

Use of the cover page for this annex is optional and recommended if the annex is a separate volume. It should include the title of the plan, month and year of adoption by the local governing board and a copy of the local seal. The month and year are the same as the adoption of the plan by the appropriate governing body

EMERGENCY OPERATIONS PLAN (EOP)

Agency-Focused Annex

FOR

[Local Jurisdiction]

[INSERT COPY OF LOCALITY SEAL]

[Month]

[Year]

PURPOSE

The purpose of this section is to guide the development of a single annex to follow the Basic Plan. The annex should include a section for each department or organization that has a lead or supporting role in the local emergency management program. The individual sections, reference the unique relationships that need to exist with other agencies during a disaster; however, they do not contain details on the other departments' or agencies' strategies. This annex should include hazard specific procedures. They can either be included at the end of each section or as a separate annex.

This annex supports the basic plan and provides guidance to the departments or agencies within [local jurisdiction] with a general concept of potential emergency assignments before, during, and following emergency situations. It defines the actions and roles necessary to provide a coordinated response within [local jurisdiction]. It also provides for the systematic integration of emergency resources when activated. Each annex includes a list of agencies that support the primary agencies and a brief description of their roles and responsibilities.

SCOPE

This annex applies to all participating departments and agencies of the jurisdictions as well as other stakeholders.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The organization and assignment of responsibilities section establishes the organizations and agencies that will be relied upon to respond to a disaster or emergency situation. This section also includes tasks that these organizations and agencies are expected to perform.

Most sample departments/agencies in the sections below perform emergency functions in addition to their normal, day-to-day duties but parallel normal duties of the department and use the skill sets and resources of the department staff.

Organization

This section should list the organizations and agencies that have responsibilities in this annex. Each organization should be listed separately and by its official title. Unique organizational arrangements pertinent to the emergency function should be adequately described.

In the section below is a sample list of the departments, agencies, or organizations that have emergency management responsibilities. This list should be reviewed and adjusted to reflect the actual departments and organizations that have a role in emergency management in the local government.

Chief Elected Official
Emergency Management Coordinator
Finance and Administration
Law Enforcement
Fire Departments

Emergency Medical Services Agencies
Health Departments
Hospitals
Public Works Agencies
Local Public School System

Lead Agencies

Primary responsibilities should be clearly defined and assigned to the departments and agencies that have the capability to perform them. Coordination requirements with supporting agencies should also be described.

The assignment of responsibilities in the sections below include examples of the types of responsibilities these agencies would have, but the assignment of responsibilities must be tailored for each particular jurisdiction. The departments discussed in this template may be applicable to each jurisdiction using it in the planning process.

In order to be National Incident Management System (NIMS) compliant, each agency should pre-designate representatives to work in the EOC or to work within the multi-agency coordination system. A simple statement indicating that each organization listed below will send a representative to the EOC upon activation of the annex will ensure that the annex is NIMS compliant.)

1. Chief Elected Officials

The governing board of [local jurisdiction] establishes and maintains the emergency management program. The [local governing board] of [local jurisdiction] adopts the local emergency operations plan every four years in compliance with the Code of Virginia §44-146.19. The local governing board may declare a local emergency. The local director of emergency management, and or the deputy director of emergency management will report to the EOC during an emergency.

2. Finance and Administration

- [Finance position] has the responsibility to ensure department staff has the ability to document expenditures incurred as a result of the emergency.
- The CAO or Chief Financial Officer (CFO) approves emergency purchases and contracts.
- The CAO or other designated staff will serve as the PIO.
- The CAO will designate a staff member to report to the local EOC during emergencies.

3. Local Emergency Management

- [Emergency Coordinator] coordinates emergency management for [local jurisdiction]. [Local jurisdiction] emergency management program is an

independent department/ is administered by the [department] in [local jurisdiction].

- The local coordinator of emergency management maintains the EOC in a constant state of readiness.
- The local coordinator of emergency management maintains the EOP and ensures that it is presented to the [local jurisdiction] governing board for adoption every four years to ensure that it remains current.
- During activation of the EOC, [Emergency Coordinator] or [designee] is responsible for communicating with the VEOC primarily via WebEOC, either directly or by delegating staff to do so.

4. Law Enforcement

- The [sheriff/police] department is responsible for perimeter security of an emergency event in [local jurisdiction]
- The [sheriff/police] (applies to counties only) has the lead role in search and rescue operations.
- The [sheriff/police] is responsible for criminal investigation if warranted due to a criminal aspect of a local emergency in [local jurisdiction].

Law enforcement may support other agencies in their primary roles:

- The [sheriff/police] may collaborate with [local jurisdiction] social services department to conduct security inspections of local shelter sites.
- Law enforcement has mutual aid agreements with [outside local law enforcement agency] to support tactical operations.

5. Building Official

- The building official is responsible for conducting the initial damage assessment in [local jurisdiction].
- The building official will designate staff who has completed the required NIMS and ICS courses to report to the EOC during an emergency.
- The building official has the authority to condemn structures when the level of damage warrants this action.
- The building official may coordinate with [local social services] to inspect potential shelter sites for safe occupancy.
- The building official will enforce the local building code.
- Building Official may coordinate the inspection of damaged buildings, public and private, for safe occupancy.
- The building official may have a mutual aid agreement with [other local jurisdiction] or a contract with [private firm] and or [non-profit organization] to conduct structural inspections in cases in which the disaster caused extensive structural damage and overwhelms local capabilities.

6. Public Works (PW)

- [Position title] has the responsibility of coordinating the department's emergency management functions.

- The public works department will use equipment and staff to remove debris removal from public right of ways in residential and business zones.
- The public works department will coordinate with the [VDOT residency office] to remove debris from primary and secondary roads.
- The [local jurisdiction's] public works will identify damage to infra-structure such as water lines, sewer lines.

Coordination with other departments

- [Parks and Recreation department] may support PW by providing equipment and personnel for debris removal.
- [Finance Department] has contracts in place with private firms for debris removal in the event that debris from the disaster overwhelms local capabilities.

7. Local Department of Social Services (L-DSS)

- The [local jurisdiction's] social services office coordinate's mass care, sheltering, and human services during an emergency.
- [Position title] has the responsibility to coordinate all activities of the local social services including mass care and sheltering, and coordination of site inspections for ADA compliance.
- [Position title] has the responsibility to report to EOC when it is activated and there is a need for mass care and sheltering and [position title] is the alternate to deploy to the local EOC.
- [Position title] with the school system collaborates with [Position title] at L-DSS to identify schools to be used as shelters.
- Local School System [Position title] coordinates a site inspection and ensures that the facilities are ADA compliant.

Shelter and other mass care sites:

- [Name of School, (elementary/middle/high)] located at [address] will be used as a shelter to support citizens in [area of local jurisdiction]. Based on an ADA inspection of the site, it is/is not accessible by people with mobility issues and can support other people with access and functional needs. [Name of School, (elementary/middle/high)] does/does not have the ability to shelter pets.

Recovery

- [Position title] will coordinate the delivery of emergency assistance such as food stamps and emergency fuel assistance as citizens' needs are known due to the emergency.
- [Position title] will coordinate with housing counselors from non-profit organization to identify housing options for displaced individuals.

8. Local School System

- The [local jurisdiction] school system partners with L-DSS regarding sheltering and evacuation.

- Local school system has a primary role in evacuation by providing school busses and licensed drivers for transportation.
- [Position title] will coordinate transporting transportation dependent citizens to emergency shelters
- The school system has [X] number of busses that can transport [X] number of wheel chair users per trip, which was determined during the planning process

9. Local Fire Department

- Local (or volunteer) fire department provides public information on fire prevention.
- Provides fire protection and fire suppression.
- Local or volunteer fire departments support the sheriff's department in search and rescue operations in counties or may have the lead in cities.

10. Local/ Regional Health Department

- The [local/regional] office of Virginia Department of Health (VDH), which serves [local jurisdiction], leads response to and recovery of health related emergencies.
- The [local/regional office] of VDH supports mass fatality incident through coordination with the regional office of the chief medical examiner (OCME).
- Position at [local/regional office] is responsible for coordinating emergency management activities.
- Public health assesses health and medical needs of [local jurisdiction].
- During disasters which result in mass casualties, the [local/ regional] VDH office or other designated entity will coordinate patient tracking with 2-1-1 Virginia.
- The [local/regional office] coordinates with Public Works regarding issues of drinking water safety.
- The [local/regional office] of VDH coordinates with the Va. Department of Agriculture and Consumer Affairs on matters relating to rodent and insect control and extermination, plant and animal disease

11. Hospitals

- [Hospital Title] that serve [local jurisdiction] participate in the hospital coordination group and coordinate with local emergency management and [VDH local Health District office].
- All hospitals in local jurisdiction provide emergency medical care. [Local jurisdiction] has contracts in place with [local area hospitals] to provide limited on-site decontamination.
- Local area hospitals are responsible for coordinating evacuations of their facilities to hospitals outside of [local jurisdiction] and [region]. Plans are available with [hospitals outside the local jurisdiction] and contracts are available with [medical transportation providers].

12. Regional Office of the Virginia Department of Emergency Management

- VDEM Region [X] Office will coordinate with the local emergency manager and assist with resource requests on a local or regional level.

Support Agencies

The hazard-specific procedures section addresses the unique preparedness, response, and recovery strategies relevant to each department or agency for specific disaster types. Some of the tasks referenced here were likely noted in previous sections. The planners should review each section and edit where necessary to ensure that the information is specific to the jurisdiction.

1. Local Department of Parks and Recreation

- [Position title] is responsible for coordinating with L-DSS to provide additional sites for sheltering if the needs should arise.
- [Local jurisdiction] Department of Recreations and Parks may open [recreation facilities] located at [address] as shower facilities if the disaster impacts residential water use.
- The site located at [address] is ADA compliant and can support citizens with certain access and functional needs such as charging electric wheel chairs and other medical devices.
- These sites are also available as warming and cooling shelters.
- [Local jurisdiction] Department of Recreations and Parks assists with debris removal by providing personnel and equipment to public works.

2. Public Library

- [Position title] is responsible for coordinating with L-DSS to provide additional warming/cooling sites for mass care services.
- The [main public library] at [address] has a generator and can be used as a warming/cooling shelter in the event of a long term power outage. Other branches or regional libraries will be opened to provide this service as needed.
- All libraries in [local jurisdiction] are ADA compliant.

3. Volunteer Organizations

- [Local Government Administration] has identified [Position title] from [department or organization] to coordinate offers of donated goods and services.
- The church/faith based facility located at [address] owns a generator and is available to provide meals during extended periods of power outages. This facility [is/is not] capable of accommodating requests by individuals with special dietary needs based on cultural or religious restrictions or medical needs.
- Volunteer animal rescue may support L-DSS by providing trained volunteers to work at pet-friendly shelter sites.
- Volunteer organizations such as Team Rubicon may assist with debris removal from private property and cleaning and repairing structures.

4. Information Technology (IT) Department

- IT [Position title] will support the PIO (Local Administration) by maintaining a dedicated webpage to disseminate.
- IT [Position title] will support the emergency operations center with GIS support.

5. Local animal control department

- [\[Position title\]](#) will provide public information for care of pets during a disaster.
- [\[Position title\]](#) may support L-DSS with pet sheltering.