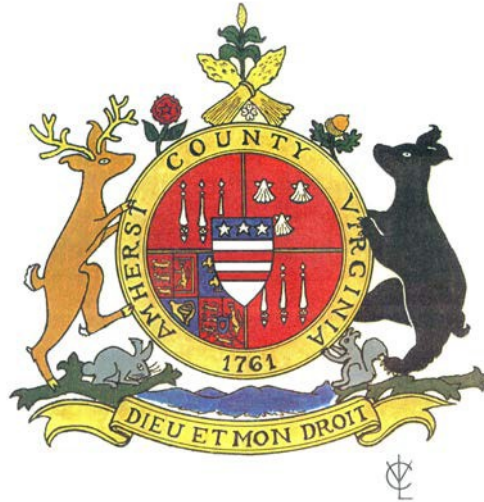


Amherst County



EMERGENCY OPERATIONS PLAN

March 2022



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Executive Summary

Pursuant to the Code of Virginia §44-146.20, Amherst County adopts this Emergency Operations Plan (EOP).

The plan addresses how Amherst County will respond to natural and man-made disasters and events as they develop. The plan is based on current resources available at the local level.

The plan has been formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a Basic Plan followed by the Emergency Support Functions (ESFs), and Support Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations coordinated within all three (local, state & federal) governments to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions group resources capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describe the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

In addition to the Executive Summary, included in the Basic Plan is a resolution of adoption from each governing body participating in this plan. The purpose of these resolutions are two-fold. First, they demonstrate the formal adoption of the Emergency Operations Plan. Second, they authorize the Public Safety Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before all the governing bodies for re-authorization.

I. Introduction

Amherst County is vulnerable to a variety of hazards such as flooding, drought, hurricanes, and severe storms. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the Amherst County Emergency Operations Plan (EOP). The *"Commonwealth of Virginia Emergency Services and Disaster Laws of 2000", as amended (Code of Virginia, § 44-146.13 to 44-146.29:2)* requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events.

The Amherst County Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, and Support Annexes. The plan is kept in Public Safety Command SUV's and on the Amherst County Government website. The plan is a "living document". It is updated annually and also as information and people change.

Plan Preface

The following items are included in the Amherst County EOP:

- Table of contents
- Promulgation statement
- Executive Summary
- Record of changes
- Distribution list
- Basic Plan
- Emergency Support Functions
- Support Annexes

Purpose and Scope

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Amherst County to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery operations. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources.

The EOP employs a multi-agency operational structure based upon the principles of the National Incident Management System (NIMS) / Incident Command System (ICS) to manage coordinate and direct resources committed to an incident. Amherst County is a practitioner of NIMS and is committed to insuring that required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby all three governments can effectively apply available resources to insure that casualties and property damage will be minimized and essential services will be restored as soon as possible following an emergency or disaster situation.

The Emergency Operations Plan identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across county/city departments, agencies, and response organizations by describing an overall emergency response system:

- How county departments/agencies will be organized during response to an event, including command authorities;

- Critical actions and interfaces during response and recovery;
- How the interaction between the jurisdiction and regional, state, and federal authorities is managed;
- How the interaction between the jurisdiction and its private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies; and
- How to handle and manage needs with the resources available.

The EOP is applicable to all local agencies that may be requested to provide support.

II. Planning Situation and Assumptions

Situation

Amherst County is located in Central Virginia. The area has a population of **31,307**, based on the **2020** U.S. Census estimates. The area covers over 475 square miles. The following demographics are included in the population estimate:

AMHERST COUNTY	
Demographic	Percentages/Numbers
Population	31,307
Persons per Household (2016-2020)	2.53
Median Household Income (2016-2020)	\$57,368
Persons under 5 years old	5.2
Persons under 18 years old	19.3
Person 65 years old and over	21.6
Persons with a disability, age 5 and older	10.4
Individuals below poverty (2016-2020)	11.2
Persons of Caucasian Race	76.9
Persons of African-American Race	19.1
Persons of Asian Race	0.6
Persons of Hispanic or Latino Race	2.4
Persons of Other Race	2.5
Persons who speak a language other than English	2.8

Table No. 1 – 2010 Census Demographic Data

Amherst County has two institutions of higher learning: Sweet Briar College and a satellite campus of Central Virginia Community College. These institutions have points of contact with the Emergency Management Coordinator. Two railroad companies cross through the area: Norfolk-Southern and CSX. Major highways include Route 29 (north to south) as well as Route 130 and Route 60 (east to west).

The plan takes into account the increasing risks related to man-made hazards, identified through hazardous materials reporting required by the Superfund Amendments and Reauthorization Act of 1986 (SARA). The plan further takes into account, through a review of the *Pre-Hazard Mitigation Plan for Amherst County*, the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards occurring in Amherst County include flooding, severe snow and ice storms, high winds, and risk of wildfire. The table below indicates the probability of the incidents identified above. Both natural and man-made hazards identified below pose a potential for loss of life, property, agriculture, and infrastructure.

Hazard	Probability
Flooding	Significant
Drought	High
Hurricane	High
Severe Winter Weather	High
Land Subsidence/Karst	Medium
Tornado	Medium
Wildfire	Medium
Landslide	Low
Terrorism	Low
Earthquakes	Low
Contagious Disease	Rare
Insurrection	Rare

Table No. – Region 2000 Hazard Mitigation Plan

Capability Assessments indicate the strength and knowledge of the personnel in emergency procedures, the importance of the installed and tested emergency alert system throughout the County, and reinforce the need to continue efforts to integrate response with local and state response plans. The Local Capability Assessment for Readiness (LCAR) is a process used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR is updated annually, as required by the “*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*”, as amended.

Assumptions

The Amherst County Emergency Operations Plan is based on an all-hazards principle that most emergency response functions are similar regardless of the hazard.

- The Emergency Management Coordinator of each locality will mobilize resources and personnel as required by the situation to save lives, protect property, restore critical infrastructure, insure continuity of government, and facilitate recovery of individuals, families, businesses, and the environment.
- Incidents are managed at the local level.
- All parties will have mutual aid agreements with neighboring jurisdictions.
- Amherst County uses the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans, and the Emergency Manager may request the facility to furnish a copy for review as applicable by the *Code of Virginia*.
- Regulated facilities (Superfund Amendments and Re-authorization Act sites) posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

III. Roles and Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government. Section 44-146.19 of this Code establishes the powers and duties of political subdivisions.

The Emergency Management program of Amherst County involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

Elected Officials

Members of the Amherst County Board of Supervisors are responsible for:

- Protecting the lives and property of citizens;
- Understanding and implementing laws and regulations that support emergency management and response;
- Establishing the local emergency management program;
- Appointing the local emergency manager; and
- Adopting and promulgating the Emergency Operations Plan (EOP).

Local Chief Executive Officer

County Administrator of Amherst County:

This officer is responsible for:

- Coordinating local resources to address the incident;
- Establishing a curfew;
- Directing evacuations;
- In coordination with the District Health Director, ordering a quarantine;
- Providing leadership; and
- Communicating information to the public.

Director of Emergency Management

The Amherst County Director of Emergency Management shall be the County Administrator. He/She is responsible for:

- Determining the need to evacuate endangered areas;
- Exercising direction and control from the EOC during disaster operations; and
- Overall responsibility for maintaining and updating the plan.

Emergency Management Coordinator

The Emergency Management Coordinator, Director of Public Safety is appointed by the local governing body. The Director of Public Safety has the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Assessing the availability and readiness of local resources most likely required during an incident;
- Developing mutual aid agreements to support the response to an incident;
- Coordinating damage assessments during an incident;
- Advising and informing local officials about emergency management activities during an incident;
- Developing and executing public awareness and education programs;
- Conducting exercises to test plans and systems and obtain lessons learned;
- Involving the private sector and nongovernmental organizations in planning, training, and exercises;
- Maintaining the local EOC in a constant state of readiness;

- Developing and maintaining the Emergency Operations Plan (EOP), ensuring the plan takes into account the needs of the jurisdiction, including persons, property, structures, individuals with special needs, and household pets;
- Assuming certain duties in the absence of the director of emergency management;
- Ensuring that the EOP is reviewed, revised and adopted every four years;
- Providing advice and support to the Director of Emergency Management; and
- Stand in succession for the Director of Emergency Management when he/she is unavailable and until the designated successor is available.

Local Government Agencies

Local department and agency heads collaborate with the Emergency Manager during development of the EOP and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, and public health) are integrated into the EOP. These department and agency heads develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They also participate in interagency training and exercises to develop and maintain their capabilities. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities, such as:

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

Emergency Support Functions (ESFs)

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. Amherst County identifies the primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on the resources and capabilities in a given functional area. (See Appendix 1 – Matrix of Responsibilities) Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF Annexes. Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating the ESFs. The ESFs are responsible for:

- Developing and maintaining detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identifying sources of emergency supplies, equipment and transportation;
- Maintaining accurate records of disaster-related expenditure and documentation;
- Protecting and preserving records essential for continuity of government; and
- Establishing a line of successions for key emergency personnel.

Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. These resources, when available, will be integrated into County operations and will be incorporated into an ESF to support critical functions as best suited by their skill set.

Private Sector

Private sector organizations play a key role before, during, and after an incident. They must provide for the welfare and protection of their employees in the workplace. The Emergency Management Coordinator must work with businesses that provide water, power, communications, transportation, medical care, security, and numerous other services upon which both response and recovery are dependent. Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The four distinct roles of the private sector organizations are summarized below.

Type of Organization	Role
Impacted Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resource	Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee.

Table No. 3 – Private Sector Roles

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery activities. Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. Amherst County reviews critical infrastructure and key resources and industries to provide coordination of mitigation preparedness, response and recovery activities. Private sector representatives should be included in planning and exercises.

Individuals and Households

Although not formally a part of emergency management operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes, such as raising utilities above flood level;
- Preparing an emergency supply kit and household emergency plan, including supplies for household pets and service animals;
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open, and reduce demands on landline and cellular communication;
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are needed most; and
- Enrolling in emergency response training courses to enable them to take initial response actions required to take care of themselves and their households.

IV. Concept of Operations

General

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. Amherst County's organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Director of Emergency Management is the County Administrator in Amherst County. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator. The Director, in conjunction with the Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness and be responsible for emergency public information.
3. The Emergency Management Coordinator, assisted by department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is located at 119 Taylor Street, Amherst, VA.
4. The day-to-day activities of the emergency management program, for which the Emergency Management Coordinator is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
5. The Director of Emergency Management or, in their absence, the Emergency Management Coordinator will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. Local law enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
6. Succession to the Director of Emergency Management shall be the Assistant County Administrator, the Chairman of the Board of Supervisors and Board members by seniority.
7. The Emergency Management Coordinator will assure compatibility between the Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the county as appropriate.
8. The local government must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
10. The Director of Emergency Management or, in his absence, the Emergency Management Coordinator – Director of Public Safety, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and

administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.

11. The heads of government departments/agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is needed. In time of emergency, the heads of county/city offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
12. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
13. In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

Concurrent Implementation of Other Plans

The Amherst County Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases, these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

Organizational Structure

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- ☐ Incident Command Posts, on-scene using the Incident Command System;
- ☐ Area Command (if needed);
- ☐ Emergency Operations Centers;
- ☐ Emergency Support Functions;
- ☐ Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- ☐ Local Department of Emergency Management;
- ☐ Director of Emergency Management;
- ☐ Coordinator of Emergency Management; and
- ☐ Incident Commander

Emergency Operations Center (EOC)

When the local Emergency Operations Center (EOC) is activated, the emergency manager will coordinate with the incident commander to ensure a consistent response:

- ☐ EOC follows the Incident Command System (ICS) structure and
- ☐ The Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- ☐ Manageable span of control (3 to 7 staff; optimum is 5);
- ☐ Personnel accountability (each person reports to only one person in the chain of command); and
- ☐ Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)

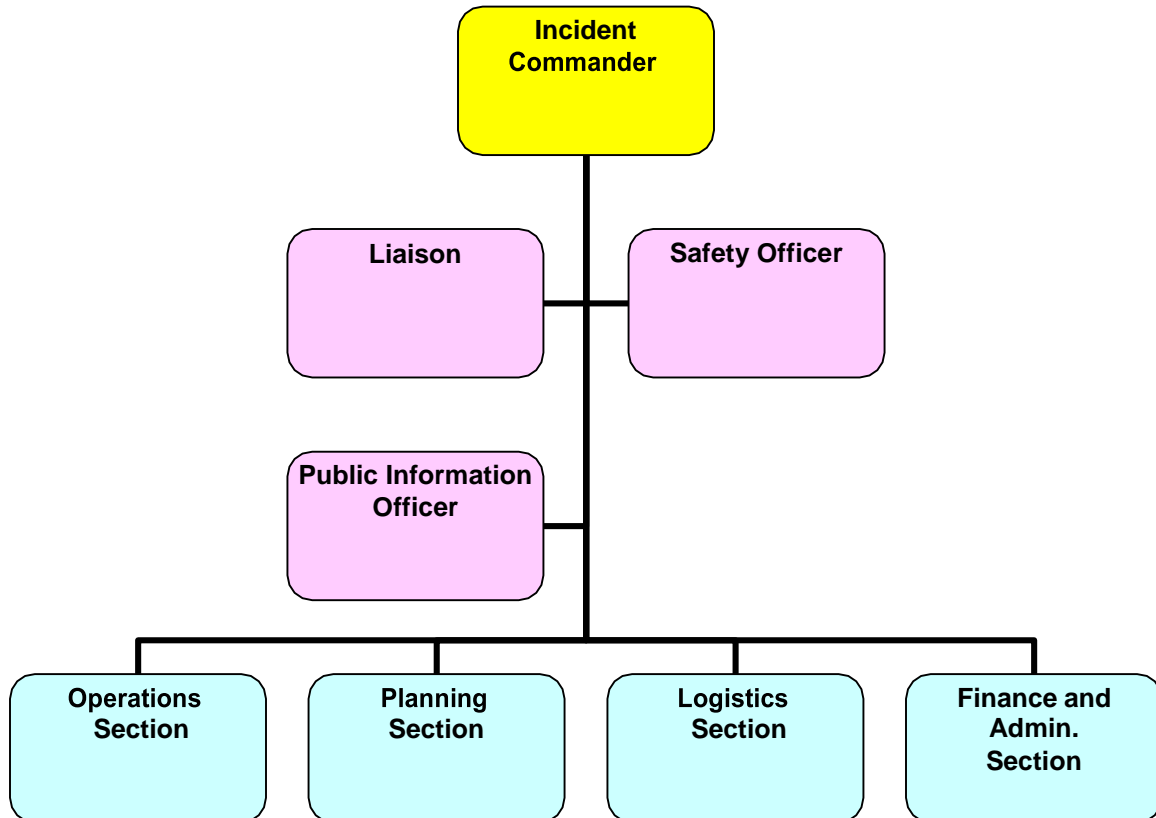
The diagram on page 21 represents the EOC staff. Additional details on the EOC function can be found in the ESF # 5 Annex.

Joint Field Office (JFO)

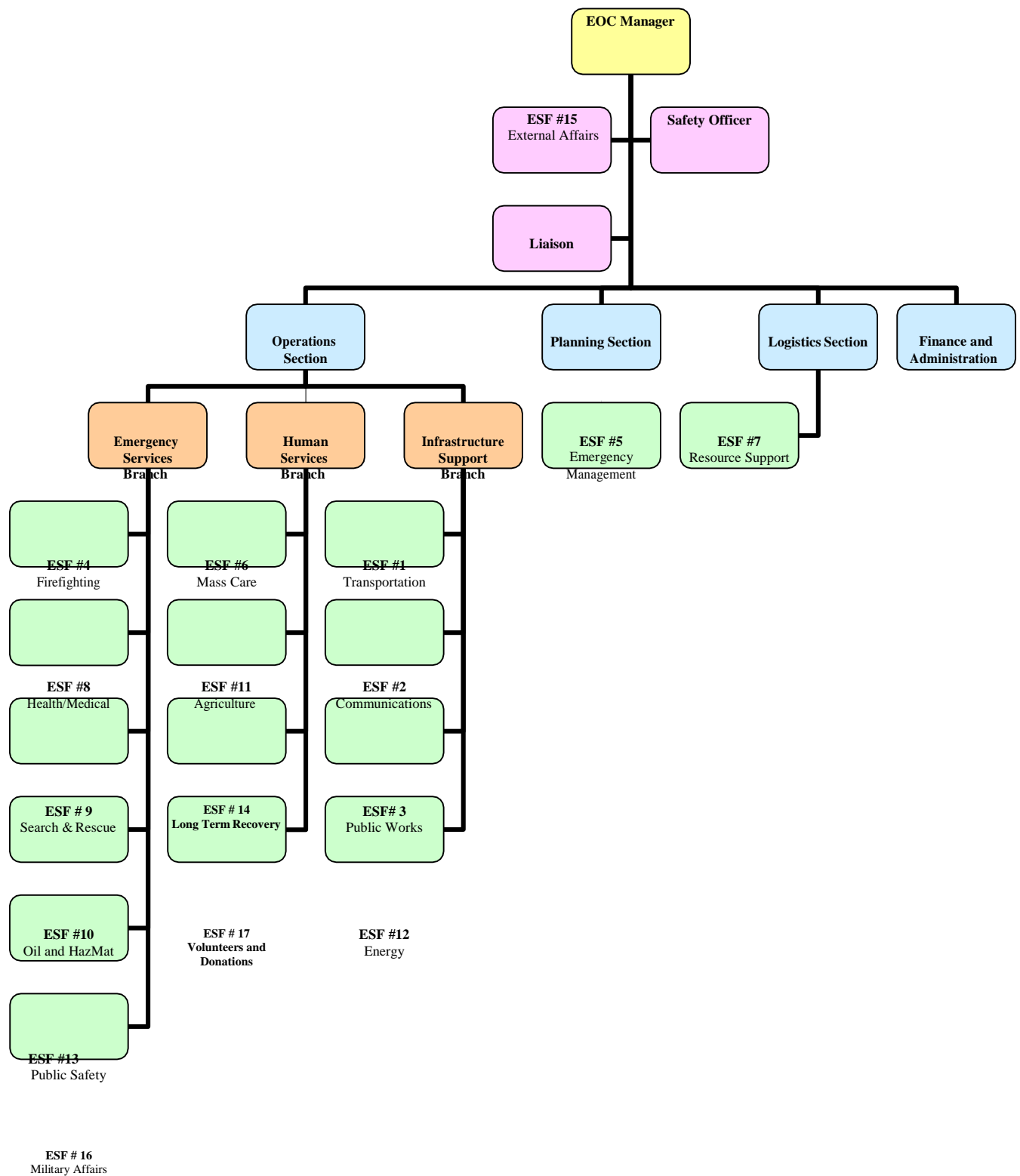
The Joint Field Office (JFO) is responsible for coordinating Federal assistance supporting incident management activities locally during a Federally declared emergency. Activities at the JFO primarily focus on recovery operations; however, a JFO may be operating simultaneously with a local EOC during response operations.

The diagram on page 22 represents the JFO Organizational Structure. Additional details on the programs and services coordinated from the JFO are available in Emergency Support Function #14 Annex.

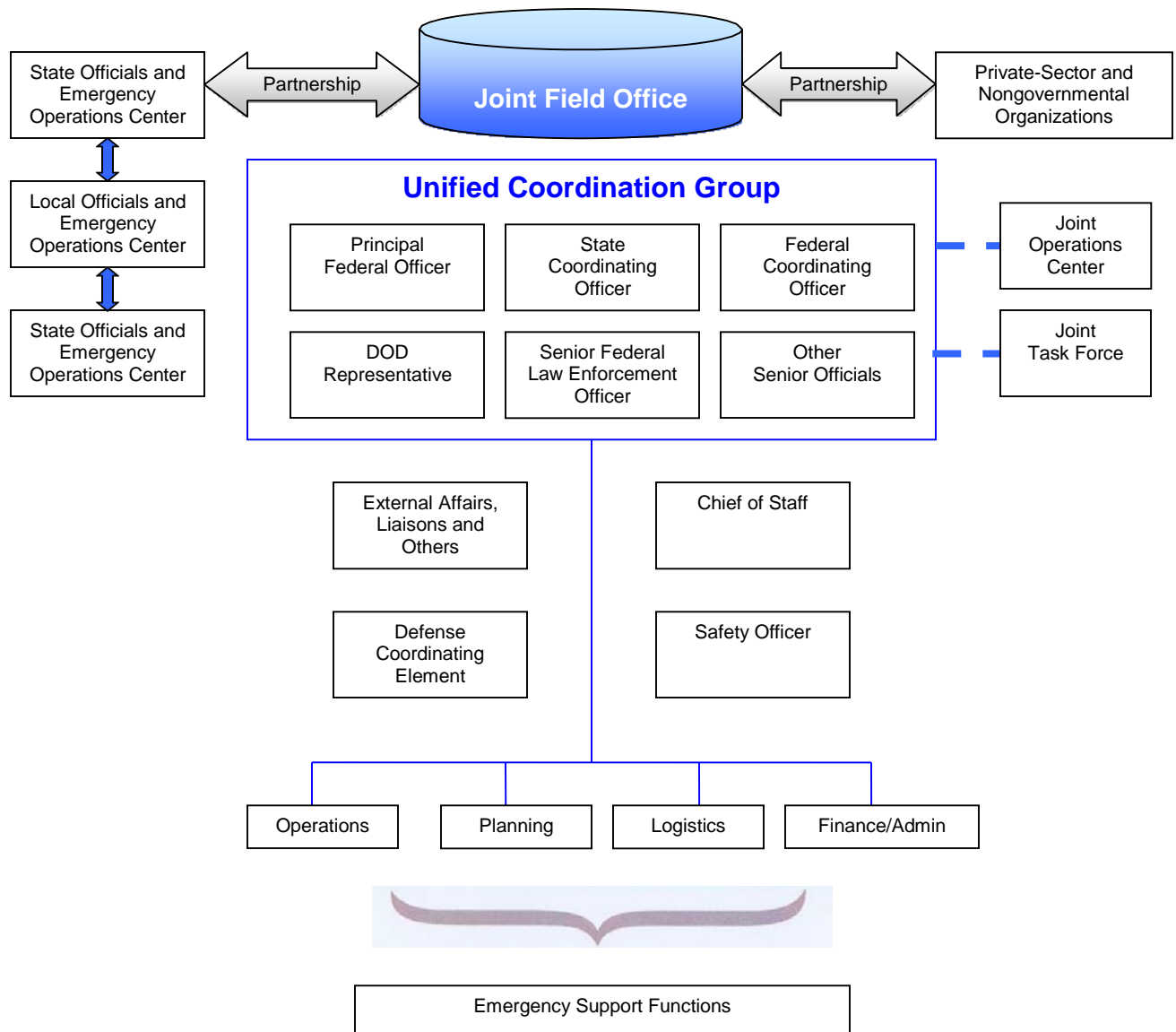
AMHERST COUNTY INCIDENT COMMAND SYSTEM STRUCTURE



AMHERST COUNTY EMERGENCY OPERATIONS CENTER STRUCTURE



JOINT FIELD OFFICE ORGANIZATIONAL CHART



Sequence of Action

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-emergency/Normal Operations

These are actions that are implemented during non-emergency or disaster periods that will prepare Amherst County for potential emergency response if necessary:

- ☐ Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media;
- ☐ Develop, review and exercise emergency operations plans and standard operating procedures;
- ☐ Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- ☐ Conduct response and incident management training.

Pre-Incident Actions

These are actions that are implemented if the Emergency Management Coordinator receives notice of a potential emergency from the federal National Terrorism Advisory System (NTAS), National Weather Service watches and warnings or other reliable sources.

Some issues to consider at this point in the incident are:

- ☐ Communication alert & warning;
- ☐ Public health and safety;
- ☐ Responder health and safety;
- ☐ Property protection;
- ☐ Possible partial activation of the EOC;
- ☐ Brief the local governing body of the impending situation;
- ☐ Alert emergency response personnel and develop a staffing pattern;
- ☐ Coordinate with external agencies (i.e. Health Department, American Red Cross, etc.); and
- ☐ Determine any protective action measures that need to be implemented in preparation for the situation.

Response Actions

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- ☐ Law enforcement;
- ☐ Protection of responder health and safety;
- ☐ Fire;
- ☐ Emergency medical services;
- ☐ Evacuations;
- ☐ Dissemination of public information;
- ☐ Actions to minimize additional damage;
- ☐ Urban search and rescue;
- ☐ Public health and medical services;
- ☐ Distribution of emergency supplies;

- ☐ Debris clearance;
- ☐ Protection and restoration of critical infrastructure;
- ☐ Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- ☐ Efforts and resources may be redirected to accomplish an emergency task;
- ☐ Implement evacuation orders as needed;
- ☐ Open and staff emergency shelters as needed; and
- ☐ Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

Recovery Actions

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to normal as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Preliminary damage assessment—within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC;
- ☐ Assess local infrastructure and determine viability for re-entry of residents;
- ☐ Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- ☐ Assess long-term recovery needs
- ☐ Begin cleanup and restoration of public facilities, businesses, and residences;
- ☐ Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- ☐ Protection of cultural or archeological sites during other recovery operations.

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- ☐ Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- ☐ Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- ☐ Grant programs for loss reduction measures (if available);
- ☐ Delivery of loss reduction building-science expertise;
- ☐ Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- ☐ Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- ☐ Predictive modeling to protect critical assets;
- ☐ Early documentation of losses avoided due to previous hazard mitigation measures; and
- ☐ Community education and outreach necessary to foster loss reduction.
- ☐ Implement mitigation measures in the rebuilding of infrastructure damaged in the event

Declaration of a Local Emergency

The governing body shall declare by resolution an emergency to exist whenever the **threat** or **actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing board. If the governing body can-not convene due to the disaster or other exigent circumstances, the director or in his absence the deputy director shall declare the existence of an emergency, subject to the confirmation by the governing board within 45 days of the declaration (Title 44-146.21 Code of Virginia).

A declaration of a local emergency as defined in 44-146.16 shall activate Amherst County EOP and authorize the furnishing of aid and assistance thereunder (Title 44-146.21(b)).

A declaration of a local emergency by a governing body is only binding upon the locality upon which that body governs.

The Director of Public Safety or their designee shall notify the Virginia Department of Emergency Management / Virginia Emergency Operations Center once a Declaration of a Local Emergency is made.

Activation of the Emergency Operations Center (EOC)

The Emergency Management Coordinator - Director of Public Safety may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the reverse 911 system. Other systems will be used as available to include door to door notifications, loud speakers, television, radio, and the internet.

V. Finance and Administration

Amherst County's Accounting's Department will ensure the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

The Director of Emergency Management – Director of Public Safety must notify the Accounting Director or designee that a local emergency or disaster has been declared in accordance with the provisions set forth in *Section 44-146.21 of the Virginia Emergency Services and Disaster Law of 2000, as amended*.

Concept of Operations

- A. In an emergency situation as defined by the Emergency Operations Plan (EOP), the Accounting Director or designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Management or designee must request verbal approval of funding.
- B. The Accounting Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.
- C. The Accounting Department will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- D. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Accounting Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- E. The Accounting Department will work with ESF #7 - Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete times sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employee time sheets must be signed by their immediate supervisor or the EOC Manager, as appropriate.
- G. The Chief Administrative Officer (county administrator) may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- H. Each locality has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. Amherst County also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF#7.

Actions

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments;
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;
- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments and ESFs;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the County Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, human resource policies and procedures.

VI. Plan Maintenance

Coordination

The Emergency Management Coordinator update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

The planning team may include the Emergency Management Coordinator, Public Works, representatives from internal agencies such as Finance, Human Resources, etc. External group representatives may include Emergency Medical Services (EMS), Fire, Law Enforcement, Hospitals, Red Cross, Health Department, and others as appropriate.

Amherst County will conduct a comprehensive plan review and revision of its EOP every four years, followed by adoption of each governing body to ensure the plan remains current.

Such review shall also be certified in writing to the Virginia Department of Emergency Management (VDEM).

It is the responsibility of the Coordinator to assure the plan is tested and exercised on a scheduled basis.

VII. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Amherst County Emergency Operations Plan (EOP). The Director of Emergency Management of each locality will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Amherst County EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator of each locality is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of the citizenry. This program will be designed to attain an acceptable level of emergency preparedness for Amherst County.

Training will be based on federal and state guidance. Instructors may be selected from government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator of each locality will develop, plan, and conduct tabletop, functional and/or full scale exercises annually. These exercises will be designed to not only test the EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Amherst County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Amherst County may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator of each locality will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

Appendix 1 – Glossary of Key Terms

Amateur Radio Emergency Services

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

American Red Cross

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

Command Section

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

Command Post

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

Comprehensive Resource Management

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

Coordination

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

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Decontamination

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

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

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

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where

coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

Exercise

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

Evacuation

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

Federal Disaster Assistance

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

Geographic Information System

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

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

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

Homeland Security Exercise and Evaluation Program

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP constitutes a national standard for all exercises. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

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

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Response Framework

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Regional Information Coordination Center

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

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

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

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.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

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

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device

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

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi- Agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NTAS	National Terrorism Advisory System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact

RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix 3 – Authorities and References

Federal

1. Homeland Security Act of 2002
2. National Response Framework, FEMA January 2008
3. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
4. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, 2012

Local

1. Regional Hazard Mitigation Plan,

Appendix 4 – Matrix of Responsibilities

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency	ESF #6 Mass Care	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural	ESF #12 Energy	ESF #13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs	ESF #16 – Military Affairs	ESF #17 – Volunteers & Donations
Emergency Management	P	P	S	S	P	P	P	S	S	S		S	S	P	S	S	S
Fire			S	P	S	S			P	P			S		S		
EMS/ Public Health			S	S	S	S		P	P	S	S		S		S		
Law Enforcement	S	S	S	S	S	S	P	S	P	S	S	S	P		P	S	
Public Works	S		P	S	S	S		S		S		S					
Building Inspection			P		S							S		S			
Planning and Zoning			S		S									S			
Parks and Rec.			S														
American Red Cross			S		S	P					S			S			
Information Technology		P			S												
Social Services					S	P					S			S			
Finance					S												
Transportation	P		S			S	S						S				
Schools	S	S				S									S		
Water Authority			S									S					
County Attorney			S		S									S			
Public Affairs		S				S								S			S
VVOAD						S					S			S	P		S
Local Recovery Task Force														S			S
Extension Service						S					P						
Hospital																	
E-911		P				S	P						S				
Animal Control						S					P						
District Health	S					S											
Private Sector	S					S											
Amateur Radio		S															
Utility Providers		S	P			S						P					

P = Primary

S = Support

Appendix 5 – Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which 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 in the table 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 Administrator / Director of Emergency Management 2. Assistant County Administrator 3. Chairman of the BOS
Emergency Public Information	<ol style="list-style-type: none"> 1. County Administrator 2. Director of Public Safety / Sherriff 3. Assistant County Administrator
Public Safety / Emergency Coordinator	<ol style="list-style-type: none"> 1. Director of Public Safety 2. Deputy Director of Public Safety 3. Captain
Sheriff's Office	<ol style="list-style-type: none"> 4. Sheriff 5. Major – Chief Deputy 6. Captain 7. Lieutenant
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Assistant Chief 3. Captain
Emergency Medical Services (EMS/Rescue)	<ol style="list-style-type: none"> 1. Captain 2. First Lieutenant 3. Second Lieutenant
School Division	<ol style="list-style-type: none"> 1. Superintendent 2. Director of Facilities and Operations 3. Support Services Specialists 4. Supervisor of Maintenance
Building Inspections	<ol style="list-style-type: none"> 1. Building Official 2. Building Inspector
Public Utilities	<ol style="list-style-type: none"> 1. Director 2. Assistant Director
Health Department	<ol style="list-style-type: none"> 1. District Health Director 2. Nursing Supervisor Senior 3. Business Manager
VPI Extension Service	<ol style="list-style-type: none"> 1. Unit Director 2. Extension Agent 3. Senior Secretary
Social Services	<ol style="list-style-type: none"> 1. Director 2. Social Work Supervisor 3. Eligibility Supervisor

Appendix 6 – Emergency Operations Plan Distribution List

Chairman Board of Supervisors
County Administrator / Director of Emergency Management
Assistant County Administrator
County Attorney
Director of Public Safety / Emergency Management Coordinator
Sheriff's Office
Amherst Police Department
Director of Public- works
Director of Building Inspections
Director of Parks and Recreation
Director of Finance
Director of Information Technology
Director of Parks and Recreation
Director of Social Services
Unit Director - Extension Service
Health Department
Communications Center
Amherst County Public School System
Fire Departments (3)
Rescue Squads (2)
Virginia Department of Transportation
Damage Assessment Team
Local Emergency Planning Committee
American Red Cross
Amherst County Service Authority
Town of Amherst Manager
Sweet Briar College

Appendix 7 – NIMS Resolution

RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

January 18, 2005

WHEREAS, disasters and significant emergency events can at any time result from natural or man-made causes and disrupt community services, systems, our local infrastructure, and the environment in Amherst County, and

WHEREAS, it is essential that all emergency responders and other supporting agencies and organizations coordinate and integrate their operations to effectively, efficiently, and safely perform their duties to protect and serve the public, and

WHEREAS, it is desirable to establish a standard and consistent framework for incident management functions to assure the best use of available local assets, and

WHEREAS, a standard incident management system can be established based on the fundamental principles of the Incident Command System, and

WHEREAS, Homeland Security Presidential Directive Five (HSPD-5) issued February 28, 2003 has mandated adoption of the National Incident Management System (NIMS) as the standard for integrated local, state, and federal emergency preparedness, response, and recovery operations based upon the following components: Command and Management; Preparedness; Resource Management; Communications and Management; Preparedness; Resource Management; Communications and Information Management; Supporting Technologies; and On- going Management and Maintenance, and

WHEREAS, the Commonwealth of Virginia by proclamation of the Governor has adopted the National Incident Management System as the standard for state emergency preparedness, response and recovery operations, (not issued a/o 9/27/04)

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Amherst hereby adopts the National Incident Management System as the standard by which our resources will be organized to prepare for, respond to, and recover from any emergency or disaster event that occurs.

AYE: Mr. D. Pugh, Mr. T. Martin, Mr. J. Ayers, Mr. D. Wade and Ms. C. Tucker

NAY: None

Appendix 8 – Local Declaration of Emergency

Consent to Director of Emergency Management's DECLARATION OF EMERGENCY

WHEREAS, the Amherst County Board of Supervisors does hereby find:

1. That due to _____, Amherst County is facing dangerous conditions;
2. That due to _____, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency;
3. The Director of Emergency Management has declared a local emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that Amherst County Board of Supervisors consents to the declaration of emergency by the Director of Emergency Services and the emergency now exists throughout Amherst County; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Amherst County Emergency Operations Plan is now in effect.

Amherst County Board of Supervisors

ATTEST:

Clerk, Amherst County Board of Supervisors

Adopted this _____ day of _____, 20____

Appendix 9 – Record of Changes

Should any stakeholder find an error in this plan that stakeholder should contact the Emergency Management Coordinator and make him/her aware of the issue. Also if any person has a suggestion to improve upon this plan they should also contact their Emergency Management Coordinator to offer that suggestion.

[illegible]

Emergency Support Function # 1 – Transportation

Primary Agencies

Amherst County Public Safety - Emergency Management
Virginia Department of Transportation (VDOT)

Secondary/Support Agencies

Amherst County Sheriff's Office
Virginia State Police
Amherst County Public Schools
Private Contractors

Introduction

Purpose:

Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope:

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- Prioritize and allocate all local government transportation resources;
- Facilitate movement of the public in coordination with other transportation agencies;
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources
- Maintain ingress/egress;
- Provide traffic control;
- Communicate and coordinate with Virginia Department of Transportation; and
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

Policies:

Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident, including, but not limited to:

- Use of available transportation resources to respond to an incident;
- Provide traffic control;
- Facilitate the prompt deployment of resources;
- Recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;
- Develop and maintain priorities for various incidents through an interagency process led by Amherst County and the Virginia Department of Transportation.
- Request additional resources

Concept of Operations

General:

The Emergency Operations Plan (EOP) provides guidance for managing the use of transportation services and request for relief and recovery resources.

Access routes should remain clear to permit a sustained flow of emergency relief.

All requests for transportation support will be submitted to the Amherst County Emergency Operations Center (EOC) for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

Amherst County in conjunction with the Virginia Department of Transportation (VDOT), is responsible for transportation infrastructure of Amherst County. Amherst County and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during and emergency or disaster.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal;
- Close infrastructure determined to be unsafe;
- Post signage and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Responsibilities:

- Develop, maintain, and update plans and procedures for use during an emergency or disaster;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert Amherst County and local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- Keep record of all expenses through the duration of the emergency;
- Include procedures for traffic control;
- Identify pre-designated Pick-Up Sites, if any; and
- Identify viable transportation routes, to, from and within the emergency or disaster area.

Coordination:

The Coordinator of Emergency Management, assisted by the school administration, will coordinate all transportation resources that will be utilized in the evacuation. The school system will provide school buses for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the County. Local service stations and independent towing services will provide road services as necessary.

Emergency Transportation Vehicles

Handicapped equipped school buses

Recreation vans

Other county vans

The EOC staff will work closely with the access and functional needs population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individuals.

Emergency Support Function # 2 – Communications

Primary Agencies

Amherst County Public Safety
Amherst County Information Technology Department

Secondary/Support Agencies

Amherst County Sheriff's Office
Amateur Radio
Local Telephone Providers

Introduction

Purpose:

Communications supports public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 uses available communication resources to respond to an incident by:

- Alerting and warning the community of a threatened or actual emergency;
- Continuing to communicate with the community through a variety of media to inform of protective actions; and
- Provide guidance, when appropriate, to help save lives and protect property;

This ESF describes the locality's emergency communications/notification and warning system. The locality will coordinate with the Virginia Emergency Operations Center (VEOC) should additional assistance and resources be required.

Scope:

ESF # 2 works to accurately and efficiently transfer information during an incident. ESF #2 also:

- Informs the community of a threatened or actual emergency;
- Ensures Amherst County has the ability to notify the community of a disaster or emergency;
- Provides for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machine; and
- Supports Amherst County with the restoration, emission or reception of signs, signals, writing images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

Policies:

The following policies are reviewed and revised as necessary:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality's warning point.
- The ECC is accessible to authorized personnel only;
- The ECC will initiate notification and warning of appropriate personnel.

Concept of Operations

General:

The Emergency Communication Center (ECC) is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and Standard Operating Procedures (SOP).

All County Law Enforcement, Fire and EMS agencies operate on the same 800mghz radio system and have the capability to talk between disciplines on this system. This system is also regional radio system that gives us interoperability with our regional partners the City of Lynchburg along with Bedford County. In addition, we also provide radios to Virginia State Troopers assigned to Amherst County along with our three VDOT offices. This system also has state mutual aid capabilities with the 8 Cal and 8 Tac series in all radios. Amherst County ECC is also equipped with RIOS.

The ECC is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public.

The ECC has Everbridge Emergency Alert System (EAS) to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population. In addition to the EAS, Amherst County will also utilize door to door notification to communicate with the special needs population as well as ensure warning and notifications have been received

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Emergency Management Coordinator will coordinate with the telephone company to provide these services.

Amateur radio operators may provide emergency backup radio communications between the Amherst County Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC), should normal communications be disrupted. They may also provide communications with some in-field operators.

It is important that while communicating, standard or common terminology is used so multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, television, use of mobile public address systems, and, if necessary, door-to-door within the affected community. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

Emergency Public Information regarding potential secondary hazards (i.e. landslides from flooding) and protective actions, such as shelter-in-place, and other information as determined by the event, will also be disseminated via radio and television.

Organization:

The EOC support staff will include a recorder, message clerk, and other support personnel as required relieving the decision-making group of handling messages, maintaining logs, placing maps, etc. An EOC wall map should be prepared and be readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

Amherst County emergency communications are heavily dependent of the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Emergency Management Coordinator, or the Information Technology Department. The amateur radio and other non-governmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management and the Information Technology Department.

Actions/Responsibilities:

- Initiate notification and warning of appropriate personnel, utilizing landline telephones, voice or data—2- way radio, and wireless telecommunications devices, as required;
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- Emergency Services vehicles equipped with public address system may be used to warn the general public;
- The Emergency Management Coordinator or designee must authorize the use of the Emergency Alert System;
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
 - Emergency Communications Center
 - Emergency Alert System
 - Local radio and television stations
 - NOAA Weather Radio—National Weather Service
 - Mobile public address system (bullhorns or loudspeakers)
 - Telephone
 - General broadcast over all available radio frequencies
 - Newspapers
 - Amateur Radio volunteers
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Develop and maintain a list of bilingual personnel;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to the Finance Section Chief.

Tab 1 to Emergency Support Function #2

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the ECC will notify the following officials upon receipt of a severe weather warning, other impending emergency, or when directed by an on-scene incident commander:

Official	Home Phone	Work Phone
Director of Public Safety	<i>On file</i>	<i>On file</i>
Emergency Management Coordinator	<i>On file</i>	<i>On file</i>
Sheriff	<i>On file</i>	<i>On file</i>

Table 2.1 – Emergency Notification Procedures

Once operational, the local Emergency Operations Center will receive messages directly from the VEOC. It is then the responsibility of the Communications Center of the locality to monitor message traffic and ensure that messages reach the Director of Emergency Services or his designee.

A full listing of contact numbers is maintained in the Communications Center.

When the EOC is activated, the Amherst County Communications Center will notify the following officials.

*Director of Emergency Management	Dean Rodgers
*Coordinator of Emergency Management	Samuel Bryant
*Local Law Enforcement	E. W. Viar, Sheriff
	Bobby Shiflett, Chief, Amherst Town Police
*Local Communications Center Representative	Debbie Campbell
*Local Fire and Rescue Representative	Samuel Bryant
*Damage assessments	Nate Young

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

Tab 2 to Emergency Support Function #2
EMERGENCY NOTIFICATION PROCEDURES
Media Contact

Newspaper	Contact	Phone Number(s)
Amherst New Era Progress	News Room	434-946-7195
Lynchburg News & Advance	News Room	434-385-5400
Richmond Times	News Room	804-649-6990 804-775-8059 (Fax)
The Roanoke Times	News Room	540-981-3100 800-346-1234 540-981-3341 (News Room) 540-981-3346 (Fax)
Radio Stations	Contact	Phone Number(s)
K-92.3FM, Q-99.1FM, STAR 94.9FM	Station Manager	540-387-0234 540-389-0837 (Fax)
WGOL 97.9 FM ,WLLL 930 AM	Station Manager	434-385-9555 434-385-6073 (Fax)
WLDJ 102.7 FM	Station Manager	434-385-8298 434-845-4385 (Fax)
WLNI RADIO	Station Manager	434-845-5463 434-847-5709 (Fax)
WYYD	Station Manager	434-385-8298 434-385-7279 (Fax)
Television Stations	Contact	Phone Number(s)
WDBJ 7 – Roanoke	News Director	540-344-7000 800-777-9235 540-985-3600 (News Room) 540-343-7269 (Fax)
WSLS 10 – Roanoke	News Director	540-981-9110 800-SEE-NEWS 540-981-9126 540-343-2059 (Fax)
WSET-13	News Director	800-NEWS-TIP 800-639-7847

Table 2.2 – Media Contacts

Tab 3 to Emergency Support Function #2

EMERGENCY NOTIFICATION PROCEDURES

AMATEUR RADIO EMERGENCY SERVICE

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Amherst County leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the county. The ARES Emergency Coordinator for Campbell County reports to the Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Management and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 1991, and remains in effect.

The contacts for the Amateur Radio Service for Amherst County are listed below and contact information is maintained in Amherst County Dispatch:

1. Dave Mears
2. G. P. "Geep" Howell
3. Harold "Hal" DeVuyst
4. Pete Lascell
5. Chuck Carter

Upon notification by the EOC or other appropriate Amherst County officials, the Amherst County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other locations as directed. Upon reporting to the responsible Amherst County official directing activation, the 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 Service (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

Amherst County ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Amherst County to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Amherst County ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Amherst County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in Amherst County.

Emergency Support Function # 3 – Public Works, Utilities, Inspections, Planning and Zoning

Primary Agencies

Amherst County Public Works

Amherst County Building Official

Secondary/Support Agencies

Amherst County Public Safety - Emergency Management

Amherst County Building Inspection

Amherst County Planning and Zoning

Amherst County Parks and Recreation

Amherst County Service Authorities

Law Enforcement

Assessor

Amherst County Public Schools

Virginia Department of Transportation

Virginia Department of Environmental Quality

Virginia Department of Health

Extension Office

Introduction

ESF #3 addresses the public works infrastructure within Amherst County on following an emergency or disaster. Functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF. ESF # 3 coordinates with the Damage Assessment Team, as described in the Damage Assessment Support Annex as well as Debris Management Annex

Purpose:

The purpose of ESF #3 is to:

- ☐ Assess the overall damage to the community after a disaster; and
- ☐ Assist with the recovery.
- ☐ Normal Operations

Scope:

The scope of work includes the following, but is not limited to:

- ☐ Pre-incident assessment and mitigation, if necessary;
- ☐ Assess extent of damage;
- ☐ Repair and maintenance;
- ☐ Debris removal;
- ☐ Provide maintenance of the buildings and grounds and engineering-related support; and
- ☐ Clear roadways.

Policies:

- ☐ Personnel will stay up to date with procedures through training and education;
- ☐ The Department of Public Works will develop work priorities in conjunction with other agencies when necessary;
- ☐ Local authorities may obtain required waivers and clearances related to ESF #3 support; and
- ☐ Acquiring outside assistance with repairs to the facility that are beyond the capability of the community.

Concept of Operations

General:

Following a disaster, Amherst County Officials will:

- ☐ Determine if buildings are safe or need to be closed;
- ☐ Coordinate with other ESFs if there is damage to utilities or water or plumbing system;
- ☐ Clear debris;
- ☐ Coordinate with law enforcement to secure damaged buildings adjacent areas that may be unsafe;
- ☐ Coordinate with state and federal preliminary damage assessment teams; and
- ☐ Coordinate with insurance companies.

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may be to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Alternate routes will be determined by emergency services providers personal knowledge of area as well as utilizing the mapping system in the Amherst Communications Center.

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 the Locality Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies. These procedures are outlined in ESF – 14.

Organization:

Following an emergency or disaster ESF #3 will coordinate the following functions, in conjunction with appropriate local, state, and federal government agencies and non-governmental agencies:

- ☐ Assessing damaged facilities;
- ☐ Inspections for structural, electrical, gas, plumbing and mechanical damages;
- ☐ Determine what type of assistance will be needed;
- ☐ Facilitation of the building permit process;
- ☐ Debris removal;
- ☐ Manage contracts with private firms;
- ☐ Coordinate with VDH on environmental and public health hazards; and
- ☐ Coordinate with VDOT for road clearance.

The Emergency Management Coordinator will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess the structural damage.

Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department may assist the Public Service Authority with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be completed by the Emergency Management Coordinator and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County Attorney to secure the necessary emergency

environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Public Service Authority will coordinate with DEQ to monitor disposal of debris materials.

The departments mentioned will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the county building codes, zoning and land-use regulations and comprehensive plan.

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

Actions/Responsibilities

Inspections, Planning and Zoning

Provide the EOC with necessary maps, charts, and status boards; assist in initial damage assessments; conduct necessary inspections to ensure the integrity of buildings; assist with debris removal; and ensure that any rebuilding complies with existing zoning and land-use regulations.

EMERGENCY MANAGEMENT ACTIONS – INSPECTIONS, PLANNING AND ZONING

1. Normal Operations
 - a. Ensure that all construction that occurs within the county is in compliance with the Uniform Statewide Building Code and the County's comprehensive plan.
 - b. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past (i.e. flooding) or have the potential of occurring in the future.
 - c. Maintain and update as appropriate county maps and population estimates.
 - d. Conduct inspections to enforce and carry out jurisdiction's building codes (i.e., structural, mechanical, plumbing, gas and electrical)
 - e. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
 - f. Identify and maintain liaison with local building, electrical, plumbing and mechanical contractors to obtain their services if necessary.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Alert personnel; place off-duty personnel on standby.
 - b. Review existing plans and procedures.
 - c. Ensure that the necessary equipment and resources are available and ready to be activated.
 - d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.

- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Representatives should report to EOC.
- b. Call into service off-duty personnel.
- c. Activate the necessary equipment and resources to address the emergency.
- d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- e. Furnish population data, charts, development plans and personnel, as required.
- f. Coordinate response with fire and local law enforcement as well as other service departments.
- g. Follow established procedures and implement appropriate strategies to address the emergency at hand.
- h. Continue to coordinate response with other service agencies.
- i. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

4. Recovery

- a. Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy.
- b. Assist in initial damage assessment and revisions to it.
- c. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the

- ☐ Alert personnel to report to the Emergency Operations Center (EOC);
- ☐ Review plans;
- ☐ Begin keeping record of expenses and continue for the duration of the emergency;
- ☐ Prepare to make an initial damage assessment (IDA);
- ☐ Activate the necessary equipment and resources to address the emergency;
- ☐ Assist in assessing the degree of damage of the community
- ☐ Assist in coordinating response and recovery;
- ☐ Identify private contractors and procurement procedures;
- ☐ Prioritize debris removal;
- ☐ Inspect buildings for structural damage;
- ☐ Post appropriate signage to close buildings; and
- Ensure all repairs comply with current building codes, land-use regulations, and the locality's comprehensive plan, unless exempted.

**Tab 1 to Emergency Support Function #3
Local Utility Providers**

(Water, Electric, Natural Gas, Sewer, Sanitation)

Provider	Phone Number(s)	Contact Person	Service
AEP	800-956-4237		Electric
Central Virginia COOP	(800) 367-2832		Electric
Amherst County Service Authority	434-845-1605	Bob Hopkins	County Water
Town of Amherst	434-946-7885 434-946-1267		Sanitation Water
Amherst County Landfill	434-846-3324	Brian Thacker	Sanitation
Columbia Gas of VA	800-544-5606	Consumer Support	Gas Service
Columbia Gas Transmission Corp.	540-463-3138 800-835-7191	Vernon Sloan	Gas Distribution

Table 3.1 – Utility Providers

**Tab 2 to Emergency Support Function # 3
BUILDING POSTING GUIDE**

1. All buildings within the area, regardless of damage are to be POSTED by the squad members at the site.
2. One of the following three posters is to be used
 - A. "SAFE FOR OCCUPANCY" GREEN POSTER
No damage to structural elements.
No damage to utilities.
There is only minor damage to walls or roof affecting weather resistance.
Generally, 10% or less damage.
 - B. "LIMITED ENTRY" YELLOW POSTER
There is structural damage to a portion of the building.
The building needs utility or weather resistance repairs.
The building may be occupied safely.
Generally greater than 10% and less than 50% damage.
 - C. "THIS BUILDING IS UNSAFE" RED POSTER
There is major structural damage.
No occupancy is allowed.
May or may not need to be demolished.
Generally, more than 50% damage.
3. If there is immediate danger to life from failure or collapse, the squad leader should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structures.
4. Collect relevant information to submit to the SBA , VDEM and FEMA for disaster relief funding.

Support Function #4 - Firefighting

Primary Agencies

Amherst County Fire Departments
Amherst County Public Safety

Secondary/Support Agencies

Virginia Department of Forestry (VDOF)

Introduction

Purpose:

Directs and controls 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.

Policies:

- ☐ Priority is given to: firefighter safety, the public, community, and protecting property (in that order).
- For efficient and effective fire suppression, mutual aid may be required from various local firefighting agencies to aid in the community's emergency response team. This requires the use of the Incident Command System together with compatible equipment and communications.
- ☐ Personnel will stay up to date with procedures through education and training.
- Amherst County recognizes the Virginia Statewide Burn Ban that is implemented from February 15 – April 30 annual that only allow burning of brush after 4:00 PM.
- ☐ Local burn band are implemented based upon weather conditions and with input from the Virginia Department of Forestry and Public Safety Director.

Concept of Operations

General:

Amherst County fire departments are prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Materials Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for fire-fighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The director of Emergency Management and/or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. The incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is

necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means.

When fire suppression incidents exceed the capable resources within Amherst County, mutual aid shall be called from surrounding localities as per mutual aid agreements on file at Public Safety.

Organization:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire Departments will implement evacuations and the Amherst County Sheriff's Office and Amherst Police Department will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Actions

- ☐ Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- ☐ Document expenses and continue for the duration of the emergency;
- ☐ Check fire-fighting and communications equipment;
- ☐ Fire Service representatives should report to the Local Emergency Operations Center to assist with operations;
- ☐ Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;
- ☐ Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- ☐ Request mutual aid from neighboring jurisdictions.
- ☐ The NWS may be contacted to provide weather forecast support and/or on-site support for Decision support services as/if needed.

Responsibilities

- ☐ Fire prevention and suppression;
- ☐ Emergency medical treatment by certified members;
- ☐ Hazardous materials incident response and training including Hazardous Materials Awareness and Operations
- ☐ Radiological monitoring and decontamination;
- ☐ Assist with evacuation;
- ☐ Search and rescue;
- ☐ Temporary shelter for evacuees at each fire station until full shelter operations open;
- ☐ Assist in initial warning and alerting;
- ☐ Provide qualified representative to assist in the Local EOC;
- ☐ Requests assistance from supporting agencies when needed;
- ☐ Arranges direct liaison with fire chiefs in the area;
- ☐ Implements Mutual Aid;
- ☐ Assist with clean-up operations; and
- ☐ Assist with inspection of damaged facilities, if applicable.

Tab 1 to Emergency Support Function #4
Fire Department Resources

Department	Address	Phone Number(s)	Contact Person	Number Firefighters	Equipment
Amherst	135 Second Street Amherst, VA 24521	434-946-7915	Chief Tom Martin	27 (1 career staff Mon- Fri 7am to 3pm)	Brush Truck (2) 4 WD Class - A Pumpers (2) Pumper / Tanker (1) 105' Ladder Truck 4- door 4 WD pickup/snow blade. SW boat (1) raft (1) CMD SUV (1)
Monelison	133 Amer Court Madison Heights, VA 24521	434-929-3115	Chief Joey Malott	27	Brush Truck (1) 4 WD Class a Pumpers (3) Tanker (1) SW boat (1) raft (1) Medium Duty Rescue (1) CMD SUV (2)
Pedlar	4893 Lexington Turnpike. Amherst, VA 24521	434-922-7433	Chief George Napier	16	Brush Truck (1) 4 WD Class "A" Pumper Tanker Wildland Interphase pumper – 4 WD Medium Rescue with Pump ATV 4 WD CMD SUV

Table 4.1 – Fire Department Resources

Emergency Support Function #5 – Emergency Management

Primary Agency

Amherst County Public Safety

Emergency Management

Secondary/Support Agencies

Amherst County Sheriff's Office

Amherst Police Department

Amherst County Fire/EMS Departments

Amherst County Information and Technology

Amherst County Planning and Zoning

Amherst County Public Works

Amherst County Attorney

Amherst County Administrator

Amherst Count Accounting

Introduction

Purpose:

Directs controls and coordinates emergency operations from the Amherst County Emergency Operation Center (EOC), utilizing the Incident Command System (ICS).

Scope:

ESF # 5 coordinates the response of all the departments within the community and the use of community resources to provide emergency response.

ESF # 5 facilitates information flow in the pre-incident prevention phase in order to:

- ☐ Place assets on alert or pre-position assets for quick response;
- ☐ Provide alerting and notification; and
- ☐ Coordinate with agencies, organizations, and outside organizations when capabilities are anticipated to exceed local resources.

Post-incident functions that support and facilitate planning and coordination are:

- ☐ Alert and notification;
- ☐ Deployment and staffing of emergency response teams;
- ☐ Incident action planning;
- ☐ Coordination of operations with local government for logistics and material;
- ☐ Direction and control;
- ☐ Information management;
- ☐ Facilitation of requests for assistance;
- ☐ Resource acquisition and management (to include allocation and tracking);
- ☐ Worker safety and health;
- ☐ Facilities management;
- ☐ Financial management; and
- ☐ Other support as required.

Policies:

- ☐ Provides a multi-departmental command system;
- ☐ Manages operations at the county level;
- ☐ The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment;
- ☐ The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management;
- ☐ ESF # 5 staff supports the implementation of mutual aid agreements to ensure seamless resource response;
- ☐ Public Safety provides representatives to staff key positions on Emergency-Response Teams; and
- ☐ Departments and agencies participate in the incident action planning process which is coordinated by ESF #5.

Concept of Operations**General:**

The Emergency Management Coordinator:

- ☐ Assures development and maintenance of SOPs on the part of each major emergency support function;
- ☐ Each function should maintain current notification rosters;
- ☐ Designate staff to the Emergency Operations Center;
- ☐ Establish procedures for reporting appropriate emergency information;
- ☐ Coordinate emergency response plan with the local government;
- ☐ Develop mutual aid agreements with the local government in adjacent localities;
- ☐ Designate a representative to the local EOC if the local plan is implemented and a representative is needed; and
- ☐ Develop threat levels.

The Emergency Management Coordinator will assume all responsibilities and assure that all actions are completed as scheduled.

Procedures for these support operations should be established and maintained.

Amherst County participates in the Statewide Mutual Aid Agreement (SMA). Emergency Management staff is scheduled or has already been trained on Web EOC. The VEOC will be contacted when there is a need to request state-wide mutual aid.

Organization:

- ☐ Emergency operations may be directed and controlled from the Emergency Operations Center (EOC);
- ☐ Identify the responsibilities of the emergency manager;
- ☐ Identify the role of the EOC;
- ☐ Identify the EOC staff;

- ☐ Identify the departments that have a role in the emergency management organization;
- ☐ Identify succession of authority within these key departments and positions;
- ☐ Develop and scale the Incident Command System (ICS) to the particular incident; and
- ☐ Exercise the plan annually as pursuant to the *Code of Virginia*.

The Emergency Management Coordinator will assure the development and maintenance of established procedures on the part of each major emergency support function (ESF). Generally, each ESF should identify:

- ☐ Staffing responsible for implementing the Emergency Operations Plan;
- ☐ Procedures for reporting emergency information; and
- ☐ Provide ongoing training to maintain emergency response capabilities.

The Emergency Management Coordinator will coordinate training for this emergency support function and conduct exercises involving the EOC.

Responsibilities:

- ☐ Maintain a notification roster of EOC personnel and their alternates;
- ☐ Establish a system and procedure for notifying EOC personnel;
- ☐ Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and applicable relief organizations;
- ☐ Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #15;
- ☐ Identify and maintain a list of essential services and facilities located in ESF-12 - Energy, which must continue to operate and may need to be protected
- ☐ Test and exercise plans and procedures;
- ☐ Conduct outreach/mitigation programs for the community.
- ☐ Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the community;
- ☐ Develop accounting and record keeping procedures for expenses incurred during an emergency;
- ☐ Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects; and
- ☐ Provide logistical support to on scene emergency response personnel;
- ☐ Maintain essential emergency communications through the established communications network;
- ☐ Provide reports and requests for assistance to the local and Virginia EOC through WEB EOC and contact with the VEOC;
- ☐ Activates and convenes county emergency assets and capabilities;

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

1. Normal Operations
 - a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
 - b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
 - c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
 - d. Maintain a notification roster of these key personnel and their alternates.
 - e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
 - f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
 - g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EAS radio stations.
 - h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.
 - i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
 - j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the County.
 - k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
 - l. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
 - b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
 - c. Implement record keeping of all incurred expenses, if applicable.
 - d. Prepare to provide emergency information to the public.
 - e. Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to the on-site emergency response personnel.
 - f. Brief the Board of Supervisors as appropriate.
 - g. Call a meeting of County personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.

- h. Disseminate emergency information and protective action guidance to the public.
 - i. Advise individuals to evacuate from danger areas, if appropriate.
 - j. Establish and maintain liaison with the State EOC and adjacent jurisdictions.
 - k. Provide daily situation reports to the State EOC.
 - l. Continue to maintain records for all expenses incurred.
 - m. Coordinate daily with department heads.
- 3. Response
 - a. Disaster strikes. An emergency response is required to protect lives and property.
 - b. Direct and control emergency operations.
 - c. Ensure that previous checklist items have been completed or initiated.
 - d. Provide emergency information and protective action guidance to the public.
 - e. Declare a local emergency if the situation warrants.
 - f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires.
 - g. Ensure that an accurate record of expenses is maintained.
 - h. Make an Initial Damage Assessment and forward to the State EOC.
- 4. Recovery
 - a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
 - b. Restore essential facilities and services.
 - c. Provide temporary housing and food as required.
 - d. Continue to maintain a record of disaster-related expenditures.
 - e. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
 - f. Provide information to the public.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

- 1. Normal Operations
 - a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
 - b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
 - c. Instruct all departments to maintain a continuous inventory of supplies on hand.
- 2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency budget and management procedures and update if necessary.
 - b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.
 - c. Review resource inventories and prepare to make emergency purchases of goods and services.
 - d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
 - e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.
3. Response
 - a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
 - b. Begin tracking and compiling accurate cost records from data submitted by departments.
 - c. Assist in damage assessment survey.
4. Recovery
 - a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
 - b. Assist in finalizing damage assessment.
 - c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
 - d. Assist in the preparation and submission of government insurance claims.

Legal Assistance

MISSION

To provide proper and timely legal guidance to government officials in an emergency or disaster situation.

ORGANIZATION

The County Attorney will assist County government officials and departments in ensuring that actions taken during an emergency/disaster situation will comply with the appropriate Federal, State, and local laws, regulations, and policies.

CONCEPT OF OPERATIONS

In the event of an emergency, the Director and Coordinator of Emergency Management will be taking, as well as authorizing, a variety of actions under their emergency authority to respond to and recover from the emergency/disaster. Laws, Regulations, and policies that government follows and complies with every day may have to be

temporarily suspended in order to effectively address the situation at hand. Government's exposure to potential liability issues is greatly enhanced in this situation. In order to avoid or mitigate against potential liability issues, government officials must be clear on the parameters of their emergency authorities to them under the law.

During an emergency or disaster situation, the County Attorney will be stationed in the EOC to provide the necessary legal assistance to County officials and staff in identifying, defining, as well as resolving any legal issue that may surface during any phase of emergency operations.

All government staff will consult with the County Attorney regarding any legal issue that may arise in the course of executing their responsibilities under the plan. Legal assistance may include but not be limited to, such actions as defining emergency authorities, identifying and resolving potential liability issues, interpreting laws, regulations, and policies, preparing new ordinances and regulations, and developing and reviewing contracts.

EMERGENCY MANAGEMENT ACTIONS – LEGAL ASSISTANCE

1. Normal Operations

- a. Review local, state, and federal emergency laws, regulations, and policies and identify potential issues that may surface during emergency operations.
- b. Advise government officials and staff of potential legal issues that may arise during emergency operations and provide guidance as to how these issues may be addressed.
- c. Develop and disseminate procedures to County staff as to how legal issues should be addressed and processed through the County Attorney during a disaster.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review local, state, and federal disaster laws.
- b. Inform departments of the procedures to follow in requesting legal assistance.

3. Response

- a. Implement and advise government officials of their emergency authorities under the law.
- b. Provide legal assistance and guidance to government officials and staff as necessary.
- c. Consult with state and federal authorities as required.

4. Recovery

- a. Continue to provide legal assistance to government officials and staff.
- b. Continue to consult with state and federal authorities as required.

Tab 1 to Emergency Support Function #5

AMHERST COUNTY TELEPHONE LISTING

Phone numbers on file in the Emergency Communication's Center

<u>Position</u>	<u>Name</u>
County Administrator / Emergency Management Director	Dean Rodgers
Director of Public Safety / Emergency Management Coordinator	Samuel Bryant
Deputy Director of Public Safety	Jarred Scott
Communications Supervisor	Debbie Campbell
Sheriff	E.W. Viar
Chief, Amherst Town Police	Bobby Shiflett
Amherst Fire Department, Chief,	Tom Martin
Monelison Fire Department, Chief	Joey Malott
Pedlar Fire Department, Chief	George Napier
Amherst Life Saving Crew, Captain	Charlsea Goodin
Monelison Rescue Squad, Captain	R.W. Woody
Director of Social Services	Susan Mays
Superintendent of Schools	Dr. Rob Arnold
Schools Transportation Director	Rhonda Campbell
Amherst County Service Authority - Director	Bob Hopkins
County Attorney	Mark Popovich
Deputy County Administrator	David Proffitt
Director of Information Technology	Jackie Viar
Director of Finance	Stacy McBride
Building Official	Nate Young
Director of Public Works	Brian Thacker
Director of Parks & Recreation	Patrick Nalley
Director of Planning and Zoning	Jeremy Bryant
American Red Cross	Ralph Lawson
Amherst Town Waste Water Treatment	Gary Williams
Health Department – Environmental	Sara Nichols
Health Department – Environmental	Wayne Burnett
VPI Extension Service	Eric Bowen

Table 5.1 – Emergency Management Organization

EMERGENCY OPERATIONS CENTER (EOC)

Mission

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

Organization

1. See EOC Organizational Chart.
2. The EOC staff will be organized using the Incident Command System. A partial listing of job responsibilities for the command and general staff are described below:
 - A. Incident Commander/EOC Manager – Director of Public Safety or Designee:**
 - Manage overall operations
 - Coordinate activities for all Command and General Staff
 - Development and implementation of strategy
 - Approve and authorize the implementation of an Incident Action Plan (IAP)
 - Approve requests for additional resources or for the release of resources
 - Authorize release of information to the news media
 - Order the demobilization of the incident, when appropriate
 - Ensure establishment and oversight of a Joint Information Center (JIC)
 - B. Safety Officer:**
 - Safety Officer is a member of the Command Staff and reports to the Incident Commander
 - Monitoring and assessing hazardous and unsafe situations
 - Developing measures for assuring personnel safety
 - Correct unsafe acts or conditions through the regular line of authority
 - Maintain an awareness of active and developing situations
 - Investigate or Coordinate the Investigation of accidents that occur within the EOC
 - Includes safety messages in each IAP
 - C. Liaison Officer:**
 - Liaison Officer is a member of the Command Staff and reports to the Incident Commander
 - Interacting with the ESFs, state and federal agencies
 - Identifying current or potential interagency problems
 - Keeping the Incident Commander and Command Staff informed of current or potential problems
 - D. External Affairs:**
 - Public Information Officer is a member of the Command Staff and reports to the Incident Commander
 - Initiates and maintains contact with the media throughout the incident
 - Arranges for press briefings with Incident Commander and other EOC staff, as appropriate

- Coordinates with state and federal public information officers
- Coordinates VIP visits to EOC and affected areas
- Prepares fact sheet
- Coordinates Community Relations with local community leaders
- Keeps the public informed of the situation

E. Operations Section Chief:

- Operations Section Chief is a member of the general staff and reports to the Incident Commander
- Manages all operations directly applicable to the primary mission
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- Assists in the formulation of the IAP and directs its execution
- Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources
- Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander
- Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section

F. Planning Section Chief:

- Planning Section Chief is a member of the general staff and reports to the Incident Commander
- Collect and process situation information about the incident
- Identify the need for specialized resources
- Perform operational planning
- Activate Planning Section Units
- Supervise preparation of IAP
- Analyze data and emerging trends
- Supervise Planning Section Units
- Prepare situation reports for the operational period
- Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section

G. Logistics Section Chief:

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander
- Provide facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activate Logistics Section Units
- Recommends the release of resources/supplies
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

H. Finance and Administration Section Chief:

- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander
- Manage all financial aspects of an incident
- Activate Finance/Administration Section Units
- Organize and operate within the guidelines, policy, and constraints
- Participates in the development of the IAP
- Extensive use of agency provided forms

- Meet with assisting and cooperating agency representatives, as required
- Identify and order supply and support needs for Finance Section
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

Concept of Operations

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or the Emergency Management Coordinator based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. The EOC may remain functional during the mobilization, response and recovery operational phases.
5. Initial situation briefings will be provided by the Emergency Management Coordinator.
6. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the Virginia EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management, through use of Web EOC, if available, or by phone at (804) 674-2400 or 1-800-468-8892.
8. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

Location

The Amherst County Emergency Operations Center (EOC) is located 119 Taylor Street, Amherst, VA. The primary EOC does have a back-up power supply. The back-up EOC is located in the basement classroom of the Amherst County Sheriff's Office. The EOC can be mobile or in a designated area established by the Emergency Manager.

ACTIONS – EMERGENCY OPERATIONS CENTER

- ☐ Direct overall emergency operations
- ☐ Initiate activation of EOC
- ☐ Determine operational course of action
- ☐ Coordinate requests for resources
- ☐ Develop and maintain accurate status of the situation
- ☐ Develop, implement, and execute IAP
- ☐ Procure support services
- ☐ Establish and maintain emergency communications
- ☐ Use of Web EOC to request and track resources

**Tab 5 to Emergency Support Function #5
PRIMARY EOC STAFFING**

Skeletal Staffing

Emergency Management Coordinator
Sheriff/Police Chief
Message Clerk
Phone Operator

Full Staffing

Emergency Management Coordinator
Director of Emergency Management
Sheriff/Police Chief
Fire and Rescue Chief or Designated Person
Health Department Representative
Social Services Representative
Red Cross
Message Clerks (2)
PIO Officer
Utility Director or designee
County Attorney Representative
Superintendent of Schools or designee
Building Official

Messengers (2)

Status Board/Map Assistants (2)
Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Phone Operators
Message Clerk
Messenger
Security

Tab 6 to Emergency Support Function #5 SUGGESTED EOC MESSAGE FLOW

(To be used when WebEOC or other electronic tracking system is not available)

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

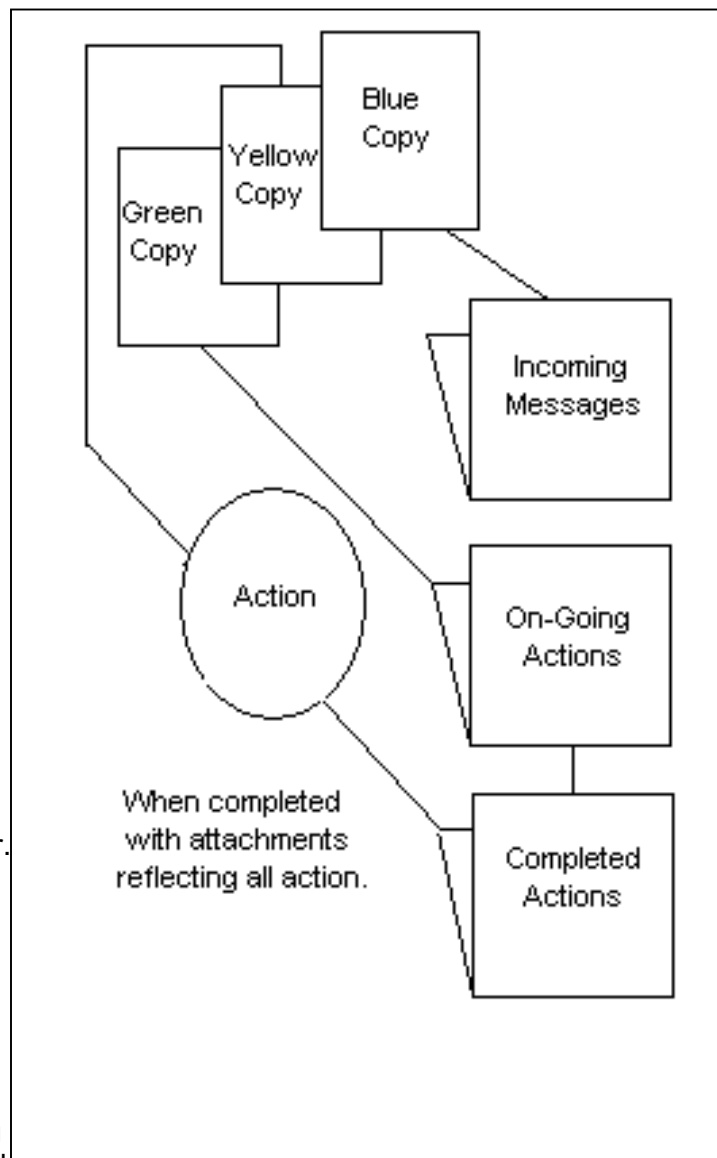
Maintain the official files for the Coordinator—"Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow "action copy" of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.



**Tab 7 to Emergency Support Function #5
EOC MESSAGE FORM**

EOC MESSAGE			
			<div style="display: flex; justify-content: flex-end;"><div>URGENT <input type="checkbox"/></div><div>ROUTINE <input type="checkbox"/></div><div>INFO ONLY <input type="checkbox"/></div></div>
MESSAGE NO: _____	DATE: _____	TIME: _____	
TO: NAME: _____ FROM: _____			
ORGANIZATION: _____ ORGANIZATION: _____			
TELEPHONE: _____ TELEPHONE: _____			
SITUATION/INCIDENT DESCRIPTION:			
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>			
ACTION TAKEN/RESPONSE/REPLY:			
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>			
EOC ACTION OFFICER: _____			

*Table 5.2 – Message Form***Tab 8 to Emergency Support Function #5**

EOC MESSAGE LOG

Table 5.3 – Message Log

EOC SIGNIFICANT EVENTS LOG

[illegible]

Table 5.4 – Significant Events Log

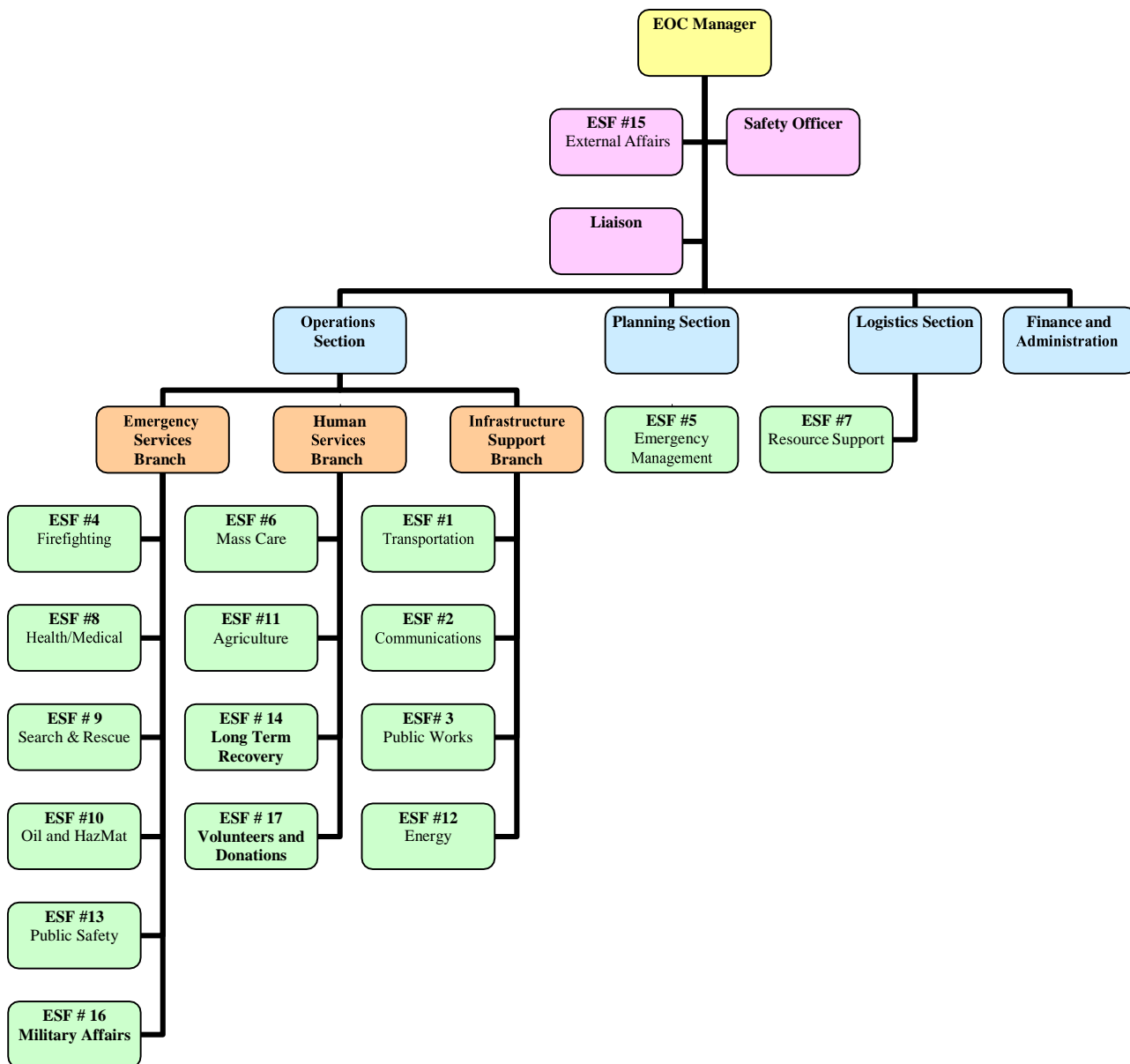
INCIDENT COMMAND SYSTEM

Emergency Operations Center (EOC) Structure

The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- ☐ Manageable span of control (3 to 7 staff; optimum is 5);
- ☐ Personnel accountability (each person reports to only one person in the chain of command); and
- ☐ Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)



Emergency Support Function #6 – Mass Care, Housing and Social Services

Primary Agency

Amherst County Department of Social Services

Amherst County Building Official

Amherst County Public Safety

Secondary/Support Agencies

Amherst County Public Safety – EMS

Amherst County Public Schools

Amherst County Sheriff's Office – Law enforcement

Amherst County Rescue Squads

American Red Cross (Historic Virginia Chapter)

Emergency Management

Horizon Behavioral Health

Local Recovery Task Force

Virginia Cooperative Extension Service

Virginia Department of Behavioral Health and Development Services

Virginia Department of Health

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Introduction

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

Policies:

- ☐ ESF-6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts;
- ☐ To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation;
- ☐ To coordinate with ESFs #1 (Transportation), #3 (Public Works), # 5 (Emergency Management), #11 (Agriculture and Natural Resources), #14 (Long Term Recovery) and others regarding recovery and mitigation assistance, as appropriate;
- ☐ To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies; and
- ☐ To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

Scope:

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the community affected by a disaster.

The services and programs may include the following:

- ☐ Sheltering
- ☐ Food service
- ☐ Emergency First Aid
- ☐ Counseling
- ☐ Transportation
- ☐ Reunification Services
- ☐ Virginia Criminal Injuries Compensation Fund

Concept of Operations

The Department of Social Services is designated the lead agency for ESF # 6 and maintains overview of ESF # 6 activities, resolves conflicts and responds to questions. The American Red Cross, in partnership with the Department of Social Services is responsible for reception and care of evacuees including feeding operations. Initial response activities will focus on meeting urgent needs of emergency/disaster victims, including populations with access or functional needs groups. Additional assistance will be based on needs of the emergency/disaster victims, the emergency/disaster situation and available resources. Local law enforcement will provide security at the shelters. Local health department and EMS providers will provide first aid and limited medical care at the shelter center. Local Fire Departments will provide fire protection to the shelters. The school system may provide transportation of evacuees to the designated shelter location. The Department of Social Services, as the lead for ESF # 6 will ensure coordination with other ESFs for integration of special sheltering needs for non-general populations, including people with special medical needs and pets. The Department of Social Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them and will coordinate with the Horizon Behavioral Health to provide counseling services as needed.

Amherst County has pre-determined shelter locations in the event of a large disaster requiring an evacuation. Notification will be made to the public of a shelter through ESF-15 and the county emergency mass notification system. The following services may be offered at these locations:

Sheltering

- ☐ An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident
- ☐ Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.
- ☐ Additionally, sheltering for pets and service animals must be included in planning. Refer to the Animal Care and Control Annex for details regarding pet and animal sheltering. The provision of emergency shelter for disaster victims includes the sheltering of their pets in a pet friendly facility in an area separate from the main disaster relief shelter.
- ☐ For mass evacuations directed by state officials, the Virginia Department of Social Services will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction.

Feeding

- ☐ Feeding is provided to disaster victims and emergency workers, based on sound nutritional standards and to the extent possible and includes meeting the requirements of victims with special dietary needs, through a combination of fixed sites, mobile feeding units, and bulk distribution of food and may include the use of the following:
 - ☐ Provisions from the Amherst County Public Schools, area churches, and colleges/universities.
 - ☐ Existing agreements between the American Red Cross and area grocers and restaurants.
 - ☐ Social Services funds to cover meals from local restaurants (with Social Services Director, Administrative Services Manager, or Shelter Management Team Authorization)
 - ☐ Any food on hand that was donated by the Virginia Department of Agriculture in the case that the President of the United States has declared a disaster.

Emergency First Aid

- ☐ Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF-8 (EMS & Public Health). *Refer to ESF-8 for details regarding medical care services.*

Counseling

- ☐ Provide counseling through Horizon Behavioral Health or local government services if appropriate based on the scale of the emergency and the capabilities of the counseling services.
- The local government can activate outside counseling through the Department of Criminal Justice Victims' Services Section or the Virginia Department of Behavioral Health and Developmental Services, when events exceed the local government's resources and capabilities.

Security

- The ESF13 (Sheriff's Department and Police Department) have the responsibility for coordinating security during a disaster.
- ☐ Secure evacuated areas.
- ☐ Provide security to shelter(s)

Transportation

- ESF – 5 (Emergency Management) and the school system have the responsibility to coordinate transportation during an emergency event.
- ☐ Ensure that residents are transported and sheltered safely. *Refer to ESF #1 for details regarding Transportation*

Communication

- ☐ Communication of information to people in the shelter will be handled through Amherst County PIO, shelter staff or personnel assigned to ESF-15.

Maintenance

- ☐ Maintenance of the shelter located in a County school will be handled by Amherst County School maintenance staff or their designee.

SAFE and WELL Registration and Reunification Services:

- ☐ American Red Cross representatives offer entry of shelter resident information into the www.SafeandWell.org database as a first step to reunite persons who have been separated as a result of the disasters. In the event there is no internet connectivity, the shelter resident may opt to fill out a Safe-and-Well Registration Form to assist in communicating with someone outside the disaster area. Upon completion of this form it should be taken to the nearest location for data entry into the Safe-and-Well database. The form will be retained by the affected Chapter of the American Red Cross following data entry.
- In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia Amherst County will contact the Virginia Department of Virginia Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Contact Fund (VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance

Criminal Injury Compensation Fund

Kassandra Bullock, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email:
kassandra.bullock@vwc.state.va.gov
804-399-8966 (after hours)

Andrew Kinch (alternate).
804-225-4331 (normal business hours)
804-840-4276 (after hours)

Virginia Department of Criminal Justices Services

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

**Tab 1 to Emergency Support Function #6
Designated Shelter**

Facility Information	Contact Person(s) and Information	Capacity	Pet Friendly (Y/N)	Back Up Power (Y/N)
Amherst County High School	Rob Arnold 139 Lancer Lane Amherst, VA 24521		N	N

Table 6.1 – Shelter Locations

Tab 2 to Emergency Support Function #6 Shelter Registration Form

**AMERICAN RED CROSS
SHELTER REGISTRATION FORM**

Please print all sections

Incident / DR Number & Name: _____

Shelter Name: _____

Shelter City, County/Parish, State: _____

Family Name (Last Name):		Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (if different) (City/State/Zip):	Identification verified by (Record type of ID; if none, write none):
Home Phone:	Cell Phone/Other:	Primary Language: If primary language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle—plate #/State: (for security purposes only)		

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?

☐ Yes ☐ No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT

American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____

I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		Form 5972 Rev 02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

Tab 3 to Emergency Support Function #6 Access and Functional Needs Population Requiring Special Care in Times of Emergency

General

A confidential listing of such persons is maintained by the Department of Social Services. When the Emergency Operations Center (EOC) is operational, this listing will be available from a Department of Social Services staff member staffing ESF # 6. It will be the responsibility of commercial home health care providers, adult care facilities, group living facilities, day care facilities, assisted living facilities, charitable organizations, and the faith-based community to prepare, maintain, and exercise an evacuation plan that is specific to the facility and to keep current rosters of residents that can be faxed or sent electronically to the EOC during a disaster situation. These plans will be on file with the Emergency Services Coordinator and serve as confidential appendices to this ESF.

Special Transportation Resources

- ☐ Public Schools
- ☐ Additional transportation resources are identified in ESF # 1 (Transportation)

Emergency Support Function #7 - Resource Support

Primary Agencies

Amherst County Accounting Department
Amherst County Purchasing Department

Secondary/Support Agencies

Amherst County Emergency Management
Amherst County Public Works
American Red Cross
Amherst County Department of Social Services
Virginia Department of Emergency Management

Introduction

Purpose:

- ☐ Identify, procure, inventory, and distribute critical resources for locality during an emergency.

Scope:

- ☐ Amherst County will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed;
- ☐ Resource support may continue until the disposition of excess and surplus property is completed; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy. State resources will be requested through the VEOC.

Policies:

- ☐ Amherst County will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- ☐ Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation;
- ☐ Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency; and
- ☐ The Emergency Operations Plan (EOP) reflects state policy, regarding requesting resources based when that policy is determined. State resources will be requested through WebEoc and the VEOC.

Concept of Operations

General:

- ☐ The Purchasing Department will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.
- ☐ The Amherst County Administrator and Coordinator of Emergency Management, in coordination with the County Attorney, Director of Purchasing, Purchasing Assistant, will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.
- ☐ Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.
- ☐ Priorities will be set regarding the allocation and use of available resources.

Organization:

- ☐ Departments, with an emergency function, will be responsible for identifying resources, including human resources;
- ☐ Convey available resources to emergency manager;
- ☐ Identify potential distributions sites for emergency response;
- ☐ Identify policies and personnel responsible for obtaining resources;

Actions/Responsibilities

- ☐ Designate local department(s) within the community responsible for resource management;
- ☐ Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources (<https://www.fema.gov/resource-management-mutual-aid>);
- ☐ Prepare mutual aid agreements with local, and surrounding jurisdictions to aid the locality;
- ☐ Develop SOPs to manage the processing, use, inspection, and return of resources coming to the locality;
- ☐ Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- ☐ Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality;
- ☐ Develop and maintain a detailed list of available community resources; and
- ☐ Ensure the community is aware of available resources. Refer to ESF-15.

TAB A
STATE-LEVEL COMMODITY MANAGERS

Commodity	Manager	Telephone
Natural Gas	State Corporation Commission Division of Energy Regulation	804-371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	804-371-9611
Petroleum Products	Department of Emergency Management	804-674-2400
Solid Fuels	Department of Emergency Management	804-674-2400
Potable Water	Department of Health	804-888-9100
Transportation	Department of Transportation	800-367-7623
Health and Medical	Department of Health	804-888-9100
Food	Department of Agriculture and Consumer Services – Emergency Services	804-786-3538

After business hours, call the Virginia Emergency Operations Center for all Commodity Managers. Phone: 800/468-8892 or 804/674-2400.

Emergency Support Function # 8 – Public Health and Medical Services

Primary Agencies

Amherst County Public Safety
Amherst County Volunteer Rescue Squads
Central Virginia Health District
Emergency Management

Secondary/Support Agencies

Department of Social Services
Centra Health Hospitals
Amherst County Sheriff's Department
Amherst Police Department
American Red Cross
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Agriculture and Consumer Services
Water Authority

Introduction:

Purpose:

Emergency Support Function (ESF) #8 – Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives in the time of an emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

Scope:

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

- ☐ Assessment of public health/medical needs;
- ☐ Public Health surveillance;
- ☐ Medical care personnel and medical equipment and supplies; and

- Detect mental health issues and prevents harmful stress levels in the general public.

Policies:

- The Health Department coordinates all ESF #8 response actions using its own internal policies and procedures;
- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
- The Joint Information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with the Health Department;
- The Health Department determines the appropriateness of all requests for public health and medical information; and
- The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

Concept of Operations**General:**

During a threatened or actual emergency, the Director of Health or his/her designated representative will direct coordinated health, medical, and emergency medical services from the Emergency Operations Center (EOP). Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm Amherst County medical and rescue resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.

During an evacuation in which a large number of evacuees are sheltered in the shelter center, Amherst County EMS providers and/or the Health Department will set up and staff an emergency medical aid station in the shelter center. The Sheriff's Department will provide security and the Health Department will monitor food safety and shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. The Community Services Board will provide mental health services.

In disaster involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building

may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster (See Tab A).

Organization:

An emergency medical service representative will be assigned to the EOC in order to coordinate the emergency medical services response. The emergency medical services representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the 911 Center.

The locality is also served by the Centra One MEDEVAC services. Because of their speed, vertical flight, and minimal landing requirements, MEDEVAC helicopters are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g., trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.

Amherst County emergency medical services will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Amherst County funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

Actions:

- Designate an individual to coordinate medical, health, and emergency medical services;
- Develop and maintain procedures for providing a coordinated response;
- Maintain a roster of key officials in each medical support area;
- Establish a working relationship and review emergency roles with the local hospitals and emergency medical services providers;
- Activate Amherst County's emergency response plan;
- Implement mutual aid agreements as necessary;
- The Amherst County Health Department representative will report to the EOC;
- Coordinate medical, public health, and mental health services;
- Provide laboratory service to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records and monitor the status of persons injured during the emergency;
- Assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased;
- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel;

- Assist with damage assessment of water and sewage facilities, as required.

Responsibilities:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
- Inspect and advise on general food handling and sanitation matters;
- Establish communications with ESF #5 to report and receive assessments and status information;
- Coordinate through the Director of Public Safety and / or the County Administrator dissemination of disaster related public health information to the public through ESF-15;
- Provide preventive health services;
- Coordinate with hospitals and other health providers on response to health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;

- Provide coordination of laboratory services;
- Coordinate with hospital medical control patient care issues and operations;
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies;
- Coordinate behavioral health activities among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
- Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques;
- Provide outreach to serve identified behavioral health needs;
- Coordinate with ESF #6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Local/Regional hospitals will provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required; and
- Identify deceased with assistance from the Sheriff's Department and Virginia State Police.

Medical, Health and Rescue Services**MISSION**

To provide coordinated medical, health, and emergency medical services to save lives in time of emergency.

ORGANIZATION

Emergency health services will be provided by the Director of the Amherst County Health Department. Local and regional hospitals provide emergency medical care to all area residents. Volunteer emergency medical services serving the County will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Medical Examiner's Office in disaster involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in Amherst County:

Amherst County Health Department

Amherst County Volunteer Rescue Squads

Amherst County Health Clinic

Local Physicians

Local Nurses

Pharmacists

Morticians

Dentists

Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated health, medical, and emergency medical services will be directed from the EOC by the Director of Health or their designated representative. Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm local medical and emergency medical resources, support and assistance will be requested from medical institutions and emergency medical services in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate.

Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the Amherst County Emergency Management Coordinator at the EOC.

It may become necessary to set up a temporary medical aid station at the designated shelter center to supplement the hospital. Initially, staffing should consist of one medical doctor, two registered nurses, four EMT's and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster. During periods of threatening or actual emergency situations, the Health Department is responsible for:

A. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Director of Emergency Management so that the public may be warned and precautionary actions taken.

B. Epidemic Control Measures

1. Maintain records of diseases reported and remain aware of conditions that could lead to disease outbreak.
2. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
3. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

C. Sanitary Engineering of Sewage and Waste Disposal

1. Provide information, assistance, and standards for emergency wastewater treatment problems
2. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning)

D. Inspection of Food, Milk, and Water Supplies

1. During and after emergencies, test water supplies for potability, including municipal systems and wells.
2. Assist in assessing damage to water treatment facilities
3. Issue guidelines on the maintenance of a safe water supply and request, through the Director of Emergency Management, the acquisition of portable distribution and disinfecting equipment, if required.
4. Determine the safety and wholesomeness of available food and milk supplies.
5. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal.
6. Request assistance through the Department of Emergency Management for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.

C. Control of Hazardous Substances

1. Identify affected (or suspected) contamination area(s) and request the Sheriff's Department to cordon off the area(s) to protect citizens.
2. Request special assistance through the Director of Emergency Management if the situation caused by hazardous materials is of the magnitude and seriousness that exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.

D. Identification of the Dead and Mortuary Operations

1. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
2. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
3. Obtain a suitable facility for use as a temporary morgue, if required.

REGIONAL HEALTH EMERGENCY

MISSION

To establish open-ended plans and procedures to respond to and mitigate a health emergency affecting the jurisdictions in the Central Virginia Health District. These plans, along with state and federal plans will be used to mitigate the health emergency.

ORGANIZATION

The Director of the Central Virginia Health District will provide health advisories to the jurisdictions. Local and regional hospitals provide emergency medical care to all area residents. Career and volunteer emergency medical service agencies provide emergency medical transportation. Local funeral homes will assist the jurisdictions and the Medical Examiner's Office in a health emergency involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in the Central Virginia Health District:

Central Virginia Health District
Local Hospitals
Local career and volunteer EMS agencies
Local Physicians

Local Nurses
Pharmacists
Morticians
Dentists
Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual regional health emergency, efforts to mitigate the situation will be directed from an Area EOC located at the Lynchburg EOC utilizing a unified command system. Emergency Coordinators or their designated representatives from each locality in the Health District will be represented at the Area EOC. Should a regional health emergency adversely affect the ability of localities to provide core emergency services (fire, EMS, and Law Enforcement), the unified effort of the Area EOC will be used to ensure those services are provided through existing mutual aid agreements between the participating localities.

The dissemination of information to the public and press during a regional health emergency will be through a Joint Information Center (JIC) as directed by the Area EOC. Emergency Management Public Information Officers (PIO) from each locality of the Health District will be represented in the JIC.

MENTAL HEALTH

MISSION

To support the incident management mission by providing and coordinating mental health crisis intervention and psychological first aid support to individuals affected by the disaster, including, but not limited to disaster victims/survivors, responder personnel, and relief workers with the goal of assisting individuals in coping with the situation and conditions they have encountered during and after the event of a disaster and as a result of responding to and providing assistance in a disaster.

ORGANIZATION

Central Virginia Community Services (CVCS) has established policies, procedures, and supporting documents that identify the scope of this community mental health disaster response. This applies to providing mental health crisis counseling and psychological first aid to all survivors/victims of the disaster and personnel assigned to emergency and response-oriented activities in Planning District 11 (Amherst, Appomattox, Bedford, Amherst Counties, and the cities of Bedford and Lynchburg).

CONCEPT OF OPERATIONS

Survivors of a disaster frequently need psychological “first aid” to help them cope with the immediate situation and/or the aftermath of the disaster. First responders and relief workers may suffer both short-term and long-term emotional reactions to the sometimes violent and devastating circumstances they are exposed to during emergency and disaster operations.

All disasters have some effect on the mental well-being of their victims. Normal communications channels may be disrupted and victims may not be able to contact their relatives or other members of their normal support system. Following a disaster, many victims/survivors may have intense feeling of guilt, anger, frustration, etc. that requires crisis intervention and/or emotional support to deal with the situation.

Rapid deployment of mental health counselors to assist disaster victims and/or grieving family members is essential to address what has happened and to implement effective recovery actions. All crisis-counseling services are voluntary for victims and responder/relief personnel and will be kept confidential. Only general information will be provided to authorized public information officials (PIOs) to share with media outlets. Public information and education about the facts of the disaster and the services or resources available are of vital importance and have a direct impact on the emotional state of everyone involved, including those who may be away from home or otherwise connected to the area by family, business, etc.

RESPONSE

Central Virginia Community Services (by assignment under a specified agency Incident Command Structure (ICS)):
Attends briefings and works in cooperation with other essential functions.

Coordinates response activities with state and other local disaster-relevant organizations.

Sets up work area(s) as directed by EOC and maintains ongoing communication and coordination of activities through the agency appointed EOC Liaison.

Reports needs identified by the EOC through the EOC Liaison to the Disaster Coordinator.

Initiates response/recovery operations under the direction of the Disaster Response Team Leader and within the scope of operations and directives of the EOC.

Alerts and/or mobilizes on-call volunteer mental health disaster workers to assist with disaster mental health activities in shelters or other sites where community members are gathering, in order to provide mental health crisis counseling to disaster victims.

Briefs Central Virginia Community Services (CVCS) staff and mental health disaster teams on the scope of the disaster.

Contacts trained individuals on the response list to assist in mental health disaster relief efforts and back up or relief responders.

Maintains accurate records regarding activities, services, contacts, and updates information at a minimum every six months or more frequently as information changes.

Implements procedures for tracking persons referred to mental health agencies for additional services.

In the event that the disaster is proclaimed a national disaster, coordinates activities with the local governmental authorities, Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS), the Virginia Federal Emergency Management Agency (FEMA) to determine whether a proposal for a FEMA Immediate Services Program Grant is needed.

Based on available resources, conducts community outreach activities.

Responds to psychiatric emergencies and makes appropriate referrals.

Debriefs mental health volunteer workers daily and at the end of their assigned duties

RECOVERY

Continue to provide essential mental health services as required.

Evaluate the response and develop recommendations to improve planning, response, and recovery activities during future events.

Tab 1 to Emergency Support Function #8
EMERGENCY MEDICAL SERVICES PROVIDERS

Provider	Location	Phone Number	Contact	Personnel	Resources
Amherst County Public Safety	119 Taylor Street Amherst, VA 24521	434-946-9307	Director Samuel Bryant	26 Paramedics 2 EMT- Intermediate 12 EMTs	5 ALS Ambulances 4 4-WD SUVS Command Post
Amherst Life Saving Crew	205 Richmond Highway Amherst, VA 24521	434-944-4729	Captain Charlie Goodin	7	2 ALS Ambulances 1 Light Duty Crash Truck 1 4- WD SUV – Ford Expedition
Monelison Volunteer Rescue Squad	120 Amer Court Madison Heights, VA 24521	434-929-0908	Captain R.W. Woody	4	2 ALS Ambulances 1 4-WD SUV – Chevy Suburban

Table 8.1 – EMS Providers

**Tab 2 to Emergency Support Function #8
Emergency MEDEVAC Services**

Provider	Location	Phone Number
Centra One	Lynchburg, VA	1-866-924-7633
Peagusus	Charlottesville, VA	434-522-1826 434-924-9287
Lifeguard 10 Lifeguard 12	Roanoke, VA Lexington, VA	1-888-377-7628 540-345-7628

Table 8.3 - Medevacs

Tab 3 to Emergency Support Function #8

MEDICAL AND HEALTH RESOURCES

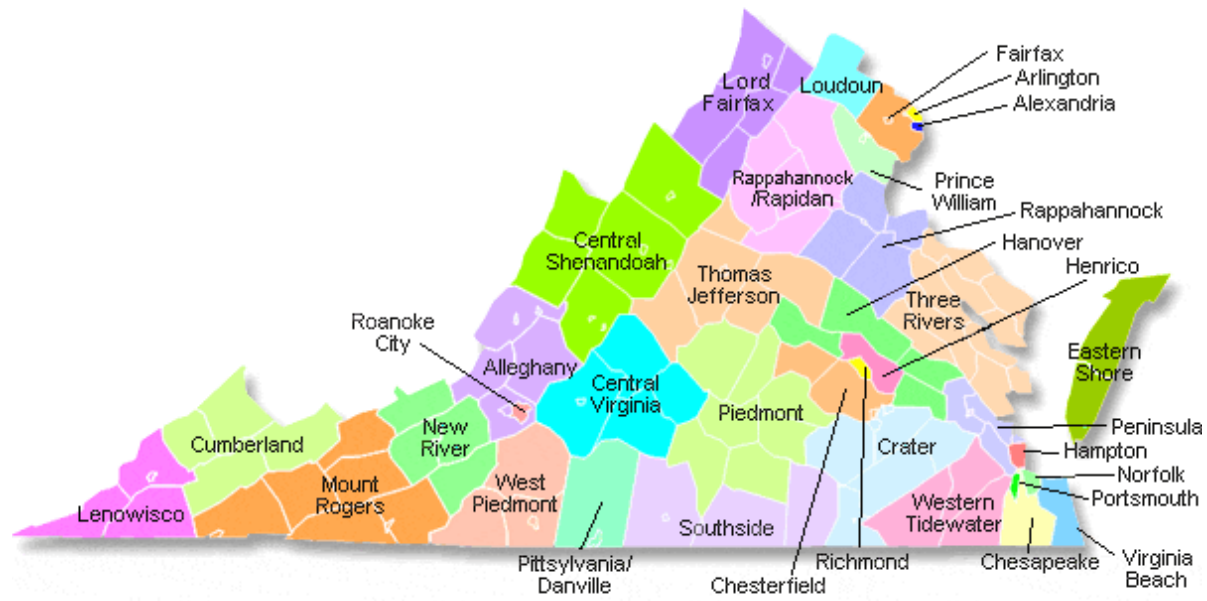
Lynchburg General Hospital
Virginia Baptist Hospital
Amherst Health Department
Physician Treatment Center
Central Virginia Family Practice
Fairmont Crossing Nursing Home
Johnson Senior Center Nursing Home
Amherst Family Practice
Amherst County Community Health Center
Horizon behavioral Health

Tab 4 to Emergency Support Function #8

EMERGENCY TRANSPORTATION SERVICES

Handicapped equipped school buses
Recreation vans
Other county vans

Tab 5 to Emergency Support Function #8
VIRGINIA HEALTH DEPARTMENT DISTRICTS



Tab 6 to Emergency Support Function #8

SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: Amherst County Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)The _____ at _____ in
(event) (date)

Amherst County on _____ released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms, which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms, which are characteristic of exposure to the chemicals, which necessitated the evacuation. These symptoms are:

(enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, Record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

(site of incident)

and estimated time of onset of symptoms. Report incidents to the Department of Health. For additional information contact Amherst County Health Department at 434-946-9408.

Tab 7 to Emergency Support Function #8**SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY**

Amherst County Public Health Department has issued a Public Health Advisory concerning possible chemical contamination _____ at
(event)

the _____ in Amherst County.
(location)

The chemical release occurred at _____.
(date & time)

Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms:

(list symptoms on the MSDS)

Any person who was in the vicinity of _____
(site of event)
between _____ on _____ should be alert to
(hours) (day)

symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact the Amherst County Health Department at 434-946-9408.

Tab 8 to Emergency Support Function #8
SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____

TO: All Primary Care Physicians in _____
(area, site & date)

FROM: Amherst County Health Department

SUBJECT: Health Risks Resulting from _____
(event, site and date)

The _____ at _____
(event) (site)

In Amherst County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms, which are characteristic of over exposure to these chemicals.

Exposure to _____
(list name(s) of chemicals involved)

with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

_____,
(site of incident)

and estimated time of onset of symptoms. Report incidents to the Amherst County Health Department.

For additional information, contact Amherst County Department of Health at 434-946-9408.

Tab 9 to Emergency Support Function #8**SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES**

DATE: _____

TO: All Primary Care Facilities in _____
(area, county)

FROM: Amherst County Health Department

SUBJECT: Health Risks Resulting
from _____
(event, site & date)The _____ at _____
(event) (site)

in Amherst County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms, which are characteristic of over exposure to these chemicals. Exposure to

(list name(s) of chemicals involved)

with patients experiencing: _____

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from

(site of incident)

and an estimated time of onset of symptoms. Report incidents to the Amherst County Health Department.

For additional information, contact Amherst County Department of Health at 434-946-9408.

Tab 10 to Emergency Support Function #8

VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC. MORTUARY DISASTER PLAN ORGANIZATION

MISSION

To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

ORGANIZATION

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

CONCEPT OF OPERATIONS

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

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

Tab 11 to Emergency Support Function #8

Virginia Medical Examiner Districts

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER
400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174

OFFICES OF THE MEDICAL EXAMINER

Central District (Richmond)
400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174

Eastern District (Norfolk)
830 Southampton Avenue
Suite 100
Norfolk, VA 23510
(757) 683-836

Northern District (Fairfax)
9797 Braddock Road
Fairfax, VA 22032-1700
(703) 764-4640

Western District (Roanoke)
6600 Northside High School Rd Suite 100
Roanoke, VA 24019
(540) 561-6615

Emergency Support Function #9 - Search and Rescue

Primary Agencies

Amherst County Sheriff's Department
Amherst County Public Safety
Amherst County Rescue Squads
Amherst County Fire Departments
(Pedlar Fire Department)

Secondary/Support Agencies

Virginia Department of Emergency Management
Volunteer Search and Rescue Groups
Virginia Conservation Police
Virginia State Police
Civil Air Patrol

Introduction

Purpose:

Emergency Support Function (ESF) #9 – Search and Rescue provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress.

Scope:

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county/cities. Search and Rescue groups/-teams must be prepared to respond to emergency events and provide special life-saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

Policies:

- ☐ The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- ☐ All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;

- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- ☐ Will coordinate with State and Federal agencies when necessary;
- ☐ Personnel will stay up to date with procedures through training and education; and
- ☐ Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

Concept of Operations

General:

Law enforcement will be responsible for search operations during a disaster with assistance from EMS and local fire departments. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as set forth by the incident commander.

Organization:

Law enforcement followed by volunteer search and rescue agencies will be the primary agency in any search and rescue operation. The local EMS, fire departments, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3). Local Law Enforcement will be the primary agency in any ground searches. The Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Department of Public Works and Environmental Services will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Actions

- ☐ Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- ☐ Provide emergency medical treatment and pre-hospital care to the injured;
- ☐ Assist with the warning, evacuation and relocation of citizens during a disaster;
- ☐ The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- ☐ Follow established procedures in responding to urban search and rescue incidents; and
- ☐ Record disaster related expenses.

Responsibilities

- ☐ Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- ☐ Coordinates logistical support for search and rescue during field operations;
- ☐ Develops policies and procedures for effective use and coordination of search and rescue;
- ☐ Provides status reports on search and rescue operations throughout the affected area; and
- ☐ Request further assistance from the Virginia Department of Emergency Management for additional resources which include but are not limited to:
 - State Search Coordinator
 - Incident Management Team
 - Trained Search Teams
 - K-9 Search Teams
 - Equitation Search Teams
 - Radio Cache
 - Mobile Command Post with state communications

**Tab 1 to Emergency Support Function #9
Search and Rescue Resources and Personnel**

Resource Provider	Address	Phone Number(s)	Contact Person	Personnel
Amherst Sheriff Office	115 Taylor Street	434-946-9300	EW Viar	20 ATV – 2 K-9 - 1
Amherst Police Dept.	174 S Main St	434-946-9300	Bobby Shiflett	6
Amherst Public Safety	119 Taylor Street	434-946-9300	Samuel Bryant	10
Pedlar Volunteer Fire	4893 Lexington TP	434-922-7433	George Napier	10

Emergency Support Function #10 - Oil and Hazardous Materials

Primary Agencies

Amherst County Fire Departments
Hazardous Materials Coordinator – Director of Public Safety

Secondary/Support Agencies

Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Amherst County EMS agencies
Lynchburg Fire Department Hazardous Material Team
Amherst County Sherriff's Office
Amherst Town Police
Virginia State Police

Introduction

The local fire department will be contacted immediately and the Fire Chief or their designee will assume primary operational control of all hazardous materials incidents.

Mutual Aid Agreements with neighboring jurisdictions may provide support to the fire department, depending on their capabilities.

Scope:

The threat of an incident involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Hazardous Materials incidents may occur without warning and require immediate response.

Hazardous materials may be released into the environment from a variety of sources including, but not limited to:

- ☐ Fixed facilities that produce, generate, use, store or dispose of hazardous materials;
- ☐ Transportation accidents, including rail, aircraft, and waterways; and
- ☐ Abandoned hazardous waste sites; and
- ☐ Terrorism incidents involving Weapons of Mass Destruction.

Evacuation or sheltering in place may be required to protect portions of Amherst County. If contamination occurs, victims may require special medical treatment. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product.

- ☐ The initial response will be handled by the local fire department.
- ☐ Local fire departments have some capability to support a hazardous material response up to Hazardous Materials operations level. These include incident stabilization techniques, defensive tactical control skills including damming, diking, diversion and retention of products, and decontamination of personnel.
- ☐ State agencies may be called upon depending on the nature of the incident

Policies:

Local resources, policies and procedures regarding hazardous material incidents should be reviewed and revised, as necessary.

- ☐ Fixed Facilities will report annually under SARA Title III;
- ☐ Notify the community of the need to evacuate or shelter in place;
- ☐ Mutual aid agreements will be implemented; and
- ☐ Establish communications with ESF # 5 and ESF #15.

Concept of Operations**General:**

Amherst County maintains a separate volume of this annex in the Public Safety / FIRE-EMS Standard Operating Guidelines that defines the roles and responsibilities during an oil and hazardous materials incident.

Organization:

- ☐ The Local Fire Chief or designee will assume primary operational control of all hazardous materials incidents; until the arrival of the local hazardous materials coordinator who will then in conjunction with the fire chief assume operational control of the incident.
- ☐ Mutual aid agreements between the community and the local government will be implemented;
- The local fire chief will contact the local hazardous materials coordinator and they may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team
- ☐ The NWS may be contacted to provide weather forecast support and/or on-site support for decision support services as/if needed.
- ☐ The fire chief, local hazardous materials coordinator and VDEM Regional Hazardous Materials officer will determine the need to evacuate or shelter in place.
- Amherst County Fire Departments, Rescue Squads, and the Sheriff's Department will coordinate the evacuation of the area. The Sheriff's Department is responsible for providing security for the evacuated area.
- ☐ Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-

door to ensure that residents in the threatened areas have received evacuation warning.

- ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

Actions/Responsibilities:

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Record expenses
- The U.S. Department of Transportation “Hazardous Materials Emergency Response Guidebook” has been developed for use by fire fighters, law enforcement and other emergency response personnel. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken in the event of a spill or other accident. The fire representative, Coordinator of Emergency Management, and all potential first responders should be familiar with and have ready access to this handbook.

TAB A
HAZARDOUS MATERIALS EMERGENCY TELEPHONE NUMBERS

1. **Virginia Department of Emergency Management, Hazardous Materials Officer,** 804-674-2400 or 1-800-468-8892 (Emergencies only).
2. **Chemical Transportation Emergency Center (CHEMTREC),** 1-800-424-9300 (toll free).
3. **Pesticide Safety Team Network (PSTN),** contacted through CHEMTREC, 1-800-424-9300 (toll free).
4. **Pesticides** – Department of Agriculture and Consumer Services, 804-786-3798.
5. **Radioactive Materials** – Department of Health, 804-786-5932; off-duty, 804-674-2400; ask for Radiological Health Specialist support.
6. **Etiological Agents** – Department of Health, 804-786-5188.
7. **Oil or Other Polluting Substances in Water** – (434) 582-5120
8. **Hazardous Chemicals** – Division of Consolidated Laboratory Services, 804-786-7905.
9. **Federal and State Assistance** – Department of Emergency Management, 804-674-2400

Emergency Support Function # 11 – Agriculture and Natural Resources

Primary Agencies

VPI Cooperative Extension Service
Animal Care and Control
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services
Emergency Management

Secondary/Support Agencies

Central Virginia Health District
Department of Social Services
Red Cross
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Virginia Department of Game and Inland Fisheries (VDGIF)

Introduction

Purpose:

Agriculture and Natural Resources works to address the provision of nutrition assistance; 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:

Determined based on the local capabilities and include:

- ☐ Identify food assistance needs;
- ☐ Obtain appropriate food supplies;
- ☐ Arrange for transportation of food supplies to the designated area;
- ☐ Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- ☐ Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- ☐ Inspect and verify food safety in distribution and retail sites;
- ☐ Conduct food borne disease surveillance and field investigations;
- ☐ Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies:

- ☐ Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services;
- ☐ Actions will be coordinated with agencies responsible for mass feeding;

- ☐ This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- ☐ Schools and communities may be able to feed affected population for several days;
- ☐ Food supplies secured and delivered are for household distribution or congregate meal service;
- Transportation and distribution may be arranged by volunteer organizations – Coordinate with ESF-17;
- ☐ Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- ☐ Animal depopulation activities and disposal will be conducted as humanely as possible; and
- ☐ Ensure food safety.

Concept of Operations

General:

- ☐ Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation;
- Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident – coordinate with ESF-13;
- ☐ Identifies, secures and arranges for the transportation of food to disaster areas; and
- ☐ Protects cultural resources and historic property resources during an incident.

Organization:

The Emergency Management Coordinator will determine what tasks are to be completed and designate the appropriate agency and individuals by titles that are responsible for:

- ☐ Assessing damage to facilities and infrastructure;
- ☐ Assessing current food supply of community and determine if safe for human consumption;
- ☐ Assessing sensitive areas on community, such as plant and animal laboratories, to ensure secure; and
- ☐ Conducting inventory of sensitive items, in regard to agriculture and horticulture.

Actions

These items may vary based on local capabilities and the type and magnitude of the emergency event.

- ☐ Assist in determining the critical needs of the affected population;
- ☐ Catalog available resources and locate these resources;
- ☐ Ensure food is fit for consumption;
- ☐ Assist and coordinate shipment of food to staging areas;
- ☐ Work to obtain critical food supplies that are unavailable from existing inventories;
- ☐ Identify animal and plant disease outbreaks;

- ☐ Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected; and,
- ☐ Proper containment and disposal of contaminated food, animals, and/or plants.

Responsibilities

- ☐ Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- ☐ Assist handling and packing of any samples and shipments to the appropriate research laboratory;
- ☐ Provide information and recommendations to the Health Department for outbreak incidents;
- ☐ Assist with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- ☐ Participate in subsequent investigations jointly with other law enforcement agencies;
- ☐ Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- ☐ Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- ☐ Assist with establishing logistical links with organizations involved in long-term congregate meal service; and
- ☐ Establish need for replacement food products.

	ADDRESS	PHONE
Amherst Veterinary Hospital	3327 S Amherst Hwy Monroe, VA 24574	(434) 929-1010
Laurel Stone Veterinary Hospital	150 Lexington Turnpike Amherst, VA 24521	(434) 946-5059
Monelison Animal Clinic	143 Highview Dr Madison Heights, VA 24572	(434) 929-1322

Tab 1 to Emergency Support Function #11
EMERGENCY FOOD CONSUMPTION STANDARDS

Per Person

Food Groups and Food Items per Week Standard

Meat and Meat Alternatives (red meat, poultry pounds, fish, shellfish, cheese, dry beans, peas, and nuts)	3
Eggs	6
Milk (pints)	7
Cereals and cereal products (flour including mixes, bakery products, cornmeal, rice, macaroni, and breakfast cereals)	4
Fruits and vegetables (fresh and frozen)	4
Food fats and oils (butter, margarine, lard, shortening pound and salad and cooking oils)	0.5
Potatoes (white and sweet)	2
Sugars, syrups, honey, and other sweets	0.5
Total (equivalent pounds per week):	27.0 lbs

Emergency Support Function # 12 – Energy

Primary Agencies

Amherst County Emergency Management

Secondary/Support Agencies

State Corporation Commission (SCC)

Virginia Department of Mines, Minerals, and Energy (DMME)

American Electric Power

Central Virginia Cooperative

Amherst County Building Inspections

Introduction

Purpose:

Estimate the impact of energy system outages in the locality.

Make decisions about closings based on:

- ☐ Duration of the outage;
- ☐ If portions of the locality are affected or if it the entire community;
- ☐ Ability to be operational; and
- ☐ Current weather conditions;

Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable life to be restored to full capacity as soon as possible.

Scope:

- ☐ ESF #12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

- ☐ Projected schedules;
- ☐ Percent completion of restoration; and
- ☐ Determine schedule for reopening facilities.

The incident may impact the locality only or it may be part of a larger incident that impacts the locality and the region.

In the latter cases, the locality will follow its plans, policies and procedures, but ensure that they are also following regional plans.

Policies:

- ☐ Provide fuel, power, and other essential resources
- ☐ Locality will contact utility providers;

- ☐ Work with utility providers to set priorities for allocating commodities;
- ☐ Personnel will stay up to date with procedures through education and training;
- ☐ Restoration of normal operations at critical facilities will be a priority;
- ☐ Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
 - See Tab 1 ESF-12
- ☐ Make decisions concerning closures; and
- ☐ Locality will manage independently, until it needs additional resources.

Concept of Operations

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- ☐ Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as petroleum products) may result from:

- ☐ Extreme weather
- ☐ Strikes
- ☐ International embargoes
- ☐ Disruption of pipeline system
- ☐ Terrorism

And can impact transportation and industrial uses

Other Impacts:

- ☐ Sever key energy lifelines;
- ☐ Constrain supply in impacted areas, or in areas with supply links to impacted areas; and
- ☐ Affect transportation, communications, and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures that extend beyond the locality. Without electric power, communications could become interrupted.

Organization:

Amherst County may activate its EOC in order to:

- ☐ Provide for the health and safety of individuals affected by the event;
- ☐ Comply with local and state actions to conserve fuel, if needed;
- Coordinate with local governments and utility providers to provide emergency information, education, and conservation guidance to the citizens – ESF 15;
- ☐ Coordinate information with local, state, and federal officials and energy;
- ☐ Coordinate with suppliers about available energy supply recovery assistance; and
- ☐ Submit requests to the Virginia Emergency Operations Center (VEOC) for fuel and power assistance, based on current policy.

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

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

Actions

- ☐ Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- ☐ Monitor the status of all essential resources to anticipate shortages;
- ☐ Maintain liaison with fuel distributors and local utility representatives;
- ☐ Implement local conservation measures;
- ☐ Keep the public informed;
- ☐ Implement procedures for determining need and for the distribution of aid;
- ☐ Allocate available resources to assure maintenance of essential services;
- ☐ Consider declaring a local emergency; and
- ☐ Document expenses.

Responsibilities

- ☐ Review plans and procedures;
- ☐ Review procedures for providing lodging and care for displaced persons (see ESF #6);
- ☐ In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by City and County Government;
- ☐ Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance Reference ESF 15;
- ☐ Provide emergency assistance to individuals as required;
- ☐ Enforce state and local government conservation programs; and
- ☐ Identify resources needed to restore energy systems.

Tab 1 to Emergency Support Function #12

Critical Facilities for Power Restoration

- ☐ Amherst County 911 Center
- ☐ Amherst County Sheriff Office
- ☐ Central Virginia Training Center, Mental Health Facility
- ☐ Amherst County Service Authority pump facility to Central Virginia Training Center
- Amherst County Water plant – Route 130
- ☐ Town of Amherst Filtration plant
- ☐ Town of Amherst Water plant
- ☐ Amherst County Fire Departments and Rescue Squads
- ☐ Amherst County Administration Building
- ☐ Town of Amherst Administration building
- ☐ Fairmont Crossings, Nursing Home
- ☐ Johnson Senior Center, Nursing Home
- University of Virginia Health System: Dialysis—Amherst
- Amherst County High School – during shelter operations
- ☐ Blue Ridge Regional Jail
- Amherst County Radio tower sights – Larkin Mountain, Panther Mountain, Rocky Mountain, Tobacco Row Mountain
- ☐ Amherst County Commissioner of Revenue and Treasure Office
- ☐ Amherst County Landfill

**Tab 2 to Emergency Support Function #12
Utility Providers**

Utility Provider	Phone Number(s) & 24-Hour Contact
AEP Power Co.	800-956-4237
Central VA COOP	800-367-2832
Amherst County Service Authority	434-8451605 M-F 434-384-1979 (After hours)
Columbia Gas of Virginia	800-544-5606 800-543-8911
Columbia Gas Transmission Corp.	540-463-3138 800-835-7191

Emergency Support Function # 13 – Public Safety and Security

Primary Agencies

Amherst County Sheriff's Office

Support Agencies

Amherst Police Department

Emergency Management

Fire Departments

EMS

Virginia Department of Transportation (VDOT)

Virginia State Police (VSP)

Introduction

Purpose:

- ☐ Maintain law and order;
- ☐ Provide public warning;
- ☐ Provide for the security of critical facilities and supplies, including shelters;
- Provide a “safe scene” for the duration of a disruptive incident;
- ☐ Provide access control to evacuated areas or critical facilities;
- ☐ Traffic control, as needed
- ☐ Leads ground search and rescue operations; and
- ☐ Assists with the identification of the dead.

Several factors may require outside assistance to respond to the event:

- ☐ Law or regulation may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event); and
- ☐ If the locality is impacted by a larger event that affects the region.

Scope:

ESF #13 responds to an emergency in the locality using existing procedures. These procedures are in the form of department directives that cover all-hazards disasters and acts of terrorism.

Policies:

- The Sheriff's Office will retain operational control of their respective jurisdictions;
- The operational plan will be coordinated with the local government's plan pursuant to Code of Virginia;
- ☐ Law enforcement will coordinate the response with other ESFs on the details of the events;
- ☐ Coordinate with Emergency Management to identify areas of potential evacuation;
- ☐ Amherst County has in place appropriate MOUs and Mutual Aid agreements; and
- ☐ The plan and the incident command staff may become subordinate if other organizations are called upon.

Concept of Operations

General:

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency. The mission of ESF # 13 is to maintain law and order, protect life and property, provide traffic control and law enforcement support, secure essential facilities/supplies and coordinate mutual aid.

The ECC is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

Organization:

- ☐ Local Law Enforcement will utilize their normal communications networks during disasters;
- ☐ Designate areas that need to be evacuated;
- ☐ Provide traffic control and security; and
- ☐ Coordinate with local law enforcement if the event exceeds the local capability.

Actions/Responsibilities

- ☐ Maintain police intelligence capability to alert government agencies and the public to potential threats;
- ☐ Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- ☐ Test primary communications systems and arrange for alternate systems, if necessary;
- ☐ Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- ☐ Provide traffic and crowd control as required;
- ☐ Provide security and law enforcement to critical facilities;
- ☐ Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- ☐ Document expenses.
- ☐ Coordinates backup support from other areas;
- ☐ Initial warning and alerting;
- ☐ Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- ☐ Traffic control;
- ☐ Evacuation and access control of threatened areas; and
- ☐ Assist the Office of the Chief Medical Examiner Health Department with identification of the dead.
- In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia Amherst County will contact the Virginia Department of Virginia Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Contact Fund (VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.

Criminal Injury Compensation Fund

Kassandra Bullock, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department

Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 205-3537
Email:
kassandra.bullock@vwc.state.va.gov

Shannon Freeman (alternate).
800-552-4007 (normal business hours)
804-614-5567 (after hours)

Virginia Department of Criminal Justices Services

Julia Wilson

Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 371-0386
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

Tab 1 to Emergency Support Function #13
ENTRY PERMIT TO ENTER RESTRICTED AREAS

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

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

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

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

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

Entry granted into hazard area.

Authorizing Signature _____

Date _____

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

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

Tab 2 to Emergency Support Function #13**WAIVER OF LIABILITY**

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

Signatures of applicant and members of his field partyDate

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.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

Tab 3 to Emergency Support Function #13
Law Enforcement Resources*(Maintain a list of available law enforcement resources and personnel)*

Department	Phone Number	Contact	Resource	
Amherst County Sheriff's Office	434-946-9300	Sheriff EW Viar	Deputies	49
			Vehicles	49
Amherst Town Police	434-946-9300	Chief Bobby Shiflett	Officers	6
			Vehicles	6

Amherst County Sheriff's Office Specialty Vehicles:

- (35) 4-wheel drive vehicles
- (3) 15 passenger vans
- (1) Utility van
- (2) tandem axle trailers
- (2) single axle trailers
- Armored car - MRAP
- (2) 6- wheel Gator ATV

Emergency Support Function #14 – Long Term Recovery

Primary Agencies

Emergency Management
Department of Social Services

Secondary/Support Agencies

Building Official's Office
Zoning and Planning Office
American Red Cross
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Public Affairs
County/City Attorney
Local Disaster Recovery Task Force

Introduction

Purpose:

To facilitate both short term and 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 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services. The full scope of services provided will depend on local capabilities and resources.

Policies:

- ☐ ESF #14 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.
- ☐ The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- ☐ Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- ☐ Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

Concept of Operations

General:

The recovery phase addresses broad recovery and reconstruction which deals with more permanent and long-term redevelopment issues.

The recovery and reconstruction component, deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing. Local Disaster Recovery Task Forces also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process when federal or state Declarations are made. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and the Region 2000 Planning District Commission. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- ☐ Completion of the damage assessment (see Damage Assessment Annex);
- ☐ Completion of the debris removal (see Debris Removal Annex);
- ☐ Repairing/rebuilding the transportation system;
- ☐ Repairing/rebuilding of private homes and businesses; and
- ☐ Hazard Mitigation projects.

Organization:

- ☐ The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- ☐ The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- ☐ The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education,
- ☐ The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

Actions/Responsibilities

- ☐ Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the state's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- ☐ Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- ☐ 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;
- ☐ Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- ☐ Determine and identify responsibilities for recovery activities.
- ☐ Local Disaster Recovery Task Forces also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

Emergency Support Function # 15 – External Affairs

Primary Agencies

Amherst County Administrator
Amherst County Director of Public Safety
Amherst County Sheriff Department

Secondary/Support Agencies

Virginia Department of Emergency Management
Local Television/Radio Stations
Local Newspaper
Amherst County Fire Departments
Amherst County Public Schools
Information Technology Department
Amherst County Health Department
Amherst County Department of Social Services
Central Virginia Public Information Network

Introduction

Purpose:

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

Scope:

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information.

Concept of Operations

General:

The Public Information/Affairs Office is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the EPIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

Organization:

Public Affairs is responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.

Community Relations will prepare an initial actions plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA can deploy a joint Community Relations Team to the locality to conduct these operations.

Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. Amherst County should be prepared to arrange an incident site visit for legislators and their staff. Legislative Affairs will also respond to legislative and congressional inquiries.

International Affairs, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

Responsibilities/Actions

- ☐ Amherst County PIO in conjunction with the County Administrator, Public Safety Director and Sheriff will carry out the public information function;
- ☐ 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;
- ☐ Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- ☐ Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs 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 new media, if needed;
- ☐ Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster;
- Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases;
- ☐ Assist with the preparation/transmission of EAS messages, if needed;

- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website and Facebook page along with other county agency Facebook pages;
- ☐ Disseminate information to elected officials through the legislative liaison function;
- ☐ Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information;
- ☐ Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible;
- ☐ Plan and organize news conferences with the Governor's staff, if necessary;
- ☐ Provide information to the public about available community disaster relief assistance and mitigation programs;
- ☐ Coordinate efforts to provide information to public officials, and;
- ☐ Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

Tab 1 to Emergency Support Function #15 Emergency Public Information Resources

Newspaper	Contact	Phone Number(s)
Amherst New Era Progress	News Room	434-385-5555
Lynchburg News & Advance	News Room	434-385-5400
Richmond Times	News Room	804-649-6990 804-775-8059 (Fax)
The Roanoke Times	News Room	540-981-3100 800-346-1234 540-981-3341 (News Room) 540-981-3346 (Fax)
Radio Stations	Contact	Phone Number(s)
K-92.3FM, Q-99.1FM, STAR 94.9FM	Station Manager	540-387-0234 540-389-0837 (Fax)
WGOL 97.9 FM ,WLLL 930 AM	Station Manager	434-385-9555 434-385-6073 (Fax)
WLDJ 102.7 FM	Station Manager	434-385-8298 434-845-4385 (Fax)
WLNI RADIO	Station Manager	434-845-5463 434-847-5709 (Fax)
WYYD	Station Manager	434-385-8298 434-385-7279 (Fax)
Television Stations	Contact	Phone Number(s)
WDBJ 7 – Roanoke	News Director	540-344-7000 800-777-9235 540-985-3600 (News Room) 540-343-7269 (Fax)
WSLS 10 – Roanoke	News Director	540-981-9110 800-SEE-NEWS 540-981-9126 540-343-2059 (Fax)
WSET-13	News Director	800-NEWS-TIP 800-639-7847

**Tab 2 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages**

Release or Spill
(No explosion or fire)

1. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on _____
(hwy/street).

Certain dangerous materials have been spilled/leaked/released from a tank car/truck. Due to the toxicity of material released to the atmosphere, all traffic on _____ (hwy/street) is being rerouted via _____

Due to the possibility of an explosion and major fire, all residents living within _____ feet of the site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by Amherst County Sherriff's Department, emergency workers or State Police.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

**Tab 3 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages**

(FIRE AND/OR EXPLOSION IMMINENT)

2. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an accident occurred on _____ (hwy/railroad)
at _____ (location). All traffic on _____
(hwy) is being rerouted via _____ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within _____ feet of
the site are urged to leave immediately and report to _____ (school,
church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for
additional information/instructions.

Tab 4 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Shelter Centers

DATE: _____

TO: _____

FROM: _____

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The _____ (event) at _____ (site) in City/ County on _____ (date) released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are

_____. (enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the **City/County** Health Department at XXX-XXX-XXXX

Tab 5 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Chemical/Biological Event

DATE: _____

TO: _____

FROM: **City/County** Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The **City/County** Public Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by _____ (event) at the _____ (location) in /City-County.

The chemical release occurred at _____ (date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms:
_____. (list symptoms on the MSDS)

Any person who was in the vicinity of _____ (site of event) between _____ (hours) on _____ (day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact **City/County** Health Department at XXX-XXX-XXXX

**Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Physicians**

DATE: _____
TO: All Primary Care Physicians in _____
(area, city, county)
FROM: **City/County** Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ (event) at _____ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____ (list name(s) of chemicals involved) should be considered with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, (site of incident) and estimated time of onset of symptoms. Report incidents to the **City/County** Health Department.

For additional information, contact the **City/County** Health Department at XXX-XXX-XXXX

Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Primary Health Care Facilities

DATE: _____
TO: All Primary Care Facilities in _____
(area, city, county)
FROM: **City/County** Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ (event) at _____ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of overexposure to these chemicals.

Exposure to _____ (list name(s) of chemicals involved)
should be considered with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the **City/County** Health Department at XXX-XXX-XXXX

Emergency Support Function # 16 – Military Support

Primary Agency

Amherst County Emergency Management

Secondary Agencies

Amherst County Departments

Introduction

Purpose

To outline the parameters on the use of all Department of Defense (DOD) and National Guard assets in support of a declared emergency.

Situation

The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the DMA. The Adjutant General (TAG) of Virginia is the military commander.

DMA staffs and man's its Joint Force Headquarters (JFHQ). Within the JFHQ is the Joint Operations Center (JOC) that is operational 24/7. The Virginia Army National Guard, Virginia Air National Guard, and the Virginia Defense Force are three components that JFHQ-VA draw forces from to fulfill request for assistance requirements.

ESF #16 in the County will not be staffed but rather exists as a coordinating entity. Coordination will occur between the Emergency Services Coordinator and the response assets on specifics as it relates to duties assigned.

Planning Assumptions

Amherst County does not have military installations within the jurisdiction and does not maintain stand-alone agreements with military assets.

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).

Concept of Operations

The county will request a capability or need to the Virginia EOC as outlined in EOC procedures and ESF 7 Logistics.

It is at the determination of the Virginia Emergency Operations Center (VEOC) if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.

Support cannot be transferred to another agency without prior approval.

Once assets have been committed those responding will coordinate directly with local official to accomplish the objectives.

Policies

- ☐ DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).
- ☐ Military assets are only available during a declared state of emergency.
- ☐ The Department of Military Affairs (DMA) will determine the resources necessary to support emergency requests. Command and control will remain within military channels.
- ☐ For emergency defense support to civil authorities, Joint Force Headquarters Virginia (JFHQ-VA) can activate any one or all three strategically located JTFs to respond to a large scale event. These are JTF Hurricane, JTF Support, and JTF NOVA. Each JTF is commanded by a General Officer and staffed at the Major Subordinate Command Level.
- ☐ The JFHQ-VA Joint Operation Center (JFHQ-VA-JOC) is located at Fort Pickett in Blackstone, Virginia. A duty officer is always available through the Virginia Emergency Operations Center (VEOC) number: 1-804-674-2400.

Emergency Support Function #17 - Volunteer and Donations Management

Primary Agencies

Emergency Management

Secondary/support Agencies

Local Disaster Recovery Task Force

Virginia Voluntary Organizations Active in Disaster (VVOAD) – South Central Region

Public Information Office

Department of Social Services

County/City Attorney

Local Volunteer, Civic or Church organizations

Introduction

Purpose:

ESF # 17 describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

Scope:

Volunteer services and donated goods refer to unsolicited goods, and unaffiliated volunteer services. Coordination of affiliated volunteers will also be needed during recovery operations.

Policies:

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

- ☐ Coordinates with other agencies to ensure goods and resources are used effectively;
- ☐ Looks principally to those organizations with established volunteer and donation management structures.
- ☐ Encourages cash donations to recognize non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization.
- ☐ Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

Concept of Operations

General:

Volunteer and Donations Management operations may include the following:

- ☐ A Volunteer and Donations Coordinator
- ☐ A phone bank
- ☐ A coordinated media relations effort in conjunction with ESF 15
- ☐ Effective liaison with other emergency support functions, state and federal government officials
- ☐ Facility Management Plan

Donated Goods Management Function

- ☐ Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community based organizations, the business sector and the media.
- ☐ Roanoke, in conjunction with voluntary organization partners and local government, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function

- ☐ Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, faith-based organizations, the private sector and the media.
- ☐ Developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

Organization:

The Emergency Management Coordinator will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Amherst County and volunteer organizations, as required.

The Emergency Management Coordinator will coordinate the disaster relief actions of private and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

Responsibilities

- ☐ Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area;
- ☐ Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites;
- ☐ Assign the tasks of coordinating auxiliary manpower and material resources;
- ☐ Develop procedures for recruiting, registering and utilizing auxiliary manpower;
- ☐ Develop a critical resources list and procedures for acquisition in time of crisis;
- ☐ Develop procedures for the management of donated goods;

- ☐ Receive donated goods;
- ☐ Assist with emergency operations;
- ☐ Assign volunteers to tasks that best utilize their skills; and
- ☐ Compile and submit totals for disaster-related expenses.

**Tab 1 to Emergency Support Function # 17 – Volunteer & Donations
Management
Volunteer Registration Form**

- I. Name

- II. Social Security Number

- III. Organization (if appropriate)

- IV. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)

- V. Estimated length of time services can be provided in the disaster area

- VI. Special tools or equipment required to provide service

- VII. Billet or emergency shelter assignment in local area

- VIII. Whether or not the group or individual is self-sufficient with regard to food and clothing

Damage Assessment Annex

Coordinating Agency

Amherst County Public Safety

Amherst County Building Inspections

Cooperating Agencies

Assessor's Office

Department of Public Works

Department of Parks and Recreation

Department of Accounting

Sheriff's Office

Department of Social Services

Public Schools

American Red Cross

Amateur Radio Emergency Services

Virginia Department of Transportation (VDOT)

Virginia Department of Emergency Management

Introduction

Purpose:

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in Amherst County in an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

Scope:

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by Amherst County Public Safety. This document will address general situations with no consideration given for special incident scenarios.

Definitions:

Initial Damage Assessment (IDA): Independent review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

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

Situation:

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

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

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources. The President under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

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

Assumptions:

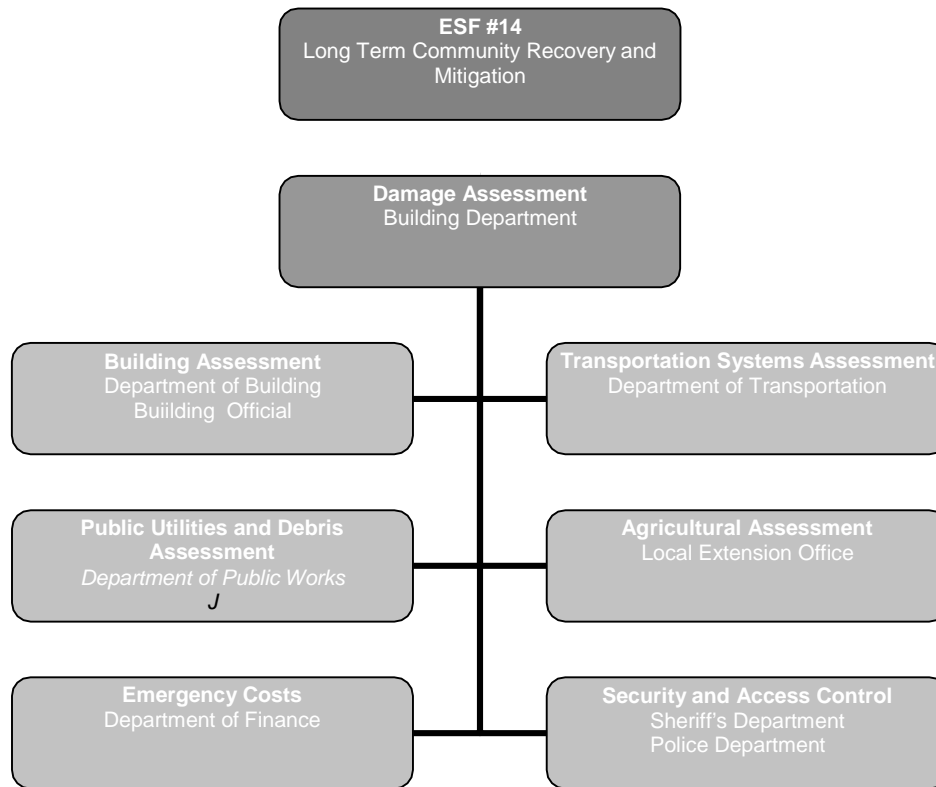
1. Fast and accurate damage assessment is vital to effective disaster responses;
2. Damage will be assessed by pre-arranged teams of local resource personnel;
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
4. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
5. Damage to utility system and to the communications systems will hamper the recovery process;
6. A major disaster affecting the county could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call –secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess all of Amherst County structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Amherst County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to Amherst County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Management Coordinator depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

Concept of Operations**Organization:**

The ultimate responsibility of damage assessment lies with the local governing authority. The Amherst County Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Department of Building. The damage assessment teams will be supported by multiple agencies from Amherst County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Management), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Oil and Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by County, state and federal regulations. If supplies, materials, and equipment are required, records will be maintained in accordance to County/City, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary.

Responsibilities:

1. Department of Building and Zoning
 - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
 - b. Maintain a list of critical facilities that will require immediate repair if damaged;
 - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Amherst County Emergency Management Coordinators;
 - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
 - e. Conduct damage assessment training programs for the teams;
 - f. Coordinate disaster teams conducting field surveys;

- g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
 - h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
 - i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
 - j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
 - k. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
 - l. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.
- 2. Department of Public Works
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private utilities, and provide to County Department of Building and Zoning within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
- 3. Virginia Department of Transportation
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private transportation resources, and provide to County Department of Building and Zoning within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
- 4. Extension Office
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private agricultural resources, and provide to City/County Department of Building and Zoning within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
- 5. Sheriff's Office and Police Departments
 - a. Provide security for ingress and egress of the damaged area(s) post-event;
 - b. Provide access and security for damage assessment activities with Amherst County.
- 6. Department of Accounting
 - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
 - c. Report these estimates and obligations to the Emergency Management Coordinator for inclusion into the appropriate Public Assistance IDA categories.
- 7. Emergency Management
 - a. Overall direction and control of damage assessment for Amherst County;
 - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;

- c. Ensuring appropriate and adequate public information and education regarding the damage assessment process; and
8. Public Information Officer
 - a. Ensures prior coordination with appropriate damage assessment coordination ESOs to provide periodic spot announcements to the public on pertinent aspects of the assessments.

Actions

Mitigation/Prevention:

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

Preparedness:

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

Response:

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

Recovery:

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

Tab 1 to Damage Assessment Annex

Damage Assessment Team Assignments

The appointed representative from the Department of Building will report to the EOC when activated by the Emergency Management Coordinator. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. PRIVATE PROPERTY

Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team: Building Official
Department Heads and additional staff, as needed

Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Building Official
Department Heads and additional staff, as needed

Category C – Agriculture

An agricultural parcel is at least 5 acres. Include estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

Team: VPI Extension Agent
Department Heads and additional staff, as needed

II. PUBLIC PROPERTY

Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Department Heads and additional staff, as needed

Category B – Protective Measures

1. Life and safety (all public safety report costs)

Team: Department Heads and additional staff, as needed

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Department Heads and additional staff, as needed
Virginia Department of Health

Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team: VDOT Department Heads and additional staff, as needed

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Department Heads and additional staff, as needed

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Department Heads and additional staff, as needed

Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Department Heads and additional staff, as needed
Virginia Department of Health – Environmental Health

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation
Department Heads and additional staff, as needed

Tab 2 to Damage Assessment Annex TELEPHONE REPORT

AMHERST COUNTY DAMAGE ASSESSMENT – TELEPHONE REPORT					
1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)		
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY		5. OWNERSHIP
Home	Work	Cell	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence		<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Best time to call	Best number to use		<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence		<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
6. CONSTRUCTION TYPE					
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other					
7. TYPE OF INSURANCE					
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None					
8. DAMAGES (Check all that apply)					
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Basement Flooding <input type="checkbox"/> Yes <input type="checkbox"/> No Depth <input type="checkbox"/> Feet Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No					
9. SOURCE OF DAMAGES					
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____					
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable					
11. CALLER'S ESTIMATE OF DAMAGES					
REPAIRS		CONTENTS		TOTAL	
\$		\$		\$	
12. COMMENTS					
12. CALL TAKER			13. DATE & TIME REPORT TAKEN		

Tab 3 to Damage Assessment Annex Cumulative Initial Damage Assessment Report

PRIMARY: Input into WebEOC

SECONDARY: VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

Jurisdiction:									
Date/Time IDA Report Prepared:									
Prepared By:									
Call back number:									
Fax Number:									
Email Address:									
Part I: Private Property CUMULATIVE DAMAGES									
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									
Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES									
Type of Property							Estimated Dollar Loss	% Insured	

Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
TOTAL		\$0.00
Additional Comments:		

Tab 4 to Damage Assessment Annex



Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs Emergency repairs • Emergency demolition Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control	Repair of irrigation systems, drainage	<ul style="list-style-type: none"> Channel alignment • Recreation

Facilities	channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> • Buildings, including contents such as furnishings and interior systems such as electrical work. • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> • Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed.
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> • Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances.

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

Eligibility Criteria: Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

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

Tab 5 to Damage Assessment Annex Public Assistance Damage Assessment Field Form

JURISDICTION: _____ **INSPECTOR:** _____ **DATE:** _____ **PAGE** _____ **of** _____

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

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$	
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE	Y N
				NO DATA AVAILABLE (check box)	

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$	
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE	Y N
				NO DATA AVAILABLE (check box)	



Tab 6 to Damage Assessment Annex

Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor. More than 2 feet in mobile home .
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</u>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. Mobile home , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. Mobile home , no water in "Belly Board".

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

Tab 7 to Damage Assessment Annex

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type	Sector		Place Name		IDA Date					
Geographic Area Description						Page #	Of Total Pages			
IDA Team										
	SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible	
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
TOTAL PRIMARY										
TOTAL SECONDARY										
TOTAL (Incl. Secondary)										
ROADS / BRIDGES	Number of Roads / Bridges Damaged		Number of Households Impacted							
UTILITIES	Number of Households Without Utilities		Estimated Date for Utilities Restoration							
Comments										

Debris Management Annex

Primary Agency

Emergency Management
Amherst County Public Works
Contracted Agencies

Supporting Agencies

Virginia Department of Transportation
Virginia Department of Health
Virginia Department of Environmental Quality

Introduction

Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Scope:

Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.

The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

Policies:

- The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;
- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area coordinated with VDOT;
- The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and local governments – see ESF 12 Energy Tab 1 page ESF 12-4;
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

Concept of Operations**Organization:**

The General Services will be responsible for coordinating debris removal operations for the locality. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Facilities will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

The General Services will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.

Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the locality to more closely tailor their contracts to their needs, as well as expedite the implementation of them in a prompt and effective manner.

The locality will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of

performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

The locality is encouraged to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and local governments who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

The primary debris storage and reduction sites will be the Amherst County landfill. Additional site may be needed and will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the County/City engineer and will be coordinated with other recovery efforts through the local EOC. Where appropriate, final disposal may be to the County sanitary landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers. The categories of debris appear in Tab 1. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The area hazardous materials coordinator will be the initial contact for hazardous/toxic materials. (See the County Hazardous Materials Plan.)

The County General Services is responsible for the debris removal function. The General Services will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the locality following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, the locality will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as

maximizes state and local governments' level of assistance from the federal government. Private contracting allows the locality to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

Responsibilities:

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and local governments, as appropriate;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklists to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

Tab 1 to Debris Management Annex

DEBRIS CLASSIFICATIONS*

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. **Burnable Debris:** Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.
 - b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

* Debris classifications developed and used by Corps of Engineers

Tab 2 to Debris Management Annex**DEBRIS QUANTITY ESTIMATES**

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

Determine population (P) in the affected area, using the 2000 Census Data for Amherst County. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

$$Q = H (C) (V) (B) (S)$$

Where

Q is quantity of debris in cubic yards

H is the number of households ()

C is the storm category factor in cubic yards. It expresses debris quantity in cubic yards per household by category and includes the house and its contents, and land foliage--Category 5 storm Value of C Factor is 80 cubic yards.

V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way--Vegetative Cover Heavy - Value of Multiplier is 1.3.

B is the commercial/business/industrial use multiplier and takes into account areas that are not solely single- family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities--Commercial Density Heavy - Value of Multiplier is 1.3.

S is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only)--Precipitation Characteristic Medium to Heavy - Value of Multiplier is 1.3.

$$\text{Then } Q = (H) \times 80 (C) \times 1.3 (V) \times 1.3 (B) \times 1.3 (S) = 1.9 \text{ MILLION CUBIC YARDS}$$

References:

District Corps of Engineers, Emergency Management Branch, Debris Modeling

Dam Safety Annex

Primary Agency

Amherst County Public Safety - Emergency Management
Amherst County Department of Public Works
Amherst County Sheriff's Department

Supporting Agencies

County Administrator
Virginia Department of Conservation and Recreation (DCR)

Introduction

Purpose:

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

Scope:

The Virginia Department of Conservation and Recreation provides detailed guidance to dam owners in developing an emergency action plan in the event of dam failure. Local government is also responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

Policies:

Dam owners will:

- Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation; and
- Operate and maintain the dam to assure the continued integrity of the structure.

Local Government will:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure

Concept of Operations

Organization:

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Sheriff, the County Administrator and the Coordinator of Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan. This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An Emergency Action Plan is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia Department of Conservation and Recreation. In addition to the Virginia Department of Conservation and Recreation, a copy of the plan must be provided to the local Director of Emergency Management and to the Virginia Department of Emergency Management.

Standards have been established for Dam Classifications and Emergency Stages. See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the County Administrator and/or the Coordinator of Emergency Management and/or the Chairman/Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

Responsibilities:**Dam Owners:**

- Develop an Emergency Action Plan for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation; and
- Operate and maintain the dam to assure the continued integrity of the structure.

Local Government

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high - ground in area for later rescue;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Tab 1 to Dam Safety Annex**DAM CLASSIFICATIONS AND EMERGENCY STAGES****Dam Classifications**

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams which exceed 25 feet in height **and** impound more than 50 acre feet in volume, or 100 acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

Class I (High Hazard) - Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) - Possible loss of life; appreciable economic loss

Class III (Low Hazard) - No loss of life expected; minimal economic loss.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times which may be appropriate.

Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

Tab 2 to Dam Safety Support Annex

LOCAL DIRECTORY OF DAMS REGULATED BY VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION AND REQUIRING EMERGENCY ACTION PLANS

Class I- High hazard, probable loss of life, and excessive economic loss in the event of complete failure.

Graham Creek Reservoir – Owner – Amherst County Service Authority
 Pedlar Reservoir – Owner – City of Lynchburg
 Mill Creek Lake Dam - Owner – Amherst County
 Stonehouse Lake Dam - Owner – Amherst County
 Thrasher Lake Dam - Owner – Amherst County

Other Dams in Amherst County:

NAME	Latitude	Longitude
<u>Buffalo River Dam Number Three</u>	37.673472	-79.11975
<u>Buffalo River Dam Number Two</u>	37.670138	-79.138084
<u>Burruss Dam</u>	37.576805	-79.289753
<u>Colemans Fall Dam</u>	37.501806	-79.299752
<u>Cushaw Dam</u>	37.591803	-79.383089
<u>Early Dam</u>	37.527087	-79.020578
<u>General Alberts Dam</u>	37.523473	-79.191416
<u>General Alberts Other Dam</u>	37.526807	-79.198083
<u>Holcomb Rock Dam</u>	37.510069	-79.265851
<u>Izaak Walton Dam</u>	37.503475	-79.079746
<u>Mays Dam</u>	37.668472	-79.151417
<u>Otter Lake Dam</u>	37.556526	-79.357532
<u>Pedlar River Dam</u>	37.669174	-79.277615
<u>Pleasant view Hunt Club Dam</u>	37.625137	-79.29142
<u>Reusens Dam</u>	37.463475	-79.186415
<u>Sweetbriar College Lower Dam</u>	37.565141	-79.079747
<u>Sweetbriar College Upper Dam</u>	37.560141	-79.083081
<u>Wennings Dam</u>	37.481809	-79.048079
<u>Winton Country Club Dam</u>	37.631808	-79.026413

Animal Care and Control Annex

Coordinating Agency

Amherst County Sherriff Office- Animal Control
Amherst County Public Safety

Cooperating Agencies

Amherst County Humane Society
Department of Public Works
Department of Parks and Recreation
Department of Accounting
Department of Social Services
Public Schools
American Red Cross
Amateur Radio Emergency Services
Virginia Department of Transportation (VDOT)
Virginia Department of Emergency Management

Introduction

Purpose:

In time of emergency, the mission of the County Emergency Response System is to establish general policies and procedures and organizational responsibilities to ensure coordination of preparedness, response, and recovery efforts of animal welfare organizations and animal control agencies for rapid response to disasters affecting the welfare and safety of animals and the community at large.

Animal care and control activities in emergency preparedness, response, and recovery include, but not limited to, companion animals, livestock and wildlife care, facility usage, displaced companion animal and livestock assistance, owner reunification, and carcass disposal.

CONCEPT OF OPERATIONS

General

- ☐ Awareness and Preparedness
- ☐ Develop procedures to inform and educate the public utilizing media resources and presentations in the schools and at civic events.
- ☐ Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels and boarding facilities that will participate in sheltering of domestic pets during emergencies and disasters.
- ☐ Coordinate with local Department of Social Services and American Red Cross in identifying animal friendly shelter sites near approval evacuation shelters.
- ☐ Establish rules and regulations in conjunction with participating groups for the emergency care and sheltering of pets.
- ☐ Maintain a current resource list of participating groups with contact persons, telephone numbers and list of appropriate support agencies.

Organization

County Emergency Response System will develop criteria to temporarily arrange for or provide care and proper disposition for companion animals, livestock, and wildlife. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision or transportation and security of their animal care and control facilities as well as facilitating a system for companion animal/owner reunification when possible.

- ☐ Coordinate local emergency response procedures with the statewide support network.
- ☐ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations, and other resources to carry out the response plans associated with animal health emergency management.
- ☐ Develop and maintain plans to provide for adequate care of animals in times of emergencies.
- ☐ Develop procedures to inform and educate the public of the need to be prepared to care for their animals during disasters.
- ☐ Identify essential public and private facilities and develop measures to provide for their utilization in emergency situations.
- ☐ Assign emergency responsibilities and provide training of volunteers.
- ☐ Review and update plans and procedures on a regular basis.

Actions

- ☐ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease outbreak.
- ☐ Provide assistance to established pet shelters.
- ☐ Contact resources for temporary emergency housing of companion animals and livestock.
- ☐ Initiate search, rescue and transportation of animals to shelters.
- ☐ Receive and care for animals.
- ☐ Identify, control and if necessary, destroy animals that pose hazards to the well-being and safety of citizens.
- ☐ Register, tag, and establish accurate records of all animals.
- ☐ Maintain effective communication with the local Emergency Operations Center, area shelters, and field personnel.
- ☐ Provide food, water, and waste disposal for animals.
- ☐ Provide care for sick and/or injured animals.
- ☐ Supervise prevention and control of zoonotic diseases in cooperation with the local health department.
- ☐ Maintain financial records on personnel, supplies and other resources
- ☐ Reunite animal and owners
- ☐ Make arrangements for long term care of animals
- ☐ Identify and dispose of dead animals

RESPONSIBILITIES

- ☐ Coordinate animal and mass care sheltering for adults with local animal welfare organizations and/or animal control agencies and the American Red Cross.
- ☐ Manage animal disaster response operations in coordination with Emergency Management.
- ☐ Coordinate activities of the animal rescue teams.
- ☐ Assist with transportation of animals to shelters.
- ☐ Assist in animal rescue operations.
- ☐ Develop and maintain with local officials a current list of animal care facilities, food supplies, cage suppliers and hotels and motels willing to accept pets.
- ☐ The American Red Cross, Department of Social Services, and the Amherst County Office of Emergency Management (OEM) will make the determination to open a shelter(s).
- The Amherst County Sheriff's Office is responsible for the security of the shelter from the opening to the closing of said shelter(s).
- ☐ The Amherst County OEM will work with all parties involved to open pet shelters at designated locations based on availability:
- The Amherst County Sheriff's Office will be responsible for transporting pets to shelters in the event the resident at the ARC shelter does not have transportation.
- The Amherst County Sheriff's Office will be responsible for all proper documentation of pets, i.e. identification, proper papers, and location of the pet. The Sheriff's Office has the authority not to transport pets at their desecration.
- ☐ The pet owner should check the availability of kennels prior to the incident if possible.
- ☐ The pet owner should provide pet carriers or crates for each pet.
- The pet owner shall make sure that the pet's vaccinations are current, especially for rabies and have certificates.
- ☐ The pet owner shall make sure the pet is wearing a properly fitted collar with rabies tags and identification tags
- ☐ The pet owner should provide food, water and bowls for each animal.
- ☐ The pet owner shall provide ample supply of special medications.
- ☐ The pet owner should provide litter and litter pans for cats.
- ☐ The pet owner shall provide newspapers, towels, bags for disposal of pet wastes, cleaners and disinfectants.
- ☐ The pet owner should provide or have with them a current photo of each pet.

Cooperative Extension Agents

- Develop and disseminate to local farmer's information on emergency preparedness for livestock and poultry.
- Assist animal control agencies and/or animal welfare organizations in the rescue and sheltering of livestock.
- In coordination with the health department and the United States Department of Agriculture, assist in the isolation, euthanasia and disposal of diseased animals.

Tab 1 Animal Shelter Annex

Amherst County Humane Society

318 Shelter Lane
P.O. Box 614
Amherst, VA 24521
434-946-2340

HSofAC@gmail.com

Education and Training

- a. The Humane Society of the United States – www.hsus.org
- b. The Federal Emergency Management Agency – www.fema.gov
- c. The American Veterinary Medical Association – www.avma.org
- d. The American Red Cross – www.redcross.org
- e. The American Humane Association – www.americanhumane.org

Storm Ready Annex

Primary Agency

Amherst County Public Safety
Amherst County Sheriff's Office
Amherst County Volunteer Fire and Rescue Departments

Supporting Agencies

National Weather Service
Amherst County Public Works

Introduction

PURPOSE

The purpose of this Appendix is to supplement the Emergency Operations Plan (EOP) by establishing policy and procedures specific to response and recovery operations during a severe weather emergency.

Actions

- ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media;
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications devices may be utilized to notify public officials, EOC staff, emergency personnel and others, as required
- Upon a report of severe weather the E-911 center will contact the National Weather Service to report weather conditions (1-800-2212856) and the Emergency Management Coordinator.
- Emergency service vehicles equipped with public address systems may be used to warn the general public
- Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System
- Emergency warning may originate at the federal, state, or local level of government. Timely warning requires dissemination to the public by all available means:
 - Emergency Communications Center
 - Emergency Alert System
 - Local radio and television stations

- NOAA Weather Radio – National Weather Service
- Mobile public address system
- Telephone
- General broadcast over all available radio frequencies
- Newspapers
- Amateur Radio Volunteers

Responsibilities:

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor
- Provide additional staffing in the EOC to assist with communications functions
- Develop and maintain an emergency communications program and plan
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major
- Maintain records of cost and expenditures and forward them to Finance Section Chief

Definitions:

In addition to those definitions provided in the Basic Plan, the following list contains severe weather-related terms and definitions.

Blizzard – A blizzard occurs when winds 35 mph or greater combine with falling or blowing snow to reduce visibility to or below one-quarter, mile for 3 hours or more causing whiteout conditions. Wind chill temperatures are often near or below zero in a blizzard. People out in blizzards can quickly become disoriented from the cold, snow, and wind; and lose their way when only several yards from their home or car.

Blizzard Warning – Issued when strong winds combine with falling and/or blowing snow to reduce visibility to one-quarter mile or less for at least 3 hours. Deep snow drifts and dangerously low wind chills often accompany blizzard conditions.

Blowing and drifting snow generally occur together and result from strong winds and falling snow or loose snow on the ground. "Blowing snow" is defined as snow lifted from the surface by wind and blow about to a degree that horizontal visibility is greatly restricted.

Excessive Heat Warning – An imminent threat of a heat wave that will endanger lives, especially the elderly and infirm. Issued by the National Weather Service (NWS) within 12 hours of the onset of the following criteria: Heat Index of at least 110°F for at least two hours.

Excessive Heat Watch – A potential future threat of a heat wave that will endanger lives, especially the elderly and infirm. Issued by the National Weather Service (NWS) more than 12 hours away from the event with the following criteria: Heat Index of at least 110°F for at least two hours.

Freezing Rain – Rain that falls and freezes to a cold surface such as a Road or tree causing a glaze of ice to form. Freezing rain forms when snow falls through a warm layer above the ground, melts to rain, and then re-freezes upon reaching the ground where the air and ground-level objects are below freezing. Freezing rain or "ice storms" can also knock down trees and power lines, and severely hamper travel.

Freezing rain/Freezing Drizzle Advisory – Issued when freezing rain or freezing drizzle will produce hazardous conditions for motorists and pedestrians.

Flash Floods – Flash floods are the result of intense storms dropping large amounts of rain within a short period of time, rapid snowmelts or dam failures. Flash floods occur with little or no warning and can reach full peak in only a few minutes.

Flood Warning – a forecast of impending floods advising of the expected severity of flooding (minor, moderate, or major), the affected river or body of water, and when and where flooding will begin.

Flurries - The term flurries refers to very light snow or snow that occurs for a short time period only causing a light dusting at best.

Enhanced Fujita Scale – A descriptive scale categorizing tornadoes by intensity, relating wind speed to damage observed. Tornadoes are assigned an EF scale rating during a damage survey after the fact.

Heat Advisory – An imminent threat of very hot conditions. Issued by the National Weather Service (NWS) within 12 hours of the onset of the following criteria: Heat Index of 105°F to 109°F for at least two hours.

Heat Index – The Heat Index (HI) or the "Apparent Temperature" is an accurate measure of how hot it really feels when the relative humidity is added to the actual air temperature.

Heavy Snow Warning – Issued to the public when a fall of five inches or more is expected in a 12-hour period, or a fall of seven inches or more is expected in a 24-hour period. Some variations on these rules may be used in different parts of the country, in metropolitan areas with heavy traffic, a snowfall of two or three inches will justify a heavy snow warning.

Hurricane – A tropical cyclone with sustained surface winds (1-minute mean) of 63 knots (73 mph) or greater.

Hurricane/Tropical Storm Probabilities – Issued by the NWS, expresses the percentage chance that the center of a hurricane/tropical storm will pass within approximately 65 miles of 44 selected locations from Brownsville, Texas, to Eastport, Maine.

Hurricane Warning – Notification that within 24 hours or less an area may be subject to either hurricane-force winds (74 miles per hour or greater) or storm surge.

Hurricane Watch – The notification of a possible hurricane threat to a community, within a 36-hour time period.

Inland Hurricane Warning - Issued for interior counties that sustained winds of 74 mph or greater associated with a hurricane are expected within 24 hours.

Inland Hurricane Watch - Issued for interior counties when sustained winds of 74 mph or greater associated with a hurricane are possible within 36 hours.

Inland Tropical Storm Warning - Issued for interior counties when sustained winds of 39 to 73 mph associated with a tropical storm are expected within 24 hours.

Inland Tropical Storm Watch - Issued for interior counties when sustained winds of 39 to 73 mph associated with a tropical storm are expected within 36 hours.

Microburst – A microburst is a much-localized column of sinking air, producing damaging divergent and straight-line winds at the surface that are similar to but distinguishable from tornadoes, which generally have convergent damage.

Red Flag Warning – Issued by the NWS to tell area firefighting and land management agencies that conditions are ideal for wild land fire ignition and propagation.

Saffir/Simpson Hurricane Scale – A descriptive scale categorizing hurricanes by intensity, relating intensity to damage potential.

Severe Blizzard Warnings – Issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degrees or lower

Severe Thunderstorm Watch – Issued by the NWS when weather conditions become favorable for the development of a severe thunderstorm (damaging winds 58 miles per hour or more, or hail 3/4 of an inch in diameter or greater).

Severe Thunderstorm Warning – Issued by the NWS when a severe thunderstorm has been spotted or indicated by weather radar.

Sleet – Rain that has re-frozen into ice pellets prior to reaching the ground. Sleet forms in a similar manner to freezing rain; however, the layer of cold air near the ground is thick enough to allow the raindrops to re-freeze before reaching the ground. Sleet will bounce when it strikes a hard surface and can accumulate like snow and make a road slick, but it is not as hazardous as freezing rain.

Snow Advisory – issued when between 2 and 4 inches of snow is forecast in a 12-hour period.

Snow Squalls or Snow Showers – brief, intense falls of snow and are comparable to summer rain showers. They are accompanied by gusty surface winds.

Tornado – A rotating column of air usually accompanied by a funnel shaped downward extension of cloud with speeds up to 300 mph.

Tornado Watch – Issued by the NWS when weather conditions become favorable for the development of tornadoes.

Tornado Warning – Issued by the NWS when a tornado has been spotted or indicated by radar.

Tropical Cyclone – a general term, which includes hurricanes, tropical storms, and tropical depressions. These storms are born in the tropical and subtropical Atlantic Ocean including the Caribbean Sea and the Gulf of Mexico. Tropical cyclones are classified mainly by the wind speed, usually according to the Saffir/Simpson Scale.

Tropical Depression – A tropical cyclone with maximum sustained winds of less than 39 mph.

Tropical Disturbance – A tropical low that is exhibiting some organized convection, originating in the tropics/sub-tropics with a non-frontal migratory character, sustained for twenty-four hours or more.

Tropical Storm – A tropical cyclone with maximum sustained winds of greater than 39 mile per hour, but less than 73 miles per hour.

Tropical Storm Warning – Issued by the NWS when tropical storm force winds are expected in a specified area within twenty-four hours.

Tropical Storm Watch – Issued by the NWS when tropical storm force winds are possible in a specified area within thirty-six hours.

Watches and Warnings – Issued by the NWS for potentially life-threatening conditions regardless of the time of year. Watches are cautionary and indicate there is a threat for that weather condition to develop (Stay alert to weather conditions). Warnings are issued when the weather condition has been observed or is imminent (Take action!).

Wind Chill – Wind chill temperature is the "feel-like" temperature denoting the combined effect of wind and temperature on people and animals. Wind chill is based on the rate of heat loss from exposed skin. Wearing layers of clothing will help retain your body heat and combat wind chill. Once wind chill temperatures drop below -20 degrees F, exposed flesh can freeze in 30 minutes or less, causing frostbite.

Wind Chill Advisory – Issued when wind chill temperatures (the apparent temperature resulting from the combination of wind and cold temperatures) ranging between 5 degrees below zero and 20 degrees below zero colder. Although wind chill values in this range are only life threatening when skin is exposed for more than one hour, not taking necessary precautions to protect one from the cold could result in hypothermia.

Wind Chill Warning – Issued when wind chill temperatures (the combined effect of wind and temperature on exposed skin) are forecast to reach 20 degrees below zero or colder.

Winter Weather Advisory - Issued when a combination of snow, sleet, or freezing rain precipitation will cause significant inconvenience and hazardous driving conditions.

Winter Storm Watch – Issued when the following weather conditions are possible within 24 to 48 hours - at least 4 to 6 inches of snow and/or ice accumulations of 1/4 inch or more... in a 12 to 24- hour period.

Winter Storm Warning – Issued when the watch conditions described above are either imminent or likely within 24 hours.

Weather related resources

www.noaa.gov

www.redcross.org

www.tornadoproject.com/safety

www.fema.gov/hazard/thunderstorm

Tab 1

SAFFIR-SIMPSON HURRICANE SCALE

Tropical Storm - Winds 39-73 mph

Category 1 Hurricane — winds 74-95 mph (64-82 kt)

No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage.

- Examples: Irene 1999 and Allison 1995

Category 2 Hurricane — winds 96-110 mph (83-95 kt)

some damage to building roofs, doors and windows. Considerable damage to mobile homes. Flooding damages piers and small craft in unprotected moorings may break their moorings. Some trees blown down.

- Examples: Bonnie 1998, Georges (FL & LA) 1998 and Gloria 1985

Category 3 Hurricane — winds 111-130 mph (96-113 kt)

some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.

- Examples: Keith 2000, Fran 1996, Opal 1995, Alicia 1983 and Betsy 1965

Category 4 Hurricane — winds 131-155 mph (114-135 kt)

more extensive wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.

- Examples: Hugo 1989 and Donna 1960

Category 5 Hurricane — winds 156 mph and up (135+ kt)

Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

- Examples: Andrew (FL) 1992, Camille 1969 and Labor Day 1935

Tab 2 Weather Annex

THE ENHANCED FUJITA SCALE (EF SCALE)

Enhanced F Scale for Tornado Damage – An update to the original F-scale by a team of meteorologists and wind engineers, to be implemented in the U.S. on 1 February 2007.

FUJITA SCALE			DERIVED EF SCALE		OPERATIONAL EF SCALE	
F Number	Fastest 1/4-mile (mph)	3 Second Gust (mph)	EF Number	3 Second Gust (mph)	EF Number	3 Second Gust (mph)
0	40-72	45-78	0	65-85	0	65-85
1	73-112	79-117	1	86-109	1	86-110
2	113-157	118-161	2	110-137	2	111-135
3	158-207	162-209	3	138-167	3	136-165
4	208-260	210-261	4	168-199	4	166-200
5	261-318	262-317	5	200-234	5	Over 200

*** IMPORTANT NOTE ABOUT ENHANCED F-SCALE WINDS: The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage. It uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. Important: The 3-second gust is not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, "one- minute mile" speed.

Tab 3 Weather Annex

HEAT INDEX CHART

RH (%)	Temperature (° F)															
	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
90	119	123	128	132	137	141	146	152	157	163	168	174	180	186	193	199
85	115	119	123	127	132	136	141	145	150	155	161	166	172	178	184	190
80	112	115	119	123	127	131	135	140	144	149	154	159	164	169	175	180
75	109	112	115	119	122	126	130	134	138	143	147	152	156	161	166	171
70	106	109	112	115	118	122	125	129	133	137	141	145	149	154	158	163
65	103	106	108	111	114	117	121	124	127	131	135	139	143	147	151	155
60	100	103	105	108	111	114	116	120	123	126	129	133	136	140	144	148
55	98	100	103	105	107	110	113	115	118	121	124	127	131	134	137	141
50	96	98	100	102	104	107	109	112	114	117	119	122	125	128	131	135
45	94	96	98	100	102	104	106	108	110	113	115	118	120	123	126	129
40	92	94	96	97	99	101	103	105	107	109	111	113	116	118	121	123
35	91	92	94	95	97	98	100	102	104	106	107	109	112	114	116	118
30	89	90	92	93	95	96	98	99	101	102	104	106	108	110	112	114
Note: Exposure to full sunshine can increase HI values by up to 15° F																

Tab 4 Weather Annex

WIND CHILL CHART



Wind Chill Chart



		Temperature (°F)																		
		Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
Wind (mph)	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63	
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72	
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77	
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81	
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84	
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87	
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89	
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91	
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93	
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95	
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97	
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98	

Frostbite Times 30 minutes 10 minutes 5 minutes

$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where: T = Air Temperature (°F) V = Wind Speed (mph)

Effective 11/01/01