



Secretary of Commerce and Trade

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 COMMERCE and TRADE SECRETARIAT

The initiatives established within the Commerce and Trade agencies and affiliated organizations are critical to a vibrant Virginia—both before and after a disaster. The combined expertise within these agencies can improve decision making during emergency response and disaster recovery operations. Timely and accurate data, interpreted by Virginia experts in energy, housing, and community development can help minimize loss and improve rebuilding.



Secretary Caren Merrick

Your Supporting Agencies:

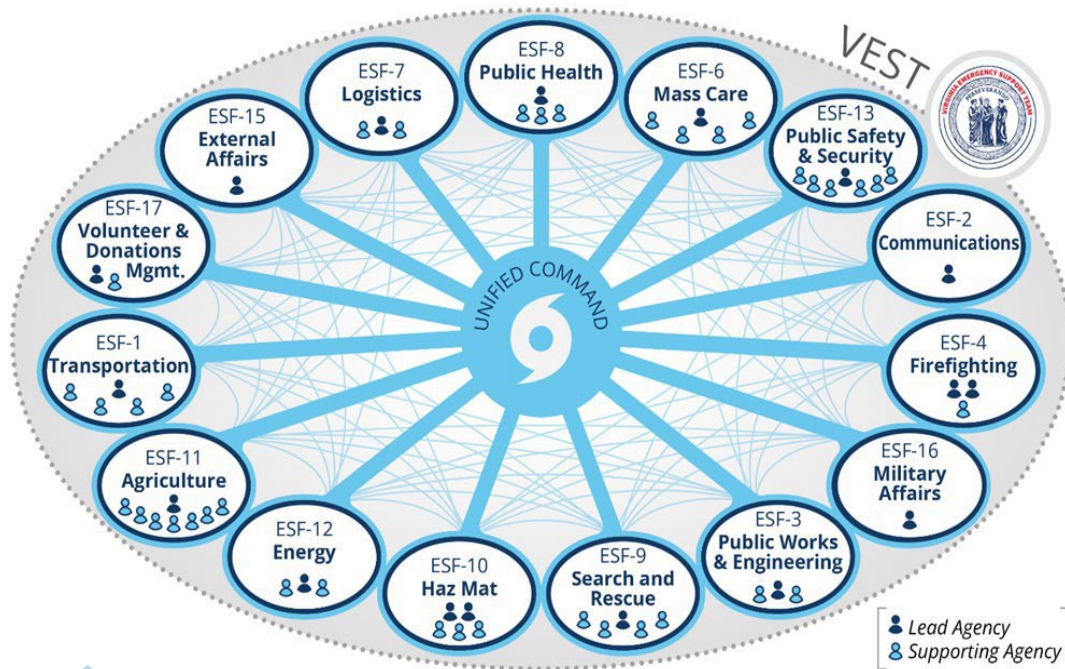
	Virginia Department of Energy		Department of Labor and Industry
	Virginia Employment Commission		Virginia Housing Development Authority
	Department of Housing and Community Development		Tobacco Region Revitalization Commission
	Department of Professional and Occupational Regulation		Dept of Small Business and Supplier Diversity
	Virginia Economic Development Partnership		
	Virginia Tourism Corporation		
	Board of Accountancy		



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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.



VEST ACTIVATION LEVELS

CONDITION GREEN
Steady State

CONDITION YELLOW
Activated Monitoring

CONDITION ORANGE
Partially Activated

CONDITION RED
Fully Activated

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.

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Your Supporting ESFs, their Lead Agencies, and Function:

ESF Number	Lead Agency	Function
1	VDOT (Virginia Department of Transportation)	ESF 1 Transportation
3	VDH (Virginia Department of Health)	ESF 3 Public Works and Engineering
4	Virginia Forestry and Virginia Department of Emergency Management	ESF 4 Firefighting
5	Virginia Department of Emergency Management	ESF 5 EM/Command and General Staff
6	Virginia Department of Emergency Management	ESF 6 Mass Care
10	DEQ (Virginia Department of Environmental Quality) and Virginia Department of Emergency Management	ESF 10 Oil and Hazardous Materials
12	Virginia Department of Emergency Management	ESF 12 Energy
15	Virginia Department of Emergency Management	ESF 15 External Affairs



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7.1.4.4 SECRETARY OF COMMERCE AND TRADE

7.1.4.4.1 Department of Housing and Community Development (DHCD)

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

- **ESF 3 Public Works and Engineering**
 - Support local, state, and federal partners in conducting damage assessment and needs assessment surveys in the disaster area.

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

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

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

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

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

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

- **ESF 10 Oil and Hazardous Materials**
 - Provide any necessary and essential technical expertise, personnel, and equipment in support of the VEOC during emergency operations and recovery related to an actual or potential discharge of oil or other hazardous material.

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

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

7.1.4.4.3 Board of Accountancy

The Board of Accountancy is assigned the following duties:

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

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

7.1.4.4.4 Department of Small Business and Supplier Diversity (DSBSD)

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

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

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

7.1.4.4.5 Department of Labor and Industry (DOLI)

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

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

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

7.1.4.4.6 Department of Professional and Occupational Regulation (DPOR)

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

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

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

7.1.4.4.7 Tobacco Region Revitalization Commission

The Tobacco Region Revitalization Commission is assigned the following duties:

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

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

7.1.4.4.8 Virginia Economic Development Partnership

The Virginia Economic Development Partnership is assigned the following duties:

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

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

7.1.4.4.9 Virginia Employment Commission (VEC)

The Virginia Employment Commission is assigned the following duties:

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

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

7.1.4.4.10 Virginia Housing Development Authority (VHDA)

The Virginia Housing Development Authority is assigned the following duties:

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

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

7.1.4.4.11 Virginia Tourism Corporation

The Virginia Tourism Corporation is assigned the following duties:

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

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