

TOWN OF CHRISTIANSBURG



EMERGENCY OPERATIONS PLAN

MARCH 2022

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Executive Summary

The Town of Christiansburg Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Management and Disaster Laws of 2000, as amended, § 44-146.13 to § 44-146.29:2.

The revised plan is an accurate and appropriate reflection of how the Town will address natural and man-made disasters and events as they develop. The revised plan is based on current resources available at the local level.

The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a Basic Plan followed by the Emergency Support Functions (ESFs), and Support Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations in the Town of Christiansburg to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

In addition to the Executive Summary, included in the Basic Plan is a Council Resolution. The purpose of this resolution is two-fold. First, it serves as the format for formal adoption of the Town of Christiansburg Emergency Operations Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before the Town Council for formal adoption.

Basic Plan

I. Introduction

The Town of Christiansburg is vulnerable to a variety of hazards such as flooding, winter storms, high winds, wildfires and resource shortages. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all Town of Christiansburg public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the Town of Christiansburg Emergency Operations Plan (EOP). The *"Commonwealth of Virginia Emergency Management and Disaster Laws of 2000"*, as amended (Code of Virginia, § 44-146.13 to 44-146.29:2) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events.

The Town of Christiansburg Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, and Support Annexes.

Plan Preface

The following items are included in the Town of Christiansburg EOP:

- Table of contents
- Promulgation statement
- Executive Summary
- Record of changes
- Distribution list
- Basic Plan
- Emergency Support Functions
- Support Annexes

Purpose and Scope

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in Town of Christiansburg to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery operations. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources.

The EOP employs a multi-agency operational structure based upon the principles of the National Incident Management System (NIMS) / Incident Command System (ICS) to manage, coordinate and direct resources committed to an incident. Town of Christiansburg is a practitioner of NIMS and is committed to insuring that required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the Town of Christiansburg can effectively apply available resources to ensure that casualties and property damage will be minimized and those essential services will be restored as soon as possible following an emergency or disaster situation.

The Emergency Operations Plan (EOP) identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across town departments, agencies, and response organizations by describing an overall emergency response system:

- How town departments/agencies will be organized during response to an event, including command authorities;
- Critical actions and interfaces during response and recovery;
- How the interaction between the jurisdiction and regional, state, and federal authorities is managed;
- How the interaction between the jurisdiction and its private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies; and
- How to handle and manage needs with the resources available.

The EOP is applicable to all local agencies that may be requested to provide support. The plan has taken into consideration the local comprehensive plans adopted by Town of Christiansburg and the incorporated towns.

II. Planning Situation and Assumptions

Situation

- The Town of Christiansburg is located in the southwestern part of Virginia in the region known as the New River Valley. The town has a population of 23,343, based on 2020 U.S. Census population estimate. The following demographics are included in the population estimate:

TOWN OF CHRISTIANSBURG DEMOGRAPHIC DATA	
Demographic	Percentages/Numbers
Number of Households	9,324
Persons per Household	2.36
Median Household Income	\$60,856
Median Age of Residents	38.9 years
Persons under 5 years old	7%
Persons under 18 years old	22%
Person 65 years old and over	15.7%
Persons with a disability, age 5 and older	8.3%
Individuals below poverty	9.9%
Persons of Caucasian Race	89.9%
Persons of African-American Race	5.8%
Persons of Asian Race	2.8%
Persons of Hispanic or Latino Race	3.0%
Persons of Other Race	1.6%
Persons who speak a language other than English	7.2%

Table No. 1 – Demographic Data

- The Town has a land area of 14.65 square miles and lies in the broad picturesque area between the Appalachian Plateau and the Blue Ridge Mountains. The town is surrounded by Montgomery County.
- Interstate 81 is a heavily traveled north-south interstate with a high percentage of truck traffic. U.S. Route 460 is the primary east west route through Montgomery County. The portion of route 460 between I 81 and Blacksburg is the highest traveled primary in Montgomery County. Business Route 460 runs through both Blacksburg and Christiansburg. State Route 114 connects Route 460 in Christiansburg to Pulaski County to the west and Route 11. This 2-lane primary is the main connector to Pulaski County and Radford and serves the Radford Army Ammunition Plant (RAAP). It also provides a link from Pulaski County to the commercial area in Christiansburg.

Virginia Tech Montgomery Executive Airport

- The Authority is comprised of representatives from the Towns of Blacksburg and Christiansburg as well as Town of Christiansburg. The Airport serves primarily corporate and private clientele and is located at 1600 Ramble Road in Blacksburg.

Norfolk and Southern Railroad

- Norfolk and Southern provides freight rail service to the area. There has been discussion of the return of passenger rail service with Christiansburg being mentioned as a potential site for a station.

Virginia Tech

- The University is a special traffic generator within the MPO. Events such as graduation, sporting events, and other special weekends can plan a special role in area transportation.
- The plan takes into account the increasing risks related to manmade hazards, identified through hazardous materials reporting required by the Superfund Amendments and Reauthorization Act of 1986 (SARA). The plan further takes into account, through a review of the *Pre-Hazard Mitigation Plan for New River Valley, Virginia*, the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards occurring in Town of Christiansburg include flooding, severe snow and ice storms, high winds, and risk of wildfire. The table below indicates the probability of the incidents identified above. Both natural and man-made hazards identified below pose a potential for loss of life, property, agriculture, and infrastructure.

Hazard	Probability
Flooding	High
Winter Storms/Ice	High
Dam Failure	Moderate
Drought	Moderate
High Winds/Windstorms	Moderate
Wildfire	Moderate
Biological	Moderate
Chemical	Moderate
Transportation Incident	Moderate
Earthquakes	Low
Thunderstorms /Lightning	Low
Tornadoes/Hurricanes	Low
Aircraft Incident	Low
Radiological	Low

Table No. 2 – Hazard Probability

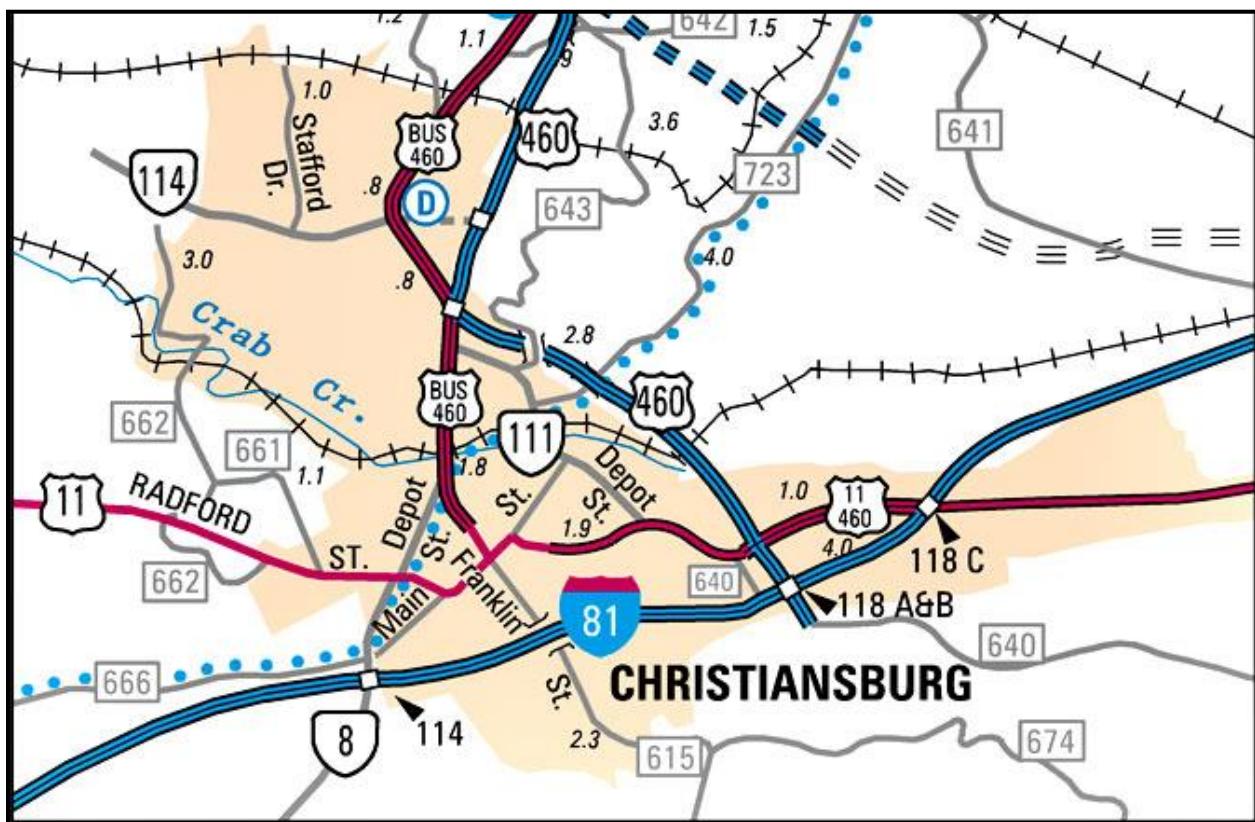
- Capability Assessments indicate the strength and knowledge of the personnel in emergency procedures, the importance of the installed and tested emergency alert system throughout the town , and reinforce the need to continue efforts to integrate response with local and state response plans. The Local Capability Assessment for Readiness (LCAR) is a process used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR is updated annually, as required by the *“Commonwealth of Virginia Emergency Management and Disaster Laws of 2000”*, as amended. A copy of the full report may be obtained by contacting the Town Manager or Emergency Management Coordinator.

Assumptions

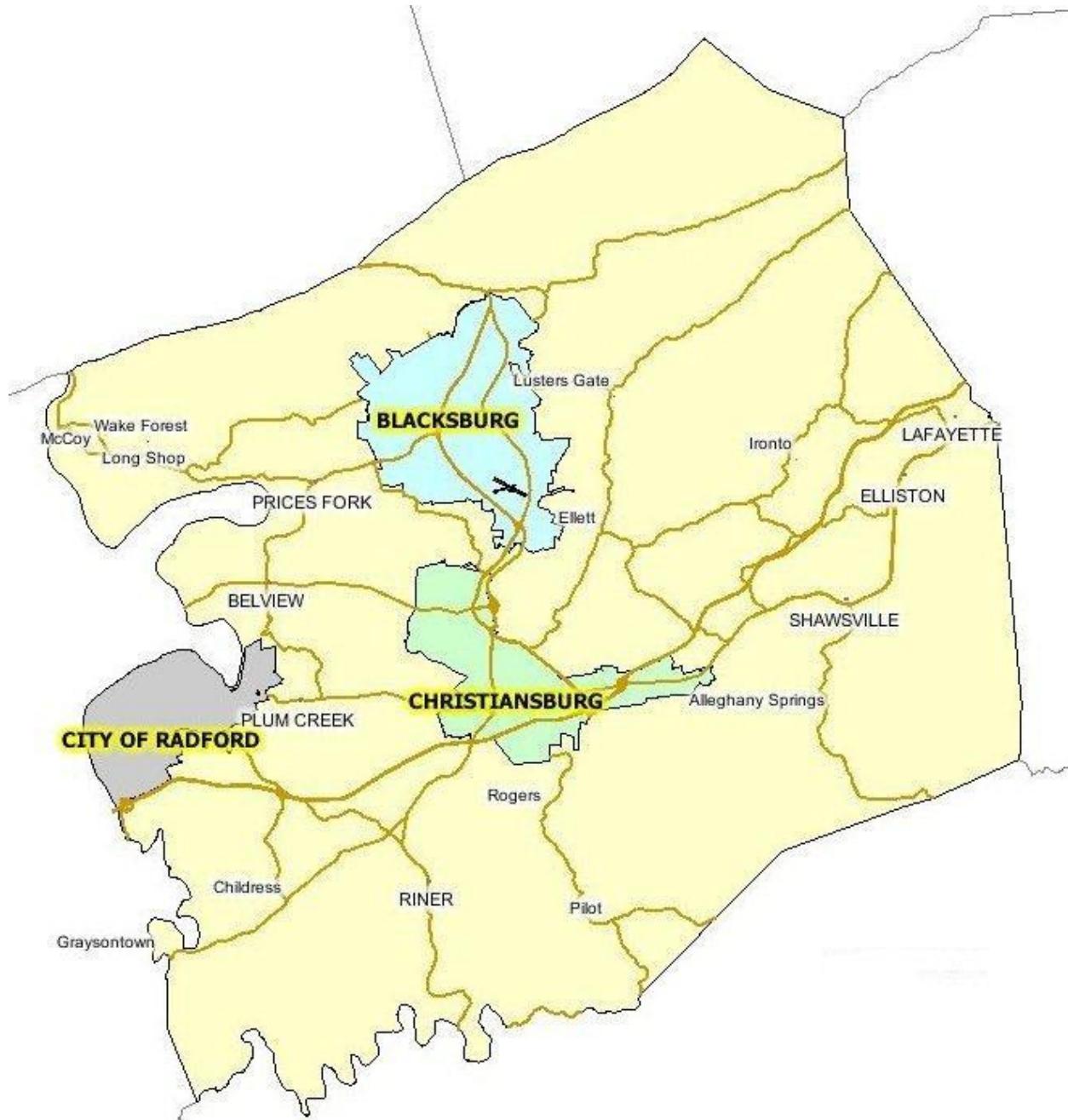
Town of Christiansburg's Emergency Operations Plan is based on an all-hazards principle that most emergency response functions are similar regardless of the hazard.

- The Emergency Management Coordinator will mobilize resources and personnel as required by the situation to save lives, protect property, restore critical infrastructure, ensure continuity of government, and facilitate recovery of individuals, families, businesses, and the environment.

- Incidents are managed at the local level.
- Town of Christiansburg will have mutual aid agreements with neighboring jurisdictions.
- Town of Christiansburg uses the National Incident Management System (NIMS) and the Incident Command Structure (ICS).
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans, and the Emergency Manager may request the facility to furnish a copy for review as applicable by the *Code of Virginia*.
- Regulated facilities (Superfund Amendments and Re-authorization Act sites posing a specific hazard) will develop, coordinate, and furnish emergency plans and procedures to local, town and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

Tab 1 to Planning Situation and Assumptions**MAP OF TOWN OF CHRISTIANSBURG**

Tab 1a to Planning Situation and Assumptions
MAP OF SURROUNGING COMMUNITIES



III. Roles and Responsibilities

The Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended, provides that Emergency Management organizations and operations are structured around existing constitutional government. Section 44-146.19 of this Code establishes the powers and duties of political subdivisions.

Town of Christiansburg's 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

Members of the Town of Christiansburg Town Councils are responsible for:

- Protecting the lives and property of citizens;
- Understanding and implementing laws and regulations that support emergency management and response;
- Implement Resolution to adapt the emergency management program;
- Appointing the Town Manager as the local emergency manager;
- Adopting and promulgating the Emergency Operations Plan (EOP).

Director of Emergency Management (Town Administrator)

The Town Administrator, serving as the jurisdiction's chief executive, is responsible for the public safety and welfare of the people of Town of Christiansburg. The Town Administrator is responsible for:

- Coordinating local resources to address the incident;
- Determining the need to evacuate endangered areas;
- In coordination with the state Health Director, to affect a quarantine.
- Providing leadership
- Exercising direction and control from the EOC during disaster operations; and
- Overall responsibility for maintaining and updating the plan.
- Has the authority to declare a local emergency

Emergency Management Coordinator

The Emergency Management Coordinator (Chief or Fire and Rescue or appointee) is appointed by the local governing body. The Coordinator has the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Assessing the availability and readiness of local resources most likely required during an incident;
- Developing mutual aid agreements to support the response to an incident;
- Coordinating damage assessments during an incident;
- Advising and informing local officials about emergency management activities during an incident;
- Developing and executing public awareness and education programs;
- Conducting exercises to test plans and systems and obtain lessons learned;
- Involving the private sector and nongovernmental organizations in planning, training, and exercises;
- Maintaining the local EOC in a constant state of readiness;
- Developing and maintaining the Emergency Operations Plan (EOP), ensuring the plan takes into account the needs of the jurisdiction, including persons, property, structures, individuals with special needs, and household pets;
- Assuming certain duties in the absence of the director of Emergency Management; and
- Ensuring that the EOP is reviewed, revised and adopted every four years.

Local Government Agencies

Local department and agency heads collaborate with the Emergency Management during development of the EOP and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, and public

health) are integrated into the EOP. The department and agency heads develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They also participate in interagency training and exercises to develop and maintain their capabilities. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities, such as:

- 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; and
- Establish and maintain list of succession of key emergency personnel.

Emergency Support Functions (ESFs)

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and Emergency Management that are most likely to be needed during incidents. 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. Town of Christiansburg identifies the primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on the resources and capabilities in a given functional area. (See Appendix 1 – Matrix of Responsibilities) Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF Annexes. Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating the ESFs. The ESFs are responsible for:

- Developing and maintaining detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identifying sources of emergency supplies, equipment and transportation;
- Maintaining accurate records of disaster-related expenditure and documentation;
- Protecting and preserving records essential for continuity of government; and
- Establishing a line of successions for key emergency personnel.

Nongovernmental and Volunteer Organizations

- Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, a local American Red Cross chapter provides relief at the local level and provides staffing of ESF #6 – Mass Care. The Virginia Voluntary Organizations Active in Disaster (VVOAD) is a group of recognized local, state, and national organizations that provide disaster relief. VVOAD provides significant capabilities to incident management and response efforts.
- Local Disaster Recovery Task Forces also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

Private Sector

- Private sector organizations play a key role before, during, and after an incident. They must provide for the welfare and protection of their employees in the workplace. The Emergency Management Coordinator must work with businesses that provide water, power, communications, transportation, medical care, security, and numerous other services upon which both response and recovery are dependent. Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

- The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The four distinct roles of the private sector organizations are summarized below.

Type of Organization	Role
Impacted Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resource	Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee.

Table No. 3 – Private Sector Roles

- Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery activities. Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. Town of Christiansburg maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, response and recovery activities. Private sector representatives should be included in planning and exercises.

Citizen involvement

- Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. The Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer services to help make communities safer, stronger, and better prepared to address all-hazards incidents. The Citizen Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.
- The Citizen Corps Council implements the Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), Neighborhood Watch, Volunteers in Police Service, and the affiliate programs and provides opportunities for special skills and interests. These programs develop targeted outreach for special needs groups and organize special projects and community events.

Individuals and Households

Although not formally a part of emergency management operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes, such as raising utilities above flood level;
- Preparing an emergency supply kit and household emergency plan, including supplies for household pets and service animals;
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open, and reduce demands on landline and cellular communication;
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are needed most; and
- Enrolling in emergency response training courses to enable them to take initial response actions required to take care of themselves and their households.

IV. Concept of Operations

General

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended, provides that Emergency Management organizations and operations will be structured around existing constitutional government. Town of Christiansburg's organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Director of Emergency Management is the Town Administrator. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator. 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 and be responsible for emergency public information.
3. The Emergency Management Coordinator, the Chief of Fire and Rescue or appointee, assisted by department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is located in the Town Hall. The alternate EOC is located at the Christiansburg Fire Department.
4. The day-to-day activities of the Emergency Management program, for which the Emergency Management Coordinator is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the Town EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
5. The Director of Emergency Management or, in their absence, the Emergency Management Coordinator will determine the need to evacuate large areas and the Fire Chief can order the evacuation and 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. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
7. The Emergency Management Coordinator will assure compatibility between the town's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the town as appropriate.
8. The locality must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through VDM regional staff and escalated to the State EOC as needed necessary.
9. The Director of Emergency Management or, in his absence, the Emergency Management Coordinator, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement

increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.

10. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is needed. In time of emergency, the heads of town offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
11. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
12. 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). 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.

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 services Management;
 - Director of Emergency Management;
 - Coordinator of Emergency Management
 - Incident Commander

Organizational charts for Town of Christiansburg Incident Command Structure, Emergency Management and Structure, Emergency Operations Center Structure, and Joint Field Office Structure are located on pages 12-15 of 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.

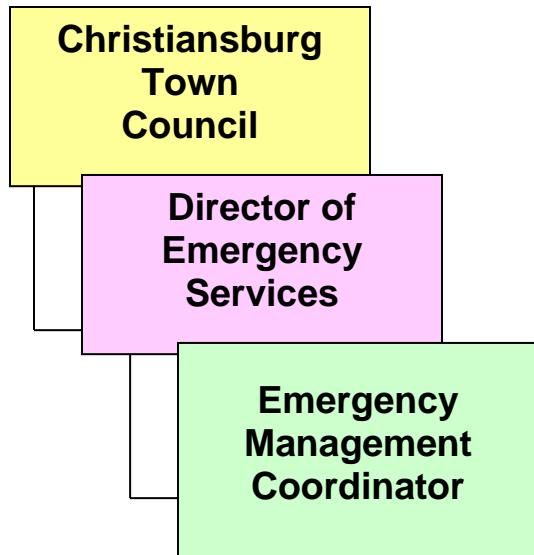
The Incident Command System ensures:

- 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)
- The diagram on Page 19 represents the EOC staff. Additional details on the EOC function can be found in the ESF # 5 Annex.

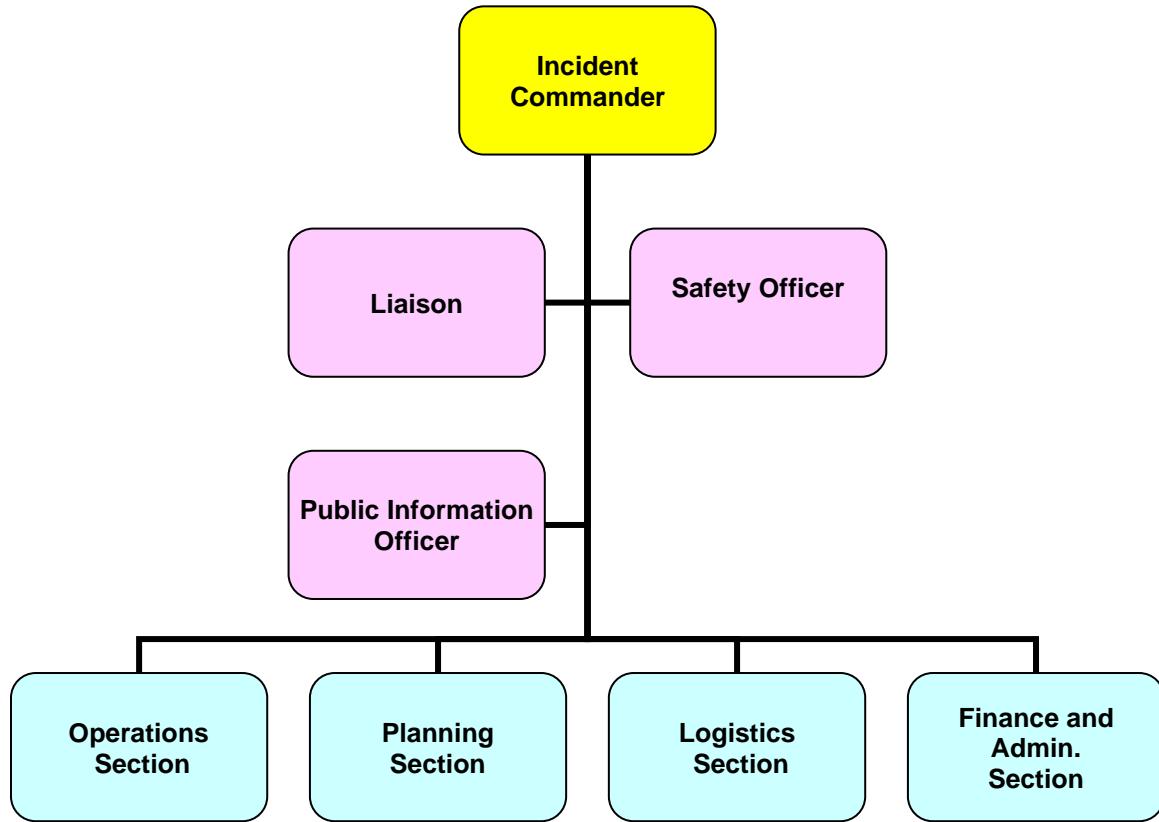
Joint Field Office (JFO)

- The Joint Field Office (JFO) is responsible for coordinating Federal assistance supporting incident management activities locally. Activities at the JFO primarily focus on recovery operations; however, a JFO may be operating simultaneously with a local EOC during response operations.
- The diagram on Page 15 represents the JFO Organizational Structure. Additional details on the programs and services coordinated from the JFO are available in Emergency Support Function #14 Annex.

**TOWN OF CHRISTIANSBURG EMERGENCY MANAGEMENT
ORGANIZATIONAL STRUCTURE**

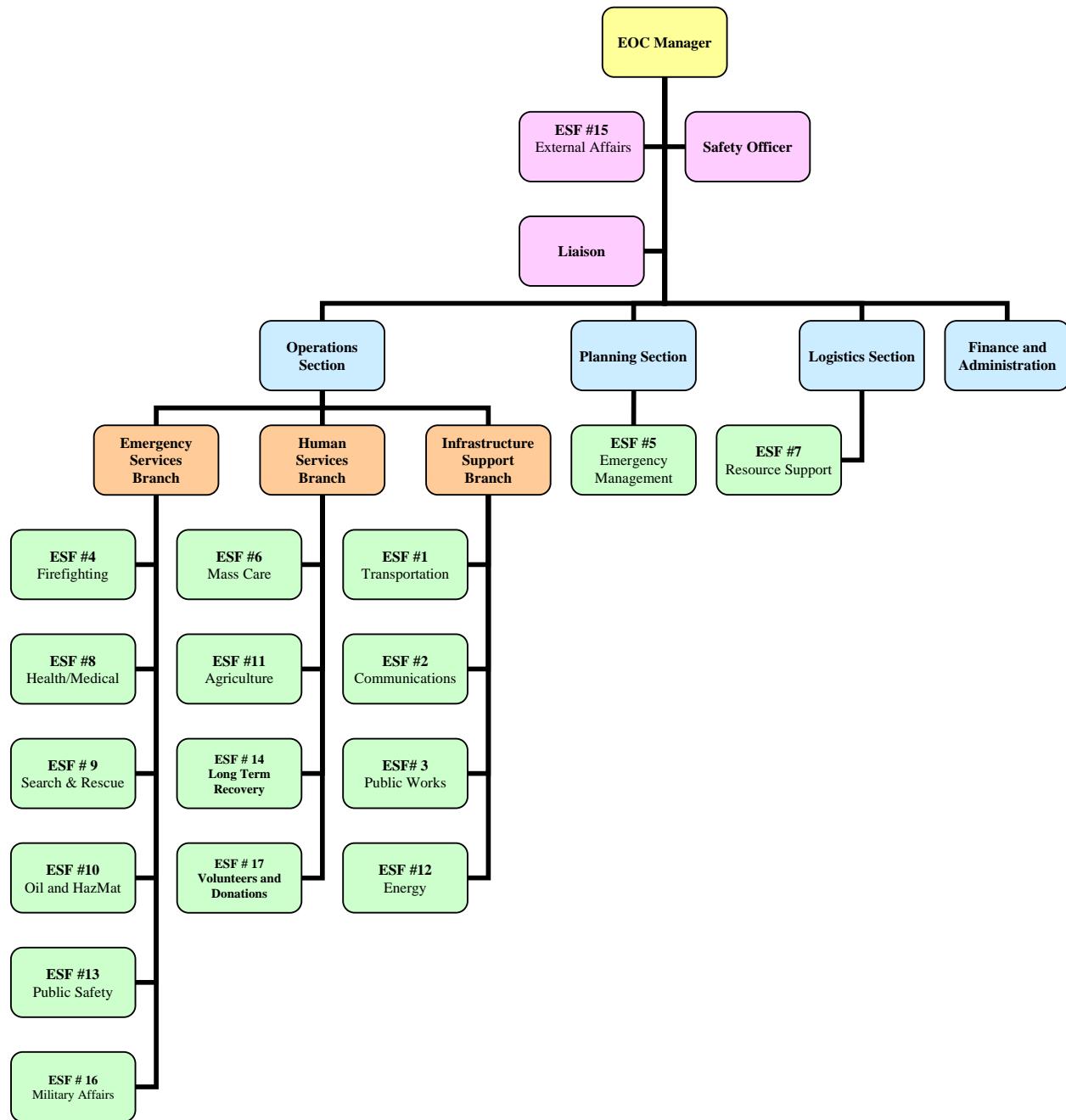


TOWN OF CHRISTIANSBURG
INCIDENT COMMAND SYSTEM STRUCTURE

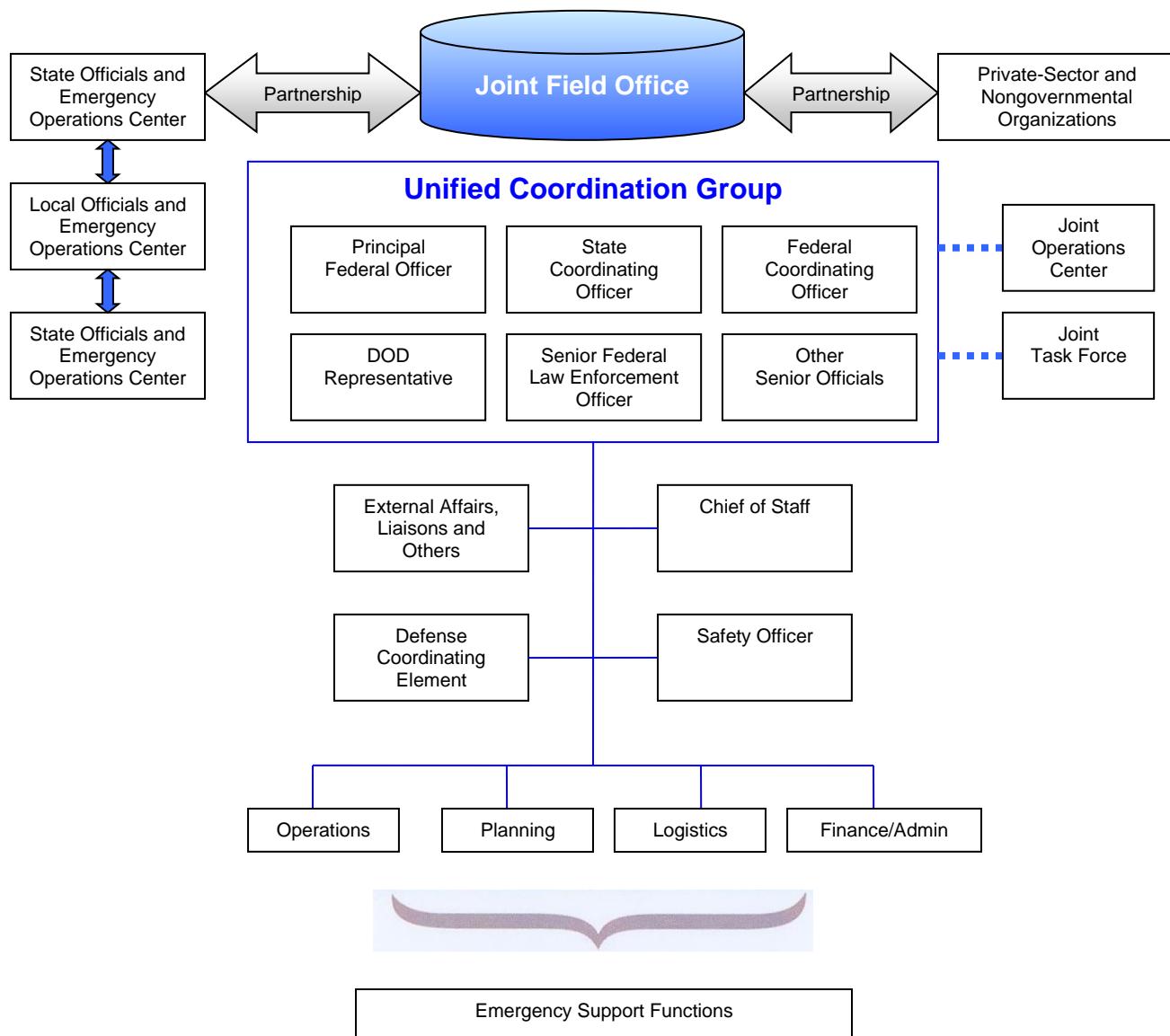


TOWN OF CHRISTIANSBURG

EMERGENCY OPERATIONS CENTER STRUCTURE



JOINT FIELD OFFICE ORGANIZATIONAL CHART



Sequence of Action

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-emergency/Normal Operations

These are actions that are implemented during non-emergency or disaster periods that will prepare Town of Christiansburg for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal websites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- Conduct response and incident management training.

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.

Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the local governing body of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Coordinate with external agencies (i.e. Health Department, American Red Cross, etc.); and
- Determine any protective action measures that need to be implemented in preparation for the situation.

Response Actions

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Urban search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance;
- Protection and restoration of critical infrastructure;

- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

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

Recovery Actions

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to normal as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Preliminary damage assessment—within 72 hours if impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological sites during other recovery operations.

A Joint Field Office (JFO) may open 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 Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

Declaration of a Local Emergency

The Town Council 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 cannot convene due to the disaster or other exigent circumstances, the director or in his absence the deputy director shall declare the existence of an

emergency, subject to the confirmation by the governing board within 14 days of the declaration (Title 44-146.21 Code of Virginia).

A declaration of a local emergency as defined in 44-146.16 shall activate the Town of Christiansburg EOP and authorize the furnishing of aid and assistance thereunder (Title 44-146.21(b)).

Activation of the Emergency Operations Center (EOC)

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

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster 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 Emergency Alert System (EAS). Other systems will be used as available.

V. Finance and Administration

Town of Christiansburg's Finance Department ensures the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

The Director of Emergency Management/ Town Administrator must notify the Finance Director or designee that a local emergency or disaster has been declared in accordance with the provisions set forth in *Section 44-146.21 of the Virginia Emergency Management and Disaster Law of 2000, as amended*.

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 Town Administrator may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- H. Town of Christiansburg 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. Town of Christiansburg 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.

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 Town Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, human resource policies and procedures.

VI. Plan Maintenance

Coordination

The Emergency Management Coordinator 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.

The planning team may include the Emergency Management Coordinator, Public Works, representatives from internal agencies such as Finance, Human Resources, etc. External group representatives may include Emergency Medical Services (EMS), Fire, Law Enforcement, Hospitals, Red Cross, Health Department, and others as appropriate.

Town of Christiansburg will conduct a comprehensive plan review and revision of its EOP every four years, followed by adoption from the Town Council to ensure the plan remains current.

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

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

VII. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Town of Christiansburg Emergency Operations Plan (EOP). The Director of Emergency Management will ensure 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 Town of Christiansburg EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Town of Christiansburg. This program will be designed to attain an acceptable level of emergency preparedness for Town of Christiansburg.

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

The Emergency Management Coordinator will develop, plan, and conduct tabletop, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Town of Christiansburg EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Town of Christiansburg. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Town of Christiansburg may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

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

Amateur Radio Emergency Management

- 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 systematically 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.

Decontamination

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

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.

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

- 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 town's Emergency Operations Plan.

Homeland Security Exercise and Evaluation Program

- The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP constitutes a national standard for all exercises. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

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 Town 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 Town 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 Town 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 Town 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

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
HSEEP	Homeland Security Exercise and Evaluation Program
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
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Management
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

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
5. Comprehensive Preparedness Guide 101, Interim Version, August 1, 2008

State

1. Commonwealth of Virginia Emergency Management and Disaster Law of 2006, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2007

Local

1. New River Valley Regional Pre-Hazard Mitigation Plan, 2004
2. Town of Christiansburg Comprehensive Plan,

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	ESF # 16 – Military Affairs	ESF # 17 – Volunteers & Donations
Emergency Management	P	P	S	S	P	P	P	S	S	P	S	S	S	P	P	S	S
Fire			S	P	S	S			P	P			S		S		
EMS/ Public Health			S	S	S	S		P	P	S	S		S		S		
Law Enforcement	S	S	S	S	S	S	P	S	P	S	S	S	P		P	S	
Public Works	S		P	S	S	S		S	S	S		S					
Building Inspection			P		S							S		S			
Planning and Zoning			S		S									S			
Parks and Rec.			S														
American Red Cross			S		S	P					S			S			
Information Technology		P			S												
Social Services					S	P					S			S			
Logistics					S												
Finance					S												
Transportation	P		S			S	S						S				
Schools	S	S				S								S		S	
CSB						S								S			
Water Authority			S								S						
Town Attorney			S		S									S			
Public Affairs		S				S					S			S		S	
VVOAD						S					S			S	P	S	
Local Recovery Task Force														S			S
Extension Service						S					P						
Hospital																	
E-911		P				S	P							S			
Animal Control						S					P						
District Health	S					S											
Private Sector	S					S											
Amateur Radio		S															
Utility Providers		S	P			S						P					
Virginia DEQ		S								P	S						
VA DOF			S														
Rooftop of VA						S	P				S			P		P	
VDEM						S		P			P						
Civil Air Patrol								S									
VDACS											S						
VA DGIF											S						
VVMA											S						
VANG							S									P	

P = Primary

S = Support

Appendix 5 – 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, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in the table below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	1. Director of Emergency Management 2. Asst. Director of Emergency Management 3. Emergency Management Coordinator
Emergency Public Information	1. Director of Emergency Management 2. Asst. Director of Emergency Management 3. Emergency Management Coordinator 4. Public Information Officer (PIO)
Police Department	1. Police Chief 2. Major 3. Captain
Fire Department	1. Chief of Fire and Rescue 2. Assistant Chief 3. Captain
Emergency Medical Services (EMS/Rescue)	1. Chief of Fire and Rescue 2. Deputy Chief 3. Captain
School Division	1. Superintendent 2. Director of Facilities and Operations 3. Support Services Specialists 4. Supervisor of Maintenance 5. Director of Administration
Building Inspections	1. Building Official 2. Building Inspector
Utilities	1. Director 2. Assistant Director
Health Department	1. District Health Director 2. Nursing Supervisor Senior 3. Business Manager
VPI Extension Service	1. Unit Director 2. Extension Agent 3. Senior Secretary
Social Services	1. Director 2. Social Work Supervisor 3. Eligibility Supervisor

Table 5 – Succession of Authority

Appendix 6 – Emergency Operations Plan Distribution List

Director of Emergency Management / Town Administrator
Emergency Management Coordinator
Police Department
Fire Department
Rescue Squad
Utilities
Director of Inspections
Director of Parks and Recreation
Assessor (Chief)
Director of Social Services
Unit Director - Extension Service
Health Department
Town Attorney
Communications Center
Board of Supervisors
Public School System
Public Information Office
Rescue Squads
Virginia Department of Transportation
Damage Assessment Team
Local Emergency Planning Committee

Appendix 7 – Essential Records

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 Office.

* 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 Town of Christiansburg 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 8 – NIMS Resolution

Declaration of Adoption National Incident Management System

BE IT RESOLVED by the Town of Christiansburg Department of Emergency Management as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Town of Christiansburg Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Town of Christiansburg Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that Town of Christiansburg Department of Emergency Management adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted by the Christiansburg Town Council and effective on the date of adoption.

Mayor, Town of Christiansburg

ATTEST:

Clerk, Town of Christiansburg

Adopted this ____ day of _____ 20____

Appendix 9 – Resolution of Adoption of EOP

**Resolution
Emergency Operations Plan**

WHEREAS the Town Council of Town of Christiansburg, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

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

WHEREAS Town of Christiansburg has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Town of Christiansburg, 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.

Mayor, Town of Christiansburg

ATTEST:

Clerk, Town of Christiansburg

Adopted this ____ day of _____ 20_____

Appendix 10 – Local Declaration of Emergency

Consent to Director of Emergency Management's DECLARATION OF EMERGENCY

WHEREAS, the Town Council of the Town of Christiansburg does hereby find:

1. That due to _____, Town of Christiansburg is facing dangerous conditions;
 2. That due to _____, conditions of extreme peril to life and property necessitates the proclamation of the existence of an emergency;
 3. The Director of Emergency Management has declared a local emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that the Town Council of the Town of Christiansburg consents to the declaration of emergency by the Director of Emergency Management and the emergency now exists throughout Town of Christiansburg; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Town of Christiansburg Emergency Operations Plan is now in effect.

Town Council of the Town of Christiansburg

ATTEST:

Clerk, Town of Christiansburg

Adopted this _____ day of _____, 20_____

Appendix 11 – Record of Changes

Should any stakeholder find an error in this plan that stakeholder should contact the Emergency Management Coordinator and make him/her aware of the issue. Also if any person has a suggestion to improve upon this plan they should also contact the Emergency Management Coordinator to offer that suggestion.

Emergency Support Functions (ESF's)

Emergency Support Function # 1 – Transportation

Primary Agencies

Town of Christiansburg Emergency Services
Virginia Department of Transportation (VDOT)

Secondary/Support Agencies

Town of Christiansburg Police Department
Montgomery County Public Schools
Private Contractors

Introduction

Purpose:

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

Scope:

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- 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; and
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

Policies:

Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident, including, but not limited to:

- Use of available transportation resources to respond to an incident;
- Provide traffic control;
- Facilitate the prompt deployment of resources;
- Recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;
- Develop and maintain priorities for various incidents through an interagency process led by Town of Christiansburg and the Virginia Department of Transportation.
- Request additional resources

Concept of Operations

General:

The Emergency Operations Plan (EOP) 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 Town of Christiansburg Emergency Operations Center (EOC) for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

Town of Christiansburg, in conjunction with the Virginia Department of Transportation (VDOT), is responsible for transportation infrastructure of Town of Christiansburg. Town of Christiansburg and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes 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, rail and bus transit 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; and
- Maintain and restore critical transportation routes, facilities, and services.

Responsibilities:

- Develop, maintain, and update plans and procedures for use during an emergency or disaster;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert the Town of Christiansburg, and local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- Keep record of all expenses through the duration of the emergency;
- Follow emergency procedures and policies for conducting evacuations;
- Include procedures for traffic control;
- Identify pre-designated Pick-Up Sites, if any; and
- Identify viable transportation routes, to, from and within the emergency or disaster area.

Emergency Support Function # 2 – Communications

Primary Agencies

Town of Christiansburg Emergency Services
Information Technology Department

Secondary/Support Agencies

Town of Christiansburg Police Department

Introduction

Purpose:

Communications supports public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 uses available communication resources to respond to an incident by:

This ESF describes the locality's emergency communications/notification and warning system. The locality will coordinate with the Virginia Emergency Operations Center (VEOC) should additional assistance and resources be required.

Scope:

ESF # 2 works to accurately and efficiently transfer information during an incident. ESF #2 also:

- Informs the community of a threatened or actual emergency;
- Ensures Town of Christiansburg has the ability to notify the community of a disaster or emergency;
- Provides for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machine; and
- Supports Town of Christiansburg with the restoration, emission or reception of signs, signals, writing images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

Policies:

The following policies are reviewed and revised as necessary:

- The Regional Emergency Communications Center operates 24 hours a day, 7 days a week and serves as the 911 center and the locality's warning point.
- The ECC is accessible to authorized personnel only;
- The EOC staff will consist of the Coordinator, Deputy Coordinator of Emergency Management and key department heads or their designated representatives.
- Support personnel to assist with communications, logistics, and administration will also be designated. The Director of Emergency Management will be available for decision making as required, and
- The EOC will initiate notification and warning of appropriate personnel.

Concept of Operations

General:

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

The Regional Emergency Communication Center (ECC) is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and Standard Operating Procedures (SOP).

The ECC is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public.

The ECC has the capability to access the Emergency Alert System (EAS) to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

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

Amateur radio operators may provide emergency backup radio communications between the town's Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC), should normal communications be disrupted. They may also provide communications with some in-field operators.

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

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, television, use of mobile public address systems, and, if necessary, door-to-door within the affected community. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

Emergency Public Information regarding potential secondary hazards (i.e. landslides from flooding) and protective actions, such as shelter-in-place, and other information as determined by the event, will also be disseminated via radio and television.

Organization:

The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each designated agency should:

- Maintain current notification rosters;
- Establish procedures for reporting emergency information;
- Develop mutual aid agreements with like agencies in adjacent localities; and
- Provide ongoing training to maintain emergency response capabilities.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each emergency support function annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The Public Information Officer (PIO) will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information.

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

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

Actions/Responsibilities:

- Initiate notification and warning of appropriate personnel, utilizing landline telephones, voice or data—2-way radio, and wireless telecommunications devices, as required;
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- Emergency Services vehicles equipped with public address system may be used to warn the general public;
- The Coordinator of Emergency Management or designee must authorize the use of the Emergency Alert System;
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
 - Regional Emergency Communications Center
 - Emergency Alert 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 volunteers
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Develop and maintain a list of bilingual personnel;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to the Finance Section Chief.

Tab 1 to Emergency Support Function #2 EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the Regional Communications Center will notify the following officials upon receipt of a severe weather warning, other impending emergency, or when directed by an on-scene incident commander:

Official	Home Phone	Work Phone
Director of Emergency Services /Town Administrator		382-6128
Emergency Services Coordinator		230-4066
Chief of Police		382-3131
Public Information Officer		382-6128

Table 2.1 – Emergency Notification Procedures

Once operational, the local Emergency Operations Center will receive messages directly from the VEOC. It is then the responsibility of the Communications Center of the locality to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

A full listing of contact numbers is maintained in the Regional Emergency Communications Center.

Tab 2 to Emergency Support Function #2**EMERGENCY NOTIFICATION PROCEDURES****Media Contact**

(Partial Listing)

Newspaper	Address	Contact	Phone Number(s)
News Messenger	302 Main St. Suite B, Christiansburg, Va. 24073	News Director	540-382-6171
The Roanoke Times	PO Box 2491, Roanoke, Va. 24011	News Director	540-382-4905
Radio Stations	Address	Contact	Phone Number(s)
		Station Manager	
Television Stations	Address	Contact	Phone Number(s)
WDBJ 7	3601 Holiday Lane Blacksburg, VA 24060	Bureau Chief	540-951-7304
WSLS 10	821 5 th Street, Roanoke, VA 24011	News Director	800-SEE-NEWS 540-981-9126
WXFR	5305 Valley Park Drive Roanoke, Va. 24011	News Director	540-344-2127
WSET	2320 Langhorne Road Lynchburg, Va. 24501	News Director	434-455-5108

Table 2.2 – Media Contacts

Tab 3 to Emergency Support Function #2
Primary Agency Contacts

Equipment	Organization and Address	Contact	E-Mail	Phone
Public Works				540-382-1151
Police Dept.				540-382-3131
Fire Dept.				540-382-4388
Rescue Squad				540-382-9518
NRV 911 CTR				540-382-4343

Table 2.3 – Methods of Communication

Emergency Support Function # 3 – Public Works

Primary Agencies

Public Service Authority
General Services

Secondary/Support Agencies

Emergency Services
Building Inspection
Planning and Zoning
Parks and Recreation
Water Authorities
Fire and EMS Departments
Law Enforcement
County Assessor
Montgomery County Public Schools
Virginia Department of Transportation
Virginia Department of Environmental Quality
Virginia Department of Health
Extension Office

Introduction

ESF #3 addresses the public works infrastructure within Town of Christiansburg following an emergency or disaster. Functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF. ESF # 3 coordinates with the Damage Assessment Team, as described in the Damage Assessment Support Annex.

Purpose:

The purpose of ESF #3 is to:

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

Scope:

The scope of work includes the following, but is not limited to:

- Pre-incident assessment and mitigation, if necessary;
- Assess extent of damage;
- Repair and maintenance;
- Debris removal;
- Provide maintenance of the buildings and grounds and engineering-related support; and
- Clear roadways.

Policies:

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

Concept of Operations

General:

Following a disaster, Town of Christiansburg Officials will:

- 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; and
- Coordinate with insurance companies.

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

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

Organization:

Following an emergency or disaster ESF #3 will coordinate the following functions, in conjunction with appropriate local, state, and federal government agencies and non-governmental agencies:

- Assessing damaged facilities;
- Inspections 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 VDH on environmental and public health hazards; and
- Coordinate with VDOT for road clearance.

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

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

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

To minimize threats to public health, the Public Service Authority will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency

debris and materials from demolition activities. The Public Service Authority will coordinate with DEQ to monitor disposal of debris materials. In conjunction with SA-3 Debris Management Annex.

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

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

Actions/Responsibilities

- Alert personnel to report to the Emergency Operations Center (EOC);
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the community
- Assist 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; and
- Ensure all repairs comply with current building codes, land-use regulations, and the town's comprehensive plan, unless exempted.

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

Provider	Address	Phone Number(s)	Contact Person	Service
AEP		1-800-956-4237		Electric Power
ATMOS		1-888-824-3434		Natural Gas
Verizon		1-800-837-4966		Phone service
US Cellular		1-888-944-9400		Cell Phones
Water Authority		1-540-639-2575		Water Service
Public Works		1-540-382-4343		Sewer Issues

Table 3.1 – Utility Providers

Tab 2 to Emergency Support Function # 3
BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be POSTED by the squad members at the site.
2. One of the following three posters is to be used
 - A. "SAFE FOR OCCUPANCY" GREEN POSTER
No damage to structural elements.
No damage to utilities.
There is only minor damage to walls or roof affecting weather resistance.
Generally 10% or less damage.
 - B. "LIMITED ENTRY" YELLOW POSTER
There is structural damage to a portion of the building.
The building needs utility or weather resistance repairs.
The building may be occupied safely.
Generally greater than 10% and less than 50% damage.
 - C. "THIS BUILDING IS UNSAFE" RED POSTER
There is major structural damage.
No occupancy is allowed.
May or may not need to be demolished.
Generally more than 50% damage.
3. If there is immediate danger to life from failure or collapse, the squad leader should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structures.

Emergency Support Function #4 - Firefighting

Primary Agencies

Fire Department

Secondary/Support Agencies

Virginia Department of Forestry (VDOF)

Introduction

Purpose:

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

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, community, 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 community'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:

Town of Christiansburg's fire department is prepared to 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 fire fighting support will, in most cases, be submitted to the Regional Communications 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.

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 Police 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 Local 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; and
- Request mutual aid from neighboring jurisdictions, will be requested when additional personnel and/or equipment is required to control emergency.

Responsibilities

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the State EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid;
- Assist with clean-up operations; and
- Assist with inspection of damaged facilities, if applicable.

Tab 1 to Emergency Support Function #4**Fire Department Resources**

Department	Address	Phone Number(s)	Contact Person	Number Firefighters	Equipment

Table 4.1 – Fire Department Resources

Emergency Support Function #5 – Emergency Management

Primary Agency

Emergency Management

Secondary/Support Agencies

Police Department

Fire/EMS

Information and Technology

Planning and Zoning

Public Service Authority

Town Attorney

Town Administrator

Finance

Logistics

Introduction

Purpose:

Directs controls and coordinates emergency operations from the Emergency Operation Center (EOC), utilizing the Incident Command System (ICS).

Scope:

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

ESF # 5 facilitates information flow in the pre-incident prevention phase in order to:

- Place assets on alert or pre-position assets for quick response;
- Provide alerting and notification; and
- Coordinate with agencies, organizations, and outside organizations when capabilities are anticipated to exceed local resources.

Post-incident functions that support and facilitate planning and coordination are:

- 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; and
- Other support as required.

Policies:

- Provides a multi-departmental 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;
- Provides representatives to staff key positions on Emergency Response Teams; and
- Departments and agencies participate in the incident action planning process which is coordinated by ESF #5.

Concept of Operations

General:

The Emergency Management Coordinator:

- Assures development and maintenance of SOPs on the part of each major emergency support function;
- Each function 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 in adjacent localities;
- Designate a representative to the local EOC if the local plan is implemented and a representative is needed; and
- Develop threat levels.

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

Procedures for these support operations should be established and maintained.

Town of Christiansburg has standing mutual aid agreements. The County also participates in the Statewide Mutual Aid Agreement (SMA). Emergency Management staff is scheduled or has already been trained on WebEOC and this will be utilized when there is a need to request state-wide mutual aid.

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 (ICS) to the particular incident; and
- Exercise the plan annually as necessary.

The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function (ESF). Generally, each ESF should identify:

- Staffing responsible for implementing the Emergency Operations Plan;
- Procedures for reporting emergency information; and

- Provide ongoing training to maintain emergency response capabilities.

The Emergency Management Coordinator 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 #15;
 - 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/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; and
- Prepare to provide emergency information to the community in coordination with ESF #15;
- 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;
- Activates and convenes county emergency assets and capabilities;

Tab 1 to Emergency Support Function #5**EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING**

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Emergency Management Director	Randy Wingfield	382-6128	
Asst. Emergency Management Director	Andrew Warren	382-6128	
Emergency Management Coordinator	Chief Hanks	230-4066	
Chief of Police	Chief Sisson	605-0129	
Public information Officer	Christina Edney	382-6128	
American Red Cross	Melvin Hunt	434-549-1168	
Health Department – Environmental	Gary Coggins	540-585-3300	
Director of Parks & Recreation	Brad Epperly	382-2349	
Director of Social Services	Kelly Edmondson	382-6990, ext. 53465	
Town Attorney	Sands Anderson	382-6128	
VPI Extension Service	Barry Robinson	382-5790	

Table 5.1 – Emergency Management Organization

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

1. See EOC Organizational Chart.
2. The EOC staff will be organized using the Incident Command System. A partial listing of job responsibilities for the command and general staff are 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 the Emergency Management Coordinator 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. The EOC may remain functional during the mobilization, response and recovery operational phases.
5. Initial situation briefings will be provided by the Emergency Management Coordinator.
6. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the Virginia EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management, through use of WebEOC, if available, or by phone at (804) 674-2400 or 1-800-468-8892.
8. 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 (EOC) is located inside the Town Hall 100 East Main Street Christiansburg, Virginia. The alternate site EOC is located at the Christiansburg Fire Department 110 depot Street Christiansburg, Virginia. The primary EOC does have a back-up power supply, and the alternate location also has a generator that is maintained on a routine basis and the fuel supply is checked and maintained regularly.

ACTIONS – EMERGENCY OPERATIONS CENTER

- Direct overall emergency operations
- Initiate activation of EOC
- Determine operational course of action
- Coordinate requests for resources, size , amount ,location needed ,type, time.
- Develop and maintain accurate status of the situation
- Develop, implement, and execute IAP
- Procure support services
- Establish and maintain emergency communications
- Use of WebEOC to request and track resources

Tab 3 to Emergency Support Function #5**PRIMARY EOC STAFFING****Skeletal Staffing**

Emergency Management Coordinator
Chief of Police or designee
Message Clerk
Phone Operator

Full Staffing

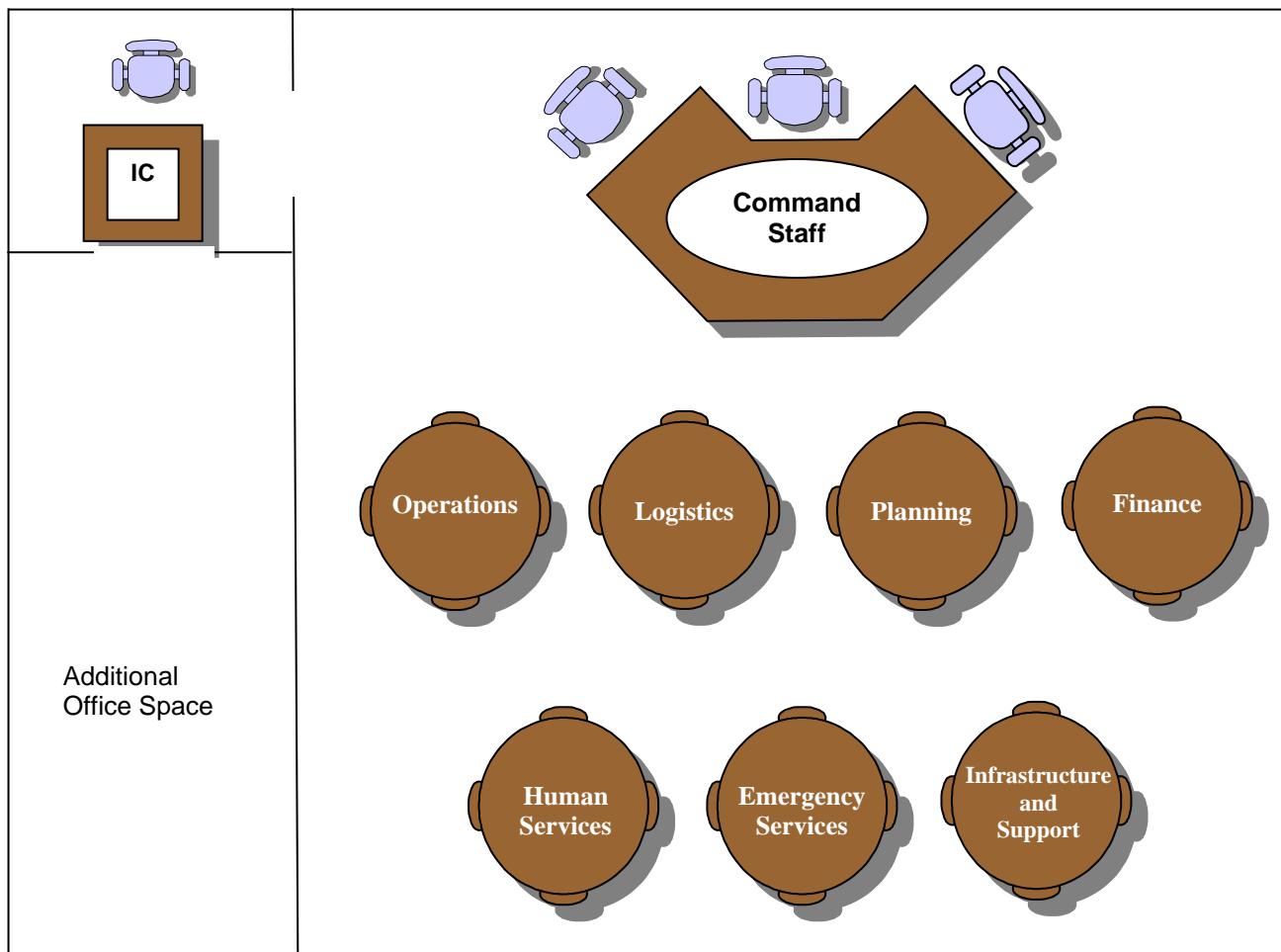
Emergency Management Coordinator
Director of Emergency Management
Chief of Police
Fire and Rescue Chief or Designated Person
Health Department Representative
Social Services Representative
Red Cross
Message Clerks (2)
PIO Officer
Utility Director or designee
Town Attorney Representative
Superintendent of Schools or designee

Messengers (2)

Status Board/Map Assistants (2)
Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Messenger
Security

Tab 4 to Emergency Support Function #5**EOC FLOOR PLAN**

Tab 5 to Emergency Support Function #5 SUGGESTED EOC MESSAGE FLOW

(To be used when WebEOC or other electronic tracking system is not available)

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

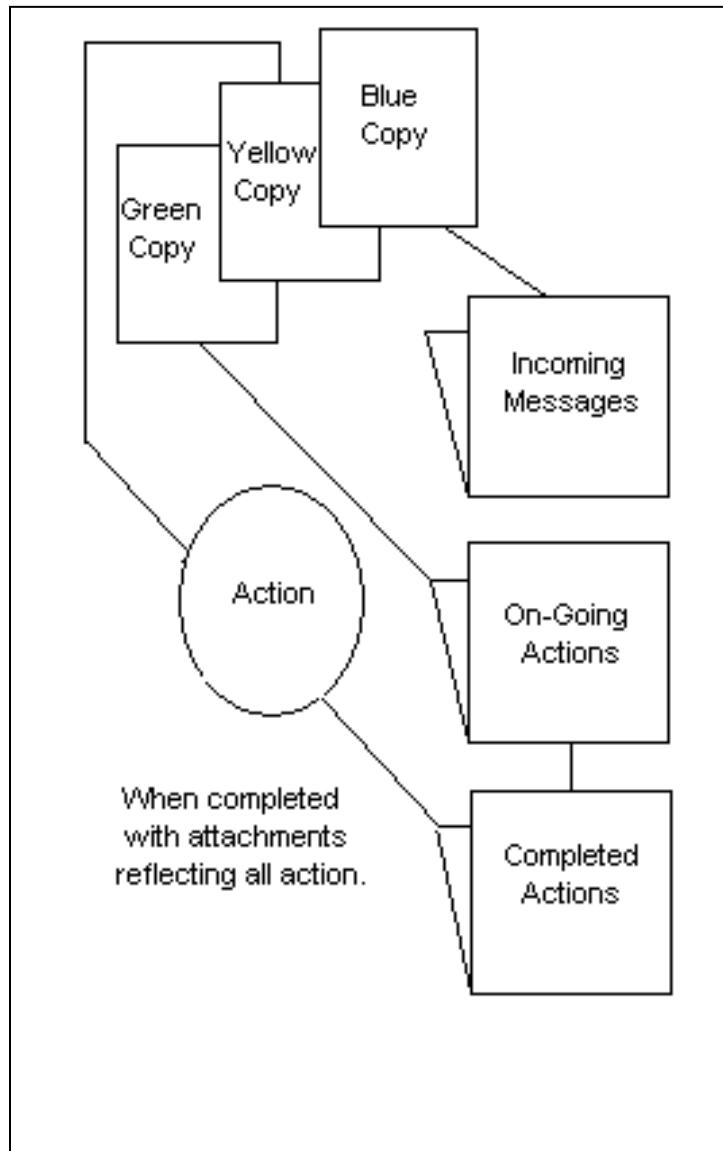
Maintain the official files for the Coordinator—"Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow "action copy" of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.



Tab 6 to Emergency Support Function #5 EOC MESSAGE FORM

EOC MESSAGE

URGENT
ROUTINE
INFO ONLY

MESSAGE NO: _____ DATE: _____ TIME: _____ INFO ONLY

TO: NAME: _____ FROM: _____

ORGANIZATION: _____ ORGANIZATION: _____

TELEPHONE: _____ TELEPHONE: _____

SITUATION/INCIDENT DESCRIPTION:

ACTION TAKEN/RESPONSE/REPLY:

EOC ACTION OFFICER: _____

Table 5.2 – Message Form

Tab 7 to Emergency Support Function #5 EOC MESSAGE LOG

Table 5.3 – Message Log

Tab 8 to Emergency Support Function #5 EOC SIGNIFICANT EVENTS LOG

Table 5.4 – Significant Events Log

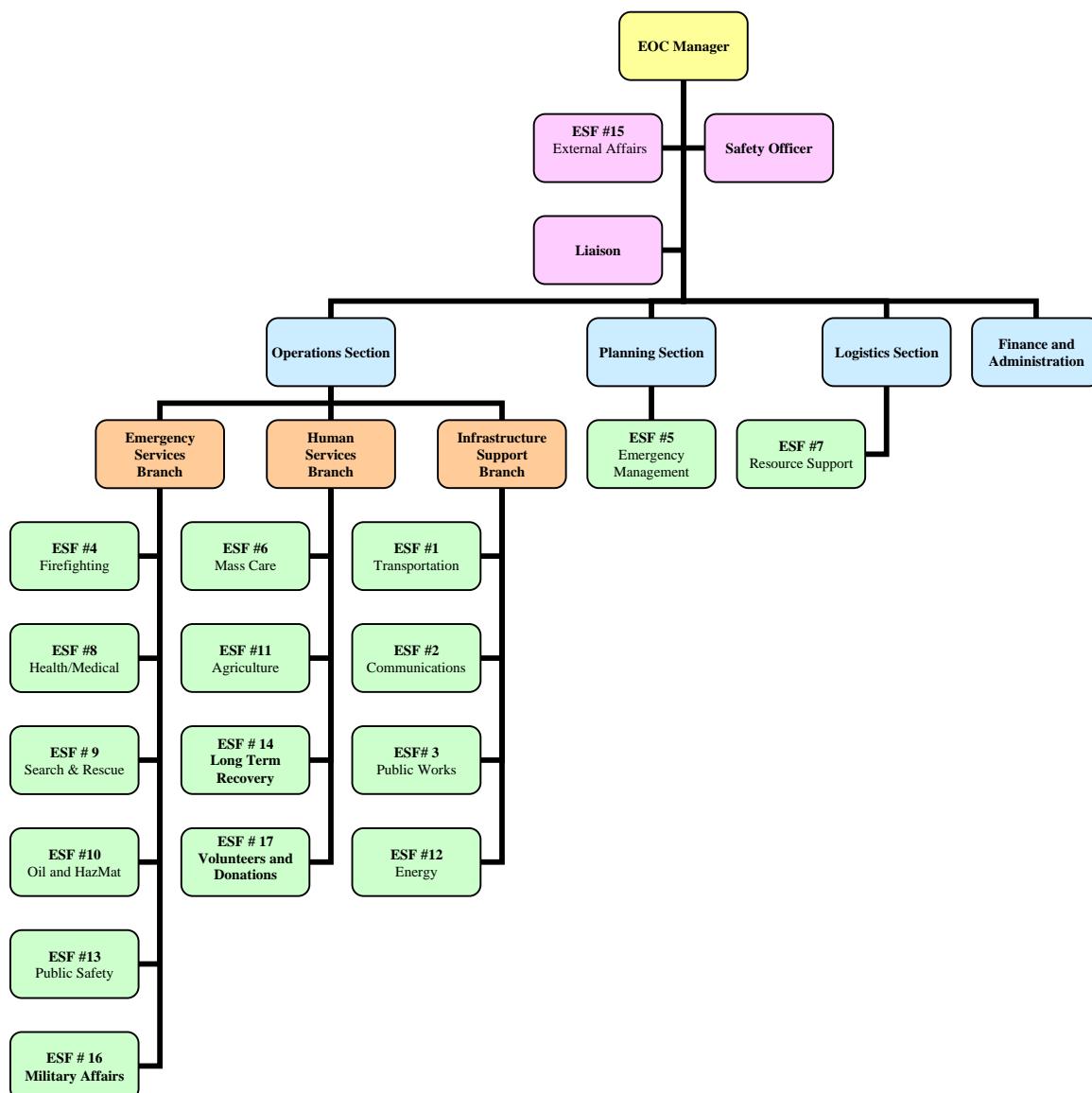
Tab 9 to Emergency Support Function #5 INCIDENT COMMAND SYSTEM

Emergency Operations Center (EOC) Structure

The EOC follows the Incident Command System (ICS)/NIMS 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)



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

Primary Agencies

Department of Social Services

Secondary/Support Agencies

American Red Cross

Emergency Management

Local Recovery Task Force

Virginia Department of Health

Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services

Virginia Voluntary Organizations Active in Disaster (VVOAD)

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; and
- 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 First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund

Concept of Operations

General:

The Montgomery County Department of Social Services is designated the lead agency for ESF # 6 and maintains overview of ESF # 6 activities, resolves conflicts and responds to questions. 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. Local Fire Departments will provide fire protection to the shelters. Montgomery County Schools 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. Rooftop of Virginia Community Action Agency will provide support for immediate and long-term housing needs of victims in coordination with ESF # 14 – Long Term Recovery.

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

Sheltering

- 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 the Animal Care and Control Support Annex for details regarding pet and animal sheltering.*
- For mass evacuations directed by state officials, the Virginia Department of Social Services 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

- 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 Town of Christiansburg Police Department has the responsibility for coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter(s)

Transportation

- Town of Christiansburg Emergency Management and Montgomery County Schools have the responsibility to coordinate transportation during an emergency event.
- Ensure that residents are transported and sheltered safely. *Refer to ESF #1 for details regarding Transportation*

Family Assistance Center (FAC)

- The FAC plan should be based on the Commonwealth of Virginia FAC, which is currently under development by the Virginia Department of Social Services (VDSS). The final version will be posted on the VDSS website; VDEM will announce when the information is posted.
- 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.
- 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.

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

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program 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.

The current* contact information for the program is:

CICF, P.O. Box 26927, Richmond, Virginia 23261

PHONE: (804) 367-1018 Toll Free: (800) 552-4007

*This information should be maintained by the local government.

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

Facility Information	Contact Person(s) and Information	Capacity	Pet Friendly (Y/N)	Back Up Power (Y/N)

Table 6.1 – Shelter Locations

Tab 2 to Emergency Support Function #6 Shelter Registration Form

American Red Cross		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: _____	
<hr/>		
Number of Children in Family: _____		
Pet(s) (Include Name, Breed, Type, & Location): _____ _____ _____		
<hr/>		
Family Member not in Shelter (Location if Known) _____ _____ _____	Signature _____	
<hr/>		
I do, do not, authorize release of the above information concerning my whereabouts or general condition.		
<hr/>		
SHELTERMASTERFILE	AMERICANREDCROSS FORM 5972(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 shelteries.

**Tab 3 to Emergency Support Function #6
Special Needs Population
Requiring Special Care in Times of Emergency**

General

A confidential listing of such persons is maintained by the Montgomery County Department of Social Services. When the Emergency Operations Center (EOC) is operational, this listing will be available from a Department of Social Services staff member staffing ESF # 6. It will be the responsibility of commercial home health care providers, adult care facilities, group living facilities, day care facilities, assisted living facilities, charitable organizations, and the faith-based community to prepare, maintain, and exercise an evacuation plan that is specific to the facility and to keep current rosters of residents that can be faxed or sent electronically to the EOC during a disaster situation. These plans will be on file with the Emergency Management Coordinator and serve as confidential appendices to this ESF.

Special Transportation Resources

- Montgomery County Public Schools
- Additional transportation resources are identified in ESF # 1

Emergency Support Function #7 - Resource Support

Primary Agencies

Finance Department
General Services
Purchasing

Secondary/Support Agencies

Emergency Services
Public Service Authority
American Red Cross
Montgomery Department of Social Services
Virginia Department of Emergency Management

Introduction

Purpose:

- Identify, procure, inventory, and distribute critical resources for locality during an emergency.

Scope:

- Town of Christiansburg will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed;
- Resource support may continue until the disposition of excess and surplus property is completed; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy.

Policies:

- Town of Christiansburg 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; and
- The Emergency Operations Plan (EOP) reflects 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; and
- 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;
- 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 department(s) within the community 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; and
- Ensure the community is aware of available resources.

Emergency Support Function # 8 – Public Health and Medical Services

Primary Agencies

Montgomery County Health Department
Emergency Services

Secondary/Support Agencies

Department of Social Services
Public Service Authority
Community Services Board
General Services-Environmental Services
Lewis Gale Hospital-Montgomery
American Red Cross
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Agriculture and Consumer Services

Introduction

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

Purpose:

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

Scope:

- An all-hazards approach based on Town of Christiansburg's ability to provide medical resources; and
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs, Mutual Aid Agreements, including Statewide Mutual Aid and the coordination of this plan with the Health District Emergency Response Plan and the Southwest Virginia Emergency Medical Services Response Plan.

Policies:

- Internal policies and procedures and regulations;
- Privacy policies and laws with regard to provision of medical care;
- Policies regarding provision of first aid and health care; and
- EMS vehicles are dispatched primarily through the Communication Center, but each provider may also be toned out through their squad station.

Concept of Operations

General:

- Town of Christiansburg will respond with available resources as designated in the plan;
- Support and assistance from neighboring local governments and state agencies will be requested based on mutual aid agreements and coordination with other agency's plans; and
- If the EOC is activated during the response, representatives of this ESF will be assigned to the EOC.

Responsibilities/Actions

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident;
- Designate an individual to coordinate medical, health, and rescue services;
- Coordinate and develop SOPs for personnel in this ESF;
- Develop and maintain procedures for providing a coordinated response with local government and private organizations;
- Maintain a roster of key officials in each medical support area;
- Review emergency plans with local governments; and
- Implement mutual aid agreements as necessary.

Tab 1 to Emergency Support Function #8
EMERGENCY MEDICAL SERVICES PROVIDERS

Provider	Location	Phone Number	Contact	Resources	Personnel

Table 8.1 – EMS Providers

Tab 2 to Emergency Support Function #8
Hospitals, Clinics, Medical Facilities and Personnel
(Includes all medical facilities within the jurisdiction, adjacent localities and states)

Facility	Address	Phone Number(s)	Contact Person	Personnel
Lewis Gale-Montgomery Hospital	3700 S. Main Street, Blacksburg, Va. 24060	540-951-1111		
Carilion New River Medical Center	2900 Lamb Circle, Christiansburg, Va. 24073	540-731-2000		
Community Health Center of the NRV	215 Roanoke Street, Christiansburg, Va. 24073	540-381-0820		
Montgomery County Health Department	210 Pepper Street, Christiansburg, Va. 24073	540-585-3300		

Table 8.2 - Hospitals

Tab 3 to Emergency Support Function #8
Emergency MEDEVAC Services

Provider	Address	Phone Number	Point of Contact
Lifeguard 10	West Lake Road Moneta, Va. 24121	888-377-7628	Dispatch
Lifeguard 11	2900 Lamb Circle, Christiansburg, Va. 24073	888-377-7628	Dispatch
Lifeguard 12	3 Health Circle, Lexington, Va. 24450	888-377-7628	Dispatch
Pegasus	38852 Dickenson Road, Charlottesville, Va. 22911	434-297-7083	Dispatch

Table 8.3 - Medevacs

Tab 4 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.

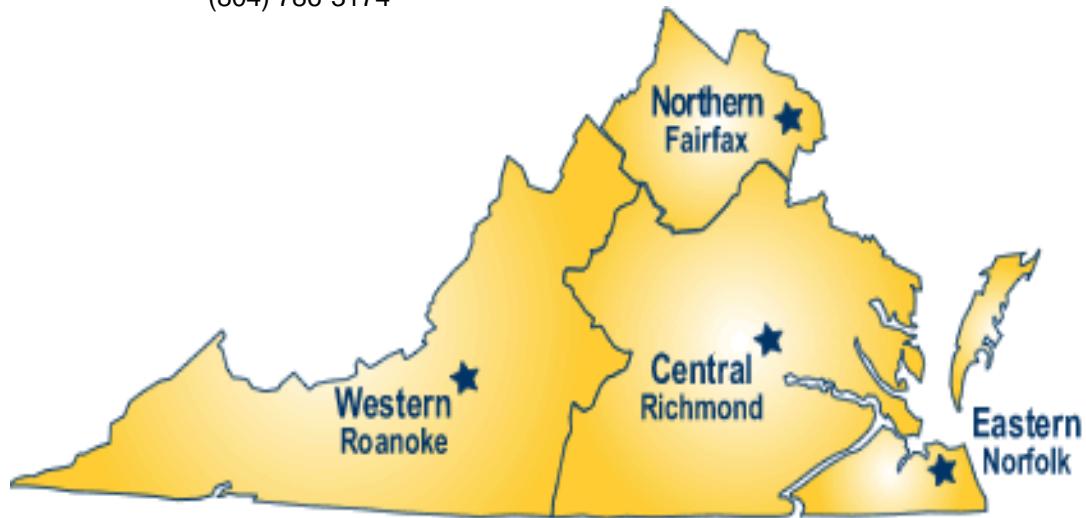
The Office of the Chief Medical Examiner is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District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

Concept of Operations – In the event of a mass fatality disaster situation, the Virginia 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 5 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
Fairfax, VA 22032-1700
(703) 764-4640

Western District (Roanoke)
6600 Northside High School Rd Suite 100
Roanoke, VA 24019
(540) 561-6615

Emergency Support Function #9 - Search and Rescue

Primary Agencies

Police Department

EMS

Local Fire Departments

Secondary/Support Agencies

Emergency Management

Volunteer Search and Rescue Groups

Civil Air Patrol

Virginia Department of Emergency Management

Introduction

Purpose:

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

Scope:

- The locality is 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 emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operation's occur in "open field" situations, such as parks, neighborhoods, or other open terrain.

Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- Will coordinate with State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- 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:

- Law enforcement and local volunteer search and rescue agencies will be responsible for rescue and search operations during a disaster with assistance from EMS and local fire departments. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

Organization:

- Law enforcement followed by volunteer search and rescue agencies will be the primary agency in any search and rescue operation. The local EMS, fire departments, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3). Local Law Enforcement will be the primary agency in any ground searches. The local chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. The Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Department of Public Works and Environmental Services will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Actions

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- 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; and
- 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; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.

Tab 1 to Emergency Support Function #9 Search and Rescue Resources and Personnel

Emergency Support Function #10 - Oil and Hazardous Materials

Primary Agencies

Emergency Management

Fire Department

Secondary Support Agencies

Virginia Department of Emergency Management

Virginia Department of Environmental Quality

Police Department

EMS

Introduction

- The local fire department will be contacted immediately and the Fire Chief will assume primary operational control of all hazardous materials incidents.
- Mutual Aid Agreements with neighboring jurisdictions may provide support to the fire department, depending on their capabilities.

Scope:

- The initial response will be handled by the local fire department.
- Local fire departments have some capability to support a hazard material response.
- State agencies may be called upon depending on the nature of the incident

Policies:

Local resources, policies and procedures regarding hazardous material incidents should be reviewed and revised, as necessary.

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

Concept of Operations

General:

Town of Christiansburg maintains a separate volume of this annex that defines the roles and responsibilities during an oil and hazardous materials incident.

Organization:

- The Local Fire Chief or designee will assume primary operational control of all hazardous materials incidents;
- Mutual aid agreements between the community and the local government will be implemented;
- The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team
- The fire chief will determine the need to evacuate or shelter in place.
- Law enforcement may coordinate the evacuation of the area.
- 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

In compliance with Emergency Planning and the community Right-To- know Act (EPCRA), and Public Law 99-499 (42 USC 11001).

The Town of Christiansburg has identified the local propane suppliers, and one major natural gas substation within the Town limits that could be a source of a hazmat occurrence.

- Suburban Propane has (2) 10,000-gallon storage tanks at 225 Cambria Street
- Davenport Energies Inc. has (1) 10,000-gallon storage tank located off of Prospect Drive
- Southern States has (1) 10,000-gallon storage tank located at 885 Roanoke Street
- Northwest ACE Hardware has (1) 1,900-gallon storage tank located at 520 Roanoke Street
- Atmos Gas has a major substation located 100 yds. off of North Franklin Street, between Spradlin Farms, and Walmart

The areas in the community that could be at risk in the occurrence of a leak from the above identified propane suppliers include:

Suburban Propane Site:

- Red Oak Trailer Park
- VDOT maintenance and storage facility
- Christiansburg Recreation Center
- Lions Gate Housing Community
- Oak Tree Townhomes

Southern States Site:

- Kiwanis Park Recreational fields
- Montgomery County Government Center

Northwest ACE Hardware Site:

- Residents and businesses adjacent to location

There are three Major Transportation routes:

- Interstate 81 has a high rate of truck traffic
- North and South US460 is the Major East-West route thru Christiansburg
- The Norfolk and Southern railway runs north-south thru the Cambria section of Christiansburg

Emergency Support Function # 11 – Agriculture and Natural Resources

Primary Agencies

VPI Cooperative Extension Service
Animal Care and Control
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services

Secondary/Support Agencies

Montgomery County Health Department
Department of Social Services
Red Cross
Local/Regional Food Banks
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Federation of Virginia Food Banks
Virginia Department of Game and Inland Fisheries (VDGIF)

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.

Scope:

Determined based on the local capabilities and 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 Department of Social Services;
- 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 may be able to feed 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; and in timely manner.
- Ensure food safety.

Concept of Operations

General:

- Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation;
- Ensures 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; and
- Protects cultural resources and historic property resources during an incident.

Organization

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

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

Actions

These items may vary based on local 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; and,
- 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;
- Provide information and recommendations to the Health Department for outbreak incidents;
- Assist with assigning veterinary personnel to assist in 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; and
- Establish need for replacement food products.

Tab 1 to Emergency Support Function #11
EMERGENCY FOOD CONSUMPTION STANDARDS

Per Person

Food Groups and Food Items per Week Standard

Meat and Meat Alternatives (Red meat, poultry pounds, fish, shellfish, cheese, dry beans, peas, and nuts)	3
Eggs	6
Milk (pints)	7
Cereals and cereal products (flour including mixes, bakery products, cornmeal, rice, macaroni, and breakfast cereals)	4
Fruits and vegetables (fresh and frozen)	4
Food fats and oils (butter, margarine, lard, shortening pound and salad and cooking oils)	0.5
Potatoes (white and sweet)	2
Sugars, syrups, honey, and other sweets	0.5
Total (equivalent pounds per week):	27.0 lbs

Emergency Support Function # 12 – Energy

Primary Agencies

Emergency Management

Secondary/Support Agencies

State Corporation Commission (SCC) has the regulatory authority over all utilities
Virginia Department of Mines, Minerals, and Energy (DMME)

Introduction

Purpose:

Estimate the impact of energy system outages in the locality.

Make decisions about closings based on:

- Duration of the outage;
- If portions of the locality are affected or if it the entire community;
- Ability to be operational; and
- 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 community.

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 locality only or it may be part of a larger incident that impacts the locality and the region.

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

Policies:

- Provide fuel, power, and other essential resources
- Locality will contact 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; and
- Locality 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.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as 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; and
- Affect transportation, communications, and other lifelines needed for public health and safety.

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

Organization:

Town of Christiansburg may activate its EOC in order to:

- 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 governments and utility providers to provide emergency information, education, and conservation guidance to the citizens;
- Coordinate information with local, state, and federal officials and energy;
- Coordinate with suppliers about available energy supply recovery assistance; and
- Submit requests to the Virginia Emergency Operations Center (VEOC) for fuel and power assistance, based on current policy.

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

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

Actions

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- 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; and
- Document expenses.

Responsibilities

- Review plans and procedures;
- Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by Town of Christiansburg Government;
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identify 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
AEP		1-800-956-4237	Dispatcher
ATMOS		1-866-322-8667	Dispatcher

Emergency Support Function # 13 – Public Safety and Security

Primary Agencies

Christiansburg Police Department

Support Agencies

Fire Department

EMS

Virginia Department of Transportation (VDOT)

Virginia State Police (VSP)

Introduction

Purpose:

- Maintain law and order;
- Provide public warning;
- Provide for the security of critical facilities and supplies, including shelters;
- Provide a “safe scene” for the duration of a disruptive incident;
- Provide access control to evacuated areas or critical facilities;
- Traffic control, as needed
- Leads ground search and rescue operations; and
- Assists with the identification of the dead.

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

- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event); and
- If the locality is impacted by a larger event that affects the region.

Scope:

- ESF #13 responds to an emergency in the locality using existing procedures. These procedures are in the form of department directives that cover all-hazards disasters and acts of terrorism.

Policies:

- Town of Christiansburg Police Department will retain operational control;
- The operational plan will be coordinated with the local government's plan pursuant to Code of Virginia;
- Law enforcement will coordinate the response with other ESFs on the details of the events;
- Coordinate with Emergency Services to identify areas of potential evacuation;
- Town of Christiansburg has in place appropriate MOUs and Mutual Aid agreements; and
- The plan and the incident command staff may become subordinate if other organizations are called upon.

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 mission of ESF # 13 is to maintain law and order, protect life and property, provide traffic control and law enforcement support, secure essential facilities/supplies and coordinate mutual aid.
- The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

Organization:

- Local Law Enforcement will utilize their normal communications networks during disasters;
- Designate areas that need to be evacuated;
- Provide traffic control and security; and
- Coordinate with local law enforcement 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; and
- Document expenses.
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with 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.

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

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

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

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

Entry granted into hazard area.

Authorizing Signature _____ Date _____

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

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

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.

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.

Tab 3 to Emergency Support Function #13

Law Enforcement Resources*(Maintain a list of available law enforcement resources and personnel)*

Department	Phone Number	Contact	Resource
Police Dept.	540-382-3131		Officers
			Vehicles
			Administrative Personnel

Emergency Support Function #14 – Long Term Recovery

Primary Agencies

Emergency Management
Department of Social Services

Secondary/Support Agencies

Building Official's Office
Zoning and Planning Office
American Red Cross
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Public Affairs
Town Attorney
Local Disaster Recovery Task Force

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:

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

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 and the Mount Rogers Planning District Commission. 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, and;
- Determine and identify responsibilities for recovery activities.

Emergency Support Function # 15 – External Affairs

Primary Agencies

Town Emergency Management Director
Public Information Officer

Secondary/Support Agencies

Virginia Department of Emergency Management
Local Television/Radio Stations
Local Newspaper

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.

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 ESF #15 coordinator. Other local and/or state officials will serve within the JIC.
- Additionally, Town of Christiansburg 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 local, state, and federal personnel. The composition of field teams should involve a variety of local, state, and federal personnel. 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 new media, if needed;
- 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;
- Disseminate information to elected officials through the legislative liaison function;
- 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;
- Plan and organize news conferences with the Governors staff, if necessary;
- Provide information to the public about available community disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- 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

Newspaper	Address	Contact	Phone Number(s)
News Messenger	302 Main St. Suite B, Christiansburg, Va. 24073	News Director	540-382-6171
The Roanoke Times	PO Box 2491, Roanoke, Va. 24011	News Director	540-382-4905
Radio Stations	Address	Contact	Phone Number(s)
		Station Manager	
Television Stations	Address	Contact	Phone Number(s)
WDBJ 7	3601 Holiday Lane Blacksburg, VA 24060	Bureau Chief	540-951-7304
WSLS 10	821 5 th Street, Roanoke, VA 24011	News Director	800-SEE-NEWS 540-981-9126
WXFR	5305 Valley Park Drive Roanoke, Va. 24011	News Director	540-344-2127
WSET	2320 Langhorne Road Lynchburg, Va. 24501	News Director	434-455-5108

Table 15.1 – Media Contacts

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: County Health Department

SUBJECT: Health Risks Resulting from _____

The _____ (event) at _____ (site) in

Town/ 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 County Health Department at 540-381-7100

Tab 5 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Chemical/Biological Event

DATE: _____

TO: _____

FROM: County Health Department

SUBJECT: Health Risks Resulting from _____

The County Public Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by _____ (event) at the _____ (location) in Town/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 County Health Department at 540-381-7100

**Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Physicians**

The ____(event) at _____(site) in Town/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 County Health Department.

For additional information, contact the County Health Department at 540-381-7100

**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 _____
(area, town, county)
FROM: County Health Department
SUBJECT: Health Risks Resulting from _____

The _____ (event) at _____ (site) in **Town/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 additional information, contact the County Health Department at 540-381-7100

Emergency Support Function # 16 – Military Support

Primary Agency

Department of Military Affairs – Virginia National Guard

Secondary/Support Agencies

Emergency Management

Virginia Department of Emergency Management

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.

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.

Policies:

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

Responsibilities

- 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.

Emergency Support Function #17 - Volunteer and Donations Management

Primary Agencies

Emergency Management

Secondary/support Agencies

Local Disaster Recovery Task Force

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Public Information Office

Department of Social Services

Town Attorney

Introduction

Purpose:

- ESF # 17 describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

Scope:

- Volunteer services and donated goods refer to unsolicited goods, and unaffiliated volunteer services. Coordination of affiliated volunteers will also be needed during recovery operations.

Policies:

- Rooftop of Virginia, in coordination with VVOAD, the Local Recovery Task Force, and Emergency Management has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.
- The donation management process must be organized and coordinated to ensure the citizens are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

Rooftop of Virginia:

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

Concept of Operations

General:

Volunteer and Donations Management operations may include the following:

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

Donated Goods Management Function

- Management of unsolicited donated goods involves a cooperative effort by local, And voluntary and community based organizations, the business sector and the media.
 - Rooftop of Virginia, in conjunction with voluntary organization partners and local government, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function

- Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Rooftop of Virginia, in partnership with Town of Christiansburg, and voluntary organizations is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

Organization:

- The Town of Christiansburg will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Town of Christiansburg and volunteer organizations, as required.
- The Town of Christiansburg will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.
- Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

Responsibilities

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

Tab 1 to Emergency Support Function # 17 – Volunteer & Donations Management
Sample Volunteer Registration Form

- I. Name
- II. Social Security Number
- III. Organization (if appropriate)
- IV. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)
- V. Estimated length of time services can be provided in the disaster area
- VI. Special tools or equipment required to provide service
- VII. Billet or emergency shelter assignment in local area
- VIII. Whether or not the group or individual is self-sufficient with regard to food and clothing

Support Annexes

Support Annex – Animal Care and Control

Primary Agency

Montgomery County Animal Control

Supporting Agencies

Town and Country Veterinary Services on duty staff – 540-382-5042

Introduction

Purpose:

- To provide guidelines for rapid response to disasters affecting the health, safety, and welfare of animals both domestic and livestock. Resources in emergency preparedness, response and recovery include but are not limited to, small and large animal care, facility usage and displaced pet/livestock assistance.
- The Animal Care and Control Manager coordinates public and private sector resources to meet the animal service needs that may arise during an emergency including:
- Rescue and capture of animals that have escaped confinement
- Evacuation/transportation
- Sheltering
- Veterinary care for the sick and injured
- Quarantine of infectious or contaminated animals
- Disposal of dead animals

Scope:

- The *Hazard Analysis for Virginia* identifies natural disasters and hazardous material dumps/storage as the hazards posing the greatest threat to the county. All could create the need to evacuate people from their homes, which would also displace companion animals. These hazards could also cause injury or death to animals and allow animals to roam unattended.
- The duration of these hazards is variable as is their affect on the county. Any one of the potential hazards could cause the separation of animals from their owners for several days, perhaps weeks. Secondary events, such as power outages, could prolong the situation.
- Smaller scale events, such as a fire at an animal care facility or an animal transportation accident could also require emergency animal care.

Pet Population Estimates

A. Frequency of animal ownership in the United States

Species	Percentage of US households owning pets
Dogs	38.4
Cats	25.4
Birds	2.8
Horses	0.7

B. Average number of animals per household

Species	Average number of pets per pet-owning household
Dog	1.6
Cat	1.8
Birds	2.1
Horses	2.1

Source: U.S. Pet Ownership and Demographics Sourcebook, Center for Information Management. American Veterinary Medical Association. Schaumburg, IL 2002

Concept of Operations

Organization:

Animal Disaster Plan Manager: Coordinates all evaluation planning activities and assists, as appropriate, the animal care and control agency staff's efforts to,

- Identify facilities that may be used to house evacuated animals.
- Protect and care for animals during and following catastrophic emergencies, as well as participate in the evacuation of animals at risk during catastrophic emergencies.
- Disseminates to the public appropriate action(s) that should be taken to protect and care for companion and farm animals that are to be evacuated or left behind.
- Montgomery County Animal Control, and PAWS: Coordinates with animal control to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals during disaster situations. Disseminates information on appropriate actions to protect and care for companion animals that are to be evacuated or left behind. Makes public announcements about availability of animal shelters and their locations. Coordinates the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic

emergencies. Upon notification by the Animal Disaster Plan manager (Virginia Cooperative Extension Service agent) at the EOC, provides a listing of the location of the animal shelters that have been opened to house and care for companion animals. Feed, shelter, and secure veterinary treatment for animals during catastrophic emergencies. Provides information to owners about shelters that have been opened to house and care for animals.

- Animal Control: Will assist in animal rescue operations and participate in coordinating a volunteer training program, which may include information provided by FEMA, The Humane Society of the United States, and/or The American Society for the Prevention of Cruelty to Animals via their websites.
- Health Department: To address health concerns as well as sanitary and safety issues as appropriate. Recommend methods of proper isolation of diseased animals and disposal of dead animals. Supervise prevention and control of epizootic and zoonotic diseases.
- Develop procedures to handle all aspects of animal care and control in disaster and major emergency situations. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal; identification and reuniting pets with their owners; and protection of citizens from any dangers (illness or injuries) posed by domestic pets during and after a disaster.

ADMINISTRATIVE ACTIONS:

1. Normal Operations: Develop and maintain plans to provide animal care and control in time of emergencies.
 - A. The Town of Christiansburg Emergency Operations Plan provides an organizational structure, chain of command, and outlines the duties and responsibilities of the designated Animal Disaster Plan Manager involved in implementation of the response to a disaster or major emergency. The Virginia Cooperative Extension Service Agent shall be designated as the Animal Disaster Plan Manager.
 - B. Develop procedures for public information and education on animal disaster preparedness, to include a directory of recognized animal health care responders, licensed veterinarians and guidelines for individual owners on appropriate responses to disasters.
 - C. Assign emergency duties and provide training of volunteers as appropriate.
 - D. Identify essential shelters and develop procedures to provide for their security in time of emergency. Identify individuals qualified to make determinations regarding animal behavior with respect to legal authority and knowledge to make those decisions.
 - E. Review and update plans and procedures, if necessary, as time permits.
2. Increased Readiness: A natural or man-made disaster is threatening the local area.
 - A. Alert on-duty personnel
 - B. Monitor the situation and be prepared to mobilize, if required.
 - C. Request stand-by of volunteers
3. Mobilization Phase: Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - A. Alert all personnel
 - B. Activate resources as needed
 - C. Activate Animal Care Units
 - D. Implement evacuation, if requested by landowner
4. Response Phase: Disaster strikes. An emergency response is required to help protect lives and property. The appropriate designee of the animal disaster plan team and/or volunteers will:
 - A. Maintain effective communication with the EOC, shelters and field personnel.

- B. Search, rescue and transport animals to shelters.
 - C. Receive and care for animals.
 - D. Identify, control and, if necessary, recommend the destruction of animals to the proper authorities that pose hazards to the well-being and safety of citizens. Recommend methods of proper disposal of dead animals in coordination with the Health Department/Environmental Health Officer, the animal control officer and local veterinarians.
 - E. Register, tag and maintain accurate records.
 - F. Provide food, water, and waste disposal for small and large animals at the shelter.
 - G. Provide care for sick and/or injured animals. Maintain secure veterinary medical facilities and supplies.
 - H. Recommend methods and supervise prevention and control of epizootic and zoonotic diseases in conjunction with the Town of Christiansburg Health Department.
5. **Recovery Phase:**
- A. Identify and dispose of dead animals.
 - B. Provide documentation of injuries and deaths of animals and cascading events resulting from emergencies and disasters and report this information to the state through the EOC.
 - C. Reunite animals with owners.
 - D. Open long-term shelter of animals for homeless owners.
 - E. Report disaster related expenses to state agencies.
 - F. Deactivate shelter.
6. **Evaluation Phase:**
- A. Determine what worked well and what improvements need to be made.
 - B. Evaluate whether or not the individuals responsible for the plan kept their commitments.
 - C. Revise the plan if necessary.

RESPONSIBILITIES:

1. The Animal Disaster Plan Manager (Virginia Cooperative Extension Service representative) will:
 - A. Contact the EMC and/or the Deputy Emergency Services Coordinator to coordinate response activities with the recognized animal-care responders.
 - B. Manage the public and private sector efforts to meet the animal service needs that arise including: Rescue and capture of animals that have escaped confinement, evacuation, sheltering, care of the injured, sick, and stray and disposal of dead animals.
 - C. In coordination with the State Veterinarian and the USDA (located at the Virginia Department of Emergency Management office), assist in the isolation, euthanasia and disposal of diseased animals.
 - D. Handle inquiries regarding actions to protect and care for companion animals, farm animals, (location of animal shelters, provisions and requirements, - e.g. use of leashes and cages – for transportation of companion animals, etc.) and available emergency assistance including how and where to get help for companion and farm animals.
2. Caring for Creatures will:
 - A. Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters to include state and national resources.
 - B. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.

3. Animal Control Officers will:
 - A. Assist with transportation of animals to shelters.
 - B. Assist in animal rescue operations.
4. Health Department/Environmental Health will:
 - A. Provide support when dealing with the safe isolation of diseased animals and coordinates with the animal care agencies and animal control to dispose of these animals when necessary in cooperation with the USDA.
5. VDOT will:
 - A. Provide assistance in the disposal of diseased animals in disaster operations as requested by the licensed State representative at the local level.

ADMINISTRATION AND LOGISTICS

1. Coordinate preparedness activities with the appropriate public and private sector organizational representatives. The activities include planning that addresses provisions for protection of companion and farm animals, and animals in animal shelters. Coordination with State and National animal protection volunteer groups will be necessary to ensure the needs of animals are met during disaster situations, as well as providing volunteer training opportunities.
2. Assess the situation and make a decision on the number and location of shelters that will be used to house animals. Typical facilities include the jurisdiction's animal shelter(s), veterinary hospitals, boarding kennels. Facilities for agricultural animals could include boarding stables, horse farms, and dairy farms, and/or public land (after obtaining clearance through the EOC).
3. Make provisions for purchasing, stockpiling, or otherwise obtaining the essential stocks (food, water, medical, etc.) needed to support an extended stay (3-14 days) in shelters within the risk area or in mass care facilities.
4. Based on information on the high-hazard areas in the jurisdiction, make an initial estimate of the numbers and types of animals that may need to be evacuated.
5. Coordinate the actions needed to obtain sufficient personnel to staff animal shelters, as needed.
6. Ensure each animal shelter has a highly visible identity marker and sign that identifies its location, with signs from major intersections directing people to shelter(s).
7. Coordinate with the EOC to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened, to include information on the Town of Christiansburg/Town of Christiansburg Humane Society websites.
8. If appropriate, coordinates with personnel in public shelters to act as a referral source for individuals with service animals.
9. Open shelters and provide food, water, and medical care, as needed, for the animals in the shelter.
10. Keep shelters open as long as is deemed necessary by the animal control shelter manager.

11. Ensures each shelter receives the necessary supplies to sustain itself.
12. Forms emergency response teams (evacuation, shelter, veterinary treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations.
13. Coordinates the services and assistance provided to the animal victims. Activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
14. Coordinates to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinarian hospitals, animal shelters, etc. from the risk area.
15. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals, to include transportation accommodations for large breed animals.
16. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
17. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transportation to a safe location, in areas other than a mandated evacuation area. This need assessment will determine subsequent rescue efforts.
18. Coordinate with the Environmental Health on the location, collection, and disposal of dead animals.
19. When appropriate, terminate shelter operations and close the facility.

Support Annex - Damage Assessment

Coordinating Agency

Town of Christiansburg Department of Building and Zoning

Cooperating Agencies

Town of Christiansburg Assessor's Office

Town of Christiansburg Department of Public Works

Town of Christiansburg Department of Parks and Recreation

Town of Christiansburg Department of Emergency Services

Town of Christiansburg Department of Finance

Town of Christiansburg Police Department

American Red Cross

Amateur Radio Emergency Services

Virginia Department of Transportation (VDOT)

Introduction

Purpose:

- The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in Town of Christiansburg 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 (City/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 Town of Christiansburg Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

Definitions:

- Initial Damage Assessment (IDA): Independent Town of Christiansburg 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, Town of Christiansburg 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 Town of Christiansburg 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;
 - j. Casualty loss tax assistance.
 2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures.
 - c. Permanent work to repair, restore or replace road systems, Water Control
 - d. Facilities, and 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.

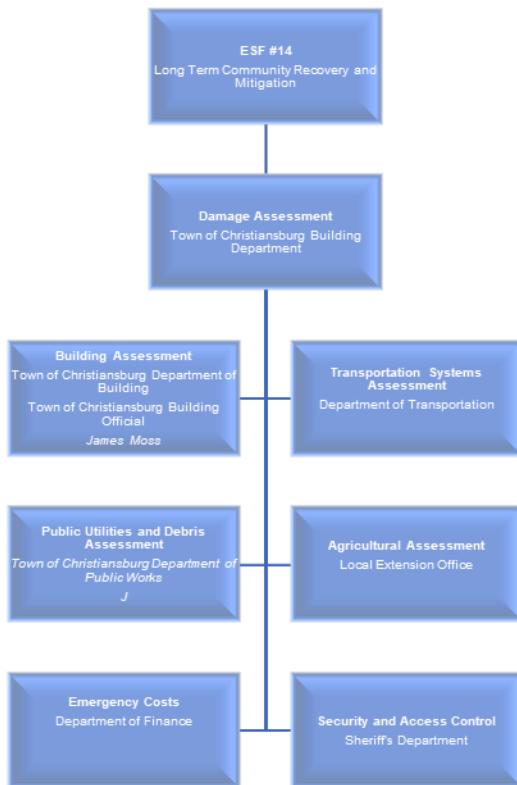
Policies:

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 be to assess Town of Christiansburg structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Town of Christiansburg 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 Town of Christiansburg 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 Town of Christiansburg 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 Town of Christiansburg Department of Building. The damage assessment teams will be supported by multiple agencies from Town of Christiansburg. 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, 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. Town of Christiansburg Department of Building and Zoning
 - 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 Town of Christiansburg 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. Town of Christiansburg 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. Montgomery County 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. Christiansburg Police Department
 - a. Provide security for ingress and egress of the damaged area(s) post-event;
 - b. Provide access and security for damage assessment activities with Town of Christiansburg.

6. Town of Christiansburg 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. Town of Christiansburg Emergency Management
 - a. Overall direction and control of damage assessment for Town of Christiansburg;
 - 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; and
8. Town of Christiansburg Public Information Officer
 - a. Ensures prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments.

Actions

Mitigation/Prevention:

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

Preparedness:

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

Response:

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

Recovery:

- Continue damage assessment surveys as needed;
- Advise on priority repairs and unsafe structures;
- 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;
- Monitor restoration activities;
- Complete an event review with all responding parties;

- Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
- Review building codes and land use regulations for possible improvements;
- Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
- 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.

Tab 1 to Damage Assessment Annex

Damage Assessment Team Assignments

The appointed representative from the Department of Building 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
Department Heads and additional staff, as needed

Category B – Business and Industry

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

Team: Building Official
Department Heads and 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: VPI Extension Agent
Department Heads and 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: Department Heads and additional staff, as needed

Category B – Protective Measures

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

Team: Department Heads and additional staff, as needed

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

Team: Department Heads and additional staff, as needed
Virginia Department of Health

Category C – Road Systems

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

Team: VDOT
Department Heads and additional staff, as needed

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Department Heads and additional staff, as needed

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Department Heads and additional staff, as needed

Category F – Public Utility Systems

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

Team: Department Heads and additional staff, as needed
Virginia Department of Health – Environmental Health

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation
Department Heads and additional staff, as needed

Tab 2 to Damage Assessment Annex
TELEPHONE REPORT

LOCAL GOVERNMENT DAMAGE ASSESSMENT - TELEPHONE REPORT				
1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	<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

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

Part I: Private Property CUMULATIVE DAMAGES

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

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

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



Tab 4 to Damage Assessment Annex
Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs Emergency repairs • Emergency demolition Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> Channel alignment • Recreation Navigation • Land reclamation Fish and wildlife habitat Interior drainage • Irrigation Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> Buildings, including contents such as furnishings and interior systems such as electrical work. Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> Restoration of damaged utilities. Temporary as well as permanent repair costs can be reimbursed.
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances.

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

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 | F. Public Utility System |
| C. Roads & Bridges | | |

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
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</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 mobile home .
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</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 mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</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>Crawl space</u> – reached insulation. <u>Sewage</u> - in basement. Mobile home , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. Mobile home , no water in "Belly Board".

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

Tab 7 to Damage Assessment Annex

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM											
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	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER										
	RENTER										
	Secondary										
MINOR	OWNER										
	RENTER										
	Secondary										
MAJOR	OWNER										
	RENTER										
	Secondary										
DESTROYED	OWNER										
	RENTER										
	Secondary										
TOTAL PRIMARY											
TOTAL SECONDARY											
TOTAL (Incl. Secondary)											
ROADS / BRIDGES		Number of Roads / Bridges Damaged				Number of Households Impacted					
UTILITIES		Number of Households Without Utilities				Estimated Date for Utilities Restoration					
Comments											

Support Annex – Debris Management

Primary Agency

Emergency Management
General Services or Contracted Agency

Supporting Agencies

Virginia Department of Health
Virginia Department of Environmental Quality

Introduction

Purpose:

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

Scope:

- Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.
- The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.
- Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.
- The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

Policies:

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

Concept of Operations

Organization:

The General Services will be responsible for coordinating debris removal operations for the locality. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Facilities will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

The General Services will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.

Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the locality to more closely tailor their contracts to their needs, as well as expedite the implementation of them in a prompt and effective manner.

The locality will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

The locality is encouraged to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and local governments who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the County engineer and will be coordinated with other recovery efforts through the local EOC. Where appropriate, final disposal may be to the County sanitary landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers. The categories of debris appear in Tab 1. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The area fire chief will be the initial contact for hazardous/toxic materials. (See the County Hazardous Materials Plan.)

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

Due to the limited quantity of resources and service commitments following the disaster, the locality will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as maximizes state and local governments' level of assistance from the federal government. Private contracting allows the locality to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

Responsibilities:

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and local governments, as appropriate;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklists to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

Tab 1 to Debris Management Annex

DEBRIS CLASSIFICATIONS*

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. **Burnable Debris:** Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.
 - b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

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

* Debris classifications developed and used by Corps of Engineers

Tab 2 to Debris Management Annex**DEBRIS QUANTITY ESTIMATES**

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

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

The model formula is as follows:

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

Where

Q is quantity of debris in cubic yards

H is the number of households ()

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

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

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

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

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

References:

District Corps of Engineers, Emergency Management Branch, Debris Modeling

Support Annex – Pandemic

Primary Agency

Emergency Management

Supporting Agencies

Virginia Department of Health

Introduction

Purpose:

- This supplement provides an outline for the actions to be taken in preparation for response to, and recovery from the effects of Pandemic events in the NRHD.

Scope:

- The Town of Christiansburg, and the New River District (NRHD), which includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford.

Impact:

- A pandemic event could have a major impact on the health of the local community. New River Health District residents could be impacted by the loss of shelter and reduced or lost health care delivery systems. Unsafe conditions such as reduced sanitation, and environmental damage can greatly increase the risk of injuries and disease.

Hazard Awareness

A. Definition

- A pandemic is an outbreak of a disease that occurs over a wide geographic area and effect a high proportion of the population.

B. Occurrences

- The New River Health District did receive the effects of COVID-19. In the event of future Pandemic or other major health threat the New River Health District has resources and can deploy as necessary.

C. Background

- In response to the COVID-19 pandemic, a joint public health task force was initiated that included members of the New River Health District (NRHD) community which encompasses two health systems, three institutes of higher education, and the citizens of Montgomery County, Pulaski County, Giles County, Floyd County, and Radford City. Representatives from these organizations and communities developed collaborative pandemic response and recovery plans that addressed needs such as community testing and vaccination support efforts. The task force also developed collaborative, consistent community messaging. The task force is an ongoing, flexible, scalable, resource that can be accessed in future pandemics and adapted to public health-related community needs.

D. Basic Safety

- A pandemic can include widespread viruses, illness and potentially manmade diseases. Preparedness should include the same steps used to prepare for every type of disaster. Make an emergency kit, have a plan on how to quarantine. Practice safe hand washing, maintain social distancing and stay informed by listening to the latest information from the VHD, CDC, and the NRHD news.

E. Be aware of your surroundings

- Be aware during the pandemic the need for heightened awareness. The sanitizing of other things often overlooked, such as shopping carts, churches, doctors offices, and other items that are touched by multiple people. Do not wait for instruction to protect yourself and family members. The longer you resist taking extra precautions, the more likely your potential exposure, and possible contraction of the pandemic could occur.

Primary Emergency Support Function

ESF #3 Dept. of Public Works

The Department of Public Works will support local law enforcement with equipment and resources in the event of road closures and detours.

ESF #4 Firefighting

Fire/EMS will continue to work towards their goal of preserving life. This task is paramount to all others and is followed by preserving property and protecting the environment. Increased use of PPE will be required during a declared pandemic. VDH/CDC will provide guidelines for the appropriate level of PPE to match the pandemic.

ESR #5 Emergency Management

The Coordinator of Emergency Management will be responsible for monitoring potential outbreaks and for briefing the appropriate stakeholders and ensuring the appropriate actions are taken when necessary.

ESF #6 Mass Care and Human Services

ESF #6 as coordinated by the department of Social Services with assistance ESF #8(NRVHD), and the American Red Cross, will be responsible for setting up shelters as necessary. It is critical that these shelters are chosen with continued access in mind.