

COMMONWEALTH OF VIRGINIA

Emergency Operations Plan



HAZARD-SPECIFIC ANNEX #3 HURRICANE & TROPICAL STORM RESPONSE

VIRGINIA DEPARTMENT
OF
EMERGENCY MANAGEMENT

2015 July

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RECORD OF CHANGES

Change #	Date	Description of Change	Page #	Initials
8	7/23/2015	Appendix B – Hurricane Evacuation Action Timeline Updated to fix a typographical error	B-1	TS
7	9/18/2014	Updated agencies roles and responsibilities based on the Appendix E – Readiness Condition Action Guideline	E-1 to E-17	TS
6	9/4/2014	Appendix B – Hurricane Evacuation Action Timeline Updated	B-1	TS
5	9/4/2014	Appendix E – Readiness Condition Action Guidelines Updated to reflect timeline revisions	E-1 to E-17	TS
4	5/22/13	Appendix B – Hurricane Evacuation Action Timeline ▪ Updated	B-1	RT
3	1/10/13	Appendix E – Readiness Condition Action Guidelines ▪ Modified VEOC action guidelines for Readiness Conditions 2 and 3 to reflect timeline change ▪ Clarified DMA responsibility in Readiness Condition #1	E-7,10,14	DP
2	1/10/13	Appendix B – Hurricane Evacuation Action Timeline	B-1	DP
1	9/04/12	Appendix C – Scales ▪ Updated wind scale.	C-1	RT

Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- Department of Military Affairs (DMA)
- Virginia Department of Transportation (VDOT)
- Virginia State Police (VSP)
- Virginia Department of Social Services (VDSS)
- Department of Mines, Minerals, and Energy (DMME)
- Virginia Department of Health (VDH)

Purpose

The Commonwealth of Virginia Hurricane Response Annex is a hazard-specific component of the Commonwealth of Virginia Emergency Operations Plan (COVEOP). It has been developed to provide a sound basis for hurricane-oriented emergency preparedness and to establish the organizational framework and operational concepts and procedures designed to minimize the loss of life and property and to expedite the restoration of essential services following a tropical storm or hurricane.

This COVEOP annex provides an overview of how the Commonwealth will respond to a Hurricane. Detailed response and technical data can be found in the Hurricane Response Annex Technical Support Document (secure, non-public text).

Scope & Applicability

Virginia is vulnerable to tropical and sub-tropical weather systems. The resulting conditions may require actions and or support of federal and state agencies, and non-governmental organizations.

The effects of a tropical storm or hurricane whose path traverses thru coastal Virginia will impact multiple jurisdictions. A significant tropical weather event in this region will likely impact other Commonwealth regions and neighboring states.

The coastal cities and counties are capable of supporting the response and recovery from moderate tropical storm systems independently or through existing mutual aid agreements.

However, a stronger large scale storm event may necessitate declaration of a Local and or State Emergency, and potentially a gubernatorial request for declaration of a Federal Emergency to support response and recovery measures.

Planning Assumptions

Virginia is susceptible to all levels of tropical systems, from tropical depressions to severe Category 4 hurricanes. However, historically Category 4 storms have been extremely rare events in Virginia. These tropical systems create three major hazards; storm surge, heavy rainfall, and high winds that are capable of producing a tornado.

- The vulnerable population at risk that should be evacuated is defined, for planning purposes, as those persons along the coast in the pre-identified storm surge inundation areas and in residential structures that may be at risk from hurricane force winds.
- The total number of individuals potentially at risk from a life-threatening Category 4 storm is estimated at just fewer than 1.2 million during high tourist season.
- Pre-disaster warning time will vary; however, the National Weather Service will detect and track a hurricane in time for effective action to be taken in accordance with the provisions of this plan. The VEOC and the Joint Field Office (JFO), if operational, will continue to be operable despite the effects of a hurricane. Hurricane effects on the

Commonwealth will be similar to projections in the 2009 Virginia Hurricane Evacuation Study/Technical Data Report. Federal agencies and organizations will function in accordance with the National Response Framework (NRF). Local and state agencies and organizations will carry out all-hazard decisions and functions as required by locality EOP's, the COVEOP, and this hurricane hazard-specific incident annex.

- Storm effects could also impact other communities further inland due to high winds, localized heavy rains and/or flooding. However, these secondary storm effects are much less predictable.

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- The initial stage of an evacuation of the Hampton Roads area is voluntary. Residents and tourists will be informed no later than 48 hours prior to the arrival of sustained tropical storm force winds that a hurricane is forecasted to affect the area, and will be encouraged to evacuate.
- The development of emergency response capabilities and the direction and control of local emergency operations when a hurricane strikes are the direct responsibility of local governments.

Organizational Structure

The Governor, acting through the State Coordinator, will coordinate statewide emergency operations and will coordinate with affected jurisdictions to authorize evacuation and other protective actions as necessary.

It is the responsibility of potentially impacted local governments to develop and maintain

emergency response plans and procedures to protect public safety and property.

Concept of Operations

This annex establishes, within the general guidance of the COVEOP, the hurricane-specific concepts and policies under which all elements of state government and its political subdivisions will operate; provides for integration of the total resources of the government and the private sector; assigns responsibilities to elements of government, quasi-government, and private entities; and sets forth standard concepts and procedures whereby all local governments can develop compatible hurricane plans and SOP's.

When a hurricane strikes, help may not be immediately available from the state or federal government. Local governments should be prepared to bear the initial responsibility for hurricane response and relief as well as preparation for the arrival of a hurricane. Local plans and procedures prepared should be developed and maintained to provide for the safety and welfare of citizens until such time outside assistance is available.

An effective response to a hurricane emergency is dependent on the development of plans, programs, and procedures, which will provide for:

- Rapid mobilization and utilization of the resources and capabilities of local government and the private sector within the affected area.
- Support from other political subdivisions of the state through Statewide Mutual Aid (SMA) as well as out of state sources such as the Emergency Management Assistance Compact (EMAC).
- State and federal emergency and disaster relief assistance.

Roles & Responsibilities

**See Appendix E – Readiness Condition Action Guidelines*

Authorities & References

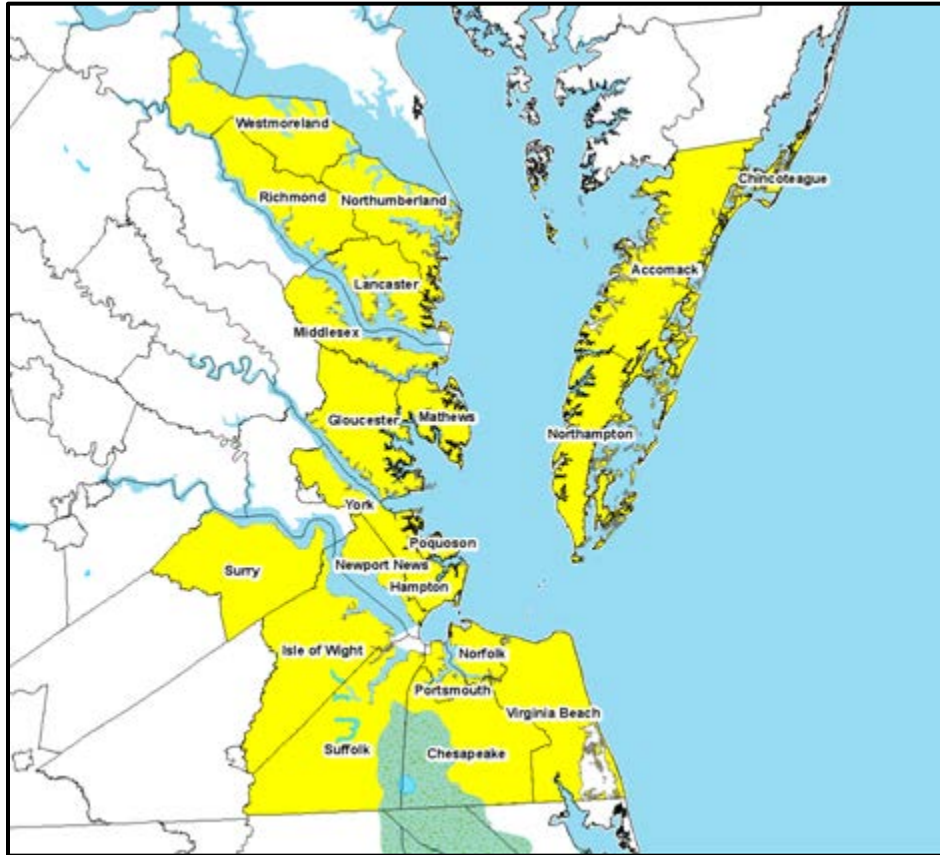
Authorities

- Virginia Emergency Services and Disaster Laws
- Code of Virginia, Section §44-146.17 and Section §44-146.21
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

References

- National Incident Management System, Department of Homeland Security, December, 2008
- National Response Framework, Department of Homeland Security, January 2008
- Virginia Hurricane Evacuation Study/Transportation Analysis, Federal Emergency Management Agency and U.S. Army Corps of Engineers, May 2008
- Virginia Hurricane Evacuation Study/Technical Data Report, Federal Emergency Management Agency and U.S. Army Corps of Engineers, December 2009
- Department of Homeland Security, Federal Emergency Management Agency, Operational Guidance
- VDOT Hurricane Lane Reversal Plan, Virginia Department of Transportation, September 2008

Appendix A – Hurricane Risk Jurisdictions Map

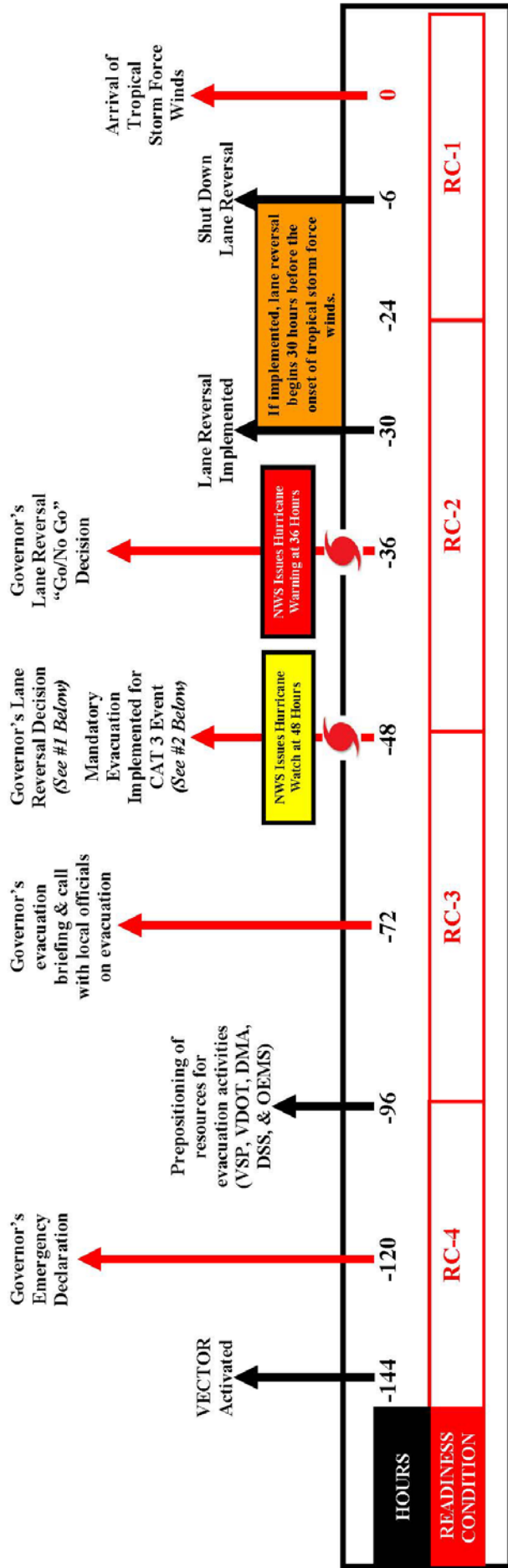


FEMA / US Army Corps. of Engineers
Virginia Hurricane Evacuation Study

Accomack County	Mathews County	Portsmouth City
Chesapeake City	Middlesex County	Richmond County
Chincoteague Town	Newport News City	Suffolk City
Gloucester County	Norfolk City	Surry County
Hampton City	Northampton County	Westmoreland County
Isle of Wight County	Northumberland County	Virginia Beach City
Lancaster County	Poquoson City	York County

Appendix B – Hurricane Evacuation Timeline

**COMMONWEALTH OF VIRGINIA
HURRICANE EVACUATION ACTION TIMELINE**



Timeline shows maximum times and trigger points for Category 1-3 hurricanes. The timeline may vary depending on the storm.

#1 – State resources move from pre-staging areas to duty post with lane reversal decision.

#2 – Evacuation implementation point for Southside Hampton Roads, with or without lane reversal decision. (Bowers Hill Evacuation Traffic)

Updated: September 4, 2014

Appendix C – Saffir-Simpson Hurricane Wind Scale

Non-Hurricane Classifications		
Tropical Storm	39 – 73	34 – 64
Tropical Depression	0 – 38	0 – 33

Category	Winds/ Knots	Winds MPH	Anticipated Damage
1	64 – 82	74 – 95	Very Dangerous Winds – Will Produce Some Damage
2	83 – 95	96 – 110	Extremely Dangerous Winds – Will Cause Extensive Damage
3	96 – 112	111 – 129	Extremely Dangerous Winds – Devastating Damage Will Occur
4	113 – 136	130 – 156	Extremely Dangerous Winds – Catastrophic Damage Will Occur
5	> 137	> 157	Extremely Dangerous Winds – Catastrophic Damage Will Occur

Appendix D – Evacuation

Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- Virginia Department of Transportation (VDOT)
- Virginia State Police (VSP)
- Virginia Department of Social Services (VDSS)
- Virginia Department of Health (VDH)
- Department of Military Affairs (DMA)

Purpose

The Hurricane and Tropical Storm Response, Evacuation appendix is designed to define the roles, responsibilities, and authorities of state agencies and local governments in conducting an evacuation of at risk areas.

Scope & Applicability

This hurricane and tropical storm response, evacuation appendix applies to all Commonwealth jurisdictions.

Planning Assumptions

- The most likely large-scale evacuation scenario to plan for is a major hurricane threatening coastal Virginia.
- There will be local plans which support and synchronize with this annex
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prepare for, mitigate, respond to, and recover from disasters.
- People located in threatened areas will evacuate; including residents of the immediate coastal areas, residents in low-lying areas prone to flooding, and any resident of a mobile home.
- Residents will utilize all available public information sources to acquire emergency information.

- The majority of residents that choose not to evacuate will shelter in-place, monitor emergency broadcasts, and only evacuate after receiving specific evacuation instructions from public officials.
- Residents will have family emergency and communications plans. Residents should be prepared to be self-sufficient for a period of up to 3 days.
- Public and private school systems, colleges, and universities have emergency plans and procedures in place to adequately protect, shelter, and/or evacuate students and employees during normal school hours. Those plans will be coordinated with the appropriate agencies.
- In non-surge areas, “shelter-in-place” actions will be the primary means of protection for citizens.

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- The Governor has the authority (§ 44-146.17 of the Code of Virginia) to direct evacuation from any stricken or threatened area if the action is deemed necessary to protect life.

- Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- All state and local traffic control personnel and vehicles should be off the roads by the arrival of tropical storm force winds.

Organizational Structure

Guidance contained in this appendix will apply in coordinating state agency efforts in support of local jurisdictions should a major evacuation event be required within these areas.

Concept of Operations

This appendix addresses the procedures for coordinating an orderly evacuation should a hurricane threaten Virginia. It does not replace or supersede any local plans nor usurp the authority of local governments. The principal life saving strategy for dealing with a hurricane is to evacuate vulnerable low-lying areas that are subject to storm surge.

The specific path of an approaching hurricane cannot be predicted with certainty. The evacuation of urbanized coastal areas must be initiated well in advance--in some cases as much as 38 hours, in order to be completed before the arrival of tropical storm conditions.

State agencies should prepare action checklists to facilitate emergency operations. Local hurricane response plans should also include detailed action checklists for each function as needed. These checklists will serve as a guide for actions to be taken as a storm approaches.

1. Evacuation Considerations

A decision to implement a mandatory evacuation in hurricane vulnerable localities requires interaction and coordination between local, state, federal, and certain private sector entities. The primary goal of any evacuation is the preservation of life and, to the degree possible, protection of property.

A. Evacuation Considerations

- National Weather Service (NWS) forecasts including the degree of confidence between various models and forecasts.
- Life/Safety threat posed by either a “go” or a “no-go” evacuation decision.
- HURREVAC, and Sea, Lake and Overland Surges from Hurricanes (SLOSH) modeling including indicators concerning optimal decision timing in light of such factors as available daylight hours, occupancy, road capacity, expected public behavior, and projected flood and wind impacts.
- Activities of neighboring states/communities, including potential impacts (direct/indirect) on Virginia’s road networks.

B. Evacuee Categories

- Spontaneous.
- Shadow.
- Local initiated.
- State initiated.

C. Implementation Process

The decision to evacuate and the decision to implement traffic management procedures are related but not interdependent. In the event of a decision by a neighboring state to evacuate, it may be necessary to implement traffic management strategies due to the impact on Virginia road networks. These strategies may also be implemented in anticipation of a decision to implement a mandatory evacuation.

- Per the Code of Virginia, § 44-146.17, the Governor may direct and compel evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the

preservation of life. Further, Executive Orders, to include those declaring a state of emergency and directing evacuation, shall have the force and effect of law.

- The ultimate determination of specific locations and timing of evacuations will be accomplished at the local level.
- Affected jurisdictions will be expected to coordinate evacuation activities in their respective area with neighboring jurisdictions and the state.

Virginia Department of Emergency Management (VDEM), in coordination with applicable state agencies and affected local governments, will assess the need for executing traffic management strategies. The VERT will coordinate and support the implementation of these strategies by state agencies. Strategies may be implemented ahead of evacuation decisions by the localities.

Some incidents involving large populations, limited evacuation timing and road network capacities, may necessitate termination of an evacuation prior to its full completion. Evacuees still at risk would be directed to “refuges of last resort” (designated by the locality) as quickly as possible along the evacuation corridor.

2. Evacuation Routes

- I-64 West
- I-264 West
- I-664
- Route 10 West
- Route 13 North
- Route 17 North
- Route 58 West
- Route 60 West
- Route 460 West

Roles & Responsibilities

Agency response actions are to be conducted in accordance with the appropriate ESF. The roles and responsibilities outlined below are specific to an evacuation due to a hurricane.

Virginia Department of Emergency Management

- The State Coordinator will serve as the Governor’s executive agent in authorizing needed actions and expenditures.
- Keep the Governor and other key state government officials informed.
- Advise the Governor as to the recommended level of evacuation as appropriate for the threat.

Virginia Department of Transportation

- Develop, maintain, and coordinate the Virginia Hurricane Lane Reversal Plan to enable the controlled evacuation of populations in at risk areas.
- Operate the VDOT Transportation Operations Centers (TOCs). The TOCs will keep the Virginia Emergency Operations Center (VEOC) and local Emergency Operations Centers (EOC’s) advised of the evacuation status.
- Coordinate the closure of vulnerable and/or impacted roadways and facilities such as bridges, tunnels, or flood-prone sections of roadway as indicated in the Transportation Emergency Operations Plan and implement other protocols for adjusting transportation resources to meet impending emergencies.
- Coordinate the return of normal traffic patterns at the termination of lane reversal.

Virginia State Police

- Assist with the implementation and serve as Incident Commander of the Virginia Hurricane Lane Reversal Plan.
- Expedite the flow of traffic out of the evacuation areas.

- Control access to evacuation routes during the evacuation.
- Maintain order and security on designated evacuation routes.
- Monitor the flow of traffic during the evacuation and keep the VEOC informed of the status.
- Following the hurricane, and until essential services have been restored, coordinate with local law enforcement officials to control reentry and to provide for security in the devastated areas.

Virginia Department of Social Services

- Coordinate the management and operation of State Managed Shelters (SMS).
- Provide status reports on the number of SMS open, the location of open shelters, the number of public shelter spaces occupied, and the number of public shelter spaces available.
- Provide guidance and assistance with the establishment of congregate care centers and temporary housing facilities for people who cannot return to their homes in the devastated area.
- Coordinate with VDEM and DHCD during mass sheltering events to facilitate case management for housing and relocation services for displaced persons whose needs extend beyond the 30-day State Managed Shelters limit.

Virginia Department of Health

- Coordinate state resources to assist localities with the evacuation and care of people with special health or medical needs.

Coordinate public health resources to assist localities.

- Provide health and medical support to all public (local) shelters and SMS.

Department of Military Affairs

- Assist with the implementation of the Virginia Hurricane Lane Reversal Plan.
- Assist with expediting the flow of traffic out of the evacuation areas.
- Assist with controlling access to evacuation routes.
- Assist in maintaining order and security on designated evacuation routes.
- Assist in monitoring the flow of traffic during the evacuation and keep the VEOC informed of the status.
- Following the hurricane, and until essential services have been restored, coordinate with law enforcement officials to assist in controlling reentry and to provide for security in devastated areas.

Authorities & References

Authorities

- Virginia Emergency Services and Disaster Laws
- Code of Virginia, Section § 44-146.17.

References

- Emergency Management Accreditation Program (EMAP) - Standard 4.6.3

Attachment 1 – Lane Reversal Summary

Purpose

The purpose of the Hurricane Lane Reversal Plan is to provide the framework and guidelines for an evacuation of the Hampton Roads, Virginia area. This plan will be used by local emergency service coordinators, state and local police, and other agencies involved in planning, coordinating, and executing an evacuation. The objective of this plan is to facilitate a safe and efficient evacuation prior to the landfall of tropical storm winds.

outbound routes. However, if outbound roadways and interstates become over-saturated during the initial voluntary evacuation stage, the Governor, through the VEOC and VERT Leadership, will implement the Hurricane Lane Reversal Plan.

The Hurricane Lane Reversal Plan employs two fundamental concepts: a voluntary evacuation of the Hampton Roads area, and an I-64 lane reversal plan to facilitate the high volume of traffic leaving the area.

Scope & Applicability

The Virginia Hurricane Lane Reversal Plan is applicable to evacuation events occurring in the Hampton Roads area and can be implemented in advance of any storm ranging in strength from tropical storm force to a Category 5 hurricane. However, the timeline described herein is based upon evacuation data associated with a Category 3 hurricane. The plan also serves to establish the traffic control concept, specify mandatory tasks, and provide the basis for coordinating those tasks expected to be accomplished by VDOT, VSP, DMA, and others. Guidelines and protocols for an I-64 lane reversal are incorporated into this plan.

Using the Hurricane Evacuation Study Transportation Analysis, Commonwealth of Virginia Coastal Jurisdictions, it is projected that the worst case scenario is a Category 4 hurricane. Which translates to nearly 900,000 people in approximately 400,000 vehicles may evacuate the Hampton Roads area in advance of a tropical storm or hurricane weather event.

Concept of Operations

This section outlines the concept of operations for organizing and implementing an evacuation of the Hampton Roads area. Of critical importance to an effective and efficient evacuation is the balanced utilization of the transportation network as a whole. The plan must spread traffic flow safely over all available

Attachment 2 – NC/VA Border Traffic Control Plan Summary

Purpose

The role of the North Carolina/Virginia Border Traffic Control Plan (NC/VA BTCP) is to describe planning and actions to be taken in order to facilitate the diversion of northbound evacuation traffic flow from northeastern NC via NC 168 into VA to a westbound evacuation route via US 158 west toward interior NC. Coordination of the evacuation traffic entering southeastern VA from NC is the responsibility of NC Emergency Management (NCEM), the NC Department of Transportation (NCDOT) and the NC State Highway Patrol (NCSHP), assisted by local emergency management and local law enforcement. Once traffic enters VA the responsibility shifts to the VA Department of Emergency Management (VDEM), the VA Department of Transportation (VDOT), the VA State Police (VSP), and VA municipalities.

Scope & Applicability

The plan provides a framework within which agencies of the two states and the affected localities can coordinate actions to deal with the evacuation from NC and through areas of both states when threatened by hurricanes. Additionally, it can be expected that a large-scale evacuation of southeastern VA would have consequences for a simultaneous evacuation in NC, possibly impeding the NC evacuation. The plan discusses coordination of actions based on the planning done to minimize those consequences.

Since hurricanes that form in the Atlantic generally move in a northwest direction, the coastal areas of NC will usually come under a Hurricane Watch or a Hurricane Warning (issued by the National Weather Service) earlier than the adjacent coastal areas of VA. Motorists evacuating the communities on the Outer Banks (Dare, Currituck and Hyde beaches in NC) use US 158 W, NC 168N, US 17N, NC 32N and other roads to evacuate into or through VA.

Concept of Operations

Once the possibility of a hurricane landfall in the NE NC and SE VA area is determined, communications and dialogue will be established between the two states via the State Emergency Operations Centers (EOCs) as well as local EOCs in VA and NC. NCEM/VDEM officials will communicate to each other as soon as either state declares a state of emergency.

Appendix E – Readiness Condition Action Guidelines

Readiness Condition 5 – Routine Operations**ALL VERT AGENCIES:**

1. Monitor the tropics and coordinate through VECTOR.

VEOC:

1. Develop & maintain plans; conduct training & exercises, test emergency communications.
2. Develop Standard Operating Procedures.
3. Monitor weather systems for possible tropical development.
4. Localities identify “refuges of last resort” located along evacuation routes.

JIC Functions (Performed by VDEM PAO):

1. Maintain PIO Hurricane Standard Operating Procedure and VERT JIC SOPs.
2. Conduct periodic training with state PIOs.
3. Maintain memorandums of understanding.
4. Maintain media contact lists, social networks.

VSP:

1. Develop & maintain plans; conduct training & exercises, test emergency communications.

VDOT:

1. Review & update Hurricane Checklist, facility Emergency Action Plans & other pertinent manuals & publications.
2. Conduct at least one tabletop hurricane exercise (w/ localities & other state agencies), to include use of VA Traffic and/or other systems for information gathering & reporting before 30 June.
3. Complete an inventory of protective equipment required for facility response to hurricane events. Conduct a full operational test of all protective equipment (i.e. barricades, flood gates, pumps) before 30 June.
4. Test, under load, all emergency power to include alternate sources, equipment to ensure adequacy for emergency operations. This test should be performed prior to 10 June.
5. Exercise communications, including emergency communications, to ensure operational capability.
6. Acquire hurricane personal action handout/suggestions from local emergency management and/or Field Operations for distribution to all staff.
7. Review/update VDOT Hurricane Lane Reversal Plan prior to hurricane season.
8. Coordinate with other agencies on any changes to plans.
9. Ensure that TAMS has adequate staffing for the ramps.

VDMA:

1. Monitor NWS for formation of tropical systems.
2. Review and synchronize response plans and actions with State agencies.

VDSS:

1. Maintain plans, conduct training and exercises.

VDH:

1. Maintain plans, conduct training and exercises, test emergency communications periodically.
2. Educate VDH and MRC personnel on personal/family preparedness and emergency response responsibilities.
3. Monitor weather systems for possible development of tropical systems.

DMME:

1. Plans and procedures are developed. Formal and informal communications are established by DMME with private industry and public agencies with key energy emergency roles and responsibilities so that plans can be coordinated in advance and the early indications of a potential energy shortage can be effectively communicated.

Readiness Condition 4 – Forecast Arrival of Tropical Storm Force Winds 144 to 96 Hours

¹*This timeline represents a CAT 3 scenario and may be adjusted as conditions warrant. This document serves as a guide and is subject to change.*

²*Items within boxes apply to Lane-Reversal only.*

ALL VERT AGENCIES:

1. Report mission or operational status to their respective ESF in compliance with the deadline established by the Operations Section Chief.

VEOC:

1. Maintain communications with National Weather Service
2. Review Hurrevac storm track projections from each advisory from the National Hurricane Center.
3. Activate the Virginia Emergency Response Team (VERT) as required.
4. Activate the Virginia Evacuation Coordination Team for Operational Response (VECTOR) as required.
5. Initiate state agency & regional conference calls with localities to discuss preliminary protective actions.
6. Prepare and submit draft Emergency Declaration Request to the Governor in the form of an Executive Order.
7. Begin preparatory actions by identifying stocks of materials, pre-warning emergency services personnel, etc.
8. Establish communications with NC Emergency Management regarding status of their evacuation from the Outer Banks.
9. Continue to monitor & track weather system(s) and maintain situational awareness.

JIC:

1. Activate VECTOR PIO group.
2. Distribute initial hurricane preparedness news release.
3. Activate JIC at VEOC.
4. Meet with members of the media to explain evacuation process, media staging areas.
5. Conduct conference call with WCVE to review MOU actions.

VSP:

1. Prepare for Governor's Emergency Declaration
2. Pre-stage Communications assets at I-295 and I-64 as necessary.
3. Alert VSP Bureau of Field Operations personnel of pending deployment
4. Alert VSP personnel assigned to man or assist w/ SMS of possible deployment.

VDOT:

1. Ensure key staff & locality contacts are identified with both business & home numbers.
2. Advise staff of Readiness Condition 4 Status.
3. Check/test emergency generator(s) including any alternative power systems.
4. Ensure that all necessary supplies are on hand & adequate, including manual backup material for operations of facility.
5. Discuss preliminary times for decision such as evacuation & time to implement facility protective equipment.
6. Track the storm using available weather services products.
7. Notify appropriate VDOT staff of the track of the storm.
8. Put the various Tiger Teams and TAMS on notice for possible deployment.
9. Notify fuel vendor of possible deployment if lane reversal required.
10. Field Ops coordinate with Maintenance Division on portable toilet availability.
11. Participate in VDEM and NWS conference calls.
12. Contact ESF 1 agencies and put them on notice of potential augmentation of VEOC.
13. Conduct VDOT specific conference calls.
14. Review debris contracts.
15. Residency and AHQ check fuel supplies and equipment.
16. TOCs begin planning 24 hour staffing requirements.

VDMA:

1. Build initial situational awareness and notify major subordinate commands Senior Staff
2. Initiate staff Conference calls.
3. Conference call will authorize the use of VDMA assets
4. Monitor NWS track of tropical system
5. Leadership participates in VECTOR meeting; establish CAP to identify number of forces allowed.
6. Review plans/conduct crisis action planning
7. Develop WARNO (Warning Order)
8. Obtain approval of WARNO
9. Send WARNO to JTF(s) (-120hrs) to marshal troops
10. Develop OPORD (Operations Order)
11. Ends with issue of OPORD

VDSS:

1. Activation of Virginia Emergency Coordination Team for Operational Response (VECTOR)
2. Notification of Potential Event: SMS Sites, Management & Staff
3. SMS Resource Request for supplies & commodities at -120 hours
4. Notification of Declaration: SMS Sites, Management & Staff

VDH:

1. Provide personnel to the Virginia Evacuation Coordination Team for Operational Response (VECTOR) if activated.
2. Begin staffing Emergency Support Function (ESF) 3 & 8 at the Virginia Emergency Operations Center (VEOC), if activated.
3. Brief agency personnel & initiate hurricane preparedness checklist.
4. If Governor authorizes activation of state managed shelters (SMS), alert VDH health directors & emergency planners in health districts where SMS are to be activated at -120 hours.
5. Health & Medical Emergency Response Teams (HRERT's) placed on 12-hour alert (at -120 hours) and 6-hour alert at -96 hours to support VDOT Hurricane Lane Reversal Plan, if required.
6. Continue to track the weather system and maintain situational awareness.

DMME:

1. Receive reports from industry points of contact on petroleum prices, storage levels, transportation problems, and consumption patterns
2. Review and update plans and procedures as needed.
3. Report to the Office of the Secretary of Commerce and Trade and to the VEOC as needed to keep them informed. Also provide a report to the Department of Social Services (VDSS) in the event of a home heating oil or propane shortage situation.

Readiness Condition 3 – Forecasted Arrival of Tropical Storm Force Winds 96 to 48 Hours

¹*This timeline represents a CAT 3 scenario and may be adjusted as conditions warrant. This document serves as a guide and is subject to change.*

²*Items within boxes apply to Lane-Reversal only.*

ALL VERT AGENCIES:

1. Report mission or operational status to their respective ESF in compliance with the deadline established by the Operations Section Chief.
2. Complete any actions not accomplished in Readiness Condition 4.

VEOC:

1. Maintain communications with National Weather Service.
2. Review HURREVAC storm track projections for each advisory from the National Hurricane Center.
3. Continue state agency & regional conference calls to discuss protective actions & evacuation considerations.
4. Begin pre-positioning of State evacuation personnel & resources. (VDEM, VSP, VDOT, VDMA, VDSS, OEMS)
5. At -72 Hours conduct Governor’s evacuation & shelter briefing, to include potential lane reversal option and associated timing.
6. At -72 hours, Governor to conduct conference call w/ Hampton Roads Chief Elected Officials to convey his decision for timing and method of “mandatory evacuation”.
7. VECTOR to continue to monitor & coordinate evacuation efforts as required.
8. Encourage localities to begin issuing evacuation information/instructions through local news media.
9. Continue communications with NC Emergency Management regarding timing of evacuation.
10. Continue to monitor & track weather system(s) and maintain situational awareness.
11. At -60 hours, State Coordinator or designee to advise Virginia State Police (VSP), Virginia Department of Military Affairs (VDMA), and the Virginia Department of Transportation (VDOT) to preposition for Reversal evacuation in accordance with the VDOT Hurricane Lane Reversal Plan.
12. -60 hours, State agency lane reversal mobilization point.

JIC:

1. Alert state agency PIOs to be on standby.
2. Hold conference call with state and local PIOs to review Joint Information System concept and exchange contact information.
3. Distribute news release describing evacuation process.
4. Activate Virginia 211 MOU.
5. Begin process for acquiring sign language interpreters.

VSP:

1. Prepare for possible Governor's authorization of lane reversal.
2. Pre-stage trooper assets at I-64 Exits & await Governor's Emergency Declaration.
3. Alert VSP personnel assigned to man or assist with SMS shelters of pending deployment.

VDOT:

1. Notify all staff of increased readiness level & confirm preparations to augment normal staffing levels.
2. Review inventory of protective equipment required for facility response to a hurricane. Perform equipment testing (that does not impede traffic flow) to ensure operational readiness of protective equipment.
3. Participate in agency conference calls regarding meteorological data relating to the storm impact.
4. Commence tracking weather system reports by establishing an action file for storm information. Keep all staff informed of storm progress.
5. Review evacuation monitoring procedures with Hampton Roads District, VDEM, VSP, and other interested parties. Participate in evacuation decision process as required and update decision times based on latest data.
6. Ensure that a VaTraffic entry (sub event) has been established for facility and begin routine updates.
7. Test, under load, all emergency power to include alternate sources, equipment to ensure adequacy for emergency operations.
8. Notify TAMS and Tiger Teams of increased readiness level.
9. Participate in VDEM and NWS conference calls.
10. Conduct VDOT specific conference calls.
11. Confirm site for Incident Command Post is ready.
12. Contact VDEM about potential implementation of the Tow Truck contract.
13. Reaffirm with fuel vendor that they are ready should a lane reversal be called for.
14. Move portable MVDP into place for potential evacuation.
15. Put construction contractors on notice to cease operations if lane reversal options open.
16. Notify Central Office staff concerning the augmentation of VDOT's Customer Service Center.
17. Move other portable equipment into staging areas.
18. Arrange to test flood gates with minimal impact to the flow of traffic, if possible.
19. Jamestown Scotland Ferry makes preparation to cease operation and move ferry.

VDMA:

1. Issue OPORD (Operational Order).
2. Preposition forces.
3. Request Joint Enabling Team.
4. State considers T32/ Dual Status request (CAT3+).
5. Review potential EMAC requirements.

6. Maintain/ Disseminate situational awareness.

7. Monitor SMS operations.

VDSS:

1. Pre-position State resources/deployment alert – management & staff at -96 hours
2. Deployment instructions & activation: Unified Command, Command Staff, Section Chief's, Planning Section Resource unit, and additional support agency's at -84 hours.
3. On site: Unified Command, Command Staff, Section Chief's, Planning Section Resource Unit, and additional support agencies at -72 hours.
4. Updated Deployment alert: All remaining non-deployed Management & Staff at -72 hours.
5. Deployment Instructions & Activation: Half Staff at -68 hours.
6. Updated Deployment Alert: All remaining non-deployed Management & Staff at -68 hours.

VDH:

1. HMERT's place on 3-hour alert to stage at home to support VDOT Hurricane Lane Reversal Plan at -72 hours
2. Begin Pre-positioning of resources. If SMS are authorized, alert & deploy health & medical personnel to the sites (United Command positions at -72 hours, Unified Command plus 50% staffing at -48 hours.
3. Continue to track the weather system and maintain situational awareness.

DMME:

1. If necessary, DMME will coordinate a meeting of key players to review the situation. If conditions warrant, they may recommend, and the Governor may implement, voluntary conservation measures, usually in conjunction with federal guidance and the same measures being implemented simultaneously in other states. Preparations are made to implement additional voluntary and mandatory conservation measures should the situation worsen.
2. Continue monitoring petroleum prices, storage levels, transportation, and consumption patterns particularly along the designated evacuation routes, through contact with petroleum product trade associations. Receive from petroleum product trade associations and communicate to VDEM requests for exemptions to vehicle weight and driver hour limits.
3. Establish formal communications with the U.S. Department of Energy and counterpart energy emergency agencies in contiguous or regional states.
4. Receive reports about the state of readiness of petroleum supplies through contact with petroleum product and related trade associations and the State Corporation Commission. Provide updates to the Office of the Secretary of Commerce and Trade, the VDSS, and to the State EOC as needed to keep them informed.

Readiness Condition 2 – Forecasted Arrival of Tropical Storm Force Winds 48 to 24 Hours

¹*This timeline represents a CAT 3 scenario and may be adjusted as conditions warrant. This document serves as a guide and is subject to change.*

²*Items within boxes apply to Lane-Reversal only.*

ALL VERT AGENCIES:

1. Report mission or operational status to their respective ESF in compliance with the deadline established by the Operations Section Chief.
2. Complete any actions not accomplished in Readiness Condition 3.

VEOC:

1. Maintain communications with National Weather Service
2. Continue to monitor & track weather system(s) and maintain situational awareness.
3. VECTOR to monitor status of evacuations & sheltering operations.
4. Review Hurrevac storm track projections from each advisory from the National Hurricane Center.
5. At -48 hours, the National Hurricane Center will issue a Hurricane “WATCH” for potential impact areas.
6. Advise NC Emergency Management on status of VA evacuation and discuss potential for implementation of the Border Traffic Control Plan.
7. At-risk localities to advise VEOC of local evacuation decisions & timing.
8. At or before -48 hours, implement mandatory evacuation for all at-risk evacuees using Routes 58 & 460 as authorized by the Governor.
9. -46 hours, VERT Plans Section to conduct a conference call with at-risk local emergency managers & state agencies to provide notification of the Governor’s decision regarding “mandatory evacuation”.
10. At -36 hours, the National Hurricane Center will issue a Hurricane “WARNING” for potential impact areas.

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| <ol style="list-style-type: none"> 11. -36 hours, Governor’s lane reversal “go/no-go” decision point. 12. Notify North Carolina Emergency Operations Center (NCEOC) of Governor’s Mandatory Lane Reversal Evacuation decision. 13. At -36 hours initiate securing & sweeping of I-64 eastbound for westbound traffic. 14. -30 hours, implement lane reversal evacuation as authorized by the Governor. 15. Continue state agency & regional conference calls to discuss protective actions & evacuation status and lane reversal termination if authorized. |
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JIC:

1. Deploy PIOs to evacuation stations.
2. Hold conference call with state-managed shelter PIOs.
3. Governor’s news conference to announce evacuation.
4. Distribute state-managed shelter locations and details.
5. Provide updates on evacuation and shelter status.
6. Recall PIOs from the field.
7. Determine PIO locations for post-storm activity, according to the storm’s path.

8. Governor's news conference.

VSP:

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| <ol style="list-style-type: none"> 1. Enforce exit closure upon authorization by the Governor to implement the VDOT Hurricane Lane Reversal Plan 2. Each ramp confirm on ramp closures with CP. 3. Confirm Rest Area closure with CP. 4. Confirm I-64/I-295 closure with CP. 5. VSP and VDOT begin sweep from MM200 – 272. 6. As pass each ramp radio to close off ramp. 7. Confirm sweep is completed with command Post. 8. Begin to move traffic on all lanes towards Richmond and I-295. |
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9. Continue to assist in flow of traffic out of the Tidewater area on all evacuation routes. Man emergency evacuation shelters as needed.

VDOT:

1. Notify all staff of increased readiness level and ensure that essential personnel have taken care of any personal preparations (i.e. family & housing).
 2. Monitor evacuation preparations/progress. Keep Field Operations, TOC, and District informed regarding impact to facility by providing regular situation reports via WebEOC, VaTraffic, and other means. Update decision times based on latest data.
 3. Re-inventory all protective equipment & supplies.
 4. Conduct a complete review of deployment of any protective equipment/devices.
 5. Secure all outside objects and equipment that could be damaged by winds or storm surge.
 6. Provide a status update to Field Operations, TOC, and District.
 7. Post evacuation information on VDOT web site and 511.
 8. Post applicable evacuation information on HAR/CMS messages.
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| <ol style="list-style-type: none"> 9. TAMS and any required Tiger Teams should be in place by the 36 hour mark. 10. Confirm fuel trucks are in place along lane reversal route. 11. Confirm tow trucks are in place along I-64. 12. Set up communication back-up site. 13. Set up main Command Post. 14. Set up media briefing location. 15. VDOT Command Post staff report. 16. Central and Eastern TOC staff up for evacuation. 17. Command Post notifies ramps of 10 minutes to implementation of lane reversal, if necessary. 18. VEOC contacts command post to initiate ramp closures. 19. CP relays to begin closure of I-64/I-295 interchange. 20. VDOT sets up detour to Rt. 60 and Rt. 5. 21. VDOT command staff makes reports to Central Office and TOCs that reversal initiated. 22. CP relays all on-ramps to I-64 E and 2 on-ramps on I-664 to be closed. 23. VSP/VNG Secure New Kent Rest Area. 24. VSP and VDOT begin sweep from MM 200 – 272. |
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VDMA:

1. Begin lane reversal (CAT3+) (-36).
2. Assist with sheltering if requested.
3. Lane reversal implementation (-30hrs).

VDSS:

1. On-site: Unified Command, Command Staff, Section Chief's, Planning Section Resource Unit, additional support agencies and half staffing at -48 hours
2. SMS Shelter Open to Receive Evacuees at -48 hours.
3. Deployment Instructions & Activation: Remaining Staff
4. On-site: Unified Command, Command Staff, Section Chief's, Planning Section Resource Unit, additional support agencies and full staffing at -36 hours.

VDH:

1. HMERT resources deployed to staging locations
2. Evacuation of VDH personnel from facilities located in mandatory evacuation areas (if any), beginning at -38 hours.
3. All staffing for designated SMS in place by -36 hours
4. Initiate area walk-down and facility protection measures in VDH facilities.

DMME:

1. Make recommendations as necessary and in coordination with the Office of the Secretary of Commerce and Trade.
2. As appropriate and with approval from the Governor's Office, begin to provide guidance for, and encourage the implementation of, voluntary conservation measures.

Readiness Condition 1 – Landfall/Arrival of Tropical Storm Force Winds thru Departure of Tropical Storm Force Winds (24hrs to 0hrs)

¹*This timeline represents a CAT 3 scenario and may be adjusted as conditions warrant. This document serves as a guide and is subject to change.*

²*Items within boxes apply to Lane-Reversal only.*

ALL VERT AGENCIES:

1. Report mission or operational status to their respective ESF in compliance with the deadline established by the Operations Section Chief.
2. Complete any actions not accomplished in Readiness Condition 2.

VEOC:

1. Maintain communications with National Weather Service
2. Review Hurrevac projections from each advisory from the National Hurricane Center.
3. Continue state agency & regional conference calls to discuss protective actions & evacuation status.
4. VECTOR to develop “worst-case” decision points for termination of evacuation & provide same to State agencies & affected localities.
5. At -8 hours, VERT Coordinator to confer with State Coordinator or designee regarding the termination of lane reversal, and notify Virginia State Police (VSP), Virginia Department of Military Affairs (VDMA), and the Virginia Department of Transportation (VDOT) of termination timing.
6. At -7 hours, VERT Plans Section to conduct a conference call with at-risk local emergency managers & state agencies to coordinate the termination of lane reversal before the arrival of tropical storm force winds.
7. At -6 hours, initiate termination of lane reversal as authorized by the Governor.
8. VECTOR to continue to monitor status of evacuations & sheltering operations, and track the availability & locations of local Refuges of Last Resort.
9. Continue state agency & regional conference calls to discuss protective actions & evacuation status.
10. Condition 1 to be maintained through the storm event & until the threat has receded as appropriate.

JIC:

1. Provide updates on storm impact and shelter status.
2. Begin plans for Joint Field Office operations.

VSP:

1. Release lane reversal as appropriate.
2. Command Post orders all ramps to be re-opened.
3. Confirm all ramps open through roll call.

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| <ol style="list-style-type: none"> 4. Return eastbound lane to appropriate direction. |
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5. Secure VSP personnel in safe area pending pass of critical force weather.
 6. Continue to assist in the flow of evacuation traffic in the Richmond area and beyond.

VDOT:

1. Notify all staff of increased readiness level.
 2. Commence providing Field Operations, TOC & District situation reports on a six-hour basis and as conditions warrant. Update decision times based on latest data and confirm closure operational readiness for any decision.
 3. Re-test emergency communications within the facility, district and Field Operations.
 4. Re-test any emergency and/or alternative power systems.
 5. Stock facility with minimum emergency water & food supplies for staff.
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| <ol style="list-style-type: none"> 6. Once all ramps confirmed opened, notify I-64/I-295 to open interchange. 7. Notify command post when all MOT devices removed. 8. Lane reversal staff report to Residency/AHQ in preparation for arrival of storm. |
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VDMA:

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| <ol style="list-style-type: none"> 1. Initiate termination of lane reversal at -6. 2. VDMA Forces posture for post landfall operations to begin at landfall. |
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VDSS:

1. Continue sheltering operations.

VDH:

1. Health Commissioner determination on whether to activate the VDH Emergency Coordination Center (ECC), staffing plan developed (-24 hours)
2. ECC activated; routine activities suspended. Discretionary office closure (-12 hours)
3. HMERT resources re-deployed upon completion of lane reversal operation (-12 hours to -3 hours)
4. All response personnel should be in place at VEOC, ECC, and SMS as applicable (-6 hours)

DMME:

1. Continue the monitoring of petroleum prices, storage levels, transportation, and consumption patterns through contact with petroleum product trade associations and the State Corporation Commission (SCC). Continue to receive from petroleum product trade associations and communicate to VDEM requests for exemptions to vehicle weight and driver hour limits.
2. Continue formal communications with the U.S. Department of Energy and counterpart energy emergency agencies in contiguous or regional states.
3. Continue to evaluate the state of readiness of petroleum suppliers and major users. Monitor critical data pertaining to energy needs of hospitals, local

public safety agencies, major transportation providers, etc. through contact with petroleum product trade associations

4. Provide available information to key players through conference calls and other means as appropriate.

Emergency Relief Phase – Life Saving Operations & Restoration of Essential Services

¹*This timeline represents a CAT 3 scenario and may be adjusted as conditions warrant. This document serves as a guide and is subject to change.*

²*Items within boxes apply to Lane-Reversal only.*

ALL VERT AGENCIES:

1. Report mission or operational status to their respective ESF in compliance with the deadline established by the Operations Section Chief.
2. Complete any actions not accomplished in Readiness Condition 1.

VEOC:

1. Continue to monitor evacuation & shelter conditions until re-entry is initiated.
2. Notify NC Emergency Management of RT 168 and I-64 conditions and status of terminating the Border Traffic Control Plan.

JIC:

1. Provide updates on storm impact and shelter status.
2. Governor's news conference.
3. Dispatch PIOs to affected areas.
4. Coordinate VIP visits to affected areas.
5. Continue plan+ning for JFO operations.
6. Daily (or twice daily) news conference.
7. Transition to JFO and co-locate with FEMA PIOs.

VSP:

1. Assist in emergency relief operations.
2. Provide law enforcement and enforce any mandated curfews.
3. Assist local law enforcement in accessing their ability to provide services and additional needs.

VDOT:

1. Take any necessary steps to ensure safety of VDOT personnel, supporting contractors & citizens who access the facility.
2. Communicate any immediate emergency situations to Field Operations, TOC & District.
3. Conduct an initial damage assessment to determine operational functionality of the facility.
4. Initiate any essential measures to ensure facility continuity of operation.
5. Provide a situation/summary report to Field Operations, TOC, and District outlining status of facility, any actions taken, and assistance needed.

VDMA:

1. Conduct assigned missions.

2. VDMA submit EMAC requests.

VDSS:

1. Continue sheltering operations and assess need for continued operations, downsizing or transition to medium term facilities.

VDH:

1. Continue staffing VEOC, VDH ECC, and State Managed Shelters (if activated) and Coordinate resource requests and response operations as needed.
2. Collect, consolidate, and submit situation reports regarding public health and medical impacts statewide.
3. Ensure the provision of essential medical and public health services by shifting resources as necessary within the state and/or requesting additional resources through EMAC and federal resources.
4. Conduct surveillance on storm related illnesses, injuries, and fatalities.

DMME:

1. Continue to monitor critical data pertaining to energy needs of hospitals, local public safety agencies, major transportation providers, etc. through contact with petroleum product trade associations. Provide available information to key players through conference calls and other means as appropriate, to ensure restoration of petroleum supplies as quickly as possible.