

The cover page should include the title of the plan, month and year of adoption by the local governing board and a copy of the local seal. A picture or diagram is optional.

EMERGENCY OPERATIONS PLAN (EOP)

FOR

[Local jurisdiction]

[Locality seal]

(Month)

(Year)

APPROVAL AND IMPLEMENTATION

Each local and interjurisdictional agency is required by the Code of Virginia to §44-146.19 E to conduct a comprehensive review and revision of its emergency operations plan every four years, to ensure that the plan remains current and the revised plan shall be formally adopted by the locality’s governing body.

WHEREAS, the [local governing board] of [local jurisdiction], Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, [local jurisdiction] has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, [local jurisdiction] has established and appointed a Director of Emergency Management and an Emergency Management Coordinator;

NOW, THEREFORE, BE IT RESOLVED by the [local governing board] of [local jurisdiction], Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it be ordered to come before this board.

Adopted this [insert date], 20__

[name, title]
[local jurisdiction]
Commonwealth of Virginia

PROMULGATION

Government is responsible for ensuring the health safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety are preserved.

[Local jurisdiction] has updated its Emergency Operations Plan (EOP) to ensure effective allocation of resources during an emergency to protect life, property and the environment. This plan supersedes any previous plans promulgated for this purpose.

The EOP provides a comprehensive framework for the [local jurisdiction] emergency management program. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in [local jurisdiction].

The [local jurisdiction's] Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of [local jurisdiction] government and with the authority vested in me as the Chief Executive Officer of [local Jurisdiction], I hereby promulgate the [local jurisdiction] Emergency Operations Plan.

(name)

(title), (local jurisdiction)

NIMS RESOLUTION

BE IT RESOLVED by the [local governing board] of [local Jurisdiction] as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS), which provides a consistent nationwide approach to Federal, State and Local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, Territorial, Tribal, and local partners has been and will continue to be vital to the development, effective implementation and utilization of a comprehensive NIMS; and entities involved in emergency response to adopt NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State and local organizations utilize standardized terminology, standardized organization structures interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve [local jurisdiction's] ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS the Governor of the State of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, [local jurisdiction] Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, [local jurisdiction] Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that [local jurisdiction] adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all [local jurisdictions] local DEM training courses, and reflected in all DEM emergency mitigation, preparedness, response and recovery plans and programs.

Chairman, Local Governing Board

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RECORD OF CHANGES

The Record of Changes table reflects changes to the EOP during the interim period between plan adoptions. The Record of Changes should contain, at a minimum, a change number, the section and/or page number of the change, a description of the change, the date of the change, and the initials of the person who made the change. Minor plan changes (such as grammatical or phone number changes) which do not affect the implementation of the plan do not need to be captured in the Record of Changes table.

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				

RECORD OF DISTRIBUTION

The jurisdiction should document the distribution of the EOP. Copies available to the public should not include sensitive or personal information.

The [local jurisdiction's] EOP will be distributed to each agency and organization that has a role in the plan and noted in the table below. Copies will be available to the public at [insert name of location(s)].

Agency/Department	Title of Recipient	Format: electronic or hard-copy	Date Distributed	Date Acknowledged

Introduction

[Local jurisdiction] is committed to the protection of life, the environment, and property. This Plan provides the basis for response and recovery operations in [local jurisdiction], Virginia. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. [Local jurisdiction] is vulnerable to a variety of natural hazards including [Insert Hazards]; technological hazards including [Insert Hazards]; and human-caused events such as [Insert Hazards]. The threat of major disasters and events necessitates this Plan's all-hazards approach.

To respond effectively to any emergency of a size or complexity beyond the routine response system, it is critical that all [local jurisdiction] public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized and response ensues. As an incident develops and command organizes beyond the initial reactive phase of first responders the roles and responsibilities highlighted in this Plan become more critical.

Per the *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, § 44-146.13 to 44-146.28:1), State and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) in order to be prepared for such events.

This EOP serves as the baseline, by which [local jurisdiction] prepares for, mitigates against, responds to, and recovers from natural disasters/emergencies. It is the primary responsibility of Emergency Management Coordinator of the [local jurisdiction] to develop the [local jurisdiction's] EOP, update the plan, and maintain a record of changes. This plan seeks to address the [local jurisdiction's] emergency response procedures, roles and responsibilities of local departments, and other private organizations during emergencies/disasters.

PURPOSE

The purpose is a general statement of what the EOP is meant to do.

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

SCOPE

The scope addresses the jurisdictional boundaries of the plan, the agencies and/or departments that have a role in implementing the plan, as well as the actions that may be taken during the various phases of an emergency.

This EOP and all of its contents apply to the entire jurisdiction and its citizens including populations with access and functional needs. The EOP applies to any extraordinary emergency associated with

any natural, technological or human-caused incident, which may affect the [local jurisdiction] and result in the need for a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all staff and individuals (public and private) having roles in the phases of emergency management to include prevention, protection, mitigation, response, recovery in the local government.

This EOP is compliant with the National Incident Management System (NIMS) and employs a multi-agency operational structure based on the principles of the Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. [Local jurisdiction] is a practitioner of NIMS and is committed to ensuring that the required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for disasters set forth the concepts and procedures whereby [local jurisdiction] can effectively apply available resources to ensure that casualties and property damage will be minimized and those essential services will be restored as soon as possible following an emergency or disaster situation.

The [local jurisdiction] includes all residents, governmental entities and departments, businesses and non-profit organizations within the bounds of the [local government] and/or those individuals and entities operating or transiting through the [local government].

The [local Jurisdiction] contracts key services that have a direct bearing on its emergency management organization; specifically, debris monitoring, and sheltering. Close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the [local government].

During emergencies, the [insert title of appropriate individual] serves as the lead emergency management representative for the [local government]. The [local government] submits requests for additional support to the state through WebEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

This EOP has been developed to provide guidance for [local jurisdiction] based on the following objectives:

- Establish the local government's policies and procedures to respond to emergencies;
- Describe the local government's emergency management organization;
- Identify the roles and responsibilities of local government staff during an emergency;
- Identify lines of authorities and relationships; and
- Describe the local EOC.

SITUATION

The situation will be based on the jurisdiction's hazard identification analysis. The situation section typically includes a characterization of the population, the probability and impact of the hazard, vulnerable facilities, and resource dependencies on other jurisdictions. Most communities in Virginia have an approved Hazard Mitigation Plan; the hazard analysis section should be reviewed as part of the plan development process and revised to address man-made hazards. If the jurisdiction has developed or intends to develop a Threat and Hazard Identification and Analysis, this would be an important analysis to include in planning.

Potential data sources for this section include:

- *US Census Bureau “State and County Quick Facts” could enable a planning team to gain a snapshot of the local population, but more detailed research may be required.*
- *US Census Bureau American Community Survey provides information on disability statistics, common types of languages, and transportation dependent populations.*
- *The Weldon-Cooper Center for Public Service publishes statistics on local government, some of which could be useful in the planning process.*

Based on a hazard analysis of the area, the primary hazards (in priority) in the [local jurisdiction] are [insert types of hazards from the HIRA].

The geographic features that could affect the plan implementation include:

- Significant floodplain
- Rolling hills with large portions of farmland
- Urban development
- [list other applicable geographic features]

Population factors that could affect plan implementation include:

- Size of household
- Average age of residents
- Percentage of population <18 years old
- Percentage of population with pets
- Percentage of populations with access and functional needs, including those who reside in their own home
- Percent of adults 65 years or older
- Congregate and long-term care facilities
- Colleges and universities

Summary Hazardous Identification and Risk Analysis

In addition to natural hazards identified in and analyzed in [local jurisdiction’s] Hazard Mitigation Plan, the Plan takes into account the increasing risks related to natural, technological, and human-caused hazards. The most prominent of the hazards impacting [local jurisdictions] are [insert local hazards].

ASSUMPTIONS

The assumption section should briefly describe the underlying assumptions made during the planning process. Assumptions describe things that are assumed to be true that directly impact the execution of the EOP and the limitations of the EOP, and provide a basis for improvisation and modification.

Planning assumptions used in the development of this plan include:

- Citizens of [local jurisdiction] are prepared to be independent for 3 days after the onset of a disaster.
- [Insert type or name of facilities] have effective emergency plans and MOUs to provide for services that will be needed during an emergency.

CAPABILITY ASSESSMENT

A capability assessment is the process used by the jurisdiction to determine its capabilities and limitations in order to prepare for and respond to the defined hazards. It summarizes the jurisdiction's prevention, protection, response, and recovery capabilities as well as its limitations. It can be included in the basic plan or in each hazard specific appendix.

VDEM recommends including the capability assessment in the basic plan as it is consistent with an all hazards approach. It should include the following:

- *A summary of the jurisdiction's process used to develop the capability assessment*
- *A summary the jurisdiction's prevention, protection, response, mitigation and recovery capabilities involving the defined hazards*
- *Description of the jurisdiction's limitations on the basis of training, equipment, or personnel.*

Summary of the Assessment

The capability assessment was developed during the planning process. The planning team assigned a representative of each agency or organization the task of reporting on the capabilities as part of developing the plan for their section. This information was recorded as each organization discussed their roles and responsibilities.

Prevention

Capabilities

- [Local jurisdiction] receives intelligence information from the Virginia Fusion Center and passes the information on to local law enforcement officials and relevant state, local, and private sector partners as appropriate.
- [Local jurisdiction's] local law enforcement reports suspicious activity that could be related to terrorist activity or potential future terrorist activity to the Virginia Fusion Center.

Limitations

- [Local jurisdiction] citizens may not report suspicious activity to the local law enforcement in a timely manner.
- [Local jurisdiction] has a limited number of law enforcement staff and this may delay the reporting of suspicious activity to the Virginia Fusion Center.

Protection

Capabilities

- [Local jurisdiction] implemented new security policies at large public events
- [Local jurisdiction] has staffed government buildings with armed security personnel at public entry points.

Limitations

- When there is more than 1 special event taking place in [local jurisdiction] at the same time, additional support may need to be requested through MAAs [list names of outside jurisdictions].

Hazard Mitigation

Capabilities

- [Local jurisdiction] tracks repetitive loss properties for mitigation in declared and undeclared events.
- [Local jurisdiction] is a storm ready community.
- [Local jurisdiction] has a certified flood plain manager on staff.

Limitations

- The [local jurisdiction] only has the ability to purchase flood prone properties with hazard mitigation funding.
- The [local jurisdiction's] citizens do not widely participate in the hazard mitigation process, in spite of the local governments efforts to notify the public of the process.

Response

Capabilities

- All fire fighters in [local jurisdiction] are trained in hazardous material response.
- Twenty five percent of the fire fighters in [local jurisdiction] are certified in advanced life support.
- [Local jurisdiction] has a dedicated Public Information Officer.

Limitations

- [Local jurisdiction] does not have the capability to respond effectively to [insert type of incident] in [area of local jurisdiction] without support from [outside local jurisdiction] through local mutual aid agreement (MAA).

Recovery

Capabilities

- [Local jurisdiction] has contracts in place with trucking companies to remove heavy debris from an areas impacted by a disaster.

Limitations

- There are relatively few opportunities for affordable housing and accessible housing in [local jurisdiction] and this situation could be exacerbated by a disaster.

Planning, public information and warning, and operational coordination support all five mission areas and are important elements of the emergency management program:

Capabilities

- [Local jurisdiction] takes a whole community approach to planning and emergency preparedness which includes individuals with access and functional needs.
- [Local jurisdiction's] emergency operations plan is exercised at least once per year.
- [Local jurisdiction] has a public outreach program and has the ability to notify and educate citizens with access and functional needs.
- [Local jurisdiction] has a dedicated local community-based website.
- [Local jurisdiction] provides information to the local community on preparing go kits and family plans.

Limitations

- [Local jurisdiction] has a transient population due to being in close proximity to a military installation and a large state university.
- [Local jurisdiction] does not have a landfill inside the jurisdictions limits, but contracts with a regional waste authority.

CONCEPT OF OPERATIONS (CONOPS)

The CONOPS should describe how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center. The CONOPS should briefly address direction and control, alert and warning, and continuity matters that may be dealt with more fully in annexes.

The ultimate goals of the [local jurisdiction's] emergency management program are to:

- Provide effective life safety measures, reduce property loss, and protect the environment;
- Provide for the rapid resumption of impacted businesses and community services;
- Provide inclusive emergency policies that ensure persons with disabilities can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster-related programs together with service animals; and
- Provide accurate documentation and records required for cost recovery efforts.

[Local jurisdiction's] Department of Emergency Management has the primary responsibility for emergency management activities within [local jurisdiction]. The Emergency Management Director or Deputy Director has the authority to declare a local emergency with approval of the [local governing board]; the local governing board has the legal authority for approving the EOP and declaring a local emergency.

During an emergency, the Director and the Coordinator of Emergency Management, or the Director’s Deputies will work with all appropriate agencies, boards, and departments within the [\[local jurisdiction\]](#) to effectively respond to the incident. When an emergency exceeds the local government’s capability to respond, assistance will be requested from surrounding jurisdictions, and state and federal government. In any case, incident command and response operations remain with the local jurisdiction.

Implementation of the National Incident Management System (NIMS)

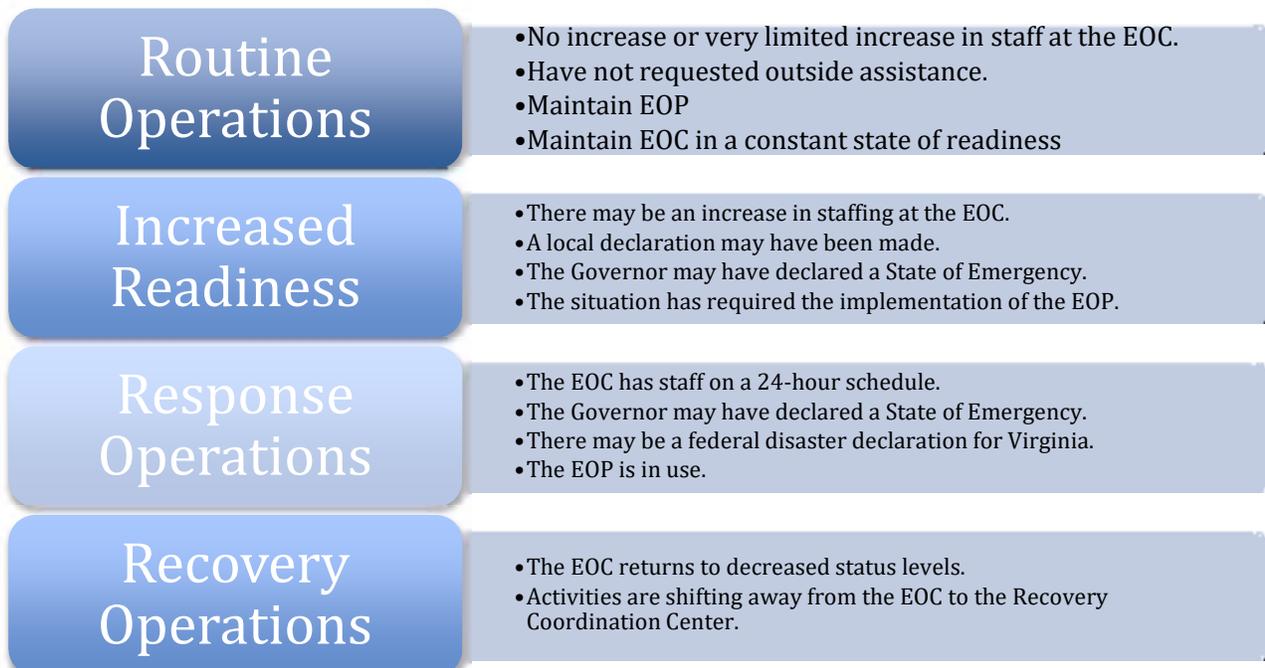
[\[Local jurisdiction\]](#) adopted the NIMS as its operating structure by resolution of the Local Governing Board on (M/D/Yr.). The basic framework of NIMS incorporates the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on NIMS. [\[Local jurisdiction\]](#) will implement the Incident Command System (ICS) for all incidents and events within the [\[local jurisdiction\]](#). ICS will be used as a standardized systematic approach for the development of the Emergency Operations Plan (EOP). ICS is required for all on-scene and Emergency Operations Center (EOC) activations under the all-hazards incident management approach.

Utilization of the ICS:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

Emergency Response Levels

[\[Local jurisdiction\]](#) has four levels of EOC activation. The level to which the EOC is activated will be a decision made by the Emergency Management Director or their representative based on the size, scale, and complexity of a given incident or set of circumstances.



Declaration of a Local Emergency

In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. A declaration of a local emergency as defined in § 44-146.16 shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance.

[Insert title of appropriate individual] will maintain a copy of the declaration for [local jurisdiction's] record.

EOC Activation

The Emergency Operations Center (EOC) is the coordination point for successful response and recovery operations. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts. The Emergency Management Director, and/or their designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale.
- A multi-department or agency [local jurisdiction] response is required to resolve or recover from the emergency or disaster event.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Upon activation of the EOC, representatives from the Lead Departments will staff the EOC.

In addition, there may be a virtual activation of the EOC, if staff has adequate capabilities to accomplish this such as internet connectivity, cell phone and other requirements and can fulfill the mission of the EOC.

The [local jurisdiction] will support the whole community including populations which were identified during the plan development process and referenced in the Situation

Request for State Assistance/Recommendation for State Declaration of Emergency

When local resources are insufficient to cope with the effects of a disaster, [local jurisdiction] will coordinate with VDEM regional staff to request assistance through the VEOC.

- The Emergency Management Director, or their designee, or regional staff will submit a request through WebEOC to VDEM.
- The report/request will include all information requested by the VEOC such as:
 - A local emergency has been declared and the EOP has been implemented;
 - All available resources have been committed, and;

- Additional assistance from the county/state/etc. is being requested and the resources being requested will be described in detail using the C-SALTT¹ method.

[Local jurisdiction] has the overall responsibility to provide an effective emergency response. The [local jurisdiction] uses NIMS for incident management. This emergency management system provides for on-scene management of an incident and also provides the coordination of response activities between the [local jurisdiction] and other jurisdictions.

[Local jurisdiction's] emergency management structure and organization covers all emergency management phases – preparedness, response, mitigation, and recovery.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Directors of Emergency Management and the Emergency Management Coordinators, together with the [insert name of appropriate individual], oversee the [local jurisdiction's] emergency management organization. They are empowered to review and approve emergency mutual aid plans and agreements, disaster mitigation, preparedness, response and recovery plans, and such ordinances, resolutions, rules and regulations as are necessary to implement them.

[Local jurisdiction] Emergency Management Organization

The [local jurisdiction] Emergency Management Organization consists of the following entities:

- Director of Emergency Management and Deputies
- Coordinator of Emergency Management and Deputies
- Policy Group/Local Governing Board
- Local Government Agencies and Staff with emergency responsibilities
- Nongovernmental and Volunteer Organizations
- Private Sector Partners
- Citizens

Policy Group

- Convene at the EOC or a nearby location.
- Help determine what positions need to be filled at the EOC.
- Make policy level decisions.
- Develop the strategic policy and direction for recovery and resumption of normal operations.
- Review public information statements and releases.

Director of Emergency Management

- Determine the appropriate level of activation based on situation.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Respond immediately to EOC site and determine operational status.
- Obtain briefing from any sources that are available.
- Monitor general staff activities to ensure that all appropriate actions are being taken.

¹ C-SALLT stands for Capability, Size, Amount, Location, Type, and Time
Emergency Operations Plan | Basic Plan | [Insert Date]

- In coordination with the PIO, conduct news conferences and review media releases for final approval.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Establish initial strategic objectives for the EOC.
- .
- Convene the initial Action Planning meeting.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.
-
- Authorize the demobilization of sections.

Emergency Management Coordinator/EOC Manager

- Assess incident situation.
- Ensure the EOC is properly set up and ready for operations.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Prepare EOC objectives for the initial Action Planning Meeting
- Activate elements of the EOC organization as appropriate.
- Conduct initial briefing for Command and General staff.
- Ensure planning meetings are conducted.
- Approve and authorize implementation of the Incident Action Plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and/or the release of resources.
- Brief relief at shift change.
- Authorize the release of information to the news media.
- Approve plan for demobilization.

Operations Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Operations Section Chief prior to your arrival.
- Plan and activate section and units within each section that needs to be activated.
- Identify kind, type and number of resources required to achieve objectives.
- Supervise and adjust operations organization and tactics as needed, based on changes in incident situation and resource status.
- Evaluate resource status and tactical needs to determine if resource assignments are appropriate.
- Interact and coordinate with all other command staff, general staff, and appropriate Unit Leaders.
- Ensure effective use and coordination of all assigned resources.
- Coordinate with on the ground responders (e.g. law enforcement, public health, fire).
- Prepare for and participate in strategy meetings.
- Participate in the preparation of the IAP.

- Report special events.
- Complete and submit ICS 214, Unit Log to the Documentation Unit.
- Assist in the design and development of the Incident Demobilization Plan.

Planning Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Planning Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Establish priorities and coordinate units within the section.
- Ensure staff uses appropriate ICS forms
- Establish and maintain incident planning cycle.
- Ensure planning staff completes required elements of the Incident Action Plan (IAP) within required timeframes.
- Ensure the incident strategic plan is appropriate.

Logistics Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Logistics Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Determine logistics section current capabilities and limitations (i.e. ordering timeline, available equipment, resources on hand, facilities capabilities, etc.).
- Interact and coordinate with all command and general staff.
- Coordinate with unit leaders and provide Planning Section Chief a list of excess personnel, contact equipment, crews, miscellaneous personnel and other resources.
- Complete ICS Form 214, Unit Log.
- Ensure all personnel and equipment time records are complete and have been submitted to the Time Unit Leader/Equipment Time Recorder.
- Participate in the preparation of the IAP.
- Assist in development, approval, and implementation of Demobilization Plan and/or Transition Plan.
- Act as the authorized representative of local agency specific contracts.

Finance/Admin Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Finance/Admin Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Provide initial operating instructions to section personnel.
- Ensure reports and forms are complete, accurate, and timely.
- Maintain Unit Log, ICS 214
- Ensure all financial documents are completed and submitted in a timely manner.
- Consolidate incident financial package.

- Provide financial summary information on the current incident.
- Participate in the preparation of the IAP.
- Assist in the development and approval of the Incident Demobilization Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

MUTUAL AID AGREEMENTS

This section should briefly describe the mutual aid agreements that [local jurisdiction] has in place.

During an emergency, [local jurisdiction] may need to activate mutual aid and shared resources quickly. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Directors or, in their absence, the Emergency Management Coordinators when it is determined that such assistance is necessary and feasible.

In the event an emergency situation exceeds local emergency response capabilities, outside assistance is available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations, or through the Commonwealth of Virginia's Statewide Mutual Aid Compact. For assistance beyond tactical mutual aid (i.e. that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed, with anticipated or actual unmet needs, before state and federal assistance is requested. The EOC coordinates the request for outside assistance.

DIRECTION, CONTROL AND COORDINATION

This section describes the framework for all direction, control, and coordination activities. It identifies who has tactical and operational control of response assets. Additionally, this section should explain how multijurisdictional coordination systems support the efforts of the organizations to coordinate efforts across jurisdictions while allowing each jurisdiction to retain its own authorities. This section also provides information on how department or agency plans nest into the EOP and how higher-level plans are expected to layer on the EOP.

The Directors of Emergency Management and the Coordinators of Emergency Management implement [local jurisdiction's] policy and operational coordination for domestic incident response. The response structure can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

On Scene Incident Command and Management

The on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post (ICP), which is typically comprised of local and mutual aid responders.

Emergency Operations Center

An Emergency Operations Center or EOC serves as the central coordination hub for an incident response and recovery. Information flows into the EOC from the field and out of the EOC to relevant stakeholders and response partners.

During an incident, the EOC supports field operations when resources that are traditionally acquired through mutual aid agreements amongst response partners, are no longer sufficient to handle the incident response.

[\[Local jurisdiction\]](#) and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. Once a threat of incident has occurred, local government, through the Emergency Management Director, makes an initial determination to initiate the coordination of information sharing and incident management activities.

If the incident necessitates the opening of the EOC, the EOC will serve as the hub of information collection, analysis and dissemination relating to an incident or event. During an event or incident information will be collected using a variety of methods.

Essential Elements of Information

Each incident has critical or essential information that should be shared during operations. Essential Elements of Information or EEIs include:

- Lifesaving needs including evacuation and search and rescue,
- Information on critical infrastructure including determining the status of transportation, utilities, communication systems, and fuel and water supplies
- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities, and media outlets
- Information on the risk of damage to the community from imminent hazards
- Information on the number of individuals who have been displaced because of the incident.

Situational Awareness

During an incident, information should flow freely from the field to the EOC. As information comes into the EOC it should be collected and recorded. This information will be collected and disseminated as a Situation Report and disseminated to the VDEM Regional Coordinator as needed throughout the

incident. This information can also be shared with the Virginia Emergency Operations Center (VEOC) and other state and federal partners via conference calls, WebEOC, and email correspondence.

COMMUNICATIONS

This section describes the communication protocols and coordination procedures used between response organizations during emergencies and disasters. Discuss the framework for delivering communications support and how the IHE's communications integrate into the local, regional or state communications network.

Communication between Incident Commander and EOC(s)

Timely communication amongst first responders and local government officials working within the EOC is critical during an event. The [local jurisdiction] has a wide variety of emergency communications equipment available to communicate internally and externally including, radio, pagers, telephones, cell phones, fax machines, emails, etc.

First responders will maintain operational communication throughout incident response and recovery operations using their communication centers and radio channels. All functions operating outside of the EOC will maintain contact with the EOC through redundant communications such as telephone, radio, fax, or WebEOC. All staff operating within the EOC are responsible for bringing their [local government] issued technology including laptops, iPads, portable radio, HAM radio, charger, batteries, headsets, and cellular phones.

Public Information Officer (PIO)

The Public Information Officer ensures that all official information coming from [IHE] during an emergency is timely and reliable. PIOs get their message out by communicating directly with the IHE administration, IHE community, the public, working through the traditional news media and through social media. PIOs serve an important role in communicating routine emergency information during non-emergency times and emergency public information during an incident.

During an incident the PIO is also responsible for monitoring local news media and social media for rumors. If the various outlets are spreading rumors regarding the incident, the PIO should make every attempt to set the record straight and dispel the rumors.

Communications to the Public

During emergencies and disasters the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites (e.g. Facebook and Twitter) and the [local jurisdiction's] Webpage, as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

Joint Information Center (JIC)

The JIC is a physical location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and

dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC will normally be collocated with EOC.

Communications with the VEOC

[Local jurisdiction's] EOC integrates into the larger emergency management network at the state-level by using WebEOC and telephone communications with regional liaisons. VDEM regional staff facilitates communications between the [local jurisdiction] and the VEOC. [Local jurisdiction] will submit daily or twice daily situation reports to the VEOC via WebEOC or fax.

Notification of Virginia Criminal Injuries Compensation Fund (CICF) and Virginia Department of Criminal Justice Services (DCJS)

The EOC will immediately contact the DCJS and the VCICF to deploy, if there is an emergency in which there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia. Both entities will serve as the lead for coordinating services and assistance to the victims. The local government is required by the Code of Virginia § 44-146.19 to make these notifications and maintain current contact information for each organization in the EOP.

Contact information for both organizations is maintained on the DCJS website:

<https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

Regional staff may assist with this process. Local EOC will make requests for resource to the VEOC with coordination of VDEM Regional Staff

If [local jurisdiction] needs to communicate with Federal partners, communication will first come from state partners at the VEOC.

ADMINISTRATION, FINANCE, AND LOGISTICS

This section addresses general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. Include references to intrastate and interstate mutual aid agreements, including the Emergency Management Assistance Compact (EMAC). Authorities for and policies on augmenting staff by reassigning public employees and soliciting volunteers, along with relevant liability provisions should also be included. General policies on financial record keeping, reporting, tracking resources (source and use), acquiring ownership of resources, and compensating owners of private property used by the jurisdiction should be described.

Administration

In an incident, [local jurisdiction] staff may fulfill roles within the Finance and Administration and Logistics Section of the EOC. [Insert position title] will serve as the Lead Department for the Finance and Administration Section and the [who] will serve as the supporting department.

The [insert position title] in [department or agency] will serve as a lead department for the Logistics Section and [department] will serve as supporting department.

Documentation is a key administrative process that must be used by [local jurisdiction] to document the response to and recovery from a disaster. Documenting actions taken during response and recovery is essential for creating historical records of incident, applying for recovery costs, addressing any insurance needs, and developing future mitigation strategies.

At a minimum, the [local jurisdiction] EOC will maintain the following types of reports:

- Damage Assessment sheets
- Incident Action Reports

Detailed procedures for the Administration section can be found in the [insert title of annex or document].

Financial Management

The Finance & Admin Section manages all financial, administrative and cost analysis aspects of an emergency. Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs (i.e. Small Business Administration (SBA), etc.)

Logistics

Risk analysis and capabilities assessments help [Local jurisdiction] identify what resources are needed for a response to a defined hazard. Based on past incident critiques, [local jurisdiction] has worked to identify and procure additional resources to improve capability for future events.

The incident commander can activate tactical-level mutual aid agreements at the incident-level. Needs that cannot be met via mutual aid agreements at the tactical-level will be escalated to the EOC.

At the EOC, the Logistics Section will provide guidance for coordinating resources needed to support the incident. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline-specific mutual aid agreements (e.g., law enforcement, public works, fire). When local resources are not sufficient the Logistics Section will coordinate mutual aid agreements and work with private resources. Purchasing resources for an incident response is done by the Logistics Section Chief as needed throughout the incident response.

PLAN MAINTENANCE

This section discusses the assignment of plan maintenance responsibilities and provide for a regular cycle of training, evaluating, reviewing, and updating of the EOP. After action reports and the corrective action process should also be included.

Code of Virginia, [§44-146.19E](#), requires each jurisdiction to prepare and keep current a local emergency operations plan. The Emergency Management Directors, assisted by the Emergency Management Coordinators, have overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four (4) years by the Local Governing Board. Guidance and assistance is provided by the Virginia Department of Emergency Management. [Local jurisdiction] should conduct a comprehensive plan review, revision, and exercises prior to formal adoption to ensure the plan remains current. Guidance and assistance is provided by the Virginia Department of Emergency Management.

The EOP should also be updated and republished following an actual or threatened emergency situation to reflect lessons learned. It is also suggested that plans be updated and reviewed following training, exercises and/or drills, changes in government structure, or if individuals and officials

recommend improvements and changes as needed through the Emergency Management Directors or Coordinators.

The plan review team should include representatives from all internal departments. External group representatives may be included as needed.

Training and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of the [local jurisdiction] EOP. The [insert position title] will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the [local jurisdiction] EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of [local jurisdiction]. This program will be designed to attain an acceptable level of emergency preparedness.

All training and exercises conducted in [local jurisdiction] will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

After Action Reports (AARs)

After any major disaster response or exercise of the EOP, an AAR should be developed in compliance with the procedures outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). An AAR results from an administrative process used by [local Jurisdiction] to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

The AAR should:

- Review actions taken;
- Identify equipment shortcomings;
- Improve operational readiness;
- Highlight strengths/initiatives; and
- Identify areas for improvement.

Corrective Actions

AARs are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. The [local jurisdiction] Department of Emergency Management will coordinate AARs, as appropriate, and provide documentation, disseminations, and archiving of findings. The results of the AAR will be provided to [position title] for documenting, tracking, and corrective action processes. Through a collaborative and objective process with incident organizations a corrective action plan will be developed and established for further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

The Emergency Management Coordinator will develop, plan, and conduct at least one tabletop, functional, and/or full-scale exercises annually. These exercises will be designed to not only test the

[local jurisdiction] EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of [local jurisdiction]. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). [local jurisdiction] may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

AUTHORITIES AND REFERENCES

List the laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies. Include any limits of emergency authorities granted to senior officials, including the conditions under which these authorities become effective and when they would be terminated.

The following provides emergency authorities for conducting and/or supporting emergency operations:

[Local jurisdiction]

- [Local jurisdiction] Emergency Operations Plan and supporting annexes
- [Local jurisdiction] Continuity of Operations Plan
- [Local jurisdiction] Land Use or Comprehensive Plan

Commonwealth of Virginia

- Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended
- Commonwealth of Virginia Emergency Operations Plan (COVEOP)
- Code of Virginia § 44-146.19
- Code of Virginia §19.2-11.01

Federal

- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (November 2010)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)

- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum “Emergency Alert System (EAS) Statement of Requirements”
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents (February 2003)
- Homeland Security Presidential Directive 8, National Preparedness (December 2003)
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency (October 2007)
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) [39](#) (*U.S. Policy on Counterterrorism*) and [62](#) (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI

ACRONYMS

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EI	Essential Element of Information
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VEOC	Virginia Emergency Operations Center
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction

GLOSSARY

Amateur Radio Emergency Services

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

Command Post

That location at which primary command functions are executed; usually co-located with the Incident Base, also referred to as the Incident Command Post.

Command Section

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

Decontamination

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

Emergency

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

Emergency/Disaster/Incident

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

Emergency Alert System

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

Emergency Management

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

Emergency Operations Center

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

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

Evacuation

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

Exercise

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

Federal Disaster Assistance

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

Geographic Information System

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

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

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

Hazard Mitigation

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

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

Joint Field Office

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

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Response Framework

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

National Weather Service

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

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing

training, exercises and resources necessary to achieve readiness for all hazards, including weapons of mass destruction incidents.

Presidential Declaration

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

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the jurisdiction with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via WebEOC or fax.

Span of Control

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

Special Needs Populations

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

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

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

Victim

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

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is

designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

SUCCESSION OF AUTHORITY

Continuity of Government is critical to the successful execution of emergency operations. The Director of Emergency Management or, in his/her absence, the Emergency Management Coordinator, with support from designated local officials, will exercise direction and control from the EOC during disaster operations.

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. As such, the following lines of succession are specified in anticipation of any contingency which might result in the unavailability of the ranking member of the response hierarchy.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Emergency Management Director	1. 2. 3.
Emergency Management Coordinator	1. 2. 3.
Law Enforcement	1. 2. 3.
Social Services	1. 1. 2.
Public Utilities	1. 1. 2.
Public Works	1. 2. 3.
Fire Chiefs	1. 2.
Local Health Director	1. 2.

The Directors of Emergency Management and the Emergency Management Coordinators, together with the [title of appropriate individual], oversees the [local government's] emergency management organization. They are empowered to review and approve emergency mutual aid plans and agreements, disaster mitigation, preparedness, response and recovery plans, and such ordinances, resolutions, rules and regulations as are necessary to implement them.