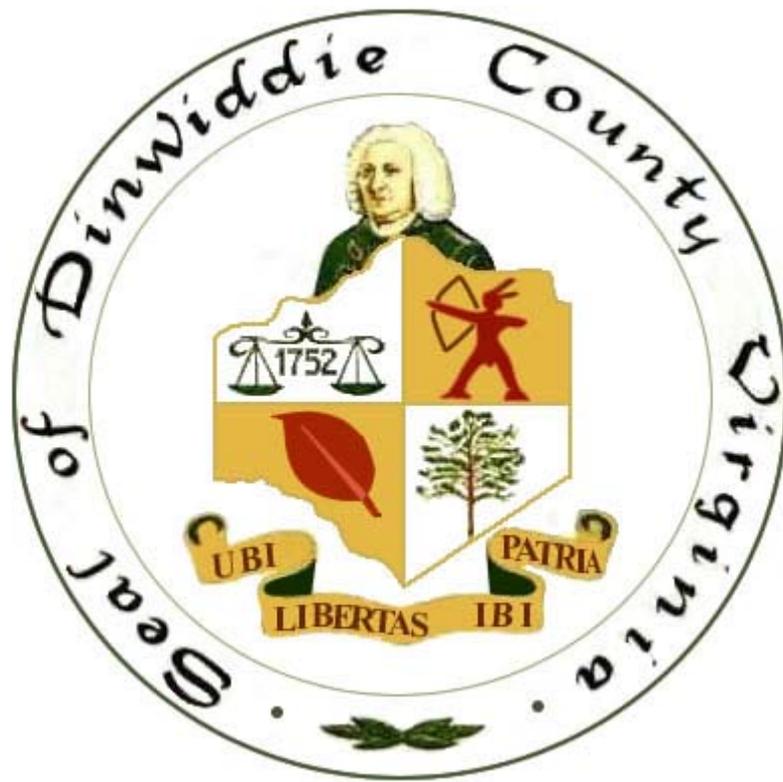


# DINWIDDIE COUNTY



## EMERGENCY OPERATIONS PLAN

ADOPTED MAY 19, 2015

# Dinwiddie County Emergency Operations Plan

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## **PRIVACY STATEMENT**

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, the County of Dinwiddie is withholding this plan from full public disclosure. Refer any request for a copy of this document to Tyler Southall, Dinwiddie County Attorney, PO Drawer 70 Dinwiddie, VA 23841

## **Promulgation of the Dinwiddie County Emergency Operations Plan**

By virtue of the authority vested in me by authorizing policy and regulation as County Administrator of Dinwiddie County and as the administrator ultimately responsible for emergency management of Dinwiddie County. I hereby promulgate and issue the Dinwiddie County Emergency Operations Plan (“the Plan”) dated May 19, 2015. The Plan provides for Dinwiddie County response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Dinwiddie County Coordinator of Emergency Management or his Deputy, on behalf of Dinwiddie County Administration, is hereby authorized to activate the Dinwiddie County Emergency Operations Center (“EOC”) in order to direct and control Dinwiddie County emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the Dinwiddie County Coordinator of Emergency Management is hereby authorized, in coordination with Dinwiddie County Administration, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of Dinwiddie County.

Assigned in the Plan, the head of each designated county department or agency shall appoint a lead and at least one alternate for the department or agency.

This Promulgation rescinds any previous Promulgation issued by the County Administrator.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of Dinwiddie County, this 20th day of May, 2015.

**County Administrator:** \_\_\_\_\_  
Mr. W. Kevin Massengill

**Attest:** \_\_\_\_\_, \_\_\_\_\_  
Title

**Witness** \_\_\_\_\_, \_\_\_\_\_  
Title

## Resolution

### Emergency Operations Plan

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

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

WHEREAS Dinwiddie County has established and appointed a Director, Deputy Director, Coordinator and Deputy Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Dinwiddie County Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

---

Mr. Daniel D. Lee, Chair  
Dinwiddie County Board of Supervisors

ATTEST:

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Clerk  
Dinwiddie County Board of Supervisors

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2015

## Record of Changes

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1				
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## Record of Distribution

<b>Group</b>	<b>Agency/Department</b>	<b>Title of Recipient</b>	<b>How Distributed (electronic or hard-copy)</b>
Dinwiddie County	Board of Supervisors	Chair	Electronic Copy
Dinwiddie County	Board of Supervisors	Vice Chair	Electronic Copy
Dinwiddie County	Board of Supervisors	Supervisor	Electronic Copy
Dinwiddie County	Board of Supervisors	Supervisor	Electronic Copy
Dinwiddie County	Board of Supervisors	Supervisor	Electronic Copy
Dinwiddie County	Administration	County Administrator	Electronic & Hard Copy
Dinwiddie County	Administration	County Attorney	Electronic & Hard Copy
Dinwiddie County	Fire & EMS	Chief of Fire & EMS	Electronic & Hard Copy
Dinwiddie County	Sheriffs Office	Sheriff	Electronic & Hard Copy
Dinwiddie County	Animal Control	Animal Control Supervisor	Electronic Copy
Dinwiddie County	Social Services	Director	Electronic & Hard Copy
Dinwiddie County	Health Department	Emergency Planner	Electronic Copy
Dinwiddie County	Information Technology	Director	Electronic Copy
Dinwiddie County	Purchasing & Finance	Division Chief	Electronic & Hard Copy
Dinwiddie County	Building Inspections	Building Official	Electronic Copy
Dinwiddie County	Planning and Community Development	Division Chief	Electronic Copy
Dinwiddie County	Communications Center	Communications Director	Electronic Copy
Dinwiddie County	Schools	Superintendent	Electronic & Hard Copy
Prince George County	Emergency Management	Coordinator of Emergency Management	Electronic Copy

<b>Group</b>	<b>Agency/Department</b>	<b>Title of Recipient</b>	<b>How Distributed (electronic or hard-copy)</b>
City of Petersburg	Emergency Management	Coordinator of Emergency Management	Electronic Copy
State Agencies	Virginia Department of Transportation	Resident Engineer	Electronic Copy
State Agencies	Virginia Department of Emergency Management	Local Planning Program Manager	Electronic Copy
State Agencies	Virginia State Police	Division 1 Commander	Electronic Copy

# **I. Introduction**

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A crisis or emergency can happen at anytime and could impact one individual, a single building or the entire community. This document is the Dinwiddie County Emergency Operations Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

## **Purpose**

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

## **Plan Elements**

This plan consists of the basic plan, the appendices, the emergency support function (ESF's) and incident annexes. The basic plan provides an overview of Dinwiddie County's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

## **Scope**

This plan and all its contents apply to all emergencies/disasters response to which the plan entitles the departments, agencies, and the County. Dinwiddie County Emergency Management will make every effort to coordinate and cooperate with local, state, and federal officials in their delivery of emergency services. This plan and all its content applies to all of Dinwiddie County. County personnel or partners who have a roll will have access to and be knowledgeable of the EOP.

## **Situation**

Dinwiddie County is located in southeastern Virginia. The County administrative offices and courthouse are located near Latitude: N 37 4 40 and Longitude: W 77 35 13. The County covers approximately 504 square miles.

The population of Dinwiddie is approximately 28,001 people (2010 Census) with the following demographics:

- Size of household: 2.58
- Average age of resident: 41
- Percentage of populations >65 years old: 13.7
- Percentage of population <18 years old: 22.8
- Percentage of populations with special needs: 9.4

Terrain features that could affect the plan implementation include:

- The northeastern portion of Dinwiddie County has the greatest population density and in some sections is almost urban.
- The southern and western portions of Dinwiddie County are more rural with vast areas of farmland and woodland.
- The central region of Dinwiddie County is more transitional, going from a more populated suburban setting in the northeast transitioning into larger more spread out homes then to a very rural setting in the west and south.
- Terrain ranges from 45 feet in elevation, to 380 feet in elevation.

Dinwiddie is bounded on the north by Namozine Creek, Lake Chesdin and the Appomattox River. It shares those streams as defining borders with Nottoway, Amelia and Chesterfield Counties. It shares boundaries on the east with the City of Petersburg, and Prince George and Sussex counties. The Nottoway River defines its southern border with Greensville and Brunswick counties. Its most westerly border is shared with Nottoway County. McKenney is the only incorporated town in Dinwiddie County.

The major transportation routes in Dinwiddie County are Interstate 85, US Route 1, and State Route 460.

The climate of Dinwiddie County is usually pleasant with warm, humid summers and mild but wet winters. Temperatures vary widely, averaging about 40 degrees Fahrenheit in January and 79 degrees Fahrenheit in July. Annual precipitation averages 44.81 inches and is fairly evenly distributed throughout the year. Precipitation during the warm season often results from convectional activity, while frontal systems are more pronounced during the winter. Occasional tropical storms bring heavy rainfall in late summer and early fall. Dinwiddie County lies primarily in the Piedmont Plateau; however, a small part along the eastern side is in the upper coastal plain.

The government of Dinwiddie County is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.

In accordance with the Virginia Emergency Services and Disaster Law of 2000, as amended, the Dinwiddie County Emergency Operations Plan has been developed. This plan will be staffed, revised, exercised, readopted, and reissued once every four years.

Hazard indices and vulnerability assessments have been developed based on hazard identification, risk assessment and the Local Community Assessment for Readiness which was completed for the County in 2014. Detailed Hazard Identification and Risk Assessments are located in Section 5.0 of the Richmond-Crater Multi-Regional Hazard Mitigation Plan, November 2011.

Based on a hazard analysis of the area, the primary hazards in Dinwiddie County are severe storms, power failures, transportation accidents, tropical weather systems, winter weather systems and hazardous material incidents.

## Hazard Analysis

### INSTRUCTIONS FOR HAZARDS ANALYSIS SUMMARY TABLE/SCORE

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. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is "low"; once in 25 years - "medium"; and two or more times - "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 for the disaster under study. For example, with 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 a subjective judgment to be 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 1000 - "medium"
  - c. Chances per year less than 1 in 1000 - "low"

# HAZARDS ANALYSIS SUMMARY TABLE/SCORE

## COUNTY OF DINWIDDIE

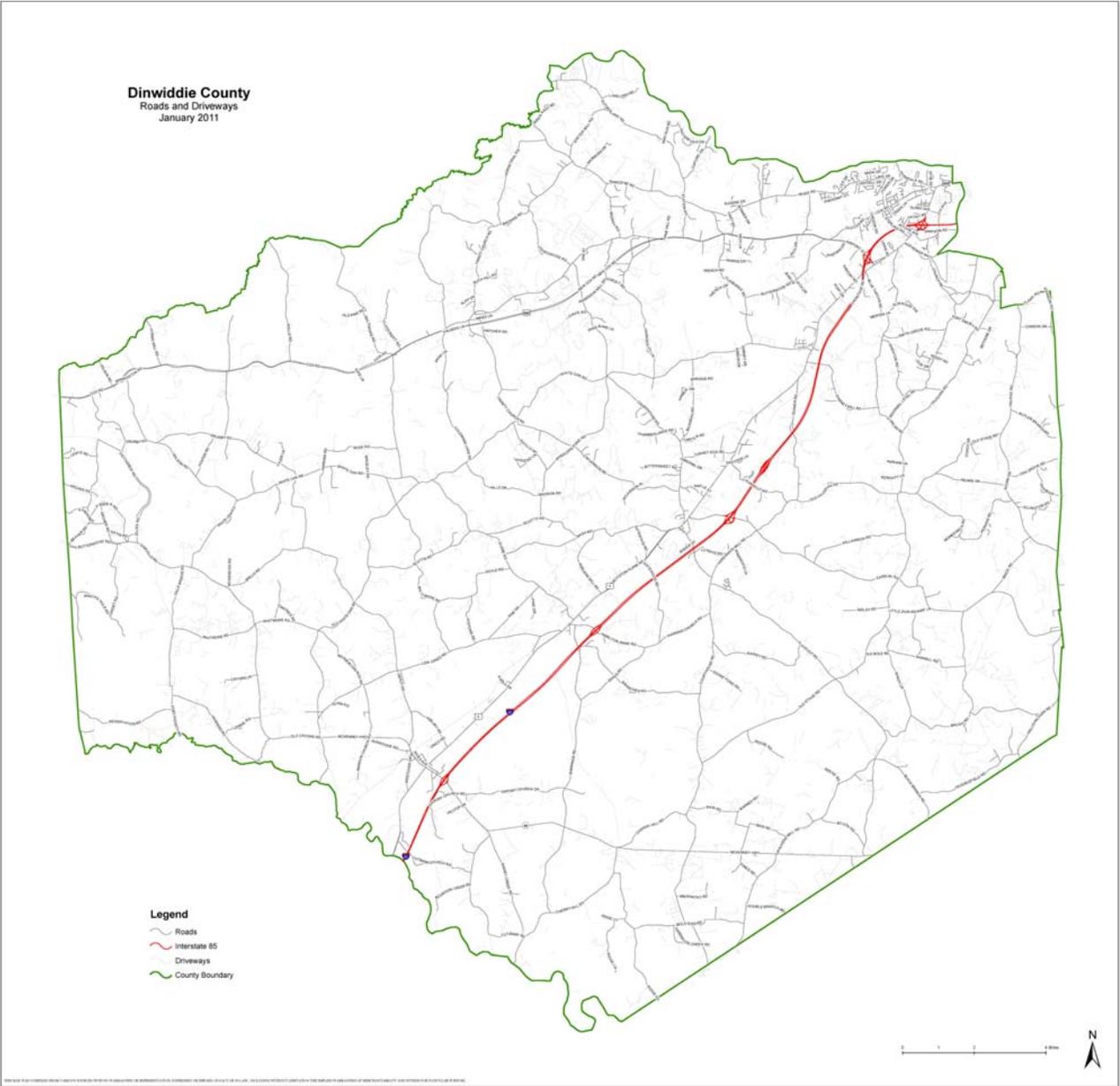
	<u>HISTORY</u>		<u>VULNERABILITY</u>		<u>MAXIMUM THREAT</u>		<u>PROBABILITY</u>		<u>SCORE</u>
Hazardous Materials	4	+	3	+	3	+	4	=	14
Windstorm/Tornado/ Severe Thunderstorm	5	+	4	+	4	+	4	=	17
Flood, Major	2	+	2	+	2	+	2	=	8
Flash Flood	4	+	2	+	2	+	2	=	10
Winter Storm	4	+	3	+	2	+	3	=	12
Drought	3	+	2	+	2	+	2	=	9
Electric Power Outage	5	+	3	+	2	+	3	=	13
Fire/Explosion/Wildfire	2	+	2	+	2	+	2	=	8
Fuel Shortage, Major	1	+	2	+	2	+	2	=	7
Highway Accident	4	+	2	+	2	+	4	=	12
Hurricane/ Tropical Storm	4	+	3	+	3	+	2	=	12
Pipeline Accident	1	+	2	+	2	+	2	=	7
Water Supply Shortage/ Contamination	3	+	2	+	2	+	2	=	9
Railroad Accident	2	+	4	+	2	+	4	=	12
Structural Collapse	2	+	2	+	2	+	1	=	7
Nuclear Power Plant Accident	1	+	2	+	2	+	1	=	6
Airplane Crash	2	+	1	+	2	+	1	=	6
Dam Failure	1	+	1	+	1	+	1	=	4
Air Pollution	1	+	1	+	1	+	1	=	4
Civil Disturbance	2	+	1	+	1	+	1	=	5
Earthquake	1	+	1	+	1	+	1	=	4
Nuclear Attack	1	+	1	+	5	+	1	=	8

## II. Assumptions

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- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The Director of Emergency Management or designee will mobilize resources and personnel as required by the situation.
- Incidents are managed at the local level.
- Dinwiddie County will use the National Incident Management System, (NIMS) for preparedness and maintenance of the EOP.
- Dinwiddie County will use the Incident Command System (ICS) to manage all incidents.
- Dinwiddie County maintains mutual aid agreements with neighboring jurisdictions.
  - Law Enforcement – Regional, and State-wide.
  - Fire – Regional and State-wide.
  - EMS – Regional and State-wide.
- The succession of events in an emergency is not predictable; hence, published support and operational plans will serve as standard guidelines and may require field modification in order to meet the requirements of the emergency.
- Full cooperation between county departments, administrative staff, staff members, employees and volunteers will be present.
- A major emergency may be declared if information/intelligence indicates that such a condition is developing or is likely to occur.
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans.
- Regulated facilities (Superfund Amendments and Re-authorization Act sites), power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

# Dinwiddie County Map



### **III. Organization and Assignment of Responsibilities**

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*The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government.*

A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

#### **Elected Officials**

- Protect the lives and property of citizen
- Establish the local emergency management program
- Appoint the local emergency manager
- Adopt and promulgate the Emergency Operations Plan (EOP)

#### **Local Chief Executive Officer (Director of Emergency Management)**

- Coordinating local resources to address the incident;
- Establishing a curfew;
- Directing evacuations;
- In coordination with the District Health Director, ordering a quarantine;
- Providing leadership; and
- Communicating information to the public
- Determine the need to evacuate endangered areas
- Exercise direction and control from the EOC during disaster operations
- Hold overall responsibility for maintaining and updating the plan

#### **Coordinator of Emergency Management**

- Ensure the local EOC is in a constant state of readiness
- Develop and maintain EOP
- Assume certain duties in the absence of the director of emergency management
- Ensure that the EOP is reviewed, revised and adopted every four years

#### **Local Government Agencies**

- Develop and maintain detailed plans and standard operating procedures (SOPs)
- Identify sources of emergency supplies, equipment and transportation
- Negotiate and maintain mutual aid agreements which are identified in the plan
- Maintain records of disaster related expenditures and appropriate documentation
- Protect and preserve records essential for the continuity of government
- Establish and maintain list of succession of key emergency personnel

## **Emergency Support Functions (ESFs)**

An ESF is a grouping of government and certain public and private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESFs:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

## **Citizen involvement**

The Citizen Corps Council supports the following volunteer organizations:

- Citizens Emergency Response Teams (CERT)
- Local Emergency Planning Committee (LEPC)
- Neighborhood Watch

## **Private Sector**

The private sector may take on many different roles, which could include:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource);
- A response organization (e.g. private ambulance services, environmental clean-up services);
- A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or
- A local emergency organization member.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Have knowledge of local emergency response plans and procedures; and
- Implement protective actions as requested or required by the Emergency Manager.

## IV. Concept of Operations

---

### General

This section addresses 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.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Dinwiddie County organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Chief Executive Officer serves as the Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The County Administrator will be responsible for emergency public information.
3. The Coordinator of Emergency Management, assisted by department chiefs, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC for Dinwiddie County is located at the Dinwiddie County Public Safety Building.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
5. The Director of Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. Local law enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
6. Succession to the Director of Emergency Management will be the Division Chief of Finance and General Services, the Coordinator of Emergency Manager, and the Deputy Coordinator of Emergency Management respectively.

7. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
8. The Coordinator of Emergency Management will assure compatibility between the locality's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the county as appropriate.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC) via WebEOC. A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

### **Concurrent Implementation of Other Plans**

The Local Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

This Plan is designed to provide an organized management system for the County of Dinwiddie to follow during times of emergencies. The system is flexible where parts of or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and is a management tool for providing critical functions and roles during an emergency. Emergency response leadership in Dinwiddie will be provided by the Director of Emergency Management, Coordinator of Emergency Management and key team members and department chief's.

The primary goal of Dinwiddie County Emergency Management is to provide a safe environment for the citizens, visitors and employees. The Director of Emergency Management or his designee will be responsible for implementation of the emergency plan.

The emergency plan will only be employed when there is an actual or imminent threat to the any part or the entire county. If and when an emergency or crisis strikes, Dinwiddie County Emergency Management will take all actions necessary to handle the initial impact of the disaster until further assistance can be received. The number of casualties and the amount of destruction suffered during an emergency could be significantly reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds local emergency response capabilities, outside assistance will be requested, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations. County resources must be fully committed before local, state or federal assistance is requested.

## **Organizational Structure**

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Emergency Support Functions;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- Local Department of Emergency Management;
- Director of Emergency Management;
- Coordinator of Emergency Management; and
- Incident Commander

Organizational charts for Dinwiddie County Incident Command Structure, Emergency Management Structure, and Emergency Operations Center Structure, are included within this EOP.

## **Emergency Operations Center (EOC)**

When the local Emergency Operations Center (EOC) is activated, the emergency manager will coordinate with the incident commander to ensure a consistent response:

- EOC follows the Incident Command System (ICS) structure and
- The Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)

## **Sequence of Action**

These are actions that are implemented during non-emergency or disaster periods that will prepare the locality for potential emergency response if necessary.

When the local emergency operations center (EOC) is activated, there should be coordination between the emergency manager and the incident commander to ensure a consistent response:

- EOC follows the ICS structure and

- The ESFs should be aligned with ICS staff.

## **Non-Emergency/Normal Operations**

1. Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media.
2. Develop, review and exercise emergency operations plans and standard operating procedures.
3. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
4. Update, review, and maintain the Emergency Operations Plan (EOP).
5. The local EOP must include a provision that the Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation shall be contacted in the event of an emergency (as defined in the EOP) when there are victims as defined in Code of Virginia §19.2-11.01. The current contact for each organization must be maintained by the locality.

## **Pre-Incident Actions**

These are actions that are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

Actions:

- Communication alert & warning;
  - Public health and safety;
  - Responder health and safety;
  - Property protection; and
  - Possible partial activation of the EOC.
1. Alert emergency response personnel and develop a staffing pattern.
  2. Determine any protective action measures that need to be implemented in preparation for the situation.

## **Preparedness**

- Public information and educational materials will be provided to Citizens, Visitors and Employees, via newsletters, brochures, e-mail, web-site, and other media.
- Develop, review, exercise and update emergency operations plans and standard operating procedures.
- Develop training curricula and implement drills to enhance readiness of emergency response.
- Test and maintain emergency resources and equipment.
- Test and maintain the Outbound Notification System.

- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
- Assure that all relevant continuity of operations plans (COOP) is current.

## **Response Actions**

1. Daily functions of Dinwiddie County that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed, set up and staff the EOC.
4. If not already completed, establish communication with the State EOC.
5. Implement delegations of authority for emergency response activities.
6. Monitor the situation and adjust response actions as needed.
7. Implement evacuation orders as needed.
8. Maintain security of the County.
9. Close routes of ingress and egress as deemed necessary for the situation.
10. Open emergency shelters as needed.
11. Assure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Designate a Public Information Officer (PIO).
12. Assure all available resources are applied directly and effectively to disaster response.
13. Monitor resource needs and request additional resources through appropriate means as required.
14. Implement debris clearance if needed to assist with the response and eventual recovery.
15. If the Crisis is a criminal act, an officer from the Dinwiddie County Sheriffs Office will notify the local Point of Contact, (POC) so that appropriate notifications can be made to the Virginia Department of Criminal Justices Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund on behalf of Dinwiddie County.
16. Protect and restore all critical infrastructures of Dinwiddie County.
17. Accurately track financial costs utilizing prepared event cost-tracking system.
18. Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

## **Recovery Actions**

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

1. Provide traffic and crowd control to assure site security.
2. Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary.
3. Within 72 hours of impact, Dinwiddie Emergency Management Officials will complete an Initial Damage Assessment and submit to the VEOC determined by normal structure.
4. Assess the mental and behavioral health impacts to citizens, visitors and employees and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed.
5. Assist with state or federal investigations as necessary.
6. Assist with identification of injured or deceased individuals as needed.
7. Assess infrastructure and determine viability for re-entry.
8. Begin immediate repairs to electric, water and sewer lines and associated facilities.
9. Re-establishment of habitats and prevention of subsequent damage to natural resources.
10. Protection of cultural or archeological resources during other recovery operations.
11. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.
12. Open a Joint Field Office (JFO) to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

## **Mitigation**

1. Review the local All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.

3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.
4. Pursue grant programs for loss reduction measures.
5. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs.
6. Provide community education and outreach necessary to foster loss reduction.

### **Declaration of a Local Emergency**

The Board of Supervisors shall declare by resolution an emergency to exist whenever the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing board. If the governing body can not convene due to the disaster or other exigent circumstances, the Director, or in his absence the deputy Director or Emergency Coordinator shall declare the existence of an emergency, subject to the confirmation by the governing board within 14 days of the declaration.

### **Activation of the Emergency Operations Center (EOC)**

The Emergency Manager or coordinator may activate the EOC if the following conditions exist:

- There is an predicted, anticipated or imminent threat to public safety or health on a large scale;
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the Outbound Notification System and the Emergency Alert System (EAS).

## **Direction and Control**

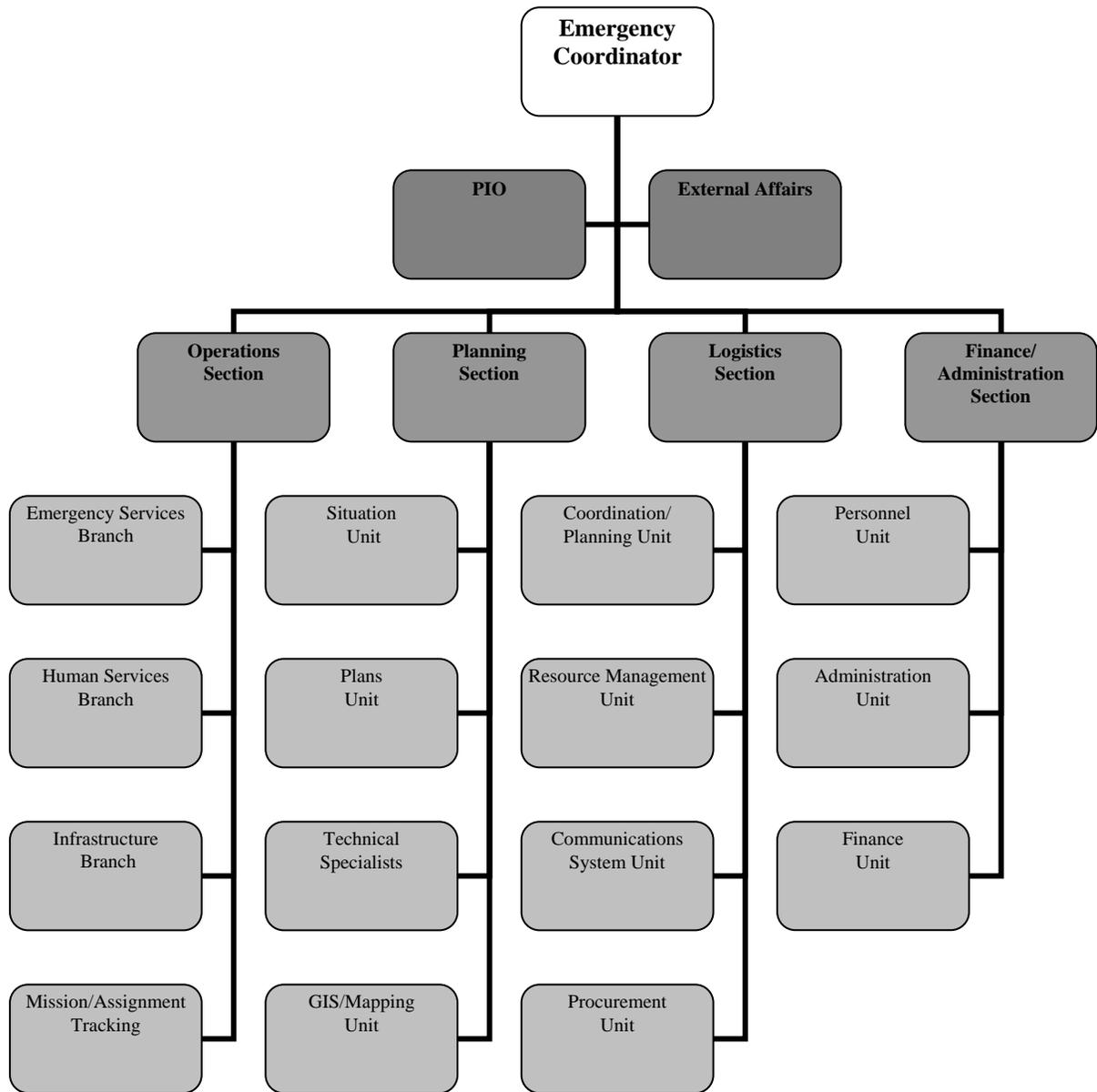
### **Succession of Authority**

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency that 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 below by position in decreasing order.

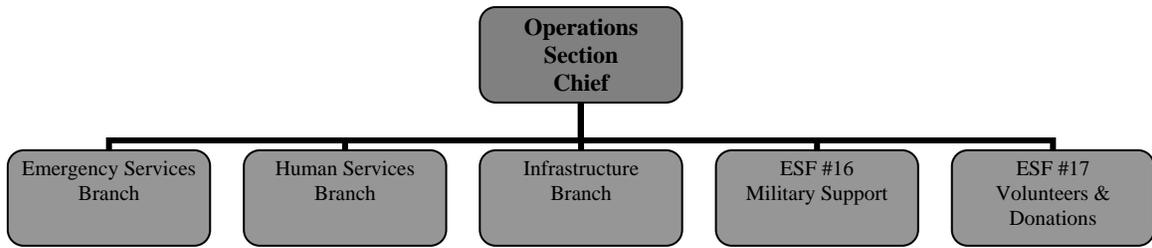
<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Deputy Director of Emergency Management</li><li>3. Coordinator of Emergency Management</li><li>4. Deputy Coordinator of Emergency Management</li></ol>
Emergency Public Information	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Coordinator of Emergency Management</li><li>3. Deputy Coordinator of Emergency Management</li></ol>
Sheriff's Office	<ol style="list-style-type: none"><li>1. Sheriff</li><li>2. Major</li><li>3. Captain</li></ol>
Fire & EMS	<ol style="list-style-type: none"><li>1. Chief of Fire &amp; EMS</li><li>2. Fire &amp; EMS Coordinator</li><li>3. EMS Manager</li><li>4. Director of Emergency Communications</li></ol>
Public Schools	<ol style="list-style-type: none"><li>1. Superintendent of Schools</li><li>2. Assistant Superintendent of Schools (VACANT)</li><li>3. Executive Director of School Human Resources</li></ol>
Information Technology	<ol style="list-style-type: none"><li>1. Director</li><li>2. Network Administrator</li><li>3. System Administrator</li></ol>
Utilities	<ol style="list-style-type: none"><li>1. Director, Dinwiddie County Water Authority</li><li>2. Operations Manager</li><li>3. Office Manager</li></ol>
Public Works/Sanitation	<ol style="list-style-type: none"><li>1. Director of Public Works</li></ol>
Social Services	<ol style="list-style-type: none"><li>1. Director</li></ol>

	<ol style="list-style-type: none"> <li>2. Administrative Services Manager</li> <li>3. Fiscal Manager</li> </ol>
Health Department	<ol style="list-style-type: none"> <li>1. District Director</li> <li>2. Nurse Supervisor</li> </ol>
County Attorney	<ol style="list-style-type: none"> <li>1. County Attorney</li> <li>2. Commonwealth Attorney</li> </ol>
Planning & Comm. Development	<ol style="list-style-type: none"> <li>1. Division Chief</li> <li>2. Director of Planning</li> <li>3. Manager of Economic Development</li> </ol>
Finance	<ol style="list-style-type: none"> <li>1. Division Chief</li> <li>2. Accounting Tech, Payroll</li> <li>3. Accounting Tech, Procurement</li> <li>4. Accounting Tech, Accounts Payable</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>1. Director</li> </ol>

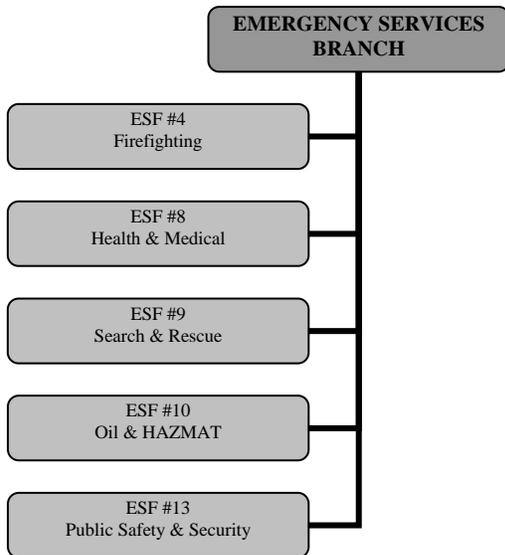
## Organization



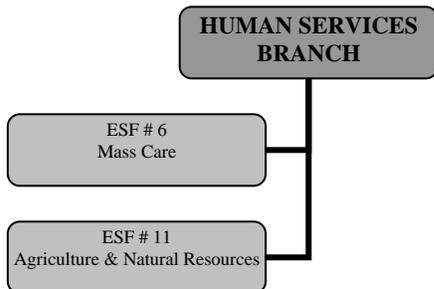
## Operations Section



### Emergency Services ESF's

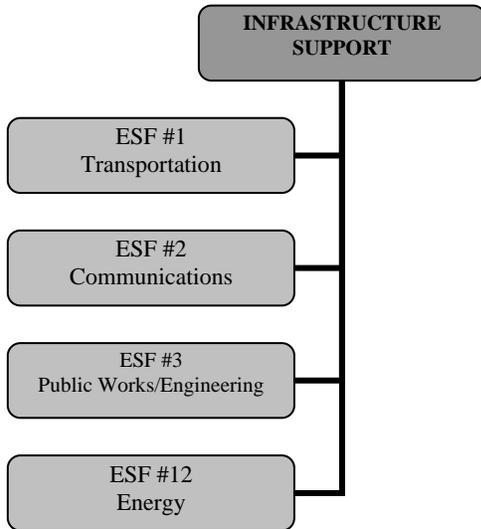


### Human Services ESF's

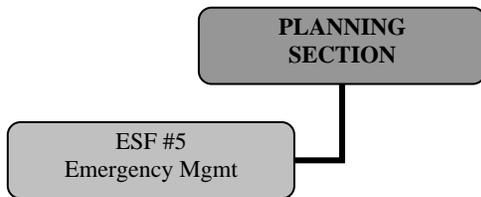


## Infrastructure Support ESF's

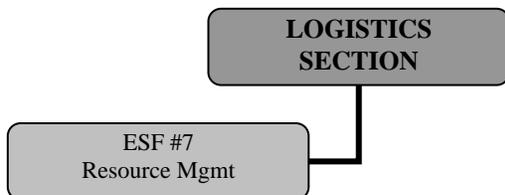
*\*Note: Not all jurisdictions have infrastructure support ESF personal and can be modified as needed.\**



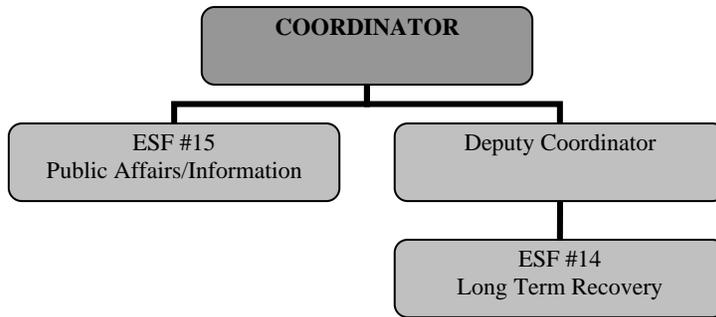
## Planning Section ESF's



## Logistics Section ESF's



## Command Staff



## V. Administration, Finance and Logistics

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Mutual Aid Agreements will be activated if the event is not affecting those jurisdictions. If the event is wide-spread or regional, mutual aid resources will be obtained through the Virginia Emergency Operations Center.

All assets (human resources and equipment resources) of the community will become the purview of the County Administrator of Dinwiddie County to direct in any way to respond to an emergency.

The County Administrator may also appoint this authority to his designee or the Coordinator of Emergency Management as written in a formal Delegation of Authority statement on file.

Identify policies and procedures for tracking and reporting of any costs due to an emergency. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

Identify required tracking and record-keeping procedures that will be put in place to assure all emergency costs are easily identified. These items are most thoroughly discussed in the ESF #5 Emergency Support Function Annex Tab 1.

### Concept of Operations

- A. In an emergency situation as defined by the Emergency Operations Plan (EOP), the Finance Director or designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual

written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Management or designee must request verbal approval of funding.

- B. The Finance Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.
- C. The Finance Department will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- D. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- E. The Finance Department will work with ESF #7 - Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete times sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employee time sheets must be signed by their immediate supervisor or the EOC Manager, as appropriate.
- G. The County Administrator may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- H. Dinwiddie County has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. The County also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF #7 and are also contained in the Continuity of Operations Plan (COOP).

### **Actions**

- 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;
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;

- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments and ESFs;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the County Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, human resource policies and procedures.

## **I. Plan Development and Maintenance**

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Commonwealth of Virginia Emergency Services and Disaster Law of 2000,, as amended, requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan;

Every four years, Dinwiddie County shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Board of Supervisors.

Such review shall also be certified in writing to the Virginia Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on county administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

### **Plan Participants**

- Director of Emergency Management
- Coordinator of Emergency Management
- Representatives from internal groups:
  - Finance and General Services

- Fire & EMS
  - Public Works and Utilities
  - Human Resources
  - Purchasing
  - Information Technology
  - Sheriff's Office
  - Social Services
  - Planning and Community Development
- Representatives from external groups:
    - State Police
    - Public Schools
    - Local Hospitals
    - Red Cross
    - VOAD's
    - Health Department
    - Business and Industry

The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

## **VII. Exercise and Training**

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Trained and knowledgeable personnel are essential for the prompt and proper execution of the Dinwiddie County Emergency Operations Plan and sub-plans. The Director of Emergency Management will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Dinwiddie County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The EMC is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Dinwiddie County. This program will be comprised of a general, core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Dinwiddie County.

Training will be based on federal and state guidance. Instructors will be selected from local government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management and response. All training and exercises conducted in Dinwiddie County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The EMC will develop, plan, and conduct table top, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Dinwiddie County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, county employees, and improve the overall emergency response organization and capability of Dinwiddie County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan. Deficiencies identified by the exercise will be addressed immediately and noted in the annual LCAR instrument.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

## **Appendix 1 – Glossary of Key Terms**

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### **Amateur Radio Emergency Services**

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

### **American Red Cross**

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### **Command Section**

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

### **Command Post**

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

### **Comprehensive Resource Management**

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

### **Emergency**

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or

contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Alert System**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

### **Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

### **Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

### **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

### **Emergency Support Function**

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

### **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

### **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

**Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

**Geographic Information System, GIS**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

**Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

**Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

**Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

**Incident Commander**

The individual responsible for the management of all incident operations.

**Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

**Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

**Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

**Local Emergency Planning Committee**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

**Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

**Mobile Crisis Unit**

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

**Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

**National Response Framework**

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

**National Weather Service**

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

**Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

**Presidential Declaration**

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

**Primary Agency**

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and

recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

### **Regional Information Coordination Center**

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

### **Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

### **Span of Control**

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

### **State of Emergency**

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

### **Superfund Amendments and Reauthorization Act of 1986**

Established Federal regulations for the handling of hazardous materials.

### **Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

### **Weapons of Mass Destruction**

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).



## Appendix 2 – List of Acronyms

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APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer

POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

## Appendix 3 – Authorities and References

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### Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

### State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, September 2012

### Local

1. Dinwiddie County Hazardous Materials Response Plan
2. Dinwiddie County Emergency Operations Plan
3. Richmond-Crater Multi-Regional Hazard Mitigation Plan, November 2011

## 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 Support	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		<b>P</b>			<b>P</b>	<b>S</b>								<b>P</b>	<b>S</b>
Fire				<b>P</b>	<b>S</b>				<b>P</b>	<b>P</b>					
Emergency Communications		<b>S</b>					<b>S</b>								<b>S</b>
EMS				<b>S</b>				<b>P</b>	<b>S</b>						
Law Enforcement									<b>S</b>				<b>P</b>		
Public Works/Utilities			<b>P</b>												
Building/Zoning/Planning			<b>S</b>											<b>P</b>	
Animal Control											<b>S</b>				
County Government														<b>S</b>	
Red Cross						<b>S</b>									
Dinwiddie/Crater Health District								<b>P</b>			<b>S</b>				
Information Technology		<b>S</b>													
Social Services						<b>P</b>									
Finance							<b>P</b>							<b>S</b>	
VDOT	<b>P</b>		<b>S</b>												
Schools	<b>S</b>					<b>S</b>									
Local Power Companies												<b>P</b>			
Water Authority			<b>S</b>												
County Attorney					<b>S</b>										<b>S</b>
Public Affairs		<b>S</b>					<b>S</b>								<b>P</b>
VVOAD											<b>S</b>				
Local Recovery Task Force														<b>S</b>	
State EMS Task Force								<b>S</b>							
VDEM									<b>S</b>	<b>S</b>		<b>S</b>			
Virginia State Police													<b>S</b>		
Crater Hazardous Materials Team										<b>S</b>					

## **P = Primary S = Secondary**

### **Appendix 5 – Succession of Authority**

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Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency that 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 below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> <li>1. Director of Emergency Management</li> <li>2. Deputy Director of Emergency Management</li> <li>3. Coordinator of Emergency Management</li> <li>4. Deputy Coordinator of Emergency Management</li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li>1. Director of Emergency Management</li> <li>2. Coordinator of Emergency Management</li> <li>3. Deputy Coordinator of Emergency Management</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Major</li> <li>3. Captain</li> </ol>
Fire & EMS	<ol style="list-style-type: none"> <li>1. Chief of Fire &amp; EMS</li> <li>2. Fire &amp; EMS Coordinator</li> <li>3. EMS Manager</li> <li>4. Director of Emergency Communications</li> </ol>
Public Schools	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendent of Schools (VACANT)</li> <li>3. Executive Director of School Human Resources</li> </ol>
Information Technology	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Network Administrator</li> <li>3. System Administrator</li> </ol>
Utilities	<ol style="list-style-type: none"> <li>1. Director, Dinwiddie County Water Authority</li> <li>2. Operations Manager</li> <li>3. Office Manager</li> </ol>
Public Works/Sanitation	<ol style="list-style-type: none"> <li>1. Director of Public Works</li> </ol>
Social Services	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Administrative Services Manager</li> <li>3. Fiscal Manager</li> </ol>
Health Department	<ol style="list-style-type: none"> <li>1. District Director</li> <li>2. Nurse Supervisor</li> </ol>

County Attorney	<ol style="list-style-type: none"> <li>1. County Attorney</li> <li>2. Commonwealth Attorney</li> </ol>
Planning & Comm. Development	<ol style="list-style-type: none"> <li>1. Division Chief</li> <li>2. Director of Planning</li> <li>3. Manager of Economic Development</li> </ol>
Finance	<ol style="list-style-type: none"> <li>1. Division Chief</li> <li>2. Accounting Tech, Payroll</li> <li>3. Accounting Tech, Procurement</li> <li>4. Accounting Tech, Accounts Payable</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>1. Director</li> </ol>

## Appendix 6 – Essential Records

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### Court Records

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include 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 accomplished only by approval of the Clerk of the Circuit Court.

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

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

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 safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

## **Appendix 7 – Sample Declaration of Local Emergency**

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WHEREAS, the Director of Emergency Management of Dinwiddie County does/did hereby find:

1. That due to \_\_\_\_\_(Specify Event), Dinwiddie County is facing dangerous conditions;
2. That due to the \_\_\_\_\_(Specify Event), a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now/or did exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Dinwiddie County shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Dinwiddie County in order to mitigate the effects of said emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman  
Dinwiddie County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk  
Dinwiddie County Board of Supervisors



# Emergency Support Function #1 – Transportation

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## Introduction

### Purpose:

Coordinate the transportation resources of Dinwiddie County to support all response organizations requiring transportation capacity during a disaster or emergency. ESF #1 will also be the coordination point for response operations and restoration of transportation infrastructure.

### Scope:

The full scope of the County's ESF #1 should be based on the County's resources and capabilities. ESF #1 will:

- Coordinate evacuation transportation
- Prioritize and allocate all local government transportation resources
- Facilitate movement of the public in coordination with other transportation agencies
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources
- Maintain ingress/egress
- Provide traffic control
- Communicate and coordinate with Virginia Department of Transportation
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

### Primary Agencies:

- Virginia Department of Transportation
- Dinwiddie County Public Schools
- Dinwiddie County Emergency Management

### Secondary/Support Agencies:

- Dinwiddie County Sheriff's Office
- Dinwiddie County Fire & EMS
- Public transit resources from surrounding localities
- Private Contractors
- Dinwiddie County Buildings and Grounds

## **Policies:**

The County transportation policies should be reviewed and revised if necessary to provide for an emergency response including:

- The County will use available transportation resources to respond to an incident
- Provide traffic control
- Provide ingress/egress for critical facilities
- Facilitate the prompt deployment of resources,
- Ensure priorities for various incidents are developed and maintained through an interagency process led by the County
- Request additional resources if it is unable to provide services of ESF 1

## **Concept of Operations**

### **General:**

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

Access routes should remain clear to permit a sustained flow of emergency relief.

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

If additional transportation resources are needed, the County EOC will make that request through the Virginia Emergency Operations Center.

### **Organization:**

Dinwiddie County, in conjunction with the Virginia Department of Transportation (VDOT), is responsible for the transportation infrastructure of the County.

The County and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes to and from the County if necessary to protect lives and property during an emergency or disaster.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal
- Close infrastructure determined to be unsafe;
- Post signage and barricades
- Maintain and restore critical transportation routes, facilities, and services

## **Responsibilities**

- Develop, maintain, and update plans and procedures for use during an emergency.
- Emergency Services Personnel will stay up to date with education and training that is required for a safe and efficient response to an incident.
- Alert County, primary and secondary agency representatives and Virginia Department of Transportation officials of a possible incident, and begin preparations for mobilization of resources.
- Keep record of all expenses through the duration of the emergency.
- Follow emergency policies and procedures for evacuation.
- Initiate procedures for traffic control.
- Identify and designate "Pick-Up Sites".
- Identify viable transportation routes to, from and within the emergency or disaster area.

# Emergency Support Function #2 - Communications

---

## Introduction

### Purpose:

Communications uses available communication resources to respond to an incident by:

- Alerting and warning the community of a threatened or actual emergency.
- Continuing to communicate with the community through a variety of media to inform of protective actions

Communications also supports public safety and other County agencies by maintaining continuity of information, as well as, maintaining and supporting communication equipment and other technical resources.

### Scope:

Inform the community of a threatened or actual emergency.

Ensure that the County has the ability to notify the community of a disaster or emergency situation and that the emergency notification and warning system is maintained.

Support the County with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

Provide for and support the technology associated with communication to include transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any natures by wire, radio, optical, or social media, and other electromagnetic systems.

### Primary Agency:

- Dinwiddie County Emergency Management

### Secondary/Support Agencies:

- Dinwiddie County Emergency Communications Center
- Information Technology Department
- Public Affairs
- Amateur radio groups (RACES)
- Private telecommunications companies

### Policies:

Review the County communications policies and revise if necessary.

- Dinwiddie County's Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point.
- Dinwiddie County's Emergency Operations Center (EOC) is capable of 24 hours a day, 7 days a week operations when activated.
- The ECC and EOC are accessible to authorized personnel only.
- The EOC staff includes the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Services, and key department heads or their designated representatives.
- Support personnel to assist with communications, including logistics, and administration will also be designated. The Director of Emergency Services will be available for decision-making as required.
- The ECC will initiate notification and warning of appropriate personnel.

## **Concept of Operations**

### **General:**

- Establish Guidance for managing emergency communications resources.
- The County's Emergency Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster.
- The supervisor or their designee 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 most often the first point of contact for the general public.
- The County will use common terminology to communicate during an emergency.
- The ECC has the capability and procedure in place to access the Emergency Alert System.
- Dinwiddie County ECC/EOC uses an outbound notification system for early warning.
- The ECC has the capability to notify special needs populations within the community.
- Dinwiddie County has engaged Verizon to ensure that communications essential to emergency services are maintained.
- Access to the ECC by the public for an emergency is "911".
- The Communications Director coordinates with the appropriate vendors to ensure all essential equipment and services are maintained
- Amateur radio capabilities are in the EOC and ECC. RACES provides operators in the local area that assist with telecommunications needs.
- The ECC/EOC will issue evacuation notices and related information.
- The ECC/EOC will issue potential secondary hazards
- The ECC/EOC will issue protective actions
- The ECCEOC will disseminate information as determined by the event and factors

### **Organization:**

Dinwiddie County Emergency Management, in conjunction with Dinwiddie County Emergency Communications, the Department of Information Technology and several

commercial telecommunications vendors, are responsible for the County's communications infrastructure, plans and procedures.

The Dinwiddie ECC and EOC maintain a current notification roster for key personnel and designated staff members. Information on that roster is provided by the department or agency with a role in emergency response.

Each designated department or agency with responsibilities in the EOP should also maintain current notification rosters for all staff members and establish procedures for communication during an emergency

The Public Information Officer (PIO) will represent and advise the Incident Commander on all public information. This includes rumors that are circulating, local media reports, issued warnings and emergency public information. The Public Information Officer maintains contact with the Incident Commander through the EOC.

### **Actions/ Responsibilities:**

- The ECC will initiate notification and warning of appropriate personnel.
- The Coordinator of Emergency Management or his designee must authorize the use of the Emergency Alert System.
- Emergency Management will develop and maintain primary and alternate communications systems for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- The Communications Director maintains an emergency communications plan.
- The ECC uses Language Line® to assist and overcome language barriers.
- The ECC or EOC will ensure that the community is alerted of any emergency warnings it receives from federal, state or local level that may impact the Dinwiddie County by all appropriate means including:
  - Emergency Communications Center
  - Emergency Alert System
  - Emergency Telephone Notification System
  - Local radio and television stations
  - NOAA Weather Radio—National Weather Service
  - Mobile public address system (bullhorns or loudspeakers)
  - Telephone
  - General broadcast over all available radio frequencies
  - Newspapers
  - Amateur Radio
- The Coordinator of Emergency Management will determine the County's policies for handling emergency/disaster expenses and maintain records of cost and expenditures and forward them to Finance Section Chief.

# Emergency Support Function #3 – Public Works

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## Introduction

ESF #3 addresses the public works infrastructure within Dinwiddie County. Functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF.

## Purpose:

Assess the overall damage to the community after a disaster.  
Assist with the recovery

## Primary Agencies:

Building Inspections  
Dinwiddie County Public Works Department

## Secondary/Support Agencies:

Virginia Department of Transportation  
Planning and Zoning  
Dinwiddie County Water Authority  
Dinwiddie County Public Schools

## Scope:

- Assess extent of damage.
- Repair and maintenance of County buildings.
- Debris removal on County property.
- Provide maintenance of the buildings and grounds and engineering-related support.
- Clear roadways
  - Virginia Department of Transportation
  - Private Contractors

## Policies:

- Personnel will stay up to date with procedures through training and education.
- The Department of Building Inspections and the Buildings and Grounds Department will develop work priorities in conjunction with other agencies when necessary.
- Local authorities may obtain required waivers and clearances related to ESF #3 support.
- Acquiring outside assistance with repairs to the facility that are beyond the capability of the community.

## **Concept of Operations**

### **General:**

- Determine if buildings are safe or need to be closed.
- Coordinate with other ESFs if there is damage to utilities or water or plumbing system.
- Clear debris
- Coordinate with law enforcement to secure damaged buildings adjacent areas that may be unsafe.
- Coordinate with state and federal preliminary damage assessment teams
- Coordinate with insurance companies.

### **Organization:**

Following an emergency or disaster ESF #3 will coordinate the following functions:

- Assessing damaged facilities
- Inspect for structural, electrical, gas, plumbing and mechanical damages.
- Determine what type of assistance will be needed.
- Facilitation of the building permit process.
- Debris removal
- Manage contracts with private firms.
- Coordinate with the Department of Transportation for road clearance.

### **Actions/Responsibilities**

- Alert personnel to report to the designated location.
- Have a representative respond to the EOC.
- Review plans.
- Begin keeping record of expenses and continue for the duration of the emergency.
- Assist Emergency Management with the preparation of IDA.
- Activate the necessary equipment and resources to address the emergency.
- Assist in assessing the degree of damage of the community.
- Assist Emergency Management in coordinating response and recovery.
- Identify private contractors and procurement procedures.
- Prioritize debris removal
- Inspect buildings for structural damage
- Post appropriate signage to close buildings

**Tab 1 to Emergency Support Function #3**  
**Local Utility Providers**  
 (Water, Electric, Natural Gas, Sewer, Sanitation)

<b>Provider</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>
Dominion Resources	See Confidential List	See Confidential List	See Confidential List
Southside Electric Coop.	See Confidential List	See Confidential List	See Confidential List
Prince George Electric Coop.	See Confidential List	See Confidential List	See Confidential List
Dinwiddie County Water Authority	See Confidential List	See Confidential List	See Confidential List
Columbia Gas	See Confidential List	See Confidential List	See Confidential List

# Emergency Support Function #4 - Firefighting

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## Introduction

### Purpose:

Directs and controls operations regarding fire prevention, fire detection, fire suppression, EMS, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

### Primary Agency:

Dinwiddie County Fire & EMS

### Secondary/Support Agencies:

Fire & EMS from surrounding jurisdictions  
State Fire & EMS Task Force  
Virginia Department of Forestry

### Scope:

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

### Policies:

- Priority is given to the public, firefighter safety and protecting property (in that order).
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies to aid in the County's emergency response team. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

## Concept of Operations

### General:

The Emergency Coordinator will contact the Fire Department if resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist

in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for firefighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Director of Emergency Management and/or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. 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 and property. Warning and instructions will be communicated through the appropriate means.

In addition, Law Enforcement will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning. This is covered in ESF #2.

### **Organization:**

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Departments will implement evacuations and the Sheriffs 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 and rescue services in time of emergency.
- Document expenses and continue for the duration of the emergency.
- Check fire fighting and communications equipment.
- Fire Service representatives should report to the Emergency Operations Center to assist with operations.
- Fire department 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.

### **Responsibilities**

- Fire prevention and suppression
- Emergency medical treatment and transport
- Hazardous materials incident response
- Radiological monitoring and decontamination
- Assist with evacuation
- Search and rescue
- Assist in initial warning and alerting

- Assist in emergency access road clearing
- Provide qualified representative to assist in the Local EOC
- Requests assistance from supporting agencies when needed
- Implements Mutual Aid.

**Tab 1 to Emergency Support Function # 4**  
**Local Fire & Emergency Medical Resources**  
**Dinwiddie County**

<b>Dinwiddie County</b>		<b>Dinwiddie Station 1</b>	
Phone #	804-469-3066	Ambulances	2
Alternate #	804-469-4549	Trained EMTs	20
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	8	Utility Trucks	1
Pagers	30	Pick-up Trucks	1
Hand-Held Radios	15	SCBAs/Spare Bottles	18/20
Paid Manpower	(2) 24/7 EMS	Generators	2
Volunteers within Dept	30	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a.	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Haz Mat Trailer- Ops Level, MCI Trailer (25 pts)	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Ford Station 2	
Phone #	804-265-5858	Ambulances	1
Alternate #		Trained EMTs	15
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	6	Utility Trucks	1
Pagers	45	Pick-up Trucks	1
Hand-Held Radios	15	SCBAs/Spare Bottles	19/22
Paid Manpower	0	Generators	2
Volunteers within Dept	45	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	2
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a. Amelia County	b. Nottoway County
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Medium Duty Rescue Truck, UTV	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes (Medium Duty)		

## Dinwiddie County

Dinwiddie County		McKenny Station 3	
Phone #	804-478-4661	Ambulances	1
Alternate #		Trained EMTs	5
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	7	Utility Trucks	0
Pagers	30	Pick-up Trucks	0
Hand-Held Radios	15	SCBAs/Spare Bottles	19/20
Paid Manpower	0	Generators	3
Volunteers within Dept	30	Light Systems	1
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	2	a. Brunswick County	b. Nottoway County
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Namozine Station 4	
Phone #	804-861-5891	Ambulances	2
Alternate #		Trained EMTs	20
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	9	Utility Trucks	2
Pagers	60	Pick-up Trucks	0
Hand-Held Radios	15	SCBAs/Spare Bottles	21/25
Paid Manpower	(2) 24/7 EMS	Generators	3
Volunteers within Dept	70	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a. Prince George Co.	b. City of Petersburg
e. 1500 GPM	0	c. Chesterfield Co.	d.
Ladder Trucks	1	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Ladder carries Tech Rescue Equipment for Rope and Vehicle Rescue	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Old Hickory Station 5	
Phone #	804-478-4949	Ambulances	0
Alternate #		Trained EMTs	3
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	6	Utility Trucks	0
Pagers	30	Pick-up Trucks	0
Hand-Held Radios	12	SCBAs/Spare Bottles	15/40
Paid Manpower	0	Generators	2
Volunteers within Dept	30	Light Systems	1
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a. Sussex County	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	No	Other Resources: Air/Light Unit	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

## Dinwiddie County

Dinwiddie County		Carson Station 6	
Phone #	804-731-7859	Ambulances	0
Alternate #	434-246-3400	Trained EMTs	10
Fire Stations	2 (1 main & 1 sub)	First Responders	1
Base Stations	2	Sedans	0
Mobile Radios	12	Utility Trucks	1
Pagers	40	Pick-up Trucks	0
Hand-Held Radios	29	SCBAs/Spare Bottles	20/20
Paid Manpower	0	Generators	2
Volunteers within Dept	58	Light Systems	4
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	3	a. Dinwiddie County	b. City of Petersburg
e. 1500 GPM	0	c.	d.
Ladder Trucks	1	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	4	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes (Heavy Duty)		

# Emergency Support Function #5 – Emergency Management

---

## Introduction

### Purpose:

Directs controls and coordinates emergency operations from the Emergency Operation Center (EOC).

### Scope:

ESF #5 coordinates the response of all the departments within the community and the use of community resources to provide emergency response.

Identify actions to be taken in the pre-incident prevention phase.

Coordinate with agencies, organizations, and outside organizations when capabilities are exceeded.

Identify post-incident response phase activities.

Coordinate the following functions that support and facilitate planning and coordination:

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations with local government for 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
- Other support as required

### Primary Agency:

Dinwiddie County Emergency Management

### Secondary/Support Agency:

Dinwiddie County Fire & EMS  
Emergency Communications  
Division of Finance and General Services

## **Policies:**

- Provides a multi-departmental Incident Command System
- Manages operations at the County level
- 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, and 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 Services:

- Assures development and maintenance of SOPs on the part of each major emergency support function.
- Assures each service should maintain current notification rosters
- Designate staff to the Emergency Operations Center
- Establish procedures for reporting appropriate emergency information.
- Coordinate emergency response plan with the local government.
- Develop mutual aid agreements with the local government.
- Designate a representative to the local EOC if the local plan is implemented and a representative is needed.
- Develop threat levels.

The Coordinator of Emergency Management or designee will assume all responsibilities and assure that all actions are completed as scheduled.

Procedures for these support operations should be established and maintained.

Planning Section:

- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the locality and VEOC.
- Support short term and long term planning activities.
- Develop short/concise plans.
- Record the planned activities
- Track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

## **Organization:**

- Emergency operations may be directed and controlled from the Emergency Operations Center (EOC).
- Identify the responsibilities of the emergency manager.
- Identify the role of the EOC
- Identify the EOC staff
- Identify the departments that have a role in the emergency management organization.
- Identify succession of authority within these key departments and positions.
- Develop and scale the Incident Command System to the particular incident.
- Exercise the plan annually as pursuant to The Code of Virginia.

The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function.

- Staffing responsible for implementing the Crisis Management Plan.
- Implement procedures for reporting emergency information.
- Provide ongoing training to maintain emergency response capabilities.

Coordinator of Emergency Management will assure that all actions are completed as scheduled.

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

## **Responsibilities:**

- Maintain a notification roster of EOC personnel and their alternates.
- Establish a system and procedure for notifying EOC personnel.
- Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and applicable relief organizations.
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2.
  - a. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected.
  - b. Test and exercise plans and procedures.
  - c. Conduct outreach and mitigation programs for the community.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the community.
- 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.
- Prepare to provide emergency information to the community in coordination with ESF #2.
- Provide logistical support to on scene emergency response personnel.

- Maintain essential emergency communications through the established communications network.
- Provide reports and requests for assistance to the local and Virginia EOC.
- Ensure that the County Crisis and Emergency Plan is developed and coordinated with the local EOP pursuant to Code of Virginia 3.2 §44-146.
- Activate and convene county emergency assets and capabilities.
- In instances when there are criminal victims as defined by Code of Virginia §19.2-11.01, the local government must contact The Department of Criminal Justice Services and the Virginia Criminal injury Compensation Fund immediately to deploy assistance in the event of an emergency.

### **Direction, Control and Coordination**

- The Emergency Manager or his designee directs and control this ESF.
- The Emergency Coordinator is responsible for creating and maintaining SOP for ESF #5.

### **Administration, Finance, and Logistics**

- Financial Administration will be responsible for record keeping.
- The Emergency Coordinator will designate emergency communications personnel responsible for messages and information.
- Under the direction of the Emergency Coordinator, the Finance and Purchasing Department shall be responsible for logistical needs at the EOC and mission assignments.

**Tab 1 to Emergency Support Function #5**

**EMERGENCY MANAGEMENT ORGANIZATION AND  
TELEPHONE LISTING**

<u>Position Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Emergency Management Director	(See Confidential Phone List)	
Deputy Director		
Emergency Management Coordinator		
Deputy Coordinator		
Sheriff		
Fire and EMS Chief		
Building and Grounds Manager		
District Health Director		
Building Official/Inspector		
Director of Social Services		
Public Information Officer		

## Tab 2 to Emergency Support Function #5

### EMERGENCY OPERATIONS CENTER (EOC)

#### Mission

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

#### Organization

See Organization Chart (Tab 10)

ESF #5 is organized in accordance with the National Incident Management System (NIMS) and Emergency Support Functions are aligned with ICS staff.

ESF #5 provides a trained and experienced staff to fill command and general staff positions as described below.

#### A. Incident Commander/EOC Manager:

- Manage overall operations
- Coordinate activities for all Command and General Staff
- Development and implementation of strategy
- Approve and authorize the implementation of an Incident Action Plan (IAP)
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the news media
- Order the demobilization of the incident, when appropriate
- Ensure establishment and oversight of a Joint Information Center (JIC)

#### B. Safety Officer:

- Safety Officer is a member of the Command Staff and reports to the Incident Commander
- Monitoring and assessing hazardous and unsafe situations
- Developing measures for assuring personnel safety
- Correct unsafe acts or conditions through the regular line of authority
- Maintain an awareness of active and developing situations
- Investigate or Coordinate the Investigation of accidents that occur within the EOC
- Includes safety messages in each IAP

### **C. Liaison Officer:**

- Liaison Officer is a member of the Command Staff and reports to the Incident Commander
- Interacting with the ESFs, state and federal agencies
- Identifying current or potential interagency problems
- Keeping the Incident Commander and Command Staff informed of current or potential problems

### **D. External Affairs:**

- Public Information Officer is a member of the Command Staff and reports to the Incident Commander
- Initiates and maintains contact with the media throughout the incident
- Arranges for press briefings with Incident Commander and other EOC staff, as appropriate
- Coordinates with state and federal public information officers
- Coordinates VIP visits to EOC and affected areas
- Prepares fact sheet
- Coordinates Community Relations with local community leaders
- Keeps the public informed of the situation

### **E. Operations Section Chief:**

- Operations Section Chief is a member of the general staff and reports to the Incident Commander
- Manages all operations directly applicable to the primary mission
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- Assists in the formulation of the IAP and directs its execution
- Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources
- Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander
- Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section

### **F. Planning Section Chief:**

- Planning Section Chief is a member of the general staff and reports to the Incident Commander
- Collect and process situation information about the incident
- Identify the need for specialized resources
- Perform operational planning
- Activate Planning Section Units
- Supervise preparation of IAP

- Analyze data and emerging trends
- Supervise Planning Section Units
- Prepare situation reports for the operational period
- Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section

**G. Logistics Section Chief:**

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander
- Provide facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activate Logistics Section Units
- Recommends the release of resources/supplies
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

**H. Finance and Administration Section Chief:**

- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander
- Manage all financial aspects of an incident
- Activate Finance/Administration Section Units
- Organize and operate within the guidelines, policy, and constraints
- Participates in the development of the IAP
- Extensive use of agency provided forms
- Meet with assisting and cooperating agency representatives, as required
- Identify and order supply and support needs for Finance Section
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

## **Concept of Operations**

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. Initial situation briefings will be provided by the Director of Emergency Management.
5. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the State EOC is operational, all requests for State or Federal resources are made via WebEOC to the Virginia Department of Emergency Management.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

## **Location**

The Emergency Operations Center is located at 13910 Courthouse Road, Dinwiddie, Virginia 23841. The alternate site EOC is located at 14016 Boydton Plank Road, Dinwiddie, VA 23841. The primary and alternate EOC is equipped with back-up power which is checked weekly and fueled as needed weekly.

## **EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER**

- Direct overall emergency operations
- Initiate activation of EOC
- Determine operational course of action
- Coordinate requests for resources
- Develop and maintain accurate status of the situation
- Develop, implement, and execute IAP
- Procure support services
- Establish and maintain emergency communications

## Tab 3 to Emergency Support Function #5

### PRIMARY EOC STAFFING

#### Skeletal Staffing

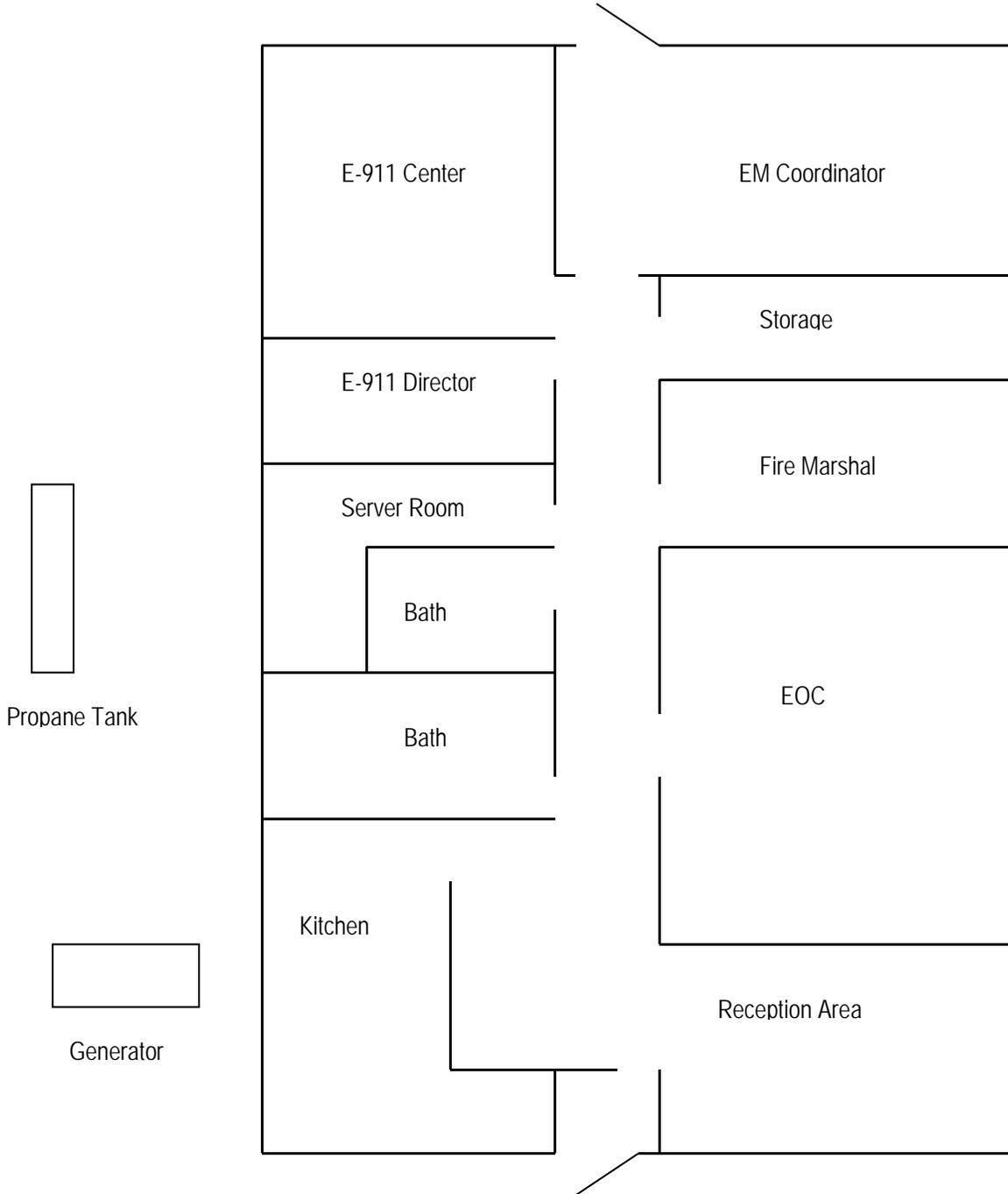
Coordinator of Emergency Management  
Deputy Coordinator of Emergency Management  
Sheriff or Designated Person  
Message Clerk/Phone Operator

#### Full Staffing

Coordinator of Emergency Management  
Deputy Coordinator of Emergency Management  
Director of Emergency Management  
Law Enforcement  
Fire and Rescue Chief or Designated Person  
Health Department Representative  
Social Services Representative  
Red Cross  
Message Clerk  
PIO  
Building Official or Designated Person  
Director of Finance and General Services or Designated Person  
County Attorney Representative  
Security

**Tab 4 to Emergency Support Function #5**

**EOC FLOOR PLAN**



## Tab 5 to Emergency Support Function #5

### EOC MESSAGE FLOW

**Dispatcher/Phone Operator**

Receive incoming messages. Record them on standard 4-color form. Deliver messages to the Coordinator.

**Coordinator**

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the white and gold copy of the message.

**Documentation**

Maintain the official files for the Coordinator--"Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages on EOC Message Log Form. Assist the Coordinator in keeping abreast of the status of all actions. All completed actions are forwarded to documentation for filing. Receives pink copy and holds for completed action by operations. Situation Status should forward white and yellow copies to Documentation to be attached to pink copy and archived.

**Operations**

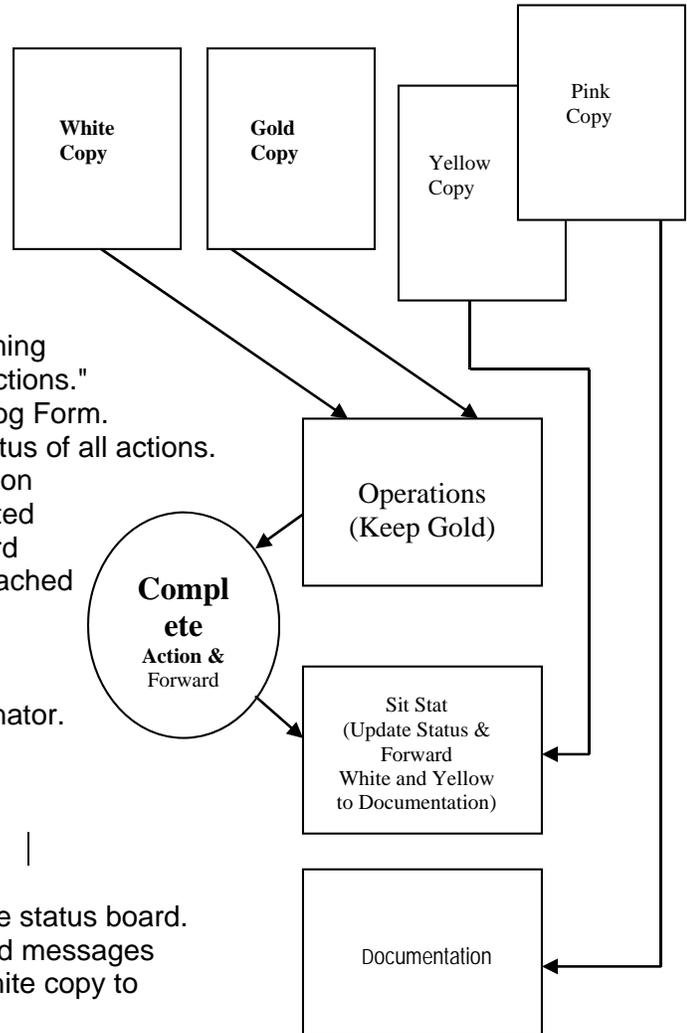
Receive task with white and gold copy from Coordinator. Complete action. Make a record of all action and forward white copy to SitStat. Gold copy should be maintained by Operations for their records.

**Situation Status (SitStat)**

Receives yellow copy initially and adds issues to the status board. Upon completion by Operations, receives completed messages on white copy and updates status board. Attach white copy to yellow copy and forward to Documentation.

**Messengers**

Deliver messages and perform other support duties as required.



Tab 6 to Emergency Support Function #5

**EOC MESSAGE FORM**

**EOC MESSAGE**

**MESSAGE NO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **FROM:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_ **ORGANIZATION:** \_\_\_\_\_

**MODE**

**PHONE NO:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**RADIO:** \_\_\_\_\_ (chan/freq.) **RADIO:** \_\_\_\_\_ (chan/freq.)

**INCOMING:** \_\_\_\_ **ROUTED TO:** \_\_\_\_\_  
**OUTGOING:** \_\_\_\_ position/name

**MESSAGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETED DATE:** \_\_\_\_\_ **COMPLETED TIME:** \_\_\_\_\_

**EOC OFFICER:** \_\_\_\_\_

**MESSAGE CLERK:** \_\_\_\_\_

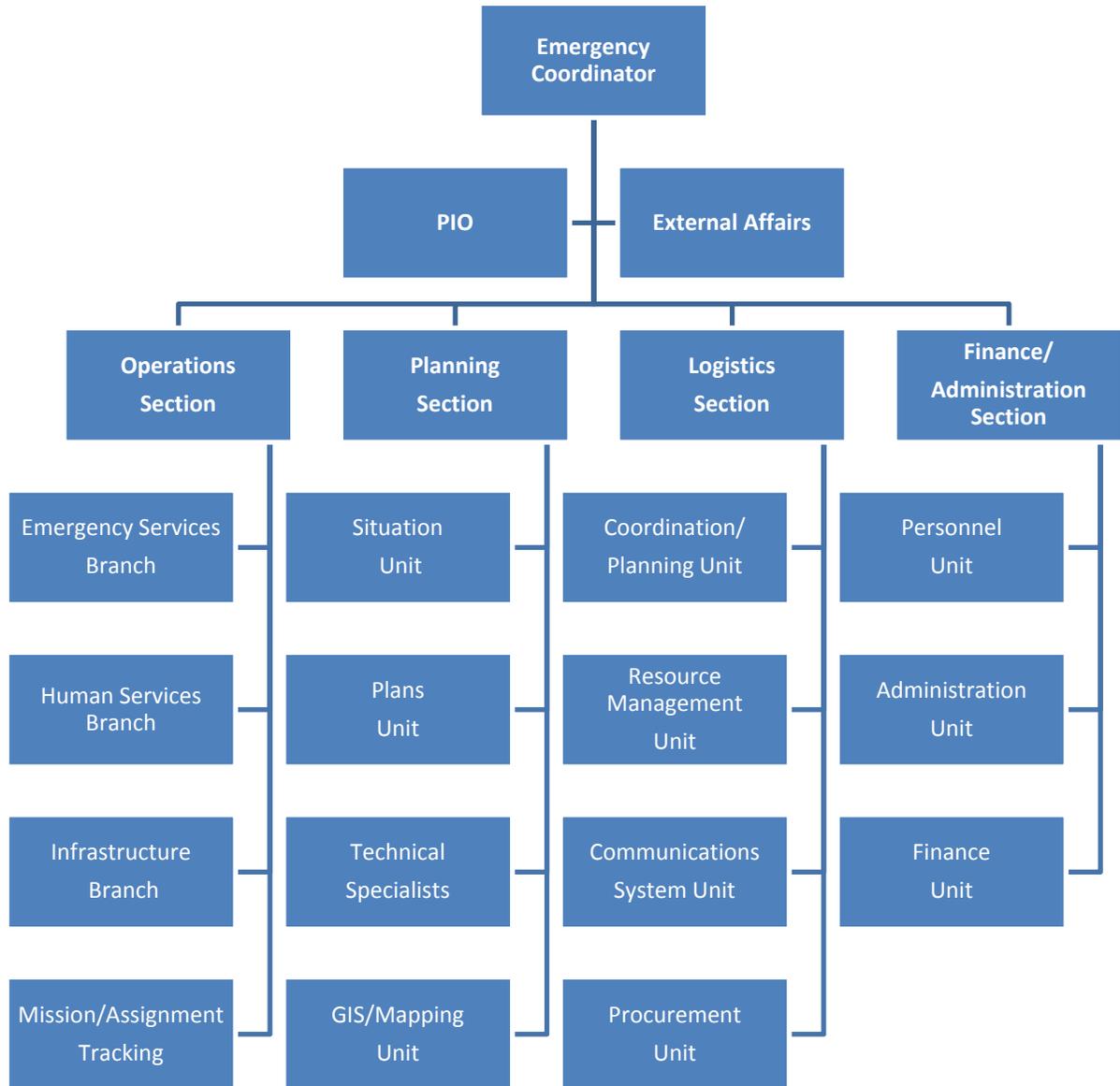
WHITE/ORIGINAL    YELLOW/PENDING    PINK/COMPLETE    GOLD/DEPARTMENT





**Tab 9 to Emergency Support Function #5**

**INCIDENT COMMAND SYSTEM**





## **Emergency Support Function #6 – Mass Care, Housing, Human Resources**

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### **Introduction:**

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

### **Policies:**

- ESF-6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation
- To coordinate with ESFs #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate
- To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies.
- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

### **Scope:**

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the community affected by a disaster.

The services and programs may include the following:

- Sheltering
- Food Service
- Emergency Fire Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund

### **Primary Agency:**

Department of Social Services

### **Secondary/Support Agencies:**

Dinwiddie County Schools  
American Red Cross  
Department of Criminal Justice Services  
Department of Health  
Law enforcement (security for shelter or evacuation)

## Concept of Operations

### General:

The County will provide sheltering if the need is short term and within its capabilities. The Department of Social Services is designated the lead agency for ESF # 6 and maintains overview of ESF # 6 activities. The American Red Cross, in partnership with the Department of Social Services is responsible for reception and care of evacuees including feeding operations. Local law enforcement will provide security at the shelters. Local health department and EMS providers will provide first aid and limited medical care at the shelter center. The school system may provide transportation of evacuees to the designated shelter location. The Department of Social Services, as the lead for ESF # 6 will ensure coordination with other ESFs for integration of special sheltering needs for non-general populations, including people with special medical needs and pets. The Department of Social Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them and will coordinate with the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services to provide counseling services as needed.

Dinwiddie County has pre-determined shelter locations in the event of a large disaster requiring an evacuation. The following services may be offered at these:

- An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident.
- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.
- Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF-11. Refer to ESF #11 for details regarding pet and animal sheltering.
- For mass evacuations directed by state officials, the VDSS will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction

### Feeding

- Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards and to the extent possible.
- includes meeting the requirements of victims with special dietary needs.

## Emergency First Aid

- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF-8. Refer to ESF-8 for details regarding medical care services.

## Counseling

- Crater Health District has the responsibility to coordinate counseling services for the local government.
- Provide counseling through local government services if it appropriate based on the scale of the emergency and the capabilities of the counseling services.
- Events in which there are mass casualties and injuries that exceed local governments resources and capabilities can contact the following agencies:
  - Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services, Emergency Mental Health Section, and activated via the local government.

## Security

- The Dinwiddie County Sheriff's Office has the responsibility for providing security during a disaster in a local shelter.
- The Virginia State Police has the responsibility for providing security during a disaster in a State Managed Shelter.
- Secure evacuated areas.

## Transportation

- ESF-#5 will coordinate with Dinwiddie School Transportation to provide transportation during an emergency event.
- Ensure that residents are transported and sheltered safely. Refer to ESF-#1 for other details regarding Transportation.

## Family Assistance Center (FAC)

The purpose of the FAC is to provide the seamless delivery of services and the dissemination of information to victims and families following a large scale incident or one in which there are mass casualties, as stated in the Commonwealth of Virginia Emergency Operations Plan, ESF-#6 (CoVEOP).

The scope of services that the FAC may provide include: reunification services, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.

## Reunification Services

- This service collects information regarding individuals residing within the affected area and makes the information available to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area

ESF-6 personnel will report to the incident, coordinate/determine a physical site for FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources. The plan should identify by title the individual responsible for this function and identify an alternate.

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) or the Department of Criminal Justice Services are required by the FAC, the State Programs should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance.

Contact information for the program is:

Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
CICF Toll Free: 1-800-552-4007  
Phone: (804) 367-1018  
<http://www.cicf.state.va.us/>

Virginia Department of Criminal Justice Services  
Training and Critical Incident Response Coordinator  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 840-4276  
Fax: (804) 786-3414  
<http://www.dcjs.virginia.gov/research/reportemergency/>

**Tab 1 to Emergency Support Function #6  
Designated Shelter**

Facility Information	Contact Person(s) and Information		Pet Friendly (Y/N)	Back Up Power (Y/N)
Dinwiddie Elementary School	13811 Boydton Plank Road Dinwiddie, VA 804-469-4580		Y	Y
Sutherland Elementary School	6500 R.B. Pamplin Drive Sutherland, VA 804-732-4168		N	Limited
Dinwiddie Senior High School	11501 Boisseau Road Dinwiddie, VA 804-469-4280		N	Limited
Sunnyside Elementary School	10203 Sunnyside Road McKenney, VA 804-478-2313		N	N
Eastside Community Center	7301 Boydton Plank Road Petersburg, VA 804-732-1100		Y	N

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## Tab 2 to Emergency Support Function #6 Shelter Registration Form

<b>American Red Cross</b>	DISASTER SHELTER REGISTRATION
<hr/>	
Family Last Name: _____	Shelter Location: _____
Family Member(s): _____	Shelter Telephone No: _____ Date of Arrival: _____
_____	Pre-Disaster Address & Telephone No: _____
_____	_____
_____	_____
Please note any special medical conditions and age	
<hr/>	
Post-Disaster Address & Telephone No: _____	Date/Time Left Shelter: _____
_____	
_____	
Number of Children in Family: _____	
Pet(s) (Include Name, Breed, Type, & Location): _____	
_____	
_____	_____ Signature
Family Member not in Shelter (Location if Known)	I do, do not , authorize release of the above
_____	information concerning my whereabouts or general condition.
_____	
_____	
SHELTERMASTERFILE	AMERICANREDCROSSFORM5972(5-79)

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers. It is a four-part carbon form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected shelterees.

## **Tab 3 to Emergency Support Function #6**

### **Special Needs Population Requiring Special Care in Times of Emergency**

#### **General**

Commercial and charitable visiting nurse or aid organizations may call in individuals or lists of individuals with special needs. Such calls should be patched to the PIO/rumor control position until a focal action position has been established. Churches who call in known elderly will be encouraged to verify or provide transport for those which can be moved by private auto, identify those which need handicapped vehicle or ambulance transport, and provide reports back to the EOC/Social Services representative of those who have been provided for. In order to best identify the transportation need, callers will be asked for a brief summary of the specific handicap. The focal staff officer will "scrub" the various lists against each other in order to delete the inevitable duplications and assemble as current a list as possible. This list should not be considered a comprehensive list of the entire special needs population in *City/County*. TDD services are available in the Communications dispatch center, and will be augmented to a full keyboard position during mobilization for any large-scale disaster. During increased readiness for large-scale disasters, the list will be sorted by evacuation zones, geographic village or street listings with assistance from the 911 staff, in order to provide geographic listings for transportation/officers/fire/rescue. As in-field warning progresses, "found" individuals lacking family or other appropriate transportation will be identified back to the EOC.

#### **Special Transportation Resources**

Dinwiddie County School Transportation

## Emergency Support Function #7 - Resource Support

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### **Purpose:**

Identify, procure, inventory, and distribute critical resources, for Dinwiddie County during an emergency.

### **Scope:**

ESF #7 will coordinate with ESF #5 to determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed.

Resource support will continue until the disposition of excess and surplus property is completed.

During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on MOUs, mutual aid agreements and state policy.

### **Primary Agency:**

Dinwiddie County Finance and General Services Department

### **Secondary/Support Agencies:**

Emergency Management  
Emergency Communications  
Parks and Recreation  
Dinwiddie County Public Schools

### **Policies:**

- Dinwiddie County will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.
- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation.
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency.
- The localities plan will reflect state policy, regarding requesting resources based when that policy is determined.

## **Concept of Operations**

### **General:**

Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources.

### **Organization:**

Departments, with an emergency function, will be responsible for identifying resources, including human resources.

Departments will convey available resources to emergency manager.

Identify potential distributions sites for emergency response.

Identify policies and personnel responsible for obtaining resources.

### **Actions/Responsibilities:**

- Designate local departments and/or resources within county government responsible for resource management.
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- Prepare mutual aid agreements with local, and surrounding jurisdictions to aid the locality.
- Develop SOPs to manage the processing, use, inspection, and return of resources coming to the locality.
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality.
- Develop and maintain a detailed list of available community resources.
- Ensure the community is aware of available resources.

**Tab 1 to Emergency Support Function #7  
Staging Areas/Points of Distribution**

<b>Facility Information</b>	<b>Contact Person(s)</b>	<b>Phone Number(s)</b>	<b>Square Footage (sq ft)</b>
Dinwiddie School Transportation 11020 Courthouse Road Dinwiddie, VA		804-469-4910	
Sunnyside Elementary School 10000 Sunnyside Road McKenney, VA		804-469-4190	
Dinwiddie County Middle School 11601 Courthouse Road Dinwiddie, VA 23841		804-469-4190	
Eastside Community Center 7301 Boydton Plank Road Petersburg, VA		804-732-1100	
Ford Volunteer Fire Dept 13402 Cox Road Chutrch Road, VA 23833		804-265-5858	
Dinwiddie County Sports Complex 6000 RB Pamplin Drive Sutherland, VA 23885		804-732-1100	
Dinwiddie County Waste Transfer Site Wheelers Pond Road Dinwiddie, VA 23841		804-469-4500	

# **Emergency Support Function #8 – Public Health and Medical Services**

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## **Introduction**

The purpose of ESF #8 is to provide health and medical services to the residents of Dinwiddie County during and/or after an emergency situation.

### **Purpose:**

Guide a response using community resources and to coordinate a response with the local government and/or state agencies when the incident exceeds the community's capabilities.

### **Primary Agencies:**

Dinwiddie County Fire & EMS  
Virginia Department of Health - Crater Health District

### **Secondary/Support Agencies:**

Outside EMS resources available through mutual aid  
State EMS Task Force

### **Scope:**

The scope is an all hazards approach based on the community's ability to provide medical resources.

When an incident exceeds the community's capabilities, outside assistance should be requested through MOUs, mutual aid agreements and coordination with Dinwiddie Emergency Management.

### **Policies:**

- Internal policies and procedures and regulations
- Regional Emergency Medical Protocols
- Privacy policies and laws with regard to provision of medical care
- When the community's capabilities are exceeded, outside assistance will be requested.

## **Concept of Operations**

### **General:**

The County will respond with available resources as designated in the plan

Support and assistance from the local government will be requested based on mutual aid agreements and coordination with local government plans.

If the County EOC is activated during the response, representatives from Health and EMS will be assigned to the EOC.

### **Responsibilities/Actions:**

- Supervise; coordinate and direct the provision of personnel, equipment, supplies and other resources/activities necessary to coordinate plans and programs for a medical response during an incident.
- Designate an individual to coordinate medical, health, and emergency medical services. (Usually the District Health Director or designate)
- Coordinate and develop SOPs for personnel in ESF #8
- Develop and maintain procedures for providing a coordinated response with community resources and then with local government and private organizations.
- Maintain a roster of key officials in each medical support area.
- Review emergency plans with local governments
- Implement mutual aid agreements as necessary.

## **Tab 1 to Emergency Support Function #8**

### **Hospitals and Medical Resources and Personnel**

#### **Southside Regional Medical Center Hospital**

1. Number of Physicians - 190 active
2. Number of RNs - 160
3. Number of LPNs - 120
4. Number of Nursing Assistants - 34

#### **John Randolph Regional Medical Center Hospital**

1. Number of Physicians - 99 staff
2. Number of RNs - 130
3. Number of LPNs - 20
4. Number of Nursing Assistants - 24

#### **Dinwiddie County Health Department**

1. Number of Public Health Nurses – 2
2. Number of Environmental Health Specialists – 2
3. Number of Support Staff - 3

## Tab 2 to Emergency Support Function #8

### MEDEVAC Services

If MedEvac from the ODEMSA region is unavailable a request can be made to the next closest MedEvac service.

HELICOPTER / MEDEVAC	CONTACT NUMBER	DISTANCE/ETA
1. VCU Life EVAC, Dinwiddie Airport	(800) 902-7779	
2. VSP Med Flight 1, Chesterfield	(800) 468-8892 or (804) 674-2400	
3. VCU Life EVAC, West Point	(800-902-7779	53 Miles / 32 Minutes
4. Nightengale, Norfolk	(800) 572-4354	75 Miles / 45 Minutes
5. AirCare 2, Fredericksburg	(800) 258-8181	81 Miles / 48 Minutes
6. Pegasus, Charlottesville	(800) 552-1826	85 Miles / 50 Minutes
7. Centra One, Lynchburg	(866)-924-7633	87 Miles / 52 Minutes

**Highlighted Services are Closest to Dinwiddie County**

## Tab 3 to Emergency Support Function #8

### Virginia Funeral Directors Associations 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 deceased human remains to the next of kin or family representative.

**Organization** – The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. VFDA's Disaster Response Team is comprised of two state coordinators, four regional coordinators, and seven district coordinators. 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.

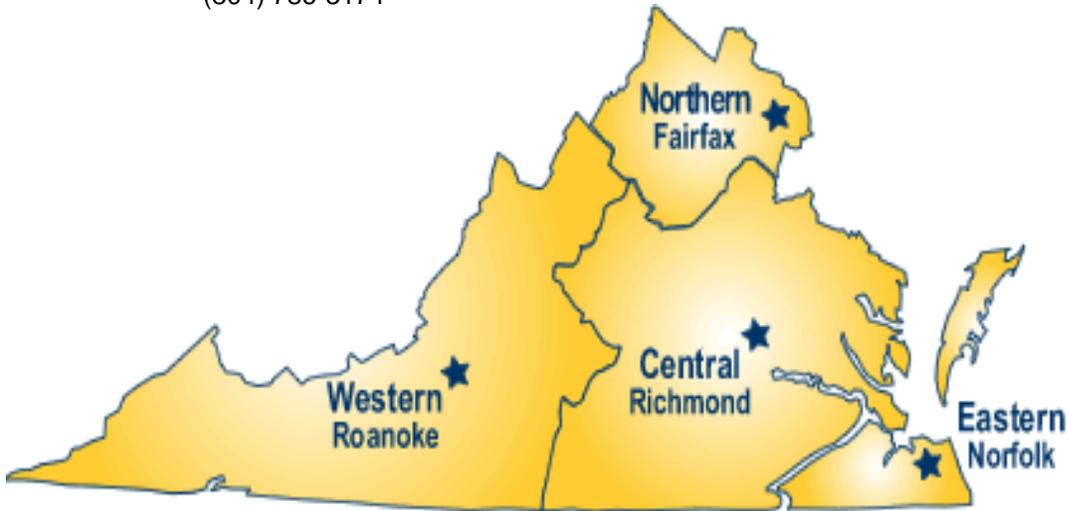
The State Medical Examiner's Office is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk (Attachment 1).

**Concept of Operations** – In the event of a mass fatality disaster situation, the State EOC will contact the State Medical Examiner's Office, who will in turn notify the Virginia Funeral Directors Association (VFDA). Once contacted by the State Medical Examiner's Office, 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 Virginia Funeral Directors Association 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.

**Tab 4 to Emergency Support Function #8  
Virginia Medical Examiner Districts**

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HEALTH  
OFFICE OF THE CHIEF MEDICAL EXAMINER**  
400 East Jackson Street  
Richmond, VA 23219-3694  
(804) 786-3174



OFFICES OF THE MEDICAL EXAMINER

**Central District (Richmond)**  
400 East Jackson Street  
Richmond, VA 23219-3694  
(804) 786-3174

**Eastern District (Norfolk)**  
830 Southampton Avenue  
Suite 100  
Norfolk, VA 23510  
(757) 683-836

**Northern District (Fairfax)**  
9797 Braddock Road  
Suite 100  
Fairfax, VA 22032-1700  
(703) 764-4640

**Western District (Roanoke)**  
6600 Northside High School Rd  
Roanoke, VA 24019  
(540) 561-6615

**Tab 5 to Emergency Support Function # 4**  
**Emergency Medical Resources**  
**Dinwiddie County**

<b>Dinwiddie County</b>		<b>Dinwiddie Station 1</b>	
Phone #	804-469-3066	Ambulances	2
Alternate #	804-469-4549	Trained EMTs	20
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	8	Utility Trucks	1
Pagers	30	Pick-up Trucks	1
Hand-Held Radios	15	SCBAs/Spare Bottles	18/20
Paid Manpower	(2) 24/7 EMS	Generators	2
Volunteers within Dept	30	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a.	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	0	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Haz Mat Trailer- Ops Level, MCI Trailer (25 pts)	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Ford Station 2	
Phone #	804-265-5858	Ambulances	1
Alternate #		Trained EMTs	15
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	6	Utility Trucks	1
Pagers	45	Pick-up Trucks	1
Hand-Held Radios	15	SCBAs/Spare Bottles	19/22
Paid Manpower	0	Generators	2
Volunteers within Dept	35	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	2
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a.	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources Medium Duty Rescue Truck, UTV	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes (Medium Duty)		

## Dinwiddie County

Dinwiddie County		McKenny Station 3	
Phone #	804-478-4661	Ambulances	1
Alternate #		Trained EMTs	5
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	7	Utility Trucks	0
Pagers	30	Pick-up Trucks	0
Hand-Held Radios	15	SCBAs/Spare Bottles	19/20
Paid Manpower	0	Generators	3
Volunteers within Dept	30	Light Systems	1
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	2	a. Brunswick County	b. Nottoway County
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Namozine Station 4	
Phone #	804-861-5891	Ambulances	2
Alternate #		Trained EMTs	20
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	9	Utility Trucks	3
Pagers	55	Pick-up Trucks	0
Hand-Held Radios	15	SCBAs/Spare Bottles	21/25
Paid Manpower	(2) 24/7 EMS	Generators	3
Volunteers within Dept	60	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a. Prince George Co.	b. City of Petersburg
e. 1500 GPM	0	c. Chesterfield Co.	d.
Ladder Trucks	1	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Ladder carries Tech Rescue Equipment for Rope and Vehicle Rescue	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

## Dinwiddie County

Dinwiddie County		Old Hickory Station 5	
Phone #	804-478-4949	Ambulances	0
Alternate #		Trained EMTs	3
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	6	Utility Trucks	0
Pagers	30	Pick-up Trucks	0
Hand-Held Radios	12	SCBAs/Spare Bottles	15/40
Paid Manpower	0	Generators	2
Volunteers within Dept	30	Light Systems	0
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a.	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	1	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	No	Other Resources: Air/Light Unit	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

## Dinwiddie County

Dinwiddie County		Carson Station 6	
Phone #	804-731-7859	Ambulances	0
Alternate #	434-246-3400	Trained EMTs	10
Fire Stations	2 (1 main & 1 sub)	First Responders	1
Base Stations	2	Sedans	0
Mobile Radios	12	Utility Trucks	1
Pagers	40	Pick-up Trucks	0
Hand-Held Radios	29	SCBAs/Spare Bottles	20/20
Paid Manpower	0	Generators	2
Volunteers within Dept	58	Light Systems	4
Pumper/Engines		Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	3	a. Dinwiddie County	b. City of Petersburg
e. 1500 GPM	0	c.	d.
Ladder Trucks	1	e.	f.
Elevated Platforms	0	g.	h.
Brush Trucks	4	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes (Heavy Duty)		

# Emergency Support Function #9 - Search and Rescue

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## Introduction

### Purpose:

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

### Scope:

Communities are susceptible to many different 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 emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additionally, people may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those, in distress or imminent danger.

### Primary Agency

Dinwiddie County Fire & EMS  
Dinwiddie County Sheriff's Office

### Secondary/Support Agencies

Civil Air Patrol  
Volunteer Search and Rescue Groups  
Virginia Department of Emergency Management  
Planning/GIS Department  
Virginia State Police

### Policies:

- The Dinwiddie County EOP provides the guidance for managing the acquisition of Search and Rescue resources.
- All requests for Search and Rescue will be submitted to the local EOC, for coordination, validation, and/or action.
- Communications will be established and maintained with ESF #5 – Emergency Management and VEOC to report and receive assessments and status information.
- Dinwiddie Emergency Management will coordinate with local, 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:**

During a search and rescue operation of an emergency, Dinwiddie Fire & EMS along with the Dinwiddie County Sheriff's Office will assist in the operation.

## **Organization:**

A unified command and operations section will be the preferred organizational arrangement for SAR operations. Fire & EMS will be the primary planning and logistics agency in a SAR operations. Law Enforcement will handle all investigatory activities, perimeter security and assist in search and rescue efforts. Building Inspections will assist when required for structural evaluation of buildings and structures. Planning/GIS will assist with any equipment, maps, staff, and vehicles. Fire/EMS as a secondary role will provide medical resources, equipment and personnel.

## **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.
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel.
- Follow established procedures in responding to urban search and rescue incidents.
- Record disaster related expenses.

## **Responsibilities**

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area.
- Coordinates logistical support for search and rescue during field operations.
- 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.
- Request further assistance from the Dinwiddie EOC and Virginia Department of Emergency Management for additional resources.

# **Emergency Support Function #10 - Oil and Hazardous Materials**

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## **Introduction**

The local fire department should be contacted immediately and the Fire Chief will likely assume primary operational control of all hazardous materials incidents.

Other departments in the community and mutual aid departments may provide support to the fire department, depending on their capabilities.

## **Scope:**

The initial response will be handled by the local fire department.

Other regional and state agencies may be called upon depending on the nature of the incident.

The community should pre-determine which departments have the capability to support a hazard material response.

## **Primary Agency:**

Dinwiddie County Fire & EMS

## **Secondary/Support Agencies:**

Crater Regional Hazardous Materials Team  
Dinwiddie County Emergency Management  
Virginia Department of Emergency Management  
Regional Hazardous Materials Officer  
State Regional Hazardous Material Team  
EPA Region III

## **Policies:**

The community resources as well as its policies and procedures regarding hazardous material incidents should be reviewed and revised every two years.

- Fixed Facilities will report annually under SARA Title III.
- Notify the community of the need to evacuate or shelter in place.
- Mutual aid agreements will be implemented.
- Establish communications with ESF #5 and ESF #15.

## **Concept of Operations**

### **General:**

### **Organization:**

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

Mutual aid agreements between the community and the local government will be implemented.

The Incident Commander may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer, Crater Regional Hazardous Materials Team, and/or State Regional Hazardous Materials Response Team.

The Incident Commander will determine the need to evacuate or shelter in place.

Law enforcement will assist with coordination and security of the evacuation area.

Dinwiddie County EOP ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

### **Actions/Responsibilities:**

- Review procedures for hazard material incident.
- 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.
- Record expenses

# **Emergency Support Function #11 - Agriculture and Natural Resources**

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## **Introduction**

### **Purpose:**

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

### **Primary Agencies:**

Dinwiddie County Health Department  
Virginia Department of Agriculture and Consumer Services  
VPI Cooperative Extension Service

### **Secondary/Support Agencies:**

Virginia Department of Social Services  
Virginia Department of Health  
American Red Cross  
Local/Regional Food Banks  
Virginia Voluntary Organizations Active in Disaster (VVOAD)  
Federation of Virginia Food Banks

### **Scope:**

Determined based on the communities capabilities and may include:

- Identify food assistance needs
- Obtain appropriate food supplies
- Arrange for transportation of food supplies to the designated area.
- 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.
- Inspect and verify food safety in distribution and retail sites.
- Conduct food borne disease surveillance and field investigations.
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

## **Policies:**

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Dinwiddie Health Department and/or the Virginia Department of Health.
- Actions will be coordinated with agencies responsible for mass feeding.
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies.
- Schools and communities must be prepared to feed the affected population for several days.
- Food supplies secured and delivered are for household distribution or congregate meal service.
- 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.
- Ensure food safety.

## **Concept of Operations**

### **General:**

Provide 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.

Ensure the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

Identifies, secures and arranges for the transportation of food to disaster areas.

Protects cultural resources and historic property resources during an incident

### **Organization:**

The Emergency Manager or Emergency Coordinator will determine what tasks are to be completed and designate the appropriate agency and individuals by title who are responsible for:

- Assess damage to facilities and infrastructure
- Assess current food supply of community and determine if safe for human consumption.
- Assess sensitive areas on community, such as plant and animal laboratories, to ensure security
- Conduct inventory of sensitive items, in regard to agriculture and horticulture

## **Actions**

These items should be based on the community's capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population.
- Catalog available resources and locate these resources.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.
- Proper containment and disposal of contaminated food, animals, and/or plants.

## **Responsibilities**

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health.
- Assist handling and packing of any samples and shipments to the appropriate research laboratory.
- Provides information and recommendations to the Health Department for outbreak incidents.
- Provide assistance to veterinary personnel delivering animal health care and performing preventative medicine activities.
- Participate in 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.
- Assist with establishing logistical links with organizations involved in long-term congregate meal service.
- Establish need for replacement food products

**Tab 1 to Emergency Support Function #11**  
**EMERGENCY FOOD CONSUMPTION STANDARDS**  
**Food Groups and Food Items per Week Standard**

Per Person

Meat and meat alternatives (red meat, poultry, fish, shellfish, cheese, dry beans, peas, and nuts)	3 pounds
Eggs	6
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	<u>0.5 pound</u>
Total (equivalents/pounds per week)	27.0

# Emergency Support Function #12 - Energy

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## Introduction

### Purpose:

Estimate the impact of energy system outages in the community

Make decisions about closings based on:

- Duration of the outage
- If portions of the County are affected or the entire County
- Ability to be operational
- Current weather conditions

Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable life to be restored to full capacity as soon as possible.

### Scope:

ESF #12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages in the County.

Provide information concerning the energy restoration process such as:

- Projected schedules
- Percent completion of restoration
- Determine schedule for reopening facilities

The incident may impact the County only or it may be part of a larger incident that impacts the region or large portions of the State.

In the latter cases, the County will follow its plans, policies and procedures, but ensure that they are also following local and regional plans.

### Primary Agencies:

Southside Electric Cooperative  
Dominion Virginia Power

### Support Agencies:

Virginia Department of Emergency Management  
Prince George Electric Cooperative  
Columbia Gas  
Local Energy Vendors

## **Policies:**

- Provide fuel, power, and other essential resources.
- Dinwiddie County Emergency Management will contact the utility providers.
- 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.
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Make decisions concerning closures.
- Dinwiddie County will manage independently, until it needs additional resources.

## **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 or failures.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as natural gas or other petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

And can impact transportation and industrial uses

Other Impacts:

- Sever key energy lifelines
- Constrain supply in impacted areas, or in areas with supply links to impacted areas.
- Affect transportation, communications, and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures beyond the community. Without electric power, communications could become interrupted.

## **Organization:**

Dinwiddie County may choose to activate its EOC:

Examples:

- Provide for the health and safety of individuals affected by the event.
- Comply with local and state actions to conserve fuel, if needed.
- Coordinate with local government and utility providers to provide energy emergency information, education, and conservation guidance to the County.
- Coordinate information with state, and federal officials and energy suppliers about available energy supply recovery assistance.
- Send requests to the local or State EOC for fuel and power assistance, based on current policy.
- Coordinate with surrounding localities if power outage affects an area beyond Dinwiddie County.

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 County 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.
- Monitor the status of all essential resources to anticipate shortages.
- Maintain liaison with fuel distributors and local utility representatives.
- Implement local conservation measures.
- Keep the public informed
- Implement procedures for determining need and for the distribution of aid.
- Allocate available resources to assure maintenance of essential services.
- Consider declaring a local emergency.
- 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.
- Identifies resources needed to restore energy systems.

**Tab 1 to Emergency Support Function #12  
Utility Providers**

Utility Provide	Address	Phone Number(s) & 24-Hour Contact	Contact Person
Dominion		See Confidential List	
Southside Electric Coop		See Confidential List	
Prince George Electric Coop		See Confidential List	
Columbia Gas		See Confidential List	

# Emergency Support Function #13 - Public Safety and Security

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## Introduction

### Propose:

Dinwiddie County Sheriff's Office will provide safety and security to Dinwiddie County.

Several factors may require outside assistance to respond to the event:

- Other localities and State Police will be requested if the event exceeds the capabilities of the Dinwiddie County Sheriff's Office.
- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (E. G. a terrorist event)
- If the campus is impacted by a larger event that affects the regional area.

### Primary Agency:

Dinwiddie County Sheriff's Office

### Secondary/Support Agencies:

Virginia State Police  
Town of McKenney Police

### Scope:

ESF #13 responds to an emergency in the County using existing procedures:

Examples:

- Maintain law and order
- Assist with public warning
- Provide security of County facilities
- Control traffic under normal conditions
- Control traffic control for special events or disruptive incidents
- Provide security of unsafe areas or potential crime scenes
- Assist with evacuation of buildings or the entire community.
- Provide security if the County opens a shelter

Identify the full scope of response activities that ESF #13 could provide

**Policies:**

- The County plan will be coordinated with the State plan pursuant to Code of Virginia.
- Law enforcement will coordinate the response with other ESFs based on the details of the event.
- The County will have appropriate MOUs and Mutual Aid agreements.

**Concept of Operations****General:**

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency.

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

**Organization:**

- Local Law Enforcement will utilize their normal communications networks during disasters.
- Provide traffic control and security
- Coordinate with surrounding jurisdictions law enforcement and/or State Police if the event exceeds the local capability.

**Actions/Responsibilities**

- Maintain police intelligence capability to alert government agencies and the public to potential threats.
- 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 treats/detonations.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary.
- Provide traffic and crowd control as required.
- Provide security and law enforcement to critical facilities.
- Implement existing mutual aid agreements with other jurisdictions, if necessary.
- Document expenses
- Warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies.
- Traffic control
- Evacuation and access control of threatened areas.
- Assist the Health Department with identification of the dead.

**Tab 1 to Emergency Support Function #13**

**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.

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

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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 \_\_\_\_\_

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Alternate escape route if different from above \_\_\_\_\_

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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. \_\_\_\_\_

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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.

**Tab 2 to Emergency Support Function #13**

**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.

\_\_\_\_\_

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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.

**Tab 3 to Emergency Support Function #13**

**Dinwiddie County Sheriff's Office Resources**

<b>Dinwiddie Sheriff's Office</b>			
Telephone Numbers (and alternate)	804-469-4550		
# Vehicles w/radio	55		
Portable Generators	0		
Mobile Crime Lab	0		
Total Officers	61		
Dispatchers	16		
EMTs	0		
Bomb Disposal	0		
Scuba Trained	0		
Deputies/Reserve/Auxiliary	0		
Two-Way Radios (Portable)	60		
Bull Horns	0		
Aircraft	0		
Communications Van	0		
K-9 Units	3		

# Emergency Support Function #14 – Long Term Recovery

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## Introduction

### Purpose:

To facilitate both short term and long term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

### Scope:

The full scope of ESF# 14 should be based on the County's resources, capabilities, and master plans.

### Primary Agency:

Emergency Management  
Division of Planning and Community Development

### Secondary/Support Agencies:

Building Inspections  
Department of Social Services  
VVOADs  
County Attorney  
American Red Cross

### Policies:

- ESF #14 will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term 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.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

## Concept of Operations

### General:

The recovery phase addresses broad recovery and reconstruction which deals with more permanent and long-term redevelopment issues.

The recovery and reconstruction component, deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase 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 Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education,.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

## **Actions/Responsibilities**

- Partner with disaster recovery agencies to implement recovery programs.
- Coordinate the state's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center.
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
- Determine and identify responsibilities for recovery activities.

## **Emergency Support Function #15 – External Affairs**

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### **Introduction**

#### **Purpose:**

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

#### **Scope:**

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area.

#### **Primary Agencies:**

Dinwiddie Emergency Management  
Dinwiddie County Administration Office  
Emergency Communications

#### **Secondary/Support Agencies:**

Local Television/Radio Stations  
Local Newspaper

### **Concept of Operations**

#### **General:**

The Public Information/Affairs Office is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the EPIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

## **Organization:**

A Public Affairs Officer may be appointed to serve as the primary County ESF #15 coordinator. Other local and state officials will serve within the JIC.

Additionally, the County will establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between community, local, state, and federal personnel. The composition of field teams should involve a variety of personnel, such as facility, staff, administrators, and local community members. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and information exchange, and to facilitate collaborative community, local, state, and federal planning and mutual disaster recovery support.

## **Responsibilities/Actions:**

- Develop standard operations procedures (SOPs) to carry out the public information function.
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present.
- Develop Rumor Control Procedures.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures.
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases.
- Maintain support agreements and liaison arrangements with other agencies and the news media.
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster.
- Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases.
- Assist with the preparation/transmission of EAS messages, if needed.
- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website or other medium.
- Disseminate information to elected officials.
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information.
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible.
- Provide information to the public about available community disaster relief assistance and mitigation programs.
- Coordinate efforts to provide information to public officials.
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

**Tab 1 to Emergency Support Function #15  
Emergency Public Information Resources**

<b>Newspaper</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Richmond Times Dispatch	300 East Franklin St. Richmond, VA 23219 Or P.O. Box 85333 Richmond, VA 23293		See Confidential Phone List
Progress Index	15 Franklin Street Petersburg, VA 23803		See Confidential Phone List
Dinwiddie Monitor	20121 Cox Road Sutherland, VA 23885		See Confidential Phone List
<b>Radio Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Clear Channel Radio WRVA, Q-94, Lite 98, The Beat, Sports Radio	3245 Basie Road Richmond, VA 23228		See Confidential Phone List
Cox Radio B 103, 96.6, Y101	812 Moorefield Park Drive, Suite 300 Richmond, VA 23236		See Confidential Phone List
Main Quad Communications Smooth Jazz 93.1	300 Arboretum Place Ste. 590 Richmond, VA 23236		See Confidential Phone List
<b>Television Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
WTVR-TV Channel 6 (CBS)	3301 W. Broad Street Richmond, VA 23230		See Confidential Phone List
WRIC-TV Channel 8 (ABC)	301 Arboretum Place Richmond, VA 23236		See Confidential Phone List
WWBT-TV Channel 12 (NBC)	5710 Midlothian Tpk. Richmond, VA 23225		See Confidential Phone List
WCVN –TV Channel 23 (PBS)	23 Sesame Street Richmond, VA 23235		See Confidential Phone List
WRLH-TV Channel 35 (FOX)	1925 Westmoreland St. P. O. Box 11169 Richmond, VA 23230		See Confidential Phone List
Comcast Cable	2033 East Whitehill Rd. Prince George, VA 23875		See Confidential Phone List

**Tab 2 to Emergency Support Function #15**

**Emergency Public Information  
PIO Prearranged Messages**

Release or Spill  
(No explosion or fire)

1. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an incident/accident occurred on \_\_\_\_\_ (hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank car/truck. Due to the toxicity of material released to the atmosphere, all traffic on \_\_\_\_\_ (hwy/street) is being rerouted via \_\_\_\_\_ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within \_\_\_\_\_ feet of the site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

## Tab 3 to Emergency Support Function #15

### Emergency Public Information PIO Prearranged Messages

(FIRE AND/OR EXPLOSION IMMINENT)

#### 2. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an accident occurred on \_\_\_\_\_ (hwy/railroad)  
at \_\_\_\_\_ (location). All traffic on \_\_\_\_\_  
(hwy) is being rerouted via \_\_\_\_\_ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within \_\_\_\_ feet of the site are urged to leave immediately and report to \_\_\_\_\_ (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

**Tab 4 to Emergency Support Function #15**

**Emergency Public Information  
Sample Health Advisory for Shelter Centers**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: Dinwiddie County Health Department

SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site, & date)

The \_\_\_\_\_(event) at \_\_\_\_\_(site) in Dinwiddie County on \_\_\_\_\_(date) released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are \_\_\_\_\_  
\_\_\_\_\_. (enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the Dinwiddie County Health Department at the following phone number: \_\_\_\_\_

**Tab 5 to Emergency Support Function #15**

**Emergency Public Information  
Sample Health Advisory for Health Advisory**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: Dinwiddie County Health Department

SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site, & date)

The Dinwiddie County Public Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by \_\_\_\_\_(event) at the \_\_\_\_\_(location) in Dinwiddie County.

The chemical release occurred at \_\_\_\_\_(date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms: \_\_\_\_\_ . (list symptoms on the MSDS)

Any person who was in the vicinity of \_\_\_\_\_ (site of event) between \_\_\_\_\_(hours) on \_\_\_\_\_(day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact Dinwiddie County Health Department at the following number: \_\_\_\_\_

**Tab 6 to Emergency Support Function #15**

**Emergency Public Information  
Sample Health Advisory for Physicians**

DATE: \_\_\_\_\_  
TO: All Primary Care Physicians in \_\_\_\_\_  
FROM: Dinwiddie County Health Department  
SUBJECT: Health Risks Resulting from  
\_\_\_\_\_

\_\_\_\_\_ (event, site & date)  
The \_\_\_\_\_ (event) at \_\_\_\_\_ (site) in  
Dinwiddie County released chemical particles into the environment in concentrations  
sufficient to cause health problems in some persons. Individuals suffering from chronic  
respiratory conditions, the elderly, infants and young children, and other individuals  
highly sensitive to air pollutants are at increased risk. Although precautions were taken,  
it is possible that some residents in the area may experience symptoms which are  
characteristic of over exposure to these chemicals.

Exposure to \_\_\_\_\_ (list name(s) of chemicals involved) should be considered with  
patients experiencing \_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment,  
record specific information related to the incident such as patient's location when  
exposed to contaminants, estimated distance of that location from \_\_\_\_\_,  
(site of incident) and estimated time of onset of symptoms. Report incidents to the  
Dinwiddie County Health Department.

For further information, contact Dinwiddie County Health Department at the  
following number: \_\_\_\_\_

**Tab 6 to Emergency Support Function #15**

**Emergency Public Information  
Sample Health Advisory for Primary Health Care Facilities**

DATE: \_\_\_\_\_  
TO: All Primary Care Facilities in \_\_\_\_\_

FROM: Dinwiddie County Health Department  
SUBJECT: Health Risks Resulting from

\_\_\_\_\_ (event, site & date)  
The \_\_\_\_\_ (event) at \_\_\_\_\_ (site) in Dinwiddie County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of overexposure to these chemicals.

Exposure to \_\_\_\_\_ (list name(s) of chemicals involved) should be considered with patients experiencing \_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For further information, contact Dinwiddie County Health Department at the following number: \_\_\_\_\_

# **Emergency Support Function #16 – Military Support**

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## **Introduction**

### **Purpose:**

Emergency Support Function (ESF) #16 – Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

### **Primary Agency:**

Department of Military Affairs – Virginia National Guard

### **Secondary/Support Agencies**

None

## **Concept of Operations**

### **General:**

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can employ Virginia National Guard personnel, equipment, and resources, through appropriate commanders, to assist Civil Authorities.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

### **Organization:**

The Virginia National Guard is a support agency for the other Emergency Support Functions located in the Emergency Operations Center.

## **Responsibilities**

- Provide Emergency Coordination Officer Representative on the State Emergency Response Team.
- Provide Military Support to civil authorities on a mission request basis, within the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

### **Policies:**

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the affected community.

# **Emergency Support Function #17 – Donations and Volunteer Management**

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## **Introduction**

### **Purpose:**

ESF # 17 – Donations and Volunteer Management describes the coordinating process used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during a disaster or emergency situation.

### **Scope:**

Donations and volunteer services in this section refer to unsolicited goods and unaffiliated volunteer services.

### **Primary Agencies:**

Emergency Management  
Department of Social Services

### **Secondary/Support Agencies:**

American Red Cross  
Salvation Army  
Department of Health  
VVAODs  
Faith based organizations

### **Policies:**

Emergency Management Officials, in conjunction and coordination with VVOAD, have the primary responsibility for the management, organization, storage, and distribution of unsolicited donated goods. They must also have a plan in place to cope with self-deployed volunteers.

The donation and volunteer management process must be organized and coordinated in such a way to ensure that the affected community is able to take full advantage of the appropriate types and amounts of the donated materials and volunteers in a manner that precludes interference with or hampering of other emergency operations.

The Coordinating official or agency will also:

- Coordinate 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, as the best assistance for helping affected population.

- 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, but not limited to the following:

- Volunteer and/or Donations Coordinator
- Phone Bank/Contact Center
- Effective liaison with other emergency support functions, local, state, and federal officials.
- Facility Management
- Organization and Distribution of goods, services, and resources.
- Pre-selecting and identifying locations for storage and distribution.
- Perform record keeping, to include monetary financial tracking and procurement, if need be.

### **Donated Goods Management Function:**

- Officials, in conjunction with VVOAD, are responsible for developing donation management plans and managing the flow of donated goods during the emergency time-frame.
- Communicate what is needed in the disaster area – cash, goods, and/or services.
- Know how to transport donations to drop-off site, storage, and distribution areas.

### **Volunteer Management Function:**

- Management of unaffiliated volunteers requires a cooperative effort between local officials, and community based organizations.
- Emergency Management Officials, in conjunction with VVOAD, are responsible for developing plans that address the management, organization, and staffing of unaffiliated volunteers during the emergency.
- Organize and maintain a database to track volunteer's names, address, contact information, hours worked, and specialty.
- Ensure that agencies and organizations accept and manage their own staff/volunteers.
- Provide equal access for volunteers to affect community and other agencies.
- Identify individuals with specific talents, skills, or training such as doctors, nurses, communication specialists, and utilize them accordingly.

## **Organization:**

Emergency Management staff will identify several sites and facilities that will be used to receive, process, and distribute unsolicited donated goods. Necessary staff, equipment, communications, resources, and security will be provided by the community and by other volunteer organizations as needed.

Emergency Management staff will coordinate the disaster relief (and develop either an MOU and/or MOA with neighboring communities) actions of quasi-public and volunteer relief organizations. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. American Red Cross officials should coordinate operations for providing food, clothing, and shelter to the affect victims.

Standard operating procedures will be developed to address the screening, processing, training, and assignments of volunteers who arrive following the disaster or emergency. The service to which personnel are assigned will determine the necessary training. Individuals already possessing a specialized skill or trait should be assigned duties that allow for the maximum benefit of their skills and/or traits. Each individual volunteer will be registered, and a log will be maintained of hours worked. Accurate record keeping is an essential function that must be completed on an hourly or daily basis, depending on degree of involvement.

## **Responsibilities**

- Identify potential sites and facilities such as churches, warehouses, gymnasiums, etc. to manage donated goods and services being channeled into the disaster area.
- Identify the necessary support requirements to ensure the prompt establishment and operations of facilities and sites.
- Assign the tasks of coordinating auxiliary manpower and material resources.
- Develop procedures for recruiting, registering and utilizing manpower and materials.
- Develop a critical resource list and procedures for acquisition in time of crisis;
- Identify a list of special materials needed, such as medical supplies for special needs population, formula for infants, insulin, and so forth.
- Develop procedures for the management, organization, storage, and distribution of donated goods and items.
- Developed and maintain MOU/MOA/Mutual Aid Agreements.
- Assist with emergency operations, if requested.
- Assign volunteers to tasks that best utilize their skills and experience.
- Develop and maintain a data-base to track individual volunteers and financial contributions, as well as developing and maintaining a database of received goods.
- Develop and staff a "Donations Hot-Line" for individuals with questions concerning donations and volunteering if needed.
- Compile and submit records for all disaster-related events.

**Tab 1: Volunteer and Donations Management Annex**

**Sample Volunteer Registration Form**

<b>Name:</b>
<b>Address:</b>
<b>Contact Number(s):</b>
<b>Email:</b>
<b>Organization, if applicable:</b>
<b>Skills or Specialized service:</b>
<b>Estimated length of service:</b>
<b>Special equipment needed to perform service:</b>
<b>Languages Known:</b> Verbal Y/N Written Y/N Read Y/N
<b>Emergency Contact Name/Number:</b>
<b>Assigned Location:</b>

**Tab 2: Volunteer and Donations Management Annex**

**Donation Sites**

<b>Facility</b>	<b>Address</b>	<b>Contact Person</b>	<b>Phone Number(s)</b>
Eastside Community Center	7301 Boydton Plank Road Petersburg, VA	Director of Parks and Recreation	804-732-1100
Dinwiddie School Transportation	11020 Courthouse Road Dinwiddie, VA		804-469-4910
Sunnyside Elementary School	10000 Sunnyside Road McKenney, VA		804-469-4190
Dinwiddie County Middle School	11601 Courthouse Road Dinwiddie, VA 23841		804-469-4190
Ford Volunteer Fire Dept	13402 Cox Road Chutrch Road, VA 23833		804-265-5858
Dinwiddie County Sports Complex	6000 RB Pamplin Drive Sutherland, VA 23885	Director of Parks and Recreation	804-732-1100
Dinwiddie County Waste Transfer Site	Wheelers Pond Road Dinwiddie, VA 23841		804-469-4500

# Supporting Annex 1 Animal Protection Plan

## Coordinating Agency

Dinwiddie County Animal Control

## Cooperating Agencies

### Government Agencies:

Virginia Department of Agriculture and Consumer Services  
Dinwiddie County Department of Health  
Dinwiddie County Emergency Management  
Dinwiddie County Social Services Department  
U.S. Department of Agriculture  
Virginia Cooperative Extension  
Virginia Department of Game & Inland Fisheries

### Private Non-profit Organizations:

Animal Welfare/Rescue Organizations (i.e SPCA)  
4H and other animal/agricultural education organizations

### Private Industry:

Local Veterinarians  
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators  
Animal Boarding Facilities  
Local Agricultural Farms  
Local Animal Crematoriums

## Introduction

### **Purpose:**

The Animal Protection Annex provides basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

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, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency as coordinated by the Dinwiddie County Emergency Management.

## **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 otherwise or has reverted back to a wild state.

Livestock: Domesticated animals that may be kept or raised in pens, houses, pastures, or on farms 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, 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. This includes, but is not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. Listed examples are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.

1. Non-human primates and prosimians – examples: monkeys, baboons, chimpanzees
2. Felidae (excluding domesticated cats) – examples: lions, tigers, bobcats, lynx, cougars, jaguars
3. Canidae (excluding domesticated dogs) – examples: wolves, coyotes, foxes, jackals
4. Ursidae – examples: all bears
5. Reptilia – examples: snakes, lizards, turtles
6. Crocodilia – examples: alligators, crocodiles, caiman
7. Proboscidae – examples: elephants
8. Hyenidae – examples: hyenas
9. Artiodactyla (excluding livestock) – examples: hippopotamuses, giraffes, camels
10. Procyonidae – examples: raccoons, coatis
11. Marsupialia – examples: kangaroos, opossums
12. Perissodactylea (excluding livestock) – examples: rhinoceroses, tapirs
13. Edentata – examples: anteaters, sloths, armadillos
14. Viverridae – examples: mongooses, civets, genets

## **Assumptions:**

1. 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.
2. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
3. The County Administrator of Dinwiddie 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 Dinwiddie County 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:**

Following recent Congressional action on the Pets Evacuation and Transportation Standards (PETS) Act, S. 2548 and H.R. 3858, President Bush signed the historic legislation into law. The PETS Act requires state and local agencies to include animals in their disaster plans.

All 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 listed below pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth. These include:

- 2 VAC 5-30-10  
Rules and Regulations Pertaining to the Reporting Requirements for Contagious and Infectious Diseases of Livestock and Poultry in Virginia
- 2 VAC 5-40-10  
Rules and Regulations Governing the Prevention, Control, and Eradication of Bovine Tuberculosis in Virginia
- 2 VAC 5-50-10  
Rules and Regulations Governing the Prevention, Control, and Eradication of Brucellosis of Cattle in Virginia
- 2 VAC 5-60-10  
Rules and Regulations Governing the Operation of Livestock Markets
- 2 VAC 5-70-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Control of Equine Infectious Anemia in Virginia
- 2 VAC 5-80-10  
Rules and Regulations Pertaining to the Requirements Governing the Branding of Cattle in Virginia
- 2 VAC 5-90-10  
Rules and Regulations Pertaining to the Control and Eradication of Pullorum Disease and Fowl Typhoid in Poultry Flocks and Hatcheries and Products Thereof in Virginia
- 2 VAC 5-100-10  
Rules and Regulations Governing the Qualifications for Humane Investigators

- 2 VAC 5-110-10  
Rules and Regulations, Guidelines Pertaining to A Pound or Enclosure to be Maintained by Each County or City
- 2 VAC 5-120-10  
Rules and Regulations Governing the Record keeping by Virginia Cattle Dealers for the Control or Eradication of Brucellosis of Cattle
- 2 VAC 5-130-10  
Rules and Regulations Governing the Laboratory Fees for Services Rendered or Performed
- 2 VAC 5-140-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Admission of Livestock, Poultry, Companion Animals, and Other Animals or Birds into Virginia
- 2 VAC 5-150-10  
Rules and Regulations Governing the Transportation of Companion Animals
- 2 VAC 5-160-10  
Rules and Regulations Governing the Transportation of Horses
- 2 VAC 5-170-10  
Rules and Regulations Governing the Registration of Poultry Dealers
- 2 VAC 5-180-10  
Rules and Regulations Governing Pseudorabies in Virginia
- 2 VAC 5-190-10  
Rules and Regulations Establishing a Monitoring Program for Avian Influenza and Other Poultry Diseases
- 2 VAC 5-200-10  
Rules and Regulations Pertaining to the Disposal of Entire Flocks of Dead Poultry in Virginia
- 2 VAC 5-205-10  
Rules and Regulations Pertaining to Shooting Enclosures

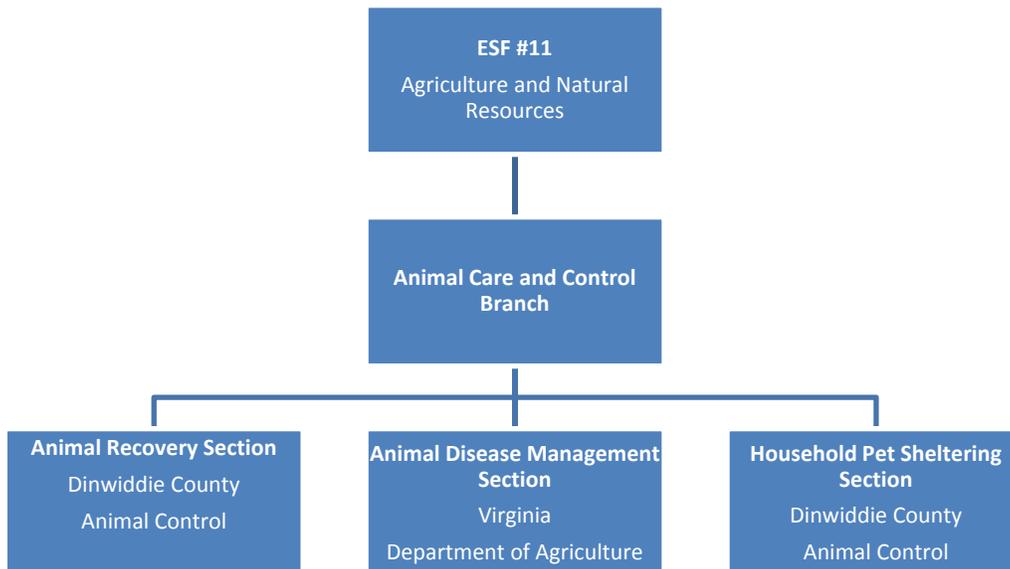
# Concept of Operations

## Organization:

Under ESF #11, Dinwiddie County Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Animal Control Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

The Supervisor of Animal Control and Coordinator of 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. Plans and procedures for the Dinwiddie County 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 Supervisor of Animal Control and Coordinator of 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. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



## **Responsibilities:**

1. Dinwiddie County Emergency Management
  - a. Act as advisor to all involved on emergency management issues;
  - b. Provide direction and control and resource support as needed
2. Dinwiddie County Animal Control
  - a. Determine which County agencies/departments/organizations 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; and
  - e. Provide staff to EOC as needed
3. Local Extension Office/ Virginia Department of Agriculture
  - a. Produce and maintain 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; and

## **Action Checklist**

### **Mitigation/Prevention:**

1. Any zoological or wildlife parks, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for the animals in the care and custody and provide them to the Dinwiddie County Emergency Manager for comment and review.
2. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.

### **Preparedness:**

1. Develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from local, state and federal governments, and facilitate audits following the disaster;
2. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
3. Provide adequate support for animal preparedness and planning;
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 emergency operations;

6. 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; and

### **Response:**

1. 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;
2. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
3. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies;
4. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
5. Provide animal care and control support in a timely manner;
6. 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;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

### **Recovery:**

1. Complete an event review with all responding parties;
2. Review animal care and control plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
5. Review 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. Update as necessary and disseminate;
6. Assist the *Department of Finance* in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Administration and Logistics**

### **Administration:**

Basic administrative and accountability procedures for any animal emergency will be followed as required by County, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity.

## **Logistics:**

If supplies, materials, and equipment are required, records will be maintained in accordance to County, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary.

## **Public Information:**

The Public Information Officer will follow established procedures to:

1. Ensure prior coordination with appropriate agricultural, veterinary, and public health officials to provide periodic spot announcements to the public on pertinent aspects of the emergency; and
2. Ensure availability of the media in the event an animal emergency arises.

## **Direction and Control**

1. All animal emergencies will be coordinated through the EOC and employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

## **Plan Development and Maintenance**

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the Dinwiddie County Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

# Animal Care and Control Support Annex

## Appendix A – Household Pet Sheltering Plan

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### **Coordinating Agency**

Dinwiddie County Animal Control

### **Cooperating Agencies**

#### Government Agencies:

Department of Social Services  
Department of Health  
Department of Emergency Management  
Virginia Department of Agriculture  
Virginia Cooperative Extension

#### Private Non-profit Organizations:

American Red Cross  
Animal Welfare/Rescue Organizations (i.e SPCA)  
4H and other animal/agricultural education organizations

#### Private Industry:

Local Veterinarians  
Animal Boarding Facilities

## **Introduction**

### **Purpose:**

The Animal Care and Control Annex, Household Pet Sheltering Plan provides basic guidance for all participants in animal related emergency evacuation and sheltering management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

Although, the sheltering and protection of animals is the responsibility of their owners, Dinwiddie County Animal Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs. Pet-Friendly shelters are being established in an effort to assist evacuated residents with sheltering of companion animals and their owners during a declared evacuation. It is the goal of this plan to control and support the humane care and treatment of companion animals during an emergency situation and to provide safe sheltering for people and their pets before, during or after a disaster in a designated site in cooperation with the Department of Social Services and/or American Red Cross.

## **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an emergency requiring the sheltering of people and their household pets as coordinated by Dinwiddie County Emergency Management.

## **Situation:**

After Hurricane Andrew devastated Florida in 1992 and Katrina hit both Louisiana and Mississippi in September of 2005, County emergency response personnel realized the convergence of animal and people issues during a disaster. They learned that, under adverse circumstances, the ultimate safety of many citizens depends on the safety of their pets. Until that time, people in harm's way were told by state emergency management to evacuate their home, but to leave their pets. Relaying this information has often created situations where animals were technically neglected and/or abandoned and it added additional stress to people who evacuate without their animals. These scenarios produce serious complications for Emergency Management.

It stands to reason, if humans were at risk from an impending cataclysm, so were the lives of animals, and vice versa. We now understand that many people, especially the elderly, simply do not abandon their companion animals, even in life-threatening situations.

## **Assumptions:**

1. Any emergency resulting in evacuation of residents to a shelter will result in household pet issues.
2. The protection of household pets is ultimately the responsibility of their owner.
3. Many household pet owners will not evacuate to safety if their pets must stay behind.
4. Pet owners will frequently live in the streets rather than abandon their animals so that they may enter evacuation shelters.
5. This type of behavior puts animals, their owners and emergency responders at risk.
6. Pet-friendly shelters will only shelter those animals defined as household pets.
7. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
8. No dog that shows signs of aggression during initial check-in will be accepted.
9. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
10. No feral cats or wild-trapped cats will be accepted.
11. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
12. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
13. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
14. No reptiles will be accepted.

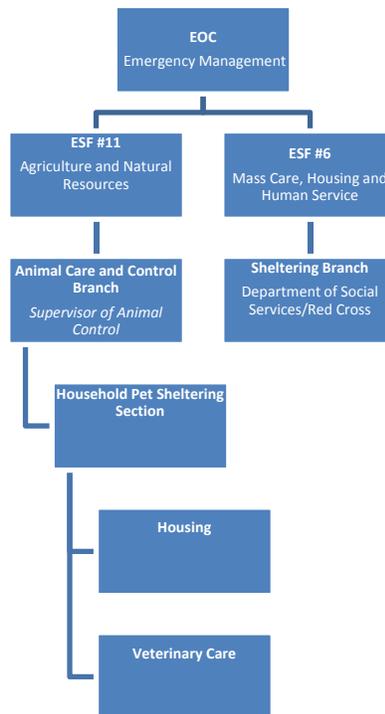
## **Concept of Operations**

### **Organization:**

Under ESF #11, Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. Animal Control will be the lead in all pet-friendly sheltering functions with the Animal Control Supervisor as the Section Chief. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs including ESF #6, Mass Care, Housing and Human Services, to complete the mission of household pet sheltering. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

The Supervisor of Animal Control, in coordination with Department of Social Services and/or American Red Cross, is 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. Plans and procedures for 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 household pet sheltering activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Supervisor of Animal Control will coordinate with all departments, government entities, and representatives from the private sector who support pet-friendly sheltering operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



## Responsibilities:

1. Emergency Management
  - a. Prepare and coordinate pre-incident training and exercise of pet-friendly shelter incident management teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
  - b. Obtain and deliver pre-identified resource requirements to the appropriate shelter sites within the time schedule agreed upon;
  - c. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.
  
2. Animal Control
  - a. Create and maintain all household pet sheltering policies, plans and procedures;
  - b. Maintain current listing of emergency contacts and resources necessary for an household pet sheltering response;
  - c. Coordinate and insure rapid response to pet-friendly sheltering needs;
  - d. Coordinate incident management activities for the overall operation of the pet-friendly shelters with the EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
  - e. Maintain situational awareness of pet-friendly shelter operations and provide situation/status reports/updates to the EOC;
  - f. Process requests for assistance or additional resources to support household pet sheltering operations through the EOC;
  - g. Facilitate the reunification of pets to owners during the transition from response to recovery;

- h. Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes;
  - i. Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used;
  - j. Monitor, coordinate and manage pet-friendly shelter activation and sequencing;
  - k. Provide subject matter expertise to support agencies, as needed.
- 3. Public Schools/Parks and Recreation
  - a. Insure timely response to request for activation of the designated facilities for household pet sheltering activities;
  - b. Participate in initial pre-event walk-through and final post-event walk-through of designated facilities to assess pre-existing and incident related damages;
  - c. Assign a primary, secondary and tertiary contact with Animal Control to insure immediate response as necessary.
- 4. Department of Social Services/ American Red Cross
  - a. Coordinate the relationship between the human and household animal sheltering functions;
  - b. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
- 5. Department of Health
  - a. Insure that human health will not be impacted in conjunction with the operation of pet-friendly shelters; and
- 6. Sheriffs Office
  - a. Assure the safety and security of household pet sheltering personnel;
  - b. Enforce movement restrictions and establish perimeters for pet-friendly sheltering areas.

## **Action Checklist**

### **Mitigation/Prevention:**

1. Encourage citizens to develop emergency plans and go-kits for the animals in the care;
2. Determine the best means for information dissemination to the public in regards to an evacuation order and its related sheltering activities.

### **Preparedness:**

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any household pet sheltering response;
2. Develop, maintain, and disseminate household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, local household pet sheltering volunteers and animal control personnel in site-specific standard operating procedure and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

### **Response:**

1. Implement household pet sheltering 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;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management;
3. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
4. Provide adequate support for household pet sheltering response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
5. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
6. Provide household pet sheltering support in a timely manner;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

## **Recovery:**

1. Complete an event review with all responding parties;
2. Review household pet sheltering plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
5. Assist Emergency Management and the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Plan Development and Maintenance**

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for Dinwiddie County Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

## Appendix 1, Tab 1 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: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____		Pet's Name:	Crate Assigned:
<input type="checkbox"/> Intact <b>MALE</b> <input type="checkbox"/> Neutered		<input type="checkbox"/> Intact <input type="checkbox"/> Spayed <b>FEMALE</b> <input type="checkbox"/> In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> 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
• Written proof of vaccinations during the past 12 months			No
• 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 my 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. <b><u>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.</u></b>			
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	

## Appendix 1, Tab 2 Resources

### **Boarding Kennels**

Brandywine Kennels  
12117 Halifax Road  
Petersburg, VA 23805  
804-732-5431

Chesdin Veterinary Hospital  
25026 Ferndale Road  
Petersburg, VA 23803  
804-732-6420

### **Crematoriums**

E. Alvin Small  
2033 Boulevard  
Colonial Heights, VA 23834  
804-526-0094

Midlothian Animal Clinic  
14411 Sommerville Court  
Midlothian, VA 23113  
804-794-2099

JT Morris & Sons  
6616 Boydton Plank Road  
North Dinwiddie, VA 2383.  
804-732-1465

### **Feed Stores**

Heretick Feed & Seed  
201 Bollingbrook Street  
Petersburg, VA 23803  
804-733-4861

Southern States Feed & Seed  
1609 W. Washington Street  
Petersburg, VA 23803  
804-733-4571

Tractor Supply-Dinwiddie  
13118 Boydton Plank Road  
Dinwiddie, VA 23841  
804-469-3354

### **Groomers**

Petsmart  
42 Southgate Square  
Colonial Heights, VA 23834  
804-520-0803

### **Hotels**

Comfort Suites - Southpark  
931 South Boulevard  
Colonial Heights, VA 23834  
804-820-8900  
\* Will accept dogs – Fee applied

Flagship Inn  
815 South Crater Road  
Petersburg, VA 23803  
804-861-3470  
\* Will accept dogs under 20 lbs

Hilton Garden Inn  
800 Southpark Boulevard  
Colonial Heights, VA 23834  
804-520-0600  
\* Will accept dogs under 50 lbs.

Quality Inn  
405 E. Washington Street  
Petersburg, VA 23803  
804-733-1776  
\* Will accept dogs under 20lb

**Appendix 1, Tab 2  
Resources (Continued)**

**Landfills (Accepting Animals)**

Shoosmith Brothers  
11800 Lewis Road  
Chester, VA 23832  
804-748-3311

**Pet Shops**

Petsmart  
42 Southgate Square  
Colonial Heights, VA 23834  
804-520-0801

**Veterinarians**

Chesdin Veterinary Hospital  
25026 Ferndale Road  
Petersburg, VA 23803  
804-732-6420

Crater Road Veterinary Hospital  
464 S. Crater Road  
Petersburg, VA 23803  
804-733-8202

# Animal Care and Control Support Annex

## Appendix B – Animal Recovery Plan

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### **Coordinating Agency**

Dinwiddie County Animal Control

### **Cooperating Agencies**

#### Government Agencies:

Department of Social Services  
Department of Health  
Department of Emergency Management  
Department of Agriculture  
Virginia Cooperative Extension

#### Private Non-profit Organizations:

American Red Cross  
Animal Welfare/Rescue Organizations (i.e SPCA)  
4H and other animal/agricultural education organizations

#### Private Industry:

Local Veterinarians  
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators  
Animal Boarding Facilities  
Local Agricultural Farms  
Local Animal Crematoriums

## **Introduction**

### **Purpose:**

The Animal Care and Control Annex, Animal Recovery Plan provides basic guidance for all participants in an animal search, rescue, recovery and reunification scenario. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11 – Agriculture and Natural Resources.

Although, the care and control of animals is the responsibility of their owners, Dinwiddie County Animal Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs. Animals are not only companions, but can be the livelihood of families and communities where agriculture is key. In some situations, owners will not be able to evacuate their animals, and due to impacts of the event, they may not be able to re-enter the area post-event to recover or care for their animals. It is the goal of this plan to control and support the animal search, rescue, recovery and reunification process during or after an emergency situation and to insure the continued care of those animals that are unable to be relocated outside of the disaster area.

### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an emergency requiring the search, rescue, recovery or reunification of animals with their owners as coordinated by Dinwiddie County Emergency Management.

## **Situation:**

Any natural, technological or manmade disaster could affect the well-being of animals. Although many owners of animals will work very diligently to protect their animals in the event of an emergency, it is not always feasible or possible to relocate the animals in every situation. Some animals may be left behind because families are unable to enter a hazardous area to retrieve their animals, the number or size (such as a herd of cattle) of the animal(s) make it unfeasible to relocate within a reasonable timeframe, or the owners do not feel that they have any other option, either due to lack of proper planning or education, when evacuating themselves.

In these cases, it will be vital to assist these animal owners in the search, rescue, recovery and care of these animals until they can be reunited with their owners.

## **Assumptions:**

1. 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.
2. People will frequently try to reenter an area to retrieve animals before an all clear is given.
3. Those animals that become homeless, lost or stray as a result of a disaster will be protected by the County to the extent possible. Volunteer organizations may assist in this effort under the direction of the County.
4. 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 the County and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations.
5. Policies and procedures will be written in regards to requests for animal search and rescue, animal identification requirements and in-place animal care.

## **Concept of Operations**

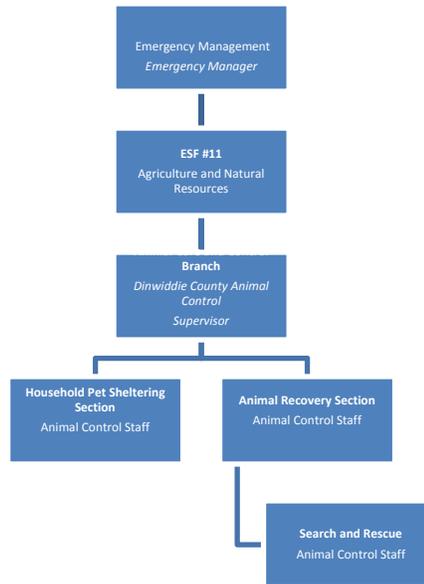
### **Organization:**

Under ESF #11, Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Supervisor is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. Animal Control will be lead in all animal search, rescue, recovery and reunification operations with the Supervisor as the Section Chief. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs to complete the mission of animal search, rescue, recovery and reunification as necessary.

The City/County Animal Control is 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 for day-to-day operations and emergency response. The emergency plans will define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency and establish the concepts and policies under which all elements of the responding agencies will operate during animal search, rescue, recovery and reunification activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Lead Animal Control Officer will coordinate with all departments, government entities, and representatives from the private sector who support animal search, rescue, recovery and reunification activities. This may involve working with other local jurisdictions that provide mutual

aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



## Responsibilities:

### 1. Emergency Manager

- a. Prepare and coordinate pre-incident training and exercise of animal search, rescue, recovery and reunification teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
- b. Obtain and deliver pre-identified resource requirements to the appropriate sites within the time schedule agreed upon;
- c. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.

### 2. Animal Control

- a. Create and maintain all animal search, rescue, recovery and reunification policies, plans and procedures;
- b. Maintain current listing of emergency contacts and resources necessary for an animal search, rescue, recovery and reunification response;
- c. Coordinate and insure rapid response to animal search, rescue, recovery and reunification needs;
- d. Coordinate incident management activities for the overall operation of the animal search, rescue, recovery and reunification effort with the Lynchburg EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
- e. Maintain situational awareness of animal search, rescue, recovery and reunification operations and provide situation/status reports/updates to the EOC;
- f. Process requests for assistance or additional resources to support search, rescue, recovery and reunification operations through the EOC;
- g. Use media to assist with outreach efforts to notify citizens of the efforts of animal control on animal recovery issues;
- h. Monitor, coordinate and manage animal recovery activities activation and sequencing;

- i. Provide subject matter expertise to support agencies, as needed.
3. Animal Welfare and Rescue Organizations
  - a. Under the supervision of County Animal Control, assist efforts for animal search and rescue and support the effort with trained staff and volunteers.
4. Department of Social Services/Red Cross
  - a. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
5. Department of Agriculture
  - a. Coordinate and insure the in-place needs of agricultural animals are met with owners.
6. Sheriffs Office
  - a. Assure the safety and security of animal search, rescue, recovery and reunification personnel;
  - b. Enforce movement restrictions and establish perimeters for animal recovery and reunification areas; and

## **Action Checklist**

### **Mitigation/Prevention:**

1. Encourage citizens to develop emergency plans and evacuation plans for the animals in the care;
2. Determine the best means for information dissemination to the public in regards to an animal search, rescue, recovery and reunification activities.

### **Preparedness:**

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any animal search, rescue, recovery and reunification response;
2. Develop, maintain, and disseminate animal search, rescue, recovery and reunification plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, volunteers and animal control personnel in standard operating procedures and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

### **Response:**

1. Implement animal search, rescue, recovery and reunification 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;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal search, rescue, recovery and reunification;
3. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
4. Provide adequate support for animal search, rescue, recovery and reunification response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
5. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
6. Provide animal search, rescue, recovery and reunification support in a timely manner;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and

### **Recovery:**

1. Complete an event review with all responding parties;
2. Review animal search, rescue, recovery and reunification plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
5. Assist Emergency Management and the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

### **Plan Development and Maintenance**

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for Dinwiddie County Animal Control, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

## Appendix 2, Tab 1 Lost Animal Report

Today's Date	Information Received By		
<b>Owner Information</b>			
Name	Address		
Temporary Address	Phone Number		
<b>Date/Location Where Animal Was Last Seen</b>			
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?			
<b>Animal Description</b>			
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?	
<b>Veterinarian Used</b>			
Name	Phone		
Address	Are Shots Current?		
Animal On Any Medication?	Frequency		
When Was Medication Last Given?			
<b>Contacts</b>			
Who Else Have You Notified That The Animal Is Missing?			
Comments			
<b>Office Use Only</b>			
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	
<b>Status Of Animal</b>			
Owner Located	Matched At Shelter	Deceased	Unknown After 30 Days



## **SUPPORTING ANNEX 2 DAM SAFETY**

### **MISSION**

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

### **ORGANIZATION**

The Director of Emergency Management and/or the Coordinator of Emergency Management is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Fire, EMS, and Sheriff's Office will disseminate the warning to evacuate.

### **CONCEPT OF OPERATIONS**

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Fire & EMS Chief/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." 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 "Emergency Action Plan" is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia Department of Conservation and Recreation. In addition to the Virginia Department of Conservation and Recreation, 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, pages 3-5 and 3-6. 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, the Director of Emergency Management and/or the Coordinator of Emergency Management will direct the Sheriff's Office and Fire Department, and EMS to warn the public, order evacuation from the affected area, and declare a local emergency.

## **AUTHORITIES**

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1988.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

## **EMERGENCY MANAGEMENT ACTIONS - DAM SAFETY**

### **1. Normal Operations**

#### **a. Dam Owners**

- (1) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
- (2) Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.
- (3) Operate and maintain the dam to assure the continued integrity of the structure.

#### **b. Local Government**

Develop compatible procedures to warn and evacuate the public in the event of dam failure.

### **2. Increased Readiness**

#### **a. Stage I Conditions**

Alert on-duty emergency response personnel.

#### **b. Stage II Conditions**

- (1) Alert on-duty emergency response personnel.
- (2) Notify public of possible dam failure.
- (3) Review warning and evacuation plans and procedures (see Functional Annexes A through H, pages A-1 to A-4).
- (4) Place off-duty emergency response personnel on alert.

### **3. Emergency Operations**

#### **a. Mobilization Phase - Latter Part of Stage II or at Stage III Conditions**

- (1) Activate EOC (manning as appropriate).
- (2) Notify State EOC, (804) 674-2400.
- (3) Alert emergency response personnel to standby status.
- (4) Begin record keeping of all incurred expenses.

#### **b. Response Phase - Stage III Conditions**

- (1) Order immediate evacuation of residents in expected inundation areas.

- (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
- (3) Call in all emergency response personnel to provide help required to protect lives and property.
- (4) Activate EOC, if not previously accomplished.
- (5) Follow 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 in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

## **DAM CLASSIFICATIONS AND EMERGENCY STAGES**

### Dam Classifications

Dams are classified as to 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 than 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 administered by the Department of Conservation and Recreation.

**Class I** (High Hazard) - Probable loss of life; excessive economic loss.

**Class II** (Moderate Hazard) - Possible loss of life; appreciable economic loss.

**Class III** (Low Hazard) - No loss of life expected; minimal economic loss.

### 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 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.

Tab 2 to Supporting Annex 2

**DIRECTORY OF DAMS**

**\* REQUIRING EMERGENCY ACTION PLANS  
COUNTY OF DINWIDDIE**

**Class I** - High hazard, probable loss of life, and excessive economic loss in the event of failure.

**Class II** - Moderate hazard, possible loss of life, and appreciable economic loss in the event of failure.

Brasfield Dam - The Brasfield Dam has a separate Emergency Operations Plan. A copy of that plan is made available to the Dinwiddie County Coordinator of Emergency Management.\*

Clarks Dam – Also know as “Clarks Lake Dam.”

Coleman Dam - The Coleman Dam has a separate Emergency Operations Plan. A copy of that plan is made available to the Dinwiddie Coordinator of Emergency Management.\*

Lake Jordan – The Lake Jordan Dam has a separate Emergency Operations Plan. A copy of that plan is made available to the Dinwiddie Coordinator of Emergency Management.\*

Steers Dam – Also know as “Hatchers Run.”

Wilcox Dam

**Class III** - Low hazard, no loss of life expected, and minimal economic loss in the event of failure.

Bragan Dam

Burnt Corner Dam – Also know as “Wheelers Dam.”

Cernys Dam

Claytons Dam

Eades Dam

J. C. Stafford Dam

Jones Dam

McKenney Hunt Club Dam

Musgrove Dam

Perkins Dam

Picture Lake Dam

Stokes Dam

Tommeheton Lake Dam

# SUPPORTING ANNEX 3 DAMAGE ASSESSMENT

## Coordinating Agencies

Building Inspections Department  
Planning and Zoning Department

## Cooperating Agencies

Commissioner of the Revenue Office  
Department of Public Works  
Department of Parks and Recreation  
Emergency Management  
Department of Finance  
Sheriff's Office  
Department of Social Services  
VPI Cooperative Extension Service  
Virginia Department of Forestry  
Virginia Department of Transportation  
Dinwiddie County Water Authority  
Electric Companies and Cooperatives  
Gas Utilities

## Introduction

### Purpose:

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in Dinwiddie County after an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

### Scope:

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by Dinwiddie County Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

### Definitions:

Initial Damage Assessment (IDA): Independent County review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

## **Situation:**

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, the County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City/County to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources. The President under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran's assistance; and
  - j. Casualty loss tax assistance.
  
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

## **Assumptions:**

1. Fast and accurate damage assessment is vital to effective disaster responses;
2. Damage will be assessed by pre-arranged teams of local resource personnel;
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
4. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
5. Damage to utility system and to the communications systems will hamper the recovery process;
6. A major disaster affecting the county could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

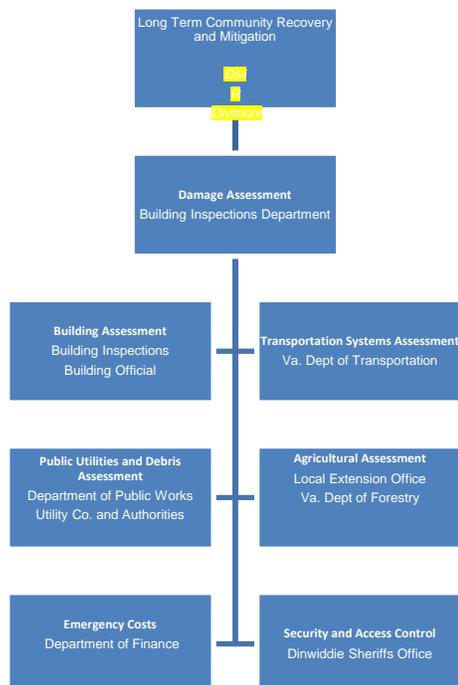
## Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander’s request, the first priority for damage assessment may to be to assess County structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both the County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

## Concept of Operations

### Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The County Emergency Manager or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the County Building Inspections Department. The damage assessment teams will be supported by multiple agencies from the County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Management), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Oil and Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by County, state and federal regulations. If supplies, materials, and equipment are required, records will be maintained in accordance to County/City, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary.

## **Responsibilities:**

1. Building Inspections Department
  - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
  - b. Maintain a list of critical facilities that will require immediate repair if damaged;
  - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the County Emergency Manager;
  - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
  - e. Conduct damage assessment training programs for the teams;
  - f. Coordinate disaster teams conducting field surveys;
  - g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
  - h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
  - i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
  - j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
  - k. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
  - l. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.
  
2. Department of Public Works
  - a. Designate representatives to serve as members of damage assessment teams;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private utilities, and provide to City/County Department of Building and Zoning within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
  
3. Virginia Department of Transportation
  - a. Designate representatives to serve as members of damage assessment teams;

- b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private transportation resources, and provide to City/County Department of Building and Zoning within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
4. Local Extension Office
    - a. Designate representatives to serve as members of damage assessment teams;
    - b. Participate in damage assessment training;
    - c. Collect and compile damage data regarding public and private agricultural resources, and provide to City/County Department of Building and Zoning within the EOC;
    - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
5. Sheriff's Office
    - a. Provide security for ingress and egress of the damaged area(s) post-event;
    - b. Provide access and security for damage assessment activities
6. Department of Finance
    - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
    - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
    - c. Report these estimates and obligations to the Emergency Manager for inclusion into the appropriate Public Assistance IDA categories.
7. Emergency Management
    - a. Overall direction and control of damage assessment for the County;
    - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;
    - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.

## **Action Checklist**

### **Mitigation/Prevention:**

1. Develop public awareness programs from building codes, ordinances and the National Flood Insurance Program;
2. Develop a damage assessment training program;
3. Develop damage assessment plans, procedures and guidance;
4. Designate representatives to lead damage assessment activities within the EOC;
5. Designate damage assessment team members.

### **Preparedness:**

1. Identify resources to support and assist with damage assessment activities;
2. Train personnel in damage assessment techniques;
3. Review plans, procedures and guidance for damage assessments, damage reporting and accounting;
4. List all critical facilities and all local buildings requiring priority restoration.

### **Response:**

1. Activate the damage assessment staff in the EOC;
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event;
4. Document all emergency work performed by local resources to include appropriate photographs;
5. Compile and disseminate all damage reports for appropriate agencies;
6. Determine the state of damaged buildings and place notification/placards as needed;
7. Inform officials of hazardous facilities, bridges, road, etc.

### **Recovery:**

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;
5. Complete an event review with all responding parties;
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
9. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Administration and Logistics**

### **Administration:**

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by County, state and federal regulations. As with any disaster or incident

response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

### **Logistics:**

If supplies, materials, and equipment are required, records will be maintained in accordance to County, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

### **Public Information:**

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

1. Ensure prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments; and
2. Ensure availability of the media in the event an emergency requiring evacuation arises.

### **Direction and Control**

1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

## Tab 1 to Damage Assessment Annex

# Damage Assessment Team Assignments

The appointed representative from the Department of Building Inspections and/or Planning and Zoning Department will report to the EOC when activated by the Emergency Manager. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

### I. PRIVATE PROPERTY

#### Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team: Building Official/Inspectors  
Engineers (as needed)  
Additional staff as needed

#### Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Building Official/Inspectors  
Engineers (as needed)  
Facility Representatives  
Additional staff as needed

#### Category C – Agriculture

An agricultural parcel is at least 5 acres. Include estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

Team: Local Extension Agent/Staff  
Va. Dept of Forestry Representatives  
Additional staff as needed

### II. PUBLIC PROPERTY

#### Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Director of Public Works/Staff  
Solid Waste Department Staff  
Additional staff as needed

### Category B – Protective Measures

#### 1. Life and safety (all public safety report costs)

Team: Dept Heads and additional staff as needed

#### 2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Dept Heads and additional staff as needed  
Virginia Dept. of Health

### Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team: Virginia Dept. of Transportation

### Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Virginia Dept. of Conservation and Recreation  
Dinwiddie County Water Authority  
Virginia Dept. of Transportation

### Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Dept. of Public Works  
Dept. Heads and additional staff as needed

### Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Dinwiddie County Water Authority  
Additional staff as needed

### Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation Dept.  
Additional staff as needed

**Tab 2 to Damage Assessment Annex**

<b>DINWIDDIE COUNTY DAMAGE ASSESSMENT TELEPHONE REPORT</b>				
1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Best time to call	Best number to use			
6. CONSTRUCTION TYPE				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
7. TYPE OF INSURANCE				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None				
8. DAMAGES (Check all that apply)				
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No              Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No              Electricity <input type="checkbox"/> On <input type="checkbox"/> Off              Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No              Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No              Windows <input type="checkbox"/> Yes <input type="checkbox"/> No              Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No              Basement Flooding <input type="checkbox"/> Yes - Depth ___ Feet              Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No				
9. SOURCE OF DAMAGES				
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____				
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable				
11. CALLER'S ESTIMATE OF DAMAGES				
REPAIRS	CONTENTS		TOTAL	
\$	\$		\$	
12. COMMENTS				
12. CALL TAKER			13. DATE & TIME REPORT TAKEN	

**Tab 3 to Damage Assessment Annex**  
**Cumulative Initial Damage Assessment Report**

**PRIMARY:** Input into WebEOC

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

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

**Part I: Private Property CUMULATIVE DAMAGES**

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

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

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

**Additional Comments:**



## Tab 4 to Damage Assessment Annex

# Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
<b>A: Debris Removal</b>	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	<ul style="list-style-type: none"> <li>Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>Debris removal from public property to eliminate health and safety hazards</li> </ul>
<b>B: Emergency Protective Measures</b>	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> <li>Emergency Operations Center activation</li> <li>Warning devices (barricades, signs, and announcements)</li> <li>Search and rescue</li> <li>Security forces (police and guards)</li> <li>Construction of temporary levees</li> <li>Provision of shelters or emergency care</li> <li>Sandbagging • Bracing/shoring damaged structures</li> <li>Provision of food, water, ice and other essential needs</li> <li>Emergency repairs • Emergency demolition</li> <li>Removal of health and safety hazards</li> </ul>
<b>C: Roads and Bridges</b>	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> <li>Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.</li> </ul>
<b>D: Water Control Facilities</b>	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	<ul style="list-style-type: none"> <li>Channel alignment • Recreation</li> <li>Navigation • Land reclamation</li> <li>Fish and wildlife habitat</li> <li>Interior drainage • Irrigation</li> <li>Erosion prevention • Flood control</li> </ul>
<b>E: Buildings and Equipment</b>	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> <li>Buildings, including contents such as furnishings and interior systems such as electrical work.</li> <li>Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</li> <li>Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</li> <li>All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</li> </ul>
<b>F: Utilities</b>	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> <li>Restoration of damaged utilities.</li> <li>Temporary as well as permanent repair costs can be reimbursed.</li> </ul>
<b>G: Parks, Recreational Facilities, and Other Items</b>	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	<ul style="list-style-type: none"> <li>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.</li> <li>Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</li> <li>Repairs to maintained public beaches may be eligible in limited circumstances.</li> </ul>

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

*Eligibility Criteria:* Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

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

**Tab 5 to Damage Assessment Annex**  
**Public Assistance Damage Assessment Field Form**

**JURISDICTION:** \_\_\_\_\_ **INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **of** \_\_\_\_\_

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

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:				
		GPS (in decimal deg.):				
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 #	WORK CATEGORY:	NAME of FACILITY and LOCATION:				
		GPS (in decimal deg.):				
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 #	WORK CATEGORY:	NAME of FACILITY and LOCATION:				
		GPS (in decimal deg.):				
DAMAGE DESCRIPTION:						
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$			
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)



## Tab 6 to Damage Assessment Annex Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <u><b>Not economically feasible to rebuild.</b></u>	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 <b>mobile home</b> .
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <u><b>Will take more than 30 days to repair.</b></u>	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 are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a 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 <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <u><b>Will take less than 30 days to repair.</b></u>	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. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home</b> , "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <b>habitable without repairs</b> .	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. <b>Mobile home</b> , 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: [www.VAEmergency.com](http://www.VAEmergency.com)

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07 VDEM

**Tab 7 to Damage Assessment Annex**

<b>LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM</b>										
Incident Type		Sector	Place Name	IDA Date						
Geographic Area Description				Page #		Of Total Pages				
IDA Team										
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% PL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
<b>TOTAL PRIMARY</b>										
TOTAL SECONDARY										
TOTAL (Incl. Secondary)										
<b>ROADS / BRIDGES</b>	Number of Roads / Bridges Damaged		Number of Households Impacted							
<b>UTILITIES</b>	Number of Households Without Utilities		Estimated Date for Utilities Restoration							
<b>Comments</b>										

## INCIDENT ANNEX A: FLOODING

### BACKGROUND

Dinwiddie County is divided by the Fall Zone into two physiographic provinces, the Piedmont and the Coastal Plain. The major rivers that flow through this area, the Appomattox and Nottoway, occupy narrow floodplains with only minor meandering. The portion of the county in the Coastal Plain tends to be flat and swampy, which deters development.

### HISTORY

May 25, 2003 - On May 25, a severe thunderstorm system produced heavy rains (3 to 5 inches) and high waters.

Segments of nine roads were washed away and several other highways were closed from high waters. White Oak Road and Court House Road experienced the most damage. Schools were closed. There were no residential or business damages.

September 18, 2003 - On the afternoon of Thursday, September 18, a severe storm system entered Virginia, peaked around 7 p.m. ending Friday morning September 19<sup>th</sup> (Hurricane Isabel). This storm produced moderate rainfall (4.4 inches in Richmond) and winds (sustained winds at 40 mph with gusts up to 70 mph). Throughout the region this event downed trees and power lines, blocking roads, flooding and damaging homes, smashing cars and leaving almost everyone without power. Strong winds knocked down power lines and removed roofs. Sewer systems backed up and telephone service was disrupted. Massive numbers of trees were uprooted; one property had 30 pine trees uprooted. Schools were closed and power was out for several weeks in many locations. After the event there were long lines for gasoline, food and generators.

There was extensive damage to timber and agriculture. 142 homes and 31 manufactured homes were damaged. 78 roads were closed including I-85 Southbound and Rt. 1. 170 residents sought shelter. Damages were estimated at \$7 million.

August 30, 2004 – On August 30, a severe storm system (Tropical Storm Gaston) entered Virginia producing torrential rains (12 inches in Richmond), which were not expected. This event produced widespread flooding, high waters, power outages, road closures and 2 fatalities in the area. 400 residents were without power in the Tri-Cities area. Twenty-three roads were closed with water damage in Prince George, Chesterfield and Dinwiddie Counties. I-95 was closed. Heavy flooding sent cars floating down streets and trapping people in buildings. Five people across Virginia were killed.

A man was swept away and killed from a stranded car on a flooded section of Vaughan Road.

## **MISSION**

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

## **ORGANIZATION**

The Director of Emergency Management and/or the Coordinator of Emergency Management, is responsible for making the decision to order evacuation in the event of a potentially life-threatening flood situation. Fire, EMS, and Sheriff's Office will disseminate the warning to evacuate. The Coordinator of Emergency Management will develop and maintain (1) a flash flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

## **CONCEPT OF OPERATIONS**

Flooding is not a primary hazard in Dinwiddie. However, there are several areas within the County that are prone to flooding from time to time. Some mitigative measures have been implemented to lessen the potential flood hazard.

## **EMERGENCY MANAGEMENT ACTIONS - FLOODING**

### 1. Normal Operations

- a. Develop and maintain plans and procedures for flooding. Designate areas to be evacuated.
- b. Develop and maintain the flash flood warning system. Provide training for EOC personnel in the use of computer equipment.
- c. Identify needed flood mitigation measures and encourage their implementation.

### 2. Increased Readiness

Characterized by events such as extended periods of heavy rains and/or large approaching storm systems. A "flash flood watch" may be issued by the National Weather Service or the local coordinator.

- a. Review and update plans and procedures if needed.
- b. Monitor weather advisories, river/reservoir levels, and flood gauge reports.

### 3. Emergency Operations

#### a. Mobilization Phase

"Flash Flood Warning"

- (1) Advise persons in flood-prone areas to prepare for evacuation.

- (2) Place the EOC staff on standby.
- (3) Test primary and alternate communications.
- (4) Review and update plans and procedures for warning, reception and care, and emergency public information.
- (5) Identify vehicles and equipment which should be moved to higher ground.
- (6) Place emergency responders on standby.

b. Response Phase

- (1) Direct the evacuation of threatened areas. Designate an on-scene commander for each area. Provide back-up radio communications.
- (2) Initiate sandbagging and flood-fighting activities if feasible.
- (3) Relocate public-owned vehicles and equipment to higher ground.
- (4) Designate and open Shelter Centers.
- (5) Provide emergency public information as appropriate.
- (6) Declare a local emergency.
- (7) Report situation and support requirements if any to the State EOC. Continue to provide daily status reports throughout the emergency.
- (8) Activate search and rescue teams.
- (9) Direct that utilities be shut off in evacuated areas.
- (10) Establish traffic control for evacuated areas.
- (11) Direct the testing of drinking water for purity in flooded areas.
- (12) Evaluate the situation and direct protective action as required.
- (13) Declare the area safe for re-entry after danger has passed.

4. Recovery

Restore facilities and services. Drain flooded areas if appropriate. Assess damages. Request post-disaster assistance, as appropriate.

## INCIDENT ANNEX B: HAZARDOUS MATERIALS INCIDENT RESPONSE

### **MISSION**

To protect the public from harmful effects when a hazardous material is released into the environment.

### **SARA TITLE III**

The Superfund and Reauthorization Act of 1986 (SARA Title III) requires the development and maintenance 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 separate Local Emergency Planning Committee has been formed and a separately published SARA Title III plan has been developed as required. (Dinwiddie Hazardous Materials Emergency Response Plan 2009) It augments the following procedures.

### **ORGANIZATION**

- A. Fire & EMS shall be notified immediately and may assume command at the accident site upon arrival. First responders will assume command until the arrival of a superior officer. First responders or the officer-in-charge should implement immediate protective action. The Sheriff's Office is responsible for traffic control and effecting evacuation. The Coordinator of Emergency Management is responsible for coordinating the response from the EOC.
  
- B. If the emergency is of such magnitude that local resources are inadequate, the following organizations are available to provide information and advice.
  - 1. Virginia Department of Emergency Management, Hazardous Materials Officer
  - 2. Crater Hazardous Materials Team
  - 3. Chemical Transportation Emergency Center (CHEMTREC)
  - 4. Pesticide Safety Team Network (PSTN), contacted through CHEMTREC
  - 5. Pesticides - Department of Agriculture and Consumer Services
  - 6. Radioactive Materials - Department of Health
  - 7. Oil or Other Polluting Substances in Water - State Water Control Board
  - 8. Hazardous Chemicals - Division of Consolidated Laboratory Services
  - 9. Federal and State Assistance - Department of Emergency Management

## CONCEPT OF OPERATIONS

Major transportation corridors passing through the County of Dinwiddie include I-85, U. S. Route 1, Route 460, and both Norfolk –Southern and CSX Railroads.

Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The Hazardous Materials Incident Report form (see Tab 1, pages 2-6 and 2-7) should be used to record the necessary information. The incident should then be reported to the Virginia Department of Emergency Management, which will provide technical guidance and coordinate assistance as required.

The U. S. Department of Transportation "Hazardous Materials Emergency Response Guidebook" has been developed for use by fire fighters, police, and other emergency services personnel when they are called to respond to an incident. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken. Fire chiefs, emergency services personnel, and all potential first responders should be familiar with and have ready access to this handbook.

Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but emergency services personnel.

The legal duty for reporting, containment, and cleanup of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

A working relationship should be established and maintained between local government and the management of local industrial plants where hazardous substances are used. Materials should be identified and planned response procedures should be coordinated.

Communications networks will consist of those employed in other peacetime emergencies but must be adequate to provide effective direction, control, and coordination of emergency operations peculiar to accidents involving hazardous materials.

An accident involving radioactive materials could result in the uncontrolled release of radiation and could pose a health hazard to those exposed, including emergency services personnel. Radiation measuring and detection instruments in the hands of trained personnel are the only means of gaining reasonably accurate information of the radiation level at the accident site. Radiological monitoring equipment is obtained from the State Department of Emergency Management and is maintained and distributed as required by the Emergency Management Coordinator.

Administrative staff of the Sheriff's Office, fire and EMS will insure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times. All law enforcement patrol cars, fire and EMS vehicles and all other emergency service vehicles should contain a copy of the Hazardous Materials Emergency Response Guidebook. The Fire Department should obtain the appropriate protective equipment to perform their assigned tasks in a hazardous materials environment.

The Chief of Fire & EMS is responsible for maintaining and updating this functional annex. He will coordinate with the planning committee which is responsible for the SARA Title III plan and assure compatibility between that plan and the County EOP. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to insure an adequate response capability.

## **EMERGENCY MANAGEMENT ACTIONS - HAZARDOUS MATERIALS**

### 1. Normal Operations

- a. Develop plans and procedures for hazardous materials incidents. Coordinate with the County Fire Department and local industrial plants. Assure compatibility between the EOP and the SARA Title III plan.
- b. Maintain the **Dinwiddie County Hazardous Materials Emergency Response Plan**.
- b. Provide or coordinate training for fire and police personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.

### 2. Increased Readiness

(Not applicable. Hazardous materials incidents typically occur with little or no advance warning.)

### 3. Emergency Operations

#### a. Mobilization Phase

(Not applicable.)

#### b. Response Phase

- (1) Assess the situation. Detect the presence of and identify hazardous material(s). (Refer to the Hazardous Materials Emergency Response Guidebook and Tab 2.)
- (2) If hazardous materials are involved, isolate and secure the accident scene.
- (3) Alert the local fire chief or Fire & EMS chief to assume command on site.
- (4) Establish and maintain direct communication between the local EOC and the Incident Commander or other on-the-scene controller.

- (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
- (6) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
- (7) Direct protective action, as appropriate.
- (8) Alert the hospital to be prepared to receive potential victims and of the nature of the hazard.
- (9) Conduct radiological monitoring, if appropriate.
- (10) Continue to provide periodic status reports to the State EOC.
- (11) Declare the area safe for re-entry after danger has passed.

#### 4. Recovery

- a. Declare the area safe for re-entry after the danger has passed.
- b. Assess damages. Request post-disaster assistance, as appropriate.
- c. Restore facilities and services. Bill the responsible party for expenses incurred.

Tab 1 to Incident Annex B

HAZARDOUS MATERIALS REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_ VCIN#: \_\_\_\_\_

Caller's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone #: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact's Location: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Product/Chemical: \_\_\_\_\_

( ) Solid ( ) Liquid ( ) Gas ( ) Unknown Amount Lost: \_\_\_\_\_

CapaCounty of Container: \_\_\_\_\_ Extremely Hazardous ( ) Yes ( ) No

Manufacturer or Distributer Reporting: ( ) Yes ( ) No

Type of Container:

( ) Drum ( ) Fixed Tank ( ) Cylinder ( ) Truck Tanker ( ) Rail Tanker ( ) Box Car

( ) Box/Crate ( ) Pipeline ( ) Cargo Truck ( ) Vessel ( ) Saddle Tank ( ) Other

Conditions:

( ) Leaking ( ) On Fire ( ) Spilled ( ) Overpressurized ( ) Overfill ( ) Component Failure

( ) Illegal Dumping ( ) Container Now Empty ( ) Result of Accident ( ) Unknown

( ) Other \_\_\_\_\_

Have any local waters been affected? ( ) Yes ( ) No Water \_\_\_\_\_

Duration of Spill \_\_\_\_\_ Amount Entering Water \_\_\_\_\_

Water Control Board Notified? ( ) Notified ( ) Responding ( ) On Scene

Coast Guard MSO? ( ) Notified ( ) Responding ( ) On Scene

Evacuation Conducted: ( ) Yes ( ) No How Far? \_\_\_\_\_

Injuries: ( ) Yes ( ) No How Many? \_\_\_\_\_

Actions Taken On Scene: \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tab 1 to Incident Annex B  
(continued)

Notifications:

Name: \_\_\_\_\_ Time Paged: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Time Paged: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Time Paged: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Other Notifications:

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Extremely Hazardous Substance – EHS

Health Risks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend Precautions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

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## INCIDENT ANNEX C: NUCLEAR ATTACK

### MISSION

To establish open-ended plans and procedures which could be used in conjunction with state plans and guidance to develop an emergency response capability during the anticipated crisis buildup period prior to a full-scale nuclear attack upon the USA.

### ORGANIZATION

The Virginia Department of Emergency Management has developed detailed plans and procedures and will, over a several-day period, direct localities to prepare for a nuclear attack. Local Emergency Management Coordinators maintain copies and have a working knowledge of these plans.

### CONCEPT OF OPERATIONS

A nuclear attack upon the USA would most likely be preceded by a period of increasing international tension and crisis. Sufficient time would be available for protective actions to be taken, to include the large-scale evacuation of probable target areas and the development of fallout shelters. A reference document, the County of Dinwiddie Radiological plan, is kept on file by the Coordinator of Emergency Management. For planning purposes, the County of Dinwiddie is considered to be a part of a medium-risk area.

During a period of international tension, if it appears that a nuclear attack upon the United States is likely, large numbers of informed citizens may decide to evacuate high-risk areas and relocate temporarily to safer areas. Many of these spontaneous evacuees will relocate to the homes of friends or relatives outside the risk area. Others, however, must be received and cared for in public facilities.

Local NCP plans for non-risk jurisdictions must provide for the reception and care of thousands of such spontaneous evacuees from risk areas. Shelter center(s) are designated and start-up procedures are identified for emergency operations such as congregate care, fallout shelter upgrading, and mass feeding.

Each city and county in Virginia has a separate Emergency Operations Plan. However, many services and resources are to be shared and very close coordination will be required, especially during the crisis buildup period. High-risk jurisdictions will be providing direct support personnel and resources to assist associated host jurisdictions in anticipation of a large-scale evacuation.

Increased public awareness will occur during a period of severe international tension, especially if a nuclear attack is perceived as a possibility. Cooperation and a patriotic response is likely during such a period. Public service employees will perform their emergency duties as assigned. Risk area relocatees will be received and cared for in host jurisdictions. Assuming time is available for fallout shelter upgrading, all relocatees plus all residents can be provided with adequate protection from fallout radiation.

## **ACTION CHECKLIST - NUCLEAR ATTACK**

### 1. Normal Operations

- a. Develop and maintain an emergency preparedness program.
- b. Maintain and develop a working knowledge of state contingency plans for nuclear attack.

### 2. Increased Readiness

#### a. Communications Watch Level

- (1) Make individual assignments of duties and responsibilities to facilitate an evacuation of the risk area.
- (2) Develop mutual support agreements with associated host jurisdictions.
- (3) Open the primary EOC with a skeletal staff. Begin to submit daily situation reports to the State EOC.
- (4) Review attack preparedness planning guidance and implement preparedness actions as called for to include radiological monitoring and reporting.

### 3. Initial Alert

- a. Accelerate emergency preparedness as directed by the State EOC. Ensure the operational capability of all key facilities.
- b. Call a meeting of key officials. Brief them on the emergency situation and direct preparedness activities.
- c. Ensure the maintenance of an official record of all expenditures incurred throughout emergency operations.

## RELOCATION AND NO ATTACK

### 4. Emergency Operations

#### a. Mobilization Phase

- (1) Call a meeting of key officials. Review preparatory actions already stated and expedite those necessary to alert and mobilize emergency operating forces.
- (2) Prepare to activate the traffic control points. Assure the coordination of in-the-field support services (primarily food and shelter) to associated host localities.
- (3) Continue to provide daily situation reports to the State EOC concerning local preparedness activities.
- (4) Take other actions as called for by state guidance.

#### b. Evacuation Movement Phase

(NOTE: Should attack occur after movement begins, proceed to "Attack Warning and Movement to Shelter Phase." Complete all actions required by lower readiness levels in as much as the attack environment allows.)

- (1) Activate traffic control points, and other facilities.
- (2) Facilitate evacuation. Coordinate with associated host jurisdiction(s).
- (3) Assure the continued operation of essential services in the risk area. Monitor and facilitate the commute of essential workers.

#### c. Relocation Phase

- (1) Continue to provide resource support to associated host jurisdictions as required.
- (2) Provide services to evacuees through the shelter center in host areas as needed.
- (3) Monitor the execution of planned actions and direct modified actions as necessary. Reference state guidance.
- (4) Continue to submit daily situation reports to the State EOC concerning local preparedness activities, requirements for goods and services, and availabilities.

#### d. Return Movement Phase

- (1) In coordination with the State EOC, disseminate information to relocatees to return to their homes in the risk area(s).
- (2) Assist with clean-up activities in host areas.

- (3) Continue to provide daily situation reports to the State EOC and advise when all relocatees have departed.
  5. Post Relocation Recovery
- Keep an accurate record of expenses incurred. Compile damage assessment data.

## RELOCATION AND ATTACK

### 4. Emergency Operations

#### a. Attack Warning and Movement to Shelter Phase

- (1) Disseminate the attack warning and advise persons in the area to evacuate or seek below-ground shelter immediately.
- (2) Acquire information on the status of the attack environment. Keep key officials and the public informed.
- (3) Keep the State EOC informed as appropriate and submit periodic situation reports.

#### b. In-Shelter Phase

- (1) In coordination with adjacent jurisdictions, provide emergency information and continued guidance to the public.
- (2) Acquire information on the risk area environment; fatalities, extent of damage, operation of essential facilities, etc.
- (3) Continue to provide daily situation reports and weapons effects reports to the State EOC concerning local preparedness activities, requirements for goods and services, and availabilities.

#### c. Shelter Emergence Phase

- (1) As conditions permit, advise persons to leave shelters or return to their homes in the risk area.

#### d. Relocation Phase

- (1) Repair and restore essential services, utilities, and other vital facilities, as feasible.
- (2) Continue to provide emergency information and guidance to the public to Include decontamination procedures and protective measures against residual radiation.
- (3) Monitor the execution of planned actions and direct modified actions as necessary. Regulate the expenditure of consumable resources as required. Reference subsequent annexes.

- (4) Continue to provide daily situation reports to the State EOC concerning local emergency operations.

e. Return Movement Phase

- (1) Prepare for return movement. Assure the provision of essential goods and services. Clear debris as required.
- (2) Ensure that an accurate record of expenses is maintained.
- (3) Continue to provide daily situation reports to the state concerning local emergency operations, and advise when all relocatees have returned.

5. Post-Attack Recovery

After a nuclear attack, emergency operations will continue under the framework of the State Emergency Management of Resources Plan. Economic stabilization procedures must be implemented. Relocatees may have to remain in the host area until community services are restored in the risk area. Should damage in the risk area preclude their return, relocatees will, of course, continue to be cared for. Guidance on preparing for their long-term residence will be provided by the State EOC.

# **RADIOLOGICAL PLAN - BASIC**

**Dinwiddie County, VA**

## I. AUTHORITIES AND REFERENCES

### A. AUTHORITIES

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. Radiation Control Act, Title 32, Chapter 6, Article 8, Code of Virginia.
3. A Promulgation Statement by the County of Dinwiddie Director of Emergency Management providing for the development of emergency operations plans and support organizations, dated March 2010.

### B. REFERENCES

1. Commonwealth of Virginia Emergency Operations Plan, Volume I, Basic Plan, May 1997, as amended.
2. The Commonwealth of Virginia Radiological Emergency Response Plan (COVRERP), Volume III, Originally Published June 1983, Amended March 2002.
3. The Commonwealth of Virginia, Department of Health, Bureau of Radiological Health Radiological Emergency Response Plan, 1999.
4. NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, U.S. Nuclear Regulatory Commission/Federal Emergency Management Agency, (NRC/FEMA) November 1980, Rev. 1.
5. FEMA REP-2, Guidance on Offsite Emergency Radiation Measurement Systems, Phase 1 - Airborne Release, June 1990.
6. FEMA REP-12, Guidance on Offsite Emergency Radiation Measurement Systems, Phase 2 - The Milk Pathway.
7. FEMA REP-13, Guidance on Offsite Emergency Radiation Measurement Systems, Phase 3 - Water and Non-Dairy Food Pathway.
8. FEMA REP-14, Radiological Emergency Preparedness Exercise Manual, FEMA, September 1991.
9. FEMA REP-15, Radiological Emergency Preparedness Exercise Evaluation Methodology (EEM), FEMA, September 1991.
10. Radiological Emergency Preparedness: Exercise Evaluation Methodology and Alert and Notification, Part II, Federal Emergency Management Agency, Federal Register, Vol. 66, No. 177/Wednesday, September 12, 2001.
11. Southern Mutual Radiation Assistance Plan (SMRAP), Southern States Radiological Plan-2

Energy Board, December 2001.

12. Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, EPA 400-R-92-001, May 1992.
13. Virginia Power North Anna Power Station Emergency Plan, as revised.
14. Virginia Power Surry Power Station Emergency Plan, as revised.
15. Federal Radiological Emergency Response Plan, Federal Emergency Management Agency, as amended.
16. County of Dinwiddie Emergency Operations Plan, dated January 2006.

## II. **DEFINITIONS**

- A. Alert - The second of the four emergency classification levels.
- B. Access Control Points - Locations, usually manned by law enforcement officers, which are strategically positioned to prevent entry into the evacuated area.
- C. Committed Dose - The radiation dose due to radionuclides in the body over a 50-year period following their inhalation or ingestion.
- D. Committed Effective Dose Equivalent - Dose incurred from inhalation of radioactive materials from exposure and intake during the early phase.
- E. Decontamination - The removal or reduction of contaminated radioactive materials from a surface.
- F. Deep Dose Equivalent - Deep Dose Equivalent and Effective Dose Equivalent are the same if the body exposure is uniform (a typical situation).
- G. Dose, Projected - The estimated radiation dose which affected population groups may potentially receive if no protective actions are taken.
- H. Dose, Radiation - The quantity of radiation absorbed, per unit of mass, by the body or any portion of the body. Rem is a unit of equivalent dose measurement.
- I. Dose Rate - The amount of radiation to which an individual is exposed per unit of time.
- J. Dosimeter - An instrument for measuring the total accumulated exposure to penetrating ionizing radiation.
- K. Effective Dose Equivalent - The sum of the products of the dose equivalent to each organ and a weighing factor, where the weighing factor is the ratio of the risk of mortality from delayed health effects arising from irradiation of a particular organ or tissue to the total risk of mortality from delayed health effects when the whole body is irradiated uniformly to the same dose.

- L. Emergency Operations Facility (EOF) - A facility operated by the utility for continued evaluation of the emergency and direction and control of licensee activities in response to the emergency. Representatives of State agencies are present and perform data analysis jointly with the utility. The EOF provides information on plant conditions and utility actions to Federal, State, and local authorities.
- M. Emergency Phase - The initial time period during which actions are taken in response to a threat of release or a release in progress.
- N. General Emergency - The fourth and highest of the four emergency classification levels.
- O. Ingestion Pathway Emergency Planning Zone - An area delineated by a circle around a nuclear facility used in preplanning. The primary concern is preventing internal exposure to radioactive materials through the food pathway.
- P. Intermediate Phase - The period beginning after the source and releases have been brought under control and environmental measurements are available.
- Q. Plume Exposure Emergency Planning Zone (EPZ) - An area delineated by a circle around a fixed nuclear facility used in preplanning. The primary concern is preventing whole body or inhalation exposure from airborne and deposited radioactive materials. In the case of a commercial nuclear power station, this distance is about 10 miles.
- R. Protective Action Guide (PAG) - Levels of radiation doses to individuals in the general population that warrants protective action.
- S. Protective Actions - Emergency measures taken for the purpose of preventing or minimizing radiological exposure that would likely occur if no actions were taken.
- T. Radiological Monitoring - The process of using a radiological survey instrument to locate and measure radioactive contamination.
- U. Recovery - The process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiation emergency.
- V. Reentry - The temporary return of individuals into a restricted zone under controlled conditions.
- W. Relocation - A protective action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

- X. Rem - an acronym for Roentgen Equivalent Man, a unit of dose of any ionizing radiation that produces the same biological effect as a unit of absorbed dose of ordinary x-ray.
- Y. Restricted Area - An area in which evacuation has been completed and entry into this area is prohibited until the area is determined to be safe to reenter.
- Z. Return - The reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.
- AA. Site Area Emergency - The third of the four emergency classification levels.
- BB. Total Effective Dose Equivalent - The sum of the Deep Dose Equivalent and the Committed Effective Dose Equivalent
- CC. Thyroid Exposure - Radiation exposure to the thyroid through inhalation or ingestion of certain radioactive materials.
- DD. Unusual Event - The first and lowest of the four emergency classification levels.
- EE. Whole Body Exposure - Direct external radiation exposure to the body from airborne or deposited radioactive materials.

NOTE: A more comprehensive listing of terms that are unique to fixed nuclear facilities and transportation of radioactive materials is included in Appendix 16 of the COVRERP.

### III. **PURPOSE**

The overall purpose of this plan is to provide guidance for effective emergency response operations in the event of a radiological emergency involving the ingestion exposure pathways. This plan sets forth policies and concepts that serve as the basis for detailed Standing Operating Procedures (SOPs). From these policies and concepts, specific protective actions and other response actions are devised and implemented as the emergency conditions indicate.

The responsibilities of the County of Dinwiddie are outlined later in this document. Appendixes follow this plan and provide detailed SOPs that ensure that these responsibilities will be met. Other detailed SOPs may be developed and used by individual groups, as needed.

### IV. **SCOPE**

This plan applies to radiological emergencies that may occur within or affect the County of Dinwiddie. An emergency could be caused by events at the Surry Power Station (SPS), other fixed nuclear facilities, or by transportation accidents. This plan may also be implemented to assist neighboring localities that are responding to such an emergency.

### V. **SITUATION**

#### A. **POTENTIAL SOURCES OF RADIOLOGICAL EMERGENCIES**

##### 1. Nuclear Power Plant Reactors

- a. The Surry Power Station (SPS) is located on the James River in Surry County. The plant consists of two pressurized water nuclear reactors (Units 1 and 2) that generate nominally an electrical output of 855 megawatts each. The station is owned and operated by Dominion Virginia Power.
- b. The planning for radiological emergencies at Surry Power Station concentrates on a response to an airborne release of radioactive materials. If an incident were to occur, this type of release is the most likely and allows the least time for reaction.

##### 2. Transportation Accidents

Another potential source for a radiological emergency is a transportation accident involving shipments of radioactive materials being transported in

and through the County of Dinwiddie. Shipment of radioactive materials within the State in support of fixed nuclear facilities, other users of radioactive materials, and the Department of Defense facilities raises the possibility of radioactive emergencies caused by transportation accidents. The primary mode of transporting radioactive materials is by truck, although shipments may be by rail or aircraft.

### 3. Nuclear Weapon Accident

In a nuclear weapon accident, health and safety, public affairs, classified information security, and weapons recovery are the critical components and concerns facing response organizations. Other radiological emergency response aspects that must be addressed include medical assistance, security, logistics, legal implications, site restoration, communications, and response team integration and coordination. The Commonwealth of Virginia Department of Emergency Management in conjunction with the lead of Cognizant Federal Agency (CFA) will manage overall coordination of these operations.

## B. NATURE OF THE RADIOLOGICAL HAZARD

Harmful radiation cannot be detected by the human senses. Detection of its presence depends on instrumentation. In an atmospheric release from Surry Power Station, two methods of exposure would be possible. External radiation is exposure from an external source. This is commonly referred to as whole body exposure. Along with this external exposure, there could be internal exposure. This would occur if radioactive material were to be inhaled or ingested.

The amount of radiation a person might receive, referred to as the projected dose, is dependent on several factors. For instance, the closer the person is to a radioactive source and the longer that person stays there, the higher the projected dose would be. At Surry Power Station, many other factors are taken into consideration when determining the projected dose, which is the centerpiece in deciding on what protective actions should be recommended to the State. These include the quantity and the isotopic and chemical composition of the radioactive material that could be or has been released. Also considered are the atmospheric conditions, to include stability, wind speed and direction.

Health effects from radiation vary depending on the amount of harmful radiation to which a person is exposed. If there is any exposure resulting from an emergency at SPS, it is likely to be so small that no health effects will be evident. In the unlikely event that a person is exposed to a high radiation dose, from any source, the effects would fall into two categories.

- Early Effects – Immediate effects from an extremely high radiation dose would occur within the first two or three months. These effects may include nausea, fatigue, vomiting, diarrhea, loss of appetite, loss of hair, temporary sterility, and clinically detectable changes such as chromosomal changes in skin.

- Delayed Effects - Delayed effects from an extremely high radiation dose would not appear until years later. These may include somatic effects, such as increase in the incidence of cancer among those exposed or genetic effects such as increased prenatal mortality or heredity defects in future generations.

## C. SCOPE OF POTENTIAL RADIOLOGICAL EMERGENCIES

NRC and FEMA have defined two emergency planning zones (EPZ) to be used for planning emergency response actions in response to an emergency at a fixed nuclear power station.

### 1. PLUME EXPOSURE EMERGENCY PLANNING ZONE

The first, the Plume Exposure EPZ, is defined as approximately a 10-mile radius surrounding the Surry Power Station. The principal exposure sources from this EPZ would be whole body external exposure to gamma radiation from deposited material and inhalation exposure from the passing radioactive plume. The County of Dinwiddie is not within 10 miles of any nuclear facility.

### 2. INGESTION PATHWAY EMERGENCY PLANNING ZONE

The second, the Ingestion Pathway EPZ, is defined as approximately a 50-mile radius surrounding SPS that includes the plume exposure EPZ. See Attachment 1, pages 27 and 28. The size of this EPZ was selected because:

- a. The downwind range within which significant contamination could occur would generally be limited to about 50 miles from a power station because of wind shifts during the release and travel periods.
- b. There may be conversion of atmospheric-suspended iodine to chemical forms that do not readily enter the Ingestion Pathway.
- c. Much of any particulate material in a radioactive plume would have been deposited on the ground within 50 miles of the facility.
- d. The likelihood of exceeding Ingestion Pathway protective action guide levels at 50 miles is comparable to the likelihood of exceeding Plume Exposure Pathway protective action guide levels at 10 miles.

### 3. TIME FRAMES

A nuclear incident can be broken into three time phases: emergency, intermediate, and recovery.

- a. Emergency Phase - During this phase, actions are taken to respond to the incident. The time between the onset of accident conditions and the start of a major release could range in the order of one-half hour to several hours. The release may last from one-half hour (short-term release) to a few days (continuous release). Protective actions based on accident assessment are implemented. See Section VIII Concept of Operations below.
- b. Intermediate Phase - This phase begins when the source and release have been brought under control and environmental measurements are available on which to base additional protective actions.
- c. Recovery Phase - During this phase actions are taken to reduce radiation levels to acceptable levels.

D. PROTECTION AGAINST THE HAZARD

During the emergency phase the primary concern is protecting the public within the plume exposure EPZ from inhalation and from direct whole body exposure to radioactive materials. Subsequent protective actions may also be required to reduce exposure through the ingestion pathway EPZ. The goal is maximum protection of the public with the least cost and disruption.

E. AREA IDENTIFICATION

The area that could potentially be involved in a radiological emergency at the Surry Power Station is referred to in several different ways. Terms such as Plume Exposure EPZ, Ingestion Exposure EPZ, Sectors, and Protective Action Zones are used to refer to different areas. Within the County of Dinwiddie the Ingestion Exposure Pathway is the primary concern.

1. INGESTION EXPOSURE EPZ

Less immediate actions might be necessary within about 50 miles of the plant because the immediate exposure resulting from the accident would be less than EPA protective action levels for the radiation plume. The primary concern is long term exposure resulting from the ingestion of contaminated food and water. Attachment 1, page 25 provides the map for the ingestion exposure pathway EPZ that involves the County of Dinwiddie.

2. SECTORS

To facilitate identification of areas that may be affected by a radiological emergency, the area around a facility is divided into 16 sectors labeled

alphabetically (A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R), each 22-1/2 degrees, starting at true north of the facility and continuing clockwise around the site. Sector nomenclature is primarily utilized by the utility but would also be applicable to ingestion pathway jurisdictions.

## VI. **MISSION**

The mission of the County of Dinwiddie government is to develop and maintain capabilities and procedures for emergency operations in response to radiological emergencies at fixed nuclear facilities and transportation accidents involving radioactive materials.

## VII. **ORGANIZATION**

### A. **OVERVIEW**

Generally, the Virginia Department of Emergency Management (VDEM) in cooperation with the Virginia Department of Health, Agriculture and Consumer Services and the Virginia Cooperative Extension Service will monitor radiation levels and broadcast recommended actions based on information gathered by radiation monitoring teams. Federal and State agencies will conduct damage assessments in potentially affected areas and will inform farmers, growers and producers of any actions that should be undertaken. The County of Dinwiddie will continue to be responsible for specific local government actions and will be notified of Federal and State actions within the County.

### B. **COUNTY OF DINWIDDIE**

The County organization for response to a radiological emergency is essentially the same as that for other peacetime disaster operations. This organization is described in the County of Dinwiddie Emergency Operations Plan. Within this government structure, The County Administrator serves in the role of Director of Emergency Management, directing the response through the County's Coordinator of Emergency Management. The Coordinator is responsible for coordinating the overall response of this jurisdiction.

County agencies and departments provide support and assistance as requested by either the Director or the Coordinator of Emergency Management. Their capabilities, as well as those of the Office of Emergency Management are depicted below:

The task assignments within the County of Dinwiddie are as follows:

#### 1. **OFFICE OF EMERGENCY MANAGEMENT**

- a. Ensure continuity of government.

- b. Supervise the operation of the County's Emergency Operations Center (EOC). An alternate facility may be designated for the purpose of providing direction and coordination of response efforts within the ingestion pathway.
- c. Provide direction and control for the emergency response by the County.
- d. Provide for coordinated response actions with local extension agents/damage assessment teams.
- e. Serve as the County's point of contact with State agencies.
- f. Request State assistance, as necessary.
  
- g. Coordinate media relation functions in coordination with the VDEM Public Affairs Office. See Appendix B (Public Information Procedures) and Appendix D (Telephone Directory) for telephone numbers for VDEM Public Affairs Office (PAO), Virginia EOC, and other offices and locations where the VDEM PAO may be contacted. Always contact the VEOC unless another number is published for this purpose.
- h. Coordinate radiological emergency preparedness through the following functions:
  - (1) Provide training
  - (2) Coordinate training provided by the State

2. FIRE & EMS DEPARTMENT

- a. Provide a decision making official to the County EOC.
- b. Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include any situation involving threat of fire or explosion.
- c. Monitor Radiological Defense for personnel protection and for reporting.
- d. Provide Radiological/Hazardous Materials Officer
  - (1) Monitor or track Federal and State sample collection activities within the County.
  - (2) Provide personnel to accompany Federal and State Sampling Teams provided local personnel is available and trained for such mission.

- e. Contain hazardous materials situations.
- f. Assist in dissemination of warning.
- g. Assist rescue squads as needed.

3. SHERIFF'S OFFICE

- a. Provide a decision making official to the County EOC.
- b. Provide and maintain law and order.
- c. Notify key County officials and other agencies as outlined in SOPs.
- d. Assist the Coordinator of Emergency Management in identifying the need for State support.
- e. Assist with dissemination of warnings.

5. EMERGENCY COMMUNICATIONS CENTER

- a. Receive notifications of a radiological emergency and verify that notification, if necessary.
- b. Disseminate notification to all appropriate County agencies and department chiefs.

6. COUNTY EOC

- a. Provide for adequate means of disseminating public instruction and emergency information.
- b. In coordination with VDEM, secure and distribute printed information and instructions on ingestion exposure pathway protective actions.
- c. Follow procedures as outlined in Appendix B, pages B1 to B-8.

7. EXTENSION AGENT

- a. Provide listings of any dairy, meat, poultry, fisheries, fruit and vegetable growers, grain producers, food processing plants or other agricultural commodity or related operation within the ingestion exposure pathway EPZ(s) that may have an economic impact on the community.
- b. Provide advice to the County on how to minimize loss to agricultural resources.

- c. Provide information and assistance to farmers and others in preparing for and returning to normal after a radiological emergency.
- d. Serve as a member of the Local Food and Agriculture Council

8. COUNTY HEALTH DEPARTMENT

- a. Provide listing of food stores, open wells and cisterns, and other consumer food operations that are located within the ingestion pathway.
- a. Provide an individual to the County EOC who will be available to coordinate response activities and give technical assistance as necessary.
- b. Coordinate with area hospitals.
- d. Inspect food, milk, and water supplies.

9. SANITATION

- a. Provide listings of all water supply intake points within the ingestion exposure pathway EPZ.
- b. Supply alternate source of potable water, if necessary.

10. PLANNING DEPARTMENT

Provide population (estimate) within the respective or impacted ingestion pathway sectors or zones.

11. DISASTER RECOVERY TEAM/FINANCE DEPARTMENT

Maintain records of all reasonable and necessary costs incurred in providing radiological emergency response and recovery operations.

C. VOLUNTEER AND QUASI-PUBLIC ORGANIZATIONS

Volunteer and quasi-public organizations will provide support within their capabilities, as requested by either the Director or the Coordinator of Emergency Management. Their capabilities are depicted below:

1. AMATEUR RADIO EMERGENCY SERVICES (ARES)

ARES/RACES may be activated to provide communications support. R.A.C.E.S. is an alliance of licensed radio amateurs operating under

Subpart F, Part 97, Rules and Regulations, Federal Communications Commission.

2. FIRE AND RESCUE SERVICES

Provide emergency services support within capabilities and in accordance with mission orders.

D. STATE

State agencies will provide support and assistance as requested by the County. The capabilities of those State agencies that would play primary roles during the intermediate and recovery phases of a radiological emergency are outlined below. The capabilities of other State agencies whose assistance may be requested are contained in the COVRERP.

1. AGRICULTURE AND CONSUMER SERVICES, VIRGINIA  
DEPARTMENT OF

- a. Obtain milk samples from dairy farms, meat samples from packing firms, and food samples from retail and wholesale establishments located within 50 miles of the nuclear power station where the radiological accident occurred and provide them to the Division of Consolidated Laboratory Services or other facility for analysis\*.
- b. Coordinate the control and disposition of radiologically contaminated food, milk, and animal feed\*.
- c. Coordinate the provision of uncontaminated feed for dairy cattle and other farm animals, if required\*.
- d. Coordinate the disposition of farm animals affected by radiological contamination\*.
- e. Provide advice on and coordinate the disposition or use of farm crops, lands, and equipment that have been radiologically contaminated\*.
- f. Assist the Department of Health in radiological monitoring and in obtaining samples for accident assessment\*.
- g. Provide a decision-making official to the Virginia EOC.

\*Actions performed by the VDACS in the ingestion exposure EPZs will be contingent upon radiation levels being deemed acceptable to the general populous by qualified persons from the Bureau of Radiological Health (BRH) and in accordance with established limits.

2. CONSOLIDATED LABORATORY SERVICES, DIVISION OF  
(DEPARTMENT OF GENERAL SERVICES)

- a. Provide emergency laboratory services to State agencies and political subdivisions as required.
- b. Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

3. EMERGENCY MANAGEMENT, VIRGINIA DEPARTMENT OF

- a. Operate the Virginia Emergency Operations Center (EOC).
- b. Provide a VDEM State On-Scene Coordinator to the Local Emergency Operations Facility (LEOF).
- c. Provide warning in coordination with the State Police and the operators of fixed nuclear facilities.
- d. Provide emergency communications.
- e. Assist political subdivisions in development and maintenance of local Radiological Emergency Response Plans.
- f. Coordinate emergency response actions of Federal and State agencies.
- g. Notify the following Federal agencies and Fixed Nuclear Facilities of a radiological emergency:
  - (1) Notify Federal Aviation Administration air controllers at Richmond International Airport of a radiological emergency and request that aircraft be instructed to avoid the contaminated airspace until notified otherwise.
  - (2) Notify the Commander, Fifth U.S. Coast Guard District of a radiological emergency at the Surry Power Station and request establishment of traffic control of boats and ships on the James River in the vicinity of the Surry Power Station.
  - (3) Notify Fort Eustis of a radiological emergency at Surry Power Station that could affect the health and safety of personnel stationed at that installation.
- h. Notify the CSX System Railway Company of a radiological emergency at the North Anna Power Station or the Surry Power Station and request that rail service in the affected area be discontinued temporarily.
- i. Notify the State Bureau of Radiological Health (day – 804-786-  
Radiological Plan-15

5932, night – 804-674-2400) immediately of all classes of accidents and incidents reported by operators of nuclear facilities.

- j. Notify the Virginia Department of Transportation to establish roadblocks and to temporarily terminate ferry service between James County City and Surry County when appropriate.
- k. Notify all other State agencies and support organizations that have emergency task assignments identified in the COVRERP.
- l. Notify the State of Maryland EOC of a radiological accident at the North Anna Power Station that results in either a declaration of a Site Area Emergency or General Emergency. Notify the State of North Carolina EOC of a radiological accident at the Surry Power Station that results in either a declaration of a Site Area Emergency or General Emergency.
- m. Monitor the transportation of hazardous radioactive materials in Virginia.
- n. Provide public information, assisted by the Virginia Department of Health and the nuclear facility operator; and maintain and keep current a list of media representatives, including names and telephone numbers.
- o. Coordinate radiological emergency response training and conduct annual training exercises.
- p. Notify the Federal Emergency Management Agency (FEMA) when the emergency classification level at a nuclear power facility is classed as an Alert or higher level and provide updated information; and request assistance, if required, when the emergency classification level is classed as a Site Area Emergency or General Emergency.
- q. Request assistance from the Federal government in accordance with the Federal Radiological Emergency Response Plan (FRERP).

#### 4. ENVIRONMENTAL QUALITY, DEPARTMENT OF

- a. Conduct and provide air quality monitoring data and analysis from existing air monitoring network to the Virginia Department of Health and Virginia Department of Emergency Management as requested.
- b. Provide assistance in collection and analysis of meteorological data.

- c. Collect water samples from rivers and lakes located within the ingestion pathway EPZ for assessment\*.
- d. Collect fish samples from waters adjacent to the nuclear facility for assessment\*.
- e. Assist the State Department of Health in radiological monitoring and accident assessment\*.
- f. Define hazardous radioactive materials and promulgate rules and regulations for their transportation within the Commonwealth.
- g. Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

\*Actions performed by the DEQ in the ingestion exposure EPZs will be contingent upon radiation levels being deemed acceptable to the general populous by qualified persons from the Bureau of Radiological Health (BRH) and in accordance with established limits.

5. GAME AND INLAND FISHERIES, DEPARTMENT OF

- a. Collecting samples of wildlife and fish suspected of being radiologically contaminated for analysis by the State Department of Health\*.
- b. Provide back-up communications to support emergency response activities.
- c. Provide small boats with motors for administrative, logistical, and operational use of waterways contiguous to nuclear power stations.
- d. Assist the Department of Health in radiological monitoring and accident assessment\*.
- e. Assist in warning people in boats on Lake Anna in the vicinity of the North Anna Power Station.
- f. Assist in traffic control of boats of Lake Anna in the vicinity of the North Anna Power Station.
- g. Assist in traffic control of boats and ships on the James River in the vicinity of the Surry Power Station.
- h. Assist in warning persons in the Hog Island Wildlife Management Area in the vicinity of Surry Power Station.
- i. Assist in the evacuation of Surry Power Station personnel and other persons from Hog Island Wildlife Management Area, if necessary.

- j. Provide a decision-making official at the agency office to be in continuous contact with the Virginia EOC.

\*Actions performed by DGIF in the ingestion exposure EPZs will be contingent upon radiation levels being deemed acceptable to the general populous by qualified persons from the Bureau of Radiological Health (BRH) and in accordance with established limits.

6. HEALTH, DEPARTMENT OF

- a. Perform accident assessment, to include:
  - (1) Provision of the Radiological Emergency Response Team (RERT) for radiological assessment and response.
  - (2) Determining actual off-site radiological consequences.
  - (3) Record keeping and documentation of off-site effects of the accident.
- b. Assess the radiological consequences for the ingestion exposure pathway, relate them to the appropriate Protective Action Guides (PAGs), and make timely, appropriate protective action recommendations to mitigate exposure from the ingestion pathway.
- c. Advise State and local officials on the implementation of pertinent protective actions based on accident assessment.
- d. Task other State agencies for providing radiological monitoring teams and furnishing appropriate protective clothing, dosimeters, and monitoring equipment.
- e. Establish radiological exposure control for:
  - (1) State and local government radiological emergency response personnel.
  - (2) Other emergency response personnel.
  - (3) The affected populace.
- f. Develop and provide recommendations to provide appropriate controls to isolate food to prevent its introduction into commerce.
- g. Determine whether condemnation or other disposition of contaminated foods is appropriate.
- h. Determine the availability of and coordinate the use of medical facilities that could accommodate and care for persons involved in a radiological emergency who may require medical care.

- i. Provide other emergency health services.
- j. Develop criteria for establishing controlled areas or zones surrounding an accident site, including ingress/egress control provisions and perimeter radiological surveillance of persons entering or leaving controlled zones within the plume and ingestion pathways.
- k. Request and coordinate Federal assistance for monitoring and assessment provided under the Federal Radiological Emergency Response Plan and provide administrative and logistical support and liaison to Federal personnel on request.
- l. Request and coordinate assistance for radiological monitoring and assessment under the Southern Mutual Radiation Assessment Plan (SMRAP).
- m. Develop criteria for re-entry into homes and evacuated areas.
- n. Advise local governments when re-entry criteria have been met.
- o. Develop and conduct, in coordination with the Virginia Department of Emergency Management, training programs for medical support personnel who may be called upon to care for off-site victims of a radiological accident and assist in conducting other radiological training programs.
- p. Procure, store, and administer the issuance of potassium iodide.
- q. Provide Bureau of Radiological Health (BRH) Operations Officers and advisors and a decision-making official from the Virginia Office of Emergency Medical Services (OEMS) to the Virginia EOC.

7. MARINE RESOURCES COMMISSION, VIRGINIA

- a. In case of a radiological emergency at the Surry Power Station, provide boats and assist in warning and evacuation, as required.
- b. Assist the VDH and VIMS in environmental sampling of shellfish, finfish, and other marine life.
- c. Assist the Virginia Department of Emergency Management (VDEM) in assessing initial damage to marine resources.

8. MARINE SCIENCE, VIRGINIA INSTITUTE OF

- a. Assist in environmental sampling of shellfish, finfish, other marine life, and silt.
- b. Assist the VDEM in assessing initial damage to marine resources.

9. TRANSPORTATION, VIRGINIA DEPARTMENT OF

- a. Stock or identify locations where necessary barricade material and signs may be obtained to limit access to designated restricted areas\*.
- b. Deliver or locate barricade materials and signs as directed by the Virginia Department of Health-BRH, and in coordination with the State and local law enforcement agencies and VDEM.

\*This action may not apply to local jurisdictions beyond the 10-mile EPZ.

10. VIRGINIA COOPERATIVE EXTENSION

- a. Provide advice to State and local officials on how to minimize losses to agricultural resources from radiation effects.
- b. Provide information and assistance to farmers and others to aid them in preparing for, and returning to normal after a radiological emergency.
- c. Conduct damage assessments in potentially affected areas and, in coordination with VDEM and the respective local government(s), inform farmers, growers and producers of any actions that should be undertaken.
- d. Provide damage assessment reports to VDEM and the respective local government(s).
- e. Serve as a member of both the State and Local Food and Agriculture Council, and respond to both local and State requests for help in preventing damage, assessing damage, and providing information to help people recover from a disaster.

E. OPERATOR OF FIXED NUCLEAR FACILITY

1. Coordinate and interface nuclear facility Emergency Plans with State and local government emergency operations plans.
2. Perform the initial assessment of a radiological accident.
3. Conduct initial and on-going environmental sampling within the plume and ingestion exposure pathways.
4. Notify State and affected local governments of a radiological emergency.
5. Establish the Local Emergency Operations Facility (LEOF), as necessary.
6. Establish the Joint Information Center and coordinate news releases with State Public Affairs Office.
7. Notify and provide accident response and recovery coordination with the

Nuclear Regulatory Commission and nuclear industry organizations, including nuclear insurers.

8. Provide a representative to the Virginia Emergency Operations Center, upon request.

## VIII. CONCEPT OF OPERATIONS

### A. EMERGENCY CLASSIFICATION LEVELS FOR NUCLEAR FACILITIES

Four emergency classification levels have been established for the purpose of reporting and defining preplanned actions to be taken in response to emergencies at fixed nuclear facilities. These emergency classification levels could develop sequentially. However, the first indication of a problem could be a higher level than the UNUSUAL EVENT.

#### 1. NOTIFICATION OF UNUSUAL EVENT

Unusual events are in process or have occurred which indicate a potential degradation of the level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.

#### 2. ALERT

Events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases expected to be limited to small fractions of the EPZ Protective Action Guideline exposure levels.

#### 3. SITE AREA EMERGENCY

Events are in process or have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Any releases not expected to exceed EPA Protective Action Guideline exposure levels except near site boundary.

#### 4. GENERAL EMERGENCY

Events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels off-site for more than the immediate site area.

### B. NOTIFICATION

1. The operator of the Surry Power Station will notify local governments within the plume EPZ and the Virginia EOC when any one of the four emergency classification levels has been declared at the facility.
2. The Virginia EOC will notify all jurisdictions within the ingestion exposure pathway and adjacent states of a radiological emergency occurring at the Surry Power Station. This notification will be made when a Site Area Emergency is declared, if not earlier.
3. The VEOC will transmit to each local organization recommended protective measures based upon protective action guides (PAGs) and other criteria. This shall be consistent with the recommendations of the U.S. Environmental Protection Agency (EPA) regarding exposure resulting from passage of radiological airborne plumes and with other Federal recommendations regarding radioactive contamination of human foods and animal feeds.

C. ALERTING

1. Plume Exposure Pathway

A siren system is employed to alert the public within 10 miles of a nuclear power station. It is the primary means of notifying the public within 10-mile EPZs of NAPS and SPS.

2. Ingestion Exposure Pathway

The primary means for notifying local jurisdictions within the ingestion exposure pathway will be by Virginia Criminal Information Network (VCIN) with backup by commercial telephone. **In the County of Dinwiddie, initial notification will be received at the Emergency Communications Center in the Police Department.** The individual receiving the notification will then notify or transmit a copy of the Report of Emergency to the Coordinator of Emergency Management or his designated representative.

D. ACCIDENT ASSESSMENT

1. EMERGENCY PHASE

Dominion Virginia Power, based on the control room's instrumentation, will make initial assessment of the emergency. This initial assessment will include a projection of off-site consequences, and if indicated, recommended protective actions. Bureau of Radiological Health officials located in the LEOF will review this initial on-site assessment as soon as possible. Ongoing assessment will be made by the Bureau of Radiological Health in cooperation with Dominion Virginia Power Health Physics, based on on-site instrumentation, meteorological conditions, and off-site radiation monitoring reports provided by the local and State field monitoring teams.

2. INTERMEDIATE AND RECOVERY PHASE

Environmental sampling will be performed within the ingestion pathway to detect any radiological contamination. The sampling is conducted to protect the public from consumption of contaminated food and water and to ensure that adequate protective actions have been implemented. The Department of Health's Bureau of Radiological Health (BRH) has developed an Initial Environmental Sampling Plan covering the entire Ingestion Pathway EPZ for the Surry Power Station. The initial monitoring points located within the County of Dinwiddie where State agencies may take environmental samples are contained in Attachment 2, page 29. If necessary, BRH will develop a more extensive sample plan in coordination with other State agencies. Actual sampling will be performed by various State agencies and will include dairy products, produce, water, food processors, fish, shellfish, soil and vegetation. Attachment 2 also identifies categories of various commodities, activities or establishments where samples may be collected. Analysis of samples will be conducted by the Division of Consolidated Laboratory Services or at the BRH mobile laboratory. Results from the sample analyses will be used to determine protective actions.

#### E. EXPOSURE LIMITS

##### 1. GENERAL PUBLIC – EMERGENCY PHASE

The State will normally recommend evacuation of areas directly impacted by the incident. In the case of special populations (e.g. those who are not readily mobile) sheltering may be the preferred protective action.

##### 2. GENERAL PUBLIC – INTERMEDIATE AND RECOVERY PHASES

The principal pathways for exposure of the public occupying locations contaminated by deposited radioactivity are expected to be exposure of the whole body to external gamma radiation from deposited radioactive materials (groundshine) and internal exposure from the inhalation of re-suspended materials. For reactor incidents, external gamma radiation is expected to be the dominant source.

Additional exposure could be from ingestion of contaminated water or foods such as milk or fresh vegetables. Early protective actions to minimize exposure or subsequent contamination of milk and other supplies would include area monitoring to detect contamination and putting cows on stored feed and protected source of water. Other potentially significant exposure pathways include exposure to beta radiation from surface contamination and direct contact with contaminated soil. These pathways are not expected to be controlling for reactor incidents.

EPA has also developed guidelines on exposure for the intermediate and recovery phases. Environmental sampling will be used to project the dose of persons living in an affected area. Relocation is warranted when the projected sum of the dose equivalent from external gamma radiation

and the Committed Effective Dose Equivalent from inhalation of re-suspended radionuclides exceed 2 rem in the first year.

**INTERMEDIATE PHASE**

Protective Action	Projected Dose During First Year
Relocate Population	$\geq 2$ rem
Apply simple dose Reduction Techniques	$< 2$ rem

Longer-term objectives call for doses in any single year after the first not to exceed 0.5 rem and the cumulative dose over 50 years (including the first and second years) to not exceed 5 rem.

3. **EMERGENCY WORKERS**

The State has also developed reporting, turn-back, and lifesaving levels for emergency workers, also based on EPA’s guidelines. Since a dosimeter does not measure the entire dose (TEDE), exposure limits are divided by an exposure control ratio to determine the reporting, turn-back and life-saving levels used by emergency workers when reading their dosimeters. The exposure control ratio is used to compensate for the radiation dose that is not measured by a self-reading dosimeter (SRD). These ratio calculations are performed at the LEOF by BRH and are relayed to local Radiological Officers within the plume exposure pathway. This ratio is initially set at 3 and is based on default accident source terms. This ratio will be adjusted as the accident progresses and will be based on the accident type, once known, and sample analysis performed by the utility.

Following is a chart outlining these exposure levels:

**EMERGENCY WORKER EXPOSURE LIMITS\***  
(using initial ratio of 3)

Activity	Dose Limit (rem)		
	SRD Reading	TEDE (SRD x ratio)	CDE (thyroid)
Reporting	3	9	
Turnback	5	15	
Voluntary Lifesaving	>8	>25	>250

Minors and the unborn are limited to one tenth of these values. \*Changed September 2002

## F. PROTECTIVE ACTIONS

On-site protective actions within the Surry Power Station site boundary are the responsibility of Dominion Virginia Power.

Off-site protective actions will be based, in part, on recommendations from Dominion Virginia Power. Protective actions will be substantiated, when possible, by accident assessment performed by the State Department of Health. However, if Dominion reports a GENERAL EMERGENCY, immediate evacuation may be recommended before any independent accident assessment is performed by the State. Any recommended protective actions will be transmitted to the impacted local governments by the State. The implementation of protective actions beyond the site boundary but within a 10-mile radius of the facility is the primary responsibility of the affected local governments.

Within the Ingestion Exposure Pathway EPZ, accident assessment and the coordination of emergency response, including protective actions, is the responsibility of the Virginia Department of Emergency Management (VDEM) and the State Health Department, in cooperation with the Department of Agriculture and Consumer Services, Department of Environmental Quality (Water Programs), Department of Game and Inland Fisheries, and the Virginia Cooperative Extension Service.

One or several of the following protective actions may be taken to avoid or reduce dose.

### 1. EVACUATION

Evacuation utilized within the plume EPZ, is the immediate departure of persons within a certain area. See the section on Exposure Limits for more information.

### 2. SHELTER IN PLACE

Shelter in place utilized within the plume EPZ, is the action of remaining in dwellings with windows and doors closed, ventilation turned off and other air intake areas covered (e.g. fireplace).

### 3. TRAFFIC - ACCESS CONTROL

Traffic control points are established to expedite traffic away from the affected area. Access to the area will be restricted until it is determined to be safe to reenter. This will prevent persons from acquiring additional exposure or becoming contaminated.

### 4. PERSONNEL MONITORING AND DECONTAMINATION

If it is suspected that persons were exposed to radiation, it will be recommended that those persons proceed to an EAC so that they can be monitored for possible contamination. If contamination is found on them the staff at the EAC will decontaminate them. Personal belongings or vehicles will be decontaminated as time permits.

5. USE OF RADIOPROTECTIVE DRUGS FOR EMERGENCY WORKERS

Potassium iodide, a radioprotective drug, may be utilized for emergency workers performing functions within the plume to prevent damage to the thyroid. Since potassium iodide is only used in the case of direct exposure to the plume it is not a concern beyond the plume (10-mile) EPZ.

6. RELOCATION

Relocation is a protective action, taken in the intermediate phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

7. PASTURING, FEED AND WATER CONTROL FOR FARM ANIMALS

Farmers could be instructed to move farm animals into a shelter and to give them feed and water from protected sources. The primary concern should be given to dairy animals and poultry. These precautions will lessen the possibility of the uptake of radioactive materials by the animals.

8. FOOD PRODUCTS, WATER, AND MILK CONTROL

Protective actions could include restricting the intake of food, water and milk that do not come from protected sources. This precaution would be in place until sampling determines that these items are safe for consumption.

9. OTHER DOSE REDUCTION TECHNIQUES AND PROTECTIVE ACTIONS

Other dose reduction methods that may be used during the intermediate and recovery phases include those listed below. These methods may be recommended in areas that are not relocated.

- Scrubbing and/or flushing surfaces

- Soaking or plowing of soil
- Removal and disposal of small spots of soil found to be highly contaminated
- Disposal of contaminated products
- Restrictions on harvesting
- Restrictions on hunting and fishing
- Washing or peeling of produce
- Diverting milk to allow for decay of radioiodines; production of cheese
- Condemning of milk and food
- Closing of the intakes for contaminated water supply

G. RECOVERY, RELOCATION AND REENTRY

The Recovery, Relocation and Reentry phases will begin when the utility or facility operator terminates the emergency or when events at the site have been down-graded and conditions stabilized. Off-site radiological monitoring, assessment, and environmental sampling will be continued until terminated by the State Radiological Assessment Officer, Virginia Department of Health officials, and the State Coordinator of Emergency Management or when missions have been completed. State and local government officials will continue to take whatever actions necessary to provide for the safety and economic well being of the populace and to return impacted areas to normalcy.

H. IMMUNITY FROM LIABILITY

In accordance with paragraph 44-146.23 of the Commonwealth of Virginia Emergency Services and Disaster Laws, neither the State, nor political subdivision thereof, nor Federal agencies, nor public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities.

IX. DIRECTION AND CONTROL

A. COORDINATION OF EMERGENCY OPERATIONS

1. Direction and control of radiological emergency response operations in the County of Dinwiddie is the responsibility of the County's Director of Emergency Management. Economic development, planning and public health activities to include damage assessment functions and local public information news releases will be coordinated through the County's Office of Emergency Management. State and Federal agency assistance will be requested through the Virginia EOC at (804) 674-2400, or toll-free (800) 468-8892.
2. The County of Dinwiddie Emergency Communications Center located in the Fire & EMS Administration Building is staffed 24 hours a day. This center will receive the initial notification of radiological emergency from the Virginia Emergency Operations Center (VEOC). Subsequent notifications will be sent to this center by the VEOC unless an alternate

location is established for this purpose.

3. County agencies and departments tasked in Attachment 3 and agency chief's identified in Appendix D will provide support to the overall emergency response as directed or requested by the Office of Emergency Management.

## B. COMMUNICATIONS

Commercial telephone will be the primary means of communications. Other best available means will be utilized as necessary. In the event communications assistance is needed, the County may make requests for supplemental emergency communications or restoration of existing service to the Virginia EOC Communications Officer at the VEOC.

## C. EMERGENCY RESPONSE FACILITIES

The County will establish and maintain an adequate facility (may be local EOC) for direction and coordination of response efforts within the ingestion exposure pathway.

## D. PUBLIC INFORMATION

1. The dissemination of accurate and timely information to the citizens and the dispelling of rumors in times of emergency is one of the most critical elements of an effective emergency response.
2. The County of Dinwiddie will ensure that its citizens are informed about a radiological emergency and the implementation of protective measures. A Public Information Officer will be designated by the County to implement the County's Public Information Operating Procedures during a radiological emergency.

## X. RESPONSIBILITIES

Responsibilities assigned to the various departments of the County of Dinwiddie in support of radiological emergency response operations are outlined in Section VII of this Plan. County agencies assigned radiological emergency responsibilities may develop and keep more detailed SOPs in addition to this Plan to assure a capability to fulfill their responsibilities. Each agency will review its SOPs annually and report any necessary changes to the Coordinator of Emergency Management. The County of Dinwiddie will participate in ingestion exposure pathway exercises for the Surry Power Station at a level consistent with the preparedness and response goals and objectives of the County, and in coordination with the VDEM and Dominion Virginia Power. VDEM will provide planning and other technical assistance, as requested.

## XI. EXECUTION

This Plan is effective for execution upon notification of a radiological emergency within the County and for training upon receipt. The Coordinator of Emergency Management

will maintain, review, and update this Plan annually. Responsible County officials should recommend to the Coordinator of Emergency Management, at any time, improvements and changes thereto which are appropriate. The Plan and any approved changes will be forwarded to all organizations and individuals with responsibilities for implementation of the Plan. Revised pages shall be dated.

## XII. **TRAINING, DRILLS, AND EXERCISES**

### A. **TRAINING**

The County of Dinwiddie, in conjunction with the State, will participate in and provide training to involved organizations and individuals.

Initial training and retraining will be offered to any individuals and organizations that would be involved in a radiological emergency response.

### B. **EXERCISES**

The County of Dinwiddie will participate in ingestion exercises as set forth by Dominion Virginia Power, the Commonwealth of Virginia, and the Federal Emergency Management Agency. Ingestion pathway exercises are held in the State once every six years, alternating between the North Anna and Surry Power Stations.

Any findings, areas recommended for corrective action, or improvement by Federal Evaluators or other observers will be considered and corrected by appropriate training, plan update, and/or demonstration in the next scheduled exercise.

## XIII. **ATTACHMENTS**

1. Surry Power Station Ingestion Pathway Emergency Planning Zone
2. Initial Environmental Sampling Points within the SPS Ingestion Pathway EPZ
3. Summary of Primary and Support Responsibilities
4. Report of Emergency Form – Ingestion Exposure Pathway

## XIV. **APPENDIXES**

- A. Intermediate and Recovery Phase Actions/Considerations
- B. Public Information Procedures
- C. Decontamination, Re-Entry, and Return
- D. Telephone Directory

**SURRY POWER STATION**  
INGESTION PATHWAY EMERGENCY PLANNING ZONE

JURISDICTIONS WITHIN THE 50-MILE EPZ

	<i>Counties</i>	<i>Cities</i>
Virginia	1. Accomack@	1. Chesapeake
	2. Charles City County	2. Colonial Heights
	3. Chesterfield+	3. Franklin
	4. Dinwiddie	4. Hampton
	5. Essex+@	5. Hopewell
	6. Gloucester	6. Newport News*
	7. Greensville	7. Norfolk
	8. Hanover+	8. Petersburg
	9. Henrico+	9. Poquoson
	10. Isle of Wight*	10. Portsmouth
	11. James County*	11. Richmond+
	12. King and Queen+@	12. Suffolk
	13. King William+	13. Virginia Beach
	14. Lancaster@	14. Williamsburg*
	15. Mathews	
	16. Middlesex@	
	17. New Kent+	
	18. Northampton	
	19. Northumberland@	
	20. Prince George	
	21. Richmond+@	
	22. Southampton	
	23. Surry*	
	24. Sussex	
	25. York*	
North Carolina	1. Camden	
	2. Currituck	
	3. Gates	
	4. Hertford	
	5. Northampton	
	6. Pasquotank	

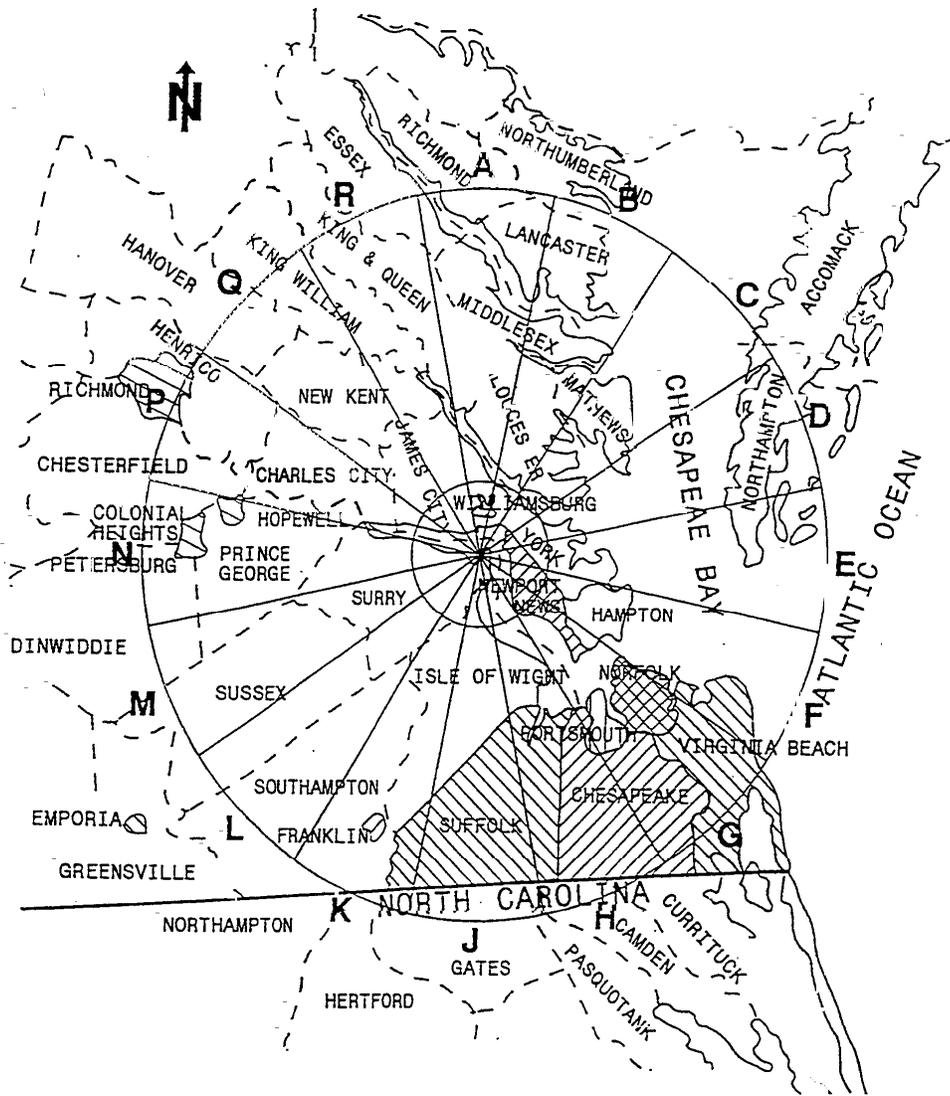
\* Within 10 miles of SPS

+Within 50 miles of NAPS

@ Within 50 miles of the Calvert Cliffs Nuclear Power Plant, Lusby, Maryland

**SURRY POWER STATION**  
INGESTION PATHWAY EMERGENCY PLANNING ZONE

MAP OF 50-MILE EPZ



Attachment 2

INITIAL ENVIRONMENTAL SAMPLING POINTS  
**SURRY POWER STATION**  
INGESTION PATHWAY EPZ

Radiological Plan-32

**County of Dinwiddie**

The Department of Health's Bureau of Radiological Health (BRH) has developed an initial sampling plan covering the entire ingestion exposure pathway EPZ. The plan prescribes the sample media or type and size by weight or volume for the initial environmental sample. Depending on the analysis and finding of the initial sample and the commodities grown or produced in the vicinity where the initial sample was taken, the VDH may request a sampling of a specified commodity from the particular location for more detailed analysis. This second sample along with other considerations will provide the basis on which to make Protective Action Recommendations (PAR's).

The Virginia Department of Health has not identified any initial monitoring points within the County of Dinwiddie with respect to the Surry Power Station. This does not preclude the identification of locations where one or more commodities as shown below may be sampled in order to make a protective action recommendation or decision regarding protective measures.

**DAIRY OPERATIONS—Cow, goat**

**LIVESTOCK OPERATIONS**

**POULTRY OPERATIONS**

**CROPS: Corn, Soybeans, Wheat, Other (above ground, below ground)**

**GROWERS: Vegetable—Spinach, Cabbage, Broccoli, Asparagus, Other (above ground, below ground)**

**GROWERS: Fruits—Strawberries, Grapes, Apples, Other (above ground, below ground)**

**APIARIES (Bee Colonies)**

**FISH AND SHELLFISH**

**FEED STORES**

**FOOD PROCESSORS**

**FOOD STORES**

**RESTAURANTS**

**WATER SUPPLY INTAKE POINTS**

# # # # #

Attachment 3

SUMMARY OF PRIMARY AND SUPPORT RESPONSIBILITIES

<b>Department or Agency</b>	<b>1. Emergency Management Operations</b>	<b>2. Protective Action Decision-Making</b>	<b>3. Protective Action Investigations</b>	<b>4. Field Measurement and Analysis</b>	<b>5. Emergency Notification and Public Information</b>
Office of Emergency Management	P	S	S	S	P
Fire	S	S	S	S	S
EMS	S	S	S	S	S
Hazardous Materials/Radiological	S	S	S	S	S
Sheriff's Office	S	S	S	S	P
Emergency Communications Center	S	S	P	S	P
Public Affairs	S	S	S	S	S
Extension Agent	S	S	S	S	S
County Health Department	S	S	S	S	S
Sanitation	S	S	S	S	S
Planning Department					
Disaster Recovery/Finance					
Office of the County Administrator					

Evaluation Area/Sub-Element/Criterion

1. **Emergency Operations Management**

- a. Mobilization
- b. Facilities
- c. Direction and Control
- d. Communications Equipment
- e. Equipment and Supplies to Support Operations

2. **Protective Action Decision-Making**

- a. Emergency Worker Exposure Control (including Contamination Control)
- b. Radiological Assessment and Decision-Making for the Ingestions Exposure Pathway
- c. Radiological Assessment and Decision-Making Concerning Relocation, Re-Entry and Return

**P = Primary Responsibility**

**S = Supporting Responsibility**

3. **Protective Action Implementation**
  - a. Implementation of Emergency Worker Exposure Control (including Handling and Disposal of Contaminated Vegetation, etc.)
  - b. Implementation of Ingestion Pathway Decisions
    - (1) Information Regarding Water, Food Supplies, Milk, and Agricultural Production is Available and Appropriately Utilized
    - (2) Appropriate Measures, Strategies, and Pre-Printed Instructional Material are Developed and Available for Implementing PAD's
      - (a) *For Contaminated Milk, Contaminated Water*
      - (b) *For Contaminated Food Supplies and Agricultural Products*
4. **Field Measurement and Analysis**
  - a. Field Team Sample Collection
  - b. Sample Transfer to Laboratory
5. **Emergency Notification - Public Information**
  - a. Information presented in media briefings and media releases is consistent with Protective Action Decisions.
  - b. Timely and accurate information is provided to media outlets and to the public.
  - c. Copies of pertinent emergency information and media information kits are available for dissemination to the media.
  - d. Public inquiry hotline is established and staffed to provide or obtain accurate information.
  - e. Public information media outlets are monitored to identify inaccurate information and to correct false or misleading reports.

**Report of Emergency Form – INGESTION EXPOSURE PATHWAY**

**FOOD PROTECTIVE MEASURES  
Fruits and Above Ground Vegetables**

**Message No.:** \_\_\_\_\_

***For Use By Commonwealth of Virginia***

**Message:**

"This is the Virginia Emergency Operations Center (VEOC)"

**This message is for all local governments within the 50-mile Ingestion Exposure Pathway EPZ of**

- NORTH ANNA POWER STATION (NAPS)
- SURRY POWER STATION (SPS)
- CALVERT CLIFFS NUCLEAR POWER PLANT (CCNPP)

**The emergency message is as follows:**

**Item 1 - Emergency Class:** \_\_\_\_\_ Declared at \_\_\_\_\_ on \_\_\_\_\_

Notification of Unusual Event \_\_\_\_\_  Alert (24 Hr. Time)  
(Date)

Site Area Emergency  General Emergency  
 Emergency terminated

**Item 2 - Prognosis of Situation:**

- Improving.  Stable.
- Worsening.  Other:

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**Item 3 - Recommended Offsite Protective Actions Within INGESTION EXPOSURE PATHWAY Are:**

- None.
- Detailed surveying of the Ingestion Exposure Planning Zone indicates the need to take the following actions:

Attachment 4 (Continued)

(Check the applicable recommendation(s))

Fruits and Above Ground Vegetables, grown above the ground, in the areas listed below, should be thoroughly washed, brushed, scrubbed or peeled before consumption to remove surface contamination. Preservation by canning, freezing or dehydration is also recommended to permit the radioactive decay of short-lived radionuclides:

Areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fruits and Above Ground Vegetables, grown above the ground, in the following areas should be condemned:

Areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Item 4 - This message authorized by** \_\_\_\_\_  
Name

Transmitted from the Virginia EOC \_\_\_\_\_ / \_\_\_\_\_  
24 Hr. Time Date

**For Local Government Dissemination:**

Message Received By: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Local Communicator Date 24 Hr. Time

Forwarded To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Emergency Services Coordinator Date 24 Hr. Time

## Appendix A

### PUBLIC INFORMATION

The County will, if necessary, issue news releases that contain County-specific information that would be useful to dairymen, farmers, food processors, feed producers, County residents, and others as warranted. Along with news releases, County-specific information will be provided at the County's public information media center to reporters from radio and television stations, and newspaper outlets that service the area. To ensure consistency throughout the impacted area, the release of all information to the public and local media representatives should be coordinated with the VDEM Public Affairs Officer (PAO) at the Joint Information Center (JIC) or other location established by VDEM for this purpose.

#### 1. MISSION

To maintain, through all available communications media, a continuous flow of information and instructions before, during, and after a disaster so that the public will:

- a. Accept the conditions of a disaster or an emergency that are imposed upon them.
- b. Understand that the local government has plans for disaster and emergency aid for the population within the County.
- c. Understand individual responsibilities, actions and duties when the emergency plan is in effect.
- d. Have full knowledge of the existing situation in the disaster area, the actions being taken by the local government to alleviate the hardship and suffering, and the actions to be taken by the populace.

#### 2. TASKS

- a. The Director of Emergency Management or his designee will initially release all information concerning a disaster.
- b. Upon the direction of the Director, this function may pass to the Coordinator of Emergency Management who will:
  - (1) Receive, review, and approve all news releases prior to their release to the public.
  - (2) Coordinate the release of all disaster-related information with other departments or agency heads.

The responsibilities of the Public Information Officer (PIO) during a radiological emergency includes:

1. Monitoring state and local government operations to determine information that needs to be released to the public. Local jurisdictions can request copies of state news releases and EAS messages from the VDEM PAO at the JIC or the Virginia EOC.
  
2. Informing the public in the affected area that the radiological accident has occurred, any pertinent information, and of any protective actions that should be taken. This will entail the preparation, coordination and release of:
  - a. News Releases - Information can be distributed through news releases. The Director of Emergency Management or his designee should approve all news releases prior to public dissemination. See Attachment 1, page A-3 for sample news releases.  
  
Once distributed, copies of news releases issued at the local level should be transmitted via fax to the VDEM PAO at the Joint Information Center (JIC) or VEOC. The JIC is located at:  
  

Innsbrook Technical Center  
5000 Dominion Boulevard  
Glen Allen, Virginia 23060  
(804) 273-3790 (fax)  
(804) 273-3842(voice)
  
  - b. EAS Messages - If the information to be distributed is of critical nature, the Emergency Alert System can be activated. EAS activations are usually performed at the state level. However, if this is not possible local jurisdictions may activate, if necessary. Information on the operational area that covers the County of Dinwiddie is contained in Attachment 2.
  
3. Provide media briefings as required. If conditions warrant, briefings should be on a scheduled basis. Information which might be included in briefings include the following:
  - a. Plant conditions
  - b. Protective action decisions for ingestion
  - c. Environmental sampling and assessment efforts
  - d. Rumor control telephone number(s)
  - e. Corrections to rumors/misinformation
  
4. Provide rumor control. This includes answering inquiries from the public, monitoring the media to determine if accurate information is passed to the public, and correcting any misinformation broadcasted by the media. A telephone number should be published as

soon as this function is established.

5. Maintain liaison with media resources.

#### ATTACHMENTS

1. Sample News Releases
2. EAS Operational Area for the County of Dinwiddie

SAMPLES NEWS RELEASES

#1 This is an important bulletin from the Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the \_\_\_\_\_<sup>1</sup> on \_\_\_\_\_<sup>2</sup>. The Virginia Cooperative Extension Service in conjunction with the local Extension Service and the Virginia Department of Agriculture and Consumer Services recommends that farmers and growers terminate all farming operations within the County of Dinwiddie until notified to resume operations. Dairymen, if applicable, in the County of Dinwiddie are advised to place milk cows in sheltered areas, if possible, and to put them on stored feed and water until further notice.

Samples are being taken from the area to determine if radioactive contamination is present. The results determine whether the previously mentioned protective actions can be relaxed or whether additional protective actions are necessary. As soon as a determination is made, you will be informed. Stay tuned to this station for further information

#2 This is an important bulletin from the Coordinator of Emergency Management, Office of Emergency Management, regarding the incident that occurred at the \_\_\_\_\_<sup>1</sup> Power Station \_\_\_\_\_<sup>2</sup>. The State Health Department has collected and analyzed environmental samples from areas within the County of Dinwiddie and has determined that no area within the County was affected by the incident.

Stay tuned to your local station for additional information and updates.

<sup>1</sup> Insert the Surry Power Station or other site where incident occurred.

<sup>2</sup> Insert day and time of occurrence.

**County of Dinwiddie**  
EMERGENCY ALERT SYSTEM (EAS) OPERATIONAL AREA

**The Richmond Extended Local Area**

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WRVA Radio  
Voice: (804) 780-3400; Fax: (804) 780-3427

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WRVA-AM 1140 kHz is STATE PRIMARY  
WRVQ-FM 94.5 mHz is STATE RELAY  
WRXL-FM 102.1 mHz is NATIONAL PRIMARY

TELEVISION:	WTVR	Channel 6	Richmond
	WWBT	Channel 12	Richmond
	WRIC	Channel 8	Petersburg
RADIO:	WRVA	1140 AM	Richmond
	WRNL	910 AM	Richmond
	WRVQ	94.5 FM	Richmond
	WKLR	96.5 FM	Richmond
	WTVR	98.1 FM	Richmond
	WRXL	102.1 FM	Richmond
	WMXB	103.7 FM	Richmond
	WBTJ	106.5 FM	Richmond

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The Virginia Department of Emergency Management (VDEM) will coordinate EAS messages from State authorities and forward them to the Common Program Control Station-1, WRVA, in the Richmond extended area, and WGH for the Newport News/Peninsula operational area. Local governments will submit requests for activation of the EAS to the State with one exception: If unable to contact the Virginia Emergency Operations Center (VEOC) by telephone or radio, local governments are authorized to activate the local EAS and forward emergency action messages to the Common Program Control Station for that jurisdiction. All information to be broadcast via the EAS will be disseminated in accordance with the State EAS Plan.

VDEM will establish communications, by telephone, with the states of Maryland and North Carolina for exchange of information concerning radiological emergencies at nuclear facilities within any of the three states that might affect one of the other states. The following systems may be utilized as backups: FNARS, NAWAS.

For additional background or information on the Commonwealth of Virginia EAS Plan, visit the State Emergency Communications Committee (SECC) website at <http://www.jmu.edu/wmra/eas/index.html>

You will find at this site the State EAS Plan which was prepared by the Virginia State Emergency Communications Committee, the Virginia Department of Emergency Management, the Federal Communications Commission, the National Weather Service, state and local officials, and the broadcasters and cable operators of Virginia. It provides background data and prescribes specific procedures for the broadcast media and cable to issue emergency information and warnings to the general public in Virginia, or any portion thereof within a station's broadcast coverage capability, at the request of designated local, state and/or federal government officials.

## **ABOUT EAS**

---

The Emergency Alert System is designed to provide the President of the United States automatic access to the nation's broadcast and cable facilities, and to speak directly to the country in times of national disaster. Secondly, the EAS system can be used by the National Weather Service and State and local officials to disseminate other types of emergency information. Your EAS encoder/decoder will receive commands either directly from the source of the emergency, or from a web of other broadcasters in your area that will relay the information from the primary source.

## **PUBLIC CONSIDERATIONS**

The listening and viewing habits of the general public are inherent factors for consideration and are conducive to the effectiveness of the Virginia Emergency Alert System (EAS). Continuing public education is required to increase public awareness of the Virginia Emergency Alert System (EAS) as an established medium for the receipt and/or distribution of emergency information to the general public at the local, state and national levels.

## **ADJACENT STATES**

Counties, cities, and local areas bordering neighboring states are encouraged to monitor a State Relay (SR) of the neighboring state. In some areas this is spelled out in the state plan of the neighboring state. Some stations may find it necessary to monitor more than two sources to effectively execute EAS in their local area. Compliance can be fulfilled by monitoring a SR from two states when necessary to provide dissemination of emergency information from a two-state area. The State SECC can be contacted for recommendation on monitoring assignments in areas of adjacent states.

## Appendix B

### DECONTAMINATION, RE-ENTRY, AND RETURN

#### I. MISSION

- A. To provide for the decontamination of people, vehicles, livestock, structures, crops, soil, and any other surfaces that are contaminated with radioactive material.
- B. To provide for re-entry (temporary access) and return (reoccupation) into affected areas evacuated due to a radiological emergency.
- C. To develop Recovery, Re-entry and Return Plan to address Missions A or B above.

#### II. CONCEPT OF OPERATIONS AND PROCEDURES

##### A. Contamination Levels

An individual or surface will be considered contaminated if a survey reading indicates a level in excess of 0.1 mR/hr above background.

##### B. Decontamination Activities

- 1. Decontamination activities will be performed by or under the guidance of Virginia Department of Health-Bureau of Radiological Health (VDH-BRH) if this action is warranted in any jurisdiction within the ingestion pathway beyond the Plume (10-mile) EPZ.

##### C. Structures and Vehicles

- 1. Vehicles used by evacuees and emergency workers that have been in the evacuated area will be monitored and, if necessary, decontaminated by washing the vehicles with soap and water. Radiological Emergency Response Plans of each jurisdiction within the 10-mile EPZ will have additional information and guidance on this subject.
- 2. If such action is deemed necessary, decontamination of structures and vehicles will be under the direction and control of a local government agency officer or agent designated by the Coordinator of Emergency Management. Advice, recommendations, and training on decontamination will be provided by VDH.

- D. Crops and Soil (Including all fruits and vegetables, grown commercially or for home use)
1. Crops and soil that may have become contaminated with radioactive materials will be monitored for contamination by the Virginia Department of Health and other appropriate agencies.
  2. The Division of Consolidated Laboratory Services and the BRH mobile laboratory will analyze crop samples, as necessary.
  3. For small areas, decontamination may be accomplished by digging up the affected area and disposed as determined by Virginia Department of Health.
  4. For a large area, decontamination may be accomplished by a variety of methods including plowing, soaking of soils, or some other acceptable means.
  5. VDH will monitor crops grown on land that has been decontaminated to assure that they are safe for consumption.
- E. Livestock
1. Livestock in the affected areas will be monitored for contamination by VDH based on accident assessment calculations and the results of initial samplings.
  2. Decontamination will be conducted under the supervision of VDH.
- F. Recovery Planning
1. Recovery planning will be initiated after conditions on-site, i.e., at the respective nuclear power station, have stabilized and immediate public health and safety and property protective actions accomplished. Off-site contamination levels will be characterized and the extent of damage or long-term effects will be determined based on extensive analyses by federal and state agencies. Recovery planning will focus on the following issues:
    - a. Assistance and resources needed to return impacted areas to normalcy.
    - b. Conditions for temporary re-entry and permanent return into restricted areas.
    - c. Appropriate actions relative to contaminated foods, land and property.

- d. Continued radiological dose assessment, dose commitment, integrated dose, and health effects to the public--both short- and long-term.
- e. Decontamination of selected foods, vehicles, buildings, equipment and other properties.
- f. Support to persons and property owners in the affected areas for financial restitution.
- g. Plans and procedures for (1) disposal of contaminated soils and other properties and (2) conditions by which restrictions on food consumption, marketing, and other economic and commercial activities may be lifted.
- h. Coordination with counties and adjacent states affected by radioactive contaminants, the exposure time periods, activity levels, and significance of radiation exposures.
- i. Redirection of mail deliveries to evacuees and relocated populations.
- j. Development of an economic recovery plan.
- k. Financial impact of restrictions placed on the sale of commercial foodstuffs and the curtailment of wholesale and retail marketing in affected communities.
- l. Continue to monitor and control the spread of radioactive contamination of both humans and animals.
- m. Ongoing public information outreach effort.

G. Re-Entry and Return

- 1. The decision to allow re-entry and return into an evacuated area rests with the Director of Emergency Management of the local jurisdiction affected after consultation with VDEM.
- 2. Return will normally be recommended by VDH only when the projected dose is less than 2 Rem during the first year. This dose is the sum of the effective dose equivalent from external gamma radiation and committed effective dose equivalent from inhalation of re-suspended materials. Additionally, doses in any single year after the first should not exceed 0.5 Rem and the dose over 50 years excluding the first and second years, not exceed 5 Rem.
- 3. Individuals who are permitted to re-enter a restricted zone to work, or for other justified reasons, will require protection from radiation. Such individuals should enter the restricted zone under controlled conditions in

accordance with dose limitations and other procedures for control of occupationally exposed workers. Ongoing doses received by these individuals from living in a contaminated area outside the restricted zone need not be included as part of this dose limitation applicable to workers. In addition, doses received previously from the plume and associated ground-shine, during the early phase of the nuclear incident, need not be considered.

- a. Individuals reentering a restricted area will be registered, issued a permit and given a briefing on hazards. See Tab A for briefing outline. See Tab B, pages B-5 to B-7 for Re-entry Log and Tab C for Re-entry Pass.
- b. Individuals permitted temporary re-entry will be issued dosimetry so that their exposure can be recorded.
- c. Escorts trained and provided by the Department of Health-BRH or the County may accompany individuals who are permitted to temporarily enter restricted areas to perform critical operations.
- d. All persons entering and exiting restricted areas will be monitored and exposure reading recorded on the Emergency Worker Form REC-1. See Tab D, page B-8.

### III. LOGISTICS

#### A. Decontamination Equipment

1. The use of ordinary soap and water will be the primary method of decontamination. If more extensive decontamination methods are required, VDH will be consulted.
2. Radiation detection equipment used by local emergency services personnel to monitor a surface for contamination will be supplied through VDEM. Training in the use of this instrumentation and maintenance of the equipment will be provided by VDEM.

#### B. Decontamination Assistance

Contact VDEM or VDH for decontamination assistance.

#### TABS:

- A - Sample Reentry Briefing Outline
- B - Re-entry Log
- C - Re-entry Pass
- D - Emergency Worker Form REC-1

**Tab A**

**SAMPLE RE-ENTRY BRIEFING\* OUTLINE**

Briefings will be conducted at designated public facilities.

**I. NATURE OF EMERGENCY**

- A. Area Evacuated or Restricted
- B. Source and Nature of Release

**II. RADIOLOGICAL RISKS**

- A. Short Term (Early) Effects, e.g. radiation sickness.
  - Early Effects - Early effects from an extremely high radiation dose would occur within the first two or three months. These effects may include nausea, fatigue, vomiting, diarrhea, loss of appetite, loss of hair, temporary sterility, and clinically-detectable changes such as chromosomal changes in skin.
- B. Long Term (Delayed) Effects, e.g. higher risk of cancer, genetic defects.
  - Delayed Effects - Delayed effects from an extremely high radiation dose would not appear until years later. These may include somatic effects, such as increase in the incidence of cancer among those exposed or genetic effects such as increased prenatal mortality or heredity defects in future generations.

**III. EXPOSURE REDUCTION**

- A. External Hazards - Time, Distance Shielding
- B. Internal Hazards - Ingestion, Inhalation, Absorption
- C. Read and Review Information on Re-Entry Pass. See Tab C, page B-7.

**IV. RADIATION MONITORING**

- A. Dosimetry Use. TLD devices may not need to be issued.
- B. Survey monitoring at Facility - Decontamination if necessary.

**V. REGISTRATION AND RE-ENTRY PERMIT PROCESS**

\*Conducted by Local Government Radiological Officer with advice by or in conjunction with State BRH Specialists.



**Tab C**

**RE-ENTRY PASS**

PASS #: \_\_\_\_\_

- You have requested to enter an evacuated area.
- You must present this pass to law enforcement officials when requested.
- Remember the following information given to you during the briefing:
  1. NO eating, drinking, or smoking in the evacuated areas.
  2. DO NOT spend any more time than you have to in the evacuated area.
  3. DO NOT remove livestock or produce from the evacuated area.
- Return to the facility that issued you this pass before the expiration time.

EXPIRATION

DATE: \_\_\_\_\_ FACILITY: \_\_\_\_\_

TIME: \_\_\_\_\_

