EMERGENCY OPERATIONS PLAN

POWHATAN COUNTY
VIRGINIA

Adopted January 12, 2012

Annual Review & Updates Approved February 2, 2015

Board of Supervisors:
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RESOLUTION ADOPTING THE UPDATED POWHATAN EMERGENCY OPERATIONS PLAN

WHEREAS, the Board of Supervisors of Powhatan Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters;

WHEREAS, Powhatan County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, Powhatan County has established and appointed a Director and Coordinator of Emergency Management; and

WHEREAS, the Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2008 Edition section 44-146.19 E), requires local governments to update and adopt their Emergency Operations Plan every four years.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the updated Powhatan County Emergency Operations Plan dated January 9, 2012 is hereby approved and adopted for the County of Powhatan.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 9, 2012.

Chairman
Powhatan County Board of Supervisors

ATTEST:

Clerk
Powhatan County Board Of Supervisors

Recorded Vote:

Barry Hodge AYE
William E. Melton AYE
Jason Moore AYE
Carson L. Tucker AYE
David T. Williams AYE

Annual Review & Record of Changes Change Number	**Date of Change**	**Page or Section Changed**	**Summary of Change**	**Name of Person Authorizing Change**
1	6-6-12	Page 21	Updated the School System Succession of Authority	Russell Wilson
2	10-30-12	Page 27	Declaration of a Local Emergency for the County of Powhatan, Virginia	Eric Gregory
3	1-24-13		Conducted Annual Review & Update	Board of Supervisors
4	2-3-14	ESF-15 Pages 95-98	Removed all references to WCVE FM 88.9 due to their stopping emergency alerting	Floyd Greene
5	2-3-14	1,3,20,21,36-38,55,56,59-61,64,81,84,91	Updated departmental name changes due to County staff reorganization	Board of Supervisors
5	2-3-14	106,123,124, 127-129,147	Updated departmental name changes due to County staff reorganization	Board of Supervisors
5	2-3-14	150,152,153	Conducted Annual Review and Updates	Board of Supervisors
6	2-2-15	21,22	Updated departmental names and succession of Authority due to staff reorganization	Board of Supervisors
7	2-2-15	27	Names of BOS members replaced w/ District numbers per County Attorney	Board of Supervisors
8	2-2-15	69	Updated Health Department staffing availability	Board of Supervisors
9	2-2-15	99	Updated sample News Release form	Board of Supervisors
10	2-2-15	120	Removed War Memorial Bld as a listed potential donations management site	Board of Supervisors
11	2-2-15		Conducted Annual Review and Updates	Board of Supervisors

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I. Introduction

Powhatan County Virginia is located 20 miles west of Richmond, Virginia, in the Piedmont section of central Virginia. The county is bounded on the north by Goochland County, the east by Chesterfield County, the south by Amelia County, and the west by Cumberland County. The population is 28,046 (2010 U.S. Census Bureau) with an area of 260 square miles.

Primary hazards include winter storms, hazardous materials incidents, drought, tornados, hurricanes and tropical storms, water supply shortages and contamination, flooding, pipeline or railroad disasters, school incidents, airplane crashes, terrorism incidents, dam failure, and earthquake.

To respond effectively to any significant emergency it is critical that all Powhatan County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities.

The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia**, §** 44-146.13 to 44-146.29:2) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared to respond to incidents beyond the scope of routine response systems. This plan has been adopted by the County Board of Supervisors and promulgated by the Coordinator of Emergency Management.

The Powhatan County Emergency Operations Plan (EOP) consists of a basic plan followed by Emergency Support Functions, Support Annexes, and Hazard-Specific Incident Annexes.

Purpose

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Powhatan County to effectively respond to and recover from all-hazards disasters and/or emergency situations. Supporting plans for all disasters sets forth the concepts and procedures whereby the county can apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored

Scope and Applicability

The Emergency Operations Plan works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across county departments, agencies, and response organizations by describing an overall emergency response system:

- How county departments/agencies will be organized during response to an incident, including command authorities
- Critical actions and interfaces during response and recovery

- How the interaction between the Powhatan and regional, state, and federal authorities is managed
- How the interaction between the Powhatan and private organizations is managed during emergencies
- How to handle and manage needs with the resources available.

This plan addresses the full spectrum of activities related to local incident management, including prevention, protection, mitigation, preparedness, response, and recovery actions. This plan focuses on those activities that are directly related to an evolving incident or potential threat.

EOP Key Concepts

A. Systematic and coordinated incident management, including protocols for:
- Incident reporting;
- Coordinated action;
- Alert and Notification;
- Mobilization of resources
- Managing the phases of a disaster

B. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with Federal, State, private entities, and other local governments.

C. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and implement mitigation programs.

D. Coordinate incident communication, worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents.

E. Organizing Emergency Support Functions (ESFs) to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.

F. Providing mechanisms for coordination, communications, and information sharing in response to threats or incidents.

G. Facilitating support to departments and agencies acting under the requesting department's or agency's own authorities.

H. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.

I. Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

II. Assumptions

A. The combined efforts of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from disasters. All incidents begin and end locally.

B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

C. Incidents require local government to coordinate operations and/or resources and may:
- Require significant information sharing across multiple jurisdictions
- Involve hazards and threats on a local or regional scale
- Have significant impact and/or require resource coordination and/or assistance
- Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment
- Require short notice Regional, State, and Federal asset coordination
- Require prolonged, sustained incident management operations and support

D. The top priorities for Powhatan are to:
- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Ensure security of the jurisdiction;
- Prevent an imminent incident from occurring;
- Protect and restore critical infrastructure and key resources;
- Ensure local government continues to function throughout the incident;
- Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
- Facilitate recovery of individuals, families, businesses, government, and the environment.

III. Roles and Responsibilities

The Director of Emergency Management is the Chairman of the Board of Supervisors. The County Administrator serves as the Deputy Director of Emergency Management. The Coordinator of Emergency Management carries out the day-to-day activities of the emergency management program, assisted by the Deputy Coordinator of Emergency Management. In succession, these individuals will direct and control operations in time of emergency. Throughout this plan, this succession is referred to as Emergency Management.

IV. Concept of Operations:

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate

departments and agencies, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

A. The Powhatan County Emergency Operations Center (EOC)

Emergency Management, assisted by department heads, will develop and maintain an Emergency Operations Center (EOC) from which to direct operations in time of disaster. The primary EOC is located in the Powhatan County Administration Building Conference Room, 3834 Old Buckingham Road, Powhatan, Virginia. The alternate EOC facility is located in the Huguenot Public Safety Building, 1959 Urbine Road, Powhatan, Virginia.

Operation of the Powhatan County EOC:
Emergency Management, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures. Such readiness measure in anticipation of an emergency will ensure maximum protection of the population, property, and supplies from the effects of an emergency.

Commented [M1]: Reworded

Emergency Management may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster incident;
- The disaster affects multiple jurisdictions within a region that rely on the same resources to resolve major emergency incidents; and/or disasters
- The local emergency ordinances are implemented to control emergencies or disasters.

B. Emergency Management Phases

Preparedness Phase:

The day-to-day activities of the emergency management program include developing and maintaining an Emergency Operations Plan, and maintaining the County EOC in a constant state of readiness. The heads of operating agencies will maintain plans and procedures to be prepared to effectively accomplish their assigned responsibilities.

Powhatan County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster.

Response Phase:

Response actions are those taken to save lives and prevent personal property and infrastructure damage during the initial response to an incident. All appropriate locally available resources will be committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator. Response examples include but are not limited to:

- Open and staff the local Emergency Operations Center
- Declare a Local Emergency
- Suspend daily functions of the government that do not contribute directly to the emergency operation.
- Implement evacuation orders as needed.
- Open and staff emergency shelters as needed.

Recovery Phase:

Emergency Management will coordinate county and community recovery actions. The objective is to return to as normal a state as feasible. In some cases, recovery efforts will lead to repairs/replacements that create a safer environment than before the disaster. Recovery actions include but are not be limited to:

- Complete an Initial Damage Assessment and submit to the Virginia EOC.
- Assess local infrastructure and begin immediate repairs to infrastructure
- Determine viability for re-entry of residents, and oversee planned re-entry
- Help disaster victims to obtain post-disaster assistance, such as temporary housing and low-interest loans.

Mitigation Phase

Mitigation aims to prevent incidents and /or to reduce the negative effects of incidents. Mitigation activities can take place before and after disasters, and include activities such as insurance purchase, hardening targets, and eliminating valuables in flood plains, etc. Powhatan is a regional partner in the Richmond-Crater Hazard Mitigation Plan.

C. Training and Exercises

Emergency Management coordinates an all-hazards training, exercise and evaluation program to enhance the readiness of the community for disaster and to help keep the EOP updated. Exercises are conducted in cooperation with local, mutual aid, regional, state and federal partners. The training program includes tabletop exercises, functional exercises, and full-scale exercises. From this process, lessons learned are captured and corrective actions taken to enhance readiness. To ensure effectiveness of the training and exercise/evaluation

program, primary and support agencies listed within this EOP participate in exercises.

D. Declaration of a Local Emergency

1. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
   A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). In the event the Board cannot convene, the Director of Emergency Management, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the Board of Supervisors may declare the existence of a local emergency, subject to confirmation by the Board at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first.

2. Emergency Management will advise the Virginia EOC immediately following the declaration of a local emergency. When the county requests state assistance, the Director of Emergency Management, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed and state assistance is being requested. A copy of the resolution declaring a local emergency to exist accompanies this letter. All disaster-related expenditures will be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

3. The Board of Supervisors, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

F. Evacuation

Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Powhatan Sheriff's office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Powhatan Fire Chief or his representative on the scene will implement immediate protective action to include evacuation as deemed necessary.

G. Record-Keeping and other Government Functions

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively achieve responsibilities outlined in this EOP. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be promptly obtained. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is later made available. In time of emergency, the heads of county offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required for those functions will be redirected to accomplish the responsibilities task to the agency.

H. The Needs of Children, Individuals with Functional Needs, and Animals

Powhatan County agencies shall coordinate with nongovernmental organizations and the private sector to meet the needs of children and individuals with functional needs in an emergency. Such organizations include the American Red Cross – Eastern Virginia Region and the Powhatan Coalition of Churches, etc. It is important to note that meeting the needs of individuals with functional needs requires resources of physical, programmatic, and communications contexts. Should these resources not suffice to meet the operational goals in an emergency response within Powhatan County, the locality shall request assistance from the Virginia Emergency Operations Center.

The Powhatan County Sheriff's Office Division of Animal Control will coordinate the rescue and recovery of household pets and service animals during and after response to an emergency. Any nongovernmental, private sector, or state and Federal resources for animal control will coordinate with the Division of Animal Control in the event such resources operate in Powhatan during an emergency.

Emergency Management will assure compatibility between the Powhatan EOP and the procedures of key facilities and private organizations within the county.

I. Reports: The Virginia Emergency Operations Plan requires the submission of the following reports by Powhatan in time of emergency. These reports are available using the online Virginia WebEOC:

- Daily Situation Report
- Initial Damage Assessment Report
- Request for Assistance Form

The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal injuries Compensation Fund (VCICF) shall be contacted in the event of an emergency when there are victims of crime (Code of Virginia §19.2-11.01.)

J. Military Support: If it is determined that support by military units is needed, it must be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Management or his/her designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

K. Execution of Mutual Aid Agreement: Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Resources may be sent from the County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by Emergency Management.

Powhatan County is a participant in the statewide mutual aid (SMA) program. The SMA agreement may be utilized to obtain resources required to deal with an event. Utilization of this agreement will obligate Powhatan County to repay other localities for expenses incurred while helping Powhatan County. These expenses include equipment, materials and supplies, travel expenses, and personnel costs. Procurement and reimbursement procedures outlined in the Statewide Mutual Aid Operations Manual shall be followed to utilize this system.

L. EOP Maintenance: Emergency Management has overall responsibility for maintaining and updating this plan. In accordance with the Code of Virginia **§** 44-146.19E a revised EOP will be formally adopted every 4 years, and reviewed annually. A plan distribution list is maintained. Responsible individuals and officials should recommend to the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in disasters, deficiencies identified through drills and exercises, and changes in government structure.

V. Coordination with Non-Governmental Organizations (NGOs)

A. Nongovernmental and Volunteer Organizations:

Nongovernmental organizations collaborate with local, state, and federal governments, and other agencies and organizations in order to provide relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the Greater Richmond Chapter of the American Red Cross provides direct relief to citizens and also provides staffing for disaster shelters in Powhatan. The Virginia Voluntary Organizations Active in Disaster (VVOAD) is a group of recognized local, state, and national organizations that provide disaster relief. VVOAD provides significant capabilities to response and recovery efforts.

Some VVOAD organizations will also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

B. Private Sector:

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters. The roles, responsibilities, and participation of the private sector vary during disasters based on the nature of the organization and the type and impact of the disaster.

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for, and responding to incidents

Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee (LEPC).

Appendix 1 – Hazards Analysis Summary Table

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

INSTRUCTIONS

Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low	- 1
	- 2
Medium	- 3
	- 4
High	- 5

The criteria for each hazard is assigned one of the five ratings above and then totaled to determine a "score". All listed situations refer to major disasters causing loss of life, human suffering, and property damage

1. The HISTORY rating is derived by the number of occurrences of the type of disaster over the past 25 years.
- zero times & conditions have not changed to increase the hazard, the rating = "low" - once in 25 years = "medium"
- two or more times in 25 years = "high".

2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less "vulnerable" than more heavily populated urbanized ones.

3. The MAXIMUM THREAT is the greatest destruction that could occur from the disaster. For example, during a nuclear attack, jurisdictions within a high-risk, or target, area receive a "high" rating; those within 30-40 miles - "medium"; and other, more remote jurisdictions - "low".

4. The PROBABILITY of a disaster is subjective judgment that is made primarily by local officials. The following guide may be used:
a. Chances per year greater than 1 in 10 - "high"
b. Chances per year between 1 in 10 and 1 in 100 - "medium"
c. Chances per year less than 1 in 100 - "low"

HAZARDS ANALYSIS SUMMARY TABLE - POWHATAN COUNTY

	HISTORY		VULNERABILITY		MAXIMUM THREAT		PROBABILITY		SCORE
Winter Storm	5	+	4	+	4	+	5	=	18
Electric Power Outage	5	+	5	+	4	+	4	=	18
Windstorm/Tornado/ Severe Thunderstorm	5	+	4	+	4	+	5	=	18
Hurricane/ Tropical Storm	5	+	4	+	5	+	3	=	17
Hazardous Materials	5	+	4	+	4	+	4	=	17
Drought	5	+	3	+	3	+	4	=	15
Highway Accident	5	+	3	+	2	+	5	=	15
Fire/Explosion, Major	2	+	4	+	5	+	2	=	13
Water Supply Shortage/ Contamination	2	+	3	+	4	+	2	=	11
Flash Flood	4	+	2	+	2	+	3	=	11
Flood, Major	4	+	2	+	1	+	3	=	10
Fuel Shortage, Major	1	+	5	+	3	+	1	=	10
Pipeline Accident	1	+	3	+	4	+	2	=	10
Railroad Disaster	1	+	3	+	3	+	2	=	9
School Incident	1	+	4	+	3	+	1	=	9
Nuclear Power Plant Accident	1	+	4	+	3	+	1	=	9
Earthquake	3	+	2	+	1	+	2	=	8
Airplane Crash	1	+	2	+	3	+	1	=	7
WMD / Terrorism	1	+	3	+	2	+	1	=	7
Structural Collapse	1	+	2	+	2	+	1	=	6
Dam Failure	3	+	1	+	1	+	1	=	6

Completed by: _____ (Local EM Coordinator) 11/8/2011 (Date)

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
ARES	Amateur Radio Emergency Services-
CERT	Community Emergency Response Team
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PAS	Powhatan Alert System
RACES	Radio Amateur Civil Emergency Services
VDEM	Virginia Department of Emergency Management
VDOT	Virginia Department of Transportation
VDSP	Virginia Department of State Police
VOAD	Voluntary Organizations Active in Disaster

Appendix 3 – Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

2. The Homeland Security Act 2004

3. National Response Framework 2008

4. National Preparedness Goal, Department of Homeland Security, 1st Edition, September 2011

Commented [M2]: Consider updating this reference in the next plan

State

1. Commonwealth of Virginia Emergency Services and Disaster Law 2000 as amended (Code of Virginia Section 44-146)

2. The Commonwealth of Virginia Emergency Operations Plan (all volumes)

5. Statewide Mutual Aid Program 2000 as revised Dec. 2008

Appendix 4 – Matrix of Responsibilities

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Management	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF #12 Energy	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management	P	P	S	S	P	S	P	S	S	S	S	P	S	P	S
Fire & EMS Dept.	S		S	P	S	S	S	S	P	P			S	S	S
Health Dept.			S		S	S	S	P	S	S	S			S	S
Sheriff's Office	S	S	S	S	S	S	S	S	P	S	S		P	S	S
Public Works			P		S		S		S			S		S	
Building Inspections			S	S	S				S					S	
County Administrator /Human Relations		S			S	S	S	S		S	S	S	S	S	P
Red Cross				S	S	S	S	S	S		S			S	
Information Technology		S	S		S	S	S		S					S	S
Social Services					S	P	S	S	S		S			S	S
Finance		S			S	S	S		S					S	
Planning and Community Development/GIS	S		S	S	S				S	S	S		S	S	
Public Schools	S				S	S								S	S
Goochland/Pow Community Services Board	S				S	S		S	S					S	
Dept. of Forestry				S	S									S	
County Attorney			S		S		S					S		S	S
Coalition of Churches					S	S	S							S	S
Extension Office					S			S			P			S	
Va. Dept. of Transportation	S		S		S		S			S			S	S	
Powhatan Library					S	S								S	
Amateur Radio Emerg. Services		S			S	S								S	
VA Dept. of Ag. & Consumer Servic					S			S						S	
Va. Dept. of Emergency Mgt.					S					S	S			S	
Monacan Soil & H2O District					S							S		S	
Va. Dept. of State Police	S				S				S				S	S	

Appendix 5 – Succession of Authority

Clear succession of command and authority is critical to successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed by position in descending order.

Organization/Service Function	Authority in Line of Succession
Emergency Direction and Control	1. Director of Emergency Management 2. Deputy Director Emergency Management 3. Coordinator of Emergency Management 4. Deputy Coordinator of Emergency Management
Emergency Public Information	1. County Administrator 2. Deputy County Administrator 3. Coordinator of Emergency Management
Sheriff's Office	1. Sheriff 2. Undersheriff 3. Chief Deputy 4. Lieutenant
Fire & Rescue Department	1. Fire Chief 2. Assistant Chiefs 3. District Chief for each Company
School System	1. Superintendent 2. Director of Facilities 3. Assistant Superintendent for Finance, Business, Operations, & Transportation
Finance	1. Director of Finance 2. Accounting Manager
Information Technology	1. IT Specialist Manager I 2. IT Specialist Manager II 3. Director of Finance

SUCCESSION OF AUTHORITY (continued)

Organization/Service Function	Authority in Line of Succession
Building Inspections	1. Building Official 2. Building Inspector
Department of Planning and Community Development	1. Department Director 2. Planning Manager 2. Zoning Administrator
Public Works	1. Director of Public Works 2. Facilities Manager Building Supervisor 3. Utilities Manager Utilities Operations Supervisor
Health Department	1. District Health Director 2. District Nursing Director 3. District Nursing Supervisor
VPI-SU Extension Service	1. Unit Director 2. Extension Agent 3. Unit Administrative Assistant
Social Services	1. Director 2. Finance and Operations Manager 3. Service Program Manager 4. Benefit Program Manager

Appendix 6 – Emergency Operations Plan Distribution List (CDs)

Commented [M3]: David Bailey will update this list if needed.

Powhatan County Board of Supervisors *
Powhatan County Administrator *
Powhatan County Coordinator of Emergency Management (2) *
Powhatan County Deputy Coordinator of Emergency Management *
Powhatan County Sheriff *
Powhatan County Attorney *
Powhatan County Library Director *
Powhatan County Emergency Communications Center *
Powhatan County Chief of Fire and EMS Department *
Powhatan County Director of Public Works
Powhatan County Building Inspections Office
Powhatan County Commissioner of Revenue
Powhatan County Director of Social Services
Powhatan County Health Department
Powhatan County Finance / IT Department
Powhatan County Director of Planning and Community Development
Powhatan County Extension Agent
Powhatan County Public Schools - Superintendent
Powhatan County Public Schools - Facilities Director
Powhatan County Public Schools - Transportation Director
Powhatan Coalition of Churches
Goochland / Powhatan Community Services Board
Virginia Department of Transportation, Powhatan Office
Virginia Department of State Police, Powhatan Office (Division 1, Area 6)
Red Cross - Eastern Virginia Region
Powhatan E.O.C. *
Powhatan Mobile Command Post *

* = hardcopy in addition to CD

Court Records

The Clerk of the Circuit court is responsible for essential records that are kept in the vault in his or her office. These records include but are not limited to the following:

Real Estate Records*
Criminal Records
Wills
Civil Records
Chancery Records
Marriage Licenses

The evacuation of records in the event of an emergency will be conducted only by approval of the Clerk of the Circuit Court.

Commented [M4]: We recommend that this be completed by the Emergency Operations Manager

The loading and transportation of these records is the responsibility of the Sheriff's Department.

Commented [M5]: We recommend as footnote

Agencies/Organizations

Each agency/organization within the structure of local government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of a safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

*** A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

Appendix 8 –NIMS Resolution

COUNTY OF POWHATAN

BOARD OF SUPERVISORS:
ROBERT R. COSBY, CHAIRMAN
RUSSELL E. HOLLAND, VICE CHAIRMAN
T.J. BISE
C. SCOTT DANIEL
R. KENNETH HATCHER

COUNTY ADMINISTRATOR
CAROLYN CIOS

RESOLUTION
THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, the Board of Supervisors of the Powhatan County Virginia, does hereby find as follows:

WHEREAS, the President of Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various Powhatan County incident management activities, including current emergency management training programs; and

3834 OLD BUCKINGHAM ROAD • SUITE A • POWHATAN, VIRGINIA 23139 • (804) 598-5611 • FAX (804) 598-7835

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of Powhatan County that the National Incident Management System (NIMS) is established as the Powhatan County standard for incident management.

Passed this 10th day of January 2005.

Robert R. Cosby

Robert R. Cosby, **Chairman**
Powhatan County Board of Supervisors

Attest:

Carolyn L. Cios

Carolyn L. Cios, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

Robert R. Cosby	AYE
T. J. Bise	AYE
Russell Holland	AYE
Kenneth Hatcher	AYE
C. Scott Daniel	AYE

Appendix 9 – Sample Declaration of Local Emergency

Commented [M6]: We recommend that a limit on the number of people who must declare a resolution (i.e. Portion of the Board of Supervisor).

DECLARATION OF A LOCAL EMERGENCY FOR THE COUNTY OF POWHATAN, VIRGINIA

WHEREAS, _____, Chairman of the Board of Supervisors of the County of Powhatan, Virginia, acting under my authority as the Director of Emergency Management for the County, pursuant to the County's Emergency Operations Plan adopted on January 9, 2012, hereby find as follows:

1. That due to the occurrence _____, the County of Powhatan is in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County;
2. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril; and
3. The Board of Supervisors is unable to convene due to the current inclement weather disaster.

NOW, THEREFORE, IT IS HEREBY DECLARED pursuant to authority granted under § 44-146.21(a) of the *Code of Virginia*, that an emergency presently exists throughout the County of Powhatan; and

IT IS FURTHER DECLARED AND ORDERED that during the existence of this emergency, the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization and functions of the County of Powhatan shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved Emergency Operations Plan of the County of Powhatan in order to mitigate the effects and dangers posed by this emergency.

DECLARED By _____,CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE COUNTY OF POWHATAN, VIRGINIA ON _____.

_____
_____Chairman
Powhatan County Board of Supervisors

SEEN AND AGREED:

_____
County Administrator/Deputy Director of Emergency Management

ATTEST:

_____
_____, Clerk
Powhatan County Board Of Supervisors

	Representative	**Recorded Vote:**
District 1	_____	_____
District 2	_____	_____
District 3	_____	_____
District 4	_____	_____
District 5	_____	_____

EMERGENCY SUPPORT FUNCTIONS (ESF): INTRODUCTION

The Emergency Support Function is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Each ESF is composed of primary and support agencies. The jurisdiction identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to collaborate in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to each ESF section. Emergency Support Functions include:

ESF # 1 - Transportation

ESF # 2 – Communications

ESF # 3 – Public Works

ESF # 4 – Firefighting

ESF # 5 – Emergency Management

ESF # 6 - Mass Care, Housing and Human Resources

ESF # 7 - Resource Support

ESF # 8 - Public Health and Medical Services

ESF # 9 - Urban Search and Rescue

ESF # 10 - Oil and Hazardous Materials

ESF # 11 - Agriculture and Natural Resources

ESF # 12 - Energy

ESF # 13 - Public Safety and Security

ESF # 14 - Long Term Community Recovery and Mitigation

ESF # 15 - External Affairs

Emergency Support Function #1 - Transportation

Primary Agency

Emergency management

Support Agencies

Powhatan Public Schools
Powhatan Sheriff's Office
Powhatan Fire and EMS Department
Goochland / Powhatan Community Services
Virginia Department of Transportation
Virginia Department of State Police
Powhatan Planning and Community Development

Introduction

Purpose:

Emergency Support Function (ESF) #1 – Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope:

Assistance provided by ESF #1 includes, but is not limited to:

- Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- Facilitating damage assessments to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- Facilitate movement of the public in coordination with other transportation agencies.

Policies:

- Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident;
- Local transportation planning will recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;
- To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 plan.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of useable surface transportation infrastructure.

The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.

Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

All government transportation resources not being used for the emergency/disaster will be available for use.

All requests for transportation support will be submitted to the Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

The locality, in conjunction with the Virginia Department of Transportation, is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

The Department of Transportation will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, and debris removal, rail and bus transit and restoration activities.

The Department of Transportation in conjunction with support agencies will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Actions

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;

- Alert local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- If necessary contact state or federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- Locality will communicate and inform the State EOC of actions and intentions;
- ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
- Continue to provide support where needed.

Responsibilities

Primary Agency:

- Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
- Coordinates and implements, response and recovery functions under Primary agency statutory authorities;
- Assists with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks; and
- Identifies resource requirements for transportation and coordinates their allocation.

Support Agencies:

- Powhatan VDOT district office maintains a list of priority roads to keep open during emergencies
- Powhatan VDOT district office has an issued Powhatan public safety radio that is utilized to coordinate with on-scene responders and with the Powhatan EOC

Emergency Support Function #2 - Communication

Primary Agency

Emergency Management

Secondary/Support Agencies

Finance / Information Technology Department
Powhatan Sheriff's Office
Amateur Radio Emergency Service (ARES)
County Administrator's Office

Introduction

Purpose:

The purpose of Emergency Support Function #2 – Communication is to support Powhatan County agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 is responsible for keeping the county employees and other first responders informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support county agencies with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources. This section describes the locality's emergency communications/notification and warning system. The locality will coordinate with the State Emergency Operations Center should outside assistance be required.

Scope:

Warning and emergency communications will be provided from the Powhatan County Emergency Communications Center (ECC) located in the Powhatan Sheriffs Office, Powhatan County, Virginia. This facility is operated 24 hours a day, 7 days a week. During significant disasters, public services dispatchers will be augmented by communications office staff. Amateur Radio Emergency Services (ARES) may be called upon to assist.

ESF #2 works to accurately and efficiently transfer information during an incident. This ESF is also responsible for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machines. Communication includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

Policies:

- The ECC is accessible to authorized personnel only;
- The ECC will maintain an SOP detailing the appropriate personnel to inform of various notifications
- The ECC will initiate notification and warning to appropriate personnel.

- The ECC and EM will utilize all communications pathways available to ensure effective communications to and among involved agencies and NGOs. This includes but is not limited to radio, phone, e-mail & other electronic media, and the Powhatan Alert System (PAS).

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing emergency communications resources.

The ECC is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP). The ECC is accessible to authorized personnel only.

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide these services.

The Amateur Radio Emergency Services (ARES) may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications with some in-field operators. This will be done in accordance with the MOU established between Powhatan County and ARES.

It is important that while communicating, standard or common terminology is used so that multiple agencies are better able to interact and understand each other.

Organization:

Each public safety agency should establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like agencies in adjacent localities, and provide ongoing training to maintain emergency response capabilities. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The Public Information officer will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information.

Powhatan County's emergency communications are heavily dependent on the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

Amateur radio operators and other nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management. The amateur radio and other nongovernmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management.

Actions

- Emergency warning may originate at the federal, state, or local level of government. The ECC will be ready to receive the warning from these sources and pass on the information to appropriate personnel.
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, the PAS, and wireless telecommunications devices may be utilized to notify public officials, EOC staff, emergency personnel and others, as required;

Responsibilities

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to Finance Section Chief.

Emergency Support Function #2 – Tab 1

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the Emergency Communications Center of Powhatan County will notify the following officials upon receipt of a severe weather flash flood or tornado warning, or when directed by an on-scene incident commander:

Coordinator of Emergency Management	Notify by Radio, Phone or Text Message
Deputy Coordinator of Emergency Mgt.	Notify by Radio, Phone or Text Message
On duty Sheriff's Department Personnel	Notify by radio
All Fire and Rescue Personnel	Notify by radio

Once operational, the Powhatan EOC will receive messages directly from the State EOC. It is then the responsibility of the ECC to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

Emergency Support Function #3 - Public Works and Engineering

Primary Agency

Powhatan Public Works Department

Secondary/Support Agencies

Emergency Management
Building Inspection Office
Department of Planning and Community Development
Powhatan Fire and EMS Department
Finance / Information Technology Department
Powhatan Sheriff's Office
Virginia Department of Transportation
County Attorney
Powhatan Health Department

Introduction

Purpose:

Emergency Support Function (ESF) #3 will assess the overall damage to public and private property. ESF #3 will also conduct necessary inspections to ensure the integrity of buildings, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

Scope:

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Conducting pre-and post-incident assessments of public works and infrastructure;
- Executing emergency contract support for life-saving and life-sustaining services;
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; and
- Providing emergency repair of damaged infrastructure and critical facilities.

Policies:

- Personnel will stay up to date with procedures through training and education;
- The Primary Agency will develop work priorities in conjunction with other agencies when necessary.
- Local authorities will obtain required waivers and clearances related to ESF #3 support.

Concept of Operations

General:

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including local Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

Organization:

The Emergency Management Coordinator is responsible for coordinating the deployment of damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess structural damage.

Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department may assist the local Damage Assessment Teams with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be compiled by the Coordinator of Emergency Management and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Public Works Department will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Public Works Department will coordinate with DEQ to monitor disposal of debris materials.

The county departments mentioned will inspect all affected buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the county building codes, zoning and land-use regulations and comprehensive plan.

The Local Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Actions

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.
- Assess the status of all drinking water systems and waste water systems

Responsibilities

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to VEOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Ensure all repairs comply with local building codes, zoning, land-use regulations and comprehensive plan.
- Consult with the Virginia Office of Drinking Water (804-204-3527 or 800-608-3212) whenever any drinking water supply may be suspect of microbial contaminants
- Consult with the Virginia Department of Environmental Quality whenever a breach occurs with any county sewer system
- Working with ESF-8 and ESF-15, notify the affected public of possible drinking water contamination and any boil water advisory

BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be POSTED by the Damage Assessment Team at the site.

2. One of the following three posters is to be used

   A. "SAFE FOR OCCUPANCY" GREEN POSTER
   No damage to structural elements.
   No damage to utilities.
   There is only minor damage to walls or roof affecting weather resistance.
   Generally 10% or less damage.

   B. "LIMITED ENTRY" YELLOW POSTER
   There is structural damage to a portion of the building.
   The building needs utility or weather resistance repairs.
   The building may be occupied safely.
   Generally greater than 10% and less than 50% damage.

   C. "THIS BUILDING IS UNSAFE" RED POSTER
   There is major structural damage.
   No occupancy is allowed.
   May or may not need to be demolished.
   Generally more than 50% damage.

3. If there is immediate danger to life from failure or collapse, the squad leader should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structure.

Emergency Support Function #4 - Fire Fighting

Primary Agency

Powhatan Fire and EMS Department

Secondary/Support Agencies

Virginia Department of Forestry
Emergency Management
Powhatan Sheriff's Office
Powhatan Building Inspection Office
Red Cross – Eastern Virginia Region
Powhatan Planning and Community Development
Powhatan Social Services

Introduction

Purpose:

Emergency Support Function (ESF) #4 – Fire Fighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents. To protect the public health and safety in the event of a severe fire and or explosion, and to assist with warning and alerting, communications, evacuation, and other operations as needed.

Scope:

ESF #4 manages and coordinates fire-fighting and post-explosion response. These activities include the detection and suppression of fires, and providing personnel, equipment, and supplies to support the agencies involved in firefighting operations. The Building Official inspectors serve as the county Fire Officials. These officials enforce the Powhatan Fire Prevention Code (including the 2006 Virginia Statewide Fire Prevention Code)

Policies:

- Priority is given to public and fire fighter safety and protecting property
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
- During a major fire or explosion, the county EOC may open to coordinate evacuations, sheltering, mutual aid requests, recovery operations, etc.
- Personnel will stay up to date with procedures through education and training.

Concept of Operations

General:

The Powhatan County Fire & EMS Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Powhatan Hazardous Material Emergency Response Plan.)

Mutual aid agreements will be implemented should an emergency demand greater resources than are available within the county or in the event other jurisdictions need assistance to effectively respond to an emergency.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other county agencies as is necessary and appropriate during an emergency situation.

The Director of Emergency Management or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives. Should an evacuation become necessary the warning and instructions will be communicated through means outlined in ESF-15.

Organization:

If the county EOC is open, a Fire & EMS representative should be assigned there in order to coordinate the fire service response. The Fire & EMS representative is a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Department will implement evacuations and the Sheriff's Department will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Actions

- Develop and maintain plans and procedures to provide Fire, EMS, and Rescue services in time of emergency;
- Maintain fire fighting and communications equipment;
- A Fire & EMS Department representative should report to the Local Emergency Operations Center;
- Fire & EMS personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services;
- Requests mutual aid from neighboring jurisdictions; and
- Document expenses for the duration of the emergency.

Responsibilities

- Maintain plans and procedures for response and recovery operations
- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Coordinate Search and rescue efforts;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area; and
- Coordinate Mutual Aid resources.

Emergency Support Function #4 - Tab 1

FIRE & EMS SERVICES RESOURCES

Powhatan County Volunteer Fire & EMS Department

Personnel:	200	
	50	Volunteer squad providers
	150	Volunteer fire fighters

Emergency Medical Equipment

Powhatan Fire and EMS:	7 Ambulances (Ground) – Type II)
	8 non-transport vehicles
	1 Mass Casualty Support Vehicle (Type III)

Fire and Hazardous Materials Response Equipment

Powhatan Fire and EMS:	6 Type I Engines
	4 Type VI Engines (Brush Patrol)
	5 Water Tenders (Ground) (3 Type II, & 2 Type I)
	1 Heavy Rescue
	1 utility unit
	4 staff vehicles (four-wheel drive)
	3 staff cars
	5 EMS First Responder vehicles (four wheel drive)

Emergency Support Function #5 – Emergency Management

Primary Agency

Emergency Management

Secondary/Support Agencies

ALL Agencies

Introduction

Purpose:

Emergency Support Function (ESF) #5 - Emergency Management directs, controls, and coordinates emergency operations from the County's Emergency Operation Center utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #15, and coordinate with the Virginia State Emergency Operation Center should outside assistance be required.

Scope:

ESF #5 serves as the support for all local departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies:

- Emergency Support Function #5 provides an overall locality wide multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

Concept of Operations

General:

The Coordinator of Emergency Management will assure the development and maintenance of SOPs by each county agency for emergency support. Generally, each service should maintain current notification rosters, designate and train staff for duty in the county EOC, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. Emergency Management officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. An EOC wall map should be prepared and be readily accessible.

The EOC Planning Section will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:

Emergency operations will be directed and controlled from the Powhatan Emergency Operations Center located in the Powhatan Administration Building at 3834 Old Buckingham Road. The alternate EOC facility is located in the Huguenot Public Safety Building, 1959 Urbine Road, Powhatan, Virginia. The EOC staff will consist of the personnel listed in Tab 1 of this ESF. Emergency Management leaders will determine if initial staffing or full staffing of the EOC will be utilized. EOC support personnel to assist with communications, logistics, finance, external affairs and administration will also be designated. The Director of Emergency Management will be available for decision-making as required. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the Incident Command System. The Emergency Operations Center will coordinate resources and priorities with the Incident Commander(s). In major disasters there may be more than one incident command post.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. Local government agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans

and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the County Administrator and the Board of Supervisors, in coordination with the Coordinator of Emergency Management.
The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function. Generally, each agency should maintain current notification rosters, designate staffing as appropriate for an official agency operation center, if applicable, designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The County Administrator may close facilities, programs, and activities to allow designated employees to focus on EOC duties and to ensure other employees and citizens are not unnecessarily placed in harms way.

The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions

- Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
    a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
    b. Maintain a notification roster of EOC personnel and their alternates;
    c. Establish a system and procedure for notifying EOC personnel;
    d. Identify adequate facilities and resources to conduct emergency operations at the EOC;
    e. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross;
    f. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #15;
    g. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
    h. Test and exercise plans and procedures; and
    i. Conduct community outreach/mitigation programs.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the locality;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects
- Provide periodic staff briefings as required;
- Assist ESF #15 with getting emergency information to the public;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through established communications networks;

- Provide reports and requests for assistance to the Virginia EOC;
- Compile an initial damage assessment report and send to the Virginia EOC; and
- Coordinate requests for non-mutual aid assistance.

Responsibilities

- Activates and convenes local emergency assets and capabilities;
- Ensures effective communications with internal and external agencies
- Coordinates with law enforcement and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Directs and controls emergency operations;
- Submits state required reports and records;
- Conducts initial warning and alerting; and
- Provides emergency public information.

PRIMARY EOC STAFFING

Initial Staffing

Deputy Director of Emergency Management
Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Sheriff or Designee
Fire Chief or Designee
Finance Director or Designee
Public Works Department Director or Designee

Full Staffing

All Initial Staffing and
Director of Emergency Management
County Attorney
Superintendent of Schools or Designee
Health Department Representative
Social Services Representative
Department of Planning and Community Development
Facilities Manager or Designee
Public Information Officer
Message Clerks / Phone Operator (2)
ARES Communications Officer

Emergency Support Function #6 – Mass Care, Housing, Human Services

Primary Agency

Powhatan Department of Social Services

Support Agencies

Red Cross - Eastern Virginia Region
Powhatan Public Schools
Powhatan Fire & EMS Department
Powhatan Emergency Management
Powhatan Health Department
Goochland Powhatan Community Services
Powhatan Coalition of Churches
Finance / Information Technology Department
Powhatan Sheriff Office including Animal Control
Amateur Radio Emergency Service (ARES)
County Administrator's Office
Powhatan County Library

Introduction

Purpose:

Emergency Support Function (ESF) #6 prepares the county to transport, receive and care for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

- **Mass Care** involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Housing** involves the provision of assistance for short- and long-term housing needs of victims.
- **Human Services** include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas. (see Tab 2)

Policies:

Potential hazards may require an evacuation. The situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.
The Powhatan Department of Social Services (PDSS) Director, in consultation with county Emergency Management leaders will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the facility supervisor. The shelter site will be determined by the anticipated size and duration of sheltering needs. Once determined, the County Administrator or his/her assistant will use all available resources to notify the public of specific shelter operations.

Once notified, Shelter Managers with the Department of Social Services will coordinate the opening and running of evacuation shelter(s). All supporting agencies will assist in this effort as requested. The PDSS Shelter Manager will notify all supporting agencies and request assistance with shelter operation.

A mass casualty incident may necessitate the need to open a Family Assistance Center (FAC). If necessary, the PDSS Department will take the lead on opening and managing this facility.

Concept of Operations

General:

The Powhatan Department of Social Services (PDSS) is the lead agency for ESF-6. The PDSS Department Director maintains a detailed plan for the management of specific shelter sites in Powhatan.

Powhatan County Mass Care plan includes three levels of Shelter Operations. These levels are:
- Large Shelter operation – Anticipation of more than 50 people to be sheltered overnight
- Small Shelter operation – Anticipation of 50 or less people to be sheltered overnight
- Site of Refuge operation – small numbers of people are projected to be sheltered for a few hours

A coordinated effort will be made to provide appropriate services to those with special medical or other functional needs. Each support agency that provides services should maintain list of clients that may need assistance. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, medicines and medical supplies, baby food and supplies if needed, special dietary items, and sleeping bags or blankets. Caregivers will accompany those individuals that require supervision. Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all shelter residents throughout emergency operations.

The Eastern Virginia Region of the Red Cross will operate within the MOU with Powhatan to assist in shelter management and assisting the citizens. The Salvation Army and other agencies may provide food, bedding, clothing, and other materials, and assist in shelter operations in accordance with a Statement of Understanding with the Commonwealth of Virginia. Staff from Goochland Powhatan Community Services will be available for mental health crisis services.

Situation reports should be provided as requested to the Powhatan Emergency Operations Center (EOC), or the Emergency Management (EM) office if the EOC is not operational, about the status of shelter residents and staff and of operations at the shelter site(s). The Local EOC/EM will then relay information to the Virginia EOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

Shelter Organization:

Powhatan Department of Social Services:
- The Department of Social Services will manage and oversee all shelter operations. Personnel from this department will work as the shelter manager. This will include all services provided including citizen registration, tracking, care for, and formal check out of citizens. This department will work with all other agencies listed to provide for the care and safety of citizens and all staff.
- The shelter manager will initiate and maintain a communication system within the shelter for shelter workers, and maintain communications with agencies and facilities outside of the shelter as needed. This will include daily briefings with the EOC or EM.
- The shelter manager will coordinate recreational activities for shelter residents.
- The shelter manager coordinates release of information for notification of relatives.
- The shelter manager will work with transportation resources to coordinate transportation of citizens in need.
- The shelter manager will document expenses for future auditing and re-imbursement.
- If mass feeding operations are established separate from shelters, PDSS will coordinate assistance of all support agencies to maintain these operations (see Tab 3)
- If a Family Assistance Center opens, PDSS will manage the center and provide assistance to the public

Powhatan Public School System:
-The Superintendent of Schools will assign building personnel to facilitate building opening and use, and to assist the shelter manager with building systems on-site facilities maintenance as needed.
- The Superintendent of Schools may assist with food preparation services.
- The Superintendent of Schools may assist with transportation of citizens in coordination with the Shelter Manager and local EOC.

Eastern Virginia Region of the American Red Cross:
- The Red Cross will respond to and manage shelter operations in conjunction with the Social Services Shelter Manager in accordance with the Memorandum of Understanding established between Powhatan County and the Eastern Virginia Region of the Red Cross.
- For pre-notice events the Red Cross will attempt to pre-deliver a pallet to the school. The pallet will include 120 heater meals, water, and snacks.

Powhatan Health Department:
- The Powhatan Health Department will coordinate the provision of health services at the shelter.
- The Powhatan Health Department will monitor food and water safety and shelter sanitation
- The Powhatan Health Department will provide disease surveillance and investigations as warranted

- The Powhatan Health Department will oversee the work of other health professionals during shelter operations. This may include EMS personnel, the Medical Reserve Corp, and others working as part of the shelter team.

The Powhatan Sheriff Department:
- The Sheriff Department will provide security to the shelter with a minimum of two deputies as long as any citizens are occupying the shelter. Security will also be maintained at any time requested by the shelter manager.
- Animal Control Officers will be available to handle household pets. This will include intake, care of, tracking, and return to owner of these pets.

Goochland Powhatan Community Services:
- Goochland Powhatan Community Services will assist with crisis counseling services, and basic mental health services.
- Goochland Powhatan Community Services can provide vans for use to transport citizens in coordination with the Shelter Manager and local EOC. The vans are kept at the Village Building office and can be used and can be used as deemed necessary.

The Powhatan Department of Emergency Management:
- The Department of Emergency Management will ensure that needs identified by the shelter manager are addressed.
- The Department of Emergency Management will coordinate with various agencies to transport citizens to the shelter.

Pre-designated Shelter Sites:

I. Large Shelter Sites:(anticipation of 50+ people to be sheltered overnight)

The Powhatan High School at 1800 Judes Ferry Road
Flatrock Elementary School at 2210 Batterson Road.

II. Small Shelter Sites: (anticipation of 50 or less people to be sheltered overnight)
Powhatan Rescue Squad Reception Building at 3920 Marion Harland Lane (overnight capacity is 25 people)
Powhatan Library at 2270 Mann Road
Powhatan Village Building at 3910 Old Buckingham Road
Powhatan Jr. High School at 4135 Old Buckingham Road

III. Site of Refuge: List of Churches with contact information available to the Emergency Communications Center personnel and Department of Social Services personnel

A “site of refuge” church can be used when a localized incident occurs that requires quick refuge for a small number of county residents, or travelers. For example a tornado or wildland fire that requires short term evacuation of a couple of neighborhoods, or a bus breakdown. These church partners provide public safety agencies the ability to quickly provide temporary refuge of church neighbors.

During activation of a “Site of Refuge” Powhatan government agencies will support the facility with logistical needs and help with staffing. During any long duration incident, the citizens/travelers will be relocated to a more permanent shelter. The list of these church

sites is constantly being updated. Therefore, this list is kept on the contacts list kept up to date in the Emergency Management Office and available to PDSS and other county agencies.

Functional Needs Support Services (FNSS):

Shelter health services are defined as first aid for shelter staff and residents, protecting current health status and preventing new disease. When possible, citizens requiring additional medical interventions should be relocated to a licensed facility.

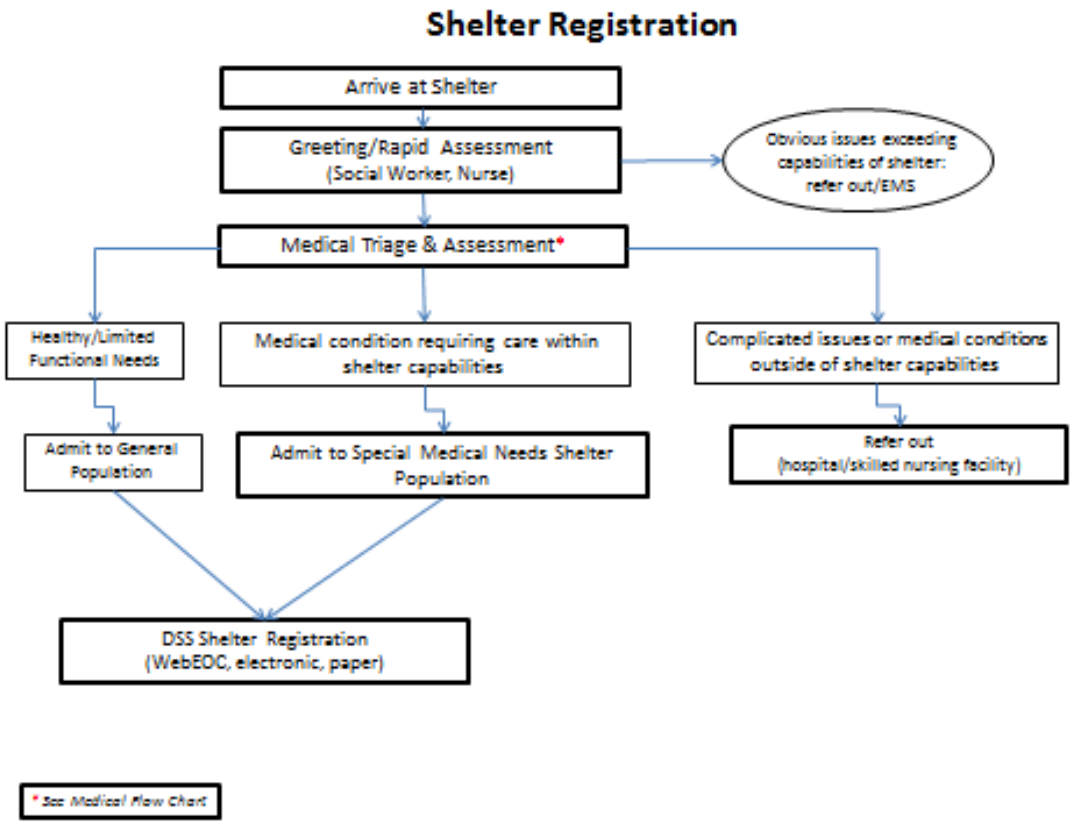
Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance.
Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment. People with functional needs include individuals who need assistance with medical care or personal care because of their physical or mental impairments.

Public shelters can generally accommodate individuals with functional needs who require *minimal* care and are attended by their families or other caregivers. Individuals or groups with functional needs, which are beyond the capabilities of the shelter team to manage, will be moved to a more appropriate facility as soon as feasible.

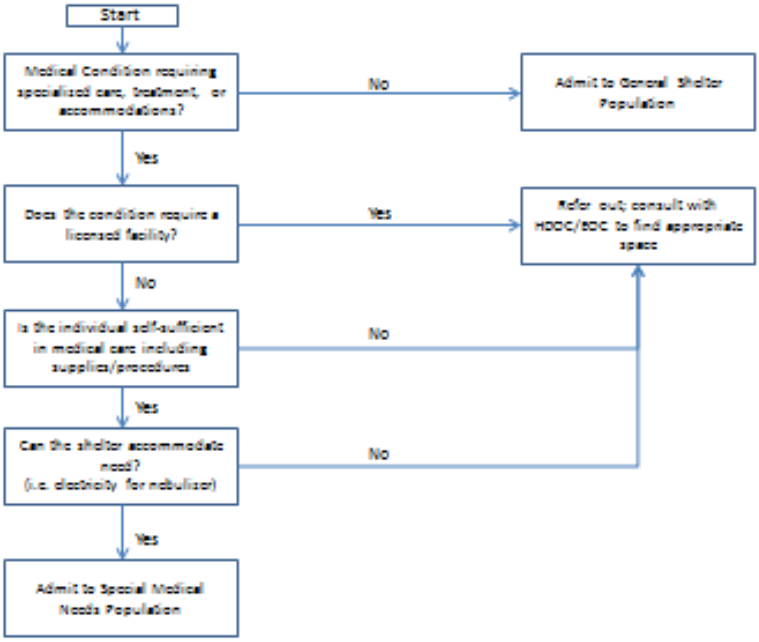
Agencies or facilities that care for functional needs populations should be responsible for the welfare and safety of their clients as they may need specially trained staff to care for them and special equipment and facilities to meet their needs. Agencies or facilities supporting functional needs populations should have emergency preparedness plans that provide for evacuation and relocation of clients under their care to a comparable facility in an emergency. A mass care shelter for the general population would not be considered a comparable facility.

It may be necessary for local officials to provide assistance in arranging transportation and locating a suitable reception facility for medical patients with functional needs living at home but, if other options are available, they should not be relocated to a mass care shelter.

For guidance in addressing individuals with medical needs, see the “Medically Fragile Triage Flow Chart” below.


Shelter Registration
Arrive at Shelter
Greeting/Rapid Assessment
(Social Worker, Nurse)
Obvious issues exceeding capabilities of shelter: refer out/EMS
Medical Triage & Assessment*
Healthy/Limited Functional Needs
Medical condition requiring care within shelter capabilities
Complicated issues or medical conditions outside of shelter capabilities
Admit to General Population
Admit to Special Medical Needs Shelter Population
Refer out
(hospital/skilled nursing facility)
DSS Shelter Registration
(WebEOC, electronic, paper)
* See Medical Flow Chart

Medical Triage and Assessment Matrix



Family Assistance Center (FAC)

A Family Assistance Center is a facility established for providing incident specific services to bereaved families, friends, and survivors of a mass casualty incident or incident with multiple lost individuals.

The scope of services that the local FAC may provide include: reunification services, behavioral health care, medical records collection, communications services, benefits application, personal care, and security for family and survivors.

The FAC location will need to accommodate the performance of many functions and delivery of services. Space should be provided for

- Operations center and administrative offices.
- Large general assembly room with a public address system.
- Reflection room.
- Death notification rooms.
- Counseling rooms.
- Medical area.
- Reception area.

The family assistance center should be established and opened as soon as possible after the incident. The center may be needed for as long as 3–4 weeks, depending on the length of time necessary to recover the lost individuals and/or bodies. In the case of a large incident requiring the use of a FAC, the Primary and Supporting Agencies for ESF-6 will coordinate with the local EOC as well as state and federal agencies to manage the FAC.

The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal injuries Compensation Fund (VCICF) shall be contacted in the event of an emergency when there are victims of crime (Code of Virginia §19.2-11.01.)

EMERGENCY FOOD CONSUMPTION STANDARDS

Per Person

Food Groups and Food Items Per Week Standard

Meat and meat alternatives (red meat, poultry, fish, shellfish, cheese, dry beans, peas, and nuts)…… 3 pounds

Eggs……6 each

Milk.....7 pints

Cereals and cereal products (flour including mixes, fresh bakery products, corn meal, rice, macaroni, and breakfast cereals)…….. 4 pounds

Fruits and vegetables (fresh and frozen).....4 pounds

Food fats and oils (butter, margarine, lard, shortening, salad and cooking oils)…… 0.5 pound

Potatoes (white and sweet) ..... 2 pounds

Sugars, syrups, honey, and other sweets.....0.5 pound

Total (equivalent pounds per week): .....27.0 lbs.

Emergency Support Function #7- Resource Management

Primary Agency

Emergency Management

Support Agencies

Department of Public Works
Department of Health
Sheriff's Office
County Administrator's Office
Powhatan Fire and EMS Department
Powhatan Finances / IT Department
American Red Cross – Eastern Virginia Region
Department of Social Services
County Attorney
Virginia Department of Transportation
Powhatan Coalition of Churches

Introduction

Purpose:

Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Resource management must be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

Scope:

Resource management may function from pre-incident until the disposition of excess and surplus property is completed. ESF #7 will oversee the management of facilities opened to assist the public in the response and recovery phases of incident management. The locality will determine what resources are needed and then ESF #7 will collect and distribute those goods at Points of Distribution (POD) center(s). Goods that may be needed could include, ice, water, tarps, blankets, clothes, and non-perishable foods, etc.

Policies:

- The initial emergency response will be dependent upon local public and private resources;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (EOC);
- Local departments and agencies will use their own resources and equipment during incidents and will have control over the management of these resources
- The Coordinator of Emergency Management will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- Coordinate shipment of food to PODs or mass feeding sites
- All resource expenditures will be reported

Concept of Operations

General:

County Emergency Management, in coordination with the County Attorney, and Finance Director, will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency/disaster at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Facilities will be identified as needed to assist the public. These sites may include PODs, debris management sites, shelters, etc. They will be strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

Organization:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within Powhatan. All departments will coordinate their resource needs with the finance director.

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memoranda of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

Responsibilities:

Emergency Management

Emergency Management will maintain a list of the resources that are immediately available to respond to, and recover from emergencies or disasters that occur in Powhatan County. These lists will also be used in both the planning for and response to mutual aid and state-wide incidents. See tab 3 for the lists of local resources that meet NIMS typing definition.

Identify personnel requirements and training needs to effectively carry out resource management missions. Develop training/exercises to test the plan, and to ensure maximum use of available resources. Develop SOPS to manage the processing, use, inspection, and return of resources coming into area (see Tab 1 reference resource allocation). Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions.

Potential sites for local and regional resource collection, storage, and PODs must be identified and strategically located to facilitate recovery efforts. Standard Operating Procedures (SOPs) should be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

Department of Public Works

The Public Works Department will identify sites and facilities that will be used to receive, process, and distribute equipment, supplies and other properties that will be sent to the disaster area. This process must be closely coordinated with state and federal emergency management officials, local governments in the region, and the media.

Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified (see Tab 1). Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The Public Works Department will coordinate the removal, collection, and disposal of debris following a disaster. The Debris Management Support Annex of this EOP provides more detail on debris management for Powhatan County.

Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal. This department will also maintain a list of fuel distributors and a working capability to obtain fuel during times of disaster.

Department of Social Services

The Director of the Department of Social Services, will coordinate the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6)

ELEMENTS OF A RESOURCE LIST

1. Identification of Resource (gather SALTT specific information)
    - S – Specify the SIZE of the resource needed
    - A – What AMOUNT is needed? Exactly how much or how many?
    - L – What is the exact LOCATION the resource should be delivered to?
    - T – What TYPE of resource? (see NIMS typing criteria)
    - T – What TIME does the resource need to arrive?

2. Corporation, Organization, or Agency That Controls the Resource
    - Address

3. Contact Arrangements
    - 24-hour primary and back-up contact points (work, home, pager, cellular numbers, accessible by radio)

4. Acquisition Procedures
    - Response time
    - Charges for the use of the resource should be identified or pre-arranged as you develop your list)
    - Resolve any liability issues
    - Identify any special training requirements to operate equipment
    - Identify personnel or contract personnel to operate equipment
    - Develop procedures to receive, inspect, inventory, and return resources

5. Develop the necessary Memorandums of Understanding, Mutual Aid Agreements, and contracts (see attached)

6. Build redundancy into Resource List
    - One provider may lack the capability to provide volume of goods, services or personnel requested
    - Provider may be unable to respond at the time you requested
    - Provider may be our of business when you call

7. Update Information
    - Date resource was last verified, date next verification due
    - Develop form letters for updating information

RESOURCES

REGIONAL

Building Contractors:

- Listing of licensed building contractors maintained in the Building Official's office or available on the Department of Professional and Occupational Regulation's website: www.state.va.us/dpor

Building Code Officials:

- Virginia Building Code Officials Association website: www.vbcoa.org
- Virginia Department of Housing and Community Development

LOCAL

Building Materials and Supplies (Lumber)	R.C. Goodwyn & Sons	(804)598-3633
Concrete, Block and Gravel:	Luck Stone	(804) 784-5932
Highway and Heavy Equipment	Llewellyn & Sheffield Const. Colony Construction W.O. Grubb	(804) 379-3117 (804) 598-1400 (804)271-9471
Trucking - Heavy Hauling:	Broyles Llewellyn's Towing	(804) 266-4931 (804) 794-4604
Portable Toilets:	Mo-Johns (804) 215-5290 Pager	(804) 375-3050 (800) 440-6116 (804) 387-7215 Cell
Portable Lighting and Generators:	Sunbelt Rentals United Rental Carter Machinery Powhatan Rental	(804) 364-3026 or (804) 283-1748 (804) 550-2978 or (804) 641-0659 (804) 271-5952 or (804) 337-3686 (804) 598-2798
Food Banks and Donated Goods	Central Va. Food Bank	(804) 521-2500

NOTE: **This is only a partial listing of local resources. Each department and agency should maintain its own resource list.**

NIMS Typed Resource Lists

Animal Health Emergencies Response

Powhatan Sheriff's Office Animal Control: Small Animal Sheltering Team – Type III (depending on room availability)

Emergency Medical Services

Powhatan Fire and EMS: 7 Ambulances (Ground) – Type II
1 Mass Casualty Support Vehicle – Type III

Fire and Hazardous Materials Response

Powhatan Fire and EMS: 6 Type I Engines
4 Type VI Engines (Brush Patrol)
5 Water Tenders (Tanker) (3 Type I, & 2 Type II)

Incident Management

Emergency Management: 1 Mobile Communications (Command) Center – Type IV
Social Services Department: Shelter Management Team – Type III

Law Enforcement Resources

Powhatan Sheriff Office: 1 SWAT / Tactical Team – Type III

Medical and Public Health (no resources that meet defined types)

Public Works Resources

Powhatan County Public Schools 78 Buses Type I
Powhatan Public Works Dept. 1 Wheel Loader Backhoe Type IV (transfer station)
Emergency Management: 1 Floodlight Unit Type III
Va. Dept. of Forestry /Powhatan Office: 1 Track Dozer – Type III
Va. Dept. of Forestry /Powhatan Office: 1 Flat Bed Trailer Truck – Type I
Virginia Dept. of Transportation (Powhatan Office): 1 Dump Truck (on road) - Type II (Tandem Axle)
Virginia Dept. of Transportation (Powhatan Office): 8 Dump Trucks (on road) Type III (Single Axle)
Virginia Dept. of Transportation (Powhatan Office): 1 Wheeled Loader (Medium)– Type IV

Search & Rescue Resources (no resources that meet defined types)

Emergency Support Function #8 – Public Health and Medical Services

Primary Agency

Virginia Department of Health (VDH)

Support Agencies

Department of Social Services
Goochland-Powhatan Community Services Board
Red Cross - Eastern Virginia Region
Powhatan Fire and EMS Department
Sheriff's Department
County Administrator's Office
Powhatan Emergency Management
Powhatan Extension Office
Virginia Department of Agriculture and Consumer Services

Introduction

Purpose:

Emergency Support Function (ESF) #8 – Health and Medical provides coordinated medical, public health, mental health, and emergency medical services to save lives. These health and medical needs include coordinating veterinary and/or animal health issues when appropriate.

Scope:

ESF #8 meets public health and medical needs of victims impacted by an incident. This support is categorized in the following way:

- Coordination and assessment of public health/medical needs;
- Public health surveillance and investigation
- Medical care personnel and medical equipment and supplies; and
- Coordinate with supporting agencies to detect mental health issues and minimize harmful stress levels in the general public.
- Mass administration of medication and vaccinations
- Isolation and quarantine
- Mortuary Services

Policies:

- The Health Department coordinates all ESF #8 response actions in accordance with VDH district and state policies and procedures;

Concept of Operations

General:

During a threatened or actual emergency, the District Health Director, or his designee, will coordinate health, medical, and rescue services from the Emergency Operations Center (EOC). Coordination with adjacent jurisdictions will be established.

Should a disaster exhaust local medical and rescue resources, support and assistance will be requested from health care organizations and emergency medical service (EMS) providers in neighboring jurisdictions. The use of the Medical Reserve Corp or other trained health and medical volunteers may be appropriate. Essential public health services, such as food and water inspections, communicable disease surveillance, and other public health emergencies will be provided by the Health Department and augmented by state-level resources. Public health advisories will be issued only after coordination with the EOC.

During citizen shelter operations, Powhatan Fire and EMS providers will work with shelter managers and Health Department staff to manage a medical aid station. The Sheriff's Office will provide security and the Health Department will provide medical assistance and evaluation, monitor food safety, shelter sanitation, disease surveillance, and conduct investigations as warranted. The Community Services Board will provide mental health services at citizen shelters.

In disasters involving a large number of fatalities, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association may provide equipment, supplies, and manpower during disaster management. (See Tab 4).

Organization:

The Powhatan Department of Health, under the auspice of the Virginia Department of Health – Chesterfield Health District, will provide public health support, Medical Reserve Corp support, epidemiological, environmental health, and other public health response support.

There are 100 EMS providers in the Powhatan Fire and EMS Department, providing emergency medical transportation, staffing of an aid station at emergency shelters, assisting with the evacuation of endangered areas, and assisting in land search and rescue operations. Local funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass fatalities.

When the Powhatan EOC is fully staffed, a Health Department representative will be asked to participate. A Fire and EMS Department representative will also be assigned to the EOC in order to coordinate agency resources. This representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

When necessary, Powhatan Emergency Communications Dispatchers request MEDEVAC Helicopters through the Virginia Emergency Operations Center. Powhatan is

served by several MEDEVAC Helicopters operating in the Richmond Region. Powhatan's closest available MEDEVAC Helicopters are:

1. Med-Flight 1 (Chesterfield Airport)
2. VCU LifeEvac 1 (Petersburg Airport)
3. PEGASUS (UVA Charlottesville)

(Tab 3 list more services in the state)

Actions

- When the Powhatan EOC is fully staffed, the Health Department will provide a representative;
- Develop and maintain procedures for providing a coordinated response;
- Maintain a roster of key officials in each medical support area.
- Establish a working relationship and review emergency roles with the local hospital and emergency medical services providers;
- Activate the agency emergency response plan;
- Coordinate with representatives from the Goochland-Powhatan Community Services Board to assist at shelters to provide mental health counseling services to displaced residents.
- Ensure food safety at mass feeding sites, shelters, and PODs;
- Conduct food borne disease surveillance and field investigations;
- Implement mutual aid agreements as necessary;
- Provide laboratory services to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records of disaster-related expenses for medical, health, and rescue services and monitor the status of persons injured during the emergency;
- Assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased;
- Assist with the damage assessment of water and sewage systems; and working with ESF-3 and ESF-15, ensure the public is advised of any water contamination issues and to boil water when appropriate.
- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel;

Responsibilities

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities;
- Inspect and advise on general food handling and sanitation matters;
- Establish communications with ESF # 5 to report and receive assessments and status information;
- Coordinate the release of information through the Public Information Officer;
- Provide preventive health services;
- Coordinate with hospitals and other health providers on response to health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
-

- Provide coordination of laboratory services;
- Coordinate with hospital medical control on patient care issues and operations;
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies;
- Coordinate behavioral health activities in coordination with Goochland-Powhatan Community Services Board among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident.
- Provide outreach to serve identified behavioral health needs;
- Coordinate with ESF # 6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Coordinate with Local/Regional hospitals to provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required; and
- Identify deceased with assistance from the Medical Examiner's Office, Powhatan Sherriff personnel, and Virginia State Police.
- Provide for the mass administration of medication and/or vaccination
- Coordinate isolation and quarantine procedures

HEALTH AND MEDICAL RESOURCES

There are no hospitals located within Powhatan County.

County Health Department

Environmental Health Supervisor:	1 (located at Chesterfield County Office)
Environmental Health Specialists:	1
Nursing Supervisor:	1
Public Health Nurses:	1
Office Support Staff (Clerical):	3

Goochland / Powhatan Community Services

A number of staff from each department below have been trained and will be available to respond in Crisis Situations.

Management and Supervisory Staff

Emergency Services Clinicians

Case Managers

Outpatient Therapists

Residential Staff

Office Support Staff

RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

Rescue Stations - 3

Personnel: 120 (volunteer Fire & EMS Personnel)

Equipment:

8 Advance Life Support Vehicles (Type III Ambulances)

1 BLS first responder pickup (4 wheel drive)

1 ALS First Responder Car

1 BLS First Responder Car

COMMONWEALTH OF VIRGINIA
EMERGENCY MEDEVAC SERVICES

HELICOPTER MEDEVAC	ALERT	NON-EMERGENCY
ARIES – (Fairfax County Police)	(703) 280-0840/WAWAS	(703) 830-3015
EAGLE – 182 – (U.S. Park PD, D.C.)	(202) 619-7310/WAWAS	(202) 426-6969
LIFEGUARD 10 (Carilion Health Systems)	(703) 344-4357	(703) 342-7503
MEDEVAC (Ft. Belvoir)	(703) 664-6565	(703) 664-4401
MED-FLIGHT-1 (VSP Chesterfield)	(800) 468-8892	(804) 674-2089
MED-FLIGHT – 2 (VSP Abingdon)	(800) 433-1028	(276) 466-3188
MEDICAL AIR CARE (INOVA-Fairfax)	(800) 258-8181	(703) 698-2930
MED STAR (Com., D.C.)	(800) 824-6814	(202) 877-7234
NIGHTINGALE (Norfolk General)	(800) 572-4354	(757) 628-2435
986th MEDEVAC (VNG – Richmond)	(804) 222-4580	(804) 222-4580
PEGASUS (UVA Charlottesville)	(434) 522-1826	(434) 924-9287
VCU LifeEvac 1 (Petersburg Airport)	(877) 902-7779	(804) 722-0914

VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC. MORTUARY DISASTER PLAN ORGANIZATION

Mission:

To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of human remains to the next of kin or family representative.

Concept of Operations:

In the event of a mass fatality disaster situation, the State EOC will contact the Office of the Chief Medical Examiner (OCME), who will notify the Virginia Funeral Directors Association (VFDA). The VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

In order to ensure a prompt and professional response, the VFDA maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

Organization:

The VFDA is responsible for the statewide coordination of the mortuary activities in the state. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The OCME is responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk.

Emergency Support Function #9 - Urban Search and Rescue

Primary Agency

Powhatan Sheriff's Office
Powhatan Fire and EMS Department

Support Agencies

Powhatan Building Inspections Office
Powhatan Public Works
Powhatan Health Department
Va. Dept. of Emergency Management (Civil Air Patrol and Search & Rescue Groups)
Va. Dept. of State Police
Red Cross – Eastern Virginia Region
Powhatan Planning and Community Development
Powhatan Emergency Management
Powhatan Finance / IT Department
Powhatan Department of Social Services
Goochland/Pow Community Services Board

Introduction

Purpose:

Emergency Support Function (ESF) #9 – Urban Search and Rescue provides for the coordination and effective use of available resources for urban search and rescue activities to assist people in potential or actual distress.

Scope:

Powhatan County is susceptible to natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures.

In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in "open field" situations, such as parks, neighborhoods, or other open terrain.

Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC (ECC if EOC not activated) for coordination, validation, and/or action
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- The county EOC (ECC if EOC not activated) will coordinate with Mutual Aid, State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

Concept of Operations

General:

The Sheriff's Office and Fire & EMS Department will be responsible for rescue and search operations with assistance from the support agencies shown above. The Fire and EMS Department will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

Organization:

The Powhatan Sheriff's Office will be the primary agency in any ground searches. All other agencies listed will support the Sheriff's Office as requested.

The Fire and EMS Department will be the primary agency in any urban search and rescue operation due to a collapsed structure. All other agencies listed will provide support as requested. Chesterfield County Fire and EMS has a Heavy Tactical Rescue Team that can be requested through mutual aid. The Greater Richmond Chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. The Health Department will provide guidance and recommendations as the situation warrants. The Department of Utilities/General Services will assist with any equipment, maps, staff, and vehicles. The Sheriff's Office will assist with perimeter security, communications, and assistance as required. The Rescue Squad will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Actions

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- Follow established procedures in responding to urban search and rescue incidents;

- Be ready to manage large numbers of volunteer searchers
- Coordinate with all local, state, federal and NGOs involved in the search effort
- Record disaster related expenses.

Responsibilities

- Manages search and rescue task force operations
- Establish and maintain incident specific GIS mapping and tracking systems for all types of search and rescue operations
- Coordinates logistical support for search and rescue during field operations;
- Coordinate volunteers and donations made to the search effort.
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.

Emergency Support Function #10 - Oil and Hazardous Materials

Primary Agency
Powhatan Fire & EMS Department

Support Agencies
Powhatan Health Department
Powhatan Sheriff's Office
County Administrator's Office
Emergency Management
Powhatan Planning and Community Development
Virginia Dept. of Transportation
Virginia Dept. of Emergency Management

Introduction
Purpose:
This section provides information for response to hazardous materials incident and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

Scope:
The threat of an incident involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Hazardous Materials incidents may occur without warning and require immediate response.

Hazardous materials may be released into the environment from a variety of sources including, but not limited to:

- Fixed facilities that produce, generate, use, store or dispose of hazardous materials;
- Transportation accidents, including rail, aircraft, and waterways; and
- Abandoned hazardous waste sites; and
- Terrorism incidents involving Weapons of Mass Destruction.

Evacuation or sheltering in place may be required to protect portions of the locality. If contamination occurs, victims may require special medical treatment. The release of hazardous materials may have short and/or long health, environmental and economic impacts depending upon the type of product.

Policies:
- Personnel will be properly trained;
- Fixed Facilities will report annually under SARA Title III regulations;
- Fire Chief or other Fire & EMS Department Officer will assume primary operational control of all hazardous materials incidents;
- Determine the need to evacuate or shelter in place;
- Mutual aid agreements will be implemented; and
- Coordinate with ESF # 4, ESF #5, and ESF #15 to advise and protect the public

Concept of Operations

General:

The EOP and the Powhatan Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. The response plan provides detail to handling these incidents and is maintained in the Powhatan Emergency Management Office. All requests for hazardous materials support will be submitted to Emergency Management for coordination, validation, and/or action in accordance with this ESF and the response plan. Such request can occur without the need for Powhatan EOC opening nor the need for a local disaster declaration.

Organization:

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for Powhatan. This plan is maintained in the Emergency Management Office.

The Fire Chief or designee will assume primary operational control of all hazardous materials incidents.

Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the Virginia Emergency Operations Center.

The Director, Deputy Director, Coordinator, or Deputy Coordinator of Emergency Management, in conjunction with the Fire Chief and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect lives and property. Fire & EMS Department and Sheriff's personnel will coordinate the evacuation of the area. The Sheriff's Office is responsible for providing security for the evacuated area.

Warning and directions for evacuation and/or protect in place will be disseminated to public in the affected area. Command will coordinate with ESF-15 to notify the public by all means available. This may include, but not be limited to, the use of the Powhatan Alert System (PAS), mobile loudspeakers, bull horns, door-to-door warning, and use of local radio and TV media.

Actions

- Respond to the incident;
- Assess the situation;
- Determine the need for immediate evacuation or sheltering in place;
- Implement Mutual Aid agreements and;
- Have the county ECC request assistance through the VEOC

Responsibilities

- Maintain the Powhatan Hazardous Materials Response Plan
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Provide technical information;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and prediction modeling
- Coordinate and control mitigation efforts with other local, state, and federal agencies; and
- Record expenses

Emergency Support Function #11 - Agriculture and Natural Resources

Primary Agency

Powhatan Extension Office

Secondary/Support Agencies

Powhatan Health Department
Powhatan Sheriff's Office (Animal Control Division)
Powhatan Social Services Department
Red Cross – Eastern Virginia Region
Powhatan Emergency Management
County Administrator's Office
Powhatan Planning and Community Development
Monacan Soil and Water Conservation District
Virginia Department of Agriculture and Consumer Services

Introduction

Purpose:

Emergency Support Function #11 – Agriculture and Natural Resources works to address; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation; and protection of cultural resources and historic property resources during an incident.

Scope:

Activities will be undertaken to:

- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies:

- Transportation and distribution may be arranged by volunteer organizations;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and

Concept of Operations

General:

The Extension Office will assume the coordinator's role of ESF #11. He/she organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.

ESF #11 provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

ESF #11 identifies, secures and arranges for the transportation of emergency pet and livestock food to areas in need.

Organization:

The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, the Extension Office provides overall direction. A local emergency may need to be declared to initiate some response activates.

Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.

Actions

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Identify animal and plant disease outbreaks; and
- Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

Responsibilities

- Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and prediction modeling
- Provides information and recommendations to the Health Department for outbreak incidents;
- Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Conduct subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident

Emergency Support Function #12 - Energy

Primary Agency

Emergency Management

Support Agencies

Public Works Department
County Administrator's Office
Powhatan Extension Office
County Attorney

Introduction

Purpose:

Describe procedures to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable ESFs to respond.

Scope:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

Policies:

- Will work to provide fuel, power, and other essential resources to the county;
- Will work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities

Concept of Operations

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargos, disruption of pipeline systems, or terrorism.
The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply

links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

Organization:

In the wake of such a major disaster, Powhatan's Emergency Operations Centers (EOC) will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:

- Provide for the health and safety of individuals and families affected by the event;
- Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;
- Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;
- Recommend / comply with local and state actions to conserve fuel, if needed;
- Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- The Emergency Operations Center (EOC) will send requests to the State EOC for fuel and power assistance.

Additional supporting information, such as key contacts, recommended conservation measures, and pre-scripted press releases, can be found in the "Electric Power and Natural Gas Energy Emergency Handbook," maintained by the State Corporation Commission (SCC), and in the "Petroleum and Solid Fuels Energy Emergency Handbook," maintained by the Department of Mines, Minerals, and Energy (DMME).
The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

Actions

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Emergency Management provides for the emergency power of the fuel pumps that fuel county vehicles. This provision is to ensure continued public service during prolonged power outages.
- Emergency Management will provide charging stations for the public as needed
- Implement local conservation measures;
- Work with ESF-15 to keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- During a radiological incident, refer to Powhatan Radiological Emergency Response Plan
- Consider declaring a local emergency; and
- Document expenses.

Responsibilities

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government;
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identifies resources needed to restore energy systems.

Emergency Support Function #13 - Public Safety and Security

Primary Agency

Powhatan Sheriff's Office

Secondary/Support Agencies

Powhatan Emergency Management
Powhatan Fire and EMS Department
Powhatan Public Works Department
Powhatan Planning and Community Development
County Administrator's Office
Virginia State Police
Virginia Department of Transportation

Introduction

Purpose:

Emergency Support Function (ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a "safe scene" for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

Scope:

ESF #13 is designed to respond during a time of emergency using existing procedures. These procedures are in the form of department directives that cover all types of natural disasters, technological hazards, and acts of terrorism; incidents include flooding, hazardous materials spills, transportation accidents, search and rescue operations, traffic control, and evacuations.

In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations.

Policies:

- The Powhatan Sheriff's Office will retain operational control;
- The Incident Commander will determine the need for security at the scene;
- The Powhatan Sheriff's Office in coordination with Emergency Management or a designated incident commander will identify areas of potential evacuation;
- The concentration of large numbers of people in shelters during an evacuation will necessitate sheriff's office presence to maintain orderly conduct; and
- Sheriff's Office personnel will be needed in evacuated areas to prevent looting and protect property;

Concept of Operations

General:

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

If the National Guard is called in for a State or Federally declared disaster they may only be used for low-risk duties such as security and traffic control. A hazard or potential hazard situation could justify the need for evacuation. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points;
- Signs to control or restrict traffic;
- Two-way radios to communicate to personnel within and outside the secured area;
- Control point(s);
- Adjacent highway markers indicating closure of area;
- Markers on surface roads leading into the secured areas;
- Patrols within and outside the secured areas; and
- Established pass system for entry and exit of secured areas.

The Virginia Department of Transportation Residency Shop has general responsibility for signing and marking.

Organization

Local Law Enforcement will utilize their normal communications networks during disasters. Emergency Management, in coordination with Sheriff's Office personnel and the fire department, should delineate areas that may need to be evacuated. The Sheriff's Office will set up control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be put out via the Powhatan Alert System (PAS), radio and television. Also the Sheriff's Office and fire department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

Actions

- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain police intelligence capability to alert government agencies and the public of potential threats;
- Develop procedures, provide training for, and conduct the search and rescue of missing persons;

- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats or detonations;
- Test primary communications systems and arrange for alternate systems;
- Assist with the evacuation procedures for the threatened areas;
- Provide traffic and crowd control;
- Implement existing mutual aid agreements with other jurisdictions; and
- Document expenses.

Responsibilities

- Law enforcement;
- Crowd control;
- Manages preparedness activities;
- Conducts evaluation of operational readiness;
- Establish and maintain incident specific GIS mapping and tracking systems to assist with situational analysis and help determine evacuation areas
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Provide initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with all health department operations

LAW ENFORCEMENT RESOURCES

Sheriff's Office

Personnel:

38 sworn officers
9 full time dispatchers
3 part time dispatchers
4 office staff
1 victims witness coordinator

Equipment and Facilities:

30 Cars
5 4-wheel drive vehicles
1 Mobile Support Trailer
5 Mountain Bikes
1 Sea Eagle Inflatable Boat
1 ATV 4-wheeler
1 Golf Cart
1 Transport Van (Tactical Team)

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

   _____

   _____

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

   _____

   _____

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

   Method of Travel (vehicle, aircraft) _____

   Description of Vehicle/Aircraft Registration _____

   Route of Travel if by Vehicle _____

   Destination by legal location or landmark/E911 address _____

   _____

   Alternate escape route if different from above _____

   _____

4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. _____

   _____

   Entry granted into hazard area.

   Authorizing Signature _____Date _____

   The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

   The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party Date

Print full name first, then sign.

_____ _____

_____

I have read and understand the above waiver of liability.

_____ _____

_____

I have read and understand the above waiver of liability.

_____ _____

_____

I have read and understand the above waiver of liability.

_____ _____

_____

I have read and understand the above waiver of liability.

_____ _____

_____

I have read and understand the above waiver of liability.

_____

I have read and understand the above waiver of liability.

Emergency Support Function #14 – Long Term Community Recovery and Mitigation

Primary Agency

Emergency Management

Secondary/Support Agencies

ALL Agencies

Introduction

Purpose:

Emergency Support Function (ESF) #14 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population.

Scope:

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services.

Policies:

- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible;
- Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts; and
- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure

Concept of Operations

General:

This ESF includes two phases:

- The emergency relief phase deals primarily with life-saving and emergency response efforts (i.e., emergency food, medical, shelter, and security services). Emergency Management will take the lead of this phase;
- The broader recovery and reconstruction phase deals with more permanent and long-term redevelopment issues. County administration will take the coordinating lead during the reconstruction phase.

In the emergency relief phase, the primary local departments involved include Fire & EMS, Sheriff's office, Health, Social Services, Public Schools, and Utilities/General Services. During the recovery and reconstruction component, the emphasis shifts to local departments dealing with housing and redevelopment. The lead departments, in this phase include Economic Development, Planning and Community Development, Public Works, Public Library, and Finance. The two phases will be occurring simultaneously with the emergency relief phase taking precedence in the initial stages of recovery, and the recovery and reconstruction phase receiving greater attention as the recovery process matures.

The recovery analysis process includes: damage assessment, reentry, needs assessment. Both short-term and long-term goals are made. A set of recovery program strategies are then identified and implemented to address the set goals.

Short-term recovery priorities include:

- Emergency Services;
- Communications networks;
- Transportation networks and services;
- Potable water systems;
- Sewer systems;
- Oil and natural gas networks;
- Electrical power systems;
- Initial damage assessment;
- Emergency debris removal;
- Security of evacuated or destroyed area; and
- Establishing a disaster recovery center

Long-term strategies would strive to restore and redevelop the damaged area to pre-existing conditions. If a Presidential Disaster Declaration exist, federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid may be provided to assist Powhatan in rebuilding the economic base, replacing and restoring homes, and ensuring that all construction and development complies with building codes and plans.

Long-term recovery priorities include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

Organization:

The Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas.

A Presidential Declaration of Disaster will initiate the following series of events:

- Federal Coordinating Officer will be appointed by the President to coordinate the federal efforts;

- State Coordinating Officer will be appointed by the Governor to coordinate state efforts;
- A Joint Field Office (JFO) will be established within the state (central to the damaged area) from which the disaster assistance programs will be coordinated; and
- A Disaster Recovery Center (DRC) will be established in the affected areas to accommodate persons needing individual assistance.

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:

- **Individual Assistance** – Supplementary Federal Assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal government of through State or local governments or disaster relief organizations.
- **Public Assistance** – Supplementary Federal Assistance provided under the Stafford Act to State and Local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.

As a potential applicant for Public Assistance, Powhatan County must thoroughly document disaster-related expenses from the onset of any incident.

Mitigation efforts will be important during disaster recovery. Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

As required by the Disaster Mitigation Act of 2000, Powhatan County is a participant in the Richmond Regional Hazard Mitigation Plan. This plan identifies risks and vulnerabilities in Powhatan County and the Region and identifies projects to reduce these risks.

Actions

- Conduct initial damage assessment;
- In cooperation with other ESFs, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery goals;
- Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
- Coordinate and conduct recovery operations;
- Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients;
- Coordinate assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling;
- Facilitate sharing of information and identification of information of issues among agencies and ESFs;
- Facilitate recovery decision making across ESFs;
- Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning;

Responsibilities

- Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;
- Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts;
- Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- Ensure participation from primary and support agencies;
- Lead planning;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

FEDERAL DISASTER RESPONSE FIELD FACILITIES FOR POWHATAN COUNTY

DISASTER RECOVERY CENTER:

Powhatan County Library
2270 Mann Road

POINT OF ARRIVAL FOR PERSONNEL:

Holiday Inn
1021 Koger Center Boulevard
Richmond VA 23235

POINT OF ARRIVAL FOR TRUCKS:

Powhatan Vocational Center
1. 4125 Old Buckingham Rd

REGIONAL MOBILIZATION CENTER:

2. Powhatan County Jr. High School
4135 Old Buckingham Rd

LOCAL STAGING AREAS:

PocahontasElementary
4290AndersonHighway

PowhatanElementary
4111OldBuckinghamRd

Emergency Support Function #15 External Affairs / Public Information

Primary Agency

County Administrator's Office

Support Agencies

Powhatan Emergency Management Office
Powhatan Fire and EMS Department
Powhatan Sheriff's Office
Powhatan Public Schools
Information Technology Office
Powhatan Health Department
Powhatan Department of Social Services
Powhatan Coalition of Churches
Powhatan County Attorney's Office

Introduction

Purpose:

Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

Scope:

To inform the public, during an incident, with the most up to date and correct information available. This emergency support function will use all public information means available to support the overall incident objectives. To avoid conflicts of information coordination of all agencies involved will ensure that one message is disseminated. This emergency support function focuses on public information, public affairs, community relations, and legislative affairs.

Policies:

During an emergency the Public Information Officer (PIO) will:

- Disseminate information by all appropriate means in order to keep the public informed;
- Coordinate news releases with the EOC before releasing them to the media;
- Coordinate news releases with State and Federal Joint Information Centers (JIC)
- Will encourage news media to publish articles to increase public awareness; and
- Will ensure information is accurate and released in a timely manner.

Concept of Operations

General:

The County Administrator and the Executive Associate to the County Administrator serve as the Public Information Officers for Powhatan County. During incidents another individual may be assigned this function.

In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. The locality needs to be prepared to keep local legislators and other political figures informed.

Organization:

The PIO is responsible for coordinating messages from the various agencies and may establish a Joint Information Center (JIC). The PIO will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. The PIO will monitor the news coverage to ensure the accuracy of the information being disseminated. The PIO will facilitate press conferences and incident area tours for the media.

Working with the Director and Coordinator of Emergency Management and other appropriate staff, the PIO will prepare incident-specific guidance for distribution to the public. The PIO will coordinate with community leaders and neighborhood groups to assist in the rapid dissemination of information and to identify unmet needs. An ongoing dialogue and information exchange will be established. If a state or FEMA Community Relations Team deploys to Powhatan County, following an incident, the PIO will work with that team to distribute recovery information.

The PIO will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident and respond to legislative and congressional inquiries.

Actions

The following actions should be taken by the PIO as necessary to provide public information before, during, and after an emergency:

1. **News Releases & Emergency Information** Develop news releases concerning the incident. Initial news releases should focus on citizen response and protective actions. Later news releases should focus on recovery and mitigation. News releases should be coordinated with adjacent jurisdictions, the state and FEMA. All news releases and other emergency information should be disseminated as widely as possible using the following means.
2. **County Email** Emergency information can be distributed to Powhatan County staff via email at: PowhatanCounty@powhatanva.gov from a Powhatan County computer work station (it is not accessible from other computers.) A copy should also be forwarded to the Superintendent of Schools. This will provide all staff members with information to assist them when dealing with citizen inquiries.
3. **Powhatan County Web Site** Emergency Information can be posted on the Powhatan County Web Site home page www.powhatanva.gov. PIOs, Emergency Management and IT Staff have authority to make this posting.
4. **Powhatan Alert System (PAS)** Emergency Information can be distributed through the PAS. This system can be used to send e-mails, texts, and phone messages to affected population areas.
5. **Powhatan County Hotline** Emergency Information can be posted on the Powhatan County hotline at 804-598-4878. This hotline is available 24/7 for

citizens to listen to recorded information concerning an emergency. During non-emergency times Powhatan County office hours, inclement weather closing information, etc. is available on the hotline. The IT and Emergency Management Departments have authority to update the recording on the Hotline.

6. **Powhatan Coalition of Churches** Include the Powhatan Coalition of Churches on the notification distribution list. This group will then further distribute the information via their member Churches. Churches will be encouraged to focus on shut-ins and other citizens who may have not gotten the emergency information via other means.
7. **News Release Distribution** All emergency public information distributed to news organizations should be in news release format. All news releases should include reference to sources where additional information can be obtained. Additional information may be placed on the Powhatan County Hotline and Powhatan County Web Site. The Virginia EOC should be copied on all news releases distributed. A sample Emergency News Release is included as Tab 1 to this ESF. News organization telephone numbers, fax numbers, and email addresses are included on the Emergency Contact Listing maintained by Emergency Management.
8. **Cable TV Community Bulletin Board** Brief Emergency Information can be posted on the Comcast TV Community Bulletin Board. Emphasis should be on calling attention to "Additional Information Is available by calling the Powhatan County Alert System Hotline at 804-598-4878; or on line at www.powhatanva.gov. The IT and Emergency Management Departments have authority to update the Community Bulletin Board.
9. **Mass Mailing** Following widespread events that effect significant numbers of Powhatan County residents, a mass mailing of information could be done using the U.S. Postal Service. This mailing should focus on recovery and mitigation information and should include contact information for other agencies such as FEMA, Small Business Administration, etc.

Responsibilities

The PIO will:

- Work with Richmond area radio and television stations and newspapers;
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.;
- Promote and maintain the County's Public Alert System Hotline (804-598-4878) and update it with public information during and after significant incidents;
- Arrange regular press briefings as necessary before, during, and after significant incidents;
- Coordinate the release of information through public broadcast channels, and written documents; and
- Promote and maintain the Emergency Management's web page on the Powhatan County Web Site (www.powhatanva.gov) and update it with public information during and after significant incidents.
- Work with Comcast Cable TV to provide preparedness information and information about the Emergency Management web page and email notification service on Comcast's broadcast bulletin board.

- Maintain an up-to-date telephone, fax, and email list for all local news organizations.
- Should an evacuation become necessary, warning and evacuation instructions will be put out via facebook, e-mail, radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, and potential health hazards associated with the risk.
- **Note: For hurricanes, evacuation should be completed prior to sustained tropical storm force winds (39mph) reaching Powhatan County.**

County of Powhatan Virginia
Emergency Incident/Event

News Release

Date: _____ Time: _____

Incident Reference: _____
(Hurricane Isabel; Hazardous Materials Spill on Highway 99; etc)

Released by:_____ Title:_____

Contact Number: _____ Email: _____

_____
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_____
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_____

Please disseminate the following information to the widest audience possible:

"Additional Incident information for Powhatan County residents can be obtained at any checked below:

☐ Calling the Powhatan County Hotline at 804-598-4878.

☐ On line at www.powhatanva.gov.

☐ Local news and radio announcements

☐ Powhatan County Facebook Page

SUPPORT ANNEXES:

INTRODUCTION

The Support Annexes provide more specifics for reference prior to and during disaster response and recovery. They also describe the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs).

The following section includes a series of annexes describing the roles and responsibilities of local departments and agencies, nongovernmental organizations, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

1. Financial Management
2. Damage Assessment
3. Animal Care and Control
4. Volunteer and Donations Management
5. Worker Safety and Health
6. Information and Technology
7. Debris Management
8. Dam Safety Management

Support Annex 1 - Financial Management Support

Coordinating Agency

Powhatan Finance / IT Department

Cooperating Agencies

Powhatan Treasurer's Office
Powhatan Emergency Management

Introduction

Purpose:

The Financial Management Support Annex provides basic financial management guidance for all participants during emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

Financial Management processes and procedures ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief as coordinated by Powhatan County Emergency Management.

Policies:

The Powhatan County Finance Department / IT Department:

- Will provide financial support in a timely manner;
- Assist and instruct agencies on recording expenses incurred during an incident;
- Work to provide areas in financial need with adequate support;
- Will use existing standards for accounting operations;
- Implement the necessary procedures to ensure an accurate account of expenses.

Concept of Operations

General:

In an emergency situation, as defined by the Emergency Operations Plan, the Director of Finance will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be charged to, coordinating with department heads during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the

development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

Emergency Management and the Director of Finance will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner. Department directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.). Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations.

The accounting process followed by all departments will follow existing standardized procedures. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

Organization:

Powhatan County may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.

The Director of Finance and Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.

The Director of Finance and Emergency Management will coordinate with all departments, government entities, and representatives from the private sector who support disaster operations. This may involve mutual aid resources, state and federal agencies, private contractors, local retailers, volunteer organizations, etc.

Responsibilities

1. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.
2. During disaster management, maintain proper documentation of expenses for legal and re-imbursement purposes. FEMA forms to be utilized are found at http://www.fema.gov/government/grant/pa/forms.shtm. FEMA labor summary and equipment summary forms are attached to this annex.
3. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms;

4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
5. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations;
6. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster;
7. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures;
8. Assist in finalizing damage assessment report;
9. Review and revise real estate assessments based upon damages sustained to local infrastructure;
10. Assist in the preparation and submission of government insurance claims; and
11. Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires April 30, 2013

APPLICANT | PA ID NO. | PROJECT NO. | DISASTER

LOCATION/SITE | CATEGORY | PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
		GRAND TOTAL									

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED | TITLE | DATE

FEMA Form 90-127, AUG 10

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE OF

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT | PA ID NO. | PROJECT NO. | DISASTER

LOCATION/SITE | CATEGORY | PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME / JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME / JOB TITLE	REG.											
	O.T.											
NAME / JOB TITLE	REG.											
	O.T.											
NAME / JOB TITLE	REG.											
	O.T.											
NAME / JOB TITLE	REG.											
	O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME $

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME $

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED | TITLE | DATE

FEMA Form 90-123, FEB 09

Annex 2 - Damage Assessment

Coordinating Agency

Powhatan Emergency Management

Cooperating Agencies

Powhatan Building Inspections Office
Powhatan Public Works Department
Powhatan Department of Planning and Community Development
Powhatan Extension Office
Powhatan Fire and EMS Department

Introduction

Purpose:

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance (Applicable forms are included here as tab 2 to this annex)

Scope:

This annex is applicable to departments and agencies that are participating and responding with damage assessment resources as coordinated by Powhatan County Emergency Management.

Concept of Operations

Organization:

The Coordinator of Emergency Management, with assistance from the Extension Office, the Department of Planning and Community Development, Department of Public Works, and the County Building Official is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise (see Tab 1). Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for state or federal assistance. Part I should be submitted to the State EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours. The forms that must be used are included in the State Emergency Operations Plan (See Volume II, Annex I-H: Initial Damage Assessment).

Responsibilities:

Designated teams will assess damage within the limits of capability (see Tab 1). If the nature of the emergency is such that local resources are incapable of assessing the damage, then state assistance will be requested by the Coordinator of Emergency Management to the state Damage Assessment Coordinator.

DAMAGE ASSESSMENT TEAMS

I. AGRICULTURE
Team Leader: Powhatan Extension Office

II. BUSINESS AND INDUSTRY
Team Leader: Powhatan Building Official

III. RESIDENCE AND OTHER PRIVATE PROPERTY
Team Leader: Powhatan Building Official

IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS
Team Leader: Powhatan Public Works Director

V. PUBLIC BUILDINGS AND EQUIPMENT
Team Leader: Powhatan Public Works Director

VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES, AND FACILITIES UNDER CONSTRUCTION
Team Leader: Director of Planning and Community Development

VII. STATE-MAINTAINED ROADS AND BRIDGES
Virginia Department of Highways and Transportation

Local Government - CUMULATIVE INITIAL DAMAGE ASSESSMENT REPORT

VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

www.vaemergency.com

Jurisdiction:	
Date/Time IDA Report Prepared:	
Prepared By:	
Call back number:	
Fax Number:	
Email Address:	

Part I: Private Property CUMULATIVE DAMAGES

Type Property	**# Destroyed**	**# Major Damage**	**# Minor Damage**	**# Affected**	**Dollar Loss**	**% Flood Insured**	**% Property Insured**	**% Owned**	**% Secondary**
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									

Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES

Type of Property	**Estimated Dollar Loss**	**% Insured**
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
TOTAL	$0.00	

Additional Comments:

LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT

1. CALLER NAME	2. PROPERTY ADDRESS (include apt. no; zip code)

3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	☐ Single Family ☐ Multi-Family (usually Apts.) ☐ Business ☐ Check here if residence is a vacation home—not a primary residence	☐ Own ☐ Rent ☐ Lease (business only)
Best time to call	Best number to use			

6. CONSTRUCTION TYPE

☐ Masonry ☐ Wood Frame ☐ Mobile Home ☐ Manufactured ☐ Other

7. TYPE OF INSURANCE

☐ Property ☐ Sewer Back-up ☐ Flood (Structure) ☐ Flood (Contents) ☐ Wind/Hurricane ☐ None

8. DAMAGES (Check all that apply)

HVAC ☐ Yes ☐ No Water Heater ☐ Yes ☐ No Electricity ☐ On ☐ Off Natural Gas ☐ On ☐ Off

Roof Intact: ☐ Yes ☐ No Foundation ☐ Yes ☐ No Windows ☐ Yes ☐ No Sewer ☐ OK ☐ Not OK

Major Appliances: ☐ Yes ☐ No Basement Flooding ☐ Yes - Depth____Feet Furnace ☐ Yes ☐ No

9. SOURCE OF DAMAGES

☐ Sewer back-up ☐ Primarily Flood ☐ Wind/Wind driven rain ☐ Tornado Other ☐ _____

10. Based on the damages reported, the property is currently ☐ Habitable ☐ Uninhabitable

11. CALLER'S ESTIMATE OF DAMAGES

REPAIRS	CONTENTS	TOTAL
$	$	$

12. CALL TAKER	13. DATE & TIME REPORT TAKEN

Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	**DESTROYED**	**DESTROYED**	**DESTROYED**
Structure is a total loss. **Not economically feasible to rebuild.**	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor. More than 2 feet in **mobile home.**
MAJOR	**MAJOR**	**MAJOR**	**MAJOR**
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. **Will take more than 30 days to repair.**	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in **mobile home** with **plywood** floors. 1 inch in **mobile home** with **particle board** floors.
MINOR	**MINOR**	**MINOR**	**MINOR**
Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. **Will take less than 30 days to repair.**	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. Crawlspace – reached insulation. Sewage - in basement. **Mobile home,** "Belly Board" to 6 inches.
AFFECTED HABITABLE	**AFFECTED HABITABLE**	**AFFECTED HABITABLE**	**AFFECTED HABITABLE**
Structure has received minimal damage and is **habitable without repairs.**	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. **Mobile home**, no water in "Belly Board".

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course **Lap or aluminum siding - 4 inches or 8 inches per course** **Stair risers - 7 inches**

Concrete or cinder block - 8 inches per course **Door knobs - 36 inches above floor**
Standard doors - 6 feet 8 inches

Additional information is available at www.VAEmergency.com ***Adapted from FEMA 9327.1-PR April 2005*** ***Revised 02/15/07 VDEM***

Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	• Debris removal from a street or highway to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	• Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging • Bracing/shoring damaged structures • Provision of food, water, ice and other essential needs • Emergency repairs • Emergency demolition • Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	• Channel alignment • Recreation • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	• Buildings, including contents such as furnishings and interior systems such as electrical work • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	• Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	• Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

Adapted from the *Public Assistance Guide, FEMA 322*
Additional policy information is available at *http://www.fema.gov/government/grant/pa/policy.shtm*

PUBLIC ASSISTANCE DAMAGE ASSESSMENT FIELD FORM

JURISDICTION:_____ **DATE**:_____ **PAGE** ____ **of** ____

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance B. Emergency Protective Measures C. Roads & Bridges	D. Water Control Facilities E. Public Buildings & Equipment F. Public Utility System	G. Parks, Recreation Facilities & Other

Annex 3 - Animal Care and Control Support

SITE #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: $				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

SITE #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: $				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

SITE #	CATEGORY	STREET or AREA LOCATION					
		GPS (when available use decimal degrees)					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: $				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

Coordinating Agency
Powhatan County Sheriff's Office (Animal Control Division)

Cooperating Agencies
Powhatan Department of Health
Emergency Management
Powhatan Extension Office

Introduction
Purpose:
The Animal Care and Control Annex provides basic guidance for animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

The emergency mission of animal care and control is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, animal sheltering, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, and animal owner reunification.

Scope:
This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency.

Definitions:
Household Pet: A domesticated animal, such as a dog, cat, rodent, or fish, that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes. This does not include reptiles. (ASPCA Model Pet Policy Guidance)

Feral/Stray Domesticated Animals: An animal that is typically known as a household pet that is either not with its owners by accident; or has reverted back to a wild state.

Livestock: Domesticated animals, that are normally kept as part of an agricultural or farming operation, whether for commerce or private use. Such animals may include goats, sheep, beef or dairy cattle, horses, hogs or pigs, donkeys or mules, bees, rabbits or 'exotic' animals (those raised outside their indigenous environs) such as camels, alpacas, llamas, emus, ostriches, or any animal, including reptiles, kept in an inventory that may be used for food, fiber or pleasure.

Poultry: The class of domesticated fowl (birds) used for food or for their eggs. These most typically are members of the orders Galliformes (such as chickens and turkeys), and Anseriformes (waterfowl such as ducks and geese).

Wildlife: All animals, including invertebrates, fish, amphibians, reptiles, birds and mammals, which are indigenous to the area and are ferae naturae or wild by nature.

Exotic Animals: Any animal that is not normally domesticated in the United States and wild by nature, but not considered wildlife, livestock or poultry due to status.

Assumptions:

1. We now understand that many people, especially the elderly, simply do not abandon their companion animals, even in life-threatening situations.

2. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
3. Powhatan County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
4. The Powhatan Emergency Operations Center may be activated to manage the emergency.
5. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
6. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

Policies:

The federal Pets Evacuation and Transportation Standards (PETS) Act, requires state and local agencies to include animals in their disaster plans.

All Virginia local governments must develop and maintain an animal emergency response plan (SB 787, Animal Emergency Response Plan, 2007 Session) with the assistance of the Virginia Department of Emergency Management.

The Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services has the responsibility of interpreting and enforcing the regulations pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth.

Concept of Operations

Organization:

The Director of Animal Control and Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. The Animal Control Director is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

Plans and procedures for Powhatan Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

The Director of Animal Control and Emergency Management will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

Responsibilities:

1. Powhatan Animal Control
    a. Determine which county departments and assisting agencies have responsibilities in all animal emergencies for animal care and control;

b. Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
c. Produce and maintain plans, policies and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering;
d. Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control

2. Powhatan Extension Office

   a. Produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc;
   b. Produce and maintain plans, policies and procedures regarding Animal Disease Control

3. Powhatan Emergency Management
   a. Act as advisor to all involved on emergency management issues

Action:

1. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.
2. Develop, maintain, and disseminate animal care and control plans to ensure the safe, sanitary and efficient response to and recovery from an animal emergency
3. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
4. Provide adequate support for animal preparedness and planning;
5. Develop the necessary logistical support to carry out emergency tasking
6. Develop the necessary mutual aid agreements, contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
7. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster
8. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
9. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
10. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
11. Provide animal care and control support in a timely manner;
12. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
13. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures
14. Post disaster, those animals that are rescued and are not identified by their owners and a reunification plan determined within 10 days will be considered the property of Powhatan County and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations

Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information		
Full Name:		**Driver's License Number:**
Street Address:		
City, State, Zip		
Phone Numbers:	Home:	Cell or Alternate:

Pet Information		
Description of Animal: ☐ Dog ☐ Cat ☐ Other _____	**Pet's Name:**	**Crate Assigned:**
MALE ☐ Intact ☐ Neutered	**FEMALE** ☐ Intact ☐ Spayed ☐ In Heat	
Breed:	**Color:**	**Age:**
Distinctive Markings:		
Microchip: ☐ Yes ☐ No	**If yes, number:**	
Veterinarian Name:		

Pet Medications - List any medications below that you pet is currently taking

Name of Medication	Dosage	Purpose

TO BE COMPLETED BY SHELTER		
Arrival Date:	**Departure Date:**	
Did the owner provide proof of the following:	**Yes**	**No**
• Written proof of vaccinations during the past 12 months		
• Proper ID collar and up to date rabies tag. If yes, record Tag #_____		
• Proper ID on all belongings		
• Leash		
• Ample food supply		
• Water/food bowls		
• Necessary medication(s) (ensure medications are listed above)		
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage		

Registration Agreement

I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).

I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.

I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. **I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.**

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).

SIGNATURE	
Owner's Signature	Shelter Intake personnel

Animal Control Support Annex - Tab 2

Lost Animal Report

Today's Date	Information Received By	
Owner Information		
Name	Address	
Temporary Address	Phone Number	
Date/Location Where Animal Was Last Seen		
Date Last Seen	Location	
Do You Have A Picture Of The Animal?	Is The Animal Friendly?	
Does The Animal Have A History Of Running Away?		
Animal Description		
Type Of Animal	If A Litter, Number In Litter	
Breed	Size (Small/Medium/Large)	Animal's Name
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)
Is Animal Wearing A Collar?	Does The Animal Have An ID Tag? Info On Tag?	
Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?
Veterinarian Used		
Name	Phone	
Address	Are Shots Current?	
Animal On Any Medication?	Frequency	
When Was Medication Last Given?		
Contacts		
Who Else Have You Notified That The Animal Is Missing?		

Comments

Office Use Only			
Lost Animal Matched With Animal ID #	Date Owner Contacted		
Date Animal Reclaimed	Released to Owner Print & Sign Name		
Owner's Drivers License #	State	Phone Number	
Status Of Animal			
Owner Located After 30 Days	Matched At Shelter	Deceased	Unknown

Annex 4 - Volunteer and Donations Management

Coordinating Agency
Emergency Management

Cooperating Agency
Department of Social Services
Powhatan Coalition of Churches
Virginia Voluntary Organizations Active in Disaster (VaVOAD)
Powhatan Finance / IT Department
County Administrator's Office

Introduction
Purpose:
The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

Scope:
Volunteer services and donated goods in this annex refer to unsolicited goods, and unaffiliated volunteer services.

Policies:
Powhatan County, in coordination with Virginia VOAD has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

The Emergency Management Coordinator also:

- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognize non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization; and
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

Concept of Operations

General:

Volunteer and Donations Management operations may include the following:

- A Volunteer and Donations Coordinator
- A phone bank
- A coordinated media relations effort
- Effective liaison with other emergency support functions, state and federal government officials
- Facility Management Plan

Donated Goods Management Function

- Management of unsolicited donated goods involves a cooperative effort by local, voluntary, community based organizations, the business sector and the media.
    - Powhatan County, in conjunction with voluntary organization partners, is responsible for developing donations management plans and managing the flow of donated goods during disaster operations.
    - Sites to use for Donation Management include, but are not limited to:

        - The Powhatan Rescue Squad Reception Center
        - Any of the Powhatan Public schools
        - The Fighting Creek Park building and grounds
        - Any local church

Volunteer Management Function

- Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Local government, in partnership with voluntary organizations, is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.
- Sites to use for Volunteer Management include, but are not limited to:
    - The Powhatan Rescue Squad Reception Center
    - Any of the Powhatan Public schools
    - The Village Building
    - Any local church

Organization:

Emergency Management will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local government and volunteer organizations.

Emergency Management will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The

American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up during various incidents. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

Responsibilities

- Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area;
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites;
- Assign the tasks of coordinating auxiliary manpower and material resources;
- Develop procedures for recruiting, registering and utilizing auxiliary manpower;
- Develop a critical resources list and procedures for acquisition in time of crisis;
- Develop procedures for the management of donated goods;
- Receive donated goods;
- Assist with emergency operations;
- Assign volunteers to tasks that best utilize their skills; and
- Compile and submit totals for disaster-related expenses.

Volunteer and Donations Management Annex – tab 1

Volunteer Registration Form

I. Name

II. Social Security Number (last 4 digs.)

III. Organization (if appropriate)

IV. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)

V. Estimated length of time services can be provided in the disaster area

VI. Special tools or equipment required to provide service

VII. Billet or emergency shelter assignment in local area

VIII. Whether or not the group or individual is self-sufficient with regard to food and clothing

Annex 5 - Worker Safety and Health Support

Coordinating Agency

Human Resources

Cooperating Agencies

Powhatan Health Department
Emergency Management

Introduction

Purpose:

This annex provides guidelines for implementing worker safety and health support functions during potential or actual incidents. This annex describes the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

Scope:

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies or disasters. While this annex addresses coordination and the provision of technical assistance for incident safety management activities, it does not address public health and safety.

Coordination mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

Policies:

- Emergency Support Function (ESF) #5 – Emergency Management, in cooperation with Human Resources, activates the Safety Officer and implements the activities described in this annex;
- Private sector employers are responsible for the safety and health of their own employees;
- State and local governments are responsible for worker health and safety pursuant to State and Local statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment, as needed, and correcting unsafe or unsanitary conditions;
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response

organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and

- Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with local, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

Concept of Operations

General:

Human Resources coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among local, state, and federal agencies and government and private sector organizations involved in incident response.

Organization:

Human Resources supports worker safety by:

- Providing occupational safety and health technical advice;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment;
- Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold)
- Assessing responder safety and health resource needs and identifying sources for those assets;
- Coordinating and providing incident-specific responder training;
- Providing psychological first aid during and after incident response and recovery activities; and
- Identifying, in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.

Responsibilities

- Provide technical advice;
- Identifying hazards and risks associated with response and recovery activities;
- Ensure appropriate immunizations and provided to responders;
- Provide psychological and physical first aid;
- Provide Critical Incident Stress Management (CISM);
- Monitor responders for chemical and/or biological contamination; and
- Provide appropriate workplace safety training.

Annex 6 - Information Technology Support

Coordinating Agency
Powhatan Finance / IT Department

Cooperating Agencies
All

Introduction

Purpose:
This annex describes the framework through which the Powhatan Information Technology (IT) Office coordinates with other local agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

Scope:
This annex:
- Outlines roles and responsibilities for pre-incident and post-incident IT support;
- Outlines a structure for coordination of IT support and response to incidents; and
- Outlines a process to provide technical recommendations.

Policies:
The underlying principle in coordinating technical support is:
- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by local agencies;

Concept of Operations

General:
The Powhatan IT Office is responsible for technical support and coordinates with other appropriate departments in response to an emergency.

Organization:
The Powhatan IT Office provides the core coordination for technical support capability. The Powhatan IT Office works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

Technology resource identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

Responsibilities

- Orchestrating technical support to the locality;
- Providing short-notice subject-matter expert assessment and consultation services;
- Coordinating the technical operational priorities and activities with other departments and agencies;
- Providing liaison to the Powhatan Emergency Operations Center;
- In coordination with responsible agencies and when deemed appropriate, deploying emerging technologies; and
- Executing contracts and procuring technical support services consistent with the Financial Management Support Annex.

Annex 7 - Debris Management

Coordinating Agency

Powhatan Public Works Department

Cooperating Agencies

Emergency Management
Department of Planning and Community Development
Powhatan Health Department
County Administrator's Office
Powhatan Finance / IT Department
Powhatan Sheriff's Office

Introduction

Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Scope:

Natural and man-made disasters precipitate a variety of debris that would include, but not be limited to trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of incident experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term. Therefore, private contractors will play a significant role in debris removal, collection, reduction, and disposal processes.

The debris management program implemented will be based on the waste management hierarchy of reduce, reuse, reclaim, recover, incinerate, and land filling, respectively.

Policies:

- To protect public health and safety the debris removal process must be initiated promptly and conducted in an orderly, effective manner;
- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
- The second priority, that debris removal resources will be assigned, is providing access to pre-identified critical facilities;
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

Concept of Operations

General:

The Department of Public Works will be responsible for coordinating debris removal operations. Powhatan County will be responsible for removing debris on county owned property, as well as from private property when it is deemed in the public interest. The VDOT is responsible for removal of debris from roadways in Powhatan County. Debris should not impede recovery operations for any longer than necessary.

The Department of Public Works will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner. Sample contracts, with a menu of services and generic scopes of work, will be developed prior to the disaster to expedite the implementation of them in a prompt and effective manner.

Powhatan is responsible for managing the debris contract from project inception to completion. If resources are inadequate, state or federal agencies can be requested to assume the responsibility of managing the debris contract. Managing a debris contract includes monitoring of performance, contract modifications, inspections, acceptance, payment, and close out of activities.

Powhatan may choose to enter into cooperative agreements with other localities to maximize the utilization of public assets. Any such agreements must comply with the county's procurement processes.

To facilitate the disposal process, debris will be segregated by standard type (see Tab 1). Modifications of these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the incident will be handled in accordance with federal, state, and local regulations. The fire chief will be the initial contact for hazardous/toxic materials. (See the Powhatan Hazardous Materials Plan.)

Organization:

The Department of Public Works is responsible for the debris removal function. This department will work in conjunction with designated cooperating agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the locality following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, the locality may be rely on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government frees up county personnel to manage more critical duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as maximizing county and state assistance from the federal government. Private contracting allows the county to tailor contract services to specific needs. The entire debris management process or segments of the process can be contracted out.

Responsibilities

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management;
- Prior to a severe weather incident, stage equipment in strategic locations to protect the equipment from damage, provide flexibility for deployment, and allow for the clearing crews to begin work immediately after the incident;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other localities;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify critical routes in cooperation with regional jurisdictions;
- Maintain a list of debris management sites;
- Identify and address potential legal, environmental, and health issues that are generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish a debris assessment process to define the scope of the problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites using approved site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

DEBRIS CLASSIFICATIONS*

Definitions of classifications of debris are as follows:

1. **Burnable materials**: Burnable materials will be of two types with separate burn locations.

   a. **Burnable Debris**: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.

   b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative

2. **Non-burnable Debris**: Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

3. **Stumps**: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

4. **Ineligible Debris**: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

   Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

* Debris classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

DEBRIS COLLECTION / MANAGEMENT SITES

1. Practice Soccer field behind the Powhatan Animal Control facility
   3900 Old Plantation Road, Powhatan VA

2. Parking Area (unimproved section) at Fighting Creek Park
   2175 Mann Road, Powhatan VA

DEBRIS QUANTITY ESTIMATES

The formula used in this model will generate debris quantity as an absolute value based on a known population, and using a worse case scenario.

Determine population (P) in the affected area, using the 2000 Census Data for Sample County/City. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

Q = H (C) (V) (B) (S)

Where

Q is quantity of debris in cubic yards

H is the number of households (10,688)

C is the storm category factor in cubic yards. It expresses debris quantity in cubic yards per household by category and includes the house and its contents, and land foliage--Category 5 storm Value of C Factor is 80 cubic yards.

V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way--Vegetative Cover Heavy - Value of Multiplier is 1.3.

B is the commercial/business/industrial use multiplier and takes into account areas that are not solely single-family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities--Commercial Density Heavy - Value of Multiplier is 1.3.

S is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only)--Precipitation Characteristic Medium to Heavy - Value of Multiplier is 1.3.

Then **Q = 10,688 (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.9 MILLION CUBIC YARDS**

References:

Mobile District Corps of Engineers, Emergency Management Branch, Debris Modeling

Annex 8 – Dam Safety

Coordinating Agency

Emergency Management

Cooperating Agencies

Sheriff's Office
County Administrator
Virginia Department of Conservation and Recreation (DCR)
Powhatan GIS Services

Introduction

Purpose:

To facilitate the evacuation of downstream residents and notification of the public in the event of an imminent or impending dam failure.

Scope:

The Virginia Department of Conservation and Recreation (DCR) provides detailed guidance to dam owners in developing emergency action plans and emergency preparedness plans in the event of dam failure. Powhatan is responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

Concept of Operations

General:

Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Sheriff, the County Administrator and the Coordinator of Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan (EAP). This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided to the local Director of Emergency Management and to the Virginia Department of Emergency Management.

Standards have been established for "Dam Classifications" and "Emergency Stages." See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

Organization:

Emergency Management is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Powhatan Alert System (PAS) and the Powhatan Sheriff's Office will disseminate the warning to evacuate.

AUTHORITIES:

In addition to those listed in the Basic Plan:

A. The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
B. Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code

Responsibilities

Dam Owners:

- Develop an emergency action plan for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia Departments of Conservation and Recreation (DCR) and Virginia Emergency Management (VDEM);
- Operate and maintain the dam to assure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and
- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

Powhatan County Government:

- Develop compatible procedures to warn and evacuate the public;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, Powhatan Alert System, telephone calls, and door-to-door notification to evacuate individuals out of the area or to high ground in the area for later rescue;
- Provide assistance to disaster victims;
- Ensure clean-up of debris and restoration of essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Emergency Management Actions – Dam Safety

1. Normal Operations

A. Dam Owners
   a. Develop an Emergency Action~~s~~ Plan (EAP) for warning and evacuating the public in event of dam failure.
   b. Obtain an Operations and Maintenance Certificate from the Virginia Department of Conservation and Recreation.
   c. Operate and maintain the dam to assure the continued integrity of the structure.
   d. Exercise and test the dam EAP to ensure that it meets current codes and regulations.

B. Local Government
   a. Develop compatible procedures to warn and evacuate the public in event of dam failure.

2. Increased Readiness

A. Stage I Conditions
   a. Alert on-duty emergency response personnel.

B. Stage II Conditions
   a. Alert on-duty emergency response personnel.
   b. Notify the public of possible dam failure.
   c. Review warning and evacuation plans and procedures.
   d. Place off-duty emergency response personnel on alert.

3. Emergency Operations

A. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
   a. Activate EOC.
   b. Notify Virginia Emergency Operations Center.
   c. Alert emergency response personnel to standby status.
   d. Begin record keeping of all incurred expenses

B. Response Phase – Stage III Conditions
   a. Activate EOC.
   b. Order immediate evacuation of residents in expected inundation areas.
   c. Sound warning though use of sirens, horns, Emergency Alert System, telephone, or door to door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
   d. Call in necessary emergency response personnel to provide help required to save lives and property.
   e. Follow all established procedures within designated functional areas specified in this plan.

4. Recovery

A. Provide assistance to disaster victims.
B. Clean up debris and restore essential services.
C. All agencies tasked in this plan implement recovery procedures.
D. Review emergency procedures used and revise, if necessary, to ensure lessons learned are applied and incorporated into future plans.
E. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.)

Tab 1 to Dam Safety Support Annex

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams which exceed 25 feet in height **and** impound more that 50 acre feet in volume, or 100 acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan (EAP) administered by the Department of Conservation and Recreation.

High – impounding structure that upon failure will cause probable loss of life or serious economic damage

Significant - impounding structure that upon failure may cause loss of life or appreciable economic damage

Low - impounding structure that upon failure would lead to no expected loss of life or significant economic damage.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times which may be appropriate.

> **Stage I** - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.
>
> **Stage II** - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him/her informed.
>
> **Stage III** - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October, 29 2008. www.dcr.virginia.gov/dam_safety_and_floodplains/

Tab 2 to Dam Safety Support Annex

POWHATAN COUNTY DIRECTORY OF DAMS REGULATED BY VIRGINIA DEPT. OF CONSERVATION AND RECREATION REQUIRING EMERGENCY ACTION PLANS

DAM NAME	Map GIS ID	Inventory Number	HEIGHT	TOTAL (Ac-Ft)	CLASS	EAP Date
Amelia Lake Dam	34	00701	38'	2100	LOW	10-6-08
Avery Dam	33	14534	42'	503	SIG.	2-6-09
Foundry Lake Dam	4	14532	27'	264	LOW	11-16-04
Lake Randolph Dam	17	14509	36'	2159	LOW	11-19-93
Lower Byers Dam	2	14506	28'	569	SIG.	5-19-10
Lower Powhatan Dam	0	14502	16'	363	LOW	5-9-08
Moyer Pond Dam	13	14515	30'	258	LOW	7-8-08
Powhatan Corrections Center – Carneal Pond	5	14531	25'	144	LOW	1-16-07
Powhatan Corrections Center – Pond #3	23	14514	32'	116	LOW	8-31-92
Powhatan Corrections Center – Recreational Pond	14	14513	28'	107	LOW	2-27-06
Sheller Dam	32	14533	32'	448	LOW	9-10-04
Upper Byers Dam	9	14505	34'	460	LOW	12-12-03
Upper Powhatan Dam	1	14501	22	422	LOW	5-9-08

POWHATAN COUNTY REGISTERED DAM CONTACT INFORMATION

(Include a map indicating local of dams within jurisdiction)

Name of Impounding Structure: Amelia Lake Dam	
Inventory Number: 00701	**City/County: Amelia**
Other Name (if given):	
Stream Name:	
Latitude: 37.471588	**Longitude: -77.920511**
Name of Impounding Structure Operator: Arthur L. La Rouche III	
Address: 209 E. Cleveland Ave. Vinton, VA 24179	
Telephone: 540-857-7704 (office)	**Alternate Number(s): 540-890-5813 (Home)**
Other means of communication: Owner= Dept. of Game& Inland Fisheries (804)367-8311	

Name of Impounding Structure: Avery Dam	
Inventory Number: 14534	**City/County: Powhatan**
Other Name (if given): Walnut Creek Dam	
Stream Name: Deep Creek	
Latitude: 37.536683	**Longitude: -78.099532**
Name of Impounding Structure Operator: Ray Avery	
Address: P.O. Box 4309 Midlothian, VA 23112	
Telephone: 804-674-0231 (office)	**Alternate Number(s): 804-837-4487 (cell)**
Other means of communication:	

Name of Impounding Structure: Foundry Lake Dam	
Inventory Number: 14532	**City/County: Powhatan**
Other Name (if given):	
Stream Name:	
Latitude: 37.587439	**Longitude: -77.851868**
Name of Impounding Structure Operator: Eugene Autry	
Address: 3260 Greywall Court Powhatan, VA 23139	
Telephone: 804-598-5959 (office)	**Alternate Number(s): 804-794-9494 (home)**
Other means of communication: observer: Dennis Gammon 804-598-5959	

Name of Impounding Structure: Lake Randolph Dam	
Inventory Number: 15509	**City/County: Powhatan**
Other Name (if given): Mill Quarter Dam	
Stream Name:	
Latitude: 37.493384	**Longitude: -77.915254**
Name of Impounding Structure Operator: Mill Quarter Property Owners	
Address: 1650 Mill Quarter Road Powhatan, VA 23139	
Telephone: 804-598-5263 (office	**Alternate Number(s): 804-598-2183 (home)**
Other means of communication:	

Name of Impounding Structure: Lower Byers Dam	
Inventory Number: 14506	**City/County: Powhatan**
Other Name (if given):	
Stream Name:	
Latitude: 37.57329	**Longitude: -77.815969**
Name of Impounding Structure Operator: Gary Wheeler	
Address: 2782 Red Lane Road Powhatan, VA 23139	
Telephone: 804-276-0962 (office)	**Alternate Number(s):**
Other means of communication: alternate: Lawrence Kessler 804-598-2186 (home) 804-598-0168 (office)	

Name of Impounding Structure: Lower Powhatan Dam	
Inventory Number: 14502	**City/County: Powhatan**
Other Name (if given):	
Stream Name:	
Latitude: 37.576845	**Longitude: -78.003273**
Name of Impounding Structure Operator: Va. Dept. of Game & Inland Fisheries	
Address: 4010 W. Broad Street Richmond, VA 23230	
Telephone: 804-367-1258 (24 hr. Dispatch)	**Alternate Number(s): 434-296-4731 (office)**
Other means of communication: alt # John Kauffman- Dam Operator & 434-981-1377 (cell)	

Name of Impounding Structure: Moyer Pond Dam	
Inventory Number: 14515	**City/County: Powhatan**
Other Name (if given):	
Stream Name: Mohawk Creek	
Latitude: 37.656509	**Longitude: -77930349**
Name of Impounding Structure Operator: David Moyer	
Address: 4277 Old River Trail Powhatan, VA 23139	
Telephone: 804-598-4451 (office)	**Alternate Number(s): 804-598-4481 (home)**
Other means of communication: owner= S.M. Moyer at 804-598-9071	

Name of Impounding Structure: Powhatan Corrections Center – Carneal Pond Dam	
Inventory Number: 14531	**City/County: Powhatan**
Other Name (if given):	
Stream Name:	
Latitude: 37.623392	**Longitude: -77.826859**
Name of Impounding Structure Operator: Frank Baber III	
Address: James River Correctional Center, State Farm VA 23160	
Telephone: 804-784-3551 ext. 2327 (office)	**Alternate Number(s): 804-375-3502 (home)**
Other means of communication: Warden at 804-784-3551 ext. 2001 (office)	

Name of Impounding Structure: Powhatan Corrections Center – Pond #3	
Inventory Number: 14514	**City/County: Powhatan**
Other Name (if given):	
Stream Name: Tributary to James River	
Latitude: 37.633776	**Longitude: -77.843762**
Name of Impounding Structure Operator:	
Address: James River Correctional Center, State Farm VA 23160	
Telephone: 804-784-3551 ext. 2437	**Alternate Number(s):804-784-3551 ext. 2310**
Other means of communication:	

Name of Impounding Structure: Powhatan Corrections Center – Recreational Pond	
Inventory Number: 14513	**City/County:**
Other Name (if given): State Farm Pond #1	
Stream Name: 6,800 ft. upstream from the James River	
Latitude: 37.627361	**Longitude: -77.866126**
Name of Impounding Structure Operator: Sam Pruett, Warden	
Address: James River Correctional Center, State Farm VA 23160	
Telephone: 804-784-3551 ext. 2201	**Alternate Number(s): 804-784-3551 ext. 2310**
Other means of communication:	

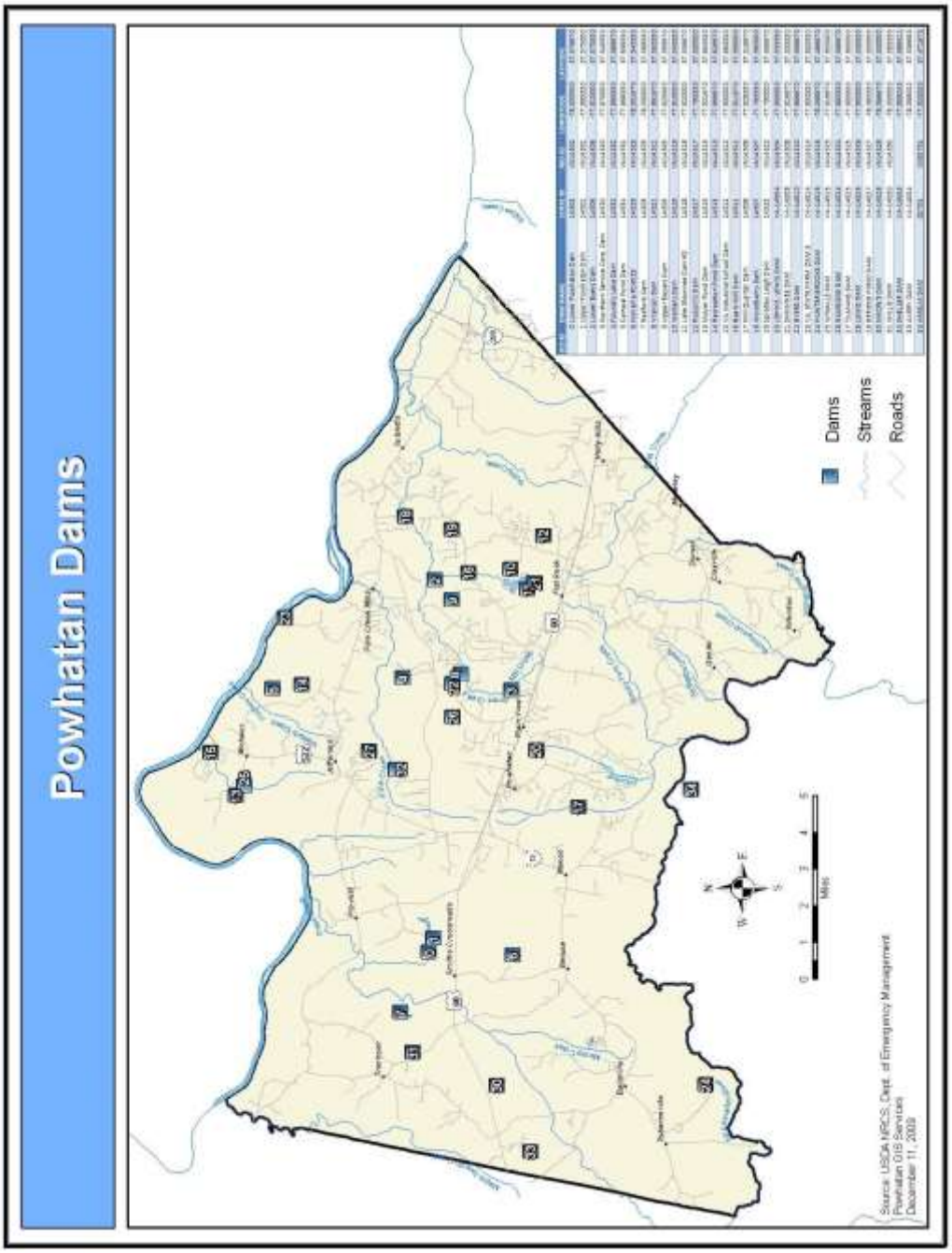
Name of Impounding Structure: Sheller Dam	
Inventory Number: 14533	**City/County: Powhatan**
Other Name (if given): West Lake Dam	
Stream Name:	
Latitude: 37.589411	**Longitude: -77.909245**
Name of Impounding Structure Operator: Rick F. Ranson	
Address: 2550 Brauer Road Powhatan, VA. 23139	
Telephone: 804-598-2762 (office)	**Alternate Number(s): 804-356-1032 (home)**
Other means of communication: alt. Operator Tamara Anderson 804-598-2248 (home)	

Name of Impounding Structure: Upper Byers Dam	
Inventory Number: 14505	**City/County: Powhatan**
Other Name (if given): Upper Liberty Hill Dam	
Stream Name:	
Latitude: 37.567015	**Longitude: -77.825625**
Name of Impounding Structure Operator: Ted Harris	
Address: 1480 Anderson Highway, Powhatan, VA 23139	
Telephone: 804-378-3577 (office)	**Alternate Number(s): 804-598-5569**
Other means of communication: alt.# for alt. operator Danny Creekmore	

Name of Impounding Structure: Upper Powhatan Dam	
Inventory Number: 14501	**City/County: Powhatan**
Other Name (if given):	
Stream Name:	
Latitude: 37.576249	**Longitude: -77.991064**
Name of Impounding Structure Operator: Va. Dept. of Game & Inland Fisheries	
Address: 4010 W. Broad Street Richmond, VA 23230	
Telephone: 804-367-1258 (24 hr. Dispatch)	**Alternate Number(s): 434-296-4731 (office)**
Other means of communication: alt # John Kauffman- Dam Operator & 434-981-1377 (cell)	

Name of Impounding Structure:	
Inventory Number:	**City/County:**
Other Name (if given):	
Stream Name:	
Latitude:	**Longitude:**
Name of Impounding Structure Operator:	
Address:	
Telephone:	**Alternate Number(s):**
Other means of communication:	

Tab 4 to Dam Safety Support Annex **POWHATAN REGISTERED DAMS MAP**



INCIDENT ANNEXES

Incident Annex 1 – Catastrophic Incidents (Mass Casualty)

Incident Annex 2 - Flooding

Incident Annex 3 – Severe Weather and Electric Power Outage

Incident Annex 4 - Drought, Water Supply Shortage, Water Supply Contamination

Incident Annex 1 – Catastrophic Incidents
(Mass Casualty incident)

Coordinating Agency
Emergency Management

Cooperating Agencies
All

Introduction
Purpose:
The Catastrophic Incident Annex establishes the context and strategy for implementing and coordinating an accelerated, proactive response to an incident where there are mass casualties and/or destruction within the county boundaries from a single incident.

Scope:
A catastrophic incident is any man-made or natural incident including terrorism and airline incidents that results in extraordinary levels of mass casualties, damage, or disruptions severely affecting the population, infrastructure, environment, economy, moral, and/or government functions. A catastrophic incident could result in sustained impacts over a prolonged period of time.

Policies:
The strategies in this plan are consistent with the National Response Framework (NRF) and National Incident Management System (NIMS) protocols. Incident Commanders may need to request assistance from Federal and State authorities. These resources will be provided through mobilization centers or staging areas.

Concept of Operations

General:
Various Emergency Support Functions may need to be activated depending on the scope and magnitude of an incident. Listed below are functions that are usually needed during a catastrophic incident along with the agencies that will provide these functions.

Organization:
Rescue Operations
Fire & EMS Department -locate the injured and provide emergency medical care and transport as well as work to prevent additional injuries or loss of life.

Area Security
Sheriff's Office - Perimeters of the disaster area must be identified. The scene must be protected and secured. Those who are invariably attracted to such scenes (curiosity seekers, media, and scavengers) must be prevented from penetrating the scene. A badging system along with points of entry may be implemented.

Body Identification and Removal

Office of the Chief Medical Examiner - Will coordinate operations at the site and determine the cause of death. The Medical Examiner will give approval before any remains are touched or moved. The Sheriff's Office may assist with locating and identifying bodies and personal effects. Numbering system will be implemented and documentation will be made of location where each body was found.

Body Staging and Morgue Facilities

Office of the Chief Medical Examiner - may establish an area to receive bodies as they are moved from the disaster site. The Sheriff's Office may be responsible to secure this facility. Bodies should not be moved until they have been processed, tagged, and placed into body bags along with personal effects. The reason for a body staging area is to ensure that proper tagging has occurred, and that all of the body parts and personal effects are with their respective bodies. Unidentifiable parts or tissue must be labeled and given their own body bag or container.

The Virginia Funeral Directors Association may provide assistance with operating the temporary morgue under the direction of the Medical Examiner.

Media Relations

County Administrator's Office (PIOs) - Media relations will coordinate with ESF #15 – Communications. Briefing for families will be held before any scheduled media briefings, and briefings will be hosted by the Office of the Chief Medical Examiner in conjunction with the county PIOs. The Office of the Chief Medical Examiner will brief the media on the current situation while the county PIOs are responsible for the organization of the briefing and ensuring that representatives from all county agencies that are involved are present to answer technical questions.

Family Assistance Center (FAC)

Department of Social Services (DSS) – An FAC may be activated during a mass fatality incident. The FAC will assist families by providing counseling, information on the current situation, and a place that families can be reached, and an environment in which families can grieve in private. The FAC will assist the Medical Examiner with identification of remains. The Powhatan Department of Social Services is responsible for the operation of this center with support from the Sheriff's Office, the Goochland / Powhatan community Services Board, and the American Red Cross - Capital Region. Guidelines for running a FAC will be maintained by the DSS. In the event of an aircraft accident involving a domestic or foreign air carrier, PL 104-264 Title VII Section 702, (Aviation Disaster Family Assistance Act of 1996) prohibits unsolicited communications with individuals or family members by attorneys or any potential party for litigation, for a period of 30 days from the date of the accident. Victim Services Section must inform family members of this prohibition and their privacy must be strictly protected.

Responsibilities:

Sheriff's Office – Will coordinate with the Medical Examiner and VA State Police providing many services. These include but are not limited to:
- Perimeter control and protection of potential crime scene.
- Locates, collects, processes and documents evidence
- Traffic control and rerouting.
- Investigate the incident (coordination with the VA State Police, and Federal Agencies)
- Administer disaster scene badging and pass management system.
- Assist the Medical Examiner

Virginia State Police -Accident Reconstruction Unit - Investigates unforeseen contact or collision involving one or more cars, trucks, busses, vans, motorcycles, or any other motorized vehicle and determines the cause of the incident. After the assessment/recovery phase has passed they may assume the lead investigative role.

Fire & EMS Department - The primary rescue agency for most mass casualty incidents. The primary goal is to contain any and all hazards at the scene, render medical aid and transport the injured. The Incident Commander will direct the Emergency Communications Center to contact the medical examiner and convey the following information: type of incident, number of bodies, and any recommendations. Investigate fires that are suspicious in nature. The Fire Investigator may request support from the Sheriff's Office or Virginia State Police.

Federal Bureau Investigation - Presidential Decision Directive 39, U.S. policy on Counterterrorism, reaffirms the Federal Bureau of Investigation's lead responsibility in crisis management response. Exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. County agencies or departments provide assistance as required. The locality exercises primary authority to respond to the consequences of terrorism and FEMA provides assistance as required.

Powhatan Building Inspections Office - Provides structural safety inspections prior to or in conjunction with search and rescue operations. Conducts damage assessment to determine the extent and reports findings to the EOC. This includes collateral damage assessment.

Office of Chief Medical Examiner - The examination and release of human remains falls within the jurisdiction of the Office of the Chief Medical Examiner. Command will coordinate with the Medical Examiner prior to moving bodies.

National Transportation Safety Board (NTSB) - Lead investigative agency in an incident involving an aircraft, rail, or pipeline that results in loss of life, serious injury, or major damage. The Federal Bureau of Investigation will have primary command and investigative responsibility in cases of willful destruction, such as sabotage, terrorism, etc. The NTSB may relinquish investigative responsibility to the Federal Aviation Administration or the local jurisdiction for incidents involving no loss of life and only minor damage. The NTSB will have the primary federal responsibility for facilitating the recovery and identification of fatally injured passengers. Removal of wreckage is the

primary responsibility of the air carrier, owner, and or insurance company. In the case of an aircraft accident involving a United State air carrier or a foreign air carrier on U.S. soil, which results in a major loss of life, the "Aviation Disaster Family Assistance Act" of October 9, 1996 gives the board the responsibility of aiding families of aircraft accidents and establishing a Family Assistance Program. During response to a large incident, an initial local FAC may evolve into a federally supported Family Assistance Program.

Actions

- Establish that a catastrophic incident has occurred;
- Notify all departments and agencies;
- Activate and deploy teams, equipment caches, and other resources;
- Activate on-site and off-site facilities to support scene operations;
- Identify, prepare, and operationalize facilities critical to supporting the movement and reception of state-wide mutual aid, State and Federal resources;
- Establish and maintain communications with incident command to ensure a common and current operating picture regarding critical resource requirements;
- Work with the area hospital coordination center to effectively manage casualties
- The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal injuries Compensation Fund (VCICF) shall be contacted in the event of an emergency when there are victims of crime (Code of Virginia §19.2-11.01.)

Incident Annex 2 – Flooding
(Flash Flood or Major River Flood)

Coordinating Agency
Powhatan Emergency Management

Cooperating Agencies
Powhatan Public Works Department
Powhatan Planning and Community Development
Powhatan Building Inspections
Powhatan Sheriff's Office
Powhatan Fire & EMS Department
Powhatan Extension Office

Introduction
Purpose:
To protect the public health and safety in the event of severe flooding, primarily flash flooding.

Scope:
Flooding can develop through a variety of causes. This annex works to describe some general ways to handle and deal with these various kinds of flooding. Floods often accompany hurricanes and thunderstorms. These floods can occur when river and streams overflow, or when tides become high during a surge. Floods can also occur as a result of dam failure. Urban flooding is another possibility that can occur when developed areas lose their ability to absorb rainfall. As a result run off increases and causes flooding.

Policies:
- Extensive flooding may require evacuation and sheltering of a large number of people, in which case this operation will be in coordination with ESF #6 – Mass Care, Housing, and Human Resources;
- The Department of Social Services representative to the Emergency Operations Center will close down temporary housing when areas have been declared safe for re-entry; and
- The County Administrator or his/her designee will authorize re-entry.

Concept of Operations

General:
Due to the geographic /topographic realities of Powhatan County flash flooding and river flooding presents a moderate hazard to our citizens. Water bodies account for approximately four of Powhatan's 269 square miles. Powhatan is characterized by a gently rolling topography.

Of concern for Powhatan County is flooding from the James and Appomattox Rivers. Bernards, Branch, Butterwood, Deep, Fighting, Fine, Jones, Norwood, and Sallee

Creeks. Rocky Ford Road occasionally is flooded by the nearby creek but this road has a relatively low number of users. Low-lying areas adjacent to the James River are subject to periodic flooding. Along the James River, the Base Flood Elevation (BFE) ranges from 146.5 feet in the western portion of the county to 199.4 feet in the eastern portions of the county. The BFEs range from 202.9 feet to 243.2 feet on Fighting Creek. The overwhelming majority of land within the floodplain is used for rural purposes.

Before major development began in the county, county leaders enacted floodplain regulations that prohibit development in the floodplain. Because of the foresight of the county, the only structures in the floodplain are out buildings and barns.

Summary of floodplain exposure:

- Square miles in floodplain: 22.06
- Percentage of total area: 8.3%
- No residential, commercial or industrial structures in floodplain.

Organization:

Emergency Management, in coordination with the Sheriff's Office, is responsible for making the decision to order an evacuation in the event of a potentially life-threatening flood situation. If evacuation is necessary, the public will be alerted in accordance with ESF-15 procedures. All response agencies will develop and maintain severe weather emergency response procedures. The Coordinator of Emergency Management will maintain a county hazard mitigation plan.

Responsibilities:

- Develop and maintain plans and procedures for flooding;
- Designate areas to be evacuated;
- Provide training for EOC personnel
- Direct the evacuation of threatened areas;
- Relocate public-owned vehicles and equipment to higher ground;
- Open citizen shelters;
- Provide emergency public information;
- Declare a local emergency;
- Activate search and rescue teams;
- Activate wildlife teams, and animal rescue / shelter teams if needed;
- Direct that utilities be shut off in evacuated areas;
- Establish and maintain incident specific GIS mapping
- Establish traffic control for evacuated areas;
- Direct the testing of drinking water for purity in flooded areas;
- Evaluate the situation and direct protective action as required; and
- Declare the area safe for re-entry after danger has passed.

AREAS SUBJECT TO FLOODING

Powhatan County Flood Prone Roadways identified by VDOT and Local Sources

- Rocky Ford Road (Rt. 603) @ Rocky Ford Creek
- Rocky Ford Road (Rt. 603) @ Skippers Creek
- Genito Road (Rt. 604) @ Butterwood Creek
- Rocky Ford Road (Rt. 603) @ Butterwood Creek
- Judes Ferry Road (Rt. 614) @ Jones Creek
- Huguenot Trail (Rt. 711) Between Caesartown Road (Rt659) and Old River Trail (Rt.617)
- Huguenot Trail (Rt.711) 711 West of Watkins Landing Road (Rt652)
- Watkins Landing Road (Rt. 652) @ dead end
- Bateau Landing Road (Rt. 669) @ boat landing

Incident Annex 3 - Severe Weather & Electrical Outage

Coordinating Agency

Powhatan Emergency Management

Cooperating Agencies

Powhatan Public Works Department
Powhatan Social Services
Powhatan Sheriff's Office
Powhatan Planning and Community Development
Powhatan Building Inspections
Powhatan Fire and EMS Department
Virginia Dept. of Transportation (Powhatan Office)

Introduction

Purpose:

To protect the public health and safety in the event of severe weather and/or long term electric power outage.

Scope:

Powhatan has a long history of severe weather including winter storms, hurricanes, tornados and extended wind/rain incidents. These incidents are often accompanied by long term electrical power outages and road blockages. Many are significant enough to impact citizens and public service.. This annex works to describe some general ways to handle and deal with these incidents.

Policies:

- Severe weather incidents may lead to increased emergency response calls for service, and delay response times due to road conditions. Area resources will coordinate efforts to provide the best service feasible. If the EOC is open, it will coordinate county resources.
- Communications with the public and maintaining main transportation routes will receive priority resources.
- It may be necessary to open local shelter(s) during a prolonged power outage with cold temperatures

Concept of Operations

General:

Approximately 90% of all presidential declared disasters are weather related. Powhatan County Office of Emergency Management monitors severe weather conditions that may impact county operations and citizens. Powhatan emergency services organizations and the county EOC responds to major weather emergencies such as winter storms, with and without major power outages. The EOC is 1activated in order to provide direction and control, procurement of needed resources, dissemination and procurement of emergency information, and coordination of the response.

Organization:

Emergency Management is responsible for preparing for weather incidents and coordinating response and recovery resources. All response agencies will develop and maintain severe weather emergency response procedures. The Coordinator of Emergency Management will maintain a county hazard mitigation plan.

Responsibilities

- Identify vulnerable populations and prepare to assist them
- Develop and maintain plans and procedures for winter storms
- Provide training for EOC personnel
- Provide back-up radio communications;
- Designate and open citizen shelters;
- Provide emergency public information;
- Declare a local emergency;
- Activate search and rescue teams;
- Evaluate the situation and direct protective action;

Actions

- Track storm with all available methods.
- Maintain communication with VDEM, NWS and other jurisdictions by conference call, video-conference, and WebEOC.
- Alert EOC responding departments
    - Fire and EMS
    - Sheriff Office
    - Social services
    - Schools
    - Health
    - Public Works
- Notify citizens of threats and any infrastructure impact
- Review and analyze problems.
- Coordinate public assistance with state and federal agencies
- Review short and long-term projections.
- Document all expenses related to storm response and recovery.

Incident Annex 4 – Drought / Water Supply Shortage / Water Supply Contamination

Coordinating Agency
Powhatan Public Works Department

Cooperating Agencies
Powhatan Sheriff's Office
Powhatan Health Department
Powhatan Fire & EMS Department
Powhatan Emergency Management
Powhatan Department of Social Services
County Administrator's Office
Powhatan Extension Office

Introduction

Purpose:
To protect the public health and safety in the event of drought, severe water supply shortage or contamination of the water supply

Scope:
There are several public and private water supply systems that serve citizens of Powhatan County. A water supply shortage or contamination of any of these systems would have significant impact on citizens and public services. This annex works to describe general ways to handle and deal with these incidents.

Policies:
- Severe droughts may lead to increased wildland fires, and reduced capabilities to fight fires due to dried up water supplies. ESF-4 details how fire resources within Powhatan will operate. Area resources will coordinate their efforts to provide the best service feasible. If the EOC is open, it will coordinate county resources and mutual aid (as well as out of area) resource request
- Through planning and mitigation efforts, county resources will strive to prevent a shortage of water or contamination of water for citizen consumption.
- The county will notify the public whenever the water supply is interrupted or contaminated. Communications with the public will receive priority resources.
- The county will strive to provide citizens consistent, timely information providing accurate guidance during such an incident.
- It may be necessary to open water distribution centers or local shelter(s) during one of these incidents to meet the life sustaining needs of citizens.

Concept of Operations

General:
A shortage of water and/or contamination of the water supply could result from a variety of incidents. These include by are not limited to:

- Severe droughts
- Regional Power Outage
- Earthquake
- Water Supply Outage
- Intentional contamination of water supplies

Organization:

The Director of Public Works oversees and maintains the County of Powhatan Public Water system and is the liaison to the private water systems located in Powhatan. The Director in cooperation with the Departments of Emergency Management, Health and Social Services will develop and maintain emergency response procedures for potential water shortages and/or contamination of any system. Should such an incident occur the EOC may be activated in order to provide direction and control, procurement of needed resources, dissemination and procurement of emergency information, and coordination of response and recovery agencies.

Responsibilities

- Identify vulnerable populations and prepare to assist them;
- Develop and maintain plans and procedures for water shortage / contamination;
- Develop and maintain procedures for drought situations;
- The Extension Office will coordinate drinking water delivery for livestock;
- Each livestock owner should prepare holding facilities for enough emergency drinking water for 3 days;
- Provide training for EOC personnel;
- Provide emergency public information;
- Declare a local emergency;
- Evaluate the situation and direct protective action as required

Actions

- Track drought conditions and changes in the water system
- Provide safe drinking water distribution centers for citizens to access
- The Extension Office, will coordinate efforts to deliver water for livestock;
- Keep citizens informed of the situation and resources available to them;
- Maintain communication with VDEM, NWS and other jurisdictions by conference call and WebEOC.
- Conduct a multi-agency review and analysis of the problem.
- Determine short and long-term projections.
- Coordinate public assistance with state and federal agencies
- Document all expenses related to the incident
- Document potential mitigation efforts that may be enacted to prevent a reoccurrence of the incident