



# CUMBERLAND COUNTY BOARD OF SUPERVISORS

Regular Monthly Meeting  
Cumberland County Circuit Courtroom A  
Cumberland, VA

## REVISED AGENDA

October 10, 2017

Regular Meeting – 7:00 p.m.

1. **Call to Order**
2. **Welcome and Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda** **Motion**
5. **State and Local Departments/Agencies/Community Service Providers**
  - a. Dr. Amy Griffin, Superintendent of Cumberland County Public Schools **Information**
  - b. VDOT **Information**
  - c. Ms. Robin Sapp, Cumberland Public Library **Information**
  - d. Ms. Doris Seal, Cumberland Community Cares Food Bank **Information**
  - e. **Tom Perry, Fire & EMS Chief – adopt EOP as amended ([ADD pg. 1-115](#))** **Motion**
6. **Public Comments (Part one)**
7. **Public Hearings**
  - a. CUP 17-04 Sportsman Campground – Jackie Ford ([pg. 1-12](#)) **Motion**
8. **County Attorney/County Administrator Report**
  - a. Consent agenda **Motion**
    - i. Approval of bills
    - ii. Approval of Minutes (September 12, 2017) ([pg. 13-25](#))
  - b. Mid-Atlantic Broadband request for exemption of real estate taxes ([pg. 26-27](#)) **Motion**
  - c. Reappointment of Carolyn Helgeson to Piedmont ASAP ([pg. 28](#)) **Motion**
9. **Finance Director's Report**
  - a. Monthly Budget Report ([pg. 29-36](#)) **Information**
  - b. Appropriation request - \$571 for Cumberland Recreation Cheerleading ([pg. 37](#)) **Motion**
  - c. Appropriation request - \$867 for Cumberland Recreation Cheerleading ([pg. 38](#)) **Motion**
  - d. Appropriation request - \$86,200 for CADD grant software ([pg. 39](#)) **Motion**
  - e. Capital Improvements Plan Schedule FY2019-2023 ([pg. 40](#)) **Motion**
  - f. Budget Calendar FY2018-2019 ([pg. 41](#)) **Motion**

10. **Planning Director's Report**
  - a. Planning Project updates (pg. 42-43)
  - b. CUP 16-01 Robbie Lipscomb Renewal Request (pg. 44-46)

**Information  
Motion**
11. **Old Business**
12. **New Business**
13. **Public Comments (Part two)**
14. **Board Members Comments**
15. **Adjourn into Closed Meeting** (pg. 47) 

**Motion**

Pursuant to VA. Code § 2.2-3711.A.7: Consultation with Legal Counsel;  
Subject: Host Community Agreement  
**Pursuant to VA. Code § 2.2-3711.A.1: Personnel;**  
**Subject: Employee's duties, assignments and salaries**
16. **Reconvene in Open Meeting** (pg. 48) 

**Motion**

Roll call vote pursuant to Virginia Code § 2.2-3712 certifying “that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.”
17. **Additional Information** – (pg. 49-56)
  - a. Treasurer’s Report
  - b. DMV Report
  - c. Monthly Building Inspections Report
  - d. Approved Planning Commission meeting minutes – N/A
  - e. Approved IDA minutes- N/A
18. **Adjourn – Regular Meeting – November 14, 2017.**

# County of Cumberland, Virginia Emergency Operations Plan





## BASIC PLAN TABLE OF CONTENTS

Approval and Implementation	3
Record of Change	4
Record of Distribution	5
Preface	7
Basic Plan	10
Appendix A- Glossary of Acronyms	24
Appendix B- Glossary of Terms	28
<u>Primary EOC Staffing</u>	<u>51</u>
Emergency Coordination Guide	
Emergency Management Branch	<u>54</u>
Fire & Rescue Branch	<u>57</u>
Health & Medical Branch	<u>63</u>
Law Enforcement Branch	<u>67</u>
Public Works Branch	<u>70</u>
Social Services Branch	<u>74</u>
<u>Military Branch</u>	<u>79</u>
<u>Tab 1 - Family Assistance Center</u>	<u>81</u>

County of Cumberland, Virginia  
Emergency Operations Plan 2017  
[3](#)

Dam Safety Support Annex [8279](#)

~~4~~Terrorism Consequence Management Annex [1096](#)

**BOARD OF SUPERVISOR'S RESOLUTION**

**APPROVAL AND IMPLEMENTATION**

**RECORD OF CHANGE**

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1				
2				
3				
4				
5				
6				
7				

**RECORD OF DISTRIBUTION**

<b>Department/ Title</b>	<b>Number of Copies</b>	<b>How Distributed (Electronic or Print)</b>
County Administrator/ County Attorney	1	Electronic
County Administration	1	Print & Electronic
Emergency Management	1	Electronic
Sherriff's Office	1	Print & Electronic
Emergency Communications Center	3	Print
Schools- Superintendent	1	Print & Electronic
Building Inspector	1	Print & Electronic
Social Services	1	Print & Electronic
Randolph District Volunteer Fire Department	3	Print
Cumberland Volunteer Fire Department	3	Print
Farmville Fire Department	1	Print & Electronic
Longwood University	1	Electronic
Cartersville Volunteer Fire Department	1	Print
VDEM- Plans Section	1	Electronic
VDEM Region 3 Coordinator	1	Electronic
Fluvanna County, VA	1	Electronic

Goochland County, VA	1	Electronic
Powhatan County, VA	1	Electronic
Amelia County, VA	1	Electronic
Prince Edward County, VA	1	Electronic
Buckingham County, VA	1	Electronic
<a href="#">Cumberland County Fire and EMS Chief</a>	<a href="#">1</a>	<a href="#">Electronic</a>
VA State Police (VSP)	1	Electronic
VA Department of Forestry	1	Electronic
Cumberland Hospital	1	Electronic
VA Department of Transportation (VDOT)	1	Electronic
Health Department	1	Electronic
Department of Social Services	1	Electronic
American Red Cross	1	Electronic
Department of Zoning and Planning	1	Print & Electronic
Board of Supervisors	5	Print & Electronic (1 each BOS member)

## PREFACE

Virginia is continuously threatened by emergency and disaster situations such as flash flooding, hurricanes, hazardous materials incidents, and resource shortages. The Virginia Emergency Services and Disaster Law of 2000, as amended, requires that the state, and each county and city within the state, develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for the County of Cumberland is designed to meet this responsibility and to include the city in the mutually supportive statewide emergency management system.

The **County of Cumberland Emergency Operations Plan** actually consists of two plans. The development and maintenance of these plans is the basis of the local emergency management program.

- (1) The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations which are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. Functional annexes and hazard-specific Annexes to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- (2) The Federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities

and by local emergency services. A separately published **SARA Title III Plan**, which is a part of the EOP, is made up of three sections, the Basic Plan, the Branch Annexes, and the Hazard Specific Annexes and will provide additional procedures for a hazardous materials incident response. The SARA Title III/ Hazardous Materials Response Plan is a standalone plan which is developed and maintained separate from the EOP.

This plan was developed by the County of Cumberland [Fire and EMS Chief](#) [Emergency Management Coordinator](#) with assistance from the Central Virginia Urban Area Security Initiative planning staff. Input was requested and received from other local officials.

“In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the County of Cumberland, VA 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**

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

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

#### **Virginia Department of Criminal Justice Services**

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

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## BASIC PLAN

### Purpose

The purpose of this Basic Plan of the Emergency Operations Plan (EOP) is to establish the legal and organizational basis for response and recovery operations to all hazards, emergencies, or events within the County of Cumberland, Virginia. As required by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, (Code of Virginia, 44-146.13 to 146.28.1) this plan assigns broad responsibilities to local government departments, agencies and support organizations for disaster mitigation, preparedness, response, and recovery.

Efficient implementation of this plan provides a clear direction, responsibility and continuity of control for key officials and administrators. The purpose of any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threats of an emergency, annual evaluation, review and exercise of this EOP is required. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from any natural, technological or man-made hazard or event which has or is expected to affect Cumberland County.

### Assumptions

Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the county with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population, and cause damage or destruction to private and public property, critical infrastructure, and community resources.

The Government of the County of Cumberland is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens and community from the effects of all potential disasters. County government must continue to function throughout a disaster or emergency situation. To ensure that the essential roles within Cumberland are maintained throughout an emergency, the county maintains and keeps current a separate Continuity of Operations Plan (COOP).

The Government of the County of Cumberland will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

The Director and Coordinator of Emergency Management will review and update the EOP annually, as necessary. The Director, with the assistance of the Coordinator, should have the plan thoroughly revised and readopted every four years, as required by law.

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 tasks of the agency concerned.

The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. Citizens of the county are prepared to be independent for at least three days after the onset of a disaster.

### **Situation**

Based on a hazards analysis of the area, the primary hazards in the County of Cumberland are hazardous materials incidents, transportation, windstorms and tornadoes, power outages, pipeline accidents, winter weather, flooding along the Appomattox River, James River, Guinea Creek, Willis River, and airplane crashes. In addition to natural and technological hazards, the County is mindful that outbreaks of disease or widespread illness, from any cause within the community, can pose a serious threat to the welfare of the public and to the community. These outbreaks may be introduced from external sources with the intent to disrupt or may be propagated through a variety of mechanisms.

In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; or through available assistance from other localities via SMA and state resources that can be requested from the VEOC using

WebEOC. A local emergency must be declared and local capacity must be exceeded or fully committed before requesting state and federal assistance.

### Concepts of Operation (CONOPS)

A member of the Board of Supervisors is elected/ appointed the Director of Emergency Management. With the support of key local officials and staff, he/she will direct and control emergency operations from the County EOC, ~~which is located at 1641 Anderson Highway, Cumberland Rescue Squad in the multipurpose room at the Cumberland County Middle School, where the county emergency shelter and generator are located.~~ The Director of Emergency Management will activate the EOC at his discretion. The Director of Emergency Management is the Chair of the Board of Supervisors. The day-to-day activities of the emergency preparedness program have been delegated to the ~~Chief of Fire and EMS Coordinator of Emergency Management.~~ The day-to-day activities of the emergency management program, for which the ~~Chief of Fire and EMS Coordinator of Emergency Management~~ are responsible, include developing and maintaining an EOP, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations. The Director, in conjunction with the Coordinator, will direct and control emergency operations in time of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness, mitigation, response and recovery.

Succession to the Director of Emergency Management will be:

1. Director of Emergency Management, Chair, Board of Supervisors
2. Coordinator of Emergency Management, County Administrator
3. Deputy Coordinator of Emergency Management, [Cumberland Fire and EMS Chief](#)

The Coordinator of Emergency Management is responsible for: 1) developing and maintaining an emergency response capability, and, 2) recommending actions to mitigate the potential effects of the most likely disasters.

A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors at the next meeting or within 14 days (see Section 44-146.21, Virginia Emergency Services and Disaster Law of 2000, as amended). The declaration of a local emergency activates this EOP and authorizes the provision of aid and assistance there under. **It should be declared when a coordinated response among several local agencies/organizations must be directed, or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property, or to provide assistance to the victims of a disaster.** The EOP may also be activated prior to an emergency being declared. The Director

of Emergency Management, with the consent of the County's Board of Supervisors, is the constituted legal authority for approving the EOP and declaring a local state of emergency.

The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities during an emergency. Accurate records of disaster-related expenditures will be maintained. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations will be structured around existing constitutional government. The County of Cumberland's organization for emergency operations consists of existing government departments and voluntary emergency response organizations.

The Director of Emergency Management, assisted by the Coordinator and 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 currently located [at 1641 Anderson Highway](#) in the [Cumberland Rescue Squad building, multipurpose room at the Cumberland County Middle School](#). A secondary or mobile EOC should also be pre-identified since an incident may not allow for the use of the primary EOC.

The County's EOC is organized and operates based on six branches. Though the EOC does not operate using emergency support functions (ESFs), each of the six branches have responsibilities based on and organized by these ESFs. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the EOP's Basic Plan, Emergency Coordination Guides and Annexes.

On-scene coordination of emergency response will be accomplished using the National Incident Management System (NIMS) and the Incident Command System (ICS), allowing local, state, and federal assets to be more readily incorporated into the incident framework.

The Director of Emergency Management or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Volunteer Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

The Director of Emergency Management or designee will notify the Virginia Department of Emergency Management (VDEM) immediately upon declaration of a local emergency, and develop daily situation reports for local stakeholders and the Virginia EOC (VEOC), as appropriate to the event. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Director of Emergency Management, assisted by the Coordinator, will ensure compatibility between the County's EOP and the plans and procedures of key facilities and private organizations within the County, as appropriate.

The ~~Chief of Fire and EMS~~~~Coordinator of Emergency Services~~, or designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The level of staffing of the EOC will be dependent on the type and scope of the event. The EOC will provide logistical and administrative support to response personnel deployed to the event site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of disasters.

The Commonwealth of Virginia Emergency Operations Plan (COVEOP) requires the submission of the following reports by local government in time of emergency via the WebEOC.

- Situation Reports
- Initial Damage Assessment Report
- Request for Assistance Form

Support by military assets may be requested for a specific need at the determination of the VEOC. Military forces, when made available, will support and assist local forces and may receive from the Director of Emergency Management or designee, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the County of Cumberland to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Management or designee when he/she determines that such assistance is necessary and feasible.

### **Organization and Assignment of Responsibilities**

In the County of Cumberland, the following organizations respond to normal day-to-day emergencies:

1. Sheriff's Office
2. Volunteer Fire Departments
3. Volunteer Rescue Squads

In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:

1. County Administrator's Office
2. County School System
3. County Social Services
4. Department of Public Works
5. County Health Department
6. County Libraries
7. County Attorney's Office
8. Other County Departments as required
9. Department of Public Utilities
10. Commissioner of Revenue's Office
11. Director of Maintenance
12. County Building Inspector
13. Director of Finance Office

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provided that emergency services organizations and operations be structured around existing constitutional government. The County maintains the following primary emergency services department to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.

1. Emergency Management:

- Continuity of government
- Direction and control of the county EOC
- Coordination with other local EOCs and the VEOC, if necessary
- Coordination of disaster assistance and recovery
- Direction and control of emergency operations
- Submission of State-required reports and records
- Emergency public information
- Damage assessment
- Coordination of disaster assistance and recovery
- Coordination of the services of quasi-public and volunteer relief organizations.
- Emergency Operations Center staffing and function
- Receipt and dissemination of warning
- Disaster analysis
- Communications
- Emergency public information
- Coordination of military and other outside assistance
- Coordination of emergency control and use of resources
- Coordination of damage assessment with assistance from the Extension Agent

2. Volunteer Fire Departments:

- Fire prevention and suppression
- Hazardous materials incident response and training
- Emergency medical treatment
- Radiological monitoring and decontamination
- Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include any situation involving fire or threat of fire (in cooperation with Rescue squads)
- Monitor Radiological Defense (RADEF) for personnel protection and for reporting
- Assist in dissemination of warning
- Assist rescue squads as needed

3. Health Department:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster
- Identify animal and plant disease outbreaks
- Conduct food borne disease surveillance and field investigations
- Coordinate, facilitate, and provide applicable health guidance and preventative health
- Ensure health standards, including food, sanitation and water, are maintained at all service sites
- Emergency mortuary and interment coordination
- Assist the Medical Examiner's Office in identifying the deceased in cooperation with the Sheriff's Department and State Police

4. Sheriff's Office:

- Law enforcement
- Communications
- Initial alert and warning
- Security of emergency site, evacuated areas, shelters, vital facilities (to include the EOC) and supplies
- Traffic control
- Evacuation and access control of threatened areas
- Search and rescue
- Assist in identification of the dead in cooperation with the Health Department and State Medical Examination's Office
- Maintain and control jail facilities
- Assist with road clearance

5. Public Works, Public Utilities, and Maintenance:

- Coordinate the maintenance and continued operation of utilities
- Assist with assuring the continued supply of potable water
- Assist with providing minimum essential sanitation services
- Debris removal and damage assessment
- Coordinate Federal assistance for repair and restoration of damaged public facilities
- Assist with restoring electrical power (manpower)
- Assist in coordination of County building demolition
- Operate salvage facility
- Maintain radio system

6. Social Services:

- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities
- Providing feeding for disaster victims and emergency worker in shelter facilities
- Provide behavioral health services
- Assist with temporary housing for displaced citizens

7. Animal Control/Sheriff's Department:

- Set up, control and coordinate activities for recovery. The County does not offer animal shelter facilities.
- Provide for the disposal of dead animals to prevent disease spread
- Coordinate with the Health Department for disease prevention methods
- Coordinate with fire and rescue for patrol and search for animals

8. Volunteer Rescue Squads:

- Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include the administering of first aid and transporting of patients (in coordination with Fire Department)
- Assist in evacuation of endangered areas
- Assist in dissemination of warnings
- Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan and the state of Virginia Multi Casualty Incident Plan

9. Superintendent of Schools:

- Coordinate emergency transportation
- Manage emergency manpower to augment other emergency services
- Assist in providing emergency shelters for evacuees and other welfare services within capability

10. Building Inspector:

- Assist in damage assessment of residential and commercial buildings
- Control necessary demolition of residential and commercial buildings

11. Commissioner of the Revenue:

- Coordinate with Building Inspection to assist in damage assessment of residential and commercial buildings

12. Department of Planning and Zoning:

- Coordinate use of local refuse centers and land-use

13. Local/Regional Hospitals:

- Provide emergency medical services
- Assist in expanding medical and mortuary services to other facilities as required

14. County Attorney:

- Provide emergency ordinances for use during a disaster
- Provide assistance to Emergency Management for legal decisions

### Exercises and Training

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

The Director and/or Coordinator of Emergency Management are responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the

needs of the County. This program will be comprised of general, functionally specific, as well as on-going refresher training designed to attain and sustain an acceptable level of emergency preparedness for the County of Cumberland.

Training will be based on federal and state guidance. All training and exercises conducted in the County of Cumberland will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Coordinator of Emergency Management will facilitate the development of an annual exercise. These exercises will be designed not only to test the County of Cumberland's EOP and any sub-plans, but also to train all appropriate officials, emergency response personnel, county employees, and improve the overall emergency response organization and capability of the County of Cumberland. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

### **Plan Development and Maintenance**

The Virginia Emergency Services and Disaster Law of 2000, as amended, requires each jurisdiction to prepare and keep current a local emergency operations plan. Every four years the jurisdiction should conduct a comprehensive review and revision of its emergency operations plan to ensure that it remains current. The revised plan should be formally adopted by the Board of Supervisors.

The Director of Emergency Management, assisted by the Coordinator, has overall responsibility for maintaining and updating this plan. It should be updated, revised based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or as needed. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director and/or Coordinator of Emergency Management appropriate improvements and changes based on experiences in emergencies, deficiencies identified through exercises and changes in government structure.

The Board of Supervisors officially adopts this plan every four years. This plan should be revised and updated throughout this four year period to adjust and keep current in accordance with any new policies or lessons learned which may follow any exercise or actual emergency or hazardous event.

### **Authorities**

Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, Title 44, Chapter 3.2, Sections 44-146.13 through 44-146.28, Code of Virginia, as amended.

County of Cumberland, Virginia  
Emergency Operations Plan 2017  
3

The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.

The Federal Disaster Relief Act of 1974, Public Law 93-288.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

### References

The National Response Framework, Department of Homeland Security, January 2008.

Comprehensive Preparedness Guide 101, Version 2.0, Federal Emergency Management Agency, November 2010.

The Commonwealth of Virginia Emergency Operations Plan Template. Virginia Department of Emergency Management, August 2012.

### SAMPLE DECLARATION OF LOCAL EMERGENCY

**WHEREAS**, the Director of Emergency Management of \_\_\_\_\_ Jurisdiction does/did hereby find:

1. That due to \_\_\_\_\_ (Specify Event) \_\_\_\_\_, Jurisdiction is facing/faced dangerous conditions;

2. That due to the \_\_\_\_\_(Specify Event)\_\_\_\_\_, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that an emergency does now/or did exists throughout said Jurisdiction; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Jurisdiction shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Jurisdiction in order to mitigate the effects of said emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Cumberland, Commonwealth of Virginia

Attest: \_\_\_\_\_  
Clerk, Board of Supervisors  
County of Cumberland, Commonwealth of Virginia

#### ESSENTIAL RECORDS

##### **Court Records**

The preservation of certain vital records for the locality and all essential records of the Circuit Court is the responsibility of the Clerk of the Circuit Court. All such records are to be stored in

the records vault located in the Office of the Clerk or the Circuit Court. These records include, but are not limited to the following:

- Land Records
- Criminal Records
- Wills and Estate Records
- Civil Records
- Adoption, Divorce and other Chancery Records
- Marriage Licenses
- Judgments
- Business Assumed Names
- District Court Appeal Records

The evacuation of such records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The Sheriff's Office will provide security of records upon request by the Clerk of Courts.

#### **Agency/ Organization Records**

Each agency/ organization within Cumberland County government should establish its own records protection program. Those records deemed essential for continuity of government functions should be identified and procedures should be established for their protection, such as duplicate copies in separate locations and/ or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

**SUCCESSION OF AUTHORITY**

Continuity of Government 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 response hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
<b>Direction and Control</b>	1. Dir. of Emergency Mgmt, Chair of BOS 2. Coord. of Emergency Mgmt, County Admin 3. Deputy Coordinator of Emergency Mgmt.
<b>Emergency Public Information</b>	1. County Administrator 2. Director of Finance 3.
<b>Sheriff's Office</b>	1. Sheriff 2. Seargent 3.
<b>Fire Department</b>	1. 2. 3.
<b>School System</b>	1. Superintendent 2. Assistant Superintendent 3.
<b>Public Works</b>	1. Director 2. 3.
<b>Health Department</b>	1. Director 2. Assistant Director 3.
<b>Social Services</b>	1. Director 2. Assistant Director 3.
<b>Code Compliance</b>	1. Planning and Zoning Administrator 2. Building Inspector

3. Permit Technician

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## APPENDIX A: GLOSSARY OF ACRONYMS

ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
CART	Community Animal Response Team
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DAC	Disaster Assistance Center
DFO	Disaster Field Office
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMAT	Disaster Medical Assistance Team
DMME	Department of Mines, Minerals, and Energy
DOC	Disaster Operating Centers
DRC	Disaster Recovery Centers
DRM	Disaster Recovery Manager
DRT	Disaster Recovery Team
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
EPA	Environmental Protection Agency
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
IC	Incident Command
ICS	Incident Command System
IED	Improvised Explosive Device

IEMS	Integrated Emergency Management System
IFLOWS	Integrated Flood Observing and Warning System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
JFO	Joint Field Office
LCAR	Local Capability Assessment Report
LEPC	Local Emergency Planning Committee
LNO	Liaison Officer
MACC	Multi-Agency Command Center
MCI	Multi-Casualty Incident
MEDEVAC	Medical Evacuation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCR	National Capital Region
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NRP	National Response Plan
NWS	National Weather Service
OCME	Office of the Chief Medical Examiner
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
POD	Points of Distribution
POLREP	Pollution Report
PVO	Private Voluntary Organizations
RACES	Radio Amateur Civil Emergency Services
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SART	State Animal Response Team
SCC	State Corporation Commission
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer

SOP	Standard Operating Procedures
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAFC	U.S. Freedom Corps
USAR	Urban Search and Rescue
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VDEM	Virginia Department of Emergency Management
VEOC	Virginia Emergency Operations Center
VFDA	Virginia Funeral Directors Association, Inc.
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction

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## APPENDIX B: GLOSSARY OF TERMS

### **Agency:**

A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

### **Agency Representative:**

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

### **Amateur Radio Emergency Services (ARES):**

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

### **Area Command (Unified Area Command):**

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

### **Assessment:**

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

### **Assignments:**

Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:**

Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:**

An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:**

Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:**

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Catastrophic Incident:**

Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Chain of Command:**

A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:**

The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:**

The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Citizen Corps:**

A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and

response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

**Command:**

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**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 co-located with the Incident Base, also referred to as the Incident Command Post.

**Coordination:**

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

**Command Staff:**

In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:**

A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:**

An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:**

To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Decontamination:**

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

**Disaster Field Office (DFO):**

An administrative office established by FEMA and staffed by appropriate Federal and State personnel following a disaster declaration by the President.

**Deputy:**

A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:**

The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:**

The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:**

Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Alert System (EAS):**

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

**Emergency Operations Centers (EOCs):**

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan (EOP):**

The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:**

Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:**

Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Page 19 Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Services:**

The preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from natural or man-made disasters. These functions include firefighting, law enforcement and security, medical and health, search and rescue, public works and engineering, communications, and the care of displaced persons.

**Emergency Support Functions (ESFs):**

Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

**Evacuation:**

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:**

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**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.

**Federal:**

Of or pertaining to the Federal Government of the United States of America.

**Function:**

Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:**

A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:**

Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

**Federal Disaster Assistance:**

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

**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.

**Emergency/Disaster/Incident:**

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

**Emergency Alert System (EAS):**

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

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 (EOP):**

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

**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 (GIS):**

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

**Hazardous Materials (HazMat):**

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials that 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.

**Hazard:**

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:**

An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):**

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):**

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

**Incident Command System (ICS):**

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the

combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):**

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):**

The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:**

Statements of guidance and direction necessary for selecting appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:**

The actions taken by those responders first to arrive at an incident site.

**Initial Response:**

Resources initially committed to an incident.

**Intelligence Officer:**

The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Incident Action Plan (IAP):**

A plan that provides a concise, coherent means of capturing and communicating overall incident priorities, objectives, and strategies in the contexts of both operations and support activities. If an incident is likely to extend beyond one operational period, becomes more complex, or involves multiple jurisdictions and/or agencies, in this case preparing an IAP will become increasingly important to maintain effective, efficient and safe operations.

**Incident Command System (ICS):**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of 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.

**Joint Field Office (JFO):**

The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

**Joint Information Center (JIC):**

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):**

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Field Office:**

The central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

**Jurisdiction:**

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:**

A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:**

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:**

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107 296, 116 Stat. 2135 (2002).

**Logistics:**

Providing resources and other services to support incident management.

**Logistics Section:**

The section responsible for providing facilities, services, and material support for the incident.

**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.

**Major Disaster:**

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:**

A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:**

The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:**

The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:**

A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:**

Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOC's), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:**

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:**

Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**Major Disaster:**

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

**Man-Made Disaster:**

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

**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.

**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 (NRF):**

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

**National Weather Service (NWS):**

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

**Natural Disaster:**

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

**National Disaster Medical System:**

A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:**

A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among

Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF):**

Guides how the Nation conducts all-hazards response. The *Framework* documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

**National Weather Service (NWS):**

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

**Nongovernmental Organization:**

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith based charity organizations and the American Red Cross.

**Operational Period:**

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:**

The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:**

The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:**

A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For

larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:**

Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:**

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:**

The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:**

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:**

Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:**

Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:**

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:**

The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**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.

**Qualification and Certification:**

This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:**

This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:**

The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:**

A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:**

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:**

Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:**

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Recovery:**

Recovery involves restoring systems to their normal or original state after an emergency. Some long-term recovery actions may continue for months or years post disaster.

**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.

**Resource Shortage:**

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

**Safety Officer:**

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:**

The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Severe Weather Warning:**

An advisory broadcast message from the NWS that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

**Severe Weather Watch:**

An advisory broadcast message that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

**Span of Control:**

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Stafford Act:**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan it is referred to as "The Stafford Act." A federal statute that provides for the prompt delivery of federal assistance to affected local governments

and individuals following a major disaster, especially when state and local relief resources are overwhelmed.

**Staging Area:**

Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standing Operating Procedures (SOPs):**

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

**State:**

When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**State of Emergency:**

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

**Strategic:**

Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:**

A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:**

The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:**

Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Severe Weather “Warning”:**

Severe weather conditions which could cause serious property damage or loss of life have occurred- have been actually observed or reported.

**Severe Weather “Watch”:**

Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).

**Situation Report:**

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

**Span of Control:**

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

**Special Needs Populations:**

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

**Stafford Act:**

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

**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.

**Task Force:**

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:**

Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:**

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

**Threat:**

An indication of possible violence, harm, or danger.

**Tools:**

Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:**

Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:**

A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:**

A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:**

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:**

The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:**

The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Unified Command:**

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

**Victim:**

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

**Voluntary Organizations Active in Disasters (VOAD):**

Coalition of non-governmental agencies that actively participate in disaster response and recovery.

**Volunteer:**

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Warning:**

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

**Weapons of Mass Destruction:**

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

**WebEOC:**

An internet based crisis management system used in the Emergency Operations Center (EOC) for recording event related information throughout an event.

**PRIMARY EOC STAFFING**

**Skeletal Staffing**

Emergency Management Coordinator  
Deputy Coordinator of Emergency Management  
Sheriff or designee  
Message Clerk  
Phone Operator

**Full Staffing**

Director of Emergency Management  
Emergency Management Coordinator  
Deputy Coordinator of Emergency Management  
Sheriff  
Fire and Rescue Personnel  
Health Department Representative  
Social Services Representative  
Red Cross  
Message Clerks (2)  
PIO Officer  
Utility Director or designee  
Public Works Director  
County Attorney Representative  
Superintendent of Schools or designee

**Messengers**

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

**Public Information/Rumor Control**

Public Information Officer  
Phone Operators  
Message Clerk  
Messenger  
Security

## Emergency Coordination Guide-Emergency Management Branch

### Primary Department

County Administration

### Secondary Departments/Organizations

Department of Finance  
Public Works

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #5-Emergency Management, #7-Resource, #14-Recovery and #15-External Affairs under one element within the Emergency Operations Center (EOC). The County's EOC does not operate based on ESFs. However the responsibilities of the Coordinator of Emergency Management or his/her designee are identified in this guide as they relate to the identified ESFs.

### Scope

This guide aligns the duties of the Emergency Management Branch with the ESFs comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. County Administration will coordinate the responsibilities associated with Emergency Support Functions #5, #7, #14 and #15.

- ESF#5 provides overall coordination of emergency operations for all county agencies.
- ESF #7 identifies, procures, inventories, and distributes critical resources for the county during an emergency.
- ESF #14 facilitates both short term and long term recovery following a disaster.
- ESF #15 provides 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.

### Concept of Operations

Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the EOC, thereby allowing field units to concentrate on essential tasks.

When activated, the EOC will provide direction, control, and coordination of resources. During an emergency/disaster, the Director of Emergency Management or designee exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations. The EOC is a staff level function, which provides guidance, decision making, and resources to

each branch. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party is responsible for the coordination and performance of the tasks assigned to each branch.

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

The staff of the EOC will support short-term and long-term planning for operations and record the activities planned and track their progress. The Branch Directors will assist in the development of response priorities for the Incident Action Plan (IAP) for the next operational period.

All county departments have resources that can be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; or through Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact (EMAC) through the Virginia EOC.

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

All resource expenditures will be reported to the EOC during activations.

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

Short-term recovery operations are broadly defined in this guide as measures undertaken to restore basic services and government functions while the County's EOC is activated.

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

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.

The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.

The County's Public Information Officer will be responsible for disseminating information regarding the emergency to the public. Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the county website, Media sources will be monitored to ensure that accurate information is being disseminated.

### **Responsibilities**

The responsibilities of this guide have been organized based on the ESF responsibilities identified in the National Response Framework. Each department's responsibilities are organized based on those ESFs.

The Emergency Management Branch is responsible for maintaining records of all expenses related to its emergency functions.

The public information function will be handled by the county's Public Information Officer until a Joint Information Center (JIC) can be established. If appropriate, a Joint Information Center will be established, all press releases, press requests, and public protective action guidance will be developed, coordinated, reviewed, and disseminated through this organization. At a minimum, representatives from local government administration, Fire Service, Law Enforcement, Emergency Management as well as the appropriate state and federal agencies who may be involved in supporting the response (e.g., FBI, DHS, the Virginia Department of Emergency Management, Virginia State Police, etc.) will comprise the JIC. Other agencies may be included as required to ensure an accurate, timely, and coordinated release of information to fulfill the needs of the public as well as the news media. Effectively managing the release of information during any event presents a variety of challenges to not only government officials, but to the media as well.

The recovery process is comprised of the following: reentry, rapid 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 the priorities established, as well as ensure a successful recovery program. The Emergency Management Branch will manage the recovery effort in coordination with the Public Works Branch.

### County Administration

#### **ESF #5 – Emergency Management**

- Maintain a notification roster and procedures for notifying EOC staff; in dispatch office
- Ensure the development of EOC procedures for operations, accounting and record keeping;
- Provide multi-agency county wide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support short term and long term planning activities; and
- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

#### **ESF #7 – Resource Support**

- Developed resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources; Lists are located in Dispatch Office
- Prepare mutual aid agreements with local, and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Cumberland County Fire Department is ready and available to receive, store, and distribute resources (government, private, donated);
- Ensure the community is aware of available resources.
- Provide frequent updates to the EOC during resource management operations; and
- Maintain records of cost and expenditures associated with resource procurement

#### **ESF #14-Recovery**

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

#### **ESF #15-External Affairs**

- 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;
- Brief the public, local news media personnel, community officials, local, state, and federal agencies on emergency situations and the County's response to those events;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases; located in Dispatch Office
- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;
- Assist with the preparation/transmission of EAS messages, if needed;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

#### Fire Department

##### **ESF #5 – Emergency Management**

- Assist in the maintenance of a notification roster and procedures for notifying EOC staff; Emergency Management maintains lists and references are kept in the Dispatch Office
- Assist in insuring the development of EOC procedures for operations, accounting and record keeping;
- Assist in providing multi-agency county wide coordination for emergency operations;
- Assist in the production of situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support short term and long term planning activities; and
- Assist in providing coordination assistance with emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

##### **ESF #7-Resource Support**

- Ensure the community is aware of available resources.

##### **ESF #14-Recovery**

- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;

##### **ESF #15-External Affairs**

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- In coordination with the County Administration, brief the public, local news media personnel, community officials, local, state, and federal agencies on emergency situations and the County's response to those events;

Sheriff's Office

- Assist with the preparation/transmission of EAS messages, if needed;
- In coordination with the County Administration, brief the public, local news media personnel, community officials, local, state, and federal agencies on emergency situations and the County's response to those events;
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;

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Emergency Coordination Guide- Fire & Rescue Services Branch

**Primary Department**

Fire Department  
Rescue Squad

**Secondary Department/Agency**

Sheriff's Office

**Purpose**

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #4 Firefighting and #10 Oil & Hazardous Materials under one element within the Emergency Operations Center (EOC). The [Chief of Fire and EMS, or his designee, Volunteer Fire Chief or his designee](#) will coordinate the responsibilities identified in this guide.

**Scope**

This guide aligns the duties of the Fire & Rescue Services Branch with the ESFs comparable to the day-to-day operations of the county agencies listed. The [Cumberland County Department of Fire and EMS Volunteer Fire Department and Rescue Squad](#) will coordinate the responsibilities associated with ESFs #4 and #10.

- ESF #4 provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.
- ESF #10 responds to and stabilizes hazardous materials incidents.

### Concept of Operations

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

Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations.

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

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

The Volunteer Fire Department and Rescue Squad respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in place, immediate first aid and isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the county.

Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the county. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304.

## Responsibilities

The responsibilities of this guide have been organized based on the ESF responsibilities identified in the National Response Framework. Each department's responsibilities are organized based on those emergency support functions.

The Fire & Rescue Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

## Fire Department and Rescue Squad

### **ESF #4-Firefighting**

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

### **ESF#10-Oil & Hazardous Materials Response**

- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials;
- Warn, shelter-in-place, or evacuate affected areas of the county as necessitated by the incident; and
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

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## Emergency Coordination Guide-Health & Medical Services Branch

### Primary Department

Health Department

### Supporting Departments/Organizations

Rescue Squad  
Fire Department

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #8 Health and Medical Services under one element within the Emergency Operations Center (EOC). The Director of Public Health or his/her designee will coordinate the responsibilities identified in this guide.

### Scope

This guide aligns the duties of the Health & Medical Services Branch with the ESF comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Health Department will coordinate the responsibilities associated with Emergency Support Function #8.

- ESF #8 provide health and medical services to the residents of the county during and/or after an emergency situation.

### Concept of Operations

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

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

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

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

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

### Responsibilities

The responsibilities of this guide have been organized based on the ESF responsibilities identified in the National Response Framework. All responsibilities listed for each agency are comparable to the roles of ESF #8- Health & Medical Services

The Health & Medical Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Health

#### **ESF #8- Health & Medical Services**

- Provide qualified personnel to staff the Health & Medical Services Branch during an EOC activation;
- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster;
- Identify animal and plant disease outbreaks; in coordination with the Cumberland County Extension Office
- Conduct food borne disease surveillance and field investigations;
- Coordinate through the EOC the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable health guidance and preventative health
- Ensure health standards, including food, sanitation and water, are maintained at all service sites;
- Assess community behavioral health needs following an emergency/disaster;
- services;
- Coordinate with hospitals and other health providers on response to health needs; and
- Provide frequent updates to the Emergency Operations Center as to the status of public health

### Volunteer Rescue Squads

#### **ESF #8- Health & Medical Services**

- Coordinate with local EMS to provide pre-hospital emergency medical and transport services.

### Volunteer Rescue Squad

#### **ESF #8- Health & Medical Services**

- Coordinate with local EMS to provide pre-hospital emergency medical services at shelter facilities and transport services.

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**Emergency Coordination Guide- Law Enforcement Branch**

**Primary Department**

Sheriff's Office

**Secondary Departments/Organizations**

Emergency Communications Center  
Fire Department  
Rescue Squad

**Purpose**

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESF) #2 Communications, #9 Search & Rescue, and #13 Public Safety and Security under one element within the Emergency Operations Center (EOC). The Sheriff or his designee will coordinate the responsibilities identified in this guide.

## Scope

This guide aligns the duties of the Law Enforcement Branch with the ESF comparable to the day-to-day operations of the county agencies listed. Law Enforcement will coordinate the responsibilities associated with ESFs #2, #9 and #13.

- The ESF#2 responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the County has the ability to rapidly notify and warn the public.
- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped
- ESF #13 responsibilities include Maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities

## Concept of Operations

The Cumberland County Sheriff's Office operates an emergency communications center. The Cumberland Emergency Communications Center (ECC) serves as the 911 center and the County's Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the county with the EOC. However, use of all available forms of warning and notification may not provide sufficient warning to the general public and special needs population.

The emergency communications are heavily dependent on the commercial telephone network. The county's emergency communications may be adversely affected if commercial telephone service is interrupted. The county also operates several radio systems for county agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the county's radio systems are damaged, amateur radio and other non-governmental communications capabilities are available.

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

In an emergency/disaster, law enforcement/safety measures may be needed to protect life and property. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property. Providing for the security of critical facilities and supplies may also be necessary.

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

### **Virginia Department of Criminal Justices Services**

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

### **Responsibilities**

The responsibilities of this guide have been organized based on the ESFs responsibilities identified in the National Response Framework. Each department's responsibilities are organized based on those emergency support functions.

All agencies within the Law Enforcement Branch are responsible for maintaining records of all expenses related to their emergency functions.

### **Emergency Communications Center/ 911 Center**

#### **ESF #2 – Communications**

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls;
- Ensure communications lines and equipment essential to emergency services are maintained and operational;
- Provide personnel to the EOC to assist with communications functions.

### **Information Services**

#### **ESF #2-Communications**

- Provide voice, video and data services to the EOC and/or incident site; and
- Secure additional technology equipment/resources when needed.

### **Sheriff's Office**

#### **ESF#9-Search & Rescue**

- In conjunction with the Volunteer Fire Department and Rescue Squad, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Request further assistance from surrounding localities, the Virginia EOC, or federal authorities for additional search and rescue resources.

**ESF #13-Public Safety & Security**

- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement and security at damaged city property;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations and the coordination of needed equipment in support of this effort;
- Develop mutual aid agreements with surrounding law enforcement jurisdiction; and
- Provide the EOC with frequent updates as to the status of law enforcement activities.

**ESF #13-Public Safety & Security**

- Provide personnel, equipment, supplies and other resources necessary to assist in law enforcement activities;
- Identify shelter locations if the inmates at the city detention facility need to be relocated; and

**Fire Department & Rescue Squads**

**ESF#9-Search & Rescue**

- In conjunction with the Volunteer Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies and other resources necessary to assist in search and rescue activities.

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Emergency Coordination Guide-Public Works Branch

**Primary Department**

Department of Public Works

**Secondary Departments/Organizations**

Sheriff's Office  
Department of Parks and Leisure Services  
VDOT  
County Schools

**Purpose**

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #Transportation, #3 Public Works and Engineering, and #12 Energy under one

element within the Emergency Operations Center (EOC). The Director of Public Works/ Public Utilities or his/her designee will coordinate the responsibilities identified in this guide.

### Scope

This guide aligns the duties of the Public Works Branch with the ESFs comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with Emergency Support Functions #1, #3, and #12.

- ESF#1 assists local, state, and federal government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 assesses the overall damage to public and private property and conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.
- ESF #12 coordinates the restoration of public utility systems critical to saving lives through coordination with private utility providers.

### Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the County EOC for coordination, validation, and/or action.

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.

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

Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

### **Responsibilities**

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each department's responsibilities are organized based on those emergency support functions.

The Public Works Branch is responsible for maintaining records of all expenses related to its emergency functions.

### **Department of Public Works**

#### **ESF #1 – Transportation**

- Coordinating transportation activities and resources;
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies, and other EOC branches;
- Facilitate movement of the public in coordination with other transportation agencies;
- Facilitate traffic control in coordination with local and state law enforcement;
- Designate assembly points for citizen evacuation; and
- Identify viable transportation routes to, from and within the emergency or disaster area.

#### **ESF #3 – Public Works and Building Inspections**

- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect buildings for structural damage;
- Coordinate a county-wide initial damage assessment (IDA) and provide the assessment to city emergency management coordinator as well as the state EOC;
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary;
- Obtain required waivers and clearances related to public works support;
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

**ESF #12 – Energy**

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

**Sheriff's Office**

**ESF #1 – Transportation**

- Facilitate traffic control in coordination with other law enforcement agencies and the Public Works Branch Director; and
- Coordinate with the Emergency Management Branch to facilitate evacuation as defined in the Evacuation Annex.

**ESF #3-Public Works & Building Inspections**

- Assist the Department of Public Works with damage assessment and security.

**ESF #3-Public Works & Building Inspections**

- Assist the Department of Public Works with damage assessment to Recreation buildings and or facilities;
- Provide other assistance as directed by the Public Works Branch director; and
- Document expenses related to the event.

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**Emergency Coordination Guide- Social Services Branch**

**Primary Department**

Department of Social Services

**Supporting Departments/Organizations**

American Red Cross  
Cumberland County Schools  
Health Department  
Sheriff's Office

**Purpose**

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #6 Mass Care and Human Services under one element within the Emergency Operations Center (EOC). The Director of Social Services or his/her designee will coordinate the responsibilities identified in this guide.

### Scope

This guide aligns the duties of the Social Services Branch with the ESFs comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Social Services will coordinate the responsibilities associated with ESF #6.

- ESF #6 address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by emergency incidents.

### Concept of Operations

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

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

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

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

Efforts will be made to coordinate among agencies providing information to create a Family Assistance Center (FAC) that will serve as a single unified inquiry points for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties (see Tab 1).

The responsibilities of this annex have been organized based on the ESF responsibilities identified in the National Response Framework. Each department's responsibilities are organized based on those ESFs.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

#### Department of Social Services

##### **ESF #6 – Mass Care, Housing, & Human Services**

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

#### American Red Cross

##### **ESF #6 – Mass Care, Housing, & Human Services**

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

#### Cumberland County Schools

##### **ESF #6 – Mass Care, Housing, & Human Services**

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

Health Department

**ESF #6 – Mass Care, Housing, & Human Services**

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

Sheriff's Office

**ESF #6 – Mass Care, Housing, & Human Services**

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

**Military Affairs**

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**Supporting Departments/Organizations**

Cumberland County Emergency Services  
Cumberland County Departments

**Purpose**

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

**Scope**

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 mans 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.

**Concepts**

Cumberland 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).

**Responsibilities**

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.

**Tab 1**

**Family Assistance Center (FAC)**

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

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

The Cumberland Department of Social Services personnel will coordinate/determine a physical site for the local FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources. If a state FAC is requested, the Cumberland Department of Social Services will coordinate with the state representatives in locating and establishing the state FAC.

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

## Dam Safety Support Annex

### Coordinating Agency

Emergency Management Branch

### Cooperating Agencies

Sheriff's Office  
[Cumberland County Department of Fire and EMS](#)  
Department of Public Works  
Building Inspections

### Supporting State Agencies

Virginia Department of Conservation and Recreation (DCR)

### Purpose

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

### Scope

The Virginia Department of Conservation and Recreation (DCR) provides detailed guidance to dam owners in developing emergency action plans and emergency preparedness plans in the event of dam failure. The County of Cumberland has also developed compatible procedures to warn and evacuate the public in the event of dam failure.

### Concept of Operations

Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Director of Emergency Management 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 (EAP). 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 EAP is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided to the city's 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.

The Director of Emergency Management or the on-scene incident commander is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Sheriff’s Office will disseminate the warning to evacuate.

#### Authorities

In addition to those listed in the Basic Plan:

- A. The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
- B. Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code
- C. State Water Control Board, Regulation No. 9, Impounding Structure Regulations, May 3, 1983

#### Responsibilities

##### Dam Owners

- Develop an emergency action plan (or emergency preparedness plan) for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia Departments of Conservation and Recreation (DCR) and Emergency Management (VDEM);
- Operate and maintain the dam to assure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and

- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

#### Law Enforcement Branch

- 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;
- 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

## 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.

**High**- dams that upon failure would cause probable loss of life or serious economic damage

**Significant**- dams that upon failure might cause loss of life or appreciable economic damage

**Low** - dams that upon failure would lead to no expected loss of life or significant economic damage. Special criteria: This classification includes dams that upon failure would cause damage only to property of the dam owner.

### **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.

*Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October, 29 2008. [www.dcr.virginia.gov/dam\\_safety\\_and\\_floodplains/](http://www.dcr.virginia.gov/dam_safety_and_floodplains/)*

Tab 2

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

**High**

Cumberland County does not have any High dams.

**Significant**

<b>Name of Impounding Structure: Trice Lake Dam</b>	
<b>Inventory Number: VA04901</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given): Clearwater Lake Dam</b>	
<b>Stream Name: Cattail Creek</b>	
<b>Latitude: 37.66833</b>	<b>Longitude: -78.175</b>
Structural Height: 25.3'	
Maximum Capacity: 636 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator: Trice Lake Inc.</b>	
<b>Address:</b>	
<b>Contact: Kathleen Desuell (804) 375-9342</b>	

<b>Name of Impounding Structure: Lower Ayers Dam</b>	
<b>Inventory Number: VA04922</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	

<b>Latitude: 37.32667</b>	<b>Longitude: -78.39667</b>
Structural Height: 28'	
<b>Name of Impounding Structure:</b> Benelli Dam	
<b>Inventory Number: VA04927</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.585</b>	<b>Longitude: -78.27834</b>
Structural Height: 18'	
Maximum Capacity: 50 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> Elizabeth M. Fanelli	
<b>Address:</b>	
<b>Contact:</b> Elizabeth M. Fanelli (804) 492-4540	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Clements Dam	
<b>Inventory Number: VA04905</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name: Cattail Creek</b>	
<b>Latitude: 37.47333</b>	<b>Longitude: -78.26</b>
Structural Height: 34.5'	
Maximum Capacity: 918 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> Bruce & Amy Dominick	
<b>Address:</b>	

<b>Contact:</b> Bruce & Amy Dominick (804) 492-5343	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

**Low**

<b>Name of Impounding Structure:</b> Bear Creek Dam	
<b>Inventory Number:</b> VA04902	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Bear Creek	
<b>Latitude:</b> 37.53333	<b>Longitude:</b> -78.275
Structural Height: 33'	
Maximum Capacity: 4140 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> VA DCR, Division of State Parks	
<b>Address:</b>	
<b>Contact:</b> Joe Elton (804) 786-5055	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Collins Upper Dam	
<b>Inventory Number:</b> VA04903	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Tear Wallet Creek	
<b>Latitude:</b> 37.47833	<b>Longitude:</b> -78.26
Structural Height: 27.9'	
Maximum Capacity: 220 acre feet	Purpose: Recreation

<b>Name of Impounding Structure Operator:</b> Harold W. Collins	
<b>Address:</b>	
<b>Contact:</b> Harold W. Collins (434) 392-6010	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Clayton Dam	
<b>Inventory Number:</b> VA04904	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b> Fleming Dam	
<b>Stream Name:</b> Maxey Mill Creek	
<b>Latitude:</b> 37.51667	<b>Longitude:</b> -78.18333
Structural Height: 23'	
Maximum Capacity: 156 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> Thomas E. Andrews	
<b>Address:</b>	
<b>Contact:</b> Thomas E. Andrews (804) 497-9406	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Pearsall Dam	
<b>Inventory Number:</b> VA04906	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b> Garrett Dam	
<b>Stream Name:</b> Little Guinea Creek	
<b>Latitude:</b> 37.48333	<b>Longitude:</b> -78.21833
Structural Height: 29.3'	

Maximum Capacity: 392 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> David Pearsall	
<b>Address:</b>	
<b>Contact:</b> David Pearsall (703) 203-1871	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Flippen Dam	
<b>Inventory Number:</b> VA04907	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Muddy Creek	
<b>Latitude:</b> 37.56667	<b>Longitude:</b> -78.15334
Structural Height: 20'	
Maximum Capacity: 138 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> Pam Layman	
<b>Address:</b>	
<b>Contact:</b> Pam Layman (434) 574-6131	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Wilsons Dam	
<b>Inventory Number:</b> VA04908	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Tr-Brown Branch	
<b>Latitude:</b> 37.34333	<b>Longitude:</b> -78.315
Structural Height: 23'	

Maximum Capacity: 172 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Jack Wilson	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Sports Dam	
<b>Inventory Number:</b> VA04909	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Randolph Creek	
<b>Latitude:</b> 37.62833	<b>Longitude:</b> -78.23
Structural Height: 13'	
Maximum Capacity: 273 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> A. M. Johnson Estate	
<b>Address:</b>	
<b>Contact:</b> A. M. Johnson Estate	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Ca Ira Dam	
<b>Inventory Number:</b> VA04910	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Willis River	
<b>Latitude:</b> 37.48	<b>Longitude:</b> -78.32333

Structural Height: 13'	
Maximum Capacity: 227 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> C. H. Agee, Van Sheppard	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Ingle Dam	
<b>Inventory Number:</b> VA04911	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Green Creek	
<b>Latitude:</b> 37.35	<b>Longitude:</b> -78.35833
Structural Height: 24'	
Maximum Capacity: 170 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Edward O. Ingle (804) 392-8551	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Swans Dam	
<b>Inventory Number:</b> VA04912	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Guinea Creek	
<b>Latitude:</b> 37.42167	<b>Longitude:</b> -78.24834

Structural Height: 23'	
Maximum Capacity: 720 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> Wildwood Land Corp.	
<b>Address:</b>	
<b>Contact:</b> C. Mullins	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Wilck's Dam	
<b>Inventory Number:</b> VA04913	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Angola Creek	
<b>Latitude:</b> 37.375	<b>Longitude:</b> -78.24834
Structural Height: 24'	
Maximum Capacity: 123 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> H.M. Chapman	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Atkins Dam	
<b>Inventory Number:</b> VA04914	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Tr-Dry Creek	
<b>Latitude:</b> 37.35333	<b>Longitude:</b> -78.395

Structural Height: 11'	
Maximum Capacity: 81 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Landen G. Atkins	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Leon Hansen Dam	
<b>Inventory Number:</b> VA04915	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b> Hoopers Rock Dam	
<b>Stream Name:</b> Hopper Rock Creek	
<b>Latitude:</b> 37.74	<b>Longitude:</b> -78.15166
Structural Height: 35'	
Maximum Capacity: 465 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Leon C. Hansen (302) 674-5584	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Blanton Dam	
<b>Inventory Number:</b> VA04916	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Tr-Angola Creek	
<b>Latitude:</b> 37.385	<b>Longitude:</b> -78.24667

Structural Height: 22'	
Maximum Capacity: 211 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> W.B. Blanton Jr. (804) 392-6453	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> T. Edward Stimpson Dam	
<b>Inventory Number:</b> VA04917	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Tr-Little Guinea Creek	
<b>Latitude:</b> 37.39	<b>Longitude:</b> -78.34167
Structural Height: 23'	
Maximum Capacity: 115 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> T. Edward Stimpson Jr. (434) 392-6163	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Knorr Dam	
<b>Inventory Number:</b> VA04918	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	

<b>Latitude: 37.66</b>	<b>Longitude: -78.08334</b>
Structural Height: 25'	
Maximum Capacity: 28 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Carl S. Knorr	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Rogers Dam	
<b>Inventory Number:</b> VA04919	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.47833</b>	<b>Longitude: -78.24834</b>
Structural Height: 30'	
Maximum Capacity: 46 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Tom Rogers	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Jamerson Dam	
<b>Inventory Number:</b>	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	

<b>Latitude:</b>	<b>Longitude:</b>
Structural Height: 24'	
Maximum Capacity: 45 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> S. M. Jamerson (804) 458-2444	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Upper Ayers Dam	
<b>Inventory Number:</b> VA04921	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude:</b> 37.32667	<b>Longitude:</b> -78.39333
Structural Height: 30'	
Maximum Capacity: 58 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Linward Austin Ayers (434) 392-3906	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Ortel Dam	
<b>Inventory Number:</b> VA04923	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	

<b>Stream Name:</b>	
<b>Latitude: 37.36833</b>	<b>Longitude: -78.40833</b>
Structural Height: 20'	
Maximum Capacity: 114 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Willie Ortel	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Simanske Dam	
<b>Inventory Number:</b> VA04924	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.34333</b>	<b>Longitude: -78.37833</b>
Structural Height: 21'	
Maximum Capacity: 63 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Henry Simanske	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Winston Lake Dam	
<b>Inventory Number:</b> VA04925	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	

<b>Stream Name: Winston Creek</b>	
<b>Latitude: 37.51667</b>	<b>Longitude: -78.3</b>
Structural Height: 29.4'	
Maximum Capacity: 144 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> VA Department of Forestry	
<b>Address:</b>	
<b>Contact:</b> Tom Zaebst (804) 492-4121	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Arrowhead Lake Dam	
<b>Inventory Number: VA04926</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name: Willis River</b>	
<b>Latitude: 37.52667</b>	<b>Longitude: -78.29</b>
Structural Height: 20'	
Maximum Capacity: 48 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> VA Department of Forestry	
<b>Address:</b>	
<b>Contact:</b> Tom Zaebst (804) 492-4121	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Oak Hill Lake Dam	
<b>Inventory Number:</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	

<b>Stream Name:</b>	
<b>Latitude:</b>	<b>Longitude:</b>
Structural Height: 19'	
Maximum Capacity: 47 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> VA Department of Forestry	
<b>Address:</b>	
<b>Contact:</b> Tom Zaebst (804) 492-4121	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Jones Dam	
<b>Inventory Number:</b> VA04929	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude:</b> 37.455	<b>Longitude:</b> -78.25833
Structural Height: 24'	
Maximum Capacity: 120 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> C. E. Jones	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Landis Dam	
<b>Inventory Number:</b> VA04930	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	

<b>Stream Name:</b>	
<b>Latitude: 37.39167</b>	<b>Longitude: -78.26833</b>
Structural Height: 35'	
Maximum Capacity: 73 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Henry Landis	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Gnegy Dam	
<b>Inventory Number:</b> VA04931	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.465</b>	<b>Longitude: -78.27</b>
Structural Height: 20'	
Maximum Capacity: 101 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Gordon Gnegy	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Bish Dam	
<b>Inventory Number:</b> VA04932	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	

<b>Stream Name:</b>	
<b>Latitude: 37.47667</b>	<b>Longitude: -78.29166</b>
Structural Height: 20'	
Maximum Capacity: 67 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Henry Bish	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Collins Lower Dam	
<b>Inventory Number: VA04933</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.475</b>	<b>Longitude: -78.25833</b>
Structural Height: 23'	
Maximum Capacity: 139 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Harold W. Collins (434) 392-6010	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Robertson Dam	
<b>Inventory Number: VA04934</b>	<b>City/County: Cumberland</b>

<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.64667</b>	<b>Longitude: -78.13167</b>
Structural Height: 19.8'	
Maximum Capacity: 49.21 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact: Dennis Vaughn (804) 338-0877</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: Lancaster Dam</b>	
<b>Inventory Number: VA04935</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.32167</b>	<b>Longitude: -78.37334</b>
Structural Height: 27'	
Maximum Capacity: 37 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact: E. Preston Lancaster Jr.</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: Lafoon, Watkins &amp; Perry Dam</b>	
<b>Inventory Number: VA04936</b>	<b>City/County: Cumberland</b>

<b>Other Name (if given):</b>	
<b>Stream Name: Green Creek</b>	
<b>Latitude: 37.35333</b>	<b>Longitude: -78.37</b>
Structural Height: 23'	
Maximum Capacity: 119 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator: Lafoon, Watkins &amp; Perry</b>	
<b>Address:</b>	
<b>Contact:</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: Frost Dam</b>	
<b>Inventory Number: VA04937</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.355</b>	<b>Longitude: -78.26833</b>
Structural Height: 17'	
Maximum Capacity: 61 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact: Lawrence Frost</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: Wilck Dam</b>	
<b>Inventory Number: VA04938</b>	<b>City/County: Cumberland</b>

<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.37167</b>	<b>Longitude: -78.345</b>
Structural Height: 19'	
Maximum Capacity: 50 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Joe H. Wilck Jr.	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Bonbrook Lake Dam	
<b>Inventory Number:</b> VA04939	<b>City/County:</b> Cumberland
<b>Other Name (if given):</b>	
<b>Stream Name:</b> Bonbrook Creek	
<b>Latitude:</b> 37.545	<b>Longitude:</b> -78.235
Structural Height: 21'	
Maximum Capacity: 50 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b> VA Department of Forestry	
<b>Address:</b>	
<b>Contact:</b> (804) 492-4121	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure:</b> Barrett Dam
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<b>Inventory Number: VA04940</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.60167</b>	<b>Longitude: -78.18166</b>
Structural Height: 18'	
Maximum Capacity: 85 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact: J. H. Barrett (804) 392-6072</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: Sanderson Dam</b>	
<b>Inventory Number: VA04941</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name:</b>	
<b>Latitude: 37.59667</b>	<b>Longitude: -78.16833</b>
Structural Height: 20'	
Maximum Capacity: 50 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact: E. W. Sanderson</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: L. G. Atkins Dam</b>
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<b>Inventory Number: VA04942</b>	<b>City/County: Cumberland</b>
<b>Other Name (if given):</b>	
<b>Stream Name: Davis Creek</b>	
<b>Latitude: 37.61666</b>	<b>Longitude: -78.12666</b>
Structural Height: 23'	
Maximum Capacity: 195 acre feet	Purpose: Recreation
<b>Name of Impounding Structure Operator:</b>	
<b>Address:</b>	
<b>Contact:</b> Landon G. Atkins	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

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## Terrorism Consequence Management Annex

### PURPOSE

To develop a comprehensive, coordinated, and integrated response capability, involving all levels of government, to effectively assess the threat of and vulnerability to terrorism acts within the County of Cumberland, as well as prevent, mitigate, respond to, and recover from an actual terrorist incident that may occur.

Define the roles, responsibilities and authorities of city departments in responding to acts of terrorism and how these agencies will interface with state and federal authorities under the direction of a unified command.

Establish procedures to report suspected, actual or threatened acts of terrorism to proper authorities through established channels of communication.

Develop the appropriate resources, to include personnel, equipment, supplies and technical assistance, to promptly and effectively respond to these types of events, as well as the capability to receive and integrate resources from within and outside the state system.

### SCOPE

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System (NIMS), consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring and transitioning response operations to effectively address threatened, suspected and actual acts of terrorism involving weapons of mass destruction (WMD) and/or weapons of mass casualty (WMC).

The county EOC personnel and organization provide the framework and standard operating procedures that the county will use in responding to and recovering from acts of terrorism.

## ASSUMPTIONS

The consequences of a terrorism event will exceed the capabilities of the county and require specialized assistance and support from a variety of regional, state, federal and military organizations.

The effects of a chemical, biological, radiological or nuclear terrorist act will likely overwhelm local, regional, and state capabilities. A terrorist event such as a biological or radiological attack may not always generate the traditional incident scene or a clearly defined impact area.

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics and material (e.g., chemical, biological, radiological, nuclear and explosives (CBRNE). Events may be individual in nature or involve multiple targets being impacted at different times or simultaneously, and involving one or more jurisdictions or regions.

## SITUATION

All communities are vulnerable to threatened, suspected, and actual acts of terrorism. These events can occur anywhere and at any time. The fact that an emergency or disaster situation was a result of a terrorist act will not always be evident during the initial emergency response phase, and may not be determined until days, weeks, or months after the event has occurred.

Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government. The county has prevention initiatives to ensure as well as enhance the safety and security of industrial operations, critical facilities, and infrastructure and systems. Even with these efforts all stakeholders need to be vigilant in order for them to be effective.

The Sheriff's Office has identified facilities, critical infrastructure and systems located within the County of Cumberland that may be potentially at risk to acts of terrorism, in coordination with other local, state and federal agencies and military installations, as well as private sector institutions and systems. This information has been shared with the appropriate state and federal agencies.

## ORGANIZATION

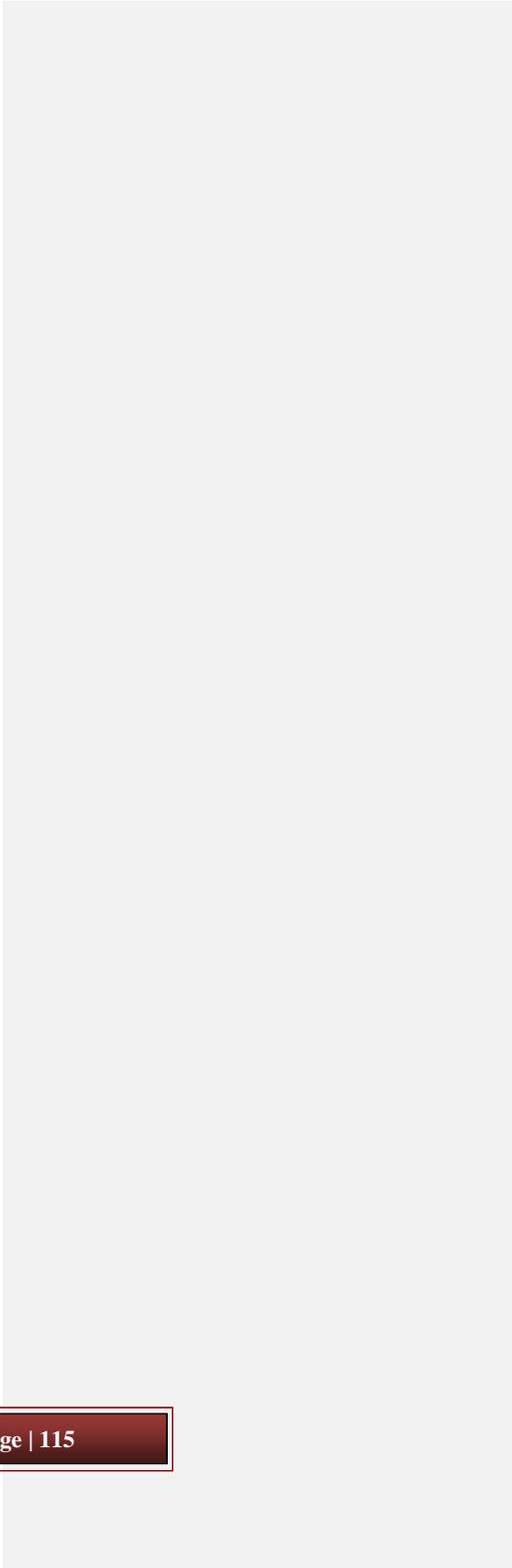
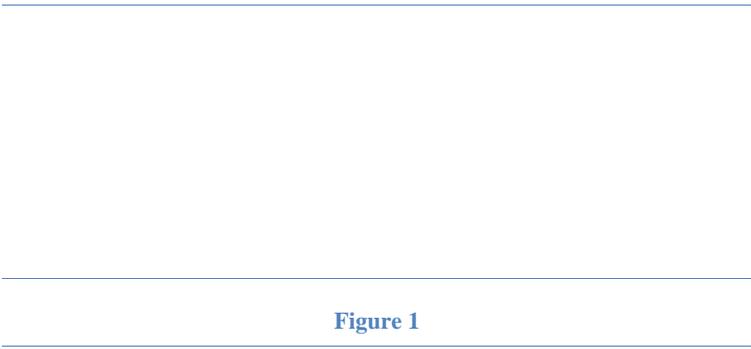
The organizational response framework to events involving acts of terrorism involves the coordination and interface of a variety of local, state and federal agencies that have certain authorities, responsibilities and jurisdiction by statute, executive order or presidential directive. These authorities may vary by the type of incident, the categorization of the incident, or geographic area involved and may transition by operational stage during an event.

The Director of Emergency Management or designee will establish the EOC as necessary to support field operations associated with one or more events. The EOC will be staffed with the EOP's specified Branches and other specialized personnel as appropriate for the event.

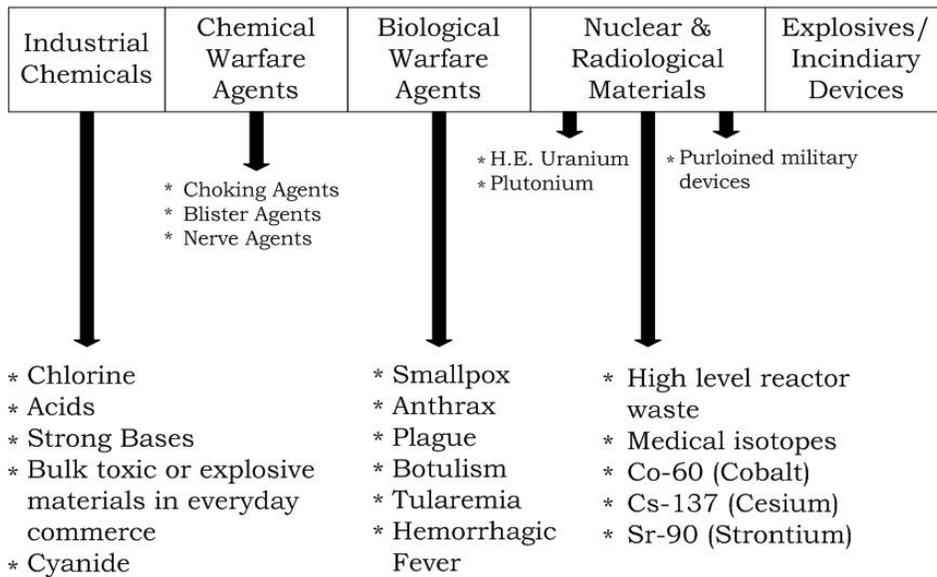
#### NATURE OF THE HAZARD

The Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) threat spectrum illustrated in Figure 1 is distinctive in terms of its range and depth, as well as the versatility it provides the initiating agent in structuring a single or complex event—or series of events—using one or more of the elements to generate the desired outcome(s). The spectrum ranges from common explosives, industrial chemicals, and radiological products found in medical labs and hospitals to the more extraordinary chemical biological warfare agents and nuclear material. These components of the spectrum provide the capacity to develop and tailor an attack to target one or more of the following: human or animal populations, agriculture, the environment, property, and critical infrastructure.

Although the CBRNE threat spectrum has great range, depth, and versatility, explosives have been the most common weapons utilized in both international as well as domestic terrorist attacks. Use of explosives in terrorist attacks is widespread, as the resources and instructions to develop a bomb can be easily acquired. The execution of these tactics can be relatively simple—involving very little risk and producing the desired effects in an immediate and dramatic manner.



## WMD Threat Spectrum



### Concept of Operations

The county's Emergency Operations Plan is a broad, function oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the plan will provide the framework under which local resources will be deployed and coordinated. The Emergency Management Branch, at the direction of the Director of Emergency Management, will coordinate the response and recovery operations associated with consequence management. The Law Enforcement Branch will support the process by confirming the threat, initial investigation, as well as the apprehension and prosecution of the perpetrators of the terrorist act, in coordination with state and federal law enforcement. The Federal Bureau of Investigation (FBI) is the lead investigative agency as is directed in Homeland Security Presidential Directive – 5.

The county's 911 Center will likely serve as the initial point for receiving notification of a terrorist event. Once the 911 Center is notified of a pending or executed terrorist incident, normal standard operating procedures will allow for notifications to be made to local departments, neighboring jurisdictions, regional response organizations, state and federal agencies, as appropriate.

Response operations will be primarily concerned with identifying any hazardous materials involved and the associated risks to responders as well as the entire community; developing and implementing protective actions; developing and implementing strategies to effectively manage any long term health and environmental consequences of the incident, and assisting in the preservation of evidence on scene. Field operations will use the Incident Command System/Unified Command consistent with the National Incident Management System (NIMS).

The Commonwealth's Hazardous Materials Response Program will provide technical assistance and support regarding any hazardous materials issues (See Tabs 1 and 2). Specific state hazardous material resources, including hazardous materials officers and teams, will be requested through the VEOC. In regard to explosives, the Virginia State Police, in coordination with local, regional and federal assets available, will provide technical assistance and support in this area.

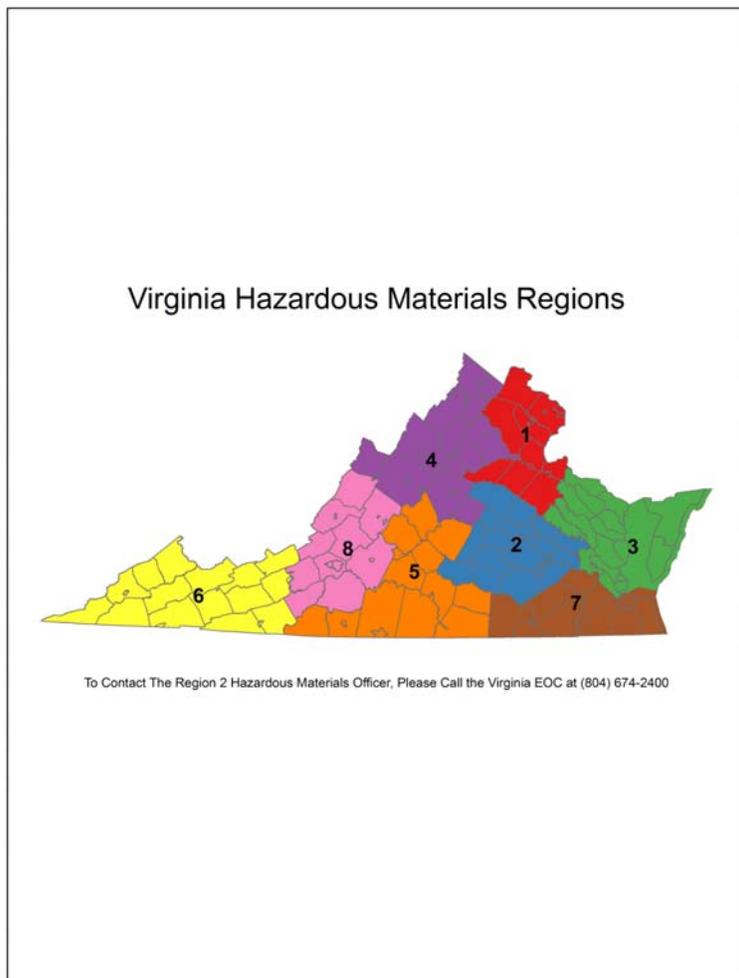
The Virginia Fusion Center serves as a repository for the collection and analysis of information regarding terrorist groups and their activities. The information developed and obtained by the Virginia Fusion Center may be relevant to consequence management, will be coordinated and shared with local government as necessary. The Sheriff's Office will report any suspected, threatened or actual acts of terrorism to the Virginia State Police Criminal Intelligence Division Fusion Center and through the county EOC provide appropriate information to the Virginia Emergency Operations Center.

The public information function will be handled by the county's Public Information Officer until a Joint Information Center (JIC) can be established. If appropriate, a Joint Information Center will be established, all press releases, press requests, and public protective action guidance will be developed, coordinated, reviewed, and disseminated through this organization. At a minimum, representatives from local government administration, Fire Service, Law Enforcement, Emergency Management as well as the appropriate state and federal agencies who may be involved in supporting the response (e.g., FBI, DHS, the Virginia Department of Emergency Management, Virginia State Police, etc.) will comprise the JIC. Other agencies may be included as required to ensure an accurate, timely, and coordinated release of information to fulfill the needs of the public as well as the news media. Effectively managing the release of information during any event presents a variety of challenges to not only government officials, but to the media as well.

The recovery process is comprised of the following: reentry, rapid 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 the priorities established, as well as ensure a successful recovery program. The Emergency Management Branch will manage the recovery effort in coordination with the Public Works Branch.

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Tab 1



Tab 2

**REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS  
PRIMARY AREAS OF RESPONSIBILITY**

