



# Secretary of Education

## 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.




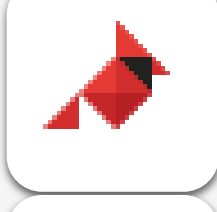







## THE EDUCATION SECRETARIAT

Comprised of 11 agencies, this Secretariat delivers both specialized expertise and infrastructure resources to the Commonwealth's emergency management program. Secretariat agencies are assigned within the Infrastructure Support Branch to best assist with damage assessment and conservation efforts. Beyond disasters, the Secretariat oversees additional responsibilities that include the facilitation of educational services to students impacted by disasters. Additionally, public institutions of higher education may have a role in providing emergency shelter facilities when required.



# Secretary Aimee Rogstad Guidera

## Your Supporting Agencies:

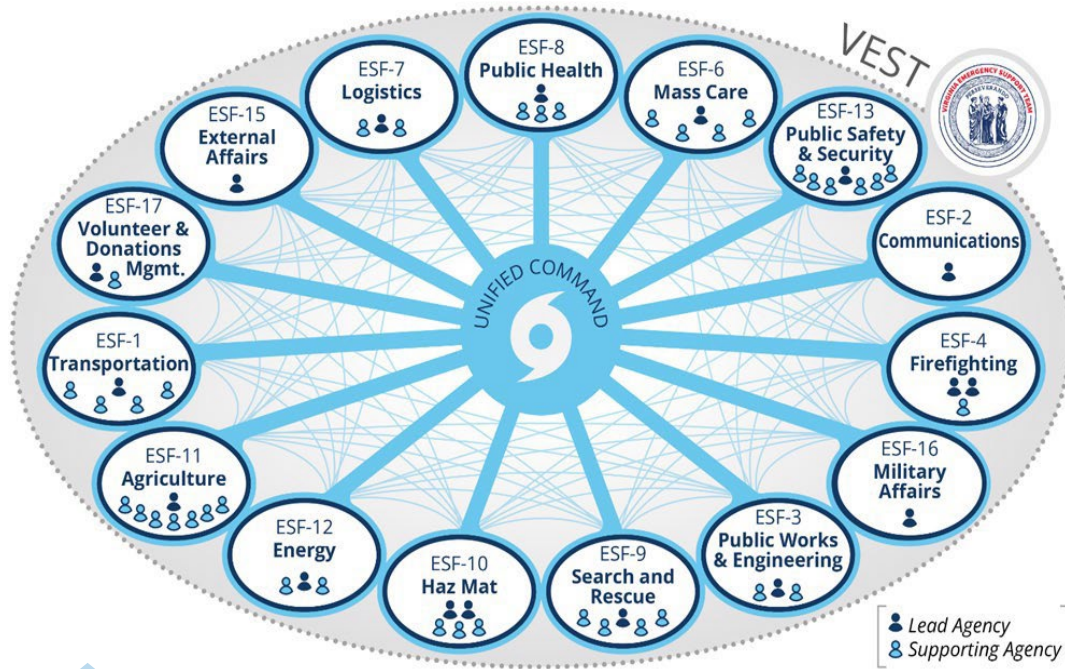
-  Department of Education
-  State Council of Higher Ed
-  Community College System
-  Public Institutes of Higher Learning
-  Jamestown-Yorktown Foundation
-  Museum of Fine Arts
-  Science Museum of Virginia
-  Frontier Culture Museum
-  Commission for the Arts
-  Library of Virginia
-  Cooperative Extension



# Secretary of Education

## 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.

# Secretary Aimee Rogstad Guidera

Your Supporting ESFs, their Lead Agencies, and Function:

5	6	11	15
	ESF 5 EM/Command and General Staff		
	ESF 6 Mass Care		
	ESF 11 Agriculture and Natural Resources		
	ESF 15 External Affairs		



[www.vaemergency.gov](http://www.vaemergency.gov)

[twitter.com/VDEM](https://twitter.com/VDEM)

[facebook.com/VAemergency](https://facebook.com/VAemergency)

[instagram.com/vaemergency](https://instagram.com/vaemergency)

[linkedin.com/company/virginia-department-of-emergency-management/](https://linkedin.com/company/virginia-department-of-emergency-management/)

## 7.1.5.4 SECRETARY OF EDUCATION

### 7.1.4.5.1 Library of Virginia

The Library of Virginia is assigned the following duties:

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

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

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

The Department of Education is assigned the following duties:

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

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

The Frontier Culture Museum is assigned the following duties:

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

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

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

The Virginia Community College System is assigned the following duties:

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

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

The Science Museum of Virginia is assigned the following duties:

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

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

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

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

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

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

The Jamestown-Yorktown Foundation is assigned the following duties:

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

emergency plans.

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

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

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

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

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

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

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

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

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

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

The Virginia Cooperative Extension is assigned the following duties:

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

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

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

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



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

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

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

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

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

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