrally located government or community building, equipped with communications and emergency power, for coordination of government services, volunteer organizations, and emergency public information.

Emergency Planning Committee – Designated local officials responsible for developing and maintaining the local Emergency Operations Plan.

Emergency Services – 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, man-made, or war-caused disasters. These functions include fire fighting, police, medical and health, rescue first aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving public health, safety, and welfare.

Federal Coordinating Officer (FCO) – The senior federal official appointed to coordinate the overall federal disaster response and recovery activities during a specific presidentially declared disaster.

Federal Emergency Management Agency (FEMA) – The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-



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made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.”

Flash Flood – A very swift-moving flood that may form a "wall of water" and cause much damage. Can be caused by intense storms or dam failure.

Flood Warning – Flooding is already occurring or will occur soon. Take precautions at once and be prepared to go to higher ground. If advised, evacuate immediately.

Flood Watch – Flooding is possible. Stay tuned to NOAA radio and be prepared to evacuate. Tune to local radio and television stations for additional information.

Hazardous Materials – Substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when transported in commerce. Hazardous materials include: explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons or poisonous gases, oxidizing or corrosive materials, irritants, compressed gases, and hazardous waste (as defined in United States Department of Transportation Regulations).

Hurricane – A large tropical storm with sustained winds of 74 miles per hour or more, moving counterclockwise. In addition to intense winds, it is accompanied by heavy rains, coastal and inland flooding, and sometimes tornadoes.

Hurricane Warning – A hurricane will hit land within 24 hours. Take precautions at once. If advised, evacuate immediately.

Hurricane Watch – A hurricane is possible within 24 or 36 hours. Stay tuned for additional advisories and to local radio and television stations for additional information. An evacuation may be necessary.

Impact Area – A specified geographic area that, during disaster planning, is projected to be directly affected by a disaster.

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



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Local Emergency Planning Committee (LEPC) - Appointed representatives of local government, private industry, businesses, environmental groups, and emergency response organizations charged with meeting the hazardous materials placing requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III).

Major Disaster - Any natural or man-made disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the federal government to supplement the efforts and available resources of the states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by them.

Man-Made Disaster - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.

Mass Care (MC) - The function of a disaster-relief operation responsible for providing congregate shelter facilities and fixed and mobile food service to disaster victims and emergency workers in the disaster area. Provides for bulk distribution of supplies and commodities to disaster victims.

Mitigation - Activities that can help avoid a disaster or minimize its impact. Examples include locating buildings outside flood-prone areas or instituting seismic building codes.

Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Preparedness - Activities that enhance the abilities of individuals, communities, and businesses to respond to a disaster. Examples include disaster exercises, disaster preparedness training, and public education.

Presidentially Declared Disaster - A disaster that, in the determination of the President of the United States, causes damage of sufficient severity and magnitude to warrant major disaster assistance by the federal government that supplements the efforts and available resources of states, local governments, and private relief organizations in alleviating the damage, loss, hardship, or suffering caused by the disaster.

Reception Center- A facility established after a major incident to coordinate those affected and assist them with immediate needs.



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Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the Commonwealth.

Response – Activities during the aftermath of a disaster that deal with emergency needs and restore essential community services.

Richter Scale – The scale used to measure the magnitude of an earthquake as compared with the "standard earthquake," measured 100 kilometers from the focus.

Service Center – A Red Cross temporary service delivery location to provide individual assistance to disaster victims.

Severe Weather "Warning" – Severe weather conditions which could cause serious property damage or loss of life is deemed to be imminent or has been sighted or confirmed by other means, such as radar. For example, a Flash Flood Warning means that heavy rains have occurred and low-lying areas are likely to be flooded.

Severe Weather "Watch" – Atmospheric conditions indicate that severe weather which has destructive potential is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).

Severe Weather Storms – Bring heavy snow, ice, strong winds, and freezing rain.

Shelter – A temporary service delivery location established by the Red Cross to provide temporary refuge for groups of disaster victims who are either unable to continue their predisaster living arrangements or are unable to find alternate living arrangements.

Shelter Kit – A package of Red Cross documents and supplies that provides essential information needed to open a Red Cross shelter, as well as materials required to properly identify the facility as a Red Cross Shelter.

Situation Report – A report which, when completed at the end of a day of local EOC operations, will provide the city or 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 machine (804-674-2419).

SLOSH – Sea-Lake-Overland Surges from Hurricanes. A way of estimating the volume and depth of storm surge caused by hurricane activity
Special Assistance Animal – An animal that is specially trained to assist the visually or hearing impaired citizen, handicapped citizen, or law enforcement agent.



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

Storm Surge – A large amount of water forced up to shore in advance of an approaching hurricane. Combined with wind-driven wave action, a storm surge can cause extensive property damage and destruction.

Structural Damage – Damage to a structure's foundation, floors, load-bearing walls, ceilings, or roof; to components of fixed utilities, such as gas, electric, water, and sewage; and/or to installed heating/cooling systems.

Structure – Any improvement to property, including houses, fences, driveways, barns, retaining walls, windmills, outbuildings, walkways, and boat docks.

Tornado – Incredibly violent local storm that moves along the ground with whirling winds that can reach 300 miles per hour or more.

Tornado Warning – A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.

Tornado Watch – Tornadoes are likely. Be ready to take shelter and stay tuned to radio or television stations for additional information.

Traveler's Advisory – Severe winter conditions may make driving difficult or dangerous.

Victim – Anyone adversely affected by a disaster, whether or not that person seeks, applies for, or received assistance in recovering from the disaster.

Winter Storm Warning – Severe winter weather is expected.

Winter Storm Watch – Severe winter weather is possible.



Hanover County Emergency Operations Plan

Annex C: Weather Measuring Scales

WEATHER MEASURING SCALES

A. Fujita-Pearson Tornado Scale

F0	40-72 mph	Light Damage
F1	73-112 mph	Moderate Damage
F2	113-157 mph	Considerable Damage
F3	158-206 mph	Severe Damage
F4	207-260 mph	Devastating Damage
F5	261-318 mph	Incredible Damage

B. Richter Scale Measure

4	Minor Earthquake
5	Moderate Earthquake
6	Strong Earthquake
7	Major Earthquake
8	Great Earthquake

C. Saffir-Simpson Scale of Hurricanes

- Category 1 - Winds 74-95 mph or Storm Surge 4-5 feet above normal
- Category 2 - Winds 96-110 mph or Storm Surge 6-8 feet above normal
- Category 3 - Winds 111-130 mph or Storm Surge 9-12 feet above normal
- Category 4 - Winds 131-155 mph or Storm Surge 13-18 feet above normal
- Category 5 - Winds over 155 mph or Storm Surge over 18 feet above normal



Hanover County Emergency Operations Plan

Annex D: Acronyms

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BASIC PLAN

GLOSSARY OF ACRONYMS

ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
DEM	(State) Department of Emergency Management
DFO	Disaster Field Office
DRC	Disaster Recovery Center
EAC	Evacuation Assembly Center
EBS	Emergency Broadcast System
ECC	Emergency Communications Department
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Material
IAO	Individual Assistance Officer
IC	Incident Commander
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
MEDEVAC	Medical Evacuation
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheets
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SARA	Superfund Amendments and Reauthorization Act
SCO	State Coordinating Officer
SOP	Standard Operating Procedures
VCIN	Virginia Criminal Information Network
VDOT	Virginia Department of Transportation
VFDA	Virginia Funeral Directors Association, Inc.



Hanover County Emergency Operations Plan

Annex E: Continuity Operations

CONTINUITY OF GOVERNMENT

Succession to the County Administrator will be:

- (1) Deputy County Administrator(s)
- (2) Director of Public Works
- (3) Director of Public Utilities
- (4) Director of Finance & Management Services
- (5) Director of Planning
- (6) Director of Information Technology
- (7) Director Human Resources

CONTINUITY OF OPERATIONS

Continuity of emergency operations is critical to 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.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none">1. County Administrator2. Coordinator of Emergency3. Deputy Coordinator(s) of Emergency Management
County Administration	<ol style="list-style-type: none">1. County Administrator2. Deputy County Administrator – Public Safety Functional Area3. Deputy County Administrator(s)
Department of Fire-EMS	<ol style="list-style-type: none">1. Fire Chief2. Division Chief of Planning3. Division Chief of Administration
Sheriff's Office	<ol style="list-style-type: none">1. Sheriff2. Major/Chief of staff3. Major



Hanover County Emergency Operations Plan

Annex E: Continuity Operations

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BASIC PLAN

Emergency Communications Department	<ol style="list-style-type: none">1. Director2. Deputy Director3. Operations Manager
School System	<ol style="list-style-type: none">1. Superintendent2. Assistant Superintendent3. Administrative Personnel
Office of the County Attorney	<ol style="list-style-type: none">1. County Attorney2. Deputy County Attorney
Public Works	<ol style="list-style-type: none">1. Director2. Deputy Director3. Solid Waste Manager
Code Administration	<ol style="list-style-type: none">1. Building Official2. Environmental Engineering3. Zoning
Human Resources	<ol style="list-style-type: none">1. Director2. Assistant Director3. HR Analyst Senior
Planning	<ol style="list-style-type: none">1. Director2. Deputy Director
Public Utilities	<ol style="list-style-type: none">1. Director2. Deputy Director3. Chief of Operations and Maintenance
Chickahominy Health District	<ol style="list-style-type: none">1. District Health Director2. District Business Manager3. District Nurse Manager
Department of Social Services	<ol style="list-style-type: none">1. Director2. Assistant Director3. Eligibility Manager
Economic Development	<ol style="list-style-type: none">1. Director2. Deputy Director
Department of Finance	<ol style="list-style-type: none">1. Director2. Accounting Manager



Hanover County Emergency Operations Plan

Annex E: Continuity Operations

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Virginia Cooperative Extension Service

1. Extension Agent (Unit)
Coordinator Agriculture
2. Extension Agent (Family)
Consumer Sciences

Department of Community Resources

1. Director
2. Program Coordinator

American Red Cross

1. Executive Director
Hanover Chapter
2. Chapter Chairman

BASIC PLAN



Hanover County Emergency Operations Plan

Annex F: Templates

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BASIC PLAN

DECLARATION OF LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY MANAGEMENT

HANOVER COUNTY, VIRGINIA
_____, 201__-

WHEREAS _____ have caused emergency conditions in Hanover County, and

WHEREAS the Board of Supervisors of Hanover County cannot immediately convene due to the emergency conditions and other exigent circumstances, and

WHEREAS Va. Code Section 44-146.21 provides for the Director of Emergency Management to declare a local emergency, and

WHEREAS the Hanover County Director of Emergency Management and has determined that because of the circumstances described above an emergency exists requiring immediate action to protect lives and property of residents of Hanover County.

NOW THEREFORE, the County Administrator, acting as Hanover County Director of Emergency Management, declares that an emergency exists and orders that the Hanover County EOP shall immediately be activated. The Chief of the Fire-EMS Department shall serve as Coordinator of Emergency Management. All necessary actions shall be taken pursuant to the Plan and applicable statutes to mitigate the effects of the emergency, and to provide emergency assistance pursuant to Va. Code Section 44-146.21 and related laws. This declaration shall be subject to confirmation at the next regularly scheduled meeting of the Board of Supervisors, or at a special meeting of the Board within fourteen days of the date of this Declaration, whichever occurs first. This Declaration shall be effectively immediately and remain in effect until terminated by the Board of Supervisors.

Date: _____
Cecil R. Harris, Jr., County Administrator and Director of Emergency Management

Dated: _____

RESOLUTION HANOVER COUNTY BOARD OF SUPERVISORS



Hanover County Emergency Operations Plan Annex F: Templates

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BASIC PLAN

DECLARATION CONFIRMING LOCAL EMERGENCY

HANOVER COUNTY, VIRGINIA
_____, 201__-

WHEREAS on _____201__- the County Administrator, acting as Director of Emergency Management pursuant to authority of the Board of Supervisors, declared that an emergency existed in Hanover County requiring activation of the Emergency Operations Plan pursuant to Va. Code Section 44-146.21 and related laws, for the purpose of providing assistance to residents and mitigating the effects of the emergency conditions; and

WHEREAS the Board of Supervisors finds that an emergency did exist warranting the Declaration by the Director, and that the emergency continues to exist, due to [briefly describe emergency conditions], requiring that the Declaration remain in effect.

NOW, THEREFORE, BE IT RESOLVED BY THE HANOVER COUNTY BOARD OF SUPERVISORS that the Declaration of Emergency by the County Administrator, acting in his capacity as Director of Emergency Management, on _____ is confirmed, and,

BE IT FURTHER RESOLVED AND ORDERED that, during the existence of the emergency and until further action is taken by the Board of Supervisors to declare the emergency ended, the County Administrator shall take such actions as are necessary pursuant to applicable laws including Va. Code Section 44-146.21, to implement the Emergency Operations Plan, to provide assistance to residents of Hanover County and to mitigate the effects of the emergency conditions, in order to protect lives and property.

On motion of _____, seconded by _____, the members of the Board of Supervisors voted to approve this Resolution, as follows:

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Date: _____

Cecil R. Harris, Jr.
County Administrator / Clerk
Hanover County Board of Supervisors

RESOLUTION HANOVER COUNTY BOARD OF SUPERVISORS



Hanover County Emergency Operations Plan

Annex F: Templates

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BASIC PLAN

TERMINATION OF LOCAL EMERGENCY

HANOVER COUNTY, VIRGINIA
_____, 201__ -

WHEREAS on _____ the County Administrator, acting as Director of Emergency Management, declared that due to _____ emergency conditions existed in Hanover County and by Resolution adopted at a regular meeting of the Board of Supervisors, Virginia, on _____, 20__ confirmed the declaration.

NOW THEREFORE, the Board of Supervisors finds that as a result of the effective actions on the part of federal, County and State governments, as well as the efforts of the local volunteer fire and EMS organizations, the American Red Cross, and numerous other volunteer organizations and individuals, the conditions that caused the emergency have been resolved and the effects of the emergency have diminished, that termination of the declaration of a local emergency is proper and the emergency declaration is terminated, effective immediately.

On motion of _____, seconded by _____, the members of the Board of Supervisors voted to approve this Resolution, as follows:

VOTE:

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Date: _____

Cecil R. Harris, Jr.
County Administrator / Clerk
Hanover County Board of Supervisors

EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST



Hanover County Emergency Operations Plan

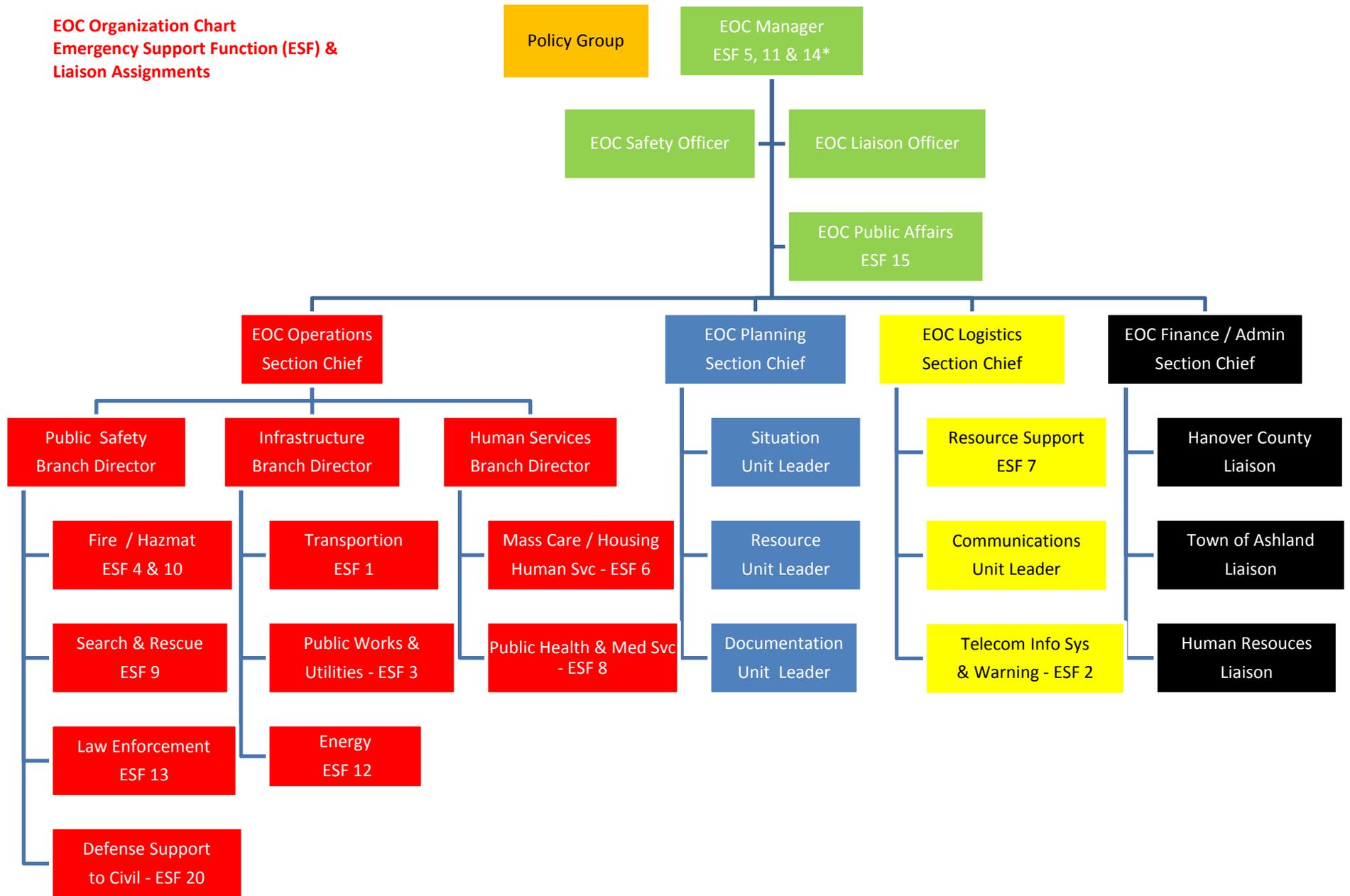
Annex G: Plan Distribution

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BASIC PLAN

American Red Cross
Town of Ashland
Ashland Police Department
County Administration
County Attorney
County Board of Supervisors (Reference copy on file in County Administration)
County Emergency Communications Department
County Department of Animal Control
County Department of Building
County Department of Assessment
County Department of Economic Development
County Department of Finance
County Department of Fire-EMS
County Department of Human Resources
County Department of Health
County Department of Information Services
County Department of Parks and Recreation
County Department of Planning
County Department of Purchasing
County Department of Social Services
County Department of Community Resources
County Department of the Treasurer
County Department of Public Utilities
County Department of Public Works
County Public Information Officer
County School Administration
County Sheriff's Department
Virginia Cooperative Extension (Hanover Office)
Virginia Department of Emergency Management--Regional and State Coordinators
Virginia Department of Transportation
Virginia State Police

**EOC Organization Chart
Emergency Support Function (ESF) &
Liaison Assignments**





ESF #1-Transportation

Primary Agency: Department of Public Works

Supporting Agencies: Sherriff's Office, Hanover County Public Schools, VDOT, Town of Ashland Department of Public Works, Virginia Department of Rail and Public

Purpose

The purpose of ESF #1 is to coordinate federal, state, and county transportation resources to respond to an emergency.

Scope

ESF #1 will:

- Coordinate transportation infrastructure and service restoration activities.
- Assists agencies and emergency support functions requiring transportation to perform missions following a disaster or emergency.

Concept of Operations

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of surface transportation infrastructure. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

Disaster responses, which require transportation routes, will be difficult to coordinate effectively during the immediate post-disaster period. Clearing of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

Although Hanover County's roads are maintained by the Virginia Department of Transportation (VDOT), the Department of Public Works will have primary responsibility at the local level for liaising with VDOT and coordinating resources needed to restore and maintain transportation routes.



Hanover County Emergency Operations Plan

The Department of Public Works will develop policies and procedures as appropriate for operating and maintaining ESF #1. The Department of Public Works will also provide a representative to the Emergency Operations Center to staff ESF #1. This representative will serve as the ESF #1 leader and provide information on road closures, alternate routes, infrastructure damage, debris removal, and restoration activities. The Department of Public Works in conjunction with VDOT will assess the condition of highways, bridges, signals, rail and other components of the transportation infrastructure and where appropriate:

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

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #1 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #1 leader or designee.

Hanover County has only limited transportation resources and the Department of Public Works is not in a position to directly provide equipment, signage, etc listed in these responsibilities. In these cases the Department shall provide recommendations to the Director and the Coordinator to facilitate the provision of services listed in the responsibilities.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Department of Public Works

- Serve as the lead agency for ESF #1 and coordinate the responsibilities of supporting agencies while serving in the EOC.
- Coordinating transportation activities and resources in the EOC.
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources; providing recommendations to the Director and Coordinator as necessary.
- Provide recommendations to Director and Coordinator regarding prioritization and/or allocation of all government transportation resources.
- Processing all transportation requests from county agencies, and other EOC branches.
- Facilitate movement of the public in coordination with other transportation agencies.



Hanover County Emergency Operations Plan

- Facilitate traffic control in coordination with local and state law enforcement.
- Identify viable transportation routes to, from and within the emergency or disaster area.

Sheriff's Office

- Facilitate traffic control in coordination with other law enforcement agencies and the ESF #1 leader.
- Provide information on road conditions for on-scene responders and relay road conditions to the EOC.
- Designate assembly points for citizen evacuation.

Virginia Department of Transportation

- Provide qualified liaison personnel to Hanover EOC to coordinate VDOT activities with ESF #1 leader.
- As appropriate, provides assistance to the County in the repair and restoration of roads and traffic control systems.
- Coordinates State transportation support to the County.
- Provide information on roadway infrastructure as it impacts the County.

Virginia Department of Rail and Public Transportation

- Provide qualified liaison personnel to Hanover EOC to coordinate VDRPT activities with ESF #1 leader.

Public Schools

- Coordinate with the ESF #1 leader to provide transportation resources for evacuation.
- Coordinate the use of schools as evacuation assembly points with the ESF #1 leader.

Town of Ashland Public Works

- Provide qualified personnel to the EOC to act as a Liaison.
- Coordinate road conditions and debris removal with the ESF#1 leader.



ESF #2-Communications

Primary Agency: Hanover Emergency Communications Center

Supporting Agencies: Information Technology, ARES, Sheriff's Office, Hanover Fire-EMS, General Services

Purpose

The purpose of ESF #2 is to provide technology support to public safety and other County agencies by maintaining continuity of information and telecommunication equipment and other technical resources. This section describes the County's emergency communications/notification and warning system.

Scope

ESF #2 will:

- Accurately and efficiently transferring information during an incident.
- Ensure that the County has the ability to rapidly notify and warn the public.
- Support the restoration and reconstruction of communications equipment, technology and technical resources.

Concept of Operations

The Hanover Emergency Communications Center (ECC) serves as the 911 center and the County Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the County with the EOC. The ECC has the capability to access the Emergency Alert System to deliver warnings to the public. The Emergency Alert System is the primary method of communicating alert and warning messages to the public. However, use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population. Use of Citizen Alert Notification System shall be utilized along with the County owned AM1700. Social Media messages shall also be used to disseminate emergency information.

The emergency communications are heavily dependent on the commercial telephone network. The County's emergency communications may be adversely affected if commercial telephone service is interrupted. The County also operates several radio systems for County agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the County's radio systems are damaged,



amateur radio and other non-governmental communications capabilities are available. Plain language will be used in all communications to facilitate interoperability.

ESF #2 will collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure (voice and data) and maintain coordination with service providers in order to obtain information on the status of communication services. The Emergency Communications Center will develop policies and procedures for operating and maintaining ESF #2.

Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC should normal communications be disrupted. They may also provide communications with some in-field operators. ESF #2 will coordinate the use of amateur radio operators in supporting the County's emergency operations.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #2 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #2 leader or designee.

Emergency Communications Center

- Serve as the lead agency for ESF #2 and coordinate the responsibilities of supporting agencies.
- Notify public officials of emergencies using appropriate methods (telephone, pager, radio, etc.) in accordance with established procedures.
- Disseminate warning messages to the public through the Emergency Alert System (EAS); Citizen Alert Notification System, AM 1700, Social Media.
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, and private sector agencies required for mission support.
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls.
- Ensure communications lines and equipment essential to emergency services are maintained and operational.
- Provide personnel to the EOC to assist with communications functions; and
- Maintain records of costs and expenditures related to emergency operations.
- Advise the EOC of any needs for additional communications assets.
- ECC's back up location is Hanover County Social Services located at 12304 Washington Hwy Ashland VA 23005.



Information Technology

- Provide voice, video and data services to the Emergency Operations Center and/or incident site.
- Secure additional technology equipment/resources when needed.
- Provide technical assistance.
- Provide information technology services to other off-site facilities such as shelters, joint field offices, and recovery centers.

Fire-EMS

- Provide qualified personnel to the EOC as requested to assist in facilitating communications between on-scene responders and the EOC.

Sheriff's Office

- Provide qualified personnel to the EOC as requested to assist in facilitating communications between law enforcement assets and the EOC.

RACES

- Provide qualified personnel to the EOC as requested.
- Act as a backup communications resource in the event that normal County communications networks are inoperable.

General Services

- Provide requested support to establish a call center in coordination with ESF #5 and ESF #15.



Tab 1 to Emergency Support Function #2

AMATEUR RADIO EMERGENCY SERVICE (ARES)

RACES, the Radio Amateur Civil Emergency Service, is a FEMA sponsored organization of the volunteer amateur radio emergency operators. RACES is called into service only upon the declaration of emergency by the President of the United States or a state Governor. For this reason, the volunteer amateur radio emergency operators have established a parallel volunteer group, the Amateur Radio Emergency Services (ARES). ARES provides the day-to-day emergency preparedness and training activities for the volunteer amateur radio emergency operators. ARES can be activated by any member in response to any situation for which supplemental emergency communications is required. In the Commonwealth of Virginia, volunteer amateur radio emergency communications is required. In the Commonwealth of Virginia, volunteer amateur radio emergency operators who join ARES are automatically enrolled into RACES.

The Hanover County leadership within ARES is exercised by the RACES/ARES Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of RACES/ARES throughout the county. The RACES/ARES Emergency Coordinator for Hanover County reports to the District Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator. (Refer to the EOP Telephone Directory.)

A Memorandum of Understanding (MOU) between Hanover County and ARES for the Radio Amateur Emergency Civil Service (RACES) has been signed and remains in effect.

Hanover County RACES/ARES members are prepared to provide emergency back-up radio communications, sustained by their own emergency back-up power, from any location within Hanover County to other local, state, and national locations, should the emergency so warrant. Emergency back-up radio communications provided by Hanover County RACES/ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing voice and/or record traffic, to include data processing, in order to support the telecommunications requirements of the EOC or other local officials.

Upon notification by the Hanover County EOC or other appropriate Hanover County officials, the Hanover County RACES/ARES Emergency Coordinator will alert the



Hanover County Emergency Operations Plan

2015

ARES members, task organize the personnel and communications resources, and report immediately to the EOC or other location as directed. Upon reporting to the responsible Hanover County official directing activation, the RACES/ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Emergency Services (RACES) as specified in the Code of Virginia, Section 44-146.16, the RACES/ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

It is the responsibility of the Hanover County RACES/ARES Emergency Coordinator to ensure that the local volunteer amateur emergency radio operators and communications resources assigned to his area remain fully prepared to support any of the functional operations phases delineated in this Annex. He shall keep the EOC fully advised of the state of readiness of RACES/ARES in Hanover County.



ESF #3-Public Works & Engineering

Primary Agency: Department of Public Utilities

Supporting Agencies: Department of Public Works, Parks & Recreation, Building Inspector's Office, VDOT, Town of Ashland Department of Public Works

Purpose

The purpose of ESF #3 is to assess the overall damage to the County after a disaster, coordinate the restoration of vital services, and assist with recovery operations. ESF #3 will ensure the prompt resumption of basic County services in the wake of an event, such as water, sewer, and sanitation.

Scope

ESF#3 functions include:

- Damage assessment (including inspecting homes and businesses for habitability).
- Delivery of water, sewer, and sanitation services.
- Repairing County infrastructure.
- Debris removal.

Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the County Emergency Operations Center for coordination, validation, and/or action. The Department of Public Utilities serves as the lead agency for ESF #3, and will develop policies and procedures for operating and maintaining this ESF.

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Debris clearance and road repair operations will be conducted in close coordination with ESF #1-Transportation.



Hanover County Emergency Operations Plan

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including insurance companies, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, and Federal agencies. ESF #3 will coordinate activities with these organizations, agencies and other Branches within the county EOC.

All debris management operations will be carried out with the latest edition of the Hanover County Debris Management Plan, maintained by the Public Works Department (ref: Hanover County Debris Management Plan).

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #3 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #3 leader or designee.

Department of Public Utilities

- Serve as the lead agency for ESF #3 and coordinate the responsibilities of supporting agencies.
- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures.
- Coordinate a County-wide initial damage assessment (IDA) and provide the assessment to emergency management coordinator as well as the state EOC; utilizing the Building Inspector's Office, the Fire Marshal's Office, and other County Agencies as appropriate.
- Facilitate emergency repair of damaged water and sewer infrastructure and Develop work priorities in conjunction with other agencies when necessary.
- Obtain required waivers and clearances related to public works support.
- Document expenses related to the event.
- Maintain records of all expenses related to ESF #3 activities.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community.
- Coordinate the posting of appropriate signage to close buildings.
- Liaison with the ESF #3 desk at the Virginia EOC.

Building Inspector's Office

- Inspect buildings for structural damage.
- Coordinate the demolition or stabilization of damaged properties.
- Provide other assistance as directed by the ESF #3 leader.



VDOT

- Provide qualified liaison personnel to the EOC to assist with ESF #3 activities.
- Assess the damage to roads and highways and communicate status of County roads to ESF #3 leader.
- Assist with debris removal.

Department of Parks and Recreation

- Assist with damage assessment and debris removal.
- Provide other assistance as directed by the ESF #3 leader.

Department of Public Works

- Assist the Department of Public Utilities with damage assessment.
- Coordinate and prioritize debris removal.

Town of Ashland Department of Public Works

- Provide qualified personnel to the EOC to act as a liaison.
- Assist the Department of Public Utilities with damage assessment.
- Relay all ESF #3 activities within the Town of Ashland to the ESF #3 leader.



Hanover County Emergency Operations Plan

ESF #4-Firefighting

Primary Agency: Hanover Fire-EMS Department

Supporting Agencies: Virginia Department of Forestry, Department of Public Works

Purpose

The purpose of ESF #4 is to direct and control operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope

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

Concept of Operations

In a disaster, the fire department may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department will assist with rescue and extrication of trapped persons, assess hazardous materials situations, remove debris on primary roadways, assist in evacuations, and perform reconnaissance and other duties as necessary. Also, the neighborhood fire station may become a place where people go for information and assistance.

Hanover Fire-EMS operates 16 stations with a mixture of career and volunteer staffing. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire-EMS personnel and equipment will be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations. When conducting firefighting operations, priority is given to life safety, incident stabilization, and protecting property (in that order).



Hanover County Emergency Operations Plan

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The Incident Command System will be implemented on an appropriate scale at the scene of every fire/rescue incident in the County. If fire or threat of fire is involved, the Fire Chief or his/her designated representative will be the Incident Commander.

During the critical phases of an emergency/disaster, fire stations will be staffed continuously as conditions permit. Communications will be established with the Emergency Communications Center and the Emergency Operations Center.

Responsibilities

Hanover Fire-EMS

- Coordinate the prevention of, planning for and response to natural and human-caused fires.
- Provide qualified personnel to staff the Fire Branch during EOC activations.
- Assist with evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions.
- Coordinate and manage the use of fire service resources responding to emergencies.
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations.
- Perform other emergency response duties as required.
- Provide the Emergency Operations Center with frequent updates as to the status of fire suppression activities.

Virginia Department of Forestry

- Upon request, provide qualified personnel to the EOC to assist in wildland firefighting operations.
- Provide specialized equipment to assist in wildland firefighting operations.

Department of Public Works

- Provide specialized equipment and personnel as requested to assist in firefighting operations.

ESF #4-Firefighting



ESF #5-Emergency Management

Primary Agency: Hanover Fire-EMS

Supporting Agencies: County Administrator, County Attorney, Sheriff's Office

Purpose

The purpose of ESF #5 is to direct, control, and coordinate emergency operations from the Emergency Operation Center (EOC) in response to large-scale emergencies or disasters. ESF #5 also coordinates military resources within the county such as National Guard troops should they be requested.

Scope

ESF #5 will

- Coordinate the prevention of, planning for and response to natural and human-caused disasters.
- Coordinate emergency information being released to the public through External Affairs, maintaining accuracy and timeliness.
- Contact and maintain communications with the Commonwealth of Virginia Emergency Operations Center.
- Work to support the Incident Command System if one is in place, and will set up the Hanover County EOC using the appropriate emergency support functions required to meet the incident needs.
- If needed, direct military support missions within the County.

Concept of Operations

Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center, thereby allowing field units to concentrate on essential tasks. Hanover Fire-EMS will serve as the emergency management agency for the County and will maintain and operate the EOC. Hanover Fire-EMS is also responsible for developing policies and procedures for operating and maintaining ESF #5

When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. During an emergency/disaster, the Coordinator of Emergency



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ESF #5-Emergency Management

Management exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations. The Emergency Operations Center is a staff level function, which provides guidance, decision making, and resources to each ESF in the EOC. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each ESF is charged to agencies that conduct similar activities during normal operations or that possess a particular skill set that is applicable to the emergency function. The ESF leader or other designated party is responsible for the coordination and performance of their emergency support functions.

To manage their operations, all ESF's will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.

The staff of the Emergency Operations Center will support short-term and long-term planning for operations, record the activities planned and track their progress. The ESF leaders will assist in the development of response priorities for the Incident Action Plan (IAP) for the next operational period. Each operational period will be 12 hours in length. The EOC manager (Emergency management coordinator) will establish goals, schedules, and operating rules for each operational period in the IAP. The EOC manager will also conduct a briefing for EOC personnel at the beginning of each operational period. The primary EOC is located at the Hanover Fire Administration building. The secondary EOC is located in the Emergency Communications Center. If both primary and secondary EOC's are unusable, an alternate EOC will be set up in the most appropriate County fire station or other County facility.

The Director of Emergency Management or the Coordinator of Emergency Management will activate the EOC upon notification of a significant event occurring in the County. The Coordinator of Emergency Management will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.

Responsibilities

Hanover Fire-EMS

- Serve as the lead agency for ESF #5 and coordinate the responsibilities of supporting agencies.
- Provide overall command under the auspices of the Director during the event.
- Maintain a notification roster and procedures for notifying EOC staff.
- Ensure the development of EOC procedures for operations, accounting and record keeping.
- Provide multi-agency countywide coordination for emergency operations.



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- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC.
- Support short term and long term planning activities.
- Ensure that all other ESF lead agencies are aware of their responsibilities, have the necessary training to perform those functions, and are prepared to perform their duties in the EOC.
- Maintain the Emergency Operations Center in a state of readiness at all times.
- Develop and maintain EOC standard operating guides.
- Act as the primary point of contact between the Hanover EOC and the Virginia EOC.

County Administrator

- Consult with the Emergency Management Coordinator on the declaration of a local emergency.
- Implement policy as dictated by the Board of Supervisors.
- Provide overall direction.
- Monitor the response of County agencies for adequacy.
- Delegate authority for command of the situation.
- Fulfill legal requirements of an emergency declaration.

County Attorney

- Provide a representative to the EOC when requested.
- Provide legal advice on responsibilities, powers, liability, etc.

Sheriff's Office

- Provide representation to the EOC upon opening.
- Serve as liaison to other law enforcement agencies as needed.



ESF #6-Mass Care, Housing and Human Services

Primary Agency: Hanover Department of Social Services

Supporting Agencies: Red Cross, Hanover County Public Schools, Chickahominy Health District, Community Services Board, Fire-EMS, Sheriff's Office, Animal Control Department, Ashland Police, General Services

Purpose

The purpose of ESF #6 is to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

Scope

ESF# 6 will functions include:

- Sheltering, Reception Centers, Areas or last refuge.
- Emergency feeding.
- Facilitate counseling utilizing the Community Services Board.
- Providing information to disaster victims and their families through the Family Assistance Center (FAC).

Concept of Operations

Some emergencies may necessitate evacuation of affected areas. Individuals and families may be deprived of normal means of obtaining food, clothing, shelter and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the County government. Additionally, as a result of a major emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the County may be requested to shelter evacuees.

Sheltering, feeding and emergency first aid activities may begin before, during, or after an emergency. Staging of these facilities may occur before the disaster when the emergency is anticipated.



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As a result of a disaster, citizens in affected areas may be without adequate food supplies. Every effort will be made to identify affected populations and supply them with adequate nutritional resources.

Areas to be used as a shelter shall be a Hanover County owned facility such as a school building unless one is deemed not accessible or suitable for use. Other facilities may be used for areas of last refuge, comfort stations, and family assistant centers as necessary. Primary locations of these should include civic/community organizations and faith based institutions. Any opening of any of these areas should be coordinated through Hanover EOC. Areas other than an official shelter, may not be required to provide the compliment of services such and security, feeding, and on site medical staff as the shelter.

Efforts will be made to coordinate among agencies providing information to create Family Assistance Center (FAC) that will serve as a single unified inquiry points for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

Animals will need to be adequately cared for during emergencies. The Animal Control Department is prepared to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal, identification and reuniting pets with their owners, and protection of citizens from any dangers (illness or injuries) posed by animals.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #6 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #6 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions. The Hanover EOP relies on the Department of Social Services for this ESF. Additionally State plans also rely on local Departments. This conflict may create resource availability issues that preclude the local Department from fulfilling all of the listed responsibilities. If this situation occurs, the Department Director shall provide recommendations to the Director and Coordinator as necessary to provide local provision of services.



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ESF # 6-Mass Care, Housing, and Human Services

Department of Social Services

- Serve as the lead agency for ESF #6 and coordinate the responsibilities of supporting agencies.
- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities.
- Provide for the mass feeding of evacuees and relief workers at the shelter facilities.
- Assist in the coordination of the Family Assistance Center. (see Tab 1)
- Assist with the development and maintenance of a shelter operations plan;
- Identify food assistance needs.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Through coordination with the Public Works and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas.
- Assist in coordinating the provision of mental health counseling and support services via other County Agencies.
- Submit reports to the EOC on shelter operations and status, feeding needs of affected populations, and requests for additional resources.
- Assist animal control with the coordination of pet sheltering at shelters

American Red Cross

- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities.
- Assist with mass feeding of evacuees and relief workers at the shelter facilities.
- Coordinate with Fire-EMS to provide first aid stations at shelter facilities.
- Assist in the coordination of the Family Assistance Center.
- Assist with the development and maintenance of a shelter operations plan.

Hanover County Schools

- Coordinate with ESF #5 on the opening and closing of public schools.
- Provide personnel, equipment, supplies and other resources needed to assist in shelter operations for victims of the affected emergency/disaster area.
- Facilitate the opening of County schools as emergency shelter sites upon request by the Director of Emergency Management or his/her designee.
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites.
- Assist in the development and maintenance of a shelter operations plan.

Community Service Board

- Provide personnel to staff EOC as needed.
- Provide disaster crisis services to those sheltered.
- Mental health counseling to those affected by emergency incident/disaster.



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ESF # 6-Mass Care, Housing, and Human Services

Hanover Fire-EMS

- Provide first aid stations at shelter facilities.
- Assist in staffing of required areas as needed.

Chickahominy Health District

- Provide personnel, supplies and other resources to assist in shelter operations for victims with special needs.
- Ensure provision of emergency medical support at the shelter sites.
- Assist in the development and maintenance of a shelter operations plan.
- Coordinate the provision of medical supplies to shelter sites.

Sheriff's Office

- Provide security at shelter facilities.
- Assist with traffic management around shelter facilities.

Animal Control Department

- Rescue lost or stranded animals and transport to animal shelters.
- Receive and care for animals at animal shelters, mobile animal trailers, or other designated reception areas.
- Register, tag and maintain accurate records.
- Long-term shelter of unclaimed animals.

Ashland Police

- Provide security at shelter facilities.
- Assist with traffic management around shelter facilities.



Family Assistance Center (FAC)

The FAC is a physical facility established as the focal point for providing incident specific services to bereaved families, friends, and survivors; to enable those affected to gain as much information as is currently available about missing family members and friends prior to any release to the media; to enable the gathering of mass forensic samples in a timely manner, which enhances the ability to identify loved ones quickly; to offer access to a range of facilities that will allow families and survivors to make informed choices according to their needs; and to ensure a seamless multi-agency approach to assistance in emergencies to reduce or avoid duplication.

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

The Hanover Department of Social Services personnel will coordinate/determine a physical site for the local FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources. If a state FAC is requested the Hanover Department of Social Services will coordinate with the state representatives in locating and establishing the state FAC. The County FAC plan is currently under development. Until the plan is complete the County EOC will request through the VEOC the establishment of a state FAC.

The state will open and operate a FAC at the request of an affected locality in the absence of a local FAC plan or adequate local resources, or if the event occurs on property owned or operated by the Commonwealth of Virginia. Any request for resources for a local FAC or the establishment of a state FAC will be coordinated through the County EOC.

If the services of the Department of Criminal Justice Services or Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the FAC coordinator will request the CICF through the County EOC.



ESF #7-Resource Support

Primary Agency: Purchasing Department

Supporting Agencies: Finance and Management Services, Fire-EMS, General Services

Purpose

The purpose of ESF #7 is to provide for the identification and management of resources that may be utilized during emergency/disaster situations.

Scope

ESF #7 will identify, procure, inventory, and distribute critical resources, for the locality during an emergency.

Concept of Operations

All County departments have resources that can be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long term recovery operations. It is the responsibility of each County agency to develop and maintain a list of departmental resources that can be used during an emergency. Points of Distribution have been designated and are outlined in the County's CRI Plan. During or following an emergency, the initial response will be dependent upon local public and private resources. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; or through Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact (EMAC) through the State EOC.

The Coordinator of Emergency Management will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.



All resource expenditures will be reported to the Emergency Operation Center during activations.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #7 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #7 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions

Purchasing Department

- Serve as the lead agency for ESF #7 in conjunction with the Fire-EMS logistics Division and coordinate the responsibilities of supporting agencies.
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Ensure the community is aware of available resources via PIO.
- Oversee the processing, use, inspection, and return of resources coming to the locality.
- Provide frequent updates to the Emergency Operations Center during resource management operations.
- Maintain records of cost and expenditures associated with resource procurement.
- Purchase commodities and services necessary for response to the event.
- Provide technical assistance to departments making purchases related to the event.

Hanover Fire-EMS

- Prepare and manage mutual aid agreements with surrounding jurisdictions.
- Assess and respond to any Statewide Mutual Aid or EMAC requests.

Finance and Management Services

- Assist Purchasing with financial management and accounting.

General Services

- Coordinate facility needs of county owned building as well as non-county owned buildings in coordination with ESF#5.
- Coordinate all ground support needs for vehicles and equipment assigned to an incident.



ESF #8-Public Health and Medical Services

Primary Agency: Chickahominy Health District

Supporting Agencies: Hanover Fire-EMS, Hanover Community Services Board, Hanover County Schools, Sheriff's Office, Ashland Police

Purpose

The purpose of ESF #8 is to provide health and medical services to the residents or those affected during and/or after an emergency situation.

Scope

ESF #8 will:

- Provide medical care to disaster victims.
- Ensure public health standards following an event.
- Assist with providing post-event mental health services.

Concept of Operations

Medical services are an essential element of emergency/disaster response. Situations with potential threat to health and safety of community require coordination of public health and medical response.

Many casualties requiring emergency transportation and medical care may occur as the result of an event. In addition to casualties from the event, persons receiving medical care prior to the emergency/disaster will continue to require medical treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the impact of an emergency/disaster.

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt the public utilities, water supplies and wastewater treatment systems. Contaminants may enter water supply systems. Destruction or damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.



Emergencies/disasters have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.

In addition to medical needs caused by events, public health emergencies may arise from outbreaks of natural disease. As a result, quarantine and/or isolation may be necessary in addition to treatment. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #8 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #8 leader or designee.

The Chickahominy Health District also has ESF functions in the state plan and in neighboring localities that may create a situation where resource limitations preclude the fulfillment of responsibilities listed in the plan. If this situation were to arise the District shall provide recommendations to the Emergency Services Coordinator and Director as necessary for the provision of services listed in these responsibilities.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Chickahominy Health District

- Serve as the lead agency for ESF #8 and coordinate the responsibilities of supporting agencies.
- Provide qualified personnel to staff the Health & Medical Services Branch during an EOC activation.
- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster.
- Identify animal and plant disease outbreaks.
- Conduct food borne disease surveillance and field investigations.
- Coordinate through the EOC the dissemination of disaster-related public health information to the public.
- Coordinate, facilitate, and provide applicable health guidance and preventative health.
- Ensure health standards, including food, sanitation and water, are maintained at all service sites.



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- Assess community behavioral health needs following an emergency/disaster services.
- Coordinate with hospitals and other health providers on response to health needs.
- Provide frequent updates to the Emergency Operations Center as to the status of public health.
- Assist the office of Chief Medical Examiner with identification and disposition of the deceased.
- Coordinate with ESF#6 on identifying shelter residents that may require assistance.

Hanover Fire-EMS

- Provide pre-hospital emergency medical and transport services.
- Coordinate with ESF#6 to provide first aid at shelters.

Community Services Board

- Coordinate behavioral health activities among responder agencies.
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the emergency/disaster.
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques.
- Provide outreach to identify behavioral health needs.
- Coordinate with the ESF#6 to identify shelter occupants that may require behavioral health assistance.

Sheriff's Office

- Provide security in coordination with community services board of those in need.
- Through the use of CIT trained staff, coordinate transportation if needed, of identified clients.

Ashland Police

- Provide security in coordination with community services board of those in need.
- Through the use of CIT trained staff, coordinate transportation if needed, of identified clients.



ESF #9-Search and Rescue

Primary Agency: Hanover Sheriff's Office

Supporting Agencies: Hanover Fire-EMS, Building Inspector's Office, Ashland Police

Purpose

The purpose of ESF #9 is to provide for effective use of search and rescue resources to assist people in potential or actual distress and coordinate search and rescue operations.

Scope

ESF #9 will:

- Coordinate and direct searches for lost or missing persons.
- Conduct search and rescue of victims in structural collapses or technical rescue situations.

Concept of Operations

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of persons could be in life threatening situations requiring prompt rescue and medical care. Rescue personnel will encounter extensive damage to buildings. Because the mortality rate dramatically increases beyond 72 hours, search and rescue must begin immediately.

Fire-EMS will assume responsibility for all urban search and rescue (USAR) operations, including rescues of persons trapped in collapsed structures or situations requiring technical rescue.

The Sheriff's Office will have responsibility for coordinating ground search and rescue for lost or missing persons.



Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #9 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #9 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Sheriff's Office

- Serve as the lead agency for ESF #9 and coordinate the responsibilities of supporting agencies.
- Request further assistance from surrounding localities, the Virginia Department of Emergency Management, or federal authorities for additional search and rescue resources.
- Coordinate resources for ground search and rescue operations.

Hanover Fire-EMS

- Coordinate the acquisition of personnel, supplies and administrative support necessary to conduct urban search and rescue operations.
- Assist the Sheriff's Office with ground search and rescue for lost/missing persons as needed.
- Perform all water rescues operations as needed with ESF #9 leader.
- Assist in coordination of all search and rescue efforts with the ESF #9 leader.

Building Inspector's Office

- Assess buildings to identify safety issues for responders.
- Determine the need for shoring and stabilization of damaged structures.

Ashland Police

- Assist in coordination with ESF #9 leader.



ESF #10-Oil & Hazardous Materials Response

Primary Agency: Hanover Fire-EMS

Secondary Agency: Hanover Sheriff's Office, Ashland Police, Virginia
Department of Emergency Management

Purpose

The purpose of ESF #10 is to coordinate and manage the County's response to hazardous materials emergencies.

Scope

ESF #10 will:

- Control any releases of hazardous substances.
- Coordinate the cleanup of hazardous materials spills.
- Take actions to protect the public from any hazardous materials incidents.

Concept of Operations

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents, although the most probable occurrence is household hazardous materials. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

Hanover Fire-EMS responders are trained to VDEM Operations level. Hanover County is serviced by Henrico Fire's Hazardous Materials Incident Team, which serves as the Level III team for the region. The Virginia Department of Emergency Management also provides a Regional Hazardous Materials Officer who can advise localities and act as a liaison with the Virginia EOC on hazardous materials situations. However, Hanover's team will respond to the incident in the initial phase without assistance from outside the jurisdiction. Initial actions may include notification and warning of the public, evacuation or sheltering-in place, immediate first aid and isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short and/or



long term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #10 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #10 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Hanover Fire-EMS

- Serve as the lead agency for ESF #10 and coordinate the responsibilities of supporting agencies.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Control hazardous materials.
- Conduct atmospheric monitoring and decontamination in the event of a radiological release from North Anna Nuclear Power Plant (see Hanover County Radiological Emergency Response Plan).
- Follow established procedures in responding to hazardous materials incidents.
- Provide emergency medical services to victims of hazardous materials incidents.
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.
- Warn, shelter-in-place, or evacuate affected areas of the County as necessitated by the incident.
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

Sheriff's Office

- Assist with warning and evacuation as directed by incident command.
- Investigate criminal activity related to hazardous materials incidents.
- Manage and direct traffic.



- Provide scene security and access control.

Ashland Police

- Assist with warning and evacuation as directed by incident command.
- Investigate criminal activity related to hazardous materials incidents.
- Manage and direct traffic.
- Provide scene security and access control.

Virginia Department of Emergency Management

- Coordinate additional state/regional response resources needed for an incident.
- Coordinate with Department of Environmental Qualities and Environmental Protection Agency.



ESF #11-Agriculture and Natural Resources

Primary Agency: Virginia Cooperative Extension Agent

Secondary Agency: Hanover Animal Control, Chickahominy Health District, Hanover Caroline Soil and Water Conservation District

Purpose

The purpose of ESF #11 is to address the control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

Scope

ESF #11 will:

- Ensure food safety.
- Assess damage to crops and livestock.
- Work to isolate any animal or plant disease outbreaks.

Concept of Operations

An incident may damage crops and livestock or otherwise disrupt the routine protection of the food supply and distribution systems. It may also cause animal and/or plant disease outbreaks, or endanger animal health.

The Virginia Cooperative Extension Agent for Hanover County will coordinate assessment of damage to livestock and crops. In the event of a plant or animal disease outbreak, the Cooperative Extension Agent will manage efforts to control the spread of disease.

The Chickahominy Health District will provide support to ESF #11 by conducting inspections of food supplies to ensure public health and by conducting surveillance to detect and monitor outbreaks of food-borne illnesses.

The Hanover Animal Control Department will provide assistance to ESF #11 by securing lost pets and other animals and providing shelter and care for them until they can be returned to their owners.



Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #11 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #11 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Virginia Cooperative Extension Agent

- Serve as the lead agency for ESF #11 and coordinate the responsibilities of supporting agencies.
- Assess post-event damage to crops and/or livestock.
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation.
- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health.
- Provides information and recommendations to the Health Department for outbreak incidents.
- Coordinate activities with ESF #11 desk at the Virginia EOC.
- Assist with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities.

Chickahominy Health District

- Coordinate with ESF # 8 to ensure that animal/veterinary/and wildlife issues are supported.
- Assess the operating status of inspected food product processing, distribution, import and retail facilities in the affected area.
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident.
- Inspect and verify food safety in distribution and retail sites.
- Conduct food-borne disease surveillance and field investigations.

Hanover Animal Control

- Assist with collecting and sheltering displaced animals.



ESF #12-Utilities

Primary Agency: Department of Public Utilities

Supporting Agencies: General Services, Dominion Virginia Power, Virginia Natural Gas, Rappahannock Electric

Purpose

The purpose of ESF #12 is to estimate the impact of energy system outages in the community and help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be brought back to full capacity as soon as possible.

Scope

ESF #12 will:

- Gather, assess, and share information on public utility system damage and estimation of the impact of energy system outages.
- Coordinate requests for assistance from public utilities, suppliers and deliverers.

Concept of Operations

In a disaster, infrastructure and public utilities may be destroyed or severely damaged. Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, and imbalances in supply and demand, disruption of pipeline systems, or terrorism. A shortage of energy in one form can cause shortages in other sources.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and



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fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors.

The Department of Public Utilities will supply personnel to the EOC to liaise with the state commodities manager and share information about commodity shortages within the County.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #12 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #12 leader or designee.

The Department of Public Utilities has limited resources for support of some of this infrastructure and is listed as the lead for this ESF due to the engineering skill set they possess. When infrastructure needs exceed the Department's resource capability they shall act as an advisor to the Director and Coordinator to facilitate the responsibilities listed in this ESF.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Department of Public Utilities

- Serve as the lead agency for ESF #12 and coordinate the responsibilities of supporting agencies.
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities.
- Maintain contact with local utility providers and fuel vendors.
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services.
- Recommend and Implement local conservation measures.
- Communicate information about the status of local energy supplies to the ESF #12 desk at the VEOC.
- Implement procedures for determining need and for the distribution of aid.
- Maintain liaison with fuel distributors and local utility representatives.

General Services

- Coordinate with SF#12 leader on status of Hanover County building and generator needs.



ESF #13-Public Safety

Primary Agency: Hanover Sheriff's Office

Secondary Agency: Hanover Fire-EMS (Fire Marshal's Office), County Attorney, Ashland Police

Purpose

The purpose of ESF #13 is to integrate public safety and security capabilities and resources to support the full range of incident management activities associated with potential or an actual incident of county, regional or state significance.

Scope

ESF #13 will:

- Maintain law and order.
- Provide security for community facilities (i.e. shelters) as well as critical infrastructure and key resources.
- Control and manage traffic.

Concept of Operations

In an emergency/disaster, law enforcement/safety measures may be needed to protect life and property. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property. Providing for the security of critical facilities and supplies may also be necessary. State law enforcement resources (i.e. Virginia State Police, Department of Game and Inland Fisheries) may be available to assist local law enforcement with emergency duties.

During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may necessitate police presence to maintain orderly conduct.

The Hanover County Sheriff or his/her designee is responsible for coordination of operations in this Emergency Support Function. A chain-of-command will be established to cover shifts/absences. Law enforcement agencies will utilize their normal communications networks.



Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #13 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #13 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

Hanover Sheriff's Office

- Serve as the lead agency for ESF #13 and coordinate the responsibilities of supporting agencies.
- Maintain law enforcement intelligence capability to alert government agencies and the public to potential threats.
- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas.
- Provide security at critical facilities and supplies.
- Provide traffic control, law enforcement and security at damaged county property.
- Provide security at shelter facilities and donation centers.
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.
- Provide personnel, equipment, supplies and other resources necessary to assist in law enforcement activities.
- Assist with evacuations and the coordination of needed equipment in support of this effort.
- Develop mutual aid agreements with surrounding law enforcement jurisdiction.
- Assist the Health Department with identification of the dead.

Hanover Fire-EMS (Fire Marshal's Office)

- Assist the ESF #13 leader with law enforcement operations as required.

Ashland Police

- Maintain police intelligence capability to alert government agencies and the public to potential threats.
- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas.
- Provide security at critical facilities and supplies.
- Provide traffic control, law enforcement and security at damaged town property.
- Provide security at shelter facilities and donation centers.
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.



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- Provide personnel, equipment, supplies and other resources necessary to assist in law enforcement activities.
- Assist with evacuations and the coordination of needed equipment in support of this effort.

County Attorney

- Provide legal opinions on situations arising from an emergency/disaster.
- Advise law enforcement on legal issues.
- Assist in drafting emergency ordinances.



ESF # 14-Long Term Community Recovery and Mitigation

Primary Agency: County Administrator’s Office

Supporting Agencies: Economic Development, Department of Public Utilities, Department of Planning and Zoning, Ashland Town Manager’s office

Purpose

The purpose of ESF #14 is to facilitate long term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

Scope

ESF #14 will:

- Develop a post-event recovery plan.
- Bring Hanover County Government back up to full pre-disaster operating levels.
- Evaluate the economic impact of an emergency or large scale disaster.
- Protect historic resources prior to, during and/or after an emergency/disaster.
- Provide a through mitigation analysis and comprehensive program implementation for full community recovery.

Concept of Operations

A disaster or emergency may affect areas of the County disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular County service delivery. Routine operations may be disrupted or postponed to support recovery.

Any disaster or emergency is likely to have a physical and economic impact on the County which must be assessed in order to minimize the long-term impact on the County and its fiscal condition. Completing this assessment is likely to require the assistance of additional resources from outside the County.

The ESF #14 leader will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.



Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during response and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the EOC will continue operations to manage short-term recovery.

Long-term recovery includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities; restoration, or reconstruction of public facilities; and recovery of disaster response costs. Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster victims transitions from immediate needs to a more deliberate process of program delivery.

Responsibilities

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #14 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #14 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

County Administrator's Office

- Serve as the lead agency for ESF #14 and coordinate the responsibilities of supporting agencies.
- Partner with disaster recovery agencies to implement recovery programs.
- Coordinate the County's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center.
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort.
- Determine County agency responsibilities for recovery activities.
- Provide regular updates to the EOC on the status of recovery operations.



Economic Development

- Prepare economic impact analysis of the event detailing the short and long-term effects on all facets of the County's economic condition.
- Develop a recovery strategy that addresses infrastructure, economic development, and human services.
- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Coordinate with Planning and Zoning in the development of a long-term community recovery plan.

Department of Public Utilities

- Relay all information from damage assessment reports to the ESF #14 leader.

Department of Planning and Zoning

- Coordinate with Social Services to address the post-shelter housing needs of displaced residents.
- Consider waiving or reducing fees or waiting periods for residents and business owners of damaged or destroyed properties.
- Ensure that all rebuilding complies with local land-use regulations.
- Begin obtaining community input for long-term land use planning post-event.
- In conjunction with Emergency Management, facilitate community meetings on the recovery process to educate the public on the recovery process and identify long-term community recovery needs.
- Develop long-term plans that address land-use and community recovery in the wake of an event using continual community input.
- Ensure that preservation of natural resources is achieved in long-range planning after an event.
- Incorporate mitigation strategies and plans into post-event land use planning.

Ashland Town Manager

- Coordinate with Hanover EOC and the ESF #14 Leader.
- Prepare economic recovery plan for the town.



Tab 1 to Emergency Support Function #14 REENTRY

MISSION

Develop a re-entry process to the disaster area(s) that will ensure an orderly and expedient return to the evacuated area, provide for the safety and welfare of the people, as well as the security of their property after their return, and allow recovery teams the opportunity to accomplish their tasks, as assigned.

SITUATION AND ASSUMPTIONS

The evacuated population will want to return to their homes and businesses immediately following the disaster. The same routes used in the evacuation will be used to return to the disaster area(s). Traffic in the return phase will be heavy and will experience similar problems as in the evacuation phase.

Access to and mobility in the stricken area(s) will be impeded by damaged segments of the transportation system, debris, areas cordoned off due to identified hazards, and recovery teams attempting to restore the areas.

CONCEPT OF OPERATIONS

The Director of Emergency Management will develop accessibility policies to the stricken areas, in coordination with the appropriate service chiefs, state, and federal officials. Access to areas of the county will vary depending on the extent of the damage sustained, the conditions of the time immediately following the storm, and who is requesting accessibility.

The accessibility policies developed and implemented will define who will be given access to the damaged areas initially, any time restrictions regarding their access, whether escorts will be necessary, and what protective gear or identification will be required, if any, to enter the area requested. Methods to facilitate identification of emergency workers, media, insurance adjusters, retail owners, etc., will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. The Sheriff's Office will be responsible for enforcing these policies and procedures. Tabs 2 and 3 to Functional Annex J are examples of an entry permit to a restricted area and a waiver of liability.

The disaster-stricken area will have to be evaluated quickly in terms of public safety to determine the degree of accessibility allowable given the conditions observed. Initially, most if not the entire area, will probably be restricted to damage assessment, search and locate debris removal, and critical facilities restoration teams. Those areas identified as posing a potential danger or risk to the general population will be identified and cordoned off with warning placards posted. As



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roads are cleared and serious hazards removed or condoned off, areas of the county will be reopened to the general public.

Retail merchants and industries will be provided early access to the disaster area to assess their damages and make the appropriate arrangements to secure and protect their inventories.

The Public Information Officer (PIO), in coordination with Director of Emergency Management, will be responsible for developing announcements that address the following:

1. Notification of residents and retail merchants when it is appropriate to return.
2. Area condition reports that identify the areas which are safe or unsafe for entry, as well as the restrictions that applies to those areas.
3. Post-disaster operations of local, state, and federal agencies.
4. Where to go to apply for disaster assistance programs.

The Department of Health, in coordination with other appropriate departments, and state and federal agencies, will make arrangements to provide essential services and accommodations, such as potable water, food, and waste disposal, to support recovery teams and the general public as they return to the area. Facilities will have to be identified and inspected in order to temporarily house department and service agencies whose locations were destroyed in the storm.

ORGANIZATION

The Director of Emergency Management in coordination with damage assessment teams, local departments, and state and federal agencies, will determine the level of accessibility to the disaster-stricken areas by the general population, business community, media, and recovery teams.

The Hanover County Sheriff's Office will be responsible for implementing the necessary traffic control measures on return routes, establishing security measures around and in the stricken area, and enforcing access restrictions as directed by the EOC.



PERMIT TO ENTER RESTRICTED AREA

1. Reason for entry (if scientific research: specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF (National Scientific Foundation) grant number and date on separate page)._____

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

3. Travel (fill out applicable sections, if variable call information to dispatcher for each entry). Method of travel (vehicle, aircraft):_____

Route of travel by vehicle:_____

Destination by legal location or landmark:_____

Alternate escape route if different from above:_____

4. Type of two-way radio system (or cellular telephone) to be used and your base station telephone number that can be contacted in an emergency (a CB radio will not be acceptable).

Entry granted into hazard area.

Authorizing Signature:_____

Date:_____

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

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



WAIVER OF LIABILITY

(To be signed and returned with application form)

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

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

Signatures of applicant and members of his field party Date

(Print full name first, then sign)

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

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

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

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

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

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



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ESF # 15-External Affairs

Primary Agency: ESF #5-Emergency Management

Supporting Agencies: Hanover Fire-EMS, Hanover County Public Information Officer, Sheriff's Office, Chickahominy Health District, Building Inspector's Office, Public Works, Community Resources, General Services, Hanover Schools System.

Purpose

The purpose of ESF #15 is to provide for efficient and coordinated continuous flow of timely information and instructions to the public, the media, elected officials and private sector partners using all available communications media prior to, during, and following an emergency or disaster.

Scope

ESF # 15 will disseminate emergency public information actions before, during, and following any emergency.

Concept of Operations

In an emergency/disaster it is important to provide timely and accurate information to the public and to the media outlets. During an emergency/disaster, the public requires instructions and information about government response and recovery operations.

Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the Emergency Alert System, the County website, Social Media, Citizen Alert Notification System, and outdoor warning systems. News coverage will be monitored to ensure that accurate information is being disseminated.

The Hanover Fire-EMS PIO will notify the ESF #15 support agencies and determine the need (in consultation with the Coordinator of Emergency Management) to activate a JIC. Other County departments will provide representatives to the JIC as requested. Depending upon the circumstances, a "virtual JIC" may be used instead of a separate facility.

The JIC is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy.



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The PIO is responsible for establishing and operating the JIC in accordance with established operational plans, procedures, and/or practices. The PIO will serve as the JIC Manager.

Other County departments will provide logistical support for establishing the JIC in accordance with their assigned roles and responsibilities under the County EOP. The PIO will request support as needed through the EOC.

JIC personnel will consist of the Fire-EMS PIO, County PIO, and specified support department staff. The JIC Manager may request additional support from local jurisdictions and through regional and State mutual aid agreements and through the EOC.

Responsibilities/Actions:

The responsibilities of this ESF have been organized by primary and supporting agencies. Each ESF identifies the specific responsibilities of each agency. Based upon the event, the ESF #15 leader may ask agencies to complete tasks that have not been identified in this ESF. Each primary and supporting agency is responsible for providing representation when requested by the ESF #15 leader or designee.

Each ESF is responsible for maintaining records of all expenses related to its emergency functions.

ESF #5-Emergency Management

- Serve as the lead agency for ESF #15 and coordinate the responsibilities of supporting agencies.
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present.
- Develop rumor control procedures; utilize 211 service.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- In coordination with the Emergency Management Director, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures.
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases.
- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed.
- Coordinate public information with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety.
- Provide or clarify department emergency response actions.
- Provide personnel for media relations on suppression events or activities.
- Assist with the preparation/transmission of EAS messages, if needed.



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- Disseminate information to elected officials through legislative liaison.
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible.
- Provide information to the public about available community disaster relief assistance programs.

Hanover Fire-EMS

- Coordinate all information on firefighting efforts and fire department operations through the ESF #15 leader.

Hanover Public Information Officer

- Provide support to ESF #15 leader and assist with external affairs functions as needed.
- Staff the Joint Information Center and assist in responding to public inquiries.

Sheriff's Office

- Coordinate public information on the department's emergency response with the ESF #15 PIO.
- Coordinate public safety messages related to the emergency with the County PIO.

Chickahominy Health District

- Provide information on public health activities to the ESF #15 desk at the EOC.
- Coordinate the dissemination of public health notices with the ESF #15 desk as well as the Virginia Department of Health.

Building Inspectors Office

- Through the ESF #15 desk, provide information to the public about the safety concerns associated with entering damaged buildings.
- Answer citizen questions regarding damage to their property and the process for repairing/rebuilding.

Public Utilities

- Provide information to the County PIO regarding the status of infrastructure within the County.
- Communicate the progress and findings of the damage assessment.

Community Resources

- Through the ESF #15 desk, provide information on volunteering or donating goods/services in the wake of an event.

General Services

- Provide facility for a JIC.
- Provide the technical services for a call center.



Primary Agency: Department of Community Resources

Supporting Agencies: American Red Cross, Salvation Army, Faith-based organizations, VAVOAD, Sheriff's Office, Fire-EMS, Chickahominy Health District, Parks & Recreation

ESF # 17-Donations and Volunteer Management

Purpose

The purpose of ESF # 17 – to coordinate the process used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during a disaster or emergency situation.

Scope

ESF #17 will:

- Respond to public inquiries regarding the need for volunteers or donations, including how to make monetary donations.
- Communicate with non-profits and other agencies to assess their need for volunteers or donations.
- Manage and coordinate local volunteers and donations.

Concept of Operations

In the event of a disaster that has significant impact on the County as a whole or individual neighborhoods, people will want to volunteer their services and donate goods or cash. It is the responsibility of the County government to have a plan to communicate with the public and manage appropriate systems for receiving and coordinating volunteers and/or managing donations.

Volunteers will attempt to self-deploy if there is not a coordinated process in place to assign the volunteers to needed roles. Many people will work through recognized nonprofit voluntary organizations, but the government cannot count on this and must be prepared for spontaneous unaffiliated volunteers and donations.

If the public is not informed as to the established methods of making donations, they will find their own method which could adversely impact the incident. Public information



regarding volunteer and donations management is coordinated and disseminated through ESF #15-External Affairs. If managed in an efficient way, volunteers and donations may support the response and recovery, rather than impede it. People will offer assistance of many types and the County will need to be able to manage these offers. Types of offers that could be expected include:

- Individual services, both skilled and unskilled
- Money
- Goods
- Equipment
- Loaning of specialized equipment

ESF #17 will discourage unsolicited donations for which there are no identified requirements. Financial donations will be accepted using the County Revenue Regulation for accounting for monetary donations. Any unsolicited donations not directed to an end user will be directed to a designated staging or storage facility.

Officials will identify several sites and facilities that may be used to receive, process, and distribute unsolicited donated goods. Necessary staff, equipment, communications, resources, and security will be provided by the community and by other volunteer organizations as needed.

Officials will coordinate the disaster relief actions of Non-governmental Organizations and volunteer relief organizations. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

Responsibilities

Community Resources

- Provide qualified staff to the EOC to fill the role of coordinator of this Emergency Support Function.
- Coordinate requests for volunteers and donations from community agencies and other ESFs with calls from the public who wish to volunteer or donate.
- Provide personnel necessary for volunteer and donation management activities during a disaster/recovery effort.
- Coordinate with External Affairs to send appropriate information to the public about ongoing efforts to solicit and receive volunteers and donations.
- Communicate with other ESFs, nonprofits and other community organizations to assess their needs for volunteers and/or donations.
- Ensure coordination with other local, regional and state volunteer management and donations efforts.
- Maintain records of costs and expenditures.



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- Match requests with volunteer resources and assign volunteers to tasks.
- Develop relationships with VOAD organizations and designate a VOAD liaison to staff the EOC if necessary.
- Liaison with state donations coordinator and the ESF #17 desk at the Virginia EOC.

VAVOAD

- Assist the Department of Community Resources with directing donations and volunteers.
- Assist ESF #5 with manpower and resources for mass care and feeding.

Sheriff's Office

- Manage Volunteers in Police Service (VIPS).
- Manage other volunteer/Citizen Corps programs.

Fire-EMS

- Manage Community Emergency Response Team (CERT) volunteers.
- Manage other volunteer/Citizen Corps programs.

Chickahominy Health District

- Manage Medical Reserve Corps volunteers.
- Manage other volunteer/Citizen Corps programs.

Parks & Recreation

- Coordinate locations to allow large deliveries to be made.
- Provide staffing of county property where donations are being made.