



# Secretary of Finance

## 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 FINANCE SECRETARIAT

Comprised of 5 agencies, this Secretariat provides the specialized budget and fiduciary expertise that supports and executes all financial transactions on behalf of the Commonwealth — from collecting taxes, to paying bills, to distributing aid to localities. These critical functions are required for a successful emergency management program as they are a bedrock for all mission areas including preparedness, prevention, response, recovery, and mitigation.



# Secretary Stephen E. Cummings

## Your Supporting Agencies:



Virginia Department of the Treasury



Virginia Department of Taxation



Virginia Department of Planning and Budget



Virginia Department of Accounts



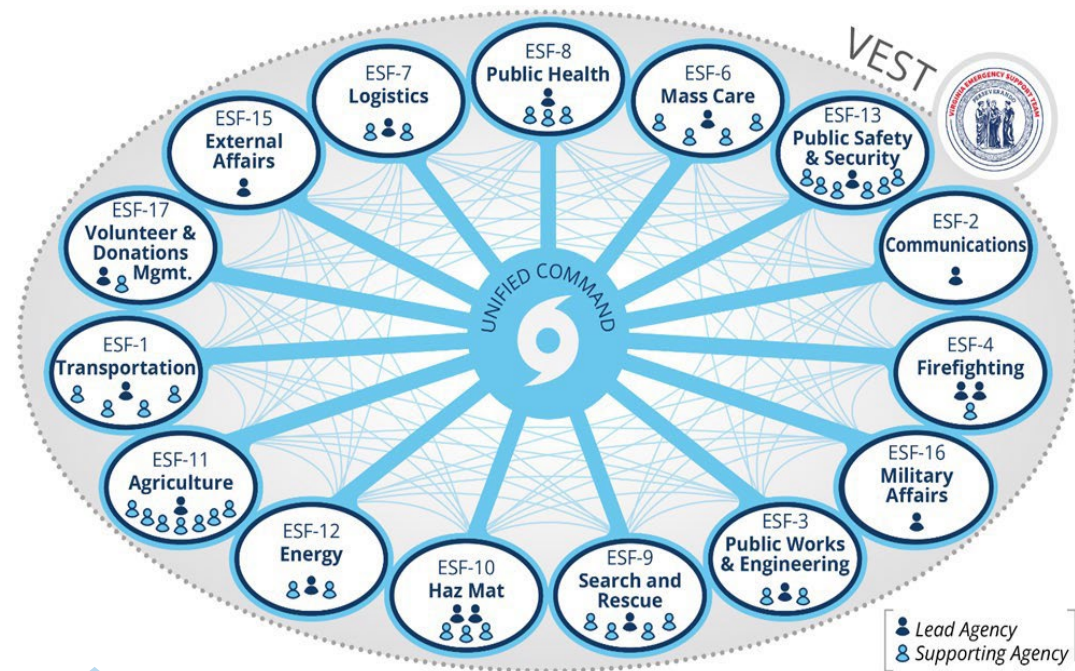
Virginia Resources Authority



# Secretary of Finance

## 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 Stephen E. Cummings

Your Supporting ESFs, their Lead Agencies, and Function:

5	15
<b>ESF 5</b> EM/Command and General Staff	
<b>ESF 15</b> External Affairs	



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

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## 7.1.4.6 SECRETARY OF FINANCE

### 7.1.4.6.1 Department of Planning and Budget (DPB)

The Department of Planning and Budget is assigned the following duties:

- **ESF 5 Emergency Coordination, Information And Planning**
  - Identify and access alternative funding sources to ensure the availability of adequate funds in the sum sufficient account.
  - Review all Performance Budgeting System requests.
  - 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.

### 7.1.4.6.2 Department of Accounts (DOA)

The Department of Accounts 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.

#### **7.1.4.6.3 Department of Taxation**

The Department of Taxation 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.

#### **7.1.4.6.4 Department of the Treasury**

The Department of the Treasury 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.

#### **7.1.4.6.5 Virginia Resources Authority**

The Virginia Resources 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.