



*Commonwealth of Virginia*  
**EMERGENCY  
OPERATIONS PLAN**

**Ralph S. Northam**  
*Governor*

**Curtis Brown**  
*State Coordinator of Emergency Management*

**2021**  
Updated: October







Commonwealth of Virginia  
Office of the Governor

## Executive Order

**NUMBER FORTY-TWO (2019)**

### **PROMULGATION OF THE COMMONWEALTH OF VIRGINIA EMERGENCY OPERATIONS PLAN AND DELEGATION OF AUTHORITY**

By virtue of the authority vested in me by § 44-146.17 of the *Code of Virginia* as Governor and as Director of Emergency Management, I hereby promulgate and issue the Commonwealth of Virginia Emergency Operations Plan (Plan) updated in July 2019 by the Virginia Department of Emergency Management. The Plan provides for state government's response to emergencies and disasters wherein assistance is needed by affected state, tribal, and local governments in order to save lives, protect public health, safety, and property, restore essential services, and enable and assist with economic recovery.

The plan is consistent with the Commonwealth of Virginia Emergency Services and Disaster Law (§ 44-3.2 of the *Code of Virginia*), the National Incident Management System as implemented in the National Response Framework (Third Edition) adopted in 2016, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5121 *et seq.*, as amended) with its implementing regulations.

The State Coordinator of Emergency Management is hereby authorized to activate the Plan in order to coordinate state government emergency operations on my behalf. Furthermore, the State Coordinator of Emergency Management is hereby authorized, in coordination with the Governor's office, to amend the Plan as necessary in order to achieve the preparedness goals and initiatives of the Nation and the Commonwealth in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law (§ 44-3.2 of the *Code of Virginia*).

Successful implementation of the Plan and response and recovery capabilities will require the whole of state government. Therefore, during a declared state of emergency, I delegate the authority to issue waivers or exemptions for registration, licensing, or permitting requirements to the authorizing executive branch agency head in coordination with their respective cabinet

secretary. Upon action, the agency head shall provide my office and the Virginia Department of Emergency Management a copy of all waivers and exemptions.

When this Plan is activated, the following measures apply, as appropriate, in order to marshal all public resources and appropriate preparedness, response, and recovery measures to meet the threat and recover from its effects, and in accordance with my authority contained in § 44-146.17 of the *Code of Virginia*:

- Activation of the Virginia Emergency Operations Center (VEOC) and the Virginia Emergency Support Team (VEST), as directed by the State Coordinator of Emergency Management, to coordinate the provision of assistance to local governments, and emergency services assignments of other agencies as necessary and determined by the State Coordinator of Emergency Management and other agencies as appropriate.
- When called to active duty in a declaration of a state of emergency, provision of assistance by the Virginia National Guard to the Virginia Department of State Police to ensure crowd control, direct traffic, prevent looting, and perform such other law enforcement functions as deemed necessary by the Superintendent of State Police (in consultation with the State Coordinator of Emergency Management, the Adjutant General, the Secretary of Public Safety and Homeland Security, and the Secretary of Veterans and Defense Affairs). Pursuant to § 52-6 of the *Code of Virginia*, I authorize the Superintendent of State Police to appoint any and all such Virginia Army and Air National Guard personnel called to state active duty as additional police officers as deemed necessary. The members of the Virginia National Guard activated for this event shall be authorized under § 44-75.1(A)(3) of the *Code of Virginia*, to perform all acts necessary to accomplish the above assistance. The Virginia National Guard shall have the power of arrest to enforce laws, including all violations of § 18.2, Ch. 9, Art. 1 and 2 of the *Code of Virginia* (Crimes Against Peace and Order; Riot and Unlawful Assembly; Disorderly Conduct), and such other acts necessary to protect lives, preserve property, and in defense of self and others. Any bonds and/or insurance required by § 52-7 of the *Code of Virginia* shall be provided for them at the expense of the Commonwealth. In all instances, members of the Virginia National Guard and Virginia Defense Force shall remain subject to military command as prescribed by § 44-78.1 of the *Code of Virginia* and are not subject to the civilian authorities of county or municipal governments.
- When so ordered by me, evacuation of areas threatened or stricken by effects of this event, as appropriate. Pursuant to § 44-146.17(1) of the *Code of Virginia*, I reserve the right to direct and compel the evacuation of all or part of the populace therein from such areas based on the advice of the State Coordinator of Emergency Management. I reserve the right to control the ingress and egress at an emergency area, including the movement of persons within the area and the occupancy of premises therein based upon the advice of the State Coordinator of Emergency Management. Violations of any order to citizens to evacuate shall constitute a violation of this Executive Order and are punishable as a Class 1 misdemeanor.

- As determined by the State Coordinator of Emergency Management, activation, implementation, and coordination of appropriate mutual aid agreements and compacts, including the Emergency Management Assistance Compact (EMAC), and the authorization of the State Coordinator of Emergency Management to enter into any other supplemental agreements, pursuant to §§ 44-146.17(5) and 44-146.28:1 of the *Code of Virginia*. The State Coordinator of Emergency Management is hereby designated as Virginia's authorized representative within the meaning of the Emergency Management Assistance Compact, § 44-146.28:1 of the *Code of Virginia*.
- This Emergency Declaration implements limited relief from the provisions of 49 CFR, §§ 390.23 and 395.3 for the purpose of providing direct relief or assistance as a result of this disaster.
- Authorization of the Virginia Departments of State Police, Transportation, and Motor Vehicles to grant temporary overweight, overwidth, registration, license, or hours of service exemptions to any carriers transporting essential emergency relief supplies to, through, and from any area of the Commonwealth. This authorization also applies to water, food, heating oil, motor fuels or propane, agricultural products, agricultural supplies, livestock and poultry, livestock and poultry feed, forest products and salvaged wood, waste, and trees cut in preparation for the storm or providing restoration of utilities (including but not limited to electricity, gas, phone, water, wastewater, and cable) or removal of waste to, through, and from any area of the Commonwealth in order to support the disaster response and recovery, regardless of their point of origin or destination. When and where overweight restrictions are granted, posted structures for restricted weight and restrictions on interstate highways are not valid. The exemption shall not exceed the duration of the motor carriers' or drivers' direct assistance in providing emergency relief.
  1. All overwidth loads, up to a maximum of 12 feet, and overheight loads up to a maximum of 14 feet must follow Virginia Department of Motor Vehicles hauling permit and safety guidelines.
  2. If overweight/overwidth transportation privileges are granted, the carriers are also exempt from vehicle registration with the Department of Motor Vehicles. This includes vehicles en route and returning to their home base. The agencies cited in this provision shall communicate this information to all staff responsible for permit issuance and truck legalization enforcement.
- Implementation and discontinuance of the transportation-related provisions authorized above shall be disseminated by the publication of administrative notice to all affected and interested parties. I hereby delegate to the Secretary of Public Safety and Homeland Security, after consultation with other affected Cabinet Secretaries, the authority to implement and disseminate this Order as set forth in § 2.2-104 of the *Code of Virginia*.
- Authorization of the Commissioner of Agriculture and Consumer Services to grant a temporary waiver of the maximum vapor pressure prescribed in regulation 2 VAC 5-

425 *et seq.*, and to prescribe a vapor pressure limit the Commissioner deems reasonable. The temporary waiver shall remain in effect until emergency relief is no longer necessary, as determined by the Commissioner of Agriculture and Consumer Services.

- Provision of appropriate assistance, including temporary assignments of non-essential state employees to the Adjunct Emergency Workforce, shall be rendered by state agencies to respond to this situation, as necessitated by each agency or as directed by the State Coordinator of Emergency Management.
- Authorization of appropriate oversight boards, commissions, and agencies to ease building code restrictions, permitting requirements, and to allow for emergency demolition, hazardous waste disposal, debris removal, emergency landfill siting, and other operations and activities necessary to address immediate health and safety needs without regard to time-consuming procedures or formalities and without regard to application or permit fees or royalties. All appropriate executive branch agencies are to exercise discretion to the extent allowed by law to address any pending deadlines or expirations affected by or attributable to this emergency event.
- Authorization for the Marine Resources Commissioner to act on behalf of the Commission in issuing permits pursuant to § 28.2-1200 *et seq.* of the *Code of Virginia* when, in the judgment of the Commissioner, it is necessary to address immediate health and safety needs and the Commission would be unable to convene in a timely manner. In an effort to address the impacts attributable to the disaster on the health, safety, and general welfare of the residents of the Commonwealth, and in an attempt to expedite the return of impacted areas and structures to pre-event conditions insofar as possible, no permits for encroachments on state-owned submerged lands, tidal wetlands, and coastal primary sand dunes or beaches shall be required to replace previously permitted structures in the same location and in identical or smaller dimensions as the previously permitted structure, and for beach nourishment activities along public beaches, provided any structure replacement or beach nourishment is initiated prior to the expiration of this Executive Order. No person may proceed with replacement of a previously permitted structure or beach nourishment activity under the provisions of this Executive Order without written approval from the Commissioner of the Virginia Marine Resources Commission.
- Authorization for the heads of executive branch agencies, with the concurrence of their Cabinet Secretary, to act, when appropriate, on behalf of their regulatory boards to waive any state requirement or regulation where the federal government has waived the corresponding federal or state regulation based on the impact of events related to this situation.
- Authorization for the State Veterinarian to grant exemptions for specific requirements for the importation of agricultural and companion animals into the Commonwealth from affected areas.

- Activation of the statutory provisions in § 59.1-525 *et seq.* of the *Code of Virginia* related to price gouging.
- In the event, Virginia residents require a variety of emergency medical services and procedures to support the proper management, care, and support of persons affected by the disaster, activation of sections §§ 32.1-42.1, 32.1-48.05, and 44-146.17 (1) *et seq.*, of the *Code of Virginia*.
- In the event of a mass fatality incident, as so determined by the Office of the Chief Medical Examiner in consultation with the State Coordinator of Emergency Management, authorization for the Board of Funeral Directors and Embalmers to ease enforcement of regulatory and statutory requirements relating to the management of human remains if necessary to address immediate health and safety needs and limit the spread of disease or contamination.
- Authorization for the Director of the Department of Health Professions to issue temporary licenses, registrations, and certifications to practice in the Commonwealth, for a period not to exceed one year, to health care practitioners who otherwise qualify by Virginia standards, who are displaced residents of affected U.S. jurisdictions, hold like unrestricted licenses, registrations, or certifications in their resident jurisdiction, and who are unable to furnish or have furnished on their behalf complete documentation of their credentials and license status as otherwise required by Virginia law. The Director shall also have the authority to defer the payment of licensing fees. The Director may revoke for cause, without hearing, any such license, regulation, or certification.
- As provided in the declaration of a state of emergency, authorization of state sum sufficient funds for state and local government mission assignments authorized and coordinated through the Virginia Department of Emergency Management. This funding is also available for state response and recovery operations, state share of federal disaster aid, state public assistance, and incident documentation. Out of this state disaster sum sufficient, I authorize funding for the Department of Military Affairs for the state's portion of the eligible disaster-related costs incurred for salaries, travel, and meals during mission assignments authorized and coordinated through the Virginia Department of Emergency Management.
- If eligible, authorization of matching funds for the Individuals and Household Program, authorized by The Stafford Act 42 U.S.C. § 5121 *et seq.* (when presidentially authorized), to be paid from state funds.
- Implementation by public agencies under my supervision and control of their emergency assignments as directed in the COVEOP without regard to normal procedures pertaining to the performance of public work, entering into contracts, incurring of obligations or other logistical and support measures of the Emergency Services and Disaster Laws, as provided in § 44-146.28(B) of the *Code of Virginia*. § 44-146.24 of the *Code of Virginia* also applies to the disaster activities of state agencies.

- Any person who holds a license, certificate, or other permit issued by any state or political subdivision thereof, evidencing the meeting of qualifications for professional, mechanical, or other skills, the person, without compensation other than reimbursement for actual and necessary expenses, may render aid involving that skill in the Commonwealth during this emergency. Such person shall not be liable for negligently causing the death of, or injury to, any person or for the loss of, or damage to, the property of any person resulting from such service as set forth in § 44-146.23(C) of the *Code of Virginia*. Additionally, members and personnel of volunteer, professional, auxiliary, and reserve groups identified and tasked by the State Coordinator of Emergency Management for specific disaster-related mission assignments, as representatives of the Commonwealth engaged in emergency services activities within the meaning of the immunity provisions of § 44-146.23(A) of the *Code of Virginia*, shall not be liable for the death of, or any injury to, persons or damage to property as a result of such activities, as provided in § 44-146.23(A) of the *Code of Virginia*.
- Designation of physicians, nurses, and other licensed and non-licensed health care providers and other individuals as well as hospitals, nursing facilities, and other licensed and non-licensed health care organizations, political subdivisions, and other private entities by state agencies, including the Departments of Health, Behavioral Health and Developmental Services, Social Services, Emergency Management, Transportation, State Police, Motor Vehicles, as representatives of the Commonwealth engaged in emergency services activities, at sites designated by the Commonwealth, within the meaning of the immunity provisions of § 44-146.23(A) of the *Code of Virginia*, in the performance of their disaster-related mission assignments.
- A license issued to a health care practitioner by another state, and in good standing with such state, shall be deemed to be an active license issued by the Commonwealth to provide health care or professional services as a health care practitioner of the same type for which such license is issued in another state, provided such health care practitioner is engaged by a hospital, licensed nursing facility, or dialysis facility in the Commonwealth for the purpose of assisting that facility with public health and medical disaster response operations. Hospitals, licensed nursing facilities, and dialysis facilities must submit to the applicable licensing authority each out-of-state health care practitioner's name, license type, state of license, and license identification number within a reasonable time of such healthcare practitioner arriving at the applicable health care facility in the Commonwealth.
- As provided in § 44-146.23(F) of the *Code of Virginia*, no individual, corporation, partnership, association, cooperative, limited liability company, trust, joint venture, fraternal organization, religious organization, charitable organization, or any other legal or commercial entity and any successor, officer, director, representative, or agent thereof, who, without compensation other than reimbursement for actual and necessary expenses, provides services, goods, real or personal property, or facilities at the request and direction of the State Department of Emergency Management or a county or city employee whose responsibilities include emergency management shall be liable for the



death of or injury to any person or for the loss of, or damage to, the property of any person where such death, injury, loss, or damage was proximately caused by the circumstances of the actual emergency or its subsequent conditions, or the circumstances of this emergency.

- Authorization for the State Coordinator of Emergency Management to determine as necessary that the Commissioner of the Virginia Department of Social Services (VDSS) will activate the SCR Shelter Plan and identify and make available such shelters as necessary. Pursuant to the authority in § 44.146.15 of the *Code of Virginia*, and in order to ensure public safety, all weapons listed in § 18.2-308 A of the *Code of Virginia*, including all firearms, are prohibited from such shelters. This prohibition applies to both open and concealed carry of firearms pursuant to a concealed carry permit. The firearm restriction shall not apply to members of the National Guard and law enforcement officers in the performance of their official duties.
- Upon my approval, the costs incurred by state agencies and other agents in performing mission assignments through the VEOC as defined herein and in § 44-146.28 of the *Code of Virginia*, other than costs defined in the paragraphs above pertaining to the Virginia National Guard and pertaining to the Virginia Defense Force, shall be paid from state funds.

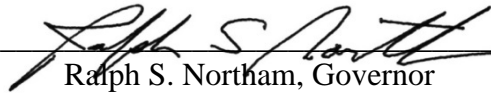
**Effective Date of the Executive Order**

This Executive Order rescinds and replaces the promulgation previously issued in Executive Order Number Fifty (50) issued on August 20, 2012, by Governor Robert F. McDonnell.

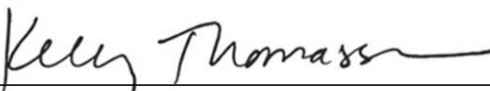
This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.

Given under my hand and the Seal of the Commonwealth of Virginia this 3<sup>rd</sup> day of September, 2019.



  
Ralph S. Northam, Governor

Attest:

  
\_\_\_\_\_  
Kelly Thomasson, Secretary of the Commonwealth

## FOREWORD

The Virginia Department of Emergency Management (VDEM) maintains the *Commonwealth of Virginia Emergency Operations Plan* (COVEOP) and presents the plan to the Governor for adoption. The Governor issued Executive Order 42 in (September 2019) to adopt the current published full version of the COVEOP.

The COVEOP, developed by VDEM, provides a framework for the coordinating structures, processes, and mechanisms necessary to coordinate state response activities and support to affected local governments, individuals, other state agencies, non-governmental organizations (NGOs), and private sector partners. The COVEOP incorporates lessons learned from exercises, training, incidents, and events and aligns with the National Incident Management System (NIMS), the Department of Homeland Security (DHS) *National Response Framework* (NRF), and the *National Disaster Recovery Framework* (NDRF).

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## **PART 1: STATE GOVERNMENT RESPONSE**

### **1. COMPONENTS OF THE COMMONWEALTH OF VIRGINIA EMERGENCY OPERATIONS PLAN**

The **Commonwealth of Virginia Emergency Operations Plan (COVEOP)** employs an all-hazards approach to incident management. It describes the concepts and structures of response operations and identifies agencies and coordinating non-governmental organizations (NGOs) and private sector partners that have lead and support functions in the COVEOP. The COVEOP also includes the Governor's executive order promulgating the Plan and the record of changes section to document updates made between promulgation years and approved by the Governor or State Coordinator of Emergency Management (State Coordinator), as appropriate.

The **Virginia Emergency Support Team (VEST) Organization** provides the structure for coordinating state emergency operations and support of affected local governments and businesses. Each Emergency Support Function (ESF) section identifies the lead and supporting agencies, NGOs, and private sector partners for that ESF and explains in general terms how the Commonwealth will organize and implement the ESF's responsibilities. Agencies, NGOs, or private sector partners are assigned to lead or support roles in ESFs based upon applicable authorities and the organization's or agency's resources and capabilities.

The **Hazard Specific Annexes** address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations, and responsibilities pertinent to incidents detailed in the Hazard Identification Risk Assessment in the Commonwealth of Virginia Hazard Mitigation Plan. These annexes are separate documents and are not contained within this Plan.

### **2. PURPOSE**

The COVEOP provides the foundation for the state's emergency response and recovery operations. It identifies the role of state government and coordinating NGOs and private sector partners before, during, and after a disaster, large-scale emergency, or event affecting the Commonwealth of Virginia. It establishes the concepts and policies under which all elements of state government and coordinating NGOs and private sector partners will operate during emergencies and provides the framework within which more detailed emergency plans or procedures can be developed and maintained. This plan is compatible with federal plans and statutes in order to provide prompt, effective, and seamless assistance to local jurisdictions when federal assistance is requested.

To ensure the Commonwealth's ability to implement this Plan, each state agency that is tasked with a responsibility in the COVEOP or supporting plans and annexes shall develop, maintain, and ensure their ability to implement agency support plans in support of the COVEOP, as required by Code of Virginia §§ 2.2-222.1(E) and (F) and Executive Order 41, 2019. In addition, executive branch agencies and institutions of higher education (IHEs) are required to develop, maintain, and ensure their ability to implement an all-hazards continuity plan as

required by Executive Order 41, 2019. These continuity plans must include alternate operating capabilities and identify the functions, applications, and processes of the agency or IHE that are critical, time-sensitive, and essential to restore and continue in an emergency or disaster. Agency functions critical to state emergency response and recovery operations shall have restoration priority.

Top priorities for incident management are to:

1. Save lives and protect the health and safety of the public, responders, and recovery workers;
2. Protect property and mitigate damages and impacts to individuals, communities, and the environment;
3. Protect and restore critical infrastructure and key resources; and
4. Facilitate recovery of individuals, businesses, communities, governments, and the environment.

These priorities apply to all-hazards and may be used to assist with any type of disaster requiring state-level emergency management response support.

### **3. SCOPE**

Preparedness, response, recovery, and mitigation strategies are largely based on analyses of natural and technological hazards with a history of or potential for impacts in Virginia. The COVEOP is designed to address all hazards identified in the hazard identification and risk assessment (HIRA). The HIRA is contained in the Commonwealth of Virginia Hazard Mitigation Plan.

The COVEOP covers the full range of complex and constantly changing requirements in anticipation of or response to threats or acts of terrorism, major disasters, other emergencies, and events within or affecting the Commonwealth.

The COVEOP establishes interagency, multi-jurisdictional, and public/private mechanisms for state agency involvement in domestic incident management operations. These mechanisms include coordinating structures and processes for incidents requiring:

- Local-to-local support through Statewide Mutual Aid (SMA);
- State support to cities, counties, and towns;
- State-to-state support through the Emergency Management Assistance Compact (EMAC) or other appropriate instruments;
- Federal Support through the Robert T. Stafford Disaster Relief and Emergency Assistance Act or other appropriate instruments and;
- Public and private sector incident management integration.

This Plan is applicable to all agencies of the Commonwealth and coordinating NGOs and private sector partners that may be requested to provide assistance or conduct operations in response to an incident or event. This Plan also provides the foundation for the organization and coordination of short-term recovery.

## 4. PLANNING ASSUMPTIONS

This Plan was developed with the following assumptions:

1. Virginia is vulnerable to a variety of hazards.
2. A planned and coordinated response on the part of state and local officials can save lives, protect property, and more quickly restore essential services.
3. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional levels. As such, direction of emergency operations will be exercised by the level of affected local government closest to the incident.
4. If the cause of an incident is determined to have been a terrorist act, appropriate federal agencies will likely assume direction and control of the investigation, in coordination with state and local authorities, the localities will continue to be responsible for all non-investigatory response and recovery functions.
5. In Virginia, all counties, independent cities, and towns have the primary responsibility for emergency operations and will commit all available resources to save lives, minimize property damage, and protect the environment. Should local emergency response capabilities be exceeded, outside assistance is available through mutual aid agreements, or through members of the Commonwealth's Statewide Mutual Aid Program.
6. State agencies assigned responsibilities in the COVEOP have developed and will maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
7. State agencies are prepared to fulfill responsibilities assigned to them in the COVEOP, supporting plans, and joint operational or regional plans.
8. State agencies' abilities to execute their response and recovery tasks are enhanced through the development, maintenance, and exercising of agency response plans and continuity plans.
9. Coordinating NGOs and private sector partners have internal plans and procedures specific to their assigned roles and responsibilities in the COVEOP.
10. State agencies will ensure all activities comply with state and federal non-discrimination laws and will contain provisions to ensure that their plans are applied equitably and that the needs of minority and vulnerable communities are met during emergencies.
11. Incidents, including large-scale emergencies or events, require full coordination of operations and resources, and may:
  - Occur at any time with little or no warning;
  - Require significant information sharing across multiple jurisdictions and between the public and private sectors;
  - Involve single or multiple jurisdictions and/or geographic areas;



- Have significant statewide and/or national impact requiring significant intergovernmental coordination;
- Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
- Result in mass casualties, displaced persons, property loss, environmental and natural resource damage, and/or disruption of the economy and normal life support systems, essential public services, and basic infrastructure;
- Be mitigated by the proactive notification and deployment of state resources in coordination and collaboration with local, private, and federal entities;
- Require resources to assist individuals with access and functional needs;
- Impact critical infrastructures across sectors;
- Exceed the capabilities of state agencies, local governments, NGOs, and private sector partners;
- Attract a sizeable influx of public, private, and voluntary resources, including unaffiliated and spontaneous volunteers;
- Require short-notice state asset coordination and response; and/or
- Require prolonged, sustained incident management operations and support activities for long-term community recovery and mitigation.

## **5. AUTHORITIES AND REFERENCES**

### **5.1 Authorities**

#### **5.1.1. Code of Virginia Chapter 3.2**

Ch. 3.2 of the *Code of Virginia* establishes the state's Department of Emergency Management and provides the legal authority for the development and maintenance of the Commonwealth's emergency management program. Additionally, it defines the emergency powers, authorities, and responsibilities of the Governor and State Coordinator and requires that state and local governments be prepared for a variety of natural and human-caused hazards by developing, maintaining, and ensuring their ability to implement an emergency operations plan (EOPs).

#### **5.1.2 Code of Virginia Title 44**

Title 44 of the *Code of Virginia* provides general and specific statutory authority for the development, maintenance, and implementation of the COVEOP including, but not limited to:

##### **5.1.2.1**

Ch. 3.2. Commonwealth of Virginia Emergency Services and Disaster Law of 2000 defines the powers and duties of the Governor and political subdivisions; establishes the Department of Emergency Management; defines emergency declarations; establishes the duties of emergency management agencies, and joins the Commonwealth in the Emergency Management Assistance Compact (EMAC).

**5.1.2.2**

Ch. 3.3 Transportation of Hazardous Radioactive Materials authorizes VDEM to monitor the transportation of hazardous radioactive materials within the Commonwealth.

**5.1.2.3**

Ch. 3.4 Funding for State and Local Government Radiological Emergency Preparedness requires payment of one-time and annual fees to the Commonwealth by the owner of each nuclear power station in Virginia and establishes the Radiological Emergency Preparedness Fund.

**5.1.2.4**

Ch. 3.5 Virginia Hazardous Materials Emergency Response Program establishes the VDEM regional hazardous materials incident response program.

**5.1.3 Code of Virginia §51.5-1 Virginians with Disabilities Act**

Title 51 of the *Code of Virginia* encourages and enables persons with disabilities to participate fully and equally in the social and economic life of the Commonwealth and to engage in remunerative employment. Additionally, it requires all agencies to provide, in a comprehensive and coordinated manner that makes the best use of available resources, those services necessary to assure equal opportunity to persons with disabilities in the Commonwealth.

**5.1.4 Additional authorities****5.1.4.1 Federal Non-discrimination Statutes and Executive Orders**

The following statutes and presidential executive orders require all state and local governments that receive federal funds or other federal financial assistance to ensure that emergency programs and services are equally accessible to individuals with disabilities and those with limited English proficiency.

- Americans with Disabilities Act of 1990, as amended 2008 and 2010;
  - Title I: Employment
  - Title II: Public Services
  - Title III: Public Accommodation
  - Title IV: Telecommunications
  - Title V: Miscellaneous
- Rehabilitation Act of 1973, as amended, § 504 & 508
- Code of Federal Regulations (CFR); 20 C.F.R. § 44.1.16
- Civil Rights Act of 1964
- Presidential Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency (Federal Register Vol. 69, No. 159 (August 16, 2000))
- Executive Order 13347 (July 2004): Individuals with Disabilities in Emergency Preparedness (Federal Register Vol. 69, No. 142 (July 26, 2004))

**5.1.4.2**

Section 2.2-205.1 of the *Code of Virginia* establishes the Economic Crisis Strike Force for the purpose of serving as a working group to respond as needed to economic disasters in Virginia.

**5.1.4.3**

Section 10.1-602 of the *Code of Virginia* requires the Department of Conservation and Recreation to develop a flood protection plan for the Commonwealth and serve as the coordinator of all flood protection programs and activities, including the FEMA National Flood Insurance Program (NFIP) and the federal flood protection programs of the United States Army Corps of Engineers (USACE) and the United States Geological Survey (USGS).

**5.1.4.4**

Executive orders will be issued as necessary by the Governor when the Commonwealth is threatened or impacted by an emergency or disaster. The orders are required to activate the COVEOP and supporting plans and to authorize specific emergency actions. Executive orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

**5.1.4.5**

Local jurisdictions are required to have an emergency management organization as defined in § 44-146.19 of the *Code of Virginia*. Every political subdivision within the Commonwealth is responsible for local disaster mitigation, preparedness, response and recovery and is required to have a director of emergency management and coordinator of emergency management or coordinator of emergency services in towns with a population over 5,000. It also requires all local or interjurisdictional emergency operations plans contain provisions to ensure that the plan is applied equitably and that the needs of minority and vulnerable communities are met during emergencies.

**5.2 References****5.2.1**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5121 *et seq.*) establishes the programs and processes for the federal government to provide disaster and emergency assistance to state, local, tribal, and territorial governments, individuals, and qualified private non-profit organizations at the request of the Governor.

**5.2.2**

The Homeland Security Act of 2002 establishes the primary missions of the Department of Homeland Security as (1) preventing terrorist attacks, (2) reducing vulnerability to terrorism, (3) minimizing the damage from such events, (4) assisting in the recovery from terrorist attacks, and (5) acting as the primary federal agency responsible for crisis and emergency planning.

**5.2.3**

The Public Health Security and Bioterrorism Preparedness and Response Act of 2002 implements improvements in the United States' ability to prevent, prepare for, and respond to bioterrorism and other public health emergencies.

**5.2.4**

The National Emergencies Act establishes procedures for the Presidential declaration and termination of national emergencies.

**5.2.5**

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Federal Water Pollution Control Act (Clean Water Act), and the Oil and Pollution Act of 1990 (OPA 90) establish broad federal authority to respond to discharges of oil and the release or threat of release of hazardous substances, pollutants, or contaminants that may present an imminent and substantial danger to public health or welfare.

**5.2.6**

The Public Health Service Act authorizes the Secretary of Health and Human Services to declare a public health emergency under certain circumstances.

**5.2.7**

The Flood Control and Coastal Emergencies authorizes an emergency fund for the U.S. Army Corps of Engineers to prepare for emergency response to natural disasters.

**5.2.8**

The Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA) significantly reorganized FEMA, provided it substantial new authority to remedy gaps in response, and included a more robust preparedness mission for FEMA. Additionally, this act established a Disability Coordinator position in FEMA; developed guidelines to accommodate individuals with disabilities; established the National Emergency Family Registry and Locator System to reunify separated family members; coordinates and supports precautionary evacuations and recovery efforts; provides transportation assistance for relocating and returning individuals displaced from their residences in a major disaster, and provides case management assistance to identify and address unmet needs of survivors of major disasters.

**5.2.9**

The Disaster Recovery Reform Act of 2018 acknowledges the shared responsibility of disaster response and recovery, aims to reduce the complexity of FEMA and builds the nation's capacity for disaster response.

**5.2.10**

Senate Bill 1296 (2021) amended § 44-146.18 of the Code of Virginia to include the establishment and maintenance of an Emergency Management Equity Working Group to ensure that emergency management programs and plans provide support to at-risk individuals and 80 populations disproportionately impacted by disasters.

## 6. CONCEPT OF OPERATIONS

The Commonwealth employs various emergency management coordinating structures, processes, and protocols to execute the COVEOP and support plans. The Commonwealth's concept of operations integrates the efforts of federal, state, tribal, local, NGOs, and private sector partners into a comprehensive, statewide approach to incident management. Coordination of emergency response will be accomplished using a National Incident Management System (NIMS) based framework to facilitate command and control, resource management, and communications and information management. In accordance with the NIMS guiding principles of flexibility, standardization, and unity of effort, the VEST implements a blended Incident Command System (ICS) and Emergency Support Function (ESF) structure. This structure allows for the incorporation of local, state, and federal agencies, and other responsible parties.

The Governor may issue an executive order declaring that a state of emergency exists in all or part of the Commonwealth in accordance with § 44-146.17 of the *Code of Virginia*. All Executive Branch agencies, including state institutions of higher education, are resources of the Governor and may be activated to support the Virginia Emergency Support Team (VEST) during response or recovery activities. All cabinet members, state elected officials, and department heads are authorized to transfer the directions, job assignments, personnel, and functions of their departments for the purpose of performing or facilitating emergency response and recovery, as necessary.

The Commonwealth's emergency management program and response operations are carried out by various stakeholders. Collectively, this group is the emergency management organization. § 44-146.18 of the *Code of Virginia* provides that emergency management organizations and operations will be structured around the existing constitutional government. Accordingly, the Governor is the Director of Emergency Management for the Commonwealth. The Governor appoints a Coordinator of Emergency Management (State Coordinator). The State Coordinator appoints the Virginia Emergency Support Team (VEST) Director, who manages the VEST and coordinates the Commonwealth's response activities. During a Presidentially declared disaster, the State Coordinator is usually designated the State Coordinating Officer by the Governor.

### **Direction and Control**

Serving as the Governor's designee to coordinate the state's response to all emergencies and disasters, the State Coordinator leads the command-and-control function by establishing the incident goals and objectives that drive VEST support and coordination activities. The State Coordinator advises the Governor regarding issues such as emergency declarations, large-scale evacuations, and public messaging. Additional information regarding Direction and Control can be found in Part 2, Section 1.1 of this plan.

### **Alert and Warning**

Virginia utilizes the Statewide Alert Network (SWAN) as its primary alerting system. The system is administered by the Virginia Department of Emergency Management. SWAN uses the Everbridge Alert Network to contact staff immediately upon activation during a crisis or emergency. The Situation Awareness Unit (SAU) is located in the Virginia Emergency Operations Center in Richmond. The facility is operated 24-hours a day by Virginia Department

of Emergency Management personnel and is equipped with a variety of primary, alternate, and redundant telecommunications systems. The facility receives warning information and incident reports from a variety of sources to include federal, state, and local entities, as well as commercial transportation, utility, and petrochemical companies. The Commonwealth of Virginia will communicate critical emergency information to residents and visitors during all phases of emergency management using an array of accessible technologies. Information regarding public notifications can be found in Part 2, Section 2.4 of this plan.

### **Diversity, Equity and Inclusion**

The Commonwealth of Virginia recognizes the importance of proportional resource allocation for vulnerable communities to prepare and mitigate potential impacts from disasters. Historically, emergencies and disasters disproportionately affect vulnerable groups such as those communities of color, women, seniors, individuals with disabilities, access and functional needs and communities with minimal resources. Created in response to the COVID-19 pandemic, the Health Equity Working Group under the leadership of the Health Equity Leadership Task Force (HELTF) advised VEST Leadership on the impacts of proposed and/or enacted policies on at-risk communities, provided strategic guidance and leadership, and proposed new initiatives to support vulnerable communities.

The HELTF was codified by § 44-146.18(19) and requires the State Coordinator to establish an Emergency Management Equity Working Group to ensure emergency management programs and plans provide support to at-risk individuals and populations disproportionately impacted by disasters. This Emergency Management Equity Working Group will continue the work of the HELTF and the Health Equity Working Group created in response to the COVID-19 pandemic.

The Emergency Management Equity Work Group within the VEST will evaluate operational plans and apply an equity lens to the Commonwealth of Virginia's response by proactively and reactively:

- Identifying and prioritizing resources and decision points impacting marginalized and at-risk individuals and communities.
- Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery.

### **Access and Functional Needs**

Residents or visitors who have access or functional needs may require additional assistance before, during, and after an emergency in functional areas. Vulnerable populations include but are not limited to:

- Persons with physical disabilities; (i.e., physical, mobile with or without assistive devices)
- Persons with mental disabilities: (i.e., mental health, behavioral health, substance use in treatment)
- Children and adults with physical, mobility, sensory, intellectual, developmental, cognitive, or mental disabilities;
- Older adults (age 60 and up);

- LGBTQ populations;
- People with chronic or temporary health conditions;
- Pregnant women;
- Individuals with limited English proficiency, low literacy, or additional communications needs;
- Persons who are deaf, hard of hearing, who have visual impairments, or are blind
- Individuals with low income;
- Individuals with transportation dependencies;
- Individuals experiencing homelessness;
- Refugees and displaced persons; and
- Individuals relying on the use of a service animal.

An Access and Functional Needs Officer has been designated and placed within the VEST to evaluate operations in the context of vulnerable populations. Access and Functional Needs (AFN) includes ensuring inclusion in all phases of emergency management for VEST stakeholders to ensure issues are addressed at all levels of emergency response.

## 7. FUNCTIONAL ROLES AND RESPONSIBILITIES

Each political subdivision within the Commonwealth has specific roles and responsibilities in a disaster or emergency. Within the Commonwealth's state government, every agency and secretariat has been assigned roles and responsibilities in the COVEOP and many have additional roles assigned in support plans and hazard-specific annexes. In order to ensure the Commonwealth's preparedness, Ch. 3.2 of the *Code of Virginia* requires that state agencies that are assigned roles and responsibilities in the COVEOP ensure they are able to meet those requirements.

An organizational chart showing the information outlined below can be found in Appendix B. A complete ESF matrix can be found in Appendix C.

### 7.1 State Roles and Responsibilities

#### 7.1.1 Governor

As the Chief Executive Officer of the Commonwealth of Virginia, the Governor is responsible for the public safety and welfare of its residents and visitors. The emergency management powers and duties of the Governor are summarized below. Complete language can be found at Code of Virginia § 44-146.17.

Successful implementation of the Plan and response and recovery capabilities will require the whole of state government. Therefore, during a declared state of emergency, the Governor delegates the authority to issue waivers or exemptions for registration, licensing, or permitting requirements to the authorizing executive branch agency head in coordination with their respective cabinet secretary. A copy of all waivers and exemptions issued shall be provided to the Governor and the Virginia Department of Emergency Management.

The Governor:

- Implements the COVEOP and coordinates state resources to respond to and recover from incidents including, but not limited to, terrorism, natural disasters, and large-scale accidents.
- If appropriate, makes a verbal declaration of a state of emergency, to include an authorization to grant or seek temporary overweight, over width, registration, license, or hours-worked exemptions to carriers transporting emergency relief supplies or providing utility restoration services. These verbal orders will be followed by a written authorization and an executive order.
- If appropriate, amends and rescinds evacuation orders, and directs and compels evacuation of all or part of the populace from any threatened or affected area.
- Ensures the provision of essential services, including emergency and disaster response and recovery activities by executive branch agencies and institutions of higher education.
- Provides leadership and plays a key role in communicating to the public.
- Provides support for people, businesses, and organizations recovering from a declared



- emergency within the Commonwealth.
- Encourages participation in mutual aid agreements and support of mutual aid requests.
  - Implements authorities for the state to enter into mutual aid agreements with other states to facilitate resource sharing.
  - May request federal assistance when the capabilities of the Commonwealth will be insufficient or have been exceeded or exhausted.
  - May expend “sum sufficient” monies.
  - May, without an emergency declaration, authorize the deployment of up to 300 members of the Virginia National Guard or Virginia Defense Force and materials to assist in times of emergency pursuant to §§ 44-75.1 and 44-146.28 of the *Code of Virginia*. Deployments under this code section may not exceed five days unless a state of emergency is declared.
  - May control the ingress and egress to an emergency area, including the movement of persons within the area and the occupancy of premises therein, based upon a determination made by the State Coordinator of Emergency Management.
  - Provides financial assistance to localities.
  - Serves as the commander-in-chief of the Commonwealth military forces pursuant to § 44-8 of the *Code of Virginia*.

### **7.1.2 State Coordinator**

The State Coordinator of the Virginia Department of Emergency Management serves as the State Emergency Planning Director and has the following powers and duties as summarized below. Complete language can be found at §§ 44-146.18 and 44-146.18.2 of the *Code of Virginia*.

The State Coordinator:

- Implements appropriate portions of the COVEOP to provide timely assistance to localities for non-declared incidents or events.
- Coordinates and provides guidance and assistance to affected political subdivisions to ensure orderly and timely response to and recovery from disasters.
- Coordinates the disaster response actions of federal, state, and volunteer relief agencies.
- Establishes and maintains a liaison with affected political subdivisions.
- May enter into contracts and incur obligations necessary to prevent or alleviate damage, loss, hardship, or suffering caused by such emergency and to protect the health and safety of persons or property during an emergency that has not received a Governor’s declaration after consultation with and approval of the Secretary of Public Safety and Homeland Security.
- Determines the requirements for disaster relief and recovery assistance.
- Ensures that state response and recovery actions comply with state and federal non-discrimination laws and regulations to protect the health and safety of individuals with disabilities and others with access and functional needs and ensure equal access to programs and services.

- May enter into any other supplemental agreements to ensure orderly and timely response to and recovery from disaster effects.
- Is designated as the Commonwealth of Virginia's authorized representative within the meaning of the Emergency Management Assistance Compact, § 44-146.28:1 of the *Code of Virginia*.

### **7.1.3 Duties of Secretariats**

Each Secretariat is responsible for ensuring their agencies and offices are (i) meeting their statutory obligations for emergency preparedness, (ii) prepared and able to implement their agency continuity plans, and (iii) prepared and able to execute the duties assigned to them in the COVEOP and all hazards annexes. The specific COVEOP duties for each Secretariat's agencies are outlined in § 7.1.4.

### **7.1.4 Commonwealth of Virginia Agencies and Offices**

It is the responsibility of state government to provide for the safety and well-being of Commonwealth citizens and ensure the continuity of state government operations, including the delivery of essential state government services during a disaster. The COVEOP assigns specific responsibilities to Commonwealth agencies and offices to ensure the Commonwealth is able to meet this responsibility. State agencies and institutions of higher education (IHEs) must be prepared not only to implement their own agency's plans, but also execute their duties as assigned in the COVEOP, hazard-specific annexes, and support plans.

#### **7.1.4.1 Duties of all secretariats, state agencies, and IHEs**

All state agencies and IHEs are responsible for:

- Having plans or procedures to implement their assigned responsibilities in the E041 2019 Agency Support Plan COVEOP;
- Having plans or procedures to implement their assigned responsibilities in supplemental plans and hazard-specific annexes;
- Having documented emergency action and continuity plans for their response to and recovery from a natural or human-caused disaster;
- Directing agency area supervisors from applicable division, region, district, or local offices to participate in local emergency planning and become a part of the local or regional emergency management organization, as appropriate;
- Providing assistance directly to political subdivisions during small, localized events, when possible;
- Providing personnel to the VEST, as requested, to support ESF operations, technical and subject matter expertise, and provide situational and incident-specific information to the VEST;
- Promoting participation in the Adjunct Emergency Workforce program; and
- Encouraging and permitting employee participation in training and exercises related to their assigned emergency roles.
- Ensure that emergency management programs and plans provide support to at-risk individuals and populations disproportionately impacted by disasters.

## 7.1.4.2 SECRETARY OF ADMINISTRATION

### 7.1.4.2.1 Department of General Services (DGS)

The Department of General Services is assigned the following duties:

- **ESF 1 Transportation**
  - Provide passenger vehicle resources as requested (when available) from the Commonwealth's centralized fleet.
  
- **ESF 3 Public Works and Engineering**
  - Provide technical assistance in the identification, evaluation, stabilization, rehabilitation, and/or demolition of state-owned buildings and facilities.
  - Assist, as resources are available, other building code officials in their jurisdiction as requested.
  - Assess and develop strategies to protect, stabilize, and restore buildings and facilities of historic significance.
  - Ensure that all construction and redevelopment on state-owned property complies with the appropriate building codes, zoning, and land use regulations, as well as local and regional comprehensive plans.
  - Assist in the management and coordination of emergency contracting services.
  - Assist with the review of contract administration terms and conditions in contracts issued for services related to the recovery effort.
  - Assist localities, if requested and as resources are available, to process the large number of building permits that may be required.
  - Assist with contracting for the removal of debris from state-owned property.
  - Develop and keep current a list of contractors who provide debris removal, collection, reduction, and disposal services.
  - Develop model contracts and generic scopes of work to assist state agencies and local jurisdictions in the development and implementation of debris removal contracts.
  - Assist state agencies and local governments in developing cooperative agreements for debris removal.
  - Provide laboratory services to detect and identify any chemical or biological contaminants in water.
  - Assist with contracts for essential water needs (potable water).
  - Implement appropriate measures regarding the efficient utilization and distribution of limited water resources (conservation measures).
  - Assist responsible entities with the restoration and operation of water and sewage treatment facilities.
  - Assist, as necessary, with the enforcement of regulatory standards for the treatment and disposal of waste.
  
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one

alternate responsible for the development and maintenance of agency-specific emergency plans.

- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  - Ensure contracts are inclusive of competencies, time frames, for language access for languages spoken in the Commonwealth.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
    - Provide support as outlined in the Commonwealth Family Assistance Center plan.
    - Provide support through contracting and procurement during the planning for and implementation of the Commonwealth of Virginia State Coordinated Regional Shelter Plan (SCR).
    - Through the Division of Engineering and Buildings (Division), function as the building official for all state-owned buildings or structures and for all buildings and structures built on state-owned property used for sheltering except for the IHEs with building code officials and authority over their building codes.
    - The Division shall review and provide building permits, certificates of occupancy, as appropriate, at state-owned buildings being used for emergency shelters.
  - **ESF 7 Logistics**
    - Manage contracts for goods and services.
    - Provide contract subject matter expertise staffing for the Logistics Section.
    - Provide resource support for warehouse operations.
  - **ESF 8 Public Health and Medical**
    - Provide public health and diagnostic laboratory services at the Division of Consolidated Laboratory Services (DCLS) laboratory to support public health investigations.
  - **ESF 11 Agriculture and Natural Resources**
    - Coordinate and provide expertise regarding state-owned historic resources.
  - **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.2.2 Department of Human Resources Management (DHRM)**

The Department of Human Resources Management is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Advertise and maintain the Adjunct Emergency Workforce (AEW) database.
  - Provide access to the current list of AEW staff to ESF 6 or Virginia Department of Social Services.
  - Maintain a current list of individuals qualified with specialized skill sets that may be used for ESF 6 operations.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.2.3 Virginia Information Technology Agency (VITA)**

VITA is assigned the following duties:

- **ESF 2 Communication**
  - Coordinate with VDEM the information flow regarding the status of communications and infrastructure between the VEOC and information technology programs and/ or telecommunications service providers.
  - Coordinate spectrum policy as it applies to wireless communications such as Wi-Fi and mobile phones.
  - Supply technical expertise, direct technical support, and maintenance of Commonwealth communication assets within the scope of existing contracts and maintenance agreements during an activation or declared emergency.
  - Provide and support infrastructure required for the incident response and recovery activities outside of the VEOC facility (i.e. field offices, evacuation shelters, etc.).
  - Coordinate technical support to rebuild communication infrastructure.
  
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.

- Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
    - Provide support as outlined in the Commonwealth Family Assistance Center plan.
    - Provide support as outlined in the Commonwealth of Virginia State Coordinated Regional Shelter (SCR) Plan.
    - Supply technical expertise, direct technical support, and maintenance of Commonwealth communication assets (within the scope of existing capabilities) and maintenance agreements in support of state mass care and shelter operations.
  - **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.2.4 Department of Elections**

The Department of Elections is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.2.5 The Compensation Board**

The Compensation Board is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

### **7.1.4.3 SECRETARY OF AGRICULTURE AND FORESTRY**

#### **7.1.4.3.1 Department of Agriculture and Consumer Services (VDACS)**

The Department of Agriculture and Consumer Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Plan for, coordinating and implementing pet sheltering as outlined in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.

- Participate in the development and maintenance of the Commonwealth Emergency Feeding Plan and the activation of the State Feeding Task Force as necessary.
- **ESF 8 Public Health and Medical**
  - Coordinate with VDSS regarding pet sheltering for state-managed shelters.
  - Ensure safety of food sources regulated by VDACS.
  - Assist Virginia Department of Health with the investigation of any outbreaks of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease pertaining to livestock and poultry.
- **ESF 11 Agriculture and Natural Resources**
  - Locate and allocate bulk food sources as appropriate. Delivery of food will be coordinated through other ESFs.
  - Coordinate a response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, an outbreak of a harmful or economically significant plant pest or disease.
  - Ensure that areas impacted by the disaster are prioritized for food safety inspections and verifications as appropriate.
  - Coordinate protection of endangered species.
  - Coordinate the sheltering of household pets at state shelters.
  - Manage animal waste and wastewater disposal in coordination with technical guidance provided by DEQ and VDH.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute disaster-related information to their partners, the public, and external audience as appropriate.

#### **7.1.4.3.2 Department of Forestry (VDOF)**

The Department of Forestry is assigned the following duties:

- **ESF 1 Transportation**
  - Support road clearing operations with chainsaw crews following wind-related storms.
  - Provide snow removal on rural gravel roads.
  - Assist with rescue and recovery of stranded motorists during snow incidents.
- **ESF 3 Public Works and Engineering**
  - Responsible for cutting wood but not for its disposal.
  - Responsible for providing chain saw crews and specialized equipment for the removal of debris from state-managed highways.
  - Provide specialized equipment and resources for the emergency demolition of buildings.



- Provide specialized equipment and resources for the stabilization of dams.
- **ESF 4 Firefighting**
  - Coordinate and perform wildland fire suppression and response statewide.
  - Coordinate and perform forest and forest fire law-related enforcement activities statewide, including wildland fire origin and cause investigation and all related criminal and civil actions related to this effort.
  - Develop specialized response resources and crews according to capabilities, including dozer crew, chain saw crew, fire line hand crew, equipment repair, other specialized equipment, transportation, etc.
  - Provide specialized training for wildland fire suppression and advanced incident management as appropriate.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 9 Special Operations**
  - Provide GIS-based mapping capabilities to support SAR missions.
  - Provide Incident Management Teams to support all-risk incidents throughout the Commonwealth.
- **ESF 11 Agriculture and Natural Resources**
  - Provide incident management personnel to support command and control functions.
  - Provide specialized heavy equipment to support emergency plant and animal disposal operations.
  - Provide protection of forests and streams of the Commonwealth.
- **ESF 13 Public Safety and Security**
  - Provide public safety such as traffic control and criminal investigation and law enforcement officers with statewide jurisdiction along with supporting equipment such as 4-wheel drive vehicles and all-terrain vehicles.
  - Provide agencies aerial survey and reconnaissance to support public safety operations.
  - Provide nationally qualified incident management team personnel to provide command and control functions in support of public safety operations.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.3.3 Virginia Racing Commission**

The Virginia Racing Commission is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.

Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

### **7.1.4.4 SECRETARY OF COMMERCE AND TRADE**

#### **7.1.4.4.1 Department of Housing and Community Development (DHCD)**

The Department of Housing and Community Development is assigned the following duties:

- **ESF 3 Public Works and Engineering**
  - Support local, state, and federal partners in conducting damage assessment and needs assessment surveys in the disaster area.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at

the request of VDEM and coordinate emergency public information with VDEM during states of emergency.

- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide access to information on housing units to use temporarily for displaced people.
  - Assist in providing access to information on federal disaster assistance programs that allow communities to transition to longer-term recovery efforts.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.4.2 Department of Mines, Minerals, and Energy (DMME)**

The Department of Mines, Minerals, and Energy is assigned the following duties:

- **ESF 1 Transportation**
  - Coordinate the transport of essential goods and people over all modes in support of VEOC operations during emergency operations and recovery.
- **ESF 3 Public Works and Engineering**
  - Provide technical expertise as needed.
- **ESF 4 Firefighting**
  - Provide personnel to support fire suppression operations.
  - Provide transportation for personnel who will supervise crews.
  - Provide maps showing locations of gas and oil wells, gathering pipelines, and associated facilities.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 10 Oil and Hazardous Materials**
  - Provide any necessary and essential technical expertise, personnel, and equipment in support of the VEOC during emergency operations and recovery related to an actual or potential discharge of oil or other hazardous material.
  
- **ESF 12 Energy**
  - Receive requests from fuel oil suppliers, transporters, and trade associations to implement vehicle weight and driver hours of service waivers. Communicate these requests to VDEM, who will coordinate implementation of the waivers with VDOT, Virginia Department of State Police, and the federal government and communicate news about the issuance of these waivers to the petroleum distribution industry.
  - Coordinate with trade associations to share information and prepare needs assessments.
  - Provide data regarding supplies and use of petroleum products.
  - Coordinate regional contacts. Renew contacts with key contacts annually or more often as needed.
  - Maintain ready-to-go guidance materials to assist state government facility managers responding to a petroleum products energy emergency.
  - Be prepared to advise the Governor during an energy emergency. The Governor will direct conservation measures and other actions, usually as recommended by federal guidance, through the DMME.
  - Develop and maintain the Petroleum Products and Coal Energy Emergency Handbook, to include key contacts in government and industry, ready-to-go press releases, and other guidance materials for implementing voluntary and mandatory conservation measures.
  - Assist and provide technical expertise as needed to the Office of the Secretary of Commerce and Trade and the VEOC during an energy emergency.
  - Receive and review reports submitted by the State Corporation Commission, major industries that use coal, coal dealers, and local governments regarding impending coal shortages and potential consequences of continued reductions in supply.
  - Keep the VEOC and state agencies informed as necessary about the status of coal when potential or actual shortages exist.
  - Keep information resources available so the public may be fully informed on matters pertaining to a coal shortage.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.3 Board of Accountancy**

The Board of Accountancy is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.4 Department of Small Business and Supplier Diversity (DSBSD)**

The Department of Small Business and Supplier Diversity is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.5 Department of Labor and Industry (DOLI)**

The Department of Labor and Industry is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  - Support as Safety Officer as needed.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.6 Department of Professional and Occupational Regulation (DPOR)**

The Department of Professional and Occupational Regulation is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.7 Tobacco Region Revitalization Commission**

The Tobacco Region Revitalization Commission is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.8 Virginia Economic Development Partnership**

The Virginia Economic Development Partnership is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.4.9 Virginia Employment Commission (VEC)**

The Virginia Employment Commission is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.4.10 Virginia Housing Development Authority (VHDA)**

The Virginia Housing Development Authority is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.4.11 Virginia Tourism Corporation**

The Virginia Tourism Corporation is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**



- Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 14 Private Sector**
    - Provide a generalized list to the VEST of hotel room availability throughout the Commonwealth, to the extent information is available from the Virginia Restaurant, Lodging & Travel Association.
  - **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### 7.1.5.4 SECRETARY OF EDUCATION

##### 7.1.4.5.1 Library of Virginia

The Library of Virginia is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 11 Agriculture and Natural Resources**
  - Provide preservation, scientific/technical, records, and archival management advice regarding securing, preventing, or minimizing loss of, and recovering documentary and archival records and historic documents that have been or might be damaged by a disaster.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.2 Department of Education (DOE)**

The Department of Education is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.3 Frontier Culture Museum**

The Frontier Culture Museum is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.4 Virginia Community College System (VCCS)**

The Virginia Community College System is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - When required, assist DGS with the identification of buildings that may be identified for use as a State Coordinated Regional Shelter (SCRS) at individual campuses.
  - If designated as a SCRS shelter, coordinate responsibilities and provide support as outlined in the Commonwealth of Virginia SCRS Plan and the site-specific addendum for that individual campus.
  - Ensure all facilities and sites used for state-level sheltering comply with federal accessibility laws.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.5 Science Museum of Virginia**

The Science Museum of Virginia is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.

- Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.6 State Council on Higher Education for Virginia**

The State Council on Higher Education for Virginia is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.7 Jamestown-Yorktown Foundation**

The Jamestown-Yorktown Foundation is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific

emergency plans.

- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.8 Virginia Museum of Fine Art (VMFA)**

The Virginia Museum of Fine Art is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.9 Virginia Commission for the Arts**

The Virginia Commission for the Arts is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at

the request of VDEM and coordinate emergency public information with VDEM during states of emergency.

- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.10 Virginia Cooperative Extension**

The Virginia Cooperative Extension is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 11 Agriculture and Natural Resources**
  - Assess agricultural damage, including designating representatives to serve as members of damage assessment teams, and communicating with the agricultural community on protective actions and measures.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.11 Virginia Public Institutions of Higher Education (IHE)**

The Virginia Public Institutions of Higher Education is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one

alternate responsible for the development and maintenance of agency-specific emergency plans.

- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
    - When required, assist DGS with the identification of buildings that may be identified for use in the state shelter program as emergency evacuation shelters at individual campuses.
    - If designated as a state shelter, provide support as outlined in the Memorandum of Understanding at individual campuses.
    - Coordinate IHE responsibilities assigned in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
    - Ensure all facilities and sites used for state-level sheltering comply with federal accessibility laws.
  - **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.5.12 Virginia Museum of Natural History**

The Virginia Museum of Natural History is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.

- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.6 SECRETARY OF FINANCE**

##### **7.1.4.6.1 Department of Planning and Budget (DPB)**

The Department of Planning and Budget is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Identify and access alternative funding sources to ensure the availability of adequate funds in the sum sufficient account.
  - Review all Performance Budgeting System requests.
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

##### **7.1.4.6.2 Department of Accounts (DOA)**

The Department of Accounts is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.



- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.6.3 Department of Taxation**

The Department of Taxation is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.6.4 Department of the Treasury**

The Department of the Treasury is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information

Center using the Joint Information System.

- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.6.5 Virginia Resources Authority**

The Virginia Resources Authority is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

### **7.1.4.7 SECRETARY OF HEALTH AND HUMAN RESOURCES**

#### **7.1.4.7.1 Department of Behavioral Health and Developmental Services (DBHDS)**

The Department of Behavioral Health and Developmental Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Provide support as directed and as outlined in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
  
  - Provide subject matter expertise and guidance in matters relating to the needs of citizens with mental and behavioral health, developmental disabilities, and/or substance abuse issues.
  
- **ESF 8 Public Health and Medical**
  - Coordinate the provision of mental health services including crisis counseling in emergencies.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.2 Department for the Deaf and Hard of Hearing (VDDHH)**

The Department for the Deaf and Hard of Hearing is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Provide support through HHR Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
  - Serve as a resource for sign language interpretation coordination for communication access at shelters.

- **ESF 15 External Affairs**
  - Serve as a resource for sign language interpreter coordination.
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.3 Department of Health (VDH)**

The Department of Health is assigned the following duties:

- **ESF 2 Communication**
  - Maintain and coordinate automated alerting capabilities with the Health Alert Network (HAN) system.
  - Maintain and coordinate web, voice, text, and video communication capabilities with Health Departments and Regional Hospital Coordination Center (RHCC) sites throughout the Commonwealth.
  - Maintain redundant voice and web-based communications capabilities with hospitals and healthcare providers throughout the Commonwealth.
- **ESF 3 Public Works and Engineering**
  - Coordinate environmental health efforts (e.g., response work, database management of environmental sample results, interpretation of results, and risk communication).
  - Keep ESF 8 informed about the status of any potential or occurring water system-related problem in the state and recommend appropriate actions, such as an emergency declaration, when necessary.
  - Coordinate emergency assistance with ESF 8.
  - Coordinate with the Environmental Protection Agency (EPA), Agency for Toxic Substances and Disease Registry (ATSDR), and other federal agencies to assess impacts to public health during emergency operations.
  - Assess public water utilities, alternative water supplies, unregulated systems, and temporary or mobile treatment systems.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Provide emergency medical, public health, and medical services and support for mass care operations.
  - Coordinate agency responsibilities assigned in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
  - Participate in the development and maintenance of the Commonwealth Emergency Feeding Plan and the activation of the State Feeding Task Force as necessary.
  
- **ESF 8 Public Health and Medical**
  - Health districts are responsible for establishing dispensing sites. Staffing and operation of the dispensing sites are the responsibility of the Health District and city or county government.
  - Prevention of disease to include surveillance and investigation of diseases and other conditions and implementation of intervention measures.
  - Coordinate with DEQ on evaluation and interpretation of environmental and source water quality data as it relates to public health and regulation/operation of public water supplies.
  - Dispense medical supplies and equipment and provide life-saving pharmaceuticals and medical supplies with or without the activation of the Strategic National Stockpile.
  - Mass patient care to include pre-hospital emergency medical services, hospital care, and partnership with the intra-state aid and the National Disaster Medical System.
  - Fatality management operations and coordination to include postmortem disease surveillance, death scene management operations, forensic examinations and collections, victim identification services, mortuary services, and antemortem data collection with oversight provided by the Office of the Chief Medical Examiner.
  - Provide guidance and technical assistance regarding emergency evacuation of persons with functional needs.
  - Assess public health and medical needs to include support of regional and local teams.
  - Patient evacuation in cooperation with federal, local, and private organizations.
  - Assist with the planning for and coordination of transporting seriously ill, injured patients, and medical needs populations from casualty collection points in the impacted areas.
  - Assist local and federal responders with a coordinated response in support of emergency triage and pre-hospital treatment, patient tracking, and distribution.
  - Provide appropriate personnel, equipment, and supplies for deployed public health and medical teams.
  - Provide support for public health matters for radiological incidents.
  - Support multi-agency response to a domestic incident as necessary and appropriate.

- Following radiological events, evaluate the re-entry and re-occupancy of facilities (e.g., homes, educational, institution, and health care facilities) and establish an evaluation process, assessment criteria, and indicators for safe re-occupation
- **ESF 10 Oil and Hazardous Materials**
  - Provide advice/guidance regarding the threat to human health posed by the release of hazardous materials and recommend protective action measures.
- **ESF 11 Agriculture and Natural Resources**
  - Ensure that areas impacted by the disaster are a high priority for the food safety inspections and verifications required by law.
  - Coordinate and communicate with VDACS regarding potential public health threats that relate to the ESF 11 mission.
  - If an animal bite occurs at a state-operated shelter, communicate the incident and pertinent information to the appropriate agencies and coordinate the response.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.4 Department of Health Professions (VDHP)**

The Department of Health Professions is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 8 Public Health and Medical**

- Provide information on the licensing of qualified health care professionals.
- Enforce standards of practice.
- Provide information to practitioners and consumers on health care services.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.5 Department of Social Services (VDSS)**

The Department of Social Services is assigned the following duties:

- **ESF 1 Transportation**
  - Coordinate with VDOT during mass evacuation and sheltering operations to provide information regarding the opening and closing of State Coordinated Regional Shelters (SCRS).
  - Coordinate with ESF 1 and ESF 7 for the return of transportation-dependent individuals in SCRS.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Coordinate activities assigned to ESF 6 in accordance with this Plan including coordination of state-level sheltering and mass care operations.
  - Coordinate with ESF 17 for voluntary agency support of ESF 6 missions and state-level sheltering and mass care operations.
  - Coordinate with ESF 11 and other appropriate ESFs and agencies to ensure food security throughout emergency operations.
  - Support the transition of shelter clients into appropriate housing solutions including providing casework services to shelter clients, as needed.
  - Provide information to the JIC to assist with event messaging regarding mass care operations.
  - Coordinate agency responsibilities assigned in the Commonwealth of Virginia

- State Coordinated Regional Shelter Plan.
  - Ensure all ESF 6 activities, including state-level mass care and sheltering operations, comply with state and federal non-discrimination laws.
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Assist in the identification of facilities for state shelters.
  - Prior to the declaration of an emergency, coordinate with the DGS Division of Engineering and Buildings to perform the duties of the building official for all state-owned buildings or structures designated for use as an emergency shelter under § 36-98.1 of the *Code of Virginia* notwithstanding any other provisions of the Code of Virginia to the contrary.
- **ESF 11 Agriculture and Natural Resources**
    - Coordinate with VDACS for pet sheltering at state shelters.
  - **ESF 15 External Affairs**
    - Maintain the Virginia 2-1-1 System contract to provide a public information call center during disasters or emergencies.
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **Virginia Office of Volunteerism and Community Service**

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 17 Volunteer and Donations Management**
  - Provide volunteer resource support as needed.
  - Participate in the development and maintenance of the Commonwealth Emergency Feeding Plan and the activation of the State Feeding Task Force as necessary.

#### **7.1.4.7.6. Assistive Technology Loan Fund Authority**



The Assistive Technology Loan Fund Authority is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to VEST missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.7 Virginia Board for People with Disabilities (VBPD)**

The Virginia Board for People with Disabilities is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**

- Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.8 Department for Aging and Rehabilitative Services (DARS)**

The Department for Aging and Rehabilitative Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.9 Department for the Blind and Vision Impaired (VDBVI)**

The Department for the Blind and Visually Impaired is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.

- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.10 Department of Medical Assistance Services (DMAS)**

The Department of Medical Assistance Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.11 Office of Children's Services (OCS)**

The Office of Children's Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one

- alternates responsible for the development and maintenance of agency-specific emergency plans.
- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.7.12 Virginia Foundation for Healthy Youth**

The Virginia Foundation for Healthy Youth is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support through Health and Human Resources Secretariat agencies to mass care and sheltering missions that are within their normal scope of responsibilities.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.

- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.8 SECRETARY OF NATURAL RESOURCES**

##### **7.1.4.8.1 Department of Conservation and Recreation (DCR)**

The Department of Conservation and Recreation is assigned the following duties:

- **ESF 3 Public Works and Engineering**
  - Support requests for public safety and security from the Virginia State Police that are within the agency's capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required
  - Provide regulatory guidance and technical engineering expertise to Dam owners and their engineers subject to the Dam Safety Act and Dam Safety Regulations, local, state, and federal stakeholders, as well as emergency management and public safety personnel.
  - Provide regulatory guidance and technical expertise related to floodplain management to local, state, and federal stakeholders and assistance with substantial damage estimates during recovery.
- **ESF 4 Firefighting**
  - Provide available personnel for fire suppression operations. Develop firefighting hand crews or chain saw crews and crew leaders with training in basic fire control, chain saw use, and safety.
  - Provide crew boss training for personnel who will supervise crews.
  - Provide law enforcement officers for traffic control and security measures and assist in fire investigations.
  - Provide available equipment to support suppression operations.
  - Assist in repair and maintenance of fire tools and equipment as resources allow.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.

- **ESF 11 Agriculture and Natural Resources**
  - Natural heritage resource protection.
  - Water quality protection.
  - Provide advice and support to VDACS for protection of endangered plant and insect species.
  - Provide advice and guidance related to the response, recovery and restoration of natural area preserves and state parks that are affected by a disaster event.
  
- **ESF 13 Public Safety and Security**
  - Support requests for public safety and security from the VSP that are within the agency's capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.8.2 Department of Environmental Quality (DEQ)**

The Department of Environmental Quality is assigned the following duties:

- **ESF 3 Public Works and Engineering**
  - Provide technical assistance to solid waste management facilities (SWMFs) and wastewater treatment plants (WWTPs) on mitigation, response, and recovery strategies leading up to, during, and following a disaster situation.
  - Provide regulatory direction and technical assistance associated with wastewater treatment plants, collection systems, and land application of wastewater.
  - Track operational status of affected solid waste management facilities and wastewater treatment plants and share information with VDH and other agencies and ESFs as necessary.
  - Conduct and/or oversee field investigations and sampling activities to assess environmental conditions and source water quality during emergency operations
  - Coordinate with the Environmental Protection Agency (EPA), US Coast Guard, and other federal and state agencies during emergency operations.
  
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM

- during states of emergency.
- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 8 Public Health and Medical**
  - Provide guidance and technical support on solid waste management and wastewater treatment to minimize and/or prevent public health emergencies from occurring during a disaster response.”
- **ESF 10 Oil and Hazardous Materials**
  - Support collection, analysis, and assessment of air and water quality samples.
  - Support collection, analysis, and assessment of meteorological data.
  - Provide technical assistance and information on environmental impacts resulting from the release of hazardous materials including recommendations for actions that are protective of human health and the environment.
  - Provide technical and regulatory assistance on waste management issues related to oil and hazardous materials releases; including, reviewing waste management plans and proposed waste management facilities and temporary storage and staging sites; conducting independent sampling and analysis of waste streams; and monitoring waste management facilities and temporary storage and staging sites.
  - Provide technical and regulatory assistance on regulated medical waste and Category A incident response, especially waste management, treatment, and disposal.
  - Serve as State On-Scene Coordinator to make key decisions on oil and hazmat response actions and to coordinate state response actions.
- **ESF 11 Agriculture and Natural Resources**
  - Provide regulatory and technical assistance related to biological and chemical contamination of sites, including environmental monitoring, facility remediation, and contaminated agriculture and food product decontamination and disposal.”
  - Provide technical and regulatory assistance on the emergency poultry and swine depopulation or mortality events.
  - Coordinate and provide expertise to VDACS and VDH regarding policies on animal wastes and wastewater disposal at state and local pet shelters.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Respond to requests to provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.8.3 Department of Wildlife Resources**

The Department of Wildlife Resources is assigned the following duties:

- **ESF 2 Communication**
  - Provide personnel, equipment, supplies, and expertise as requested by the VEST to support communication operations and other requests for assistance.
  
- **ESF 4 Firefighting**
  - Provide personnel to support fire suppression activities to include law enforcement personnel for traffic control and security
  - Provide equipment for transportation of firefighters (to include four-wheel drive vehicles, boats, etc.).
  
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 8 Public Health and Medical**
  - Assist VDH with the investigation of zoonotic disease outbreaks.
  - Manage wildlife populations to minimize impacts on human and animal populations.
  - Monitor wildlife populations for event-related impacts.
  
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
  
- **ESF 10 Oil and Hazardous Materials**
  - Assess impacts and coordinate wildlife recovery efforts.
  
- **ESF 11 Agriculture and Natural Resources**
  - Protection of endangered species.
  - Monitor impacts on threatened and endangered species.
  - During recovery phase, utilize facilities to support the reestablishment of damaged wildlife populations.
  
- **ESF 13 Public Safety and Security**
  - Support requests for public safety and security from the Virginia Department of State Police that are within the agency's capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as



required.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.8.4 Department of Historic Resources (DHR)**

The Department of Historic Resources is assigned the following duties:

- **ESF 3 Public Works and Engineering**
  - In coordination with DGS, assess and develop strategies to protect, stabilize, and restore buildings and facilities of historic significance.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 11 Agriculture and Natural Resources**
  - Identify and evaluate cultural and historic resources and assist federal, state, tribal, and local authorities in assessing damage to and appropriate protection, conservation, rehabilitation, and restoration or mitigation of damage to cultural historic resources.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.8.5 Virginia Marine Resources Commission**

The Virginia Marine Resources Commission is assigned the following duties:

- **ESF 2 Communication**

- Provide personnel and equipment to support a 24-hour dispatch operation as a secondary means of communication. Dispatch operations should support State Agency Radio System (STARS).
- **ESF 4 Firefighting**
  - Provide boats, fixed-winged aircraft, and four-wheel drive vehicles for transportation of firefighters and equipment.
  - Provide law enforcement personnel for traffic control, security, and fire investigation.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
- **ESF 11 Agriculture and Natural Resources**
  - Coordinate and provide expertise regarding air and water quality protection.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9 SECRETARY OF PUBLIC SAFETY AND HOMELAND SECURITY**

##### **7.1.4.9.1 Virginia Alcohol Beverage Control Authority (VABC)**

The Virginia Alcohol Beverage Control Authority is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one

alternate responsible for the development and maintenance of agency-specific emergency plans.

- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 13 Public Safety and Security**
    - Support requests for public safety and security from the Virginia Department of State Police that are within the agency's capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
  - **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.2 Department of Corrections (DOC)**

The Department of Corrections is assigned the following duties:

- **ESF 4 Firefighting**
  - Provide personnel, to include inmates within security limitations for support of fire suppression operations.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 7 Logistics**
  - Provide staffing for the Logistics Section and provide resources when applicable.
- **ESF 13 Public Safety and Security**
  - Support requests for public safety and security from the Virginia Department of State Police that are within the agency's capabilities and within the parameters of

other operational commitments, existing agreements, protocols, and statutes as required.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.3 Department of Criminal Justice Services (DCJS)**

The Department of Criminal Justice Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
- **ESF 7 Logistics**
  - Provide staffing for the Logistics Section.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.4 Virginia Department of Emergency Management (VDEM)**

The Virginia Department of Emergency Management is assigned the following duties:

- **Virginia Emergency Operations Center (VEOC)**
  - Maintain the Virginia Emergency Operations Center, the facility from which the VEST coordinates and responds to incidents. The VEOC is home to the

Situational Awareness Unit (SAU) and the VEST when augmented.

- **Situational Awareness Unit (SAU)**
  - The SAU, staffed 24 hours a day, seven days a week, coordinates day-to-day situational awareness, receives, and issues alerts and warnings, supports resource management, operational planning, reporting, and external emergency communications for Virginia's state and local emergency response agencies, federal agencies, and private sector partners.
- **VDEM Regional Support Divisions**
  - Deploy, as needed, VDEM regional staff to assist at the state emergency operations center, regional coordination centers, or local emergency operations centers to support state and local response or recovery operations.
  - Ensure Regional Support Divisions collaborate with localities and other stakeholders in the development of regional coordination plans.
- **ESF 2 Communication**
  - Coordinate with VITA the information flow regarding the status of communications and infrastructure between the VEOC and information technology programs and/ or telecommunications service providers.
  - Assist and coordinate with the ITP and private sector telecommunications carriers to ensure the provision/restoration of communications and IT services, as required.
  - Coordinate state communications assets, including wired and wireless assets and communications caches.
  - Provide Communications Unit Leader to serve as ESF-2 Lead.
- **ESF 3 Public Works and Engineering**
  - Provide appropriate training and tools to help local and state agencies implement a debris management process and to prepare for the cost recovery processes required by FEMA.
  - Establish and coordinate the debris assessment and removal process following a disaster.
  - Develop a list of potential local, state, and federal contacts who may serve on the interagency, multi-disciplinary debris storage and reduction site selection teams.
  - Coordinate with the appropriate regulatory agencies regarding potential issues that may arise during disaster response and recovery and their possible resolution.
  - Assist state agencies, local governments, and other eligible applicants in the preparation and submission of federal disaster assistance grant applications.
- **ESF 5 Emergency Coordination, Information, And Planning**
  - Provide the informational link for VEOC operations and serve as the centralized repository for the receipt and analysis of local situation reports.
  - Provide communication (i.e. situational report) to all state agency Emergency Management Coordinators and VEST Liaison Officers and alternates on an at least daily basis when EOC is activated.

- Provide a centralized location, the Virginia Emergency Operations Center, from which the Governor or designee can coordinate emergency response and recovery operations.
  - Coordinate, activate, and direct state assets and capabilities to respond to an incident or hazard, and coordinate with local and tribal governments and other appropriate entities. This includes assets managed by VDEM established through agreements as authorized by § 44-146.18 of the *Code of Virginia* that are not otherwise controlled by another ESF. Examples of assets: Regional Incident Management Teams, State Incident Management Teams, and Unmanned Aircraft Systems Teams.
  - Coordinate planning activities including immediate, short-term, and long-range planning.
  - Develop, implement, and document implementation priorities, response planning, and operations planning.
  - Coordinate operations, activation, and deployment of resources and assets.
  - Coordinate overall VEST staffing at appropriate facilities.
  - Activate the AEW for staff augmentation to support operations.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
    - Provide leadership and support as outlined in the Commonwealth Family Assistance Center plan.
    - Coordinate VDEM's agency responsibilities assigned in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
    - Provide an Access and Functional Needs Coordinator for state mass care sites.
- **ESF 7 Logistics**
    - Assist local governments and state agencies with the provision of essential resources when requested via logistics programs (Statewide Mutual Aid, Emergency Management Assistance Compact, request management processes, procurement, etc.).
    - Manage disaster services contracts for goods and services.
    - Assists in the development of and provide support for resource and logistical requirements to support recovery efforts.
    - Provide staffing for the Logistics Section.
- **ESF 8 Public Health and Medical**
    - Provide guidance and technical support on ensuring equal access and assisting individuals with access and functional needs.
- **ESF 9 Special Operations**
    - Coordinate SAR efforts statewide to include the deployment and use of SAR assets to support operations at the local, state, or federal level.
    - Lead ground SAR activities and wide area search missions.
    - Coordinate aerial SAR missions with the Air Force Rescue Coordination Center, Civil Air Patrol, Virginia Department of State Police, Virginia National Guard,

- and other aviation assets that may be available.
  - Coordinate maritime SAR with U.S. Coast Guard, Wildlife Resources, and other maritime SAR agencies as appropriate.
  - Coordinate urban search and rescue (US&R) operations with state technical rescue teams, Virginia US&R Task Force 1, Virginia US&R Task Force 2, FEMA, the Virginia National Guard, and other US&R response agencies.
  - Assist with the coordination of SAR assets for national or international SAR incidents upon request.
  - Serve as the state-level coordinating agency (Search and Rescue Coordination Center) for incidents involving civil aircraft presumed lost over Virginia air space.
  - Provide on-scene or direct coordination of specific SAR incidents during a declared emergency including, but not limited to:
    - Any incident at the request of the local jurisdiction;
    - Any incident that involves on-scene multi-state jurisdictional coordination; and
    - Any high-profile incidents involving state coordinated assets as determined by the State Coordinator of Emergency Management or his/her designee.
  - Provide trained and qualified Subject Matter Experts (SME) in incident command, operations, logistics, planning, finance, safety, and public information to include communications/interoperability and incident personnel sustainment and infrastructure.
- **ESF 10 Oil and Hazardous Materials**
    - Operate and maintain a state communications center to receive, prepare, and disseminate notifications, warnings, and associated protective actions to local, state, and federal agencies involved in the response.
    - Deploy Hazardous Materials Officers (HMO) to an incident site to act as the State On-Scene Coordinator and provide guidance and coordination among on-scene agencies.
    - Provide manpower to support the collection, analysis, and assessment for spill response.
    - Coordinate needs assessment and damage assessment operations following an incident.
    - Provide technical assistance and information on the environment including the atmospheric release of hazardous materials and information on protective actions.
  - **ESF 12 Energy**
    - Collect, evaluate, and share information on damaged energy systems and estimate the impact within the affected areas.
    - Coordinate the implementation of voluntary and mandatory energy conservation measures once the Governor has declared a state of emergency.
  - **ESF 15 External Affairs**
    - Coordinate with the news media, localities, and other stakeholders to promote emergency preparedness.
    - Activate the Virginia 2-1-1 System contract to provide a public information call

- center during disasters or emergencies.
  - Establish and coordinate a JIC for receiving and disseminating information to the public, state, and local public information officers during a disaster or emergency.
  - Establish the Virginia Public Information Center.
  - Manage information sharing with local and state elected officials through the Legislative Liaison function.
- **ESF 17 Volunteer and Donations Management**
    - Provide a Volunteer and Donations Coordinator to serve as the State Voluntary Agency Liaison (VAL) and work in collaboration with the FEMA VAL.
    - Coordinate with appropriate agencies and organizations (local, state, tribal, federal, and/or private sector) to ensure unaffiliated volunteers and unsolicited donations are effectively managed or utilized during an incident.

#### **7.1.4.9.5 Department of Fire Programs**

The Department of Fire Programs is assigned the following duties:

- **ESF 4 Firefighting**
  - Provide liaison as needed with local fire services.
  - Provide fire and specialized rescue support to incidents as needed or requested.
  - Provide specialized training for structural fire suppression and advanced incident management as appropriate.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 7 Logistics**
  - Provide staffing for the Logistics Section.
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
  - Provide Incident Management Team support for all-risk incidents throughout the Commonwealth.
- **ESF 15 External Affairs**



- Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.6 Virginia Department of State Police (VSP)**

The Virginia Department of State Police is assigned the following duties:

- **ESF 1 Transportation**
  - Provide rotary and fixed-wing aircraft for reconnaissance operations and transportation of personnel (aviation).
  - Identify communication requirements for the STARS state agencies involved. Assign specific STARS Talk-Groups to be used based on communication and agency participation assessments.
  - Develop a comprehensive communications plan based on NIMS/ICS Standards and submit ICS-205 and ICS-205T.
  - Deploy technical personnel for Mobile Command Posts and STARS Transportable Communications System (TCS).
  - Provide technical communications personnel for support of VEOC operations.
  - Coordinate communications requirements and activations of interoperable communications with other localities and agencies utilizing COMLINC, ORION, or other resources as made available in the VEOC Operations Plan.
- **ESF 2 Communication**
  - Provide a technical communication representative to support communication operations.
  - Operate and maintain the STARS radio system.
  - Provide communications equipment and other resources as needed.
- **ESF 4 Firefighting**
  - Coordinate evacuation with VDOF, local governing officials, and law enforcement personnel.
  - Provide backup field communications and emergency radio repair.
  - Provide command post support.
  - Assist local law enforcement agencies in providing security, traffic control, and law enforcement at the incident location.
  - Provide rotor and fixed-wing aircraft for fire suppression and reconnaissance operations and transportation of fire personnel.
  - Assist in the investigation of fires.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific

- emergency plans.
- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
  - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.
  - Provide security at State Coordinated Regional Shelters (SCRS).
  - Coordinate agency responsibilities assigned in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
- **ESF 8 Public Health and Medical**
  - Provide security for Strategic National Stockpile (SNS); secure movement of needed blood and blood product supply; and quarantine enforcement assistance, if necessary.
  - Establish an adult missing persons call center and assist in the disposition of cases.
  - Share missing person data with appropriate agencies in support of the identification of the dead and seriously wounded.
  - Supports local death scene investigations and evidence recovery.
  - Conduct casualty notification services when requested by the OCME.
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
- **ESF 13 Public Safety and Security**
  - Provide law enforcement personnel and services at the incident location including life-saving actions, scene security, investigative services, and initial assessment of the need for additional resources.
  - Assist local law enforcement to provide personnel and specialized services to include but not limited to field communications, aircraft support, and command post resources.
  - Provide a coordinated response effort during disaster incidents through the allocation of personnel in security staffing, traffic control, and evacuation procedures.
  - Provide primary and supportive investigative services throughout the Commonwealth.
  - Request other ESF 13 agencies to participate in intelligence sharing and the allocation of specific resources, as necessary.
  - Maintain and operate the Virginia Fusion Center to mitigate intelligence gaps and

ensure sharing of resources, expertise, and information between all levels of local, state, and federal partners to identify, detect, prevent, and respond to terrorist and criminal activity.

- The Virginia Fusion Center shall provide timely intelligence, analysis, and information sharing among all response agencies.
  - The Virginia Fusion Center shall support and staff the Planning Section Intel Group, or staff an Intel Section, depending on the incident organization, as requested.
  - Provide investigative and technical support during biological/chemical attacks and HAZMAT situations in a variety of environments.
- **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.7 Commonwealth's Attorney's Services Council**

The Commonwealth's Attorney's Services Council is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.8 Department of Forensic Science**

The Department of Forensic Science is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.

- Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
    - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
    - Provide staff to the Joint Information Center when requested.
    - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.9 Department of Juvenile Justice (DJJ)**

The Department of Juvenile Justice is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.9.10 Virginia Parole Board**

The Virginia Parole Board is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific

- emergency plans.
- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### 7.1.4.10 SECRETARY OF TRANSPORTATION

##### 7.1.4.10.1 Department of Aviation

The Department of Aviation is assigned the following duties:

- **ESF 1 Transportation**
  - Plan and coordinate airlift (not rescue) missions in direct support of the VEOC during emergency response and recovery.
  - Determine and coordinate appropriate air transportation resources for the transport of essential goods via air as appropriate.
  - Provide an initial damage assessment report to ESF 1 in the VEOC within the required timeline of damages to air carrier and/or general aviation airports, airplanes, and airport facilities in the disaster area, excluding military or other federally owned property or facilities.
- **ESF 4 Firefighting**
  - Provide air transportation and support, fire detection, and reconnaissance operations when requested.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.2 Department of Motor Vehicles (DMV)**

The Department of Motor Vehicles is assigned the following duties:

- **ESF 1 Transportation**
  - Coordinate the transport of essential goods and people over all modes in support of VEOC operations during emergency operations and recovery.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 13 Public Safety and Security**
  - Support requests for public safety and security from the Virginia Department of State Police that are within the agency's capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
  - Provide driver license and vehicle registration information to law enforcement for investigatory purposes.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.3 Department of Rail and Public Transportation (DRPT)**

The Department of Rail and Public Transportation is assigned the following duties:

- **ESF 1 Transportation**
  - Coordinate with railroad companies to maintain the system, to include restoration

- following an emergency or disaster.
- Provide an initial damage assessment report to ESF 1 representative in the VEOC within the required timeline of damages to the state railway system.
- Coordinate with public transport agencies to request assistance needed for recovery.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.4 Department of Transportation (VDOT)**

The Department of Transportation is assigned the following duties:

- **ESF 1 Transportation**
  - Implement VDOT Emergency Operations Plan, when required.
  - Maintain the state highway system, to include debris clearance and removal from highways, roads, bridges, and state-owned property.
  - Restore highways, roads, and bridges that are a responsibility of the VDOT; and assist cities and counties in the restoration of highways, roads and bridges, upon request (accounts receivable basis).
  - Facilitate, in coordination with the State Police and affected local governments, traffic movement during a large-scale evacuation and re-entry.
  - Provide an Initial Damage Assessment report within 72 hours of damages to state highways, roads, and bridges to the VEST.
  - Coordinate requests for federal assistance for debris or wreckage removal from VDOT property.
  - Provide ground transportation and other available resources as needed in support of VEOC operations.
  - Operate and maintain the Field Operations Section, and keep it informed of all significant information, actions, and plans.
  - Appoint a VDOT Incident Commander to ensure the VDOT goals of opening the

roadway(s) as quickly and safely as possible. The VDOT Incident Commander has the authority, responsibility, and commensurate accountability to be in charge of all VDOT activities associated with the incident.

- Provide for damage assessment and hazard mitigation surveys for highways, roads, and bridges in the state system.
  - Coordinate emergency engineering services for highway operations.
  - Coordinate waivers and/or clearances for the expedient but safe highway clearance for oversized and overweight vehicles.
  - Conduct emergency demolition, except demolition from private property, unless the structure poses a safety hazard to the traveling public. (The phrase demolition here refers to any extraordinary uses of explosives, beyond what might be considered normal for removal of debris/wreckage. Such request will likely emanate from the VEOC and be accomplished in coordination with other state agencies).
  - Prioritize identification of evacuation routes.
- **ESF 3 Public Works and Engineering**
    - Pre-identify critical routes throughout the state, in cooperation with local governments.
    - Responsible for removing debris from state-managed highways.
- **ESF 4 Firefighting**
    - Provide personnel to operate heavy equipment in fire suppression operations.
    - Develop and provide firefighting hand crews, dozer crews, chain saw crews, and crew boss/leaders.
    - Provide equipment; such as chain saws, bulldozers, and water tankers.
    - Provide ground transportation for fire personnel.
    - Provide mechanics for repair and support of fire equipment.
    - Provide fuel to support firefighting operations.
- **ESF 5 Emergency Coordination, Information And Planning**
    - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
    - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
    - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
    - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
    - Provide support as directed and as outlined in the Commonwealth Family Assistance Center plan.



- Coordinate agency responsibilities assigned in the Commonwealth of Virginia State Coordinated Regional Shelter Plan.
- **ESF 11 Agriculture and Natural Resources**
  - Coordinate and provide expertise regarding road conditions and logistics, including food delivery and sheltering routes.
  - Provide ground transportation and other available resources as needed in support of state EOC operations.
- **ESF 13 Public Safety and Security**
  - Facilitate, in coordination with the Virginia Department of State Police and affected local governments, traffic movement during emergencies and other incidents as required.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.5 Virginia Port Authority**

The Virginia Port Authority is assigned the following duties:

- **ESF 1 Transportation**
  - Provide coordination with critical Virginia port facilities and federal port partners to restore damaged port facilities and ensure all main shipping channels are cleared and re-opened.
  - Provide an Initial Damage Assessment (IDA) report to ESF 1 in the VEOC within the required timeline of the disaster event of the status of the port's critical infrastructure and waterways, excluding military or other federally-owned property or facilities. The IDA will be developed from information gathered from federal, state, tribal, and local port partners.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.6 Motor Vehicle Dealer Board**

The Motor Vehicle Dealer Board is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.7 Virginia Commercial Space Flight Authority**

The Virginia Commercial Space Flight Authority is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information

- Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

#### **7.1.4.10.8 Office of Intermodal Planning and Investment**

The Office of Intermodal Planning and Investment is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

### **7.1.4.11 SECRETARY OF VETERANS AND DEFENSE AFFAIRS**

#### **7.1.4.11.1 Department of Military Affairs (DMA)**

The Department of Military Affairs is assigned the following duties:

- **ESF 1 Transportation**
  - Assist in debris reduction if resources are available.
  - Provide military transportation in accordance with ESF 16 of the COVEOP and other supporting ESFs and support plans.
- **ESF 2 Communication**
  - Provide Tactical Communications Packages, Mobile Command Post, and Joint Incident Site Communication Capability (Mobile) to support communications for statewide coordination of emergency/disaster operations.
- **ESF 4 Firefighting**
  - Coordinate state military forces and resources employed in emergency fire suppression operations under the direction of VDOF.
  - Provide military support of backup communications, area security and traffic

control, heavy equipment, such as bulldozers and water supply, aerial reconnaissance, aerial cargo delivery, and water buckets.

- In selected Virginia National Guard units, provide personnel for firefighting hand crews, dozer crews or chain saw crews and crew leaders with emergency onsite training in basic fire control, chain saw use, and safety as necessary to support a response mission.
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 8 Public Health and Medical**
  - Provide logistical support to public health/medical response including medical personnel for casualty clearing/staging and other missions as needed like aero-medical evacuation and medical treatment.
  - Provide emergency decontamination capabilities.
  - Provide chemical and radiological detection, identification, and monitoring capabilities.
  - Provide security for state shelters as directed by the VSP.
- **ESF 9 Special Operations**
  - Support requests for SAR assets within their capabilities and within the parameters of other operational commitments, existing agreements, protocols, and statutes as required.
- **ESF 13 Public Safety and Security**
  - Provide physical security/critical infrastructure protection to including building security and sensitive site protection.
  - Provide civil disturbance response as directed by the VSP to include show of force and less lethal control agents.
  - Provide security and protection for dignitaries and work crews.
  - Provide traffic direction and control.
  - Provide escort emergency equipment, support joint patrols and ride-alongs, and transport law enforcement
  - Provide area security and patrols.
  - Provide security at custody facilities.
  - Provide reserve quick reaction force.

- **ESF 15 External Affairs**

- Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

- **ESF 16 Military Affairs**

*Joint Force Headquarters – Virginia (JFHQ-VA)*

- Serves as the DMA mission command element in all matters concerning Homeland Defense and National Guard Civil Support.
- Gathers and compiles damage assessment information regarding JFHQ and VA National Guard facilities and assets and provides to ESF 16.
- Works with ESF 7 to identify military support mission assignments that may be needed within the Commonwealth and maintains information regarding JFHQ resources and capabilities available for deployment.

*Joint Force Headquarters – Joint Operations Center (JFHQ-JOC)*

- Serve as the primary point of contact for JFHQ-VA for day-to-day operations and during DMA support of state emergency operations.

*Virginia Army National Guard*

- Maintain trained and equipped forces capable of performing federal and Commonwealth missions.

*Virginia Air National Guard*

- Maintain trained and equipped forces capable of performing its federal and Commonwealth missions.

*Virginia Defense Force*

- Maintain a force to augment staffing at JFHQ-VA, the VEOC, and ESF 16.
- Provide staff to support COVIMT.

*34th Civil Support Team*

- Maintain a trained, equipped, and certified team capable of assessing a suspected Weapons of Mass Destruction (WMD) attack, advising civilian responders on appropriate actions through on-site testing and expert consultation, and facilitating the arrival of additional state and federal military forces.

*CBRNE Response Force Package*

- Maintain elements that are trained and equipped to integrate into the National Incident Management System (NIMS) to plan and conduct casualty search and evacuation, medical triage and treatment, ambulatory and non-ambulatory decontamination, and fatality search and recovery.

**7.1.4.11.2 Department of Veterans Services (DVS)**

The Department of Veterans Services is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  
- **ESF 15 External Affairs**
  - Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
  - Provide staff to the Joint Information Center when requested.
  - Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

**7.1.4.12 OTHER SUPPORTING AGENCIES**

The following agencies and organizations are assigned the following duties:

**7.1.4.12.1 Chesapeake Bay-Bridge Tunnel District**

- **ESF 1 Transportation**
  - Coordinate with ESF 1 in the VEOC and report the status of the CBBT and its impact on Virginia ports and highways.
  
- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.

**7.1.4.12.2 Office of the Attorney General (OAG)**

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
  - Provide legal guidance to VEST leadership.
- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Provide support as outlined in the Commonwealth Family Assistance Center plan.

**7.1.4.12.3 Virginia Criminal Injuries Compensation Fund (VCICF)**

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.
  - Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
  - Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 6 Mass Care, Emergency Assistance, Human Services and Housing Referral**
  - Provide support to those affected by criminal acts as defined by their agency mission.

**7.1.4.12.4 State Corporation Commission (SCC)**

- **ESF 5 Emergency Coordination, Information And Planning**
  - Appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters.
  - Appoint an Emergency Management Coordinator (EMC) and at least one alternate responsible for the development and maintenance of agency-specific emergency plans.

- Appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM and coordinate emergency public information with VDEM during states of emergency.
- Support recovery operations as outlined in the COVEOP Statewide Recovery Support Annex.
- **ESF 12 Energy**
  - Monitor natural gas supplies, including establishing alert points where increased emergency preparedness would be taken.
  - Provide liaison with federal agencies and the natural gas industry to provide the earliest possible warning of shortages.
  - Develop and maintain priorities and rules for curtailment and allocation procedures for natural gas.
  - Develop and maintain priorities and rules for voluntary and mandatory conservation procedures for natural gas.
  - Develop and maintain procedures for special hardship appeals of curtailment and conservation procedures for natural gas.
  - Provide guidance to the VEST as to the extent of shortages, as a basis of recommending to the Department of Environmental Quality the need to temporarily waive air pollution control regulations to allow industrial boilers and furnaces to switch to less clean, heavy oil products.
  - Be prepared to request cooperation from railroads in expediting movement of propane cars, both empty and loaded.
  - Keep the public fully informed on all matters pertaining to a natural gas shortage.
  - Monitor utility fuel supplies and reserves, including establishing alert points where increased emergency preparations would be taken.
  - Provide liaison with federal agencies and the electric power industry to provide the earliest possible warning of shortages.
  - Monitor power supply and demand during critical periods.
  - Develop and maintain priorities and rules for curtailment procedures.
  - In situations where widespread system infrastructure damage occurs, the SCC will work with utilities to implement a restoration strategy.
  - Develop and maintain voluntary and mandatory conservation procedures to be implemented during a shortage.
  - Assist with the legal interpretations of all orders as requested by the VEOC.
  - Keep the public fully informed on all matters pertaining to an electric power shortage.
  - Acting as the interstate pipeline agent, the SCC will coordinate with pipeline companies, other states, and federal/state emergency agencies regarding product disruptions resulting from pipeline distribution and/or system failures. Additionally, the SCC shall be the clearinghouse on communications with pipeline company officials and emergency response agencies regarding the status of the emergency and the current condition of the pipeline.



**7.1.4.12.5 Economic Crisis Strike Force**

Economic Crisis Strike Force serves as a working group to respond as needed to economic disasters in Virginia communities by (i) immediately providing a single point of contact for citizens in affected communities to assist with accessing available government and private sector services and resources, (ii) assisting localities in developing short-term and long-term strategies for addressing the economic crisis, and (iii) identifying opportunities for workforce retraining, job creation, and new investment.

**7.1.4.12.6 Federal Emergency Management Agency (FEMA)**

FEMA assists the state in response and recovery operations and provides assistance to disaster survivors. FEMA coordinates with VDEM for the delivery of disaster assistance and implementation of federal programs.

**7.1.4.12.7 Other Federal agencies**

When requested and within their statutory authority, other federal agencies may become a part of the Commonwealth's emergency management organization for one or more incidents.

**7.2 Localities**

Local jurisdictions are required to have an emergency management organization as defined in § 44-146.19 of the *Code of Virginia*. Every political subdivision within the Commonwealth is responsible for local disaster mitigation, preparedness, response and recovery and is required to have a director of emergency management and coordinator of emergency management or coordinator of emergency services in towns with a population over 5,000. Complete language can be found at Code of Virginia § 44-146.19.

Localities will utilize locally available personnel, materials, equipment, and facilities in response, and recovery operations for events impacting their jurisdiction. Non-impacted localities may be requested to provide assistance through the Statewide Mutual Aid Program.

In addition to the authorities and responsibilities found in statute, the local jurisdiction:

- Shall identify a primary party responsible for managing emergencies within their jurisdiction.
- Is responsible for coordinating local resources to respond to and recover from all types of incidents.
- Is responsible for coordinating all actions related to shelter-in-place orders, congregate, and non-congregate sheltering operations.
- Ensures that local actions comply with state and federal non-discrimination laws and regulations to protect the safety of individuals with disabilities and others with access and functional needs and ensure equal access to programs and services.
- Will receive and fulfill requests for assistance from entities including, but not necessarily limited to, nursing homes, colleges, universities, and independent authorities within their jurisdiction until local capabilities have been exceeded or

- exhausted.
- Will coordinate with state and federal officials after a disaster to implement recovery and mitigation strategies and programs including debris management.
- Should form strong partnerships with citizen groups and organizations that provide support for response, recovery, and mitigation such as Community Emergency Response Teams, regional VOAD groups, and Medical Reserve Corps.
- Will incorporate diversity, equity, inclusion, access and functional needs into all phases of emergency management to ensure that plans are applied equitably and that the needs of minority and vulnerable communities are met during emergencies, in accordance with § 44-146.19(E)

### **7.3 Non-Governmental Organizations**

Non-governmental organizations, including voluntary organizations, are critical to the Commonwealth's response and recovery operations. The organization may provide specific disaster relief services in cooperation with state or local officials including, but not limited to, collaborating with first responders and governments at all levels, working with other agencies and organizations to provide relief services, reducing the physical and emotional distress of responders and survivors, and assisting with the recovery of disaster victims.

#### **7.3.1 Radio Amateur Civil Emergency Services (RACES)**

- **ESF 2 Communication**
  - Provide a secondary means of communications for statewide direction and coordination of emergency/disaster operations.

#### **7.3.2 Professional Engineers Emergency Response Team (PERT)**

- **ESF 3 Public Works and Engineering**
  - Assess the scope of damages and estimate repair costs in the following categories: debris clearance, emergency protective measures, road systems, water control facilities, buildings and equipment, and public utility systems.

#### **7.3.3 Virginia Water/Wastewater Agency Response Network (VAWARN)**

- **ESF 3 Public Works and Engineering**
  - Provide equipment, supplies, and personnel (by resource type) to other VA WARN members without the need for an emergency declaration by the Governor or President.

#### **7.3.4 Virginia Voluntary Organizations Active in Disaster (VA VOAD)**

- **ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral**
  - Coordinates activities of volunteer organizations in support of ESF 6.
  - Provide support as directed and as outlined in the Commonwealth Family

Assistance Center plan.

- **ESF 8 Public Health and Medical**
  - Provide specific health and/or medical support or response teams in emergencies based on their charters and authorities.
- **ESF 17 Volunteer and Donations Management**
  - Assist with the coordination of members, partners, and regional VOAD members.
  - Provide voluntary resource support as needed.

### **7.3.5 Civil Air Patrol (CAP)**

- **ESF 9 Special Operations**
  - Support requests for SAR missions within their capabilities and within the parameters of existing agreements, protocols, and statutes as required.

### **7.3.6 Virginia Search and Rescue Council**

- **ESF 9 Special Operations**
  - SAR organizations that hold a Memorandum of Understanding with VDEM and are affiliated with the Virginia Search and Rescue Council, provide resources and assistance to local, state, and federal agencies in accordance with existing agreements, operational procedures, or statutes upon request for services to the SRCC.

## **7.4 Private Sector**

### **7.4.1 Private Sector Partners**

Private sector organizations are also critical to the response and recovery operations of the Commonwealth. Private-sector entities provide response resources (donated or compensated) during an incident, including specialized teams, essential services, equipment, and advanced technologies. These resources are typically provided through local public-private emergency plans, mutual aid and assistance agreements, or in response to requests from government and non-governmental volunteer initiatives.

As requested and available, private sector partners may support the VEST by:

- Providing disaster relief services in cooperation with state or local officials;
- Participating in the planning process;
- Sharing information;
- Identifying risks;
- Performing vulnerability assessments;
- Developing emergency response and business continuity plans;
- Enhancing their overall readiness;
- Implementing appropriate prevention and protection programs; and

- Donating or otherwise providing goods and services through contractual arrangements or government purchases.

#### **7.4.2 Affected organizations or critical infrastructure**

Private sector organizations including privately-owned critical infrastructure, key resources, and other private sector entities that are significant to local, regional, and national economic recovery, may be affected by direct or indirect consequences of an incident. Critical infrastructure and key resources provide essential functions and services supporting various aspects of the Commonwealth's government, economy, and society.

#### **7.4.3 Regulated and/or responsible party**

Owners and operators of certain regulated facilities or hazardous operations may be legally responsible for preparing for and preventing incidents from occurring and responding to an incident once it occurs. For example, federal regulations require owners and operators of nuclear power plants to maintain emergency plans and facilities and to perform assessments, prompt notifications, and training for response to an incident.

#### **7.4.4 Other roles**

Private-sector organizations may serve as an active partner in local and state emergency management organizations. As the key element of the state economy, private-sector resilience and continuity of operations planning, as well as recovery and restoration from an actual incident, represent essential emergency management activities.

#### **7.4.5 Private sector partners with specific ESF roles**

The following private sector entities are listed as supporting agencies for ESF 12, but have not been assigned specific responsibilities in the COVEOP:

- Virginia Electric Cooperatives;
- Dominion Virginia Power; and
- Appalachian Power Company

## **8. PLAN DEVELOPMENT AND MAINTENANCE**

### **8.1 Planning Coordination**

As required by the National Incident Management System, VDEM coordinates with numerous agencies and organizations including other state agencies, local agencies, coordinating NGOs and private sector partners, and community stakeholders. This collaboration provides a system for coordination of planning, training, equipping, and other preparedness requirements.

The following entities are critical to the Commonwealth's preparedness efforts including the

development and maintenance of this Plan:

- The Secretary of Public Safety and Homeland Security (SPSHS)  
VDEM reports to the SPSHS per § 2.2-221 of the *Code of Virginia*. SPSHS works with federal, state, tribal, and local officials as well as the private sector to develop a seamless, coordinated security and preparedness strategy for implementation of this Plan and appropriate state-level response efforts; and
- Virginia Department of Emergency Management (VDEM)  
§ 44-146.18 of the *Code of Virginia* assigns the Virginia Department of Emergency Management the responsibility to:
  - Prepare and maintain the COVEOP for disaster response and recovery operations that assign primary and support responsibilities for basic emergency services functions to state agencies, organizations, and personnel as appropriate; and
  - Coordinate and administer the disaster mitigation, preparedness, response, and recovery plans and programs with the proponent federal, state, tribal, and local government agencies and related groups.

## 8.2 Plan Implementation

Executive Order 42, 2019 authorizes the State Coordinator of Emergency Management to activate the COVEOP in order to coordinate state government emergency operations on behalf of the Governor. The State Coordinator of Emergency Management is authorized, in coordination with the Governor's office, to amend the COVEOP as necessary in order to achieve the preparedness goals and initiatives of the Nation and the Commonwealth in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law (§ 44-3.2 of the Code of Virginia). The COVEOP is regularly reviewed and updated as appropriate; see Section 8.4 for Plan Maintenance process.

## 8.3 Plan Testing, Training, and Exercises

Responsible state agencies and coordinating NGOs and private sector partners will conduct training to ensure the COVEOP can be effectively implemented in a timely manner.

VDEM, in coordination with the VEST, will conduct an annual exercise or a series of exercises of the COVEOP. Exercises may include multiple agencies, jurisdictions, NGOs, and private sector partners. Additionally, the VEST will participate with FEMA and Dominion Energy in an annual exercise of the Radiological Response Annex. Any deficiencies, findings, areas recommended for corrective action, or improvement arising from these exercises, or any other exercises coordinated from the VEOC, will be considered and corrected by appropriate training, plan update, and/or demonstration in any subsequent exercise or postulated event.

Following the conclusion of any significant disaster, incident, or exercise, the lead agency's representatives will conduct an after-action review and prepare an after-action report/improvement plan (AAR/IP) on the group's activities during the disaster, incident or exercise. Local governments, NGOs, and private sector partner representatives are encouraged to participate by providing written or oral input to the lead agency for consolidation into a

finalized written AAR/IP.

## **8.4 Plan Maintenance**

VDEM is responsible for maintaining the COVEOP. The COVEOP is continually reviewed and periodically updated as required to incorporate federal policy changes, gubernatorial directives, legislative changes, and operational changes based on lessons learned from exercises and actual events. The COVEOP will be reviewed and adopted in its entirety by the Governor at least every four years.

A COVEOP Management Standard Operating Procedure was adopted to further define the protocols for update frequency and approval. Changes include additions of new or supplementary material, deletions, and clarifications. No proposed change should contradict or override authorities or other plans.

Any state agency or coordinating NGOs or private sector partners may propose and develop a change to the COVEOP. VDEM is responsible for coordinating the review of the proposed change among the lead and support agencies, NGOs, and private sector partners of each affected ESF and any associated agency program areas, as required. If VDEM identifies planning needs that require immediate resolution, or at the request of a state agency, VDEM may convene a COVEOP Plan Committee and revise areas of the Plan identified by the committee.

Interim changes to the COVEOP that are administrative in nature may be approved by the State Coordinator. Major revisions (where tasks, roles, responsibilities are adjusted or changed) or full updates will be sent to the Secretary of Public Safety and Homeland Security for review and concurrence prior to submitting the plan to the Governor for approval. After receiving approval from the Governor, major revisions will be promulgated by an Executive Order.

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## **PART 2: VIRGINIA EMERGENCY SUPPORT TEAM ORGANIZATION AND OPERATIONS**

### **1. VEST ORGANIZATION**

The Virginia Emergency Operations Center (VEOC) hosts the Virginia Emergency Support Team (VEST), which responds to calls for assistance from local governments throughout the Commonwealth. Representatives from state, federal, private, and nonprofit groups work together at the VEOC to form the VEST. As the statewide emergency management coordination and support mechanism, the VEST utilizes a National Incident Management System (NIMS) based framework to facilitate command and coordination, resource management, communications, and information management.

In accordance with the NIMS guiding principles of flexibility, standardization, and unity of effort, the VEST implements a blended Incident Command System (ICS) and Emergency Support Function (ESF) structure. Although ICS is primarily used by field responders to manage a single incident, the concepts of command and control and a common language enhance communication between field and EOC personnel. The ESF structure facilitates a multidisciplinary approach to fulfilling requests for support and technical expertise within each of the critical response and recovery components, such as public safety, mass care, or public works and engineering. The integration of both well-established models maximizes internal and external VEST coordination activities.

The VEST is organized into six sections according to specific, operational roles. These sections are described below, and the VEST Organizational Chart appears in Appendix A.

#### **1.1 Direction, Control, and Coordination**

##### **1.1.1 Governor**

The Governor, or designee, may direct and control state emergency operations from the VEOC as the Incident Commander. The Governor provides guidance to VEST command personnel on policy and governance issues such as emergency declarations, large-scale evacuations, access to extraordinary funding, and waivers to ordinances and regulations. Prior to a declaration, the Governor or his designee (with or without the recommendation of the State Coordinator) may authorize the deployment of the Virginia National Guard and/or the Virginia Defense Force. The State Coordinator will be notified of all authorization approvals, including any limitations not specified in the *Code of Virginia*, either directly from the Governor, the Governor's designee, or through the Secretary of Public Safety and Homeland Security.

##### **1.1.2 State Coordinator**

The State Coordinator, as the Deputy Incident Commander, is the Governor's designee to coordinate the state's response to all emergencies and disasters. The State Coordinator leads the command-and-control function by establishing the incident goals and objectives that drive VEST support and coordination activities. The State Coordinator advises the Governor regarding issues such as emergency declarations, large-scale evacuations, and public



messaging.

### **1.1.3 VEST Command Personnel**

Additional command and control personnel, including the VEST Bureau Chief and Leads, utilize NIMS concepts such as management by objectives and incident coordination planning to implement the COVEOP and applicable hazard-specific annexes and support plans. Command personnel works with the ESFs and VEST Sections to gather information necessary for the State Coordinator to advise and inform the Governor appropriately.

- The VEST Bureau Chief determines the initial VEST status level, based on the potential impacts of an incident, and determines the appropriate staffing levels and activation timing.
- The VEST Leads report to the VEST Bureau Chief and are responsible for ensuring that VEST operations are effectively meeting the incident goals and objectives established by the State Coordinator.

### **1.1.4 VEST Staffing**

The staffing pattern for the VEST varies depending on the nature, size, and scope of the incident. Staffing of the VEST may continue throughout the recovery phase of the incident. State agency membership in the VEST is formally defined by the COVEOP, but additional agencies may be called upon to provide specific technical expertise as the need presents itself and in accordance with Title 44 of the *Code of Virginia*. Additionally, VEST Operations may be augmented by the Commonwealth of Virginia Incident Management Team (COVIMT). The COVIMT is supported by several State Agency partners and can be activated by request of the VEST Bureau Chief.

### **1.1.5 ESF 5 Emergency Management**

The VEST Command and General Staff make up ESF 5. The Command and General Staff include the State Coordinator, VEST Bureau Chief, VEST Lead, Operations Section Chief, Planning Section Chief, Finance and Administration Section Chief, Logistics Section Chief, and Recovery Section Chief, Health and Safety Officer, and Access and Functional Needs Officer. ESF 5 coordinates and supports the overall activities of state government as related to emergency management. It provides the core management and administrative functions in support of the state emergency operations center, field operations, and the overall implementation of the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

The conceptual framework and coordinating principles underlying the COVEOP are always in effect whether or not the plan has been formally activated by the State Coordinator, ESF 5 is not always operational in the same context. The lead agency for ESF 5, VDEM, has additional responsibilities and related duties during times when the Virginia Emergency Support Team (VEST) is not activated. All departments and agencies of the Commonwealth are Supporting Agencies of the VEST.

Emergency Support Function 5 core staff is comprised of VDEM staff during normal operations and the VEST during enhanced, partial, and full activations, and recovery operations.

The VEST will be staffed to meet emergency needs when incidents reach a level of intensity beyond the VDEM Regional Offices' ability to effectively manage, when an incident spans multiple VDEM Regions, or when resource requirements exceed the VDEM Region's capacity to coordinate and/or supply. When activated, the VEST, in coordination with Regional Offices, provides one centralized state government emergency operation to support the coordination of resources to local government to address and resolve the incident.

Emergency Support Function 5 activities include, but are not limited to:

- Alert and notification;
- Staff augmentation;
- Coordination of response and recovery operations;
- Deployment of emergency response and recovery resources;
- Incident action planning;
- Direction and control; and
- Information management

## **1.2 Joint Information Center**

In the Joint Information Center (JIC), Public Information Officers (PIO) from state agencies work together to ensure the most accurate, up-to-date information is available to the public. Information is disseminated from the JIC through Emergency Alert System messages, news releases, and media interviews.

### **1.2.1 ESF 15: EXTERNAL AFFAIRS**

The Public Information Officers staffing the JIC perform the functions of ESF 15.

#### **1.2.1.1 Purpose & Scope**

ESF 15 ensures sufficient staffing of the Joint Information Center to provide accurate, coordinated, and timely information to affected audiences during a potential or actual incident. The affected audiences include state agencies and local governments, elected officials, the media, the private sector, and the local populace. ESF 15 responsibilities include, but are not limited to:

- Ensure written or digital information is presented in at least the top five languages of the Commonwealth.
- Ensure all video or public announcements, are closed captioned, presented with an American Sign Language (ASL) certified interpreter present and in frame for video feeds, and presented in Spanish.
- Ensure all social media posts are available in other languages (i.e., top five)
- Ensure all information in print, hardcopy, or digital is reviewed by native speakers for content accuracy before distribution.
- All digital information and hard copy will be validated for accuracy, functionality and accessible for screen readers for persons who are blind or visually impaired.

**1.2.1.2 Lead Agency**

Virginia Department of Emergency Management (VDEM)

**1.2.1.3 Supporting Agencies**

All Agencies of the Commonwealth of Virginia

**1.3 Planning Section**

During VEST activation, the Planning Section collects, collates, and analyzes information and identifies future potential needs. Information is disseminated to executive leadership, VEST Command and General Staff, VDEM Regional Coordination Centers, local emergency managers, and other stakeholders to support response and recovery efforts in the Commonwealth of Virginia.

**1.4 Logistics Section**

Requests for assistance may involve the flow of personnel, equipment, and services from place to place. The Logistics Section supports requests for assistance using technology, information, transportation, inventory, warehousing, material handling, and packaging. This section coordinates the movement of resources, the acquisition of resources using emergency procurement processes, and filling or requesting resources from the federal government, private sector, or from other states through the Emergency Management Assistance Compact (EMAC).

The Logistics Section performs the functions of ESF 7.

**1.4.1 ESF 7: LOGISTICS****1.4.1.1 Purpose & Scope**

The mission of ESF 7 is to manage and provide resources in support of emergency response and recovery operations. ESF 7 accomplishes this mission in coordination with other ESFs, local governments, federal government, and private sector partners.

ESF 7 consists of, but is not limited to, emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support response activities.

ESF 7 provides support for requests not supportable by other ESFs, including mutual aid and excess and surplus property. Resource management will continue until the disposition of excess and surplus property, if any, is completed. For the purposes of this document, “resource management” refers to, but is not limited to, the provision of personnel, facilities, services, and materials.

**1.4.1.2 Lead Agency**

Virginia Department of Emergency Management (VDEM):

**1.4.1.3 Support Agencies**

Department of Corrections (DOC)

Department of Criminal Justice Services (DCJS)

Virginia Department of Fire Programs (VDFP)  
Department of General Services (DGS)

## **1.5 Finance and Administration Section**

Provides overall financial management and administration support to assist in incident management activities. This includes monitoring costs associated with an incident, analyzing disaster costs for funding requests, and providing financial status reports to leadership.

## **1.6 Operations Section**

The Operations Section functions to coordinate readiness communication, staffing, resource coordination, and assignment tasking, critical to incident management activities. This includes coordination with any or all Emergency Support Functions (ESFs), Regional Coordination Centers (RCCs), and supporting localities in non-declared events.

The Operations Section is divided into a Regional Support Branch and ESF branches.

The VEST's emergency response activities, from sheltering to recovery, are categorized into Emergency Support Functions (ESFs). These ESFs work together to track status updates, actions, and resource requests. The ESFs are divided into three branches according to their operational roles: Emergency Services, Infrastructure, and Human Services.

### **1.6.1 Regional Support Branch**

The Regional Support Branch coordinates directly with seven VDEM regions, which work directly with local jurisdictions to ensure a fast, agile, and integrated approach when responding to and recovering from disasters. Regional Support Branch may be subdivided as required to maintain an adequate span of control. Each VDEM region may (depending on the scale of the incident) establish a Regional Coordination Center (RCC). The RCC will coordinate the regional movement of resources to support incident response, and report through the Regional Support Branch to the VEOC.

### **1.6.2 Emergency Services Branch**

The Emergency Services Branch coordinates the delivery of public safety, health and medical, and other life-safety and security services during incidents. This branch includes the ESFs listed below.

#### **1.6.2.1 ESF 4: FIREFIGHTING**

##### **1.6.2.1.1 Purpose and Scope**

ESF 4 monitors and supports firefighting activities, including the detection and suppression of fires on all private, state, and federal lands, and provides resource support as needed. ESF 4 enforces the statewide fire code and provides training for all fire inspectors and fire investigators throughout the Commonwealth as necessary.

##### **1.6.2.1.2 Lead Agencies**

Virginia Department of Fire Programs (VDFP)

Virginia Department of Forestry (VDOF)

#### **1.6.2.1.3 Support Agencies**

Department of Conservation and Recreation (DCR)  
Department of Military Affairs (DMA)  
Virginia Department of Transportation (VDOT)  
Department of Corrections (DOC)  
Department of Wildlife Resources (DWR)  
Virginia Marine Resource Commission (VMRC)  
Virginia Department of State Police (VSP)  
Department of Mines, Minerals, and Energy (DMME)  
Department of Aviation (DOA)

#### **1.6.2.2 ESF 9: Special Operations**

##### **1.6.2.2.1 Purpose and Scope**

ESF 9 rapidly deploys components of the SAR Response System and regional IMT to support local jurisdictions.

SAR assets provide specialized life-saving assistance to local jurisdictions during any type of incident. Search and Rescue activities include locating, accessing, stabilizing, and transporting lost, missing, stranded, or trapped subjects to a place of safety or another provider within the chain of the emergency response system. Mission assignments are divided into three primary operational environments of Search and Rescue:

- Land Search and Rescue;
- Maritime Search and Rescue; and
- Catastrophic Incident Search and Rescue.

Regional IMT assets are deployed to local, state, and federal jurisdictions when requested to assist in the management, command, and control of complex incidents. Each Regional IMT is self-sustaining and capable of supporting the localities or states with additional Incident Management capabilities such as Planning or Logistical support to assist the on-scene Incident Commander.

##### **1.6.2.2.2 Lead Agency**

Virginia Department of Emergency Management (VDEM)

##### **1.6.2.2.3 Supporting Agencies**

Department of Conservation and Recreation (DCR)  
Virginia Department of Fire Programs (VDFP)  
Virginia Department of Forestry (VDOF)  
Department of Wildlife Resources (DWR)  
Virginia Marine Resources Commission (VMRC)  
Virginia Department of State Police (VSP)  
Department of Military Affairs (DMA)

Civil Air Patrol (CAP)  
Virginia Search and Rescue Council Organizations

### **1.6.2.3 ESF 10: OIL AND HAZARDOUS MATERIALS**

#### **1.6.2.3.1 Purpose and Scope**

ESF 10 coordinates and directs state support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials. The Virginia Hazardous Materials Response Plan serves as the basis for all actions taken by ESF 10.

The federal government has concurrent jurisdiction and may also respond to oil and hazardous materials incidents using the mechanisms of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (found at 40 CFR 300, *et. seq.*) without activating ESF 10. Federal authority stems from the Comprehensive Environmental Response, Liability, and Compensation Act (CERCLA), the Oil Pollution Act of 1990 (OPA 90), and authorities granted by the federal government.

Hazardous materials are defined under §44-146.34 of the *Code of Virginia* as 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 solid materials, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, chemical and biological substances, and radioactive materials. This includes those substances or materials in a form or quantity, that may pose an unreasonable risk to health, safety, or property when transported, and which the Secretary of Transportation of the United States has so designated by regulation or order.

#### **1.6.2.3.2 Lead Agencies**

Virginia Department of Emergency Management (VDEM)  
Virginia Department of Environmental Quality (DEQ)

#### **1.6.2.3.3 Supporting Agencies**

Virginia Department of Health (VDH)  
Department of Wildlife Resources (DWR)  
Department of Mines, Minerals, and Energy (DMME)

### **1.6.2.4 ESF 13: PUBLIC SAFETY**

#### **1.6.2.4.1 Purpose and Scope**

ESF 13 integrates state-level public safety and security capabilities and resources to support response activities associated with potential or actual incidents. ESF 13 coordinates and provides state support to local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents.

**1.6.2.4.2 Lead Agency**

Virginia Department of State Police (VSP)

**1.6.2.4.3 Supporting Agencies**

Department of Alcoholic Beverage Control (ABC)

Department of Conservation and Recreation (DCR)

Department of Corrections (DOC)

Department of Forestry (VDOT)

Department of Wildlife Resources (DWR)

Department of Military Affairs (DMA)

Department of Motor Vehicles (DMV)

Virginia Department of Transportation (VDOT)

**1.6.2.5 ESF 16: MILITARY AFFAIRS****1.6.2.5.1 Purpose and Scope**

ESF 16 integrates all supporting Department of Defense (DOD) and Department of Military Affairs resources into the Commonwealth's coordinated response including response to hazards related to climate change and electromagnetic pulse (EMP). ESF 16 agencies may also be deployed to assist other states through the EMAC.

Activities within ESF 16, in coordination with Joint Force Headquarters – Virginia (JFHQ-VA) are specific to processing and fulfilling requests for DMA assistance in the areas of, but not limited to, command and control, transportation, engineering, communication, medical, logistics, security, aviation, maintenance, and chemical, biological, radiological, nuclear, and explosive (CBRNE) response capabilities.

**1.6.2.5.2 Lead Agency**

Department of Military Affairs (DMA)

**1.6.2.5.3 Support Agencies and Organizations**

Joint Force Headquarters – Virginia

Joint Force Headquarters – Joint Operations Center (JFHQ-JOC)

Virginia Army National Guard

Virginia Air National Guard

Virginia Defense Force

34th Civil Support Team (CST) CBRNE Response Force Package

**1.6.2.6 Virginia Fusion Center Cyber Unit****1.6.2.6.1 Purpose & Scope**

The Virginia Fusion Center Cyber Unit coordinates efforts by state, local, federal, and private sector infrastructure owners and operators as necessary for rapid identification, information exchange, response, and recovery to mitigate the impact of a cyber-incident.

**1.6.2.6.2 Lead Agency**

Virginia Information Technologies Agency (VITA)  
Virginia Department of Emergency Management (VDEM)  
Virginia State Police (VSP)

**1.6.2.6.3 Support Agencies and Organizations**

Department of Military Affairs (DMA)

**1.6.3. Infrastructure Branch**

The Infrastructure Branch provides and coordinates technical assistance, public works services, and critical infrastructure monitoring during disasters. This branch includes the ESFs listed below.

**1.6.3.1 ESF 1: TRANSPORTATION****1.6.3.1.1 Purpose and Scope**

ESF 1 integrates the responsibilities of state agencies for the prevention, mitigation, preparedness, response, recovery, infrastructure restoration, safety, and security of all Commonwealth transportation infrastructures.

Activities within the scope of ESF 1 functions include:

- Processing and coordinating requests for transportation support as directed in this Plan;
- Reporting damage to transportation infrastructure as a result of the incident;
- Coordinating alternate transportation services;
- Assisting in evacuations;
- Coordinating the restoration and recovery of the transportation infrastructure;
- Performing activities conducted under the direct authority of state agencies; and
- Coordinating and supporting prevention, preparedness, response, recovery, and mitigation among transportation infrastructure stakeholders at the local level.

**1.6.3.1.2 Lead Agency**

Virginia Department of Transportation

**1.6.3.1.3 Supporting Agencies**

Chesapeake Bay-Bridge Tunnel District (CBBT)  
Department of Aviation (DOAV)  
Department of General Services (DGS)  
Department of Military Affairs (DMA)  
Department of Mines, Minerals, and Energy (DMME)  
Department of Motor Vehicles (DMV)  
Department of Rail and Public Transportation (DRPT)  
Virginia Department of Social Services (VDSS)  
Virginia Department of State Police (VSP)  
Virginia Port Authority (VPA)  
Virginia Department of Forestry (VDOF)



### **1.6.3.2 ESF 2: COMMUNICATIONS**

#### **1.6.3.2.1 Purpose and Scope**

ESF 2 assists state agencies, local governments, private-sector entities, and voluntary organizations requiring communications and information technology (IT) related equipment and services in preparation for or in response to emergencies and disasters.

For the purposes of this ESF, communications will be defined as information transfer. It involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines.

Activities within the scope of ESF 2 include: the coordination, provision, support, and/or restoration of all state-managed communications and infrastructure during incident response and training; and the coordination of outage reporting and restoration planning for all private telecommunications service providers operating with the Commonwealth. These actions will be consistent with VITA, VDEM, Commonwealth of Virginia, and Federal Communications Commission (FCC) rules, regulations, and policies. ESF 2 services can be extended to localities upon request as deemed appropriate.

#### **1.6.3.2.2 Lead Agency**

Virginia Information Technologies Agency (VITA):

#### **1.6.3.2.3 Supporting Agencies**

Virginia Department of Emergency Management (VDEM):

Department of Wildlife Resources (DWR)

Department of Military Affairs (DMA)

Virginia Marine Resources Commission (VMRC)

Virginia Department of Health (VDH)

Radio Amateur Civil Emergency Services (RACES)

Virginia Department of State Police (VSP)

### **1.6.3.3 ESF 3: PUBLIC WORKS AND ENGINEERING**

#### **1.6.3.3.1 Purpose and Scope**

ESF 3 coordinates and organizes the delivery of essential public works and engineering services using the capabilities and resources of the Commonwealth. This ESF supports state government-owned and privately-owned infrastructure; assistance to localities will be provided as deemed necessary by the Commonwealth. These activities include providing resources and oversight; post-incident assessments of facilities and infrastructure; technical assistance to include engineering expertise, construction management, contracting, and real estate services; and emergency repair or demolition of infrastructure and critical facilities.

#### **1.6.3.3.2 Lead Agencies**

Virginia Department of Health (VDH)  
Department of General Services (DGS)

#### **1.6.3.3.3 Supporting Agencies**

Professional Engineers Emergency Response Team (PERT)  
Department of Mines, Minerals, and Energy (DMME)  
Department of Housing and Community Development (DHCD)  
Department of Environmental Quality (DEQ)  
Virginia Department of Emergency Management (VDEM)  
Virginia Department of Transportation (VDOT)  
Virginia Department of Forestry (VDOF)  
Virginia Water/Wastewater Agency Response Network (VAWARN)  
Department of Conservation and Recreation (DCR)  
Department of Historic Resources (DHR)

#### **1.6.3.4 ESF 11: AGRICULTURE**

##### **1.6.3.4.1 Purpose and Scope**

ESF 11 coordinates state activities and state support of local government and non-governmental organizations in the following core functional areas:

- Locate and allocate bulk food sources as appropriate. Delivery of food will be coordinated through other ESFs. Coordinate an integrated response to a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease. Coordination should include ESF 8, Department Wildlife Resources, federal, state, tribal, and local agencies response activities.
- Ensure commercial food supply safety and security including meat slaughter and processing plants; distribution and retail establishments; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; and field investigations.
- Protection of natural, cultural, and historic resources including coordinating with the Department of Historic Resources to conserve, rehabilitate, recover, and restore natural, cultural, and historic resources affected by a disaster.
- Coordinate the sheltering of household pets in support of state-managed shelters.

##### **1.6.3.4.2 Lead Agency**

Virginia Department of Agriculture and Consumer Services (VDACS)

##### **1.6.3.4.3 Supporting Agencies**

Department of Conservation and Recreation (DCR)  
Department of Environmental Quality (DEQ)  
Virginia Department of Forestry (VDOF)  
Department of Wildlife Resources (DWR)  
Department of General Services (DGS)

Virginia Department of Health (VDH)  
Department of Historic Resources (DHR)  
Virginia Department of Social Services (VDSS)  
Virginia Department of Transportation (VDOT)  
Virginia Marine Resources Commission (VMRC)  
Virginia Cooperative Extension (VCE)  
Library of Virginia (LVA)

### **1.6.3.5 ESF 12: ENERGY**

#### **1.6.3.5.1 Purpose and Scope**

ESF 12 is responsible for coordinating the restoration of damaged energy systems and components during an emergency incident. ESF 12 collects, evaluates, and shares information on damaged energy systems and estimates the impact within the affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF 12 provides information concerning the energy restoration process such as projected schedules, restoration timelines, geographic information on the restoration, and other information as appropriate.

#### **1.6.3.5.2 Lead Agency**

Virginia Department of Emergency Management (VDEM)

#### **1.6.3.5.3 Support Agencies**

Department of Mines, Minerals and Energy (DMME)  
State Corporation Commission (SCC)  
Virginia Electric Cooperatives  
Dominion Virginia Power  
Appalachian Power Company (APCO)

### **1.6.4. Human Services Branch**

The Human Services Branch coordinates the delivery of mass care, social services, sheltering, and other humanitarian-related services to disaster survivors and responders. This branch includes the ESFs listed below.

#### **1.6.4.1 ESF 6: MASS CARE, EMERGENCY ASSISTANCE, HUMAN SERVICES AND HOUSING REFERRAL**

##### **1.6.4.1.1 Purpose and Scope**

ESF 6 coordinates the delivery of state services; implementation of the Commonwealth’s mass care, sheltering, and related plans; and coordination of support to local government and non-governmental organization mass care and emergency assistance operations. ESF 6 services include non-medical mass care, emergency assistance, recovery housing referral, and human services. ESF 6 will coordinate with VDSS to support the implementation of the state Commonwealth of Virginia State Coordinated Regional Shelter Plan.

**1.6.4.1.2 Lead Agency**

Virginia Department of Social Services (VDSS)

**1.6.4.1.3 Supporting Agencies**

Virginia Department of Agriculture and Consumer Services (VDACS)  
Department of Behavioral Health and Developmental Services (DBHDS)  
Department of Criminal Justice Services (DCJS)  
Virginia Department of Emergency Management (VDEM)  
Department of General Services (DGS)  
Department of Housing and Community Development (DHCD)  
Department of Military Affairs (DMA)  
Office of the Attorney General (OAG)  
Virginia Criminal Injuries Compensation Fund (VCICF)  
Virginia Information Technologies Agency (VITA)  
Virginia Department of State Police (VSP)  
Virginia Voluntary Organizations Active in Disaster (VA VOAD)  
Virginia Department of Health (VDH)  
Virginia Public Institutions of Higher Education (IHE)  
Department of Human Resource Management (DHRM)  
Virginia Department of Transportation (VDOT)  
All Other Health and Human Resources Secretariat

**1.6.4.2 ESF 8: PUBLIC HEALTH AND MEDICAL****1.6.4.2.1 Purpose and Scope**

ESF 8 coordinates state-level operations and coordinates state support of local government and non-governmental operations in the following core functional areas:

- Assessment of public health/medical needs (including behavioral health)
- Public health surveillance
- Response to public health emergencies
- Medical care personnel
- Medical equipment and supplies
- Emergency Medical Services
- Environmental health monitoring and response
- Fatality management
- Support to mass care and public works emergency support functions
- Patient evacuation
- Patient care
- Safety and security of drugs
- Blood and blood products
- Behavioral health care
- Potable water/wastewater disposal

**1.6.4.2.2 Lead Agency**

Virginia Department of Health (VDH)

**1.6.4.2.3 Supporting Agencies**

Virginia Department of Agriculture and Consumer Services (VDACS)  
Department of Behavioral Health and Developmental Services (DBHDS)  
Department of Environmental Quality (DEQ)  
Department of Wildlife Resources  
Department of General Services (DGS)  
Department of Military Affairs (DMA)  
Department of Social Services (VDSS)  
Virginia Department of State Police (VSP)  
Virginia Voluntary Organizations Active in Disaster (VA VOAD)  
Department of Health Professions (DHP)

**1.6.4.3 ESF 17: VOLUNTEER AND DONATIONS MANAGEMENT****1.6.4.3.1 Purpose and Scope**

ESF 17 coordinates and integrates the delivery of donated goods and volunteer services in support of disaster relief. ESF 17 activities include, but are not limited to:

- Maintaining contact with local and regional organizations that utilize donations and/or volunteers;
- Maintaining contact with volunteer organizations;
- Assessing and prioritizing affected area's needs for donations and volunteers;
- Support local governments in the management of unsolicited donations and unaffiliated volunteers;
- Coordinating with External Affairs to inform the public of the needs and processes for donating and volunteering; and
- Maintaining trained staff and resources to perform needed functions.

**1.6.4.3.2 Lead Agency**

Virginia Department of Emergency Management (VDEM)

**1.6.4.3.3 Supporting Agencies**

Virginia Voluntary Organizations Active in Disasters (VA VOAD)  
Adventist Community Services (ACS)  
Volunteer Centers of Virginia  
Virginia Office of Volunteerism and Community Service

**1.7 Private Sector**

The Private Sector Team relays actionable information from the State government into the hands of businesses and industry in Virginia for situational awareness to enhance the decision-making capability of business leaders for their operations and the health and safety of their employees. The Private Sector Team leverages resources in the private sector to assist the state in response and recovery operations.

The Virginia Department of Emergency Management is formalizing its Private Sector Program. This cooperative arrangement between private industry and the public sector serves a mutual benefit that is designed to ensure the life safety, economic security, and resilience of

communities; to help with life-saving, life-sustaining, and life-enabling efforts during the response and recovery from disasters.

Over the last several years VDEM has engaged with the private sector in various capacities such as through the Critical Infrastructure Working Group and the VEST Fusion Center Liaison. Over the course of the recent pandemic, VDEM recognized engagement with the private sector is a critical component of the response and recovery efforts. Key relationships have been developed such as working with GENEDGE and the Virginia Economic Development Partnership (VEDP), among others. As the VDEM program is built out relationships like these will be formalized in and proactive engagement with the private sector at the planning phase will be implemented.

From an operational perspective, there are some key considerations that should be applied and implemented when engaging with the private sector during an activation or incident. The sections that follow are examples of such activities.

### **1.7.1 Common Operational Activities**

When the operational status of an incident is established, private sector engagement can effectively work to identify and remove barriers to response; commit and move appropriate resources to restore communities, and measure progress and effectiveness to drive continual improvement. Common operational activities that should be utilized and implemented include, but are not limited to:

- Sharing risk information with industry and the public
- Assessing operational status of community lifelines, critical infrastructure, and supply chains
- Analyzing data and forecast/assess essential elements of information (EEIs)<sup>1</sup>
- Conducting cross-sector coordination and mutual assistance
- Addressing resource needs through analysis, requests, and acquisitions
- Requesting waivers to enable critical supply chains
- Facilitating access for business re-entry and repopulation
- Conducting joint planning for recovery with community stakeholders
- Holding in-progress and after-action reviews

When a disaster is anticipated or has occurred, VDEM should begin coordinating with the private sector, specifically on the basis of location, industry, or cross-sector operational needs that are anticipated. When disaster operations begin, VDEM should utilize mechanisms already in place to share official communications and organized situational briefings with private sector stakeholders. Such mechanisms include but are not limited to the VDEM Private Sector Portal, the Private Sector Surveys, the Private Sector Coordination Calls, and other tools. Situation reports, Governor press releases, and critical information should be pushed to those who have signed up on the portal. These activities and processes will be formalized as the program is built out.

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<sup>1</sup> EEIs include information needed to support informed decision-making and provide context and contribute to analysis. They are required to plan and execute an operation and support timely, logical decisions.

## 1.8 Recovery Section

The Recovery Section provides the framework for recovery operations in the Commonwealth and the coordination of recovery capabilities. This includes, but is not limited to, coordination with Emergency Support Functions (ESFs) for specific recovery responsibilities and capabilities, coordination with the Regional Support Branch Director (RSBD) and/or Regional Coordination Centers (RCCs), in supporting localities.

The Recovery Section houses Recovery Support Functions (RSFs). This section facilitates short, interim, and long-term recovery from a disaster to rebuild businesses and develop new economic opportunities, with the goal of creating sustainable, more resilient, economically viable communities. The objective of recovery is to rebuild the economic fabric of the community in a coordinated and timely manner in order to retain and enhance the economic base of the community to the maximum extent feasible. The Recovery Section support will vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. The state organization for recovery and mitigation parallels the federal organization to ensure the effective interface and coordination from both a functional and programmatic perspective. The recovery framework is structured to be flexible and scalable to quickly adapt to any disaster situation.

Recovery initiatives begin with an impact analysis of the incident, program support, and deployment of federal and state resources. Efforts expand to initiate and coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of communities that have been impacted by large-scale disasters. Short-term and long-term efforts focus on community recovery but also on mitigation efforts that reduce or eliminate risks and losses from future incidents. Mitigation strategies will be integrated into every phase of the recovery process to the maximum extent feasible utilizing local, regional, and state mitigation plans in place, as well as plans and strategies developed specifically to the event.

To support and facilitate short-term recovery, The Recovery Section provides support to private individuals and businesses, local governments, and non-governmental organizations. The short-term components of recovery will be activated for any incident that receives a declaration of major disaster from the President. Under certain circumstances, the Recovery Section may be activated for an incident that does not receive a federal declaration.

To support and facilitate long-term recovery, the Recovery Section assists communities to overcome the consequences of a severe incident such as the destruction of critical infrastructure and the disruption of social and economic vitality. The long-term components of recovery will likely be activated for large-scale or catastrophic incidents that require federal assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

In addition, the Code of Virginia defines economic disaster and identifies situations that may stimulate the activation of the Economic Crisis Strike Force (ECSF). The Governor may activate the Strike Force for economic crises that adversely affect the welfare of the citizens of the Commonwealth.

### **1.8.1 Recovery Section Lead Agencies**

Virginia Department of Emergency Management (VDEM)

- Coordinate overall resources in order to maximize short-term recovery, individual assistance, and other aid to citizens and businesses, support damage assessment processes, and assist in planning to transition to long-term recovery organization as required by the scope of the emergency or disaster.

Department of Housing and Community Development (DHCD)

- Under the direction of the Secretary of Commerce and Trade, facilitate the long-term recovery of communities impacted by major disasters in the Commonwealth by providing access to available state and federal housing and community development resources.

### **1.8.2 Recovery Section Supporting Agencies**

Virginia Department of Social Services (VDSS)

- Coordinate with VDEM and DHCD during sheltering events to facilitate case management for housing and relocation services for state shelter residents whose needs extend beyond 30 days.

Department of Behavioral Health and Disability Services (DBHDS)

- Coordinate with VDEM, Virginia Voluntary Organizations Active in Disaster, and other agencies as required, to help provide services to assist people whose lives and behavioral health have been negatively impacted by events.

Virginia Employment Commission (VEC)

- In conjunction with other agencies, to assist with recovery, economic growth, and stability by delivering and coordinating workforce services.

Virginia Voluntary Organizations Active in Disasters (VA VOAD)

- Coordinate with VDEM, DHCD, VDSS, and other agencies in bringing together voluntary, religious, and civic organizations to assist in meeting specific housing, sheltering, and personal needs for people affected by disasters.

Virginia Department of Agriculture and Consumer Services (VDACS)

- Assist with recovery of agricultural resources and entities as needed.
- Coordinate with the Department of Historic Resources regarding the recovery of historical resources as needed through ESF 11.

Department of Medical Assistance Services (DMAS)

- Aid in the recovery of an impacted area by assisting in the coordination and delivery of physical and behavioral health care to the affected Medicaid population.

State Corporation Commission (SCC)

- Monitor the restoration of electric power and natural gas services and assist in the acquisition of information related to the energy infrastructure of a site.



**Department of Education (DOE)**

- Assist local school boards in ensuring that affected students resume their opportunities for learning and academic achievement.

**Virginia Department of Transportation (VDOT)**

- Maintain the state highway system, to include debris clearance and removal from highways, roads, bridges, and state-owned property.
- Restore highways, roads, and bridges that are a responsibility of the VDOT; and assist cities and counties in the restoration of highways, roads, and bridges, upon request (accounts receivable basis).
- Coordinate emergency engineering services for highway operations.

**Virginia Tourism Corporation**

- Provide the Virginia Emergency Support Team with a list of hotels that have available rooms for temporary housing.

**Virginia Community College System (VCCS)**

- In collaboration with Virginia communities and Recovery agencies, assist in the recovery and redevelopment of the economic base of the affected area by providing interaction with other government agencies and workforce training.

**Economic Crisis Strike Force**

- Provide a single point of contact for citizens in affected communities to assist with accessing available government and private sector services and resources.
- Assist localities in developing short-term and long-term strategies for addressing the economic crisis.
- Identify opportunities for workforce retraining, job creation, and new investment.

## **2. VEST OPERATIONS**

Incident management begins with the identification of risk, threat, or actual event and concludes when those affected have been restored to pre-incident conditions, when feasible. Incident management actions include, but are not limited to, notification and warning, activation of the VEST, response actions, assessment of impact, request for federal assistance, and recovery and mitigation activities.

### **2.1 Detection and Monitoring**

The Virginia Emergency Operations Center receives notification of conditions, events, and/or occurrences that may affect the Commonwealth including reports of incidents or hazardous conditions existing within the Commonwealth and requests for assistance from local governments. State agencies, local governments, non-governmental organizations, and private sector partners report threats, incidents, and potential incidents to VDEM using established communications and reporting channels. Notification may be made through the Virginia Emergency Operations Center Situational Awareness Unit (SAU) via phone, email, hotline phones, and other pre-approved methods.

To support the VEST's mission, VDEM maintains an on-call team to assist the State Coordinator in determining the need to activate and augment the VEST. The on-call team includes, but is not limited to, the VEST Lead, command and general staff, and VDEM Regional Support Division Staff.

## **2.2 Decision to Activate**

The VEST may be activated for the following reasons:

- Declaration of emergency by the Governor;
- Local and regional capabilities cannot sufficiently address event impacts; or
- The State Coordinator or VEST Bureau Chief orders activation in support of:
  - A high-profile emergency or non-emergency event; and
  - A notice or no-notice event that demonstrates a need for a state-level request for assistance.

Upon notification of an event or incident, the VEST Bureau Chief will brief the State Coordinator and/or his or her designee(s) on the recommended course of action. Based upon an analysis of the information received, the State Coordinator may recommend the Governor declare a state of emergency so that all necessary state resources can be immediately prepared or deployed to affected areas. A state emergency declaration, however, is not required to activate the VEST.

Activation of the VEST generally occurs at the VEOC, a secure facility. Based on the level of VEST activation and the event requirements, some ESFs may be physically present at the VEOC while others may not be activated, may activate remotely or virtually.

## **2.3 Notification of VEST**

When activated, the VEST Bureau Chief, in consultation with the State Coordinator, Deputy State Coordinator, and/or his or her designee, will initiate notification of the appropriate VEST staff and necessary state agencies, non-governmental organizations, and private sector partners regarding the activation of the VEST and will request representatives to support the VEST.

## **2.4 Public Alert and Warning**

Public notifications and messages shall be disseminated through multiple distribution channels including, but not limited to:

- Public Announcements;
- Social Media;
- Watches and Warnings;
- Emergency Alert System (EAS);
- Wireless Emergency Alerts (WEA); and
- Other Emergency Bulletins.

## 2.5 Operational Levels

VEST operational levels are used for all emergencies and are not related to the emergency classification levels for fixed nuclear facilities referenced in the Radiological Emergency Response Plan of the COVEOP or the Hurricane Readiness Conditions referenced in the Hurricane and Tropical Storm Response Plan of the COVEOP.

The VEST has four operational levels:

### 2.5.1 Steady State / Routine Operations (Green)

During Steady State, emergency operations plans, and procedures are developed and maintained. Training and exercises are conducted periodically as required to maintain readiness.

### 2.5.2 Increased Readiness / Monitoring (Yellow)

During Increased Readiness, multiple resources are required to mitigate or prepare for an incident. The incident is generally limited to one operational period and response is handled by VDEM Regional staff with support from the command and general staff.

### 2.5.3 Partial Support Operations with ESF Support (Orange)

During Partial Support Operations, some or all of the command and general staff positions are activated, the incident may extend into multiple operational periods, and ESF support is required.

### 2.5.4 Full Response Operations (Red)

Most complex incidents will require a full operational response, including resources external to VDEM, for safe and effective management of an operation due to the high impact on local jurisdictions. During Full Response Operations, all command and general staff positions are filled, branches are established, and most, if not all, ESFs are required.

## 2.6 Response Actions

In keeping with the National Incident Management System, emergency operations in the Commonwealth are handled at the lowest level of government that can effectively respond and manage an incident. Each county, city, and town have emergency management personnel who are trained and ready to respond. When support or assistance from the Commonwealth is or will likely be necessary, the Governor, in consultation with the State Coordinator, or the State Coordinator, as appropriate, may activate the VEST to coordinate the state's response activities. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community.

### 2.6.1 VEST Response Responsibilities

During response operations, VEST leadership is responsible for:

- Providing a centralized state government emergency operations center to coordinate the Commonwealth's operations;

- Coordinating the delivery of resources to local governments;
- Providing advice and counsel to the Governor or the Governor's designee to formulate policy;
- Establishing operational priorities;
- Facilitating resolution of legal, policy, political, social, and economic concerns of the affected jurisdiction(s) as they affect response and recovery operations;
- Collecting, analyzing, and disseminating situational awareness information;
- Facilitating formulation of Protective Action Decisions, as needed;
- Providing sufficient staff to maintain communications with the federal, state, tribal, local, and private sector partners related to conditions or developing situations related to the emergency; and
- Facilitating demobilization plans and procedures.

During response operations, all VEST agencies and organizations are responsible for:

- Maintaining situational awareness through the collection, analysis, and dissemination of information and intelligence data;
- Implementing ESF standard operating procedures;
- Implementing applicable portions of the VEST SOG; and
- Participating in the after-action report process.

### **2.6.2 Situational Awareness**

As part of an effective response, the VEST must continuously refine its situational assessment of an incident as it unfolds in order to provide accurate information to decision-makers. Maintaining situational awareness and an accurate common operating picture requires prompt and correct information from affected localities and other state and federal agencies using established reporting mechanisms.

### **2.6.3 Logistics**

Resources and capabilities vary greatly across the Commonwealth. If an incident exceeds or is reasonably expected to exceed a locality's resources, it may ask the state for additional resources or personnel. Requests for assistance from entities including, but not limited to, nursing homes, colleges and universities, and independent authorities, will be submitted to the local emergency management coordinator in the jurisdiction in which the entity is located. The local emergency management coordinator or their designee will submit requests for assistance, as necessary, to the VEST when local capabilities are exceeded. Assistance may be provided through statewide mutual aid, local mutual aid, state and federal resources, or EMAC.

**2.6.3.1** Local mutual aid is an agreement between two or more local emergency response agencies to provide assistance when the resource needs for an incident in one jurisdiction exceed its capabilities.

**2.6.3.2** Statewide mutual aid is a local and state program that provides a framework for assistance that clarifies interjurisdictional issues and for reimbursement for the cost of services.

**2.6.3.3** EMAC is a state-to-state mutual aid system used during Governor-declared states of emergency or disasters. EMAC allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. § 44-146.28:1 of the *Code of Virginia* authorizes reimbursement for services requested and received from other states and payment for services sent to other states through EMAC.

#### **2.6.4 Finance and Administration**

The finance and administration function provides disaster financial management and administration for incident management activities. This function is coordinated by the Finance Division of VDEM and may be supported by staff from support agencies and other VDEM divisions. This function is tasked with:

- Ensuring that funds and other resources are provided expeditiously;
- Ensuring operations are conducted in accordance with applicable finance and procurement law, policies, regulations, and standards;
- Conducting all financial and administrative support activities for emergencies, disasters, and other events;
- Overarching financial management of personnel and operational costs; and
- Requesting support from various providers and support agencies, as needed.

#### **2.6.5 Damage Assessments**

An assessment of the damages and impacts of an incident begins at the local level. Local officials and state agency representatives are required to submit situation reports to the VEOC throughout the course of the incident and to send an initial damage assessment (IDA) to the VEOC or VDEM regional staff within seventy-two (72) hours after the end of immediate response operations for the incident. The time frame may be adjusted by the VEST depending upon the type of incident and/or circumstances. IDAs should be submitted through the RCC to the VEST through WebEOC or on other systems as directed by VDEM. VEST staff summarize the damage assessments from all sources and evaluate the impact of the incident on localities and the state. These assessments are used by the VEST to determine what state and federal resources may be needed to manage the incident.

It is critical that the IDAs provide information that accurately reflects the damages and impacts sustained by the community because the decision to request a joint preliminary damage assessment (PDA) and seek a presidential disaster declaration is made based upon this information. As such, if the situation changes and new information becomes available, local officials and state agency representatives will update the VEST to amend their IDA as soon as reasonably possible.

Depending upon the findings from the IDAs, the State Coordinator may request FEMA conduct a PDA in coordination with affected localities and/or state agencies to verify the damages and estimate the amount of supplemental assistance needed. The Recovery Section will work with FEMA and other ESFs, as appropriate, to coordinate PDAs. PDAs will focus on more significantly affected areas, as identified by the IDAs, that may be eligible for federal assistance under the *Robert T. Stafford Act* (e.g., individual assistance and public

assistance) or the Small Business Administration (SBA) Disaster Loan Program. State and federal personnel knowledgeable in these programs will accompany local or state officials to the damaged sites.

## **2.7 Presidential Declaration and Federal Assistance**

The Governor may request the President declare an emergency or major disaster if the need for resources exceeds the capabilities of the state. The identification of the need begins with the PDAs. The State Coordinator will report the findings of the PDAs to the Governor and make a recommendation regarding a request for federal assistance. If the Governor decides to request a presidential declaration based upon the recommendation and findings, the Governor will then send a letter to the President requesting a major disaster declaration or to the SBA for a disaster declaration for specific localities in the Commonwealth. In this declaration request, the Governor may request assistance for individuals, public entities, state agencies, local governments, and qualified non-profits.

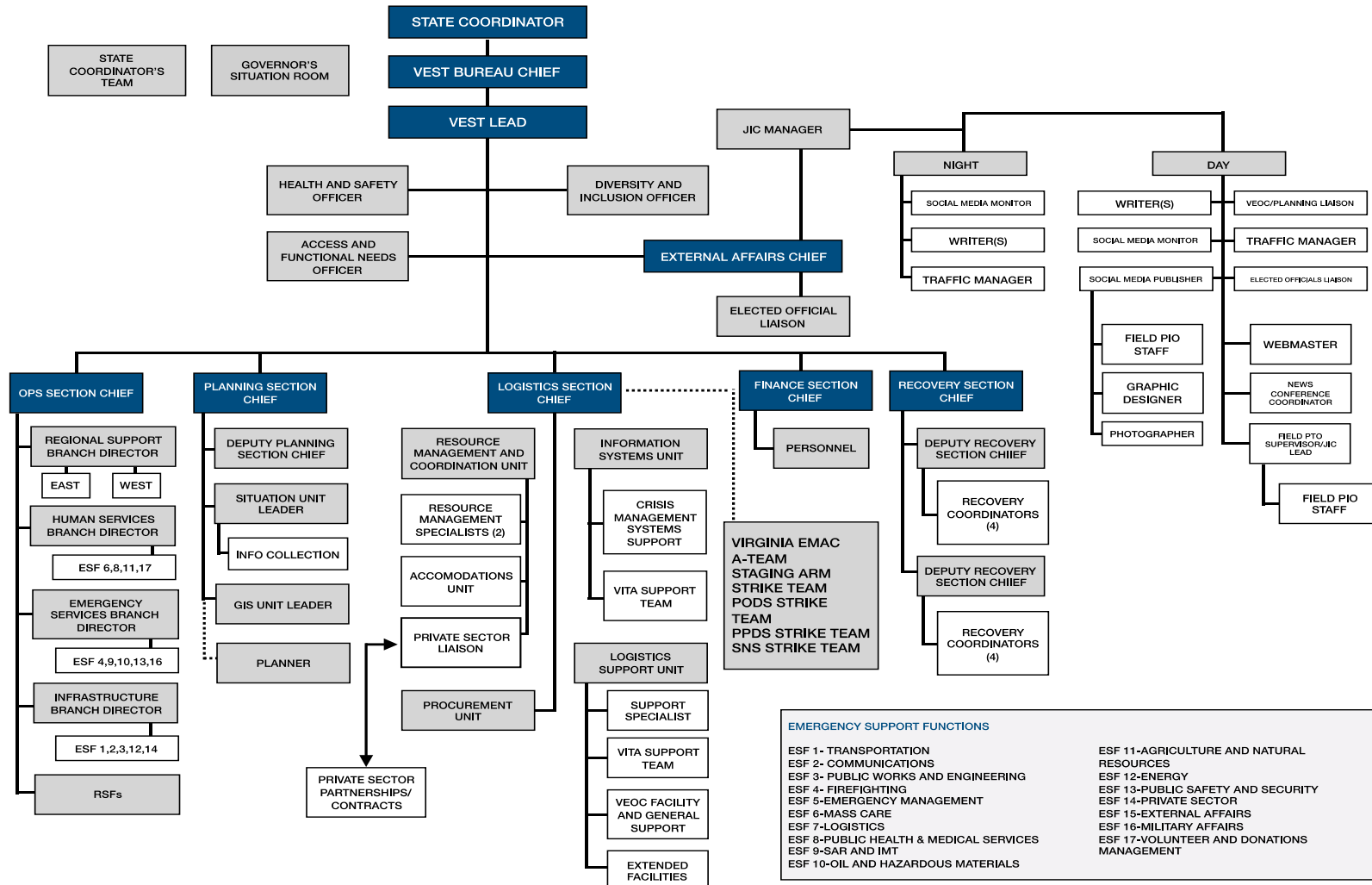
The factors influencing the need for federal involvement in response and recovery may include, but are not limited to:

- Severity and magnitude of the incident;
- State or local needs exceeding available resources;
- The need to protect the public health, welfare, or the environment; and
- The economic ability of the state and/or the affected localities to recover from the incident.

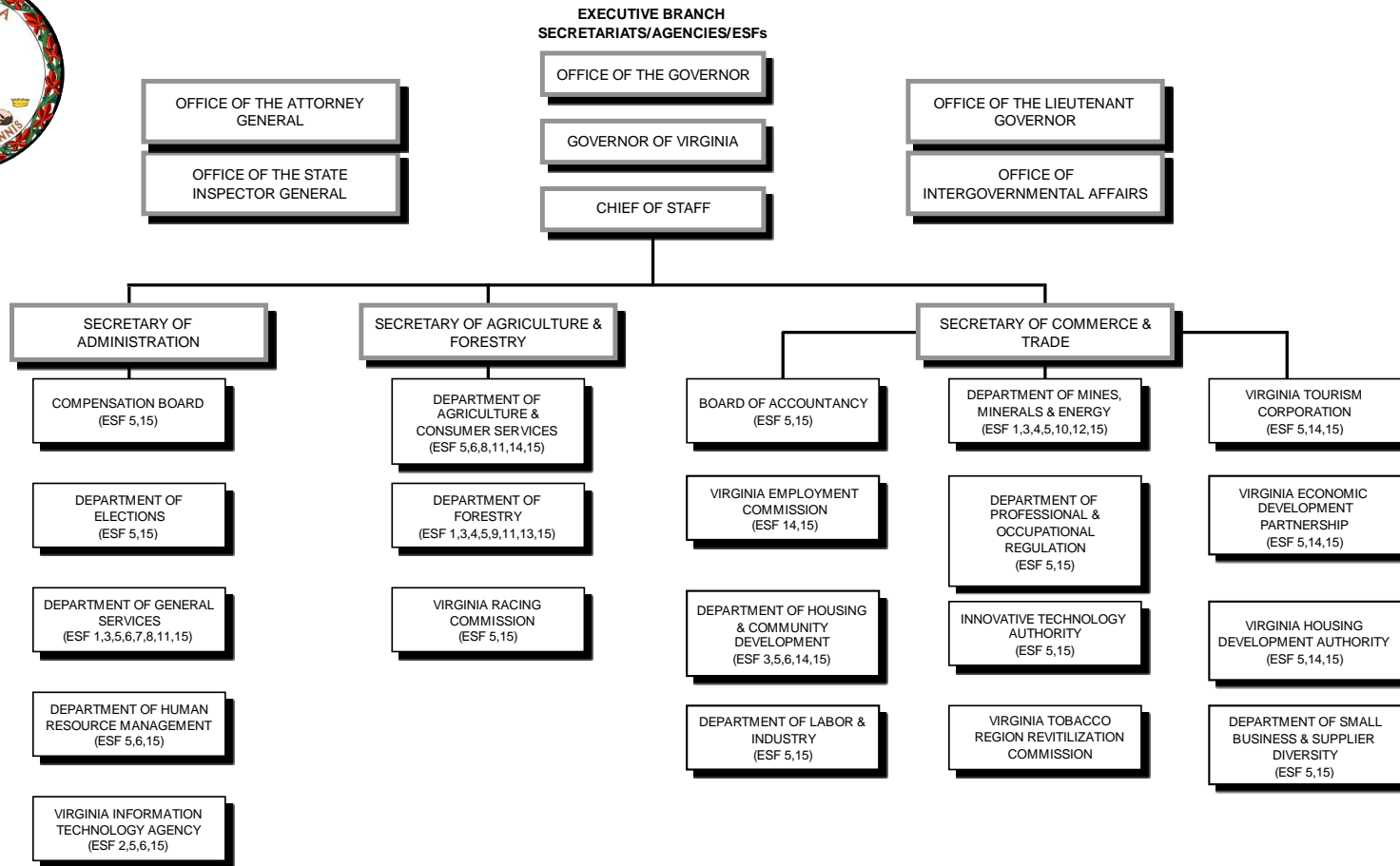
When a Governor's request for a presidential emergency or major disaster declaration is approved, the declaration will specify which federal assistance programs will be made available to the state and jurisdictions included. When a disaster event does not meet the criteria for receiving a declaration for individual assistance, it may still meet the criteria for an SBA disaster declaration. The Governor may request an SBA disaster declaration if the findings of the SBA damage assessment process fulfill the criteria for a declaration.

During incidents for which the President has declared an emergency or major disaster, federal support is delivered in accordance with the relevant provisions of the *Robert T. Stafford Act* in coordination with the appropriate agencies of the Commonwealth. Additional federal assistance is requested and coordinated through the Virginia Emergency Support Team.

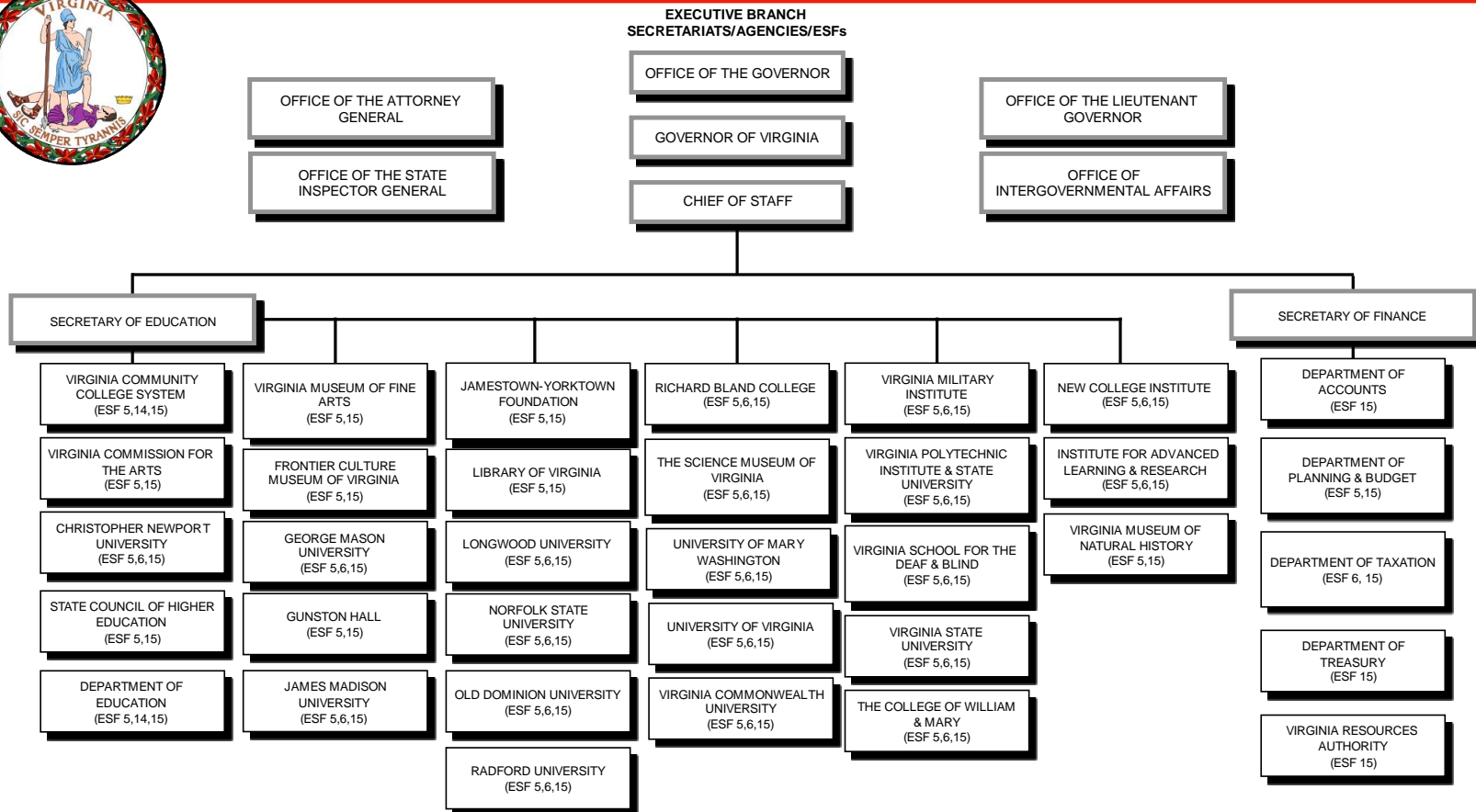
## APPENDIX A: VEST ORGANIZATION CHART

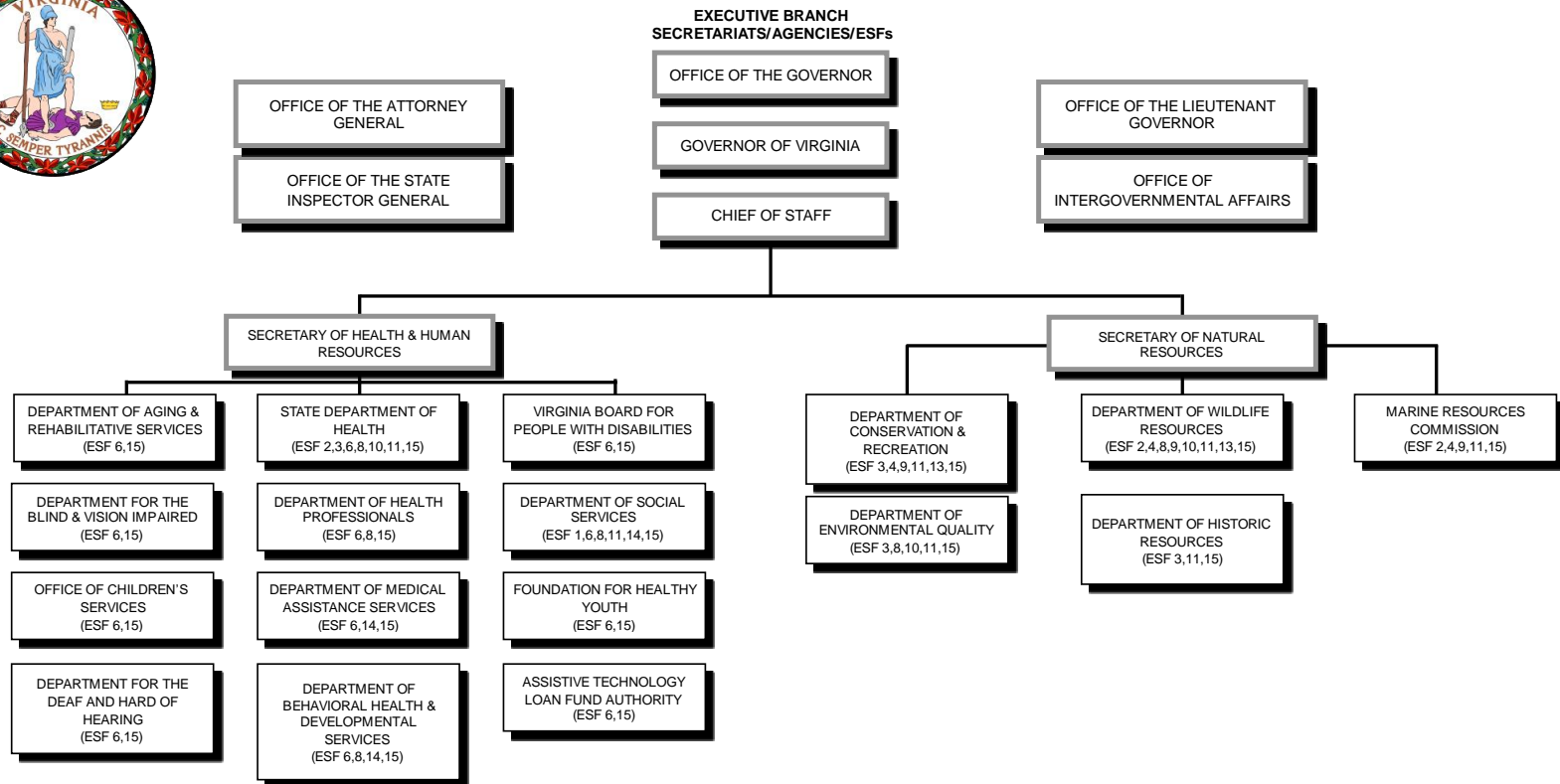


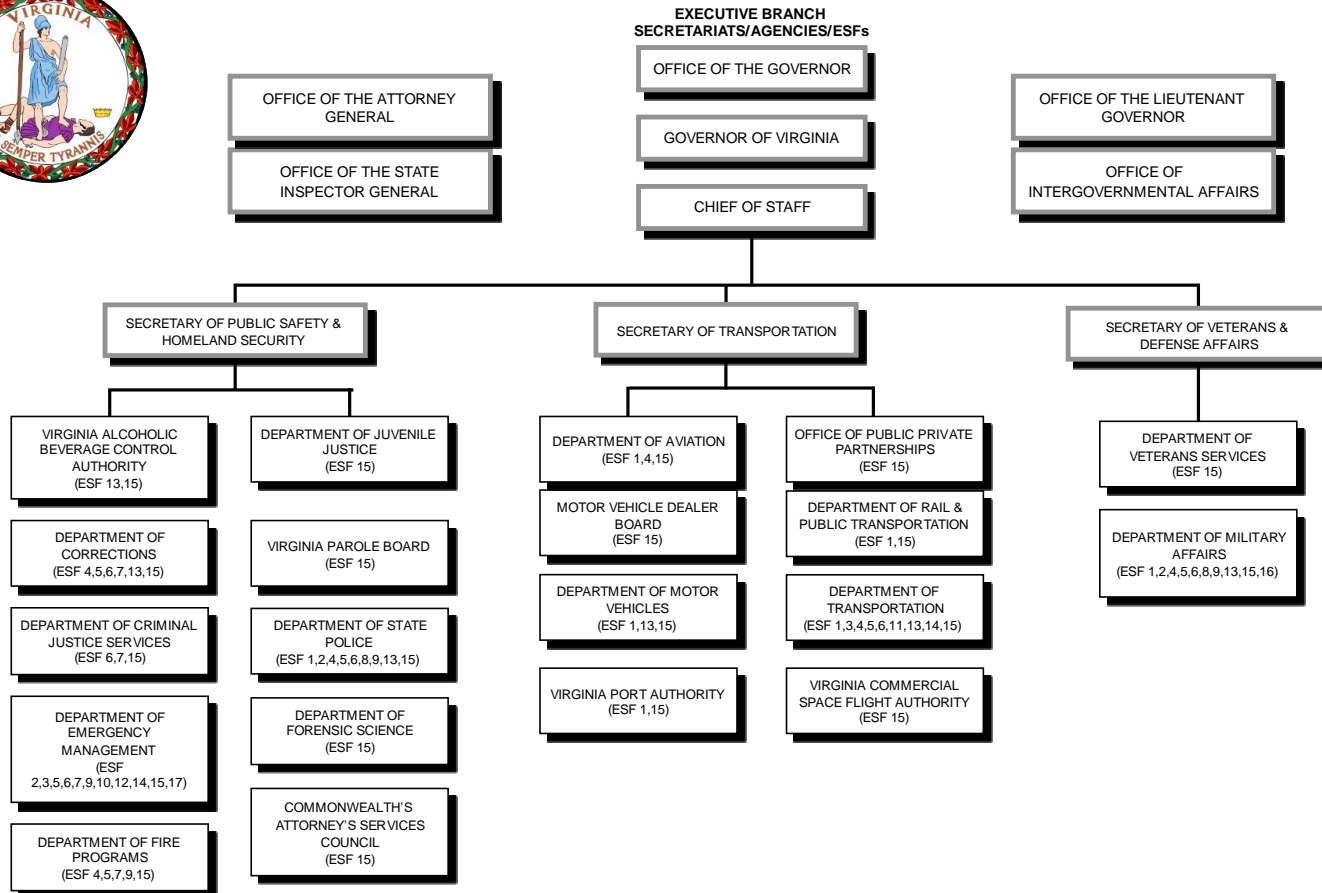
## APPENDIX B: SECRETARIAT & STATE AGENCY ORGANIZATION CHART WITH ESFS











## APPENDIX C. SECRETARIAT - ESF MATRIX

	Legend		ESF Matrix																
	L	S	ESF 1 - Transportation	ESF 2 - Communications	ESF 3 - Public Works	ESF 4 - Firefighting	ESF 5 - Emergency Coordination, Information and Planning	ESF 6 - Mass Care, Emergency Assistance, Human Services	ESF 7 - Logistics	ESF 8 - Public Health and Medical	ESF 9 - Special Operations	ESF 10 - Oil and Hazardous Materials	ESF 11 - Agriculture and Natural Resources	ESF 12 - Energy	ESF 13 - Public Safety and Security	ESF 14 - Private Sector	ESF 15 External Affairs	ESF 16 - Military Affairs	ESF 17 - Volunteer and Donations Management
<b>Secretary of Administration</b>																			
Virginia Department of General Services (DGS)	S																		
Virginia Department of Human Resource Management (DHIRM)																			
Virginia Department of Elections (VDOE)																			
Virginia Information Technologies Agency (VITA)		L																	
Virginia Compensation Board (SCB)																			
<b>Secretary of Agriculture and Forestry</b>																			
Virginia Department of Agriculture and Consumer Services (VDACS)																			
Virginia Department of Forestry (VDOTF)	S		S	L	S														
<b>Secretary of Commerce and Trade</b>																			
Virginia Board of Accountancy (VBDA)																			
Virginia Department of Small Business and Supplier Diversity (VDSBSD)																			
Virginia Department of Housing and Community Development (VDHCD)																			
Virginia Department of Labor and Industry (VDOLI)																			
Virginia Department of Mines, Minerals, and Energy (VDMME)	S		S	S	S														
Virginia Department of Professional and Occupational Regulation (VDPOR)																			
Virginia Employment Commission (VEC)																			
Virginia Housing Development Authority (VHDA)																			
<b>Secretary of Education</b>																			
Virginia Department of Education (VDE)																			
Library of Virginia (LVA)																			
Virginia Community College System (VCCS)																			
Virginia Cooperative Extension (VCE)																			
Virginia Public Institutions of Higher Education (VPHE)																			
Virginia Museum of Natural History (VMNH)																			
<b>Secretary of Finance</b>																			
Virginia Department of Accounts (VDOA)																			
Virginia Department of Planning and Budget (VDPB)																			
Virginia Department of Taxation (VTAX)																			
Virginia Department of Treasury (VTRS)																			
Virginia Resources Authority (VRA)																			
<b>Secretary of Health and Human Services</b>																			
Virginia Department of Health (VDH)	S	L																	
Virginia Board for People with Disabilities (VBPD)																			
Virginia Department for Aging and Rehabilitative Services (VDARS)																			
Virginia Department of Behavioral Health and Developmental Services (VDBHD)																			
Virginia Department for the Blind and Vision Impaired (VDBVI)																			
Virginia Department for the Deaf and Hard of Hearing (VDDHH)																			
Virginia Department of Health Professionals (VDHP)																			
Virginia Department of Medical Assistance Services (VDMAS)																			
Virginia Department of Social Services (VDSS)	S																		
Virginia Department of Children's Services (VOCS)																			

	<table border="1"> <tr> <td>L</td> <td>Lead Agency</td> </tr> <tr> <td>S</td> <td>Supporting Agency</td> </tr> </table>		L	Lead Agency	S	Supporting Agency	ESF 1 - Transportation	ESF 2 - Communications	ESF 3 - Public Works	ESF 4 - Firefighting	ESF 5 - Emergency Coordination, Information and Planning	ESF 6 - Mass Care, Emergency Assistance, Human Services	ESF 7 - Logistics	ESF 8 - Public Health and Medical	ESF 9 - Special Operations	ESF 10 - Oil and Hazardous Materials	ESF 11 - Agriculture and Natural Resources	ESF 12 - Energy	ESF 13 - Public Safety and Security	ESF 14 - Private Sector	ESF 15 External Affairs	ESF 16 - Military Affairs	ESF 17 - Volunteer and Donations Management
	L	Lead Agency																					
S	Supporting Agency																						
<b>Secretary of Natural Resources</b>																							
Virginia Marine Resources Commission (VMRC)		S		S	S				S		S				S								
Virginia Department of Conservation and Recreation (VD CR)			S	S	S				S		S		S		S								
Virginia Department of Environmental Quality (VDEQ)			S		S			S		L	S				S								
Virginia Department of Wildlife Resources (VDWR)		S		S	S			S	S	S	S		S		S								
Virginia Department of Historic Resources (VDHR)			S		S										S								
<b>Secretary of Public Safety and Homeland Security</b>																							
Virginia Alcoholic Beverage Control Authority (VABC)					S								S		S								
Virginia Department of Corrections (VDOC)				S	S		S						S		S								
Virginia Department of Criminal Justice Services (VDCJS)					S	S	S								S								
Virginia Department of Emergency Management (VDEM)		L	S		L	S	L		L	L		L		L	L	L	L	L					
Virginia Department of Fire Programs (VDFFP)					S		S		S							S							
Virginia Department of Forensic Science (VD FS)					S											S							
Virginia Department of Juvenile Justice (VDJJ)					S											S							
Virginia State Police (VSP)	S	S		S	S	S		S	S					L		S							
<b>Secretary of Transportation</b>																							
Virginia Department of Transportation (VDOT)	L		S	S	S						S		S	S	S	S							
Virginia Department of Aviation (VDOA)	S			S	S											S							
Virginia Department of Motor Vehicles (VDMV)	S				S								S		S								
Virginia Department of Rail and Public Transportation (VD RPT)	S				S											S							
Virginia's Port Authority (VPA)	S				S											S							
Motor Vehicle Dealer Board (MVDB)					S											S							
<b>Secretary of Veterans and Defense Affairs</b>																							
Virginia Department of Military Affairs (VDMA)	S	S		S	S	S		S	S				S		S	S	L						
Virginia Department of Veteran Services (DVS)					S										S								
<b>Private Sector Partners</b>																							
Appalachian Power Company (APCO)					S							S			S								
Dominion Virginia Power (DOM)					S							S			S								
Virginia Electric Cooperatives (VEC)					S							S			S								
Civil Air Patrol (CAP)					S			S								S							
Virginia Tourism Corporation (VTC)					S											S							
Adventist Community Services (ACS)					S											S							
<b>Political Subdivisions</b>																							
Chesapeake Bay Bridge - Tunnel District (CBBT)	S				S											S							
Virginia Office of the Attorney General (VOAG)					S	S										S							
State Corporate Commission (NSCC)					S							S		S	S								
Professional Engineers Emergency Response Team (PERT)			S		S											S							
Radio Amateur Civil Emergency Services (RACES)		S			S											S							
Virginia Volunteer Organizations Active in Disaster (VA VOAD)					S	S	S							S	S	S	S						
Virginia Criminal Injuries Compensation Fund (VOICF)					S	S										S							
Virginia Water/Wastewater Agency Response Network (VAWARN)			S		S											S							
Virginia Worker's Compensation Commission (VWC)					S											S							
Virginia State Bar					S											S							
Virginia Small Business Financing Authority					S											S							
Virginia Office of Public-Private Partnerships (P3)					S											S							
2-1-1 Virginia					S											S							

## APPENDIX D. KEY TERMS AND ACRONYMS

### KEY TERMS

For the purposes of the COVEOP, the following terms and definitions apply:

#### **Access and functional needs (AFN)**

Assistance needs of individuals as a result of a number of conditions, both temporary and permanent, that limit their ability to take action or access services. No diagnosis or specific evaluation is required to determine an individual has access or functional need. Individuals with access and functional needs may include individuals from diverse cultures, races, and national origins; people with limited English proficiency; those who do not read; and those who have physical, sensory, behavioral, mental health, intellectual, developmental, and cognitive disabilities including individuals who live in the community and individuals who are institutionalized; women who are pregnant; and individuals who have acute and chronic medical conditions. Additional needs may occur before, during, and after an event and may occur in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care.

#### **Affected Area**

Any part or the whole of the Commonwealth, which has been identified as where persons reside or may be located, who are known to have been exposed to or infected with or who is reasonably suspected to have been exposed to or infected with a Communicable Disease of Public Health Threat.

#### **Agency**

A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (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, supporting, or cooperating state agency or nongovernmental organization or private entity who has been delegated authority, in consultation with the leadership of that agency, to make decisions affecting that agency's or organization's participation in incident management activities.

#### **Adjunct Emergency Workforce (AEW)**

A program for eligible state employees to support the Commonwealth during an emergency.

#### **Command and General Staff**

In an incident management organization, the Command and General Staff consist of the Incident Commander and the special staff positions of the Public Information Officer, Safety Officer, and other positions as required that report directly to the Incident Commander.

**Common Operating Picture (COP)**

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

**Community Recovery**

The process of assessing the effects of a disaster or catastrophic event, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of the community.

**Continuity of Operations**

A process of identifying the essential functions - including staff, systems, and procedures - that ensures the continuation of an agency's ability to operate.

**Critical Infrastructure**

Systems and assets, whether physical or virtual, so vital to the community, the Commonwealth, or the nation that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

**Cyclone**

An atmospheric closed circulation rotating counterclockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Department of Homeland Security, U.S. (DHS)**

The federal agency responsible for implementing the *National Response Framework (NRF)*. The Federal Emergency Management Agency (FEMA) is a part of the USDHS.

**Displaced Persons**

Individuals unable to remain in their home or community and who may need shelter.

**Diversity**

Describes the various combinations of group/ social differences (e.g., race/ethnicity, class, gender, gender identity, sexual orientation, country of origin, and ability, as well as cultural, political, religious, and other affiliations) and human differences (e.g., personality, learning style, and life experiences).

**Economic Crisis Task Force (ECTF)**

Following a disaster that severely impacts the social and/or economic functioning of a community or region of Virginia, the Governor may direct the Secretary of Commerce and Trade to activate a disaster-specific task force to coordinate the resources to plan and implement a strategy for long-term community recovery. § 2.2-205.1.E of the *Code of Virginia*.

**Emergency**

As defined by the *Code*, "any occurrence, or threat thereof, 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".

**Emergency Alert System (EAS)**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission 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 situation.

**Emergency Coordination Officer (ECO)**

An individual appointed by the head of each VEST agency to coordinate with the Department of Emergency Management, prepare and maintain parts of the COVEOP for which the agency is responsible, prepare and maintain internal plans and procedures and ensure the agency is capable of providing the assigned VEST functions.

**Emergency Management**

The coordination of efforts to prepare for and carry out the functions to prevent, minimize, respond to and recover from incidents caused by natural hazards, man-made hazards, and acts of terrorism.

**Emergency Management Assistance Compact (EMAC)**

An agreement and organization ratified by Congress and the Virginia General Assembly that provides form and structure to interstate mutual aid. Through EMAC, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently.

**Emergency Operations Center (EOC)**

The physical location at which the coordination of information and resources to support incident management activities takes place. The Virginia Emergency Operations Center (VEOC) in Richmond is the coordination center for the Governor and the VEST.

**Emergency Operations Plan (EOP)**

The plans for managing all-hazards incidents. Identifies the organizations and individuals who are responsible for carrying out specific actions during an emergency and explains the pertinent lines of authority and organizational relationships. Provides a description of how activities are coordinated to unify response and recovery efforts. The *Code* requires the Commonwealth and its jurisdictions to prepare and maintain emergency operations plans.

**Emergency Services**

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions. (§ 44-146.16 of the *Code of Virginia* for a list of included services.)

**Emergency Support Function (ESF)**

A grouping of government, private and voluntary organization capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible,



following incidents.

**Environment**

Natural and cultural resources and historic properties as those terms are defined in this glossary and relevant laws.

**Equity**

The creation of opportunities for historically underrepresented populations to have equal access and equitable opportunity; the process of allocating resources, programs, and opportunities to employees, customers, and residents, to address historical discrimination and existing imbalances. Therefore, equity requires an organizational commitment that all employees, customers, and residents will be provided equitable access to opportunities, resources, and the ability to fully contribute to the agency's mission and goals.

**Evacuation**

Organized and supervised withdrawal, dispersal, or removal of people from dangerous or threatened areas, and their reception and care in safe areas.

**Evacuation Route**

Road or highway designated by the Virginia Department of Transportation as a primary route for motorists evacuating from the threat of a hurricane. The routes are marked with signs that indicate "Hurricane Evacuation Route."

**Executive Order**

A statement issued by the Governor to declare a state of emergency and to authorize and direct actions by state agencies. Executive orders, including those declaring a state of emergency and directing evacuation, shall have the force and effect of law.

**Federal Emergency Management Agency (FEMA)** – A component of the U.S. Department of Homeland Security responsible for providing technical support to states and local governments to respond to and recover from emergencies and disasters caused by any hazard.

**First Responder**

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works, and others.

**Hazard Mitigation**

Any action taken to reduce or eliminate the long-term risk to human life or property.

**Hazardous Materials Officer (HMO)**

The VDEM staff who provide training and technical advice and assistance to local responders for both planning and response to discharges and releases of known and suspicious substances into the environment.

**Hazardous Substance**

Substances defined by specific federal legislation related to clean water, clean air, and solid waste disposal.

**Household Pet**

As defined by FEMA, a domesticated pet such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes and can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (with the exception of turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. Localities may define household pets differently, and this definition does not pre-empt that of any locality for their own pet sheltering response. Note that FEMA will only reimburse for time and supplies used for animals falling under the FEMA pets definition.

**Hurricane**

A tropical cyclone that has maximum sustained surface winds of 74 mph or greater (64 knots or greater) and advisories are issued by the National Hurricane Center.

**Incident**

An occurrence or event, natural or human-caused that requires an emergency response to protect life or property.

**Incident Command System (ICS)**

A standardized on-scene emergency management constructs specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is designed to aid in the management of resources during incidents.

**Incident Commander (IC)**

The individual responsible for all incident activities. The IC has overall authority and responsibility for the management of all incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT)**

The Incident Commander and appropriate command and general staff personnel assigned to an incident.

**Inclusion**

The term used to describe the active, intentional, and ongoing engagement with diverse people, practices, and communities (intellectual, social, cultural, geographical) in ways that increase one's cultural affirmation and respect, content knowledge, cognitive sophistication, and empathetic understanding of the complex ways individuals interact with and within systems, organizations, and institutions. More importantly, genuine and full inclusion fosters a sense of belonging and respect for the differences and uniqueness that all individuals bring to the learning environment, without the impact of inequities.

**Information Technology**

Telecommunications, automated data processing, applications, databases, the Internet, management information systems, and related information, equipment, goods, and services.

**Infrastructure**

The manmade physical systems, assets, projects, and structures publicly and privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, water systems, roads, etc.

**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 for information related to the incident. Public information officials from all participating federal and state agencies will collocate at the JIC.

**Local Emergency**

A condition declared by the local governing body when in its judgment the threat of actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.

**Local Government**

For managing local emergencies, local governments include counties, cities, and towns. When applying for federal assistance for damaged facilities, local applicants may also include school districts, local public authorities, regional planning commissions and councils of government, and some other authorities that perform quasi-governmental functions.

**Major Disaster**

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 that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mission Assignment**

The method used by the Virginia Emergency Operations Center (VEOC) and Federal Government to respond to requests for assistance by local governments. The VEOC directs state agencies to provide immediate, short-term emergency response assistance when applicable.

**Mitigation**

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

**Mutual Aid Agreement**

Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Management System (NIMS)**

A system mandated by the federal Homeland Security Presidential Directive (HSPD) 5 that provides a consistent, nationwide approach for governments (federal, state, tribal, and local), voluntary agencies, and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles, and terminology.

**National Response Framework (NRF)**

A guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, non-governmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

**Non-Governmental Organization (NGO)**

A nonprofit entity that is based on the interests of its members, individuals, or institutions and that is not created by the government but may work cooperatively with the government. Such organizations serve the public purpose, not a private benefit. Examples of NGOs are the members of the Virginia VOAD – Voluntary Organizations Active in Disasters.

**Preparedness**

As defined in the NRF, preparedness is 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 incidents. Preparedness is a continuous process involving efforts by and among governments and other organizations and by the general public.

**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 identifying and 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.

**Public Information Officer (PIO)**

A member of the Command Staff in the VEOC and the JFO responsible for interfacing with the public and media with incident-related information.

**Recovery**

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

**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.

**State Coordinating Officer**

The state official appointed by the Governor to join the FCO in managing joint state-federal disaster assistance activities related to the Stafford Act.

**State of Emergency**

The condition declared by the Governor when, in his judgment, the threat or actual occurrence of an emergency or a disaster in any part of the Commonwealth is of sufficient severity and magnitude to warrant disaster assistance by the Commonwealth to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship or suffering threatened or caused thereby and is so declared by him. (§ 44-146.16 of the *Code of Virginia*)

**Telecommunications**

Any origination, transmission, emission, or reception of signs, signals, writings, images, and sounds or intelligence of any nature, by wire, radio, television, optical, or other electromagnetic systems.

**Threat**

Any indication of possible violence, harm, or danger.

**Virginia Emergency Support Team (VEST)**

Comprised of more than 300 credentialed members from more than 40 state agencies, dozens of NGOs and private sector companies, and federal partners, this group responds to calls for assistance from local governments throughout the Commonwealth.

**Volunteer**

Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**ACRONYMS**

AAR	After Action Report
ABC	Alcoholic Beverage Control, Department of
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
COV	Commonwealth of Virginia
COVEOP	Commonwealth of Virginia Emergency Operations Plan
DBHDS	Behavioral Health and Disability Services, Department of
DCJS	Criminal Justice Services, Department of

DEQ	Environmental Quality, Department of
DGS	General Services, Department of
DHP	Health Professions, Department of
DHR	Historic Resources, Department of
DHRM	Human Resource Management, Department of
DHS	U.S. Department of Homeland Security
DMME	Mines, Minerals, and Energy, Department of
DMV	Motor Vehicles, Department of
DOAV	Aviation, Department of
DOD	U.S. Department of Defense
DOE	Education, Department of
DRPT	Rail and Public Transportation, Department of
DWR	Department of Wildlife Resources
ECC	Emergency Communications Center
ECTF	Economic Crisis Task Force
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Analysis
ICS	Incident Command System
IDA	Initial Damage Assessment
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
OPA 90	Oil Pollution Act of 1990
PA	Public Assistance Program
PDA	Preliminary Damage Assessment
PERT	Professional Engineers Emergency Response Team
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
RHCC	Regional Hospital Coordination Center
SAR	Search and Rescue
SBA	Small Business Administration
SCC	State Corporation Commission
SMA	Statewide Mutual Aid
USACE	U.S. Army Corps of Engineers
USDOE	U.S. Department of Energy

VAL	Volunteer Agency Liaison
VA VOAD	Virginia Volunteer Organizations Active in Disaster
VCIN	Virginia Criminal Information Network
VDACS	Agriculture and Consumer Services, Department of
VDDHH	Deaf and Hard of Hearing, Department of
VDEM	Emergency Management, Department of
VDF	Virginia Defense Force
VDFP	Fire Programs, Department of
VDOT	Transportation, Virginia Department of
VEOC	Virginia Emergency Operations Center
VEST	Virginia Emergency Support Team
VITA	Virginia Information Technologies Agency
VPA	Virginia Port Authority

## APPENDIX E. VIRGINIA DEMOGRAPHICS

The Commonwealth of Virginia is susceptible to a wide range of natural or human-caused events that may have catastrophic impacts. Additionally, Virginia encompasses a multitude of Critical Infrastructure and Key Resource (CIKR) assets which, if attacked or compromised, may result in significant loss of life and financial resources. In the time of such occurrences, the Virginia Department of Emergency Management (VDEM) provides one centralized state government emergency response operation.

Virginia's population is estimated at 8,535,519 (2019 U.S. Census Bureau estimate) spread over approximately 42,774.2 square miles, including 3,282 square miles of water. Virginia ranks 12<sup>th</sup> among the 50 states in population and 35<sup>th</sup> in geographic size. The majority of the population is concentrated in the eastern half of the state.

### Population Statistics

Criteria	Number
Virginia Population	8,535,519
Number of Counties	95
Number of Cities	38
Number of Towns	191

### Access and Functional Needs Populations

Criteria	Number
Under 5	5.9%
Over 65	16%
Limited English Proficiency	2.8%
Poverty	10.9%
Individuals with any type of disability	12.2%
Individuals with a hearing difficulty	3.5%
Individuals with a vision difficulty	2.2%
Individuals with a cognitive difficulty	4.7%
Individuals with an ambulatory difficulty	6.4%
Individuals with a self-care difficulty	2.5%
Households with no vehicle	238, 995

Source: 2019 American Community Survey, U.S. Census



## APPENDIX F. EXECUTIVE ORDER 41



Commonwealth of Virginia  
Office of the Governor

### *Executive Order*

#### **NUMBER FORTY-ONE (2019)**

#### **EMERGENCY PREPAREDNESS RESPONSIBILITIES OF STATE AGENCIES AND PUBLIC INSTITUTIONS OF HIGHER EDUCATION**

##### **Importance of the Issue**

Sections 44-146.13 to 44-146.28:1 of the *Code of Virginia* authorize the development and maintenance of the Commonwealth of Virginia's emergency management program and organization and defines the emergency powers, authorities, and responsibilities of the governor. Emergency preparedness is a core responsibility of all executive branch agencies and public institutions of higher education (State Agencies). Therefore, I direct that all State Agencies implement the emergency management initiatives prescribed in this Order to enhance emergency preparedness in our Commonwealth, focusing on continuity of government, continuity of operations, and the operational capability to fulfill their roles in the event of a disaster.

This Order describes the overarching strategic preparedness initiatives for State Agencies. Specific operational responsibilities of State Agencies to respond to emergencies in the Commonwealth are outlined in the Commonwealth of Virginia Emergency Operations Plan (COVEOP), adopted and implemented by Executive Order 42 (2019). The COVEOP also delegates to certain State Agencies and members of the governor's cabinet special powers and authorities, including the authority to grant waivers to regulations and routine processes. Executive Order No. 2 (2018) sets forth the procedural authorities for declaring a state of emergency.

##### **Preparedness is a Core Responsibility of Every State Agency**

With protecting the citizens of the Commonwealth as a primary duty, and by virtue of the authority vested in me by Article 5, §§ 1 and 7 of the Constitution of Virginia and by § 44-146.17 of the *Code of Virginia*, as governor and Director of Emergency Management, I direct each State Agency to include emergency preparedness planning, training, and exercises as basic responsibilities. Additionally, each State Agency shall include emergency preparedness in its strategic planning and performance management process. All State Agencies shall support cabinet-level continuity of government efforts, develop and maintain a continuity of operations

plan, use all resources and capabilities to support statewide response and recovery efforts and provide emergency public information resources. Furthermore, I encourage legislative, judicial, and independent State Agencies to develop and maintain a continuity of operations plan in order to ensure the continued provision of essential state governmental services to citizens during an emergency.

#### **Ensure State-Level Readiness**

Catastrophic disaster response and recovery requires the whole of state government. As such, all cabinet-level offices and State Agencies, including those not designated in the COVEOP, shall be prepared to support disaster preparedness, response, and recovery efforts upon direction of the governor or his designee.

In order to be prepared for potential emergency situations, I order the following:

##### **A. Cabinet Responsibilities**

Each member of the governor's cabinet shall be responsible for conducting an annual review of the disaster preparedness, response, and recovery roles assigned to his or her 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.

##### **B. Agency-Designated Virginia Emergency Support Team (VEST) Liaison Officer**

The VEST is the interagency coordinating group that operates the Virginia Emergency Operations Center (VEOC) to carry out emergency response and recovery activities. In order to fulfill the mission of the Commonwealth's emergency management program, it is essential that all State Agencies have adequate representation on the VEST. Therefore, each executive branch agency shall appoint a VEST Liaison Officer and at least one alternate to serve as the primary point of contact for all disaster preparedness, response and recovery matters. VEST Liaison Officers shall have subject matter expertise to staff relevant Emergency Support Functions, the authority to dedicate resources, and the ability to fulfill other assignments upon activation of the VEST. VEST Liaison Officers shall also participate in monthly exercises in the VEOC and follow a training program as determined by the Virginia Department of Emergency Management (VDEM). The primary and alternate VEST Liaison Officers shall have direct access to the head of his or her agency.

The VEST Liaison Officers shall be responsible for the following duties:

1. Familiarity with the COVEOP available on the VDEM website;
2. Preparation and maintenance of the portions of the COVEOP for which they are responsible. Lead agencies are responsible for coordinating revisions to their respective portions of the COVEOP and complying with the content and submission requirements established by VDEM;

3. Pursuant to § 2.2-222.1 of the *Code of Virginia*, preparation and maintenance of a written internal agency plan to fulfill the responsibilities designated in the COVEOP. Plans shall be compliant with VDEM's template and submitted to VDEM annually by May 1;
4. Maintenance of a current roster of personnel with appropriate skill-sets designated to staff Emergency Support Functions or other VEST assignments during disaster operations;
5. The staffing and/or coordination of personnel to support 13-hour shifts in the VEOC, Disaster Recovery Center, and/or Joint Field Office during disasters or other emergencies as directed by VDEM;
6. Coordination of disaster-related information through standard VEST processes;
7. To serve as the agency point-of-contact for disaster-related waivers or exemptions for registration, licensing, or permitting requirements;
8. Oversight of the agency's collection of disaster-related costs and its submission of cost reports to the Finance and Administration Section of the VEST;
9. Identification and coordination of appropriate agency personnel to participate in VEST exercises and training events as authorized by the agency head in order to increase awareness of the role of personnel during disasters or emergencies;
10. The State Agency's compliance with the National Incident Management System; and
11. Completion of emergency management course requirements as determined by VDEM and participation in monthly VEST training and exercises.

C. State Agency Emergency Management Coordinator

Each State Agency shall appoint an Emergency Management Coordinator (EMC) and at least one alternate. Under the guidance of the EMC, each State Agency shall develop and maintain plans that outline the actions to be undertaken by building occupants during emergency situations, severe weather scenarios, and all related preparedness drills. The State Agency primary and alternate EMCs shall have direct access to the head of the facility, the head of the agency, or president of the public institutions of higher education during declared states of emergency.

EMCs shall be responsible for the following duties:

1. Development, adoption, and maintenance of a current written Occupant Emergency Action Plan with respect to executive branch agencies, consisting

- of building evacuation, shelter-in-place, active threat, and other hazards or emergencies as deemed appropriate;
- 2. Coordination of the Occupant Emergency Action Plan with the appropriate local emergency management agency; and
- 3. Development, adoption, and maintenance of a written Crisis and Emergency Management Plan with respect to public institutions of higher education, and compliance with all related requirements in § 23.1-804 of the *Code of Virginia*.

EMCs shall also be responsible for the following duties related to continuity of operations planning:

1. The annual creation and update of the State Agency's continuity of operations plan to conform to the most recent template produced by VDEM;
2. The conduct of continuity awareness briefings (or other means of orientation) for all newly-hired personnel (including host or contract personnel) on the State Agency's continuity of operations plan within 90 days of hire or appointment;
3. The conduct of an annual continuity awareness briefing for agency leadership. The continuity awareness briefing must include, at a minimum, individual continuity plan duties, mission essential functions, and orders of succession;
4. The maintenance of a current roster of State Agency personnel required to implement the continuity of operations plan;
5. The conduct of an annual test or exercise of the continuity of operations plan that includes alert, notification, and activation procedures for key personnel;
6. The completion of an After Action Report within three months of a continuity of operations plan test, exercise, or actual event, and monitor the correction of identified deficiencies. These deficiencies shall also be corrected in a reasonable time frame as resources allow; and
7. The annual submission of a list of continuity of operations plan alternate facilities to the Department of General Services by July 1.

D. State Agency Participation in the Joint Information Center during Emergencies  
Providing a consistent message to citizens and the public during a disaster is of critical importance. Therefore, I direct that all members of the governor's cabinet and State Agencies coordinate emergency public information with VDEM during states of emergency. I also direct that executive branch agencies appoint a public information officer to staff the VEST Joint Information Center at the request of VDEM. All State

Agency public information officers shall complete a training course in emergency public communications as directed by VDEM.

**E. State Workforce Preparedness and Disaster Support**

In order to promote a culture of preparedness within the Commonwealth, I direct that all personnel and faculty of State Agencies shall successfully complete Emergency Management for State Employees training annually. This course will be offered online through the Commonwealth of Virginia Learning Center website and will be available after January 1, 2020.

Members of my cabinet, executive branch agency heads, and other key personnel, including any state employee, are subject to having leave cancelled during preparedness activities for a declaration of state of emergency.

The state employee workforce is essential to the Commonwealth's ability to prepare for, respond to, and recover from emergencies and disasters. Therefore, all State Agencies shall include the standard emergency preparedness and assistance statement found on the Department of Human Resource Management web site in state Employee Work Profiles. This statement shall serve as notice to employees that they may be required to perform other emergency management duties, including supporting and staffing the VEST during a disaster. Department of Human Resource Management in coordination with VDEM, shall identify a method to leverage effectively the state employee workforce in anticipation of disaster response and recovery operations.

**Effective Date of the Executive Order**

This Executive Order rescinds and replaces Executive Order No. 41 (2011) issued by Governor Robert F. McDonnell.

This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.

Given under my hand and the Seal of the Commonwealth of Virginia this 3<sup>rd</sup> day of September, 2019.



Handwritten signature of Ralph S. Northam in black ink.

Ralph S. Northam, Governor

Attest:

Handwritten signature of Kelly Thomasson in black ink.

Kelly Thomasson, Secretary of the Commonwealth