



# Secretary of Administration

## MISSION STATEMENT

It is the responsibility of Commonwealth Government to provide for the safety and well-being of Commonwealth citizens and ensure the continuity of Commonwealth government operations, including the delivery of essential government services during a disaster. The Commonwealth of Virginia Emergency Operations Plan (COVEOP) assigns specific responsibilities to agencies and offices to ensure the Commonwealth is able to meet this responsibility. Commonwealth agencies and institutions of higher education (IHEs) must be prepared to implement their own agency's emergency plans and execute their duties as assigned in the COVEOP, hazard specific annexes, and support plans. *COVEOP 2021*

## INDIVIDUAL SECRETARIAT RESPONSIBILITIES

Each Secretariat is responsible for ensuring their agencies and offices are: (1) meeting their statutory obligations for emergency preparedness, (2) prepared and able to implement their agency continuity plans, and (3) prepared and able to execute the duties assigned to them in the COVEOP and all-hazards annexes.

## THE ADMINISTRATION SECRETARIAT

This Secretariat is comprised of five agencies that play a crucial role in emergency response and disaster recovery by facilitating information sharing, improving situational awareness, and supporting resource request fulfillment. The specialized expertise including construction, communications, and contracting within the Secretariat is a significant component of successful response and rebuilding.



# Secretary Margaret "Lyn" McDermid

## Your Supporting Agencies:



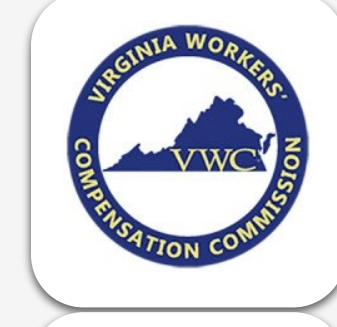
Virginia Information and Technology Agency



Department of Human Resources Management



Department of General Services



Virginia Workers' Compensation Board



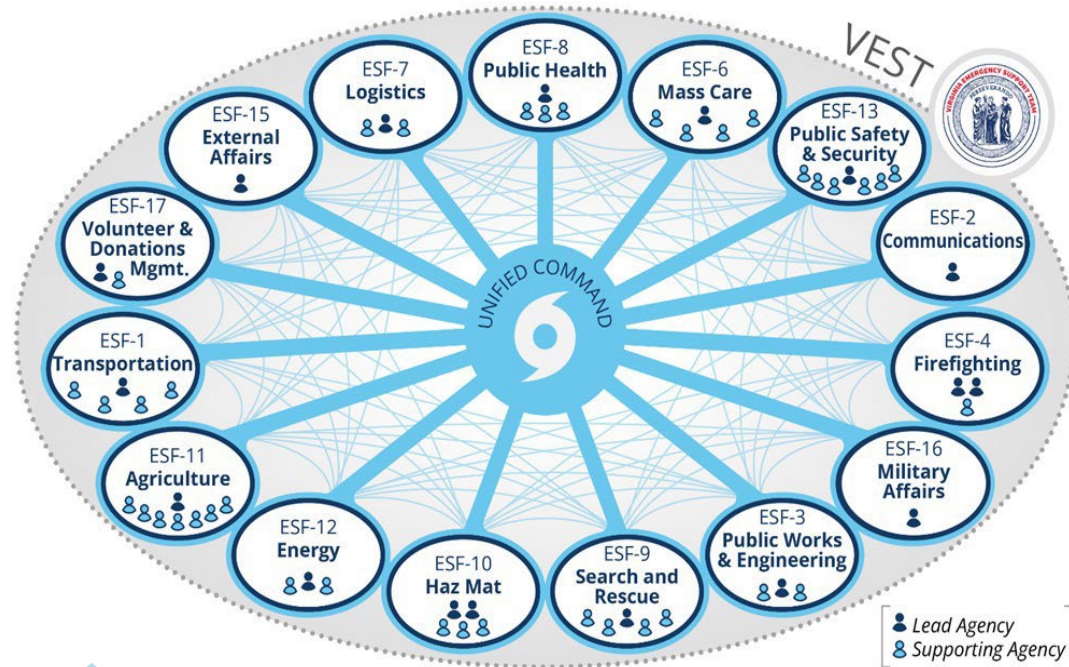
Virginia Board of Elections



# Secretary of Administration

## THE VIRGINIA EMERGENCY SUPPORT TEAM (VEST)

Comprised of Commonwealth agencies, non-governmental organizations, and private sector companies, the VEST supports all ten Cabinet Secretaries in meeting their statutory emergency management responsibilities. Command and General Staff and 17 Emergency Support Functions (ESFs) are activated through four levels to meet emergency needs, incidents that exceed local capacities, or when incidents span multiple VDEM Regions.



## Emergency Support Functions (ESF)

Emergency Support Functions (ESFs) group governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following incidents. Each ESF has a Lead Agency and Supporting Agencies that collaborate to execute their responsibilities.

For more information, please go to <https://www.vaemergency.gov/2022-cabinet-exercise/> to review: 1) COVEOP, 2) Secretariat emergency management responsibilities per COVEOP, agency, and emergency support function, 3) Governor's Cabinet emergency management overview, and 4) individual Cabinet Secretary emergency management overview and construct.

# Secretary Margaret "Lyn" McDermid

Your Supporting ESFs, their Lead Agencies, and Function:

ESF Number	Lead Agency	Function	Status
1	VDOT	ESF 1 Transportation	
2	VIRGINIA IT AGENCY	ESF 2 Communications	LEAD
3	VDH VIRGINIA DEPARTMENT OF HEALTH	ESF 3 Public Works and Engineering	
5	VIRGINIA DEPARTMENT OF DEFENSE	ESF 5 EM/Command and General Staff	
6	VIRGINIA DEPARTMENT OF TRANSPORTATION	ESF 6 Mass Care	
7	VIRGINIA DEPARTMENT OF DEFENSE	ESF 7 Logistics and Resource Support	
11	VIRGINIA DEPARTMENT OF AGRICULTURE	ESF 11 Agriculture and Natural Resources	
15	VIRGINIA DEPARTMENT OF DEFENSE	ESF 15 External Affairs	



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## 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.