Executive Order 41 Frequently Asked Questions (FAQs)

This FAQ is designed to answer the most commonly asked questions about the requirements of Executive Branch Agencies and public Institutions of Higher Education (State Agencies) in Executive Order 41.

1. **The Executive Order states that State Agencies, including those not designated in the Commonwealth of Virginia Emergency Operations Plan (COVEOP), shall be prepared to support disaster preparedness, response, and recovery efforts upon direction of the Governor or his designee. What type of support efforts might be required of a non-COVEOP agency?**

   Agencies may be asked to support disaster-related activities that fall within their primary mission. However, as noted in the Executive Order, state employees may be asked to perform other duties as needed. These may include, but are not limited to, answering inquiries at a citizen call center, or other basic mission support functions.

2. **Members of the Governors' Cabinet shall be responsible for conducting an annual review of the disaster preparedness, response, and recovery roles assigned to their office and State Agencies to ensure that they have adequate plans, federally-compliant emergency procurement contracts, staff, and resources to fulfill their responsibilities as assigned in the COVEOP. What is a federally-compliant emergency procurement contract?**

   Guidance on federally-compliant emergency procurement contracts can be found in the *Code of Federal Regulations* (c) 200.317 – 200.326 at https://www.ecfr.gov/cgi-bin/text-idx?SID=4092631a6b6c354e5e29e0e8bc67d522dcmc=true&node=pt2.1.200&rgn=div5.

3. **Agencies are responsible for the preparation and maintenance of a written internal agency plan to fulfill the responsibilities designated to them in the COVEOP. Plans are to be compliant with the Virginia Department of Emergency Management (VDEM) template and submitted to VDEM annually by May 1. Where can I find the VDEM template and the submission instructions?**

   This template is under development by VDEM and will distributed to agency VEST Liaison Officers (VLOs) by November 30, 2019.

4. **What does it mean for an agency to be "National Incident Management System (NIMS) compliant"?**