



*Harrisonburg/Rockingham County/James Madison University*

# Emergency Operations Plan

**October 2017**



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## **City Resolution**

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## **County Resolution**

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*Emergency Operations Plan*

# Basic Plan

**October 2017**



## Basic Plan

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### I. Introduction

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The City of Harrisonburg and Rockingham County are vulnerable to a variety of hazards such as hazardous materials incidents; transportation accidents, both highway and rail; winter storms; wind storms; tornadoes; earthquakes; gas pipeline accidents; power failures; resource shortages; environmental contamination; high density population in shopping areas; and flooding. It's also home to several major universities including James Madison University. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that the City of Harrisonburg and Rockingham County public officials, departments and agencies, as well as James Madison University, 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 and efficiently restore essential services. The foundation for this coordinated response is established through the joint Emergency Operations Plan between the City of Harrisonburg, Rockingham County, and James Madison University.

The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000", Code of Virginia, 44-146.13 to 44-146.29:2 requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events. The Code of Virginia also requires in §23.1-804 that the governing board of each public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan and every four years, each public institution of higher education shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure that the plan remains current, and the revised plan shall be adopted formally by the governing board. The Joint Emergency Operations Plan (EOP) consists of a Basic Plan followed by the Emergency Support Functions, Support Annexes, and finally Incident Annexes.

#### **Purpose**

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in both localities and the educational institutions 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. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the localities and institutions can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

### **Scope and Applicability**

The Emergency Operations Plan identifies a range of disasters that could possibly occur in or near the localities. The EOP works to anticipate the needs that the jurisdictions might experience during an incident and provides guidance across City/County Departments, agencies, institutions, and response organizations by describing an overall emergency response system:

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

The plan is applicable to all local agencies/institutions that may be requested to provide support.

### **Incident Management Activities**

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

Examples of incident management actions include:

- Increasing public awareness;

- Coordinating protective measures across jurisdictions/institutions;
- Increasing countermeasures such as inspections, security, and infrastructure protections;
- Conducting public health assessments and conducting a wide range of prevention measures to include, but not limited to immunizations;
- Providing immediate and long-term public health and medical response assets;
- Coordinating support in the aftermath of an incident;
- Providing strategies for coordination of resources;
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

### **Key Concepts**

#### A. Systematic and coordinated incident management, including protocols for:

- Incident reporting;
- Coordinated action;
- Alert and Notification;
- Mobilization of resources;
- Operating under differing threats; and
- Integration of crisis and consequence management functions.

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

#### C. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.

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

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

- F. Facilitating support to departments and agencies acting under the requesting departments or agency's own authorities.
- G. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
- H. Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

## II. Situation and Planning Assumptions

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### Geography/Demographics

The City of Harrisonburg and Rockingham County are nestled in the heart of the historic and scenic Shenandoah Valley in west central Virginia. The area is bounded on the west by the Allegheny Mountains and on the east by the crest of the Blue Ridge Mountains. I-81 is the major transportation route providing one-day access to two-thirds of the U.S. population. In addition to I-81, U.S. Route 33 runs east and west through both jurisdictions and U.S. Route 11 runs north and south through each splitting the localities. James Madison University's 614-acre campus is in the heart of the city of Harrisonburg with approximately 21,000-student population. Approximately 6,800 students live on campus.

According to the Weldon Cooper Center, the estimated population of Harrisonburg is approximately 54,224 and Rockingham County is 79,735 for a total population of 133,959 people as of 2016.

Males	Rockingham: 39,238	Harrisonburg: 25,443
Females	Rockingham: 40,506	Harrisonburg: 27,635

Median resident age	Rockingham: 41 years
	Harrisonburg: 25 years

Estimated median household income	Rockingham: \$47,965
	Harrisonburg: \$34,967

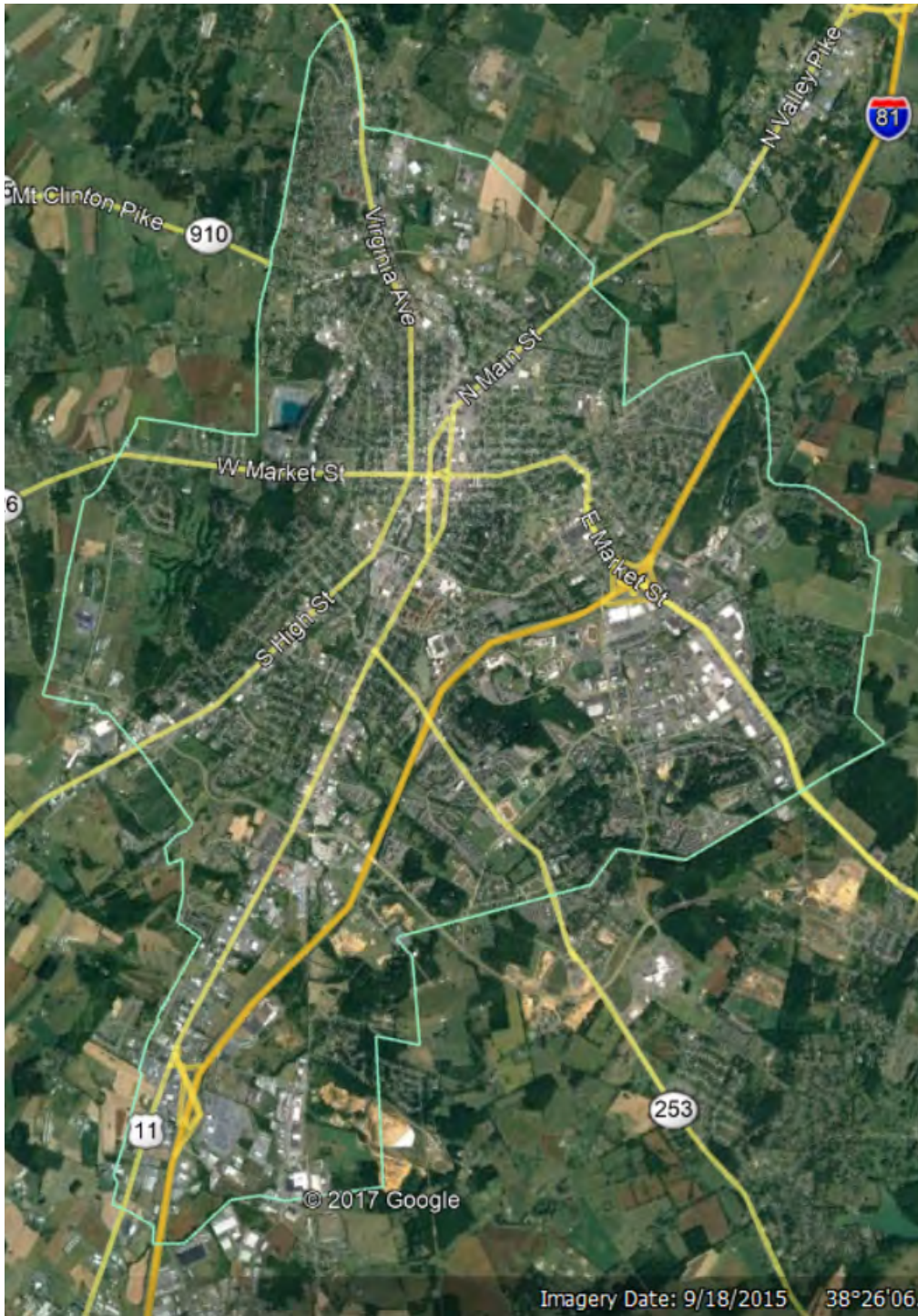
Estimated per Capita income (Harrisonburg/Rockingham): \$30,673

Land area	Rockingham County: 853 square miles
	Harrisonburg: 17.6 square miles

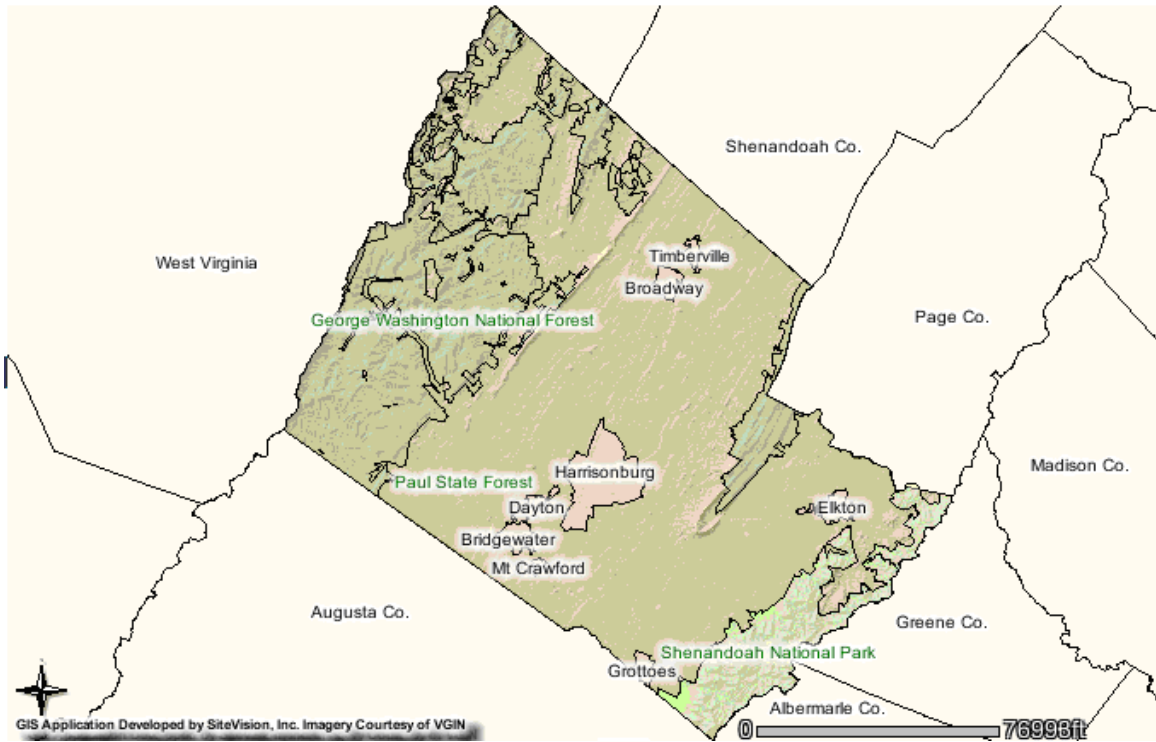
Population density	Rockingham County: 93 per square mile
	Harrisonburg: 3,080 per square mile

Elevation: 1352 feet

**City of Harrisonburg**



**Rockingham County**





**James Madison University**





Major utilities (emergency contact – not for public release):

Columbia Gas of Virginia – 888-203-7090  
Verizon – 888-483-1233  
Harrisonburg Electric Commission – 540-434-5361  
Harrisonburg Water and Sewer Department – 540-434-9959  
Dominion Energy – 571-203-5127  
Shenandoah Valley Electric Cooperative – 540-434-0895  
Harrisonburg/Rockingham Regional Sewer Authority – 540-434-1053

### **Planning Assumptions**

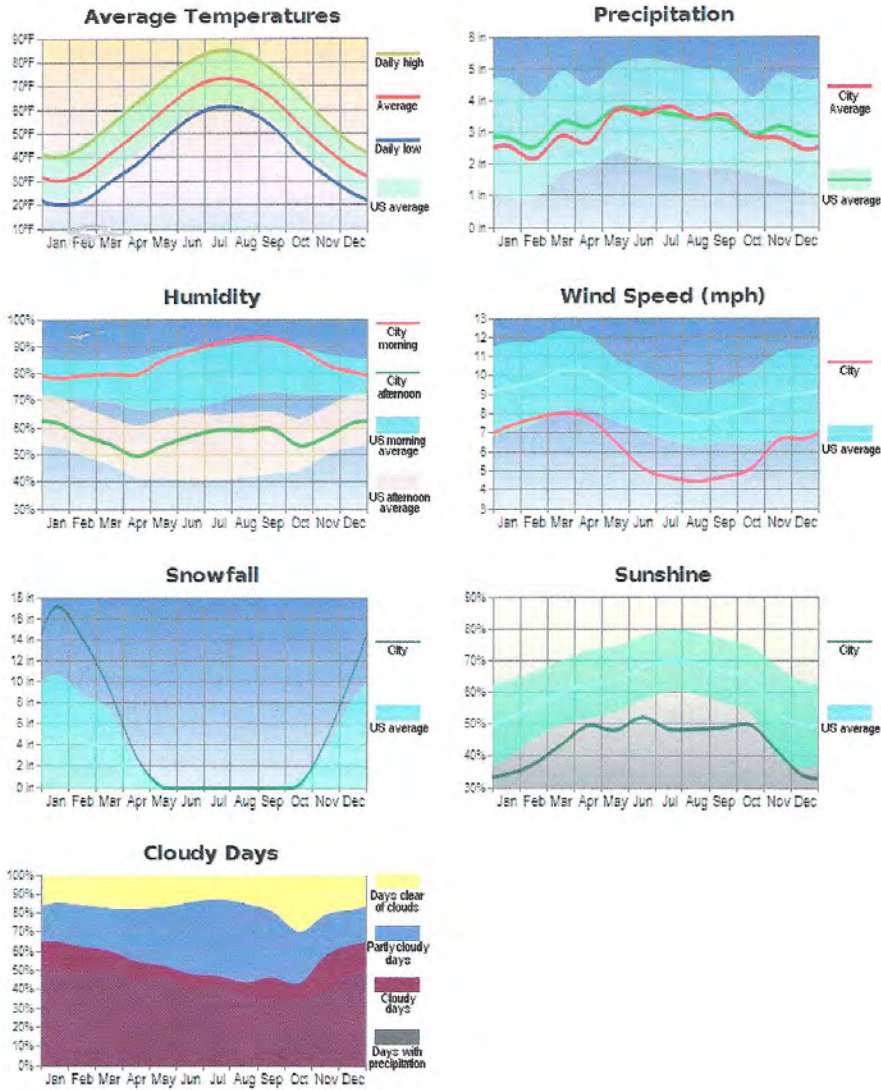
- A. Incidents are typically managed at the lowest possible level of government.
- B. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- C. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
- D. Incidents require local government/institutions to coordinate operations and/or resources and may:
  - Occur at any time with little or no warning;
  - Require significant information sharing across multiple jurisdictions and between the public and private sectors;
  - Involve single or multiple geographic areas;
  - Have significant impact and/or require resource coordination and/or assistance;
  - Span the spectrum of incident management to include prevention, preparedness, response, and recovery;
  - Involve multiple, highly varied hazards or threats on a local or regional scale;
  - Result in numerous casualties; fatalities; displaced persons; property loss; disruptions of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment;
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
  - Require short notice State and Federal asset coordination;
  - Require prolonged, sustained incident management operations and support activities.

## E. The top priorities for the jurisdictions/institutions are to:

- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Ensure security of the jurisdictions/institutions;
- Prevent an imminent incident from occurring;
- Protect and restore critical infrastructure and key resources;
- Ensure local government/institutions continue to function throughout the incident
  - A Business Continuity Plan has been developed for the City of Harrisonburg and a copy can be found in each department with the EOP;
  - JMU has an adopted Continuity of Operations Plan (COOP) and a copy can be obtained from the JMU Emergency Management Coordinator
- Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
- Facilitate recovery of individuals, families, businesses, government, and the environment.

# Basic Plan – Attachment 1

## Climate



### III. Roles and Responsibilities

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#### Local Chief Executive Officer

The City Manager of the City of Harrisonburg and County Administrator of Rockingham County, serve as the respective jurisdiction's chief executive and the Directors of Emergency Management. They are responsible for the public safety and welfare of the people of City of Harrisonburg and Rockingham County. The President of JMU serves as the Chief Executive Officer of the institution. The JMU Chief of Police and the Chair of the Emergency Response & Recovery Team (ERRT) serve as Co-Directors of Emergency Management for the institution. The City Manager/County Administrator/JMU President:

- Are responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- Dependent upon state and local laws, has extraordinary powers to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and in coordination with the local health authority to order a quarantine;
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

#### Emergency Support Functions (ESF)

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

Each ESF is composed of primary and support agencies. The jurisdiction identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinator, 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.

**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. These resources, when available, will be integrated into the City/County/institutional operations, and will be incorporated into an ESF to support critical functions as best suited by their skill set. For example, a local American Red Cross chapter provides relief at the local level and may also provide staffing of ESF #6 – Mass Care when needed. 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**

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 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 Resources	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.

<p>Regulated and/or Responsible Party</p>	<p>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.</p>
<p>Local Emergency Organization Member</p>	<p>Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee (LEPC).</p>

Private sector organizations support emergency management by sharing information with the local government/institutions, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating government resources 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. The City of Harrisonburg, Rockingham County and JMU maintain ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, and 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 Citizens 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 provide opportunities for special skills and interests. These programs develop targeted outreach for special needs groups and organize special projects and community events. Currently the Harrisonburg Fire Department and Rockingham County Department of Fire & Rescue, and JMU teach CERT programs to citizen and university groups. James Madison University has an active CERT program

involving their faculty and staff. Both localities also participate with the Central Shenandoah Planning District's CERT program. Local law enforcement agencies in the City of Harrisonburg and Rockingham County coordinate neighborhood watch programs. The regional health department coordinates a Medical Reserve Corp that covers the Central Shenandoah Planning District, which includes the City of Harrisonburg, Rockingham County and JMU.

## IV. Concept of Operations

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### General

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

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that Emergency Management organizations and operations will be structured around existing constitutional government. The City of Harrisonburg and Rockingham County organization for emergency operations consists of existing government departments and private emergency response organizations. And under Title 23 of the Code of Virginia, educational institutions are required to have an institutional crisis and management plan and JMU works in conjunction with local government to prepare for and respond to emergencies.
2. The City Manager/County Administrator are the Directors of Emergency Management for their respective localities. The day-to-day activities of the emergency preparedness program have been delegated to the City and County Fire Chiefs who serve as the Coordinator of Emergency Management for their respective localities. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The JMU Chief of Police and the ERRT Chair serve as the EM Co-Directors of JMU. The JMU EM Coordinator is responsible for the day-to-day activities of the emergency preparedness program.
3. The Director of Emergency Management, assisted by the Deputy Director, Coordinator and 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 currently located in the Public Safety Building, 101 North Main Street. JMU has several sites identified as EOC locations for their administration. Depending on the type and location of the incident will determine which one will be utilized.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining



the EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

5. The Directors of Emergency Management are the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency, with the consent of the City Council and/or County Board of Supervisors. For JMU, the Emergency Operations Plan is activated under the authority of the President of JMU who also approves all policies having effect on the plan.
6. The Director of Emergency Management or, in his absence, the Deputy Director of Emergency Management assumes this responsibility. In the absence of the Director and Deputy Director, this responsibility is assumed by the Coordinator of Emergency Management to determine the action needed to mitigate the emergency, including the need for evacuation of large areas and will issue necessary orders for evacuation or other protective action as needed. The Police Department/Sheriff's Office/JMU PD/Town Police Departments will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the City/County Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
7. Succession to the Director of Emergency Management will be the Deputy Director, Coordinator of Emergency Management, and then the Deputy Coordinators of Emergency Management. The President of JMU will determine the appropriate designee in the absence of the JMU Directors of Emergency Management.
8. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented to be eligible for post-disaster reimbursement should a federal disaster be declared. Per the Code of Virginia, JMU must go through the City of Harrisonburg to declare a state of emergency.
9. The heads of operating agencies will maintain plans and procedures to be prepared to effectively accomplish their assigned responsibilities.
10. The Coordinator of Emergency Management will assure compatibility between the joint Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the City, County, and JMU as appropriate.

11. The City, County and JMU must be prepared to bear the initial impact of a disaster on their 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 the Virginia Emergency Operations Center (VEOC) to the State Coordinator through WebEOC.
12. The Directors of Emergency Management, with support from designated local officials, will be responsible for key decision making during disaster operations. The Coordinators of Emergency Management will exercise direction and control functions. The EOC may be partially or fully staffed depending on the 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 that will insure maximum protection of the population, property, and the supplies from the effects of threatened disasters.
13. 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 should federal disaster assistance be needed. In time of emergency, the heads of locality and institutional offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

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

14. Declaration of a Local Emergency
  - a. The Director of Emergency Management with the consent of the City Council/Board of Supervisors, by resolution, should declare 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 expenditures and a coordinated response to prevent or alleviate damage, loss, hardship, or suffering.

- b. A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the City Council/Board of Supervisors cannot convene due to the disaster, the Director of Emergency Management or any other Emergency Management staff, or any member of the governing body may declare a local emergency to exist subject to confirmation of the City Council and/or Board of Supervisors, within fourteen days. The Director of Emergency Management or, in his absence, the Coordinator will advise the VEOC immediately following the declaration of a local emergency.
  - c. When local resources are insufficient to cope with the effects of a disaster the City/County may need to request resources from outside the localities. This may be done through local mutual aid requests or through Statewide Mutual Aid. Request for state assistance may also be requested. This will be done primarily through WebEOC, but may also be done by contacting the VEOC or by faxing the VEOC a request form. If JMU needs assistance that cannot be met locally, a request through the City of Harrisonburg should be made to the VEOC on behalf of JMU.
15. The Commonwealth of Virginia Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.
- a. Daily Situation Report
  - b. Damage Assessment Report
  - c. After-Action Report
16. Support by military units may be decided through the VEOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Management or his designated representative, mission-type requests to include objectives, priorities, and other information necessary to accomplish missions.
17. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the localities and institutions to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Directors of Emergency Management or, in his absence, the Coordinators

- of Emergency Management when he/she determines that such assistance is necessary and feasible.
18. The Directors of Emergency Management, the Coordinators of Emergency Management, and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
  19. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
    - a. Any disaster threatens or occurs in the City/County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended.
    - b. A state of emergency is declared by the Governor.
  20. The Directors of Emergency Management, assisted by the Coordinators of Emergency Management, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned, and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained (See Appendix 6). Responsible individuals and officials should recommend to the Director of Emergency Management or the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

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

The local Emergency Operations Plan 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 own authorities. The supplemental agency or interagency plans may be implemented concurrently with the Emergency Operations Plan (EOP) but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

## Organizational Structure

In accordance with 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, the Emergency Operations Plan includes the following command and coordination structures:

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

## V. Incident Management Actions

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### Actions

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.

### Notification and Assessment

The City of Harrisonburg, Rockingham County and James Madison University report threats, incidents, and potential incidents using established communications and reporting channels. These threats will be reported to the VEOC. Notification may also be made to the Regional Coordinator or Fusion Center depending on the type of incident and needs. Once a threat or incident has occurred, local government, through the Director of Emergency Management, makes an initial determination to initiate the coordination of information-sharing and incident management activities.

### Reporting Requirements

The City of Harrisonburg and Rockingham County Emergency Management is required to report a Declaration of Emergency to the VEOC and encouraged to report all incidents of significance to the VEOC. In most situations, incident

information is reported using existing mechanisms to the VEOC. This information may include:

- Implementation of an incident management or emergency response plan or action to prevent, respond to, or recover from an incident; and
- Activation of local and state mutual-aid agreements in response to incidents resulting in emergency proclamation or declarations, or requiring Federal assistance,

### **Dissemination of Warnings and Bulletins**

Watches, warnings, and other emergency bulletins are issued by various agencies based on their statutory missions and authorities. Information on dissemination of public information can be found in ESF #2 and ESF #15. A variety of communications systems may be used at the Federal level to disseminate information, such as:

- National Warning Systems (NAWAS): NAWAS is the primary system for emergency communications from the Federal Government to both State and local warning points;
- National Emergency Alert System (National EAS): Formerly known as the Emergency Broadcast System, the National EAS is a nationwide network of readily available and reliable means to communicate emergency information to the American people; and
- State and local EAS: State and local authorities have their own EAS which may be used to broadcast information on major disasters or emergencies.

### **Pre-Incident Actions**

The majority of initial actions in the threat or hazard area is taken by first responders and the City of Harrisonburg, Rockingham County and JMU authorities, and includes efforts to protect the public and minimize damage to property as follows:

- Public Health and Safety:** Initial Safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance, testing procedures; and immunizations; prophylaxis, and isolation or quarantine for biological threats.
- Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments

based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety.

- **Property and Environment:** Responders may also take incident management actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

## **Response Actions**

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire, emergency medical services, emergency flood fighting, evacuations, transportation system detours, emergency public information, actions taken to minimize additional damage, urban search and rescue, the provision of public health and medical services, food, ice, water and other emergency essentials, debris clearance, the emergency restoration of critical infrastructure, control, containment, and removal of environmental contamination, and protection of responder health and safety.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation. The Planning Section develops a demobilization plan for the release of appropriate resources.

## **Recovery Actions**

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among Federal, State, the City of Harrisonburg, Rockingham County, JMU and voluntary organizations for delivering recovery assistance programs.

The JFO Operations Section includes the Human Services Branch, the Infrastructure Support Branch, and the Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches assess state and local recovery needs at the outset of an incident and develop relevant timeframes for program delivery. The Community Recovery and Mitigation Branch works with other Operation branches and state and local officials to assess the long-term impacts of an incident, define available resources, and facilitate the development of a course of action to most efficiently apply available resources to restore and revitalize the community as well as reduce the impact from future disasters.

The above branches coordinate with one another to identify appropriate agency assistance programs to meet applicant needs. Hazard Mitigation measures are identified in concert with congressionally mandated locally developed plans. Hazard Mitigation Risk Analysis; technical assistance to state and local governments, citizens and businesses; and grant assistance are included with the mitigation framework. These branches work in tandem to track overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.

Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and historical resources from intentional damage during other recovery operations.

If a Presidential Declaration is not made, or the federal and state assistance can't meet all of the local needs, a local disaster recovery task force has been established. This task force is brought together only during times of need, and includes, but not limited to, representatives from the Red Cross, social services, local government, faith based organizations, and local businesses. Assistance will be decided based on available local resources and need.

### **Mitigation Actions**

Hazard Mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. The JFO is the central coordination point among Federal, State and the City of Harrisonburg and Rockingham County agencies and nongovernmental organizations for beginning the process that leads to the delivery of mitigation assistance programs.

In a Presidential declared disaster, the JFO's Community Recovery and Mitigation Branch is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- 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.



The Community Recovery and Mitigation Branch works with the infrastructure and Human Services Branches and with state and local officials to facilitate the development of a long-term recovery strategy for the impacted area.

## **VI. Ongoing Plan Management and Maintenance**

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### **Coordination**

The City of Harrisonburg, Rockingham County, and James Madison University should conduct a comprehensive plan review and revision, as well as an exercise prior to formal adoption by the City Council, Board of Supervisors, and Board of Visitors every four years in order to maintain plan currency. It is also suggested that plans be updated and reviewed following a training exercise.

- The Virginia Emergency Services and Disaster Law of 2000*, as amended, requires that each City, County, and JMU prepare and keep current an Emergency Operations Plan.
- The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

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 VEOC. A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.



*Emergency Operations Plan*

# Appendices

**October 2017**

## Appendix 1 – Glossary of Key Terms

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### **Amateur Radio Emergency Services**

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

### **American Red Cross**

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

### **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 co-located with the Incident Command 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.

### **Coordinator of Emergency Management**

The Harrisonburg Fire Chief will serve as the Coordinator for the City of Harrisonburg; The Rockingham County Department of Fire & Rescue Chief will serve as the Coordinator for Rockingham County. James Madison University has a position within the Police Department of Coordinator of Emergency Management.

### **Declaration of Emergency**

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist.

### **Decontamination**

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

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

The Harrisonburg Fire Department Administrative Officer will serve as the Deputy Coordinator for Harrisonburg. The Deputy Fire Chief will serve as Deputy Coordinator for Rockingham County.

### **Deputy Director of Emergency Management**

The Harrisonburg Deputy City Manager will serve as the Deputy Director. The Rockingham County Deputy County Administrator will serve as the Deputy Director.

### **Director of Emergency Management**

The Harrisonburg City Manager will serve as the Director of Emergency Management. The County Administrator will serve as the Director of Emergency Management. The JMU Chief of Police and the Chair of the Emergency Response & Recovery Team (ERRT) serve as Co-Directors of Emergency Management for JMU.

### **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.

A subscription service and landline service that will allow the Emergency Communication Center contact residents and businesses about emergency situations within a geographic area.

### **Emergency Operations Center**

A facility from which government or institutions direct and control its emergency operations; where information about the status of the emergency 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 firefighting, 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 function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

**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 Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL93-288).

**Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically reference data.

**Harrisonburg-Rockingham Emergency Management Task Force**

Task Force comprised of local, state, federal, and private partnerships to prepare and respond to all-hazards within the City and County.

**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 City/County/JMU Emergency Operations Plan

**Incident Action Plan**

The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period.

**Incident Command System**

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**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 City of Harrisonburg or Rockingham County 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 the City of Harrisonburg or Rockingham County, 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 (LEPC)**

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. The LEPC is the Harrisonburg-Rockingham Emergency Management Task Force.

**Mitigation**

Activities that 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

**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 equipment in an emergency.

**National Response Framework**

Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal government, and private sector and nongovernmental partners apply these principles for a coordinated, effective national response.

**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 City of Harrisonburg, Rockingham County, and James Madison University 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 Coordinator of Emergency Management shall serve as the principle advisor to the Director of Emergency Management for respective localities during the response and recovery phase. In addition, the Coordinator of Emergency Management must assure that essential operations of his/her agency will continue, unless otherwise directed by the City Council, Board of Supervisor and/or JMU President.

**Regional Information Coordination Center (EOC)**

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 closing, early release of employees, evacuation, transportation decisions, health response, etc.

**Situation Report**

A form which, when completed at the end of each day of the Emergency Operations Center, will provide officials with a daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via WEBEOC or fax.

**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 because 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 objective, 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 ounces, or mine or device like the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

## Appendix 2 – List of Acronyms

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APHIS	Animal and Plant Health Inspection Service
ARES	Amateur Radio Emergency Services
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
ERRT	Emergency Response & Recovery Team
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
JMU	James Madison University
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 Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U. S. Army Corps of Engineers
USCG	U. S. Coast Guard
USDA	U. S. Department of Agriculture
VEOC	Virginia EOC
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

## Appendix 3 – Authorities and References

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The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

1. Federal

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
- B. The Homeland Security Act/National Response Framework, May 2013

2. State

- A. Commonwealth of Virginia Emergency Management and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
- B. The Commonwealth of Virginia Emergency Operations Plan: 2012 Updated 2015
- C. Crisis and Emergency Management Plans for Educational Institutions, 23-9.2:9 of the Code of Virginia

### REFERENCES

- 1. Central Shenandoah Planning District. (2013). All-hazard mitigation plan
- 2. City of Harrisonburg. (2013). Business continuity plan
- 3. City of Harrisonburg. (2009). Hazardous materials response plan
- 4. Commonwealth of Virginia. (2008) Emergency coordinator's handbook

## 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	S		P	S	S		S			P	S	P	P	P	P
Fire			S	P	S			S	P	P			S		S		
EMS/ Public Health			S		S	S		P	S	S	P			S	S		
Law Enforcement	S	S	S		S	S		S	P	S			P		S		
Public Works/Utilities	P		P		S		S	S									
Community Development			P		S									P			
American Red Cross					S	S	S	S			S			S			
Information Technology		P			S										S		
Social Services						P	S	S			P				S		P
Finance					S		P										
Transportation	P		S														
Schools	P		S			P									S		
CSB								S									
Water Authority			S														
Attorney			S		S								S				
Public Information Officer		P													P		
VVOAD						S					S			S			S
Local Disaster Recovery TF						S								S			S
Extension Service											P						
Hospital								S									
ECC		P															
VDOT	S		S										S				
Private Sector		S															
Amateur Radio		S															
Utility Providers		S										S					
VDEQ			S					S		S							
VA DOF				S													
VDEM							S		S	S					S		
Civil Air Patrol									S								
VDACS								S			S						
VADBHDS						S											

**P** = Primary

**S** = Support

## Appendix 5 – Succession of Authority

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

### Organization/Service Function

#### Director of Emergency Management

1. City Manager/County Administrator/JMU Chief of Police and ERRT Chair
2. Deputy City Manager/Deputy County Administrator/JMU President  
Appointee

#### Coordinator of Emergency Management

1. Fire Chief (City/County)/JMU Coordinator of EM
2. City Fire Administrative Officer/County Deputy Fire Chief

#### Law Enforcement

1. City Police Chief/Sheriff/JMU Police Chief
2. City Ranking Captain/Major/JMU Major

#### Fire/EMS

1. Fire Chief (City/County)
2. City Deputy Fire Chief – Operations/Deputy Fire Chief

#### Public Schools

1. Superintendent (City/County)
2. City Executive Director – Operations & Safety/County Assistant  
Superintendent

#### Public Works

1. Director (City/County)
2. Deputy Director (City/County)

Social Services

1. Director
2. Eligible Supervisor

Health Department

1. Director
2. Deputy Director

Extension Services

1. Unit Chair – Extension Office

American Red Cross

1. Executive Director
2. Disaster Coordinator

Salvation Army

1. Captain

Public Utilities

1. City Director of Utilities/County Director of Public Works
2. Deputy Director (City/County)

Transportation (City/JMU)

1. Director/Transportation Manager
2. Deputy Director/Transportation Coordinator (Supervisor)

Electric Commission (City)

1. General Manager
2. Assistant General Manager

Animal Related Services

1. Animal Control Officer (City/County)
2. SPCA

Community Services Board

1. Executive Director
2. Emergency Services Coordinator

Community Development

1. Director of Community Development (City/County)
2. City Building Official/County Director of Planning

Rockingham Memorial Hospital

1. Administrator
2. Vice President

Finance Department

1. Director of Finance (City/County)/Assistant VP for Finance
2. City Assistant Director/County Accountant/Associate Controller for Accounting Operations & Disbursements

Parks and Recreation

1. Director of Parks (City/County)
2. City Assistant Director/County Program Supervisor

JMU Facilities Management

1. Director
2. Assistant Director, Operations

University Health Center

1. Health Center Director
2. Medical Director



## Appendix 6 – EOP Distribution List

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### **City of Harrisonburg**

Director of Emergency Management (2)	Kurt Hodgen
Deputy Director of Emergency Management (1)	Ande Banks
Fire Chief/Coordinator of Emergency Management (4)	Ian Bennett
City Engineer (1)	Dan Rublee
Chief of Police (4)	Steve Monticelli
Building Official (1)	Ron Schuett
Director of Utilities (3)	Mike Collins
Director of Public Works (3)	Jim Baker
Director of Transportation (1)	Reggie Smith
Superintendent of Schools (1)	Dr. Scott Kizner
Harrisonburg Electric Commission (1)	Brian O'Dell
Director of Economic Development (1)	Brian Shull
Director of Planning and Community Development (1)	Adam Fletcher
Treasurer (1)	Jeff Shafer
Commissioner of the Revenue (1)	June Hosaflook
Emergency Communications Center (1)	Jim Junkins
Council Members (5)	
City Fire Stations (4)	

### **Rockingham County**

Director of Emergency Management (1)	Stephen King
Deputy Director of Emergency Management (1)	George Anas
Fire Chief/Coordinator of Emergency Management (4)	Jeremy Holloway
County Attorney (1)	Tom Miller
Sheriff's Office (6)	Bryan Hutcheson
Building Official (1)	Joe Shifflett
Director of Public Works (2)	Philip Rhodes
Superintendent of Schools (2)	Oskar Scheikl

Emergency Operations Plan

City/County/JMU

Director of Community Development (1)

Casey Armstrong

Treasurer (1)

Todd Garber

Commissioner of the Revenue (1)

Lowell Barb

Director of Recreation (1)

Kathy McQuain

Director of Finance (1)

Patricia Davidson

Director of Social Services (1)

Celest Williams

Human Resources (1)

Jennifer Mongold

Board of Supervisors (5)

**James Madison University**

Emergency Response and Recovery Team (4)

Donna Harper

Emergency Management Coordinator (1)

Robbie Symons

**Partner Agencies**

Red Cross (1)

Viviana Cristian

VA Department of Transportation (1)

Don Komara

Rockingham Memorial Hospital (2)

Douglas Moyer

Salvation Army (1)

Capt. Blevins

Health Department (1)

Dr. Laura Kornegay

VA Extension Service (1)

Jeremy Daubert

Volunteer Fire & Rescue Agencies (16)

Current Chiefs

Incorporated Towns (7)

## Appendix 7 – Preservation of Government

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### Court Records

The preservation of essential records for the City of Harrisonburg and Rockingham County is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

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

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

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

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

### Agencies/Organizations

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

# Appendix 8 – NIMS Resolution



## COMMONWEALTH of VIRGINIA Department of Emergency Management

MICHAEL M. CLINE  
State Coordinator

JANET L. CLEMENTS  
Deputy Coordinator

JAMES W. KECK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-8500  
(TDD) 874-2417  
FAX (804) 897-8506

### THE NATIONAL INCIDENT MANAGEMENT SYSTEM FY05 CERTIFICATION

Please sign and return this form to the attention of Julian Gilman, VDEM, Homeland Security Grants  
FAX Number (804) 897-6613

I certify that City of Harrisonburg (local government) has successfully complied with the following minimum

FY05 National Incident Management System (NIMS) compliance requirements contained in the  
September 8, 2004, letter from the DHS Secretary to the nation's governors and in accordance with  
ODP's FY05 ODP Homeland Security Grant Program.

- **Formally recognize the National Incident Management System (NIMS) and adopt the NIMS principles and policies.**
- **Complete the NIMS Awareness Course:** "National Incident Management System, and Introduction" – IS 700. This independent study course explains the purpose, principles, key components and benefits of NIMS for all emergency personnel with a direct role in emergency preparedness, incident management or response;
- **Establish a NIMS baseline by determining which NIMS requirements have been accomplished and develop an implementation plan.** The NIMS Capability Assessment Support Tool (NIMCAST) is available as a voluntary web-based self-assessment system for use by states, territories, tribes, and local governments to evaluate their incident response and management capabilities;
- **Institutionalize the use of the Incident Command System (ICS).** We recognize that we must institutionalize the use of ICS (consistent with the concepts and principles taught by DHS) across the entire response system. Institutionalization is demonstrated in the jurisdiction's policy and organizational/operational activities.

(Name & Title Local Official): Roger D. Baker, City Manager

(Name of Local Government): City of Harrisonburg

Signature: Roger D. Baker Date: Sept. 27 2005

*"Working to Protect People, Property and Our Communities"*



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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HARRISONBURG, VIRGINIA:

That the National Incident Management System (NIMS) is established as the City standard for incident management.

Approved: April 12, 2005

  
MAYOR

ATTEST:

  
CLERK OF THE COUNCIL



City of Harrisonburg, Virginia

Office of Mayor  
345 South Main Street  
Post Office Box 20031  
Harrisonburg, Virginia 22801  
(540) 432-7701/Fax (540) 432-7778

Larry M. Rogers  
Mayor

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARRISONBURG,  
VIRGINIA, REGARDING THE ADOPTION OF THE  
NATIONAL INCIDENT MANAGEMENT SYSTEM**

ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
HARRISONBURG, VIRGINIA, HELD AT 7:30 P.M., ON APRIL 12, 2005:

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

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

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

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

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

*The City With The Planned Future*



JOSEPH S. PAXTON  
County Administrator



ROCKINGHAM COUNTY

BOARD OF SUPERVISORS

PABLO CUEVAS

Election District No. 1

CHARLES W. AHREND

Election District No. 2

DEE E. FLOYD

Election District No. 3

WILLIAM B. KYGER, JR.

Election District No. 4

MICHAEL A. BREEDEN

Election District No. 5

A RESOLUTION ADOPTING  
THE COUNTY OF ROCKINGHAM  
EMERGENCY OPERATIONS PLAN

WHEREAS, the possibility exists for dangers of many types including man-made disasters, natural disasters, and possible hostile actions of an unknown enemy; and

WHEREAS, the safety and protection of the citizens and property is of foremost concern to the Board of Supervisors of the County of Rockingham; and

WHEREAS, the Board of Supervisors desire and the Commonwealth of Virginia statues require the adoption of appropriate planned protective measures;

NOW, THEREFORE, BE IT RESOLVED by the Rockingham County Board of Supervisors this 13<sup>th</sup> day of April, 2005, that the County of Rockingham Emergency Operations Plan be and it is hereby adopted as the basic plan for County emergency services.

BE IT FURTHER RESOLVED that those County officials charged with planning and operational responsibility in the Emergency Operations Plan become knowledgeable of such responsibilities and be prepared to execute their respective responsibilities upon notification of implementation of the plan.

\*\*\*\*\*

I hereby certify that the foregoing is a true copy of a resolution adopted by the Rockingham County Board of Supervisors at a meeting held on April 13, 2005.

Given under my hand this 13<sup>th</sup> day of April, 2005.

*Dottie L. Bowen*  
Dottie L. Bowen, Deputy Clerk

POST OFFICE BOX 1252, HARRISONBURG, VIRGINIA 22803  
TELEPHONE (540) 564-3012 • FAX (540) 564-3017  
Website: [www.co.rockingham.va.us](http://www.co.rockingham.va.us)

## Appendix 9 – Incident Level Management System

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To enhance on-scene response to natural and technological emergencies at the local level, there is a need to have an incident level management system in place that provides a standardized organizational framework to which responders can quickly recognize and adapt. The management system will provide the necessary tools to effectively manage and efficiently coordinate local and regional resources, utilizing common terminology and standard operating procedures.

The incident level management system must be designed to quickly organize and integrate multiple disciplines into one functional organization that has the flexibility to adapt to and meet the demands of any emergency/disaster situation involving one or more jurisdictions. The strength and effectiveness of such a system will be based upon written procedures that reflect department policies, and provide incident management with standardized and effective response strategies to diverse emergency situations that vary in terms of their size, scope, and nature of hazard(s) they pose to the community. These procedures, which will be implemented routinely to address any given situation, can also be used as a training tool for department staff, as well as provide a baseline for assessments and critiques of emergency operations following an actual incident or exercise to test the plan.

The City of Harrisonburg, Rockingham County, and James Madison University recognizes the critical importance of having such an organizational structure in place and have adopted the Incident Management System (see certification documents – Appendix 8). This command system is comprised of five functions that include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were defined for the emergency at hand. An Operations Section Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations. This system has been proven nationally to can adapt to a variety of situations with relative ease, while allowing the Incident Commander to effectively maintain a continuous and reasonable span of control and operational efficiency throughout the emergency response.

Incidents that involve multiple jurisdictions will be managed under a Unified Command management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction, who are jointly responsible for the development of objectives, strategy, and priorities to effectively address the emergency at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one



Incident Action Plan like a single command structure. Also, as in a single command structure, the Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors which may include, but are not limited to, such issues as which jurisdiction has the greatest involvement, the amount of resources involved, existing statutory authority, or mutual knowledge of the individual's qualifications.

## Appendix 10 – Sample Declaration of a Local Emergency

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### Harrisonburg

AT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF  
HARRISONBURG, VIRGINIA, HELD AT \_\_\_\_\_, ON \_\_\_\_\_  
\_\_\_\_\_, 201\_\_ A RESOLUTION DECLARING A LOCAL  
EMERGENCY TO EXIST IN CITY OF HARRISONBURG, VIRGINIA

WHEREAS, the City Council of the City of Harrisonburg, Virginia, does hereby find as follows:

1. That due to the occurrence of \_\_\_\_\_, the City of Harrisonburg is facing a condition of extreme peril to the lives, safety and property of the residents of City of Harrisonburg;
2. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Harrisonburg, Virginia, that a local emergency now exists throughout the City of Harrisonburg; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization and functions of the City of Harrisonburg shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the City of Harrisonburg in order to mitigate the effects of said emergency.

Dated: \_\_\_\_\_

City Council, City of Harrisonburg, VA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Vice-Mayor

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Member of Council

---

Member of Council

---

Member of Council

Attest: \_\_\_\_\_  
Clerk, City Council  
City of Harrisonburg,  
Commonwealth of Virginia

**Rockingham County**

AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY

HARRISONBURG, VIRGINIA, HELD AT \_\_\_\_\_, ON \_\_\_\_\_, 201\_\_

A RESOLUTION DECLARING A LOCAL EMERGENCY TO EXIST IN ROCKINGHAM COUNTY, VIRGINIA

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

1. That due to the occurrence of \_\_\_\_\_, Rockingham County is facing a condition of extreme peril to the lives, safety and property of the residents of the County;
2. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Rockingham County, Virginia, that a local emergency now exists throughout Rockingham County; and

BE IT FURTHER RESOLVED AND ORDERED that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization and functions of Rockingham County shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of Rockingham County in order to mitigate the effects of said emergency.

Dated: \_\_\_\_\_ Board of Supervisors, Rockingham County, VA

\_\_\_\_\_  
Chairman of Board

\_\_\_\_\_  
Member of Board

\_\_\_\_\_  
Member of Board

---

Member of Board

---

Member of Board

Attest: \_\_\_\_\_  
Clerk, Board of Supervisor  
Rockingham County, Commonwealth of Virginia

## Appendix 11 – Legal Assistance

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### MISSION

To provide proper and timely legal guidance to government officials in an emergency or disaster situation.

### ORGANIZATION

The City/County (and/or Commonwealth) Attorney will assist City/County government officials and departments, and JMU by the University Legal Services team, to ensure that actions taken during an emergency/disaster situation will comply with the appropriate Federal, State, and local laws, regulations, and policies.

### CONCEPT OF OPERATIONS

In the event of an emergency, the Director and Coordinator of Emergency Management will be taking, as well as authorizing, a variety of actions under their emergency authority to respond to and recover from the emergency/disaster. Laws, regulations, and policies that government follows and complies with every day may have to be temporarily suspended in order to effectively address the situation at hand. Government's exposure to potential liability issues is greatly enhanced in this situation. To avoid or mitigate against potential liability issues, government officials must be clear on the parameters of their emergency authorities to them under the law.

During an emergency or disaster situation, the City/County/University Attorney will be stationed in the EOC if requested, to provide the necessary legal assistance to officials and staff in identifying, defining, as well as resolving any legal issue that may surface during any phase of emergency operations.

All government staff will consult with the City/County/University Attorney regarding any legal issue that may arise in the course of executing their responsibilities under the plan. Legal assistance may include but not be limited to, such actions as defining emergency authorities, identifying and resolving potential liability issues, interpreting laws, regulations, and policies, preparing new ordinances and regulations, and developing and reviewing contracts.

**EMERGENCY MANAGEMENT ACTIONS – LEGAL ASSISTANCE**

1. Normal Operations
  - a. Review local, state, and federal emergency laws, regulations, and policies and identify potential issues that may surface during emergency operations.
  - b. Advise government officials and staff of potential legal issues that may arise during emergency operations and provide guidance as to how these issues may be addressed.
  - c. Develop and disseminate procedures to City/County/JMU staff as to how legal issues should be addressed and processed through the City/County/University/Commonwealth's Attorney during a disaster.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

  - a. Review local, state, and federal disaster laws.
  - b. Inform departments of the procedures to follow in requesting legal assistance.
3. Response
  - a. Implement and advise government officials of their emergency authorities under the law.
  - b. Provide legal assistance and guidance to government officials and staff as necessary.
  - c. Consult with state and federal authorities as required.
4. Recovery
  - a. Continue to provide legal assistance to government officials and staff.
  - b. Continue to consult with state and federal authorities as required.

“In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the *City of Harrisonburg, Rockingham County, and James Madison University* will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.”

### **Criminal Injury Compensation Fund**

Jack Ritchie, Director, CICF  
Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
CICF Toll Free: 1-800-552-4007  
Phone: (804) 367-1018  
Email: [Jack.Ritchie@cicf.virginia.gov](mailto:Jack.Ritchie@cicf.virginia.gov)  
804-307-5431 (after hours)

Leigh Snellings  
CICF Asst. Director  
800-552-4007 (normal business hours)  
804-212-4232 (after hours)

### **Virginia Department of Criminal Justices Services**

Melissa Roberson  
Training and Critical Incident Response Coordinator  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 225-3456  
Phone: (804) 840-4276 (after hours)  
Fax: (804) 786-3414  
Email: [Melissa.roberson@dcjs.virginia.gov](mailto:Melissa.roberson@dcjs.virginia.gov)  
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

Kassandra Bullock  
Manager Victim Services  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 786-3973  
Phone: (804) 921-6933(after hours)  
Fax: (804) 786-3414  
Email: [Kassandra.Bullock@dcjs.virginia.gov](mailto:Kassandra.Bullock@dcjs.virginia.gov)



*“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”*

As a reminder, VDEM policy directs an institution to channel requests for state resources through the local government’s EOC.



*Emergency Operations Plan*

# Emergency Support Functions

**October 2017**



## Emergency Support Functions

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1. Transportation
2. Communications
3. Public Works, Utilities, Inspections, Planning and Zoning
4. Firefighting
5. Emergency Management
6. Mass Care, Housing, and Human Resources
7. Resource Support
8. Public Health and Medical Services
9. Urban Search and Rescue
10. Oil and Hazardous Materials
11. Agriculture and Natural Resources
12. Energy
13. Public Safety and Security
14. Long Term Community Recovery and Mitigation
15. External Affairs
16. Military Support
17. Volunteer & Donation Management

## Emergency Support Function #1 – Transportation

---

### Primary Agency

Harrisonburg Department of Public Transportation  
Harrisonburg Department of Public Works  
Rockingham County Schools

### Secondary/Support Agencies

Law Enforcement  
Harrisonburg Schools  
Harrisonburg Public Works  
Virginia Department of Transportation

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

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

- Harrisonburg Department of Public Transportation/Rockingham County Schools is responsible for coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- Harrisonburg Department of Public Works/Rockingham County Public Works is responsible for facilitating damage assessments to establish priorities and determine needs of available transportation resources;
- Harrisonburg Department of Public Transportation/Rockingham County Schools is responsible for prioritization and/or allocation of all government transportation resources.

#### **Policies:**

- Harrisonburg Department of Public Transportation/Rockingham County Schools are responsible for local transportation planning using the most

effective means of transportation to carry out the necessary duties during an incident;

- Harrisonburg Department of Public Works/Rockingham County Public Works will recognize State and Federal policies, regulation, and priorities used to control movement of relief personnel, equipment, and supplies;
- To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

## **Concept of Operations**

### **General:**

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

Depending on the scope of the disaster the City/County may be required to provide mass transportation for citizens to access emergency public shelters.

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

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

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

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

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

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

### **Organization:**

The City of Harrisonburg and Rockingham County Department of Public Works is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

The Harrisonburg Department of Public Works/Rockingham County Public Works/VDOT will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, and debris removal, rail and bus transit and restoration activities.

The Harrisonburg Department of Public Works/Rockingham County Department of Public Works/VDOT in conjunction with the City of Harrisonburg and Rockingham County resources will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

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

### **Actions**

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Prepare and utilize City/County buses for mass transportation to public shelters;
- Alert the Director of Emergency Management of possible incident and begin preparations for mobilization of resources;
- If necessary contact state or federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- Locality will communicate and inform the State EOC of actions and intentions;
- ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
- Continue to provide support where needed;
- Harrisonburg Department of Public Transportation/Rockingham County Schools is responsible for processing all transportation requests from City/County agencies and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- Harrisonburg Department of Public Transportation/Rockingham County Schools is responsible for facilitating movement of the public in coordination with other transportation agencies.

## Responsibilities

### Primary Agency:

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

## Emergency Support Function #1 – Attachment 1

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### Coordination

The Coordinator of Emergency Management, assisted by the Director of Public Transportation/Director of Rockingham County Schools Transportation will coordinate all transportation resources that will be utilized in the evacuation. The Harrisonburg Department of Public Transportation/Rockingham County Schools Transportation will provide school and transit buses for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the City/County. Local service stations and independent towing services will provide road services as necessary.

## Emergency Support Function #1 – Attachment 2

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### Emergency Transportation Vehicles

- School Buses
- Transit Buses
- Handicapped equipped school buses
- Recreation vans
- Other City/County Vehicles

**INVENTORY ON FILE IN EMERGENCY MANAGEMENT OFFICE**

The EOC staff will work closely with the handicapped and special needs population to provide any assistance needed to facilitate their evacuation to an Evacuation Assembly Center. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individuals.



## Emergency Support Function #2 – Communications

---

### Primary Agencies

Emergency Management  
Emergency Communications Center  
Information Technology Department  
Public Information Officer

### Secondary/Support Agencies

Law Enforcement  
Local Telephone Service Provider(s)  
Amateur Radio

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;

- The ECC is accessible to authorized personnel only; and
- The ECC will initiate notification and warning of appropriate personnel.

## **Concept of Operations**

### **General:**

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

The City of Harrisonburg and Rockingham County's primary EOC is located next to the Emergency Communications Center (ECC) located in the Harrisonburg Public Safety Building, 101 North Main Street. This facility serves as the communications center for both the City of Harrisonburg and Rockingham County. The ECC is responsible for the receipt of all 911 calls, city and county, and for the dispatch of emergency services, fire, police and rescue. This facility is operated 24 hours a day, 7 days a week, and will house the VCIN and NCIC Teletype system, as well as the NAWAS radio system for receiving weather information from the National Weather Service.

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 to deliver warnings to the public. The Director of Emergency Management, Coordinator of Emergency Management, Chief of Police, Sheriff, or their designees are allowed to authorize an emergency alert notification.

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 for these services.

Radio resources include the Harrisonburg/Rockingham radio system; Police Department, Fire Department and mobile units operating on a UHF Conventional Paging System, and an 800 MHz trunked radio system with the capability to communicate with the other jurisdictions through national interoperability channels.

Amateur radio operators may provide emergency backup radio communications between the EOC/ECC and VEOC, should normal communications be disrupted. They may also provide communications with some in-field operations.

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

Should an evacuation become necessary, warning and evacuation instructions will be distributed via radio, television, and social media. 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, as well as potential health hazards associated with the incident.

The ECC has a local emergency alert system. Eastern Mennonite University uses HEARO FM as their warning system, as well as a mass e-mail and text message system. JMU uses a campus siren system, mass text messages and e-mail, and text-to-voice for their warning systems. Bridgewater College has a siren system in addition to a campus wide alerting system using e-mail and texting to notify students, faculty and employees.

#### **Organization:**

The City of Harrisonburg and Rockingham County emergency communications are heavily dependent on the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper 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 nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management/Coordinator of Emergency Management. The amateur radio or other nongovernmental 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:**

- ESF #2 will establish a working arrangement between the local Primary Agency, the local EOC, local news media, and coordinate with External Affairs (ESF-15);

- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications devices may be utilized to notify officials, EOC staff, emergency personnel and others;
- Emergency Service vehicles equipped with public address systems may be used to warn the general public;
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System; and
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
  - Emergency Communications Center
  - Emergency Alert System
  - Local radio and television stations
  - NOAA Weather Radio – National Weather Service
  - Mobile public address system
  - Telephone
  - General broadcast over all available radio frequencies
  - Newspaper
  - Amateur Radio Volunteers

**Responsibilities:**

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

## Emergency Support Function #2 – Attachment 1

---

### USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. Emergency Override – The emergency override on the cable system allows the Emergency Management Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.
2. Government Access Bulletin Board – The government access bulletin board is available to transmit written messages through the cable system. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company personnel and the Public Information Officer.

All of the above resources are to be used in conjunction with cable company personnel and the Public Information Officer.

## **Emergency Support Function #2 – Attachment 2**

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### **EMERGENCY NOTIFICATION AUTHORIZATION**

Until the EOC is activated, the ECC dispatcher will notify the following officials upon receipt of a severe weather watch or warning, or when directed by an on-scene incident commander:

Director of Emergency Management (City/County)  
Deputy Director of Emergency Management (City/County)  
Coordinator of Emergency Management (City/County)  
Deputy Coordinator of Emergency Management (City/County)  
Chief of Police/Sheriff  
Director of Public Utilities  
Director of Public Works (City/County)  
Superintendent of Schools (City/County)  
Director of Social Services  
Health Director

## **Emergency Support Function #2 – Attachment 3**

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### **COMMUNICATIONS CENTER RESOURCES**

#### Management Staff

Director – 1  
Operations Manager – 1  
Technology Coordinator – 1  
Training Coordinator – 1

#### Supervisory

Communications Supervisors – 4  
Assistant Communication Supervisors – 4

#### Communications Staff

Communications (Full-time) – 28  
Communications (Part-time) – 6

#### Support Staff

Telecommunications Specialist – 1  
Technician – 2  
CAD/GIS Coordinator - 1

## **Emergency Support Function #3 – Public Works\Public Utility; Planning Department/Building Inspector**

---

### **Primary Agency**

Department of Public Works/Public Utility;  
Community Development  
Building Inspector

### **Secondary/Support Agencies**

Emergency Management  
Public Schools  
Water Authorities  
Fire and EMS  
Law Enforcement  
Department of Transportation  
City/County Attorney  
Virginia Department of Transportation  
Virginia Department of Environmental Quality

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

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

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



- Providing emergency repair of damaged infrastructure and critical facilities.

**Policies:**

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

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

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

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, and in coordination with ESF #14, 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:**

The Coordinator/Deputy 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 their expertise. The Health Department may assist the Department of Public Utilities 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 the Coordinator of Emergency Management and submitted to the Virginia Department of

Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the City of Harrisonburg/Rockingham 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 Department of Public Works will coordinate with DEQ to monitor disposal of debris materials.

The Building Inspections Department 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 City of Harrisonburg and Rockingham County building codes, zoning and land-use regulations and comprehensive plan.

The Building Inspections Department 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 Inspector 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.

The Director of Public Works will be responsible for resource coordination of the physical recovery and debris removal. The Department will be assisted by, and work in conjunction with a variety of local departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission.

The following provide utilities to the City of Harrisonburg and Rockingham County:

- Electric: Harrisonburg Electric Commission, Dominion Energy, Shenandoah Valley Electric Cooperative
- Telecommunications: Verizon, Sprint, Shenandoah Communications
- Natural Gas: Columbia Gas of Virginia.

**Actions:**

- Alert personnel to report to the EOC;
- Review plans;

- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.

**Responsibilities:**

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to VEOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal (see Debris Management Annex);
- Inspect building for structural damage; and
- Ensure all repairs comply with City of Harrisonburg and Rockingham County building codes, zoning, land-use regulations and comprehensive plan.

## **Emergency Support Function #3 – Attachment 1**

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### **PUBLIC WORKS/UTILITIES RESOURCES**

#### **City of Harrisonburg**

Total Personnel: 206

Vehicles and Equipment:

Total Dump Trucks – 29

A. Public Works

Personnel – 96  
Dump Truck (Type II) – 4  
Dump Truck (Type III) – 14  
Dump Truck (Type IV) – 2  
Aerial Lift – 3  
Grader – 3  
Hydraulic Excavator – 1  
Road Sweeper – 2  
Track Loader – 1  
Trailer (low boy) – 1  
Truck, Flusher – 1  
Wheel Dozer (large) – 1

Wheel Dozer (small) – 1  
Wheel Loader Backhoe – 3  
Wheel Loader – 2  
Wheel Loader, Skid Steer - 1  
Staff Vehicles – 5  
Pickup Truck – 27

B. Public Utility

Personnel – 55  
Dump Truck (Type II) – 3  
Dump Truck (Type IV) - 2  
Hydraulic Excavator (Type III) – 2  
Wheel Loader Backhoe (Type IV) – 3  
Wheel Loaders – Small (Type I) - 1  
Staff Vehicles – 5

C. Parks and Recreation

Personnel Full-Time – 50  
Season Staff – 50  
Dump Truck (Type IV) – 3  
Staff Vehicles – 14

D. Harrisonburg Electric Commission

Personnel – 45  
Dump Trucks – 1  
Construction Vehicles (line and bucket trucks) – 10  
Staff Vehicles – 12

**Rockingham County**

Total Personnel: 73

Vehicles and Equipment:

Total Staff Vehicles – 46  
Total Dump Trucks – 5

A. Public Works

Personnel – 4  
Staff Vehicles – 5  
Excavators- 3  
Backhoe- 1

Track Loader-1  
Skid Steer Loader- 1  
Trailer Mounted 6" Diesel Pumps- 2  
Diesel Fuel Trucks- 2  
10KW Trailer Mounted Generator- 1  
Crane Truck- 1 (5,000 lbs)  
Diesel Tank- 1 (1,000-gallon on road diesel tank and fuel)  
Gasoline Tank -1 (500-gallon tank and fuel)

B. Utilities

Personnel – 15  
Dump Trucks – 3  
Staff Vehicles – 18

C. Parks and Recreation

Personnel – 7  
Dump Trucks – 1  
Staff Vehicles – 5

D. Landfill

Personnel – 17  
Dump Trucks – 1  
Staff Vehicles – 7

E. Facilities/Maintenance

Personnel – 20  
Staff Vehicles – 6

F. Refuse Collection

Personnel – 3  
Roll-off Trucks – 3

G. Water Plant

Personnel – 5  
Staff Vehicles – 2

H. Garage

Personnel – 2  
Staff Vehicles – 3

## Emergency Support Function #3 – Attachment 2

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### WATER CONTAMINATION

Water supply contamination would quickly have a negative impact on the health and economic well-being of any community. In any water supply contamination situation, whether localized or involving a general area, the public would have to be notified immediately to mitigate the impact of the situation.

In the event of water supply contamination, the staff of the Public Utilities Department would make an initial assessment of the extent of the problem, and the potential impact on the public. The impacted public would be notified promptly and given the proper guidance until the problem was corrected. Coordination with and assistance from other local, state, and federal agencies as well as private concerns would be necessary to address the problem promptly and effectively and ensure the continuation of essential services during the process. Liaison with private organizations, nursing homes, major industrial users, hospitals, dialysis clinics, etc., must be maintained to ensure their cooperation and allow them to implement their own contingency plans.

## Emergency Support Function #3 – Attachment 3

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### COMMUNITY DEVELOPMENT RESOURCES

#### City of Harrisonburg

##### Planning and Community Development

Director – 1  
Office Manager – 1  
Permit Technician – 2  
Administrative Assistant- 1

##### Building Officials Office

Building Official – 1  
Deputy Building Official - 1  
Building Inspector – 3  
Plans Reviewer – 2

City Engineering

City Engineer –1  
Civil Engineer - 2  
City Surveyor – 1  
Engineering Technician – 1  
GIS Analyst – 1  
GIS Technician – 1  
Engineering Technician – 1  
Site Development Technician – 1

Planning and Zoning

Planner – 1  
Senior Planning/Zoning Administrator – 1  
Zoning/Planning Specialist – 1  
Zoning/Planning Technician – 1

**Rockingham County**

Planning and Community Development

Director – 1

Building Inspections

Building Official – 1  
Building Inspector – 4  
Permit Clerk – 3  
GIS Specialist – 2  
Building Plan Reviewer – 1

Planning and Zoning

Director – 1  
Zoning Administrator – 1  
Deputy Zoning Administrator – 1  
Development Review Manager - 1  
Planner – 1  
Zoning/Planning Technician – 1  
Office Assistant – 1

## Emergency Support Function #3 – Attachment 4

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### BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be **POSTED** by the Damage Assessment Team at the site.
2. One of the following three posters is to be used
  - A. “SAFE FOR OCCUPANCY” GREEN POSTER  
No damage to structural elements.  
No damage to utilities.  
There is only minor damage to walls or roof affecting weather resistance.  
Generally, 10% or less damage
  - B. “INHABITABLE” 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 NOT SAFE” RED POSTER  
There is major structural damage.  
No occupancy is allowed  
May or may not need to be demolished.  
Generally, more than 50% damage.
3. If there is immediate danger to life from failure or collapse, the squad leader should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structure.



## Emergency Support Function #4 – Fire Fighting

---

### Primary Agency

Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue (includes volunteer fire companies)

### Secondary/Support Agencies

Virginia Department of Forestry (when applicable)

### Introduction

#### Purpose:

Emergency Support Function (ESF) #4 – Firefighting 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 the emergency.

#### Scope:

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

#### Policies:

- Priority is given to public and firefighter safety and protecting property (in that order).
- More efficient and effective fire suppression mutual aid may be required from various local fire departments. This may require the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

## **Concept of Operations**

### **General:**

The Harrisonburg Fire Department and Rockingham County Fire Departments are prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan – under separate cover) Fire Department personnel who are not otherwise engaged in emergency response operations will assist other local agencies 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 requests for firefighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Director of Emergency Management or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Should an evacuation become necessary, the warning and instructions will be communicated through the appropriate means. In addition, the law enforcement will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning. Also, the ECC shall activate the local Emergency Alert System to advise citizens of the specifics of the evacuation notice.

During an evacuation in which a large number of citizens are sheltered, the City of Harrisonburg and Rockingham County Fire Departments may coordinate, with EFS #6 and ESF #8, the positioning of an onsite EMS basic life support unit to support the shelter operation.

### **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 Department will implement evacuations and law enforcement 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 EOC to assist with operations;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

**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 EOC;
- Request assistance from supporting agencies when needed;
- Arrange direct liaison with fire chiefs in the area;
- Implement Mutual Aid with other departments.

## Emergency Support Function #4 – Attachment 1

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### FIRE DEPARTMENT RESOURCES

#### Harrisonburg Fire Department

#### 1. Career Personnel

- a. Chief – 1
- b. Deputy Chief – 2
- c. Administrative Officer – 1
- d. Deputy Fire Marshal – 1
- e. EMS Officer – 1
- f. Fire Inspectors – 2
- g. Public Education Officer – 2
- h. Secretary – 3
- i. Suppression – 69
- j. IT Specialist – 1

#### 2. Facilities

- a. Station 1 – 80 Maryland Avenue
- b. Station 2 – 380 Pleasant Valley Road
- c. Station 3 – 299 Lucy Drive
- d. Station 4 – 210 East Rock Street

#### 3. Equipment

Fire Engine (Type I)	6
1,250 gpm pumper	1
Aerial Platform (Type I)	2
Hazardous Materials Response Vehicle	1
Mobile Command Vehicle	1
Technical Rescue Vehicle	1
Brush Patrol – 4WD (Type VI)	1
Staff Cars	16

**FIRE DEPARTMENT RESOURCES**

Rockingham County Fire Departments

1. Career Personnel

- a. Chief – 1
- b. Deputy Chief – 1
- c. Battalion Chief- 2
- d. Fire Marshal’s Office (full-time) – 3
- e. Training Officer – 3
- f. Public Education Officer – 2
- g. Financial Technician – 1
- h. Secretary – 1
- i. Suppression (full-time) – 73

2. Facilities

- a. Administrative Offices 20 East Gay Street, Harrisonburg
- b. County Garage 975 Pleasant Valley Road, Harrisonburg
- c. East Rockingham Emergency Response Station
  - a. 99 Judy Lane, McGaheysville

3. Equipment

Haz-Mat Response Vehicle	1
Dive Team Response Vehicle	1
Staff Vehicles (all 4WD)	9
SERV (980)	1
1,250 GPM Pumper	1
105’ Ladder Truck	1
MTV/trailer (fire/rescue skid unit)	1

4. East Rockingham Emergency Response Station

SERV	1
Water Tender Type III	1
Brush Patrol Type VI (4WD)	2
4 W.D. UTV 25 GPM Pump	1
Command Post	1
Zodiac Boat/trailer/trailer (40 hp)	1

VOLUNTEER FIRE EQUIPMENT

Bridgewater (Co. 15)	SERV	3
	Pumper Type I	2
	Water Tender Type I	1
	Fire Truck Aerial Type I	1
	Brush Patrol Type VI (4WD)	1
Clover Hill (Co. 17)	SERV	1
	Pumper Type I	2
	Water Tender Type I	1
	Brush Patrol Type VI (4WD)	2
	Boat	1
Grottoes (Co. 20)	SERV	3
	Pumper Type I	2
	Water Tender Type II	1
	Brush Patrol Type VI (2WD)	1
Elkton (Co. 30)	SERV	3
	Pumper Type I	3
	Pumper Type IV	1
	Water Tender Type I	1
	Brush Patrol Type VI (4WD)	1
	Squad	1
Hose Co. #4 (Co. 40 & 41)	SERV	3
	Pumper Type I	4
	Water Tender Type I	1
	Brush Patrol Type VI (4WD)	1
Broadway (Co.50)	SERV	2
	Pumper Type I	2
	Water Tender Type I	1
	Squad Truck	1
	Brush Patrol Type VI (4W.D.)	1
Bergton (Co. 55)	SERV	1
	Pumper Type I	2
	Mini Pumper (Non-Typed)	1
	Water Tender Type I	1
	Brush Patrol Type VI (4WD)	1

Timberville (Co. 60)	SERV	1
	Pumper Type I	2
	Water Tender Type II	2
	Squad Truck	1
	Brush Patrol Type VI (4WD)	1
Singers Glen (Co. 75)	SERV	1
	Pumper Type I	2
	Mini Pumper (Non-Typed)	1
	Water Tender Type I	1
McGaheysville (Co. 80)	SERV	3
	Pumper Type I	3
	Brush Patrol Type VI (4WD)	1
	Fire Truck Aerial Type I	1
	Utility	1

## Emergency Support Function #4 – Attachment 2

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### MUTUAL AID FIRE SUPPRESSION AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20xx, by and between the City/County of \_\_\_\_\_, hereinafter called the party of the first part and the City/County of \_\_\_\_\_, hereinafter called the party of the second part,

WITNESSETH:

WHEREAS, each of the parties hereto maintains equipment and personnel for the suppression of fires within its own jurisdiction and areas; and

WHEREAS, the parties hereto desire to augment the fire protection available in their jurisdiction; and

WHEREAS, the land and areas of the parties hereto adjacent or continuous so that mutual assistance in a fire emergency is deemed feasible; and

WHEREAS, it is mutually deemed sound, desirable, practicable, and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms:

THEREFORE, BE IT AGREED THAT:

1. The party of the first part agrees with the party of the second part:
  - a. That the party of the first part shall respond to all requests for mutual aid with a minimum of one Engine Company.
2. The party of the second part agrees with the party of the first part:
  - a. That the party of the second part shall respond to all requests for mutual aid with a minimum of one Engine Company.
3. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance shall immediately inform the requesting party if, for any reason, assistance cannot be rendered.



- 4. Each party to this agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement.
- 5. All services performed under this agreement shall be rendered with reimbursement from either party.
- 6. The Chiefs of the Fire Departments of the parties to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operations necessary to effectively implement this agreement.
- 7. Supervision and control of joint services shall be in accordance with Section 27-23.9 of the Code of Virginia (1950, as amended).
- 8. This agreement shall be in effect for a period of one year, beginning on the date hereof, but shall be automatically renewed for successive like periods of one year each.

CITY/COUNTY OF:

CITY/COUNTY OF:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_

\_\_\_\_\_

City/County Attorney

City/County Attorney

## **Emergency Support Function #5 – Emergency Management**

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### **Primary Agency**

Emergency Management

### **Secondary/Support Agencies**

Fire  
Rescue Squad  
Law Enforcement  
Department of Information and Technology  
Department of Planning and Zoning  
Department of Public Works  
American Red Cross  
City/County Attorney  
Finance

### **Introduction**

#### **Purpose:**

Emergency Support Function (ESF) #5 – Emergency Management directs, controls, and coordinates emergency operations from the City of Harrisonburg and Rockingham County’s Emergency Operations Center (located at 101 N. Main St.) utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2 and ESF #15, and coordinate with the Virginia Emergency Operation Center should outside assistance be required.

#### **Scope:**

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

and health, facilities management, financial management, and other support as required.

**Policies:**

- Emergency Support Function #5 provides an overall City of Harrisonburg and Rockingham County multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command Systems principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- ESF #5 may provide key personnel trained in Command, Operations, Planning, Logistics, and Finance and Administrative sections of emergency response teams as needed.
- Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

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

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

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

The Planning Sections will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their

progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

**Organization:**

Emergency operations will be directed and controlled from the City of Harrisonburg and Rockingham County EOC. The EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator (s) of Emergency Management, and key agency/department leads or their designated representative. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The Director of Emergency Management is also responsible for coordinating the development and implementation of hazard mitigation plan. The Hazard Mitigation Plan is developed through regional committee and coordinated by the Central Shenandoah Planning District. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the Incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the EOC. In major disasters there may be more than one incident command post. The Incident Commander will generally be a representative from the Primary Agency.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. The City of Harrisonburg and Rockingham County agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the City Manager/County Administrator and the City Council/Board of Supervisors, in coordination with the Coordinator for Emergency Management.

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The City Manager/County Administrator may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily placed in harm's way.

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

**Actions:**

- Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
  - a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
  - b. Maintain a notification roster of EOC personnel and their alternates;
  - c. Establish a system and procedure for notifying EOC personnel;
  - d. Identify adequate facilities and resources to conduct emergency operations at the EOC;
  - e. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations such as the American Red Cross;
  - f. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2 and ESF #15;
  - g. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
  - h. Test and exercise plans and procedures; and
  - i. Conduct community outreach/mitigation programs.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the City of Harrisonburg and Rockingham County;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
- Provide periodic staff briefings as required;
- Prepare to provide emergency information to the public in coordination with ESF #2 and 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 VEOC;
- Compile an initial damage assessment report and send to the VEOC; and
- Coordinate requests for non-mutual aid assistance.

**Responsibilities:**

- Activates and convenes local emergency assets and capabilities;
- Coordinates with the City/County Departments and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Directs and controls emergency operations;
- Submits state required reports and records;
- Conducts initial warning and alerting; and
- Provides emergency public information.

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

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### Primary Agency

Rockingham/Harrisonburg Department of Social Services  
City of Harrisonburg and Rockingham County Public Schools

### Secondary/Support Agencies

Red Cross  
Emergency Management  
Virginia Voluntary Organizations Active in Disaster (VVOAD)  
Local Disaster Recovery Task Force  
Virginia Department of Health – Local Health Department  
Virginia Department of Behavioral Health and Developmental Services  
Police Departments/Sheriff's Office

### Introduction

#### Purpose:

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

#### Scope:

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

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

compensation for acts of terrorism, and expediting mail services in affected areas.

**Policies:**

Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.

The Coordinator for Emergency Management will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the Department of Social Services and the City of Harrisonburg and/or Rockingham School system. Coordination with the Fire, Police, and EMS may be needed to help with sheltering. The Coordinator of Emergency Management, in conjunction with the Director of Social Services, will maintain a list of approved shelters and current contact information. This information can be found in the Emergency Management office.

All government/volunteer/private sector resources will be utilized as necessary.

As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.

Information about persons identified on shelter lists, casualty lists, hospital admission, etc, will be made available to family members to the extent allowable under confidentiality regulations. Social Services will be responsible for determine what can be released and to whom.

Efforts will be made to coordinate among agencies needing information to limit the number of inquiry points for families.

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

In the event of a small-scale evacuation, shelter and care may be provided at the nearest public safety facility, which could include: public schools, fire stations and rescue squad buildings. Additionally local motels and churches may also be used to shelter evacuees. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator along with the Incident Commander decides that a larger facility is required, he/she will advise the Superintendent of Schools and the Department of Social Services. The Superintendent of Schools will then activate one or more of the schools in the City/County as shelter center(s) and will designate a manager to be the main contact for facility needs. The Department of Social Services will be responsible for registration and record



keeping. The American Red Cross will assist with operations at each facility (MOU on file in Emergency Management Office).

Public notices will advise evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags. If they are unable to bring those items, limited resources may be available at the shelter to assist them.

Upon arrival, registration forms will be completed for each family. Attendance within the shelter will be maintained through a log-in/log-out process. The American Red Cross and the Salvation Army may provide food and clothing, and assist in shelter operations.

The Department of Social Services will assure that special or functional needs populations are provided for in the time of an emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by Harrisonburg/Rockingham Community Services Board; in conjunction with the Virginia Department of Behavioral Health and Developmental Services

Daily situation reports should be provided to the City of Harrisonburg and Rockingham County EOC about the status of evacuees and of operations at the shelter center(s). The EOC will then relay information to the VEOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

### **Organization:**

The Department of Social Services assisted by the Superintendent of Schools and American Red Cross is responsible for the reception and care of evacuees. City of Harrisonburg and Rockingham County school employees may be assigned support tasks. The Harrisonburg Police Department, Rockingham County Sheriff's Office or a private security company will provide security. Harrisonburg/Rockingham Health Department along with EMS providers will provide first aid and limited medical care service at the shelter center.

### **Actions:**

- Identify shelter facilities and implement MOA and other agreements;
- Develop plans and procedures to transport, receive, and care for the evacuated population;

- Review the maximum capacities for each potential facility;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with disabilities evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week;
- Develop plans and procedures to receive and care for the animals of the evacuees;
- Provide mass transportation as required;
- Provide mass feeding as required; and
- Document expenses.

**Responsibilities:**

- Activate support agencies.
- Coordinate logistical and fiscal activities for ESF #6
- Plan and supports meetings with secondary agencies, and ensures all agencies are informed and involved.
- Coordinate and integrates overall efforts.
- Provide registration and record keeping.
- Provide crisis-counseling services as required.
- Provide emergency welfare for displaced persons.
- Coordinate release of information for notification of relatives.
- Provide assistance for special needs population.
- Assist in provisional medical supplies and services.
- Provide available resources such as cots and ready to eat meals.

## **Emergency Support Function #6 – Attachment 1**

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### **CARE FOR SPECIAL OR FUNCTIONAL NEEDS POPULATION IN TIME OF AN EMERGENCY**

A listing of such persons is maintained by the Department of Social Services. Whenever the Emergency Operations Center (EOC) is in operation, this listing will be on hand with the Department of Social Services' representative.

## **Emergency Support Function #6 – Attachment 2**

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### **RESOURCES FOR PROVIDING SPECIAL CARE TO THE SPECIAL OR FUNCTIONAL NEEDS POPULATION AND THE ELDERLY**

The EOC staff will work closely with the special or functional needs and elderly population to provide any assistance needed to facilitate their evacuation to an EAC. Ambulance services and nursing homes will provide the specialized equipment necessary to complete the relocation of special needs individual.

#### Home Health Services

Carefree Home Health & Companions  
Continuing Care Home Health Services  
First Choice Home Services  
Home IV Care and Nutritional Services  
Integrity Home Care  
Lincare  
Sentara Home Care Services  
Team Nurse  
Tassco Home Health Care  
Valley Home Care

## Emergency Support Function #7 – Resource Support

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### Primary Agency

Harrisonburg Department of Financial Management  
Rockingham County Department of Finance

### Secondary/Support Agencies

American Red Cross  
Emergency Management  
Department of Public Works  
Department of Social Services  
Virginia Department of Emergency Management

### Introduction

#### Purpose:

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

#### Scope:

ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed.

#### Policies:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate local resources do not exist to cope with a catastrophic incident;
- Identified public and private sector resources will be available when needed for emergency response;
- Necessary personnel and supplies will be available to support emergency resource response;
- If local resources are depleted, assistance may be requested through the VEOC.

- The City of Harrisonburg and Rockingham County departments and agencies 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.
- The Coordinator of Emergency Management will initiate the commitment of the resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource. All resource expenditures will be reported.

## **Concept of Operations**

### **General:**

The Deputy Director of Emergency Management will identify sites, and facilities that will be used to receive process and distribute equipment, supplies and other properties that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, federal governments, volunteer organizations, and the City of Harrisonburg Police Department and Rockingham County Sheriff's Office. This process must be closely coordinated with state and federal emergency management officials, the City of Harrisonburg and Rockingham County and adjacent localities, and the media.

The City/County department directors will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

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

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

**Organization:**

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

The Director of Social Services, assisted by public relief organizations, will oversee coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11).

**Actions:**

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOP's to manage the processing, use, inspection, and return of resources coming into the area;
- 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;
- Coordinate and develop pre-scripted announcements with ESF #15 regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.);
- Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

**Responsibilities:**

- Locate, procure, and issue resources to other agencies to support the emergency response or to promote public safety.
- Locate and coordinate the use of available space for incident management activities.
- Coordinate and determine the availability and provision of consumable supplies.

**Emergency Support Function #7 – Attachment 1**

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**MAJOR SUPPLIERS AND USERS OF RESOURCES**

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic wellbeing of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community. Information for major food retailers, fuel storage, food processing plants, gas/oil pipelines, communications facilities, and water bottlers can be found in the EOP companion manual.

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

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### **Primary Agencies**

Health Department

### **Secondary/Support Agencies**

Department of Social Services  
Harrisonburg Public Utilities  
Rockingham County Dept of Public Works  
Community Services Board  
Fire and EMS Departments  
Harrisonburg Police Department/Sheriff's Office  
Hospital Systems  
Red Cross  
Virginia Department of Environmental Quality  
Virginia Department of Health  
Virginia Department of Agriculture and Consumer Services

### **Introduction:**

#### **Purpose:**

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

#### **Scope:**

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

- Assessment of public health/medical needs;
- Public Health surveillance;
- Medical care personnel and medical equipment and supplies; and
- Detect mental health issues and prevent harmful stress levels in the general public.



**Policies:**

- The Health Department coordinates all ESF #8 response actions using its own internal policies and procedures;
- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
- If a Joint Information Center (JIC) is established by the locality, it's authorized to release general medical and public health response information to the public after consultation with the Health Department;
- The Health Department determines the appropriateness of all requests for public health and medical information; and
- The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

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

During a threatened or actual emergency, the Director of Health or his/her designated representative will direct coordinated health, medical, and EMS services from the Emergency Operations Center (EOC). Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm the City of Harrisonburg and Rockingham County medical and EMS resources, support and assistance will be requested from medical institutions and Emergency Medical Service (EMS) providers in neighboring jurisdictions. If neighboring jurisdictions are unable to assist, then a request will be made to VEOC for ESF #8 support. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.

During an evacuation in which a large number of evacuees are sheltered in a local shelter, the Harrisonburg and Rockingham County EMS providers and/or the Health Department will set up and staff an emergency medical aid station in the shelter center. City/County/Town law enforcement agencies will provide security and the Health Department will monitor food safety and shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. The Planning District #19 Community Services Board will provide mental health services.

**Organization:**

An emergency medical service representative will be assigned to the EOC in order to coordinate the EMS response. The EMS representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through their station or through the Emergency Communications Center.

The Harrisonburg and Rockingham County fire departments/rescue squads will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. The City of Harrisonburg and Rockingham County funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

**Actions:**

- Designate an individual to coordinate medical, health, and EMS services;
- Develop and maintain procedures for providing a coordinated response;
- Establish a working relationship and review emergency roles with the local hospitals and emergency medical services providers;
- Implement mutual aid agreements as necessary;
- The Harrisonburg/Rockingham Health Department representative will report to the EOC;
- Coordinate medical, public health, and mental health services;
- Provide laboratory service to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records and monitor the status of persons injured during the emergency;
- Assist the Medical Examiner in the identification and disposition of the deceased;
- Consolidate and submit a record of disaster-related expenses incurred by personnel in ESF #8;
- Assist with damage assessment of water and sewage facilities, as required.

**Responsibilities:**

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
- Inspect and advise on general food handling and sanitation matters;

- Establish communications with ESF #5 to report and receive assessments and status information;
- Coordinate through the ESF #15 dissemination of disaster related public health information to the public;
- Provide preventive health services;
- Coordinate with hospitals and other health providers on response to health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
- Provide coordination of laboratory services;
- Coordinate with hospital medical control patient care issues and operations;
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies;
- Coordinate behavioral health activities among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
- Coordinate through ESF #15 the dissemination of public education on critical incident stress and stress management techniques;
- Provide outreach to serve identified behavioral health needs;
- Coordinate with ESF #6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Local/Regional hospitals will provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required; and
- Identify deceased with assistance from the Police Department and Virginia State Police.

## Emergency Support Function #8 – Attachment 1

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### HEALTH DEPARTMENT RESOURCES

Director – 540-574-5100 or 540-568-5233

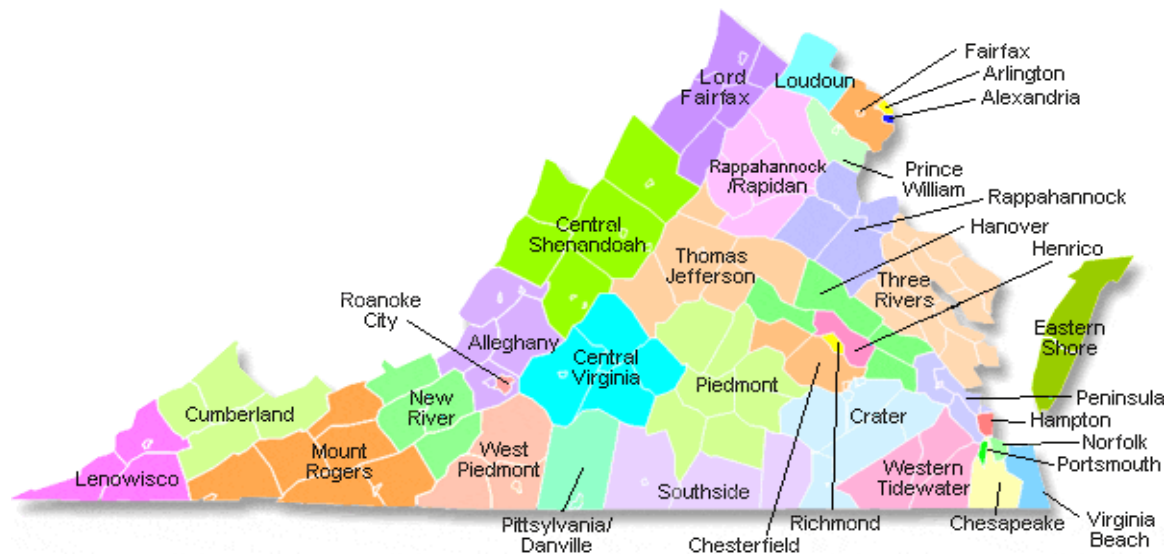
The following facilities can be used as temporary health facilities or mobile immunization:

- City of Harrisonburg and Rockingham County school facilities
- Godwin Hall and Convocation Center (JMU)
- University Commons (EMU)
- Rockingham County Fair Grounds

## Emergency Support Function #8 – Attachment 2

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### VIRGINIA HEALTH DEPARTMENT DISTRICTS



### Emergency Support Function #8 – Attachment 3

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#### SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

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

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

FROM: City of Harrisonburg and Rockingham County/Rockingham County Health Department

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

The \_\_\_\_\_ at \_\_\_\_\_ in  
(event)

the City of Harrisonburg and Rockingham County on \_\_\_\_/\_\_\_\_/\_\_\_\_\_ 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 Harrisonburg/Rockingham Health Department at 540-574-5100.

## Emergency Support Function #8 – Attachment 4

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### SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

The Rockingham County/Harrisonburg Health Department has issued a Public

Health Advisory because of an incident that occurred at \_\_\_\_\_ (location)  
on \_\_\_\_/\_\_\_\_/\_\_\_\_ which involved a \_\_\_\_\_ (event).

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 SDS)

Any person who was in the vicinity of \_\_\_\_\_ (site of event)  
between \_\_\_\_\_ on \_\_\_\_\_ should be alert to  
(hours) (day)

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 the Harrisonburg/Rockingham Health Department at 540-574-5100.

## Emergency Support Function #8 – Attachment 5

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### SAMPLE HEALTH ADVISORY FOR PHYSICIANS

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

TO: All Primary Care Physicians in  
\_\_\_\_\_  
(area, site & date)

FROM: Harrisonburg/Rockingham Health Department

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

The \_\_\_\_\_ at \_\_\_\_\_  
(event) (site)

in the City of Harrisonburg and Rockingham 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)

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 Harrisonburg/Rockingham Health Department.

For additional information, contact Harrisonburg/Rockingham Department of Health at 540-574-5100.

## Emergency Support Function #8 – Attachment 6

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### SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

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

TO: All Primary Care Facilities in

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(area, city)

FROM: Harrisonburg/Rockingham Health Department

SUBJECT: Health Risks Resulting  
from \_\_\_\_\_

(event, site & date)

The \_\_\_\_\_ at \_\_\_\_\_  
(event) (site)

in the City of Harrisonburg and Rockingham 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)

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 an estimated time of onset of symptoms. Report incidents to the Harrisonburg/Rockingham Health Department.

For additional information, contact Harrisonburg/Rockingham Department of Health at 540-574-5100.



## **Emergency Support Function #8 – Attachment 7**

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### **MEDICAL AND HEALTH RESOURCES**

#### Rockingham Memorial Hospital

238 bed facility

Located at 2010 Health Campus Drive, Harrisonburg, VA 22801

Main Telephone Number: 540-689-1000

#### 24 Hour Services

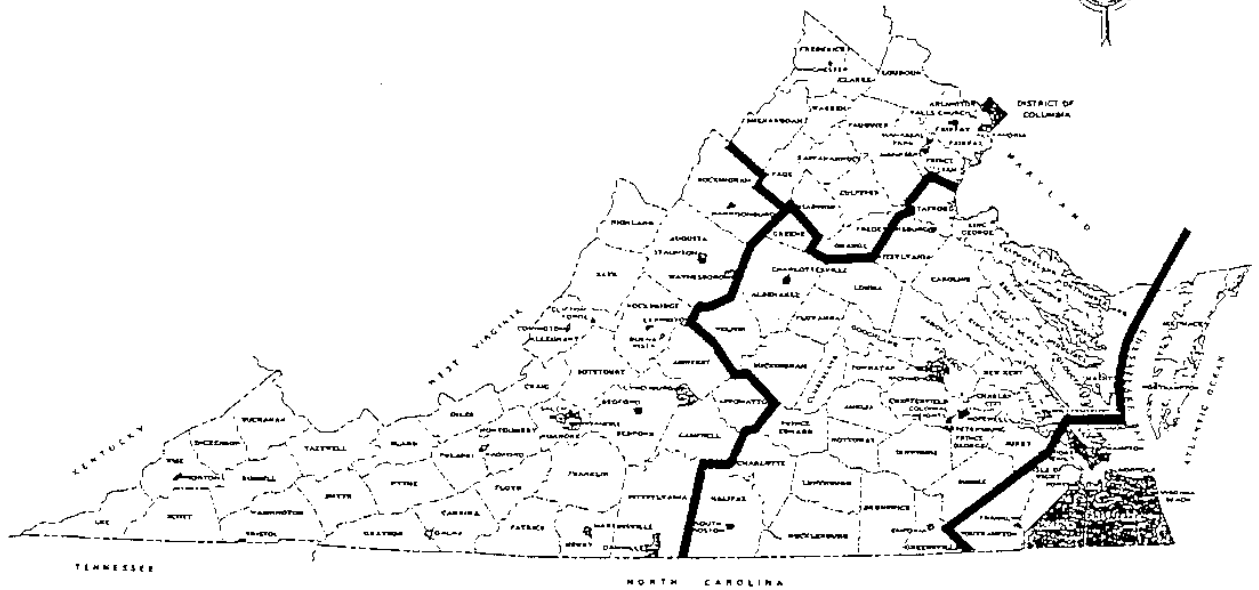
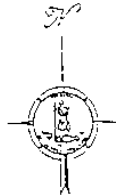
- Emergency Room
- Radiology
- Pathology
- Poison Control Center
- Operating Rooms
- Respiratory
- Laboratory
- Pharmacy
- Security

# Emergency Support Function #8 – Attachment 8

## VIRGINIA MEDICAL EXAMINER DISTRICTS

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HEALTH**  
**OFFICE OF THE CHIEF MEDICAL EXAMINER**  
 9 North 14th Street  
 Richmond, VA 23219  
 (804) 786-3174

Office of the Medical Examiner  
 9797 Braddock Road  
 Suite 100  
 Fairfax, VA 22032  
 (703) 764-4640



Western District (Roanoke)  
 Carlton Terrace Building  
 920 South Jefferson Street  
 Room 301  
 Roanoke, VA 24006  
 (703) 857-7290

Central District (Richmond)  
 9 North 14th Street  
 Richmond, VA 23219  
 (804) 786-3174

Tidwater District (Norfolk)  
 401-A Colley Street  
 Norfolk, VA 23507  
 (804) 683-836

## Emergency Support Function #8 – Attachment 9

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### EMERGENCY MEDICAL SERVICE RESOURCES

Singers Glen (Rescue 7)	Ambulances	2
Bridgewater (Rescue 15)	Ambulances	5
	Crash Truck	1
	Tactical Rescue Unit	1
	SERV	2
Clover Hill (Rescue 17)	Ambulances	2
	SERV	1
Grottoes (Rescue 20)	Ambulances	4
	Crash Truck	1
	Boat w/motor	1
	SERV	1
Elkton (Rescue 30 & 35)	Ambulances	6
	SERV	1
Harrisonburg (Rescue 40)	Ambulances	9
	Heavy Duty Squad	1
	SERV	6
	Mass Casualty Unit	1
	Rehab Unit	1
Broadway (Rescue 50)	Ambulances	7
	Crash Truck	1
	SERV	4
Bergton (Rescue 55)	Ambulances	2
	SERV	1
Rockingham County Dept of Fire & Rescue	Ambulance	1
	MTV w/trailer (rescue unit)	1

## **Emergency Support Function #8 – Attachment 10**

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### **EMERGENCY TRANSPORTATION SERVICES**

#### Ambulatory Patients

- Harrisonburg transit bus
- Local taxi companies
- Adjoining transportation companies
- Harrisonburg & Rockingham School buses
- Private Vehicles

#### Non-ambulatory Patients

- Rescue Squads
- Transportation Department
- Mutual Aid rescue squads
- Private Ambulance Services
- Funeral homes

## Emergency Support Function #9 – Search and Rescue

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### Primary Agencies

Rockingham Sheriff's Office  
Harrisonburg Police Department  
Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue

### Secondary/Support Agencies

Emergency Management  
Civil Air Patrol  
Volunteer Search and Rescue Groups  
Virginia Department of Emergency Management  
Volunteer Fire & Rescue Squads

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

#### Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;

- All requests for Search and Rescue will be submitted to the EOC 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 Virginia 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:**

The Harrisonburg Fire Department, Rockingham County Department of Fire & Rescue, Harrisonburg Police Department and Rockingham County Sheriff's Office will be responsible for rescue and search operations during a disaster. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as needed.

### **Organization:**

The Harrisonburg Fire Department and Rockingham Department of Fire & Rescue will be the primary agencies in any urban search and rescue operation and along with the Community Development Department (Building Officials Office), the Department of Public Works will assist when required for structural evaluation (ESF #3). The Police Department will be the primary agency in any ground searches in the City of Harrisonburg. The County Sheriff's Office and Fire & Rescue manage grounds services jointly in Rockingham County. The local chapter of the American Red Cross and the Salvation Army 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 City of Harrisonburg, Rockingham County Department of Public Works will assist with any equipment, maps, staff, and vehicles. In a secondary role the local law enforcement agency will assist with perimeter security, communications, and assistance as required. The Harrisonburg Fire Department, as a secondary role, will provide medical resources, equipment and expertise. Rockingham County Department of Fire & Rescue, which includes all volunteer rescue squads, will provide medical resources, equipment and expertise as needed.

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.

## **Emergency Support Function #9 – Attachment 1**

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### **WILDERNESS SEARCH AND RESCUE PROCEDURES (HARRISONBURG)**

The Police Department, Fire Department and Rescue Squad should establish and maintain a primary missing person search and rescue team of at least four persons with one designated “team leader” or officer. The team leader must (1) organize and maintain the records, (2) assemble and maintain the equipment and supplies necessary for search and rescue operations.

Should personnel outside the Police Department be designated as primary team members, official agreements should be made defining under what circumstances they will be utilized for both training and actual operations.

In time of emergency, should the Police Department or Fire Department not have an adequate capability, or should additional resources or expertise be required, contact the Virginia Department of Emergency Management. This agency can coordinate with and dispatch search and rescue resources, including search dog teams, anywhere in the state on short notice.

### **WILDERNESS SEARCH AND RESCUE PROCEDURES (ROCKINGHAM COUNTY)**

The Sheriff’s Office and Department of Fire & Rescue have joint responsibility for land based search and rescue. There is a separate Search and Rescue Standard Operating Guideline developed for this type of operation in Rockingham County. This guideline specifies procedures, resources, etc. for ground searches.



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

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### **Primary Agency**

Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue

### **Secondary/Support Agencies**

Virginia Department of Emergency Management  
Virginia Department of Environmental Quality  
Harrisonburg/ Rockingham Health Department  
Harrisonburg Police Department  
Rockingham County Sheriff's Office  
Town Police Department

**This ESF is maintained under Hazardous Materials Emergency Response Plan and available in the Office of the City or County Coordinator of Emergency Management.**

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

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### **Primary Agency**

Virginia Cooperative Extension Office  
Department of Social Services  
Harrisonburg/Rockingham Health Department

### **Secondary/Support Agencies**

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

### **Introduction**

#### **Purpose:**

Emergency Support Function #11 – 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/zoonotic 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:**

Activities will be undertaken to:

- Identify food assistance needs;
- Obtain appropriate food supplies; Arrange for transportation of food supplies to the designated area;
- Detect an event that will impact food and agriculture through the reporting of illness, disease/pest surveillance, routine testing, consumer complaints, and/or environmental monitoring;
- 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 institutions may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal services;
- Transportation and distribution may be arranged, in coordination with ESF #17, 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
- Ensure food safety.

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

The Rockingham/Harrisonburg Department of Social Services and the VA Cooperative Extension Office with the help of the Health Department; will assume the coordinator's role of this ESF. The Coordinator will organize staff based on the four functional areas. It organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.

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

ESF #11, in coordination with ESF #13, also ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

ESF #11 identifies, secures and arranges for the transportation of food to areas.

**Organization:**

The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, the Rockingham/Harrisonburg Department of Social Services provides overall direction.

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

The locality will activate its EOC. A local emergency may need to be declared to initiate response activities.

For food supply safety and security, The Virginia Department of Agriculture and Consumer Services and the Harrisonburg/Rockingham Health Department coordinate the field response.

**Actions:**

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;
- 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,; and
- Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

**Responsibilities:**

- Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the Harrisonburg/Rockingham Health Department for outbreak incidents;
- Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities. A list of resources will be maintained by the animal control officers of both City and County;
- Conduct subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;

- Establish, and in coordination with ESF #6 and #17, logistical links with organizations involved in long-term congregate meal service;
- Establish need for replacement food products.

## **Emergency Support Function #11 – Attachment 1**

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### **EMERGENCY FOOD CONSUMPTION STANDARDS**

#### **PER PERSON**

#### **FOOD GOUPS AND FOOD ITEMS PER WEEK STANDARD**

Meat and meat alternatives (red meat, poultry, fish, shellfish, cheese, dry beans, peas, and nuts) .....	3 pounds*
Eggs.....	6
Milk.....	7 pints
Cereals and cereal products (flour including mixes, fresh bakery products, corn meal, rice, macaroni, and breakfast cereals.....	4 pounds
Fruits and vegetables (fresh and frozen).....	2 pounds
Food fats and oils (butter, margarine, lard, shortening and Salad and cooking oils.....	0.5 pounds
Potatoes (white and sweet).....	2 pounds
Sugars, syrups, honey, and other sweets.....	0.5 pounds

\* Boneless, add 1 pound for bone-in

## Emergency Function Support Function #12 – Energy

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### Primary Agency

Emergency Management

### Secondary/Support Agencies

State Corporation Commission  
Department of Mines, Minerals, and Energy  
Harrisonburg Electrical Commission  
Columbia Gas  
Local Food Companies

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies:

- All utility suppliers for the City of Harrisonburg and Rockingham County will work to provide fuel, power, and other essential resources to the locality (see contacts Emergency Telephone List);
- The City of Harrisonburg and Rockingham County Department of Emergency Management will work with utility providers to set priorities for allocating commodities;
- The City of Harrisonburg and Rockingham County personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- The Coordinator of Emergency Management will maintain a list of critical facilities and continuous monitoring of them will be done to identify

vulnerabilities. The list can be found in the Emergency Management Office.

## **Concept of Operations**

### **General:**

The supply of electric power to customers may be cut off due to generation capacity shortages or transmission and distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

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

### **Organization:**

In the wake of such a major disaster the City of Harrisonburg and Rockingham County EOC will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:

- Provide for the health and safety of individuals and families affected by the event;
- Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;
- Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;
- Recommend/comply with the City of Harrisonburg and Rockingham County and VDEM actions to conserve fuel, if needed;
- Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;

- The City of Harrisonburg and Rockingham County EOC will send requests to the Virginia EOC for fuel and power assistance.

The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and elect 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 EOC 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 City of Harrisonburg and Rockingham County will identify the providers for each of their energy resources.

#### **Actions:**

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- In coordination with ESF #15, 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 fuel suppliers/distributors to serve customers referred to them by the EOC.
- 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.



## **Emergency Support Function #13 – Public Safety and Security**

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### **Primary Agency**

Harrisonburg Police Department  
Rockingham County Sheriff's Office  
JMU Police Department  
Town Police Departments

### **Secondary/Support Agencies**

Commonwealth's Attorney  
Emergency Management  
Harrisonburg Department of Public Transportation  
Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue  
Virginia State Police  
Virginia Department of Transportation  
Harrisonburg Public Works Department

### **Introduction:**

#### **Purpose:**

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

#### **Scope:**

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

**Policies:**

- Law enforcement will retain operational control for security operations.
- The Incident Commander will determine the need for security at the scene;
- The local law enforcement agency in coordination with the Coordinator of Emergency Management will identify areas of potential evacuations;
- The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct; and
- Law enforcement agency(s) will be needed in evacuated areas to prevent looting and protect property.

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

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

The Emergency Communications Center (ECC) is the point of contact for the receipt of all warning and notification of actual or impending emergencies or disasters.

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

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

The local law enforcement agency(s) has general responsibility for signing and marking.

**Organization:**

Law Enforcement will utilize their normal communications networks during disasters. The Coordinator of Emergency Management, in coordination with the law enforcement agency and the fire department, should delineate areas that may need to be evacuated. The law enforcement agency will set up control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also the law enforcement agency and fire department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. Door to door calls may be necessary to ensure that the disabled have received the information.

**Actions:**

- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain law enforcement intelligence capability to alert government agencies and the public to potential threats;
- Develop procedures and provide training for the search and rescue of missing persons;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;
- Provide traffic and crowd control as required;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.

**Responsibilities:**

Law Enforcement Agency;

- Crowd control;
- Conducts valuation of operational readiness;
- Resolves conflicting demands for public safety and security resources;
- 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.

## Emergency Support Function #13 – Attachment 1

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### LAW ENFORCEMENT RESOURCES

#### Harrisonburg Police Department

Personnel (126 total)

- Chief – 1
- Captain – 3
- Lieutenant – 5
- Sergeant – 7
- Corporal – 10
- Investigators – 9
- Task Force - 2
- Patrol – 75
- Auxiliary Officers – 14

#### Rockingham County Sheriff’s Office

Personnel (145 total)

- Sheriff 1
- Major (Chief Deputy) 1
- Captains 3
- Uniformed Deputies 45
- Investigations Division 9
- RUSH Task Force 3
- Corrections Division 83

#### Other Police Departments

Town	Officers	Vehicles
Grottoes	6	6
Bridgewater	9	8
Broadway	5	5
Timberville	6	6
Elkton	6	7
Dayton	8	6
JMU	32	23

## Emergency Support Function #13 – Attachment 2

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### 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).
- 

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 \_\_\_\_\_

Route of Travel if by Vehicle \_\_\_\_\_

Destination by legal location or landmark \_\_\_\_\_

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

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

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.

## Emergency Support Function #13 – Attachment 3

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### 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 so 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 areas.

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 Area.

Signature of applicant and members of his field party

Date

Print full name first, then sign.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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

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### **Primary Agency**

Harrisonburg Department of Planning and Community Development  
Emergency Management  
Economic Development Director

### **Secondary/Support Agencies**

Rockingham County Department of Planning and Community Development  
Virginia Department of Housing and Community Development  
Rockingham Harrisonburg Health Department  
Virginia Department of Health  
American Red Cross  
Harrisonburg/Rockingham Disaster Recovery Task Force  
Virginia Voluntary Organizations Active in Disaster (VVOAD)

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

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

#### **Policies:**

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



- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure; and
- Personnel will stay up to date with policies and procedures through training and education.

## **Concept of Operations**

### **General:**

The recovery phase is characterized by two components: the emergency response phase which deals primarily with life saving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services): and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.

Although all local departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief recovery component, the primary local departments involved include fire and rescue, law enforcement agencies, health, social services, education, and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to City of Harrisonburg and Rockingham County departments dealing with housing and redevelopment, public works, economic development, land use, zoning and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

The Harrisonburg and/or Rockingham County Department of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the City of Harrisonburg and Rockingham County administration will take the coordinating lead during the reconstruction phase.

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 damage assessment process for the locality is in the Damage Assessment Support Annex of the EOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms included within this support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by state and federal agencies, as well as private industry

that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.

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, City of Harrisonburg and Rockingham County government, the federal government, and private industry.

Short –term recovery strategies would include:

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

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies may provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid will be provided to assist localities and states in rebuilding their economic base, replacing and restoring their housing inventory, and ensuring that all construction and development complies with building codes and plans. 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 City of Harrisonburg and Rockingham County will develop strategies in coordination with local governments and Economic Planning Councils. Federal and state catastrophic disaster plans will support this effort. Items or action 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 Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas, in coordination with the Coordinator of Emergency Management, all local departments, and the appropriate state and federal agencies.

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

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

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

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

As potential applicants for Public Assistance, the City of Harrisonburg and Rockingham County and private nongovernmental agencies must thoroughly document disaster-related expenses from the onset of an incident.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The Director of Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

**Actions:**

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

**Responsibilities:**

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

## Emergency Support Function #14 – Attachment 1

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### INITIAL DAMAGE ASSESSMENT TEAM

- I. AGRICULTURE  
Team Leader: **TBD based on availability of personnel**
- II. BUSINESS AND INDUSTRY:  
Team Leader: Building Inspection Office
- III. RESIDENCE AND OTHER PRIVATE PROPERTY  
Team Leader: Building Inspection Office
- IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS  
Team Leader: Public Works/Public Utilities
- V. PUBLIC BUILDINGS AND EQUIPMENT  
Team Leader: City Engineering (Harrisonburg)  
Building Official (Rockingham County)
- VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES, AND FACILITIES UNDER CONSTRUCTION  
Team Leader: City Engineering (Harrisonburg)  
Director of Parks (Rockingham County)
- VII. LOCALLY-MAINTAINED ROADS AND BRIDGES  
Team Leader: Public Works/Streets
- VIII. STATE-MAINTAINED ROADS AND BRIDGES  
Team Leader: VA Department of Transportation

## Emergency Support Function #14 – Attachment 2

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### POTENTIAL FACILITIES FOR THE CITY OF HARRISONBURG AND ROCKINGHAM COUNTY

\*REGIONAL DISASTER FIELD OFFICE LOCATION:

Fire Station #1 – 80 Maryland Avenue  
Fire Station #4 – 210 E. Rock Street  
Rockingham County Administration Center – 20 East Gay Street

Other sites determined by the Director of Emergency Management

\*POINT OF ARRIVAL FOR PERSONNEL LOCATION:

Shenandoah Valley Regional Airport

\*POINT OF ARRIVAL FOR SUPPLIES AND EQUIPMENT:

Public Works Facilities – E. Mosby Road (Harrisonburg)  
Rockingham County Garage – Pleasant Valley Road

\*REGIONAL MOBILIZATION CENTER LOCATION:

To be determined by City Manager or County Administrator

\*LOCAL STAGING AREA LOCATION:

Public Works Facilities – 3 Mosby Road  
Rockingham County Garage – Pleasant Valley Road

Disaster Recovery Centers:

TBD based on availability of facilities at time of the event

Joint Field Office Locations:

TBD based on availability of facilities at time of the event

## Emergency Support Function #15 – External Affairs

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### Primary Agency

Emergency Management  
Public Information Officers

### Secondary/Support Agencies

Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue  
Harrisonburg Police Department  
Rockingham County Sheriff's Office  
City of Harrisonburg and Rockingham County Public Schools  
City of Harrisonburg and Rockingham County Information Technology Department  
Harrisonburg/Rockingham Health Department  
Harrisonburg/Rockingham Department of Social Services  
Virginia Department of Emergency Management

### Introduction:

#### Purpose:

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

#### Scope:

To manage information during an incident so that the most up-to-date and correct information is used to inform the public. This emergency support function will use media reports to support the overall strategy for managing the incident. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This emergency support function is organized into the following functional components:

- Public Affairs
- Community Relations
- Legislative Affairs
- International Affairs

**Policies:**

During an emergency the Public Information Officer will:

- Disseminate information by appropriate means, to include any local alert systems, media outlets, cable channel, the Emergency Alert System, NOAA All-hazards radio, and the locality's website;
- Clear new releases with the Director of Emergency Management before releasing them to the media;
- Will encourage news media to publish articles to increase public awareness; and
- Will ensure information is accurate and released in a timely manner.

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

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

**Organization:**

Public Affairs are responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.

Community Relations will prepare an initial actions plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA can deploy a joint Community Relations Team to the locality to conduct these operations.

Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The City of Harrisonburg and Rockingham County should be prepared to arrange an incident site visit for legislators and their staff. Legislative Affairs will also respond to legislative and congressional inquiries.



International Affairs, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

**Actions:**

- Evaluate the situation;
- Monitor national and state level news coverage of the situation (if applicable);
- After coordination with the VEOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media;
- The content should be coordinated with adjacent jurisdictions and the VEOC;
- Emphasize citizen response and protective action;
- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed;
- Continue to keep the public informed concerning local recovery operations;
- Assist the Health Department in disseminating public health notices, if necessary;
- Assist state and federal officials in disseminating information concerning relief assistance; and
- Document expenses.

**Responsibilities:**

- Establish a working arrangement between the City of Harrisonburg and Rockingham County PIOs, the EOC and local media;
- Encourage local media to periodically provide general information about those specific hazards, which are likely to occur, such as flooding and industrial accidents;
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.;
- If necessary, designate a phone number and personnel to handle citizen inquiries;
- Assure the availability of back-up generators at local EAS radio stations;
- Arrange regular press briefings;
- Coordinate the release of information through public broadcast channels, and written documents; and
- Maintain an up-to-date telephone and fax number list for all local news organizations.

## Emergency Support Function #15 – Attachment 1

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### PIO PREARRANGED MESSAGES

#### Release or Spill (No Explosion or Fire)

##### Local – Public Information Notification of an Incident.

At \_\_\_\_\_(a.m./p.m.) today, an incident/accident occurred on \_\_\_\_\_(highway/street). Certain dangerous materials have been spilled/leaked/released from a car/truck. Due to the toxicity of material released to the atmosphere, all traffic on \_\_\_\_\_(highway/street) is being rerouted via \_\_\_\_\_(highway/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, Harrisonburg Police Department, or Sheriff's Office.

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

## Emergency Support Function #15 – Attachment 2

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### PIO PREARRANGED MESSAGES (Fire and/or Explosion Imminent)

#### Local – Public Information Notification of an Incident (Fire and/or Explosion Imminent):

At \_\_\_\_\_(a.m./p.m.) today, an incident/accident occurred on \_\_\_\_\_(highway/street). Certain dangerous materials have been spilled/leaked/released from a car/truck. Due to the toxicity of material released to the atmosphere, all traffic on \_\_\_\_\_(highway/street) is being rerouted via \_\_\_\_\_(highway/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, Harrisonburg Police Department, and Sheriff’s Office.

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

## Emergency Support Function #16 – Military Support

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### Primary Agency

Emergency Management

### Secondary/Support Agencies

N/A

### Introduction

#### Purpose:

The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the DMA. The Adjutant General (TAG) of Virginia is the military commander.

DMA staffs its Joint Force Headquarters (JFHQ). Within the JFHQ is the Joint Operations Center (JOC) that is operational 24/7. The Virginia Army National Guard, Virginia Air National Guard, and the Virginia Defense Force are three components that JFHQ-VA draw forces from to fulfill requests for assistance.

ESF #16 will not be staffed but rather exists as a coordinating entity. Coordination will occur between the Coordinators of Emergency Management and the response assets on specifics as it relates to duties assigned.

#### Scope:

Harrisonburg/Rockingham County do not have military installations within the jurisdiction and does not maintain stand-alone agreements with military assets.

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the VEOC.

#### Policies:

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the VEOC.

Military assets are only available during a declared state of emergency.

**Concept of Operations**

The EOC will request a capability or need to the VEOC as outlined in EOC procedures and ESF 7 Logistics.

It is at the determination of the VEOC if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.

Support cannot be transferred to another agency without prior approval.

Once assets have been committed those responding will coordinate directly with local official to accomplish the objectives.

## **Emergency Support Function #17 – Volunteer & Donation Management**

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### **Primary Agencies**

Emergency Management  
Harrisonburg/Rockingham Department of Social Services

### **Secondary/Support Agencies**

Harrisonburg/Rockingham Disaster Recovery Task Force  
Virginia Voluntary Organizations Active in Disaster (VVOAD)

### **Introduction**

#### **Purpose:**

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient utilization of donated goods and services during disasters.

#### **Scope:**

Following a major disaster, government will receive an overwhelming amount of unsolicited goods and services from individuals, corporations, church groups, and voluntary organizations.

Donated goods will not be transported directly to the disaster area without prior coordination with the state or local governments.

If these goods and services are not properly managed or directed, they will interfere with response and recovery efforts and actually exacerbate the disaster situation. The Director of Social Services will be responsible for the management of donated goods and volunteer services.

#### **Policies:**

The City of Harrisonburg and Rockingham County, in coordination with VVOAD and the Disaster Recovery Task Force has primary responsibility for the management of volunteer services and donated goods.

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

The Emergency Management Coordinator also:

- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognized 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 ESFs, state and federal government officials
- Facility Management Plan

Donated Goods Management Function:

- Management of donated goods involves a cooperative effort by the City of Harrisonburg, Rockingham County voluntary and community based organizations, the business sector and the media.
- The City of Harrisonburg and Rockingham County, in conjunction with voluntary organization partners, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function:

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

**Organization:**

The City of Harrisonburg and Rockingham County 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 the City of Harrisonburg and Rockingham County and volunteer organizations, as required.

The City of Harrisonburg and Rockingham County will coordinate the disaster relief actions of public, private, 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 City of Harrisonburg and Rockingham County 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 staffing and material resources;
- Develop procedures for recruiting, registering and utilizing auxiliary staffing;
- 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.





*Emergency Operations Plan*

# Support Annexes

**October 2017**



## Support Annexes - Introduction

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### **Purpose:**

This section provides an overview of the Support Annexes to the Emergency Operations Plan (EOP).

### **Background:**

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. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs. Examples include public affairs, infrastructure, resources, and worker safety and health.

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

- Animal Care and Control
- Debris Management
- Damage Assessment
- Family Assistance Center
- Information and Technology
- Worker Safety and Health

## Support Annexes – Roles and Responsibilities

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Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of a coordinating agency is a joint endeavor between two departments.

The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of emergency management and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

The responsibilities of the coordinating agency and cooperating agencies are identified below.

### Coordinating Agency

Coordinating agencies described in the annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. The City of Harrisonburg and Rockingham County Emergency Management retains responsibility for overall incident management. Local agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a Support Annex are required to assist in the management of an incident, the agency service as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for the operations function at fixed and field facilities;
- Notifying and sub-tasking cooperating agencies;
- Managing any tasks with cooperating agencies, as well as appropriate State and Federal agencies;
- Working with appropriate private sector organizations to maximize use of all available resources;
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to execute their appropriate support responsibilities.

**Cooperating Agencies:**

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency or emergency management, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aid, in concert with existing first-responder standards;
- Furnishing available personnel, equipment, or other resource support as requested by emergency management;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures that have the potential to improve performance within or across functional areas for review and evaluation.

## **Support Annexes – Animal Care and Control Animal Sheltering**

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### **Primary Agency**

Animal Control Officers

### **Secondary/Supporting Agencies**

Harrisonburg/Rockingham Department of Health

Emergency Management

Virginia Cooperative Extension

SPCA

Rockingham County Fairgrounds

Local Veterinarians

### **Introduction**

#### **Purpose:**

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

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

#### **Scope:**

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

#### **Definitions:**

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

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

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

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

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

Exotic Animals: Any animal that is not normally domesticated in the United States and wild by nature, but not considered wildlife, livestock or poultry due to status. This includes, but is not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. Listed examples are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.

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

**Assumptions:**

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
3. The Director of Emergency Management may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
4. The EOC may be activated to manage the emergency.
5. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
6. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

**Policies:**

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

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

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

- 2 VAC 5-30-10  
Rules and Regulations Pertaining to the Reporting Requirements for Contagious and Infectious Diseases of Livestock and Poultry in Virginia
- 2 VAC 5-40-10  
Rules and Regulations Governing the Prevention, Control, and Eradication of Bovine Tuberculosis in Virginia
- 2 VAC 5-50-10  
Rules and Regulations Governing the Prevention, Control, and Eradication of Brucellosis of Cattle in Virginia
- 2 VAC 5-60-10  
Rules and Regulations Governing the Operation of Livestock Markets

- 2 VAC 5-70-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Control of Equine Infectious Anemia in Virginia
- 2 VAC 5-80-10  
Rules and Regulations Pertaining to the Requirements Governing the Branding of Cattle in Virginia
- 2 VAC 5-90-10  
Rules and Regulations Pertaining to the Control and Eradication of Pullorum Disease and Fowl Typhoid in Poultry Flocks and Hatcheries and Products Thereof in Virginia
- 2 VAC 5-100-10  
Rules and Regulations Governing the Qualifications for Humane Investigators
- 2 VAC 5-110-10  
Rules and Regulations, Guidelines Pertaining to A Pound or Enclosure to be Maintained by Each County or City
- 2 VAC 5-120-10  
Rules and Regulations Governing the Record keeping by Virginia Cattle Dealers for the Control or Eradication of Brucellosis of Cattle
- 2 VAC 5-130-10  
Rules and Regulations Governing the Laboratory Fees for Services Rendered or Performed
- 2 VAC 5-140-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Admission of Livestock, Poultry, Companion Animals, and Other Animals or Birds into Virginia
- 2 VAC 5-150-10  
Rules and Regulations Governing the Transportation of Companion Animals
- 2 VAC 5-160-10  
Rules and Regulations Governing the Transportation of Horses
- 2 VAC 5-170-10  
Rules and Regulations Governing the Registration of Poultry Dealers
- 2 VAC 5-180-10  
Rules and Regulations Governing Pseudorabies in Virginia
- 2 VAC 5-190-10  
Rules and Regulations Establishing a Monitoring Program for Avian Influenza and Other Poultry Diseases
- 2 VAC 5-200-10  
Rules and Regulations Pertaining to the Disposal of Entire Flocks of Dead Poultry in Virginia
- 2 VAC 5-205-10  
Rules and Regulations Pertaining to Shooting Enclosures

### **Concept of Operations**

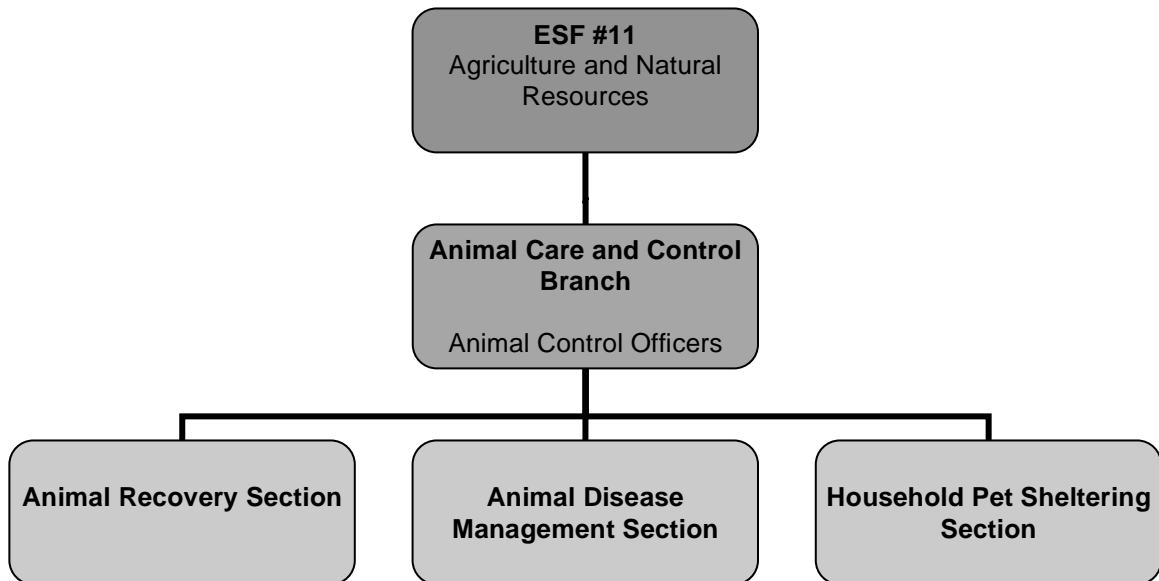


**Organization:**

Under ESF #11, Animal Control is designated as the lead agency for animal care and control.

Animal Control Officers are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Animal Control Officers and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

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



**Responsibilities:**

1. Coordinator of Emergency Management
  - a. Act as advisor to all involved on emergency management issues.
2. Animal Control Officers
  - a. Determine which agencies/departments/organizations have responsibilities in all animal emergencies for animal care and control;
  - b. Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
  - c. Produce and maintain plans, policies and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering; and
  - d. Oversee all activities (mitigation, planning, response and recovery) regarding emergency animal care and control.
3. Virginia Cooperative Extension
  - a. Produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc; and
  - b. Produce and maintain plans, policies and procedures regarding Animal Disease Control.

**Action Checklist****Mitigation/Prevention:**

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, university veterinary medical and animal science centers, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody and provide them to the Coordinator of Emergency Management.
2. for comment and review.
3. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response, including evacuation and sheltering.

**Preparedness:**

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

3. Provide adequate support for animal preparedness and planning;
4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
5. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations; and
6. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

**Response:**

1. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
3. Provide adequate support for animal response. Report any shortfalls and requests needing assistance or supplies;
4. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
5. Provide animal care and control support in a timely manner;
6. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster; and
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

**Recovery:**

1. Complete an event review with all responding parties;
2. Review animal care and control plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate; and

6. Assist the *Department of Finance* in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Administration and Logistics**

### **Administration:**

Basic administrative and accountability procedures for any animal emergency will be followed as required by local, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

### **Logistics:**

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

### **Public Information:**

The Public Information Officer will follow procedures established to:

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

### **Direction and Control**

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

**Plan Development and Maintenance**

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

## **Support Annexes – Animal Care and Control Attachment 1 – Household Pet Sheltering Plan**

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### **Primary Agency**

Animal Control Officers

### **Secondary/Supporting Agencies**

Harrisonburg/Rockingham Department of Health

Emergency Management

Virginia Cooperative Extension

SPCA

Rockingham County Fairgrounds

Local Veterinarians

### **Introduction**

#### **Purpose:**

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

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

#### **Scope:**

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

**Situation:**

In Harrisonburg/Rockingham County, there is an estimated:

- 28,843 dogs,
- 31,510 cats,
- 3,507 birds

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

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

**Assumptions:**

1. Any emergency resulting in evacuation of residents to a shelter will result in household pet issues.
2. The protection of household pets is ultimately the responsibility of their owner.
3. Many household pet owners will not evacuate to safety if their pets must stay behind.
4. Pet owners frequently will not evacuate to shelters, if their pets are not allowed.
5. This type of behavior puts animals, their owners and emergency responders at risk.
6. Pet-friendly shelters will only shelter those animals defined as household pets.
7. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
8. No dog that shows signs of aggression during initial check-in will be accepted.
9. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
10. No feral cats or wild-trapped cats will be accepted.
11. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.

12. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
13. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
14. No reptiles will be accepted.

## **Concept of Operations**

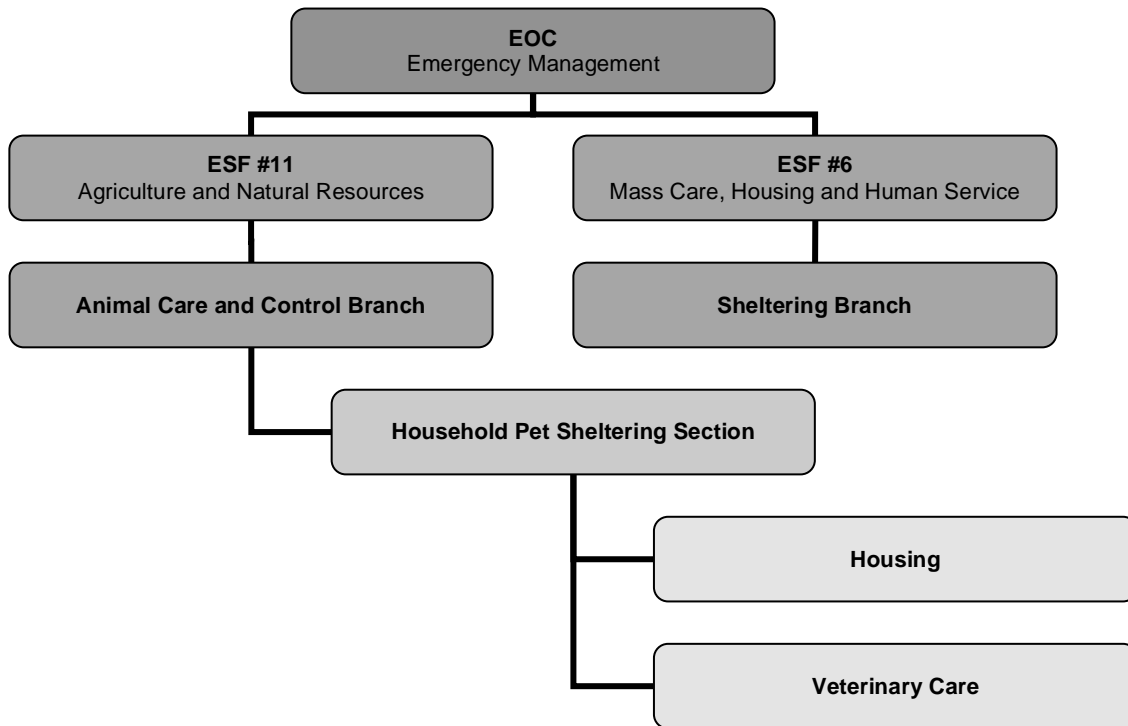
### **Organization:**

Under ESF #11, the Animal Control Officers are designated as the lead for animal care and control. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs including ESF #6, Mass Care, Housing and Human Services, to complete the mission of household pet sheltering. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

Animal Control Officers, in coordination with Department of Social Services and/or Red Cross, is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Animal Control Officers and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during household pet sheltering activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

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





### Responsibilities:

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

- f. Process requests for assistance or additional resources to support household pet sheltering operations through the EOC;
  - g. Facilitate the reunification of pets to owners during the transition from response to recovery;
  - h. Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes;
  - i. Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used;
  - j. Monitor, coordinate and manage pet-friendly shelter activation and sequencing; and
  - k. Provide subject matter expertise to support agencies, as needed.
3. Department of Social Services/Red Cross
    - a. Coordinate the relationship between the human and household animal sheltering functions; and
    - b. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
  4. Harrisonburg/Rockingham Department of Health
    - a. Insure that human health will not be impacted in conjunction with the operation of pet-friendly shelters.
  5. Police Departments/Sheriff's Office
    - a. Assure the safety and security of household pet sheltering personnel;
    - b. Enforce movement restrictions and establish perimeters for pet-friendly sheltering areas.

### **Action Checklist**

#### **Mitigation/Prevention:**

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

#### **Preparedness:**

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any household pet sheltering response;
2. Develop, maintain, and disseminate household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;

3. Identify local veterinarians, humane societies, local household pet sheltering volunteers and animal control personnel in site-specific standard operating procedure and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand; and
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

**Response:**

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

**Recovery:**

1. Complete an event review with all responding parties;
2. Review household pet sheltering plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate; and
5. 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.

**Plan Development and Maintenance**

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

## **Support Annexes – Animal Care and Control**

### **Attachment 2 – Animal Disease Management Plan**

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#### **Primary Agency**

Emergency Management

#### **Secondary/Supporting Agencies**

Harrisonburg/Rockingham Department of Health

Animal Control

Virginia Cooperative Extension

SPCA

Local Growers/Plants

Local Veterinarians

#### **Introduction**

##### **Purpose:**

The Animal Care and Control Annex, Animal Disease Management Plan provides basic guidance that addresses rapid local response to Foreign Animal Disease or Animal Disease (FAD/AD) incidents and other events affecting the health, safety and welfare of humans and animals in disaster situations. A coordinated local response is necessary to effectively deal with the crisis and minimize the consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident. Due to their complexity, infectious animal diseases add new dimensions to disaster management. There are many disease characteristics to consider such as stability of the agent, route of transmission, incubation time, potential species affected, and transfer to humans (zoonotic) potential.

##### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to a FAD/AD emergency as coordinated by Emergency Management.

##### **Situation:**

In recent years, several serious FAD/AD outbreaks have occurred outside of the United States. The incorporations of animals and animal products from foreign countries, the ease of travel throughout the world, and the ongoing threat of agro-terrorism, indicates our vulnerability to an FAD/AD. The introduction of an FAD/AD would present Harrisonburg/Rockingham County, State, and Nation with a time sensitive, critical situation that affects not only animal health, but also a potentially debilitating economic situation. Protecting the agriculture and food

distribution industry in Harrisonburg/Rockingham County requires cooperation, participation and partnership.

Any large disaster or emergency may cause substantial suffering to human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population, and the increased vulnerability to intentional introduction of animal disease, a coordinated local animal response plan is imperative.

The Virginia Department of Agriculture is tasked with dealing with infectious animal and plant diseases and have the authority to work with local officials and responders to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals and mitigating the spread of plant disease in the state (see Animal Care and Control Annex Basic Document – Policies). Depending on the size and nature of the event, the Virginia Emergency Operations Center (VEOC) may be activated to coordinate other state agency and city/county resources needed to respond, contain, and eradicate the disease. The Commonwealth of Virginia Emergency Operations Plan, Emergency Support Function #11, Agriculture and Natural Resources Annex addresses interagency cooperation and responsibilities at the state level in the event local resources are overwhelmed.

Not all animal disease introductions require emergency response functions. Private practice veterinarians routinely handle many disease introductions. Response measures are greatly influenced by the infectivity of the disease; it's characteristics of transmission, and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:

- a. It is one of the International Animal Health Code "List A" diseases, as designated by the *Office International des Epizooties (OIE)* which lists the following diseases:
  - Foot and mouth disease
  - Swine vesicular disease
  - Peste des petits ruminants
  - Lumpy skin disease
  - Bluetongue
  - African horse sickness
  - Classical swine fever
  - Vesticular stomatitis
  - Rinderpest
  - Contagious bovine pleuropneumonia
  - Rift Valley fever
  - Sheep pox and goat pox
  - African swine fever
  - Highly pathogenic avian influenza
  - New castle disease

- b. It falls outside of the domain of the locality's routine prevention and response activities and capabilities;
- c. It is highly contagious, and therefore creates a significant risk of rapid transmission across a large geographical area, including non-contiguous areas; and
- d. It creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the local, state or national economy.

**Assumptions:**

1. The identification of a FAD/AD outbreak anywhere in the Commonwealth of Virginia would affect Harrisonburg and Rockingham County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products, and other property.
2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
3. Private veterinary practitioners will likely be the first responders to any FAD/AD outbreak. A local veterinarian is required to immediately notify the State Veterinarian of suspected FAD/AD.
4. The potential exists in Virginia for FAD/AD introduction as a mechanism of agro-terrorism.
5. Suspected or positive detection of a FAD/AD in Harrisonburg/Rockingham County will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
6. Numerous local, State and federal agencies will play a role in eradicating the disease.
7. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed locally.
8. Immediate quarantine areas may be required where suspected or confirmed cases may have originated, inside of which increased biosecurity measures can be implemented. The zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
9. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
10. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
11. Carcass disposal sites will need to be rapidly identified or other solutions such as rendering, burial on site or incineration utilized.

## **Concept of Operations**

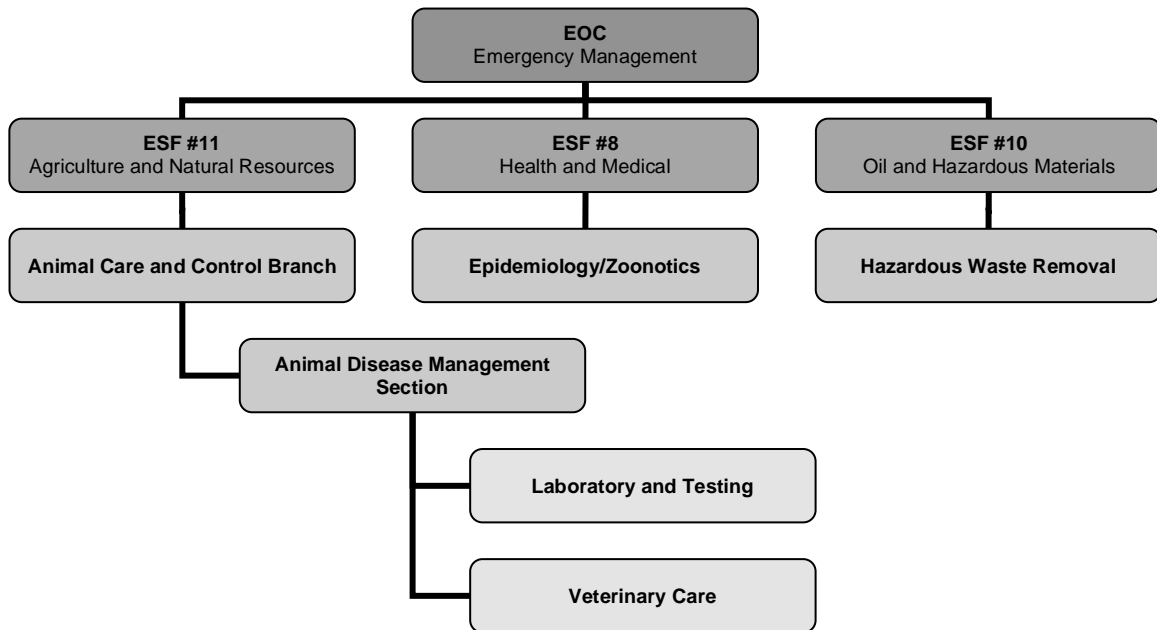
### **Organization:**

In response to a FAD/AD, Emergency Management will work with ESF #11, as well as with other ESFs including ESF #8, Health and Medical, and ESF #10, Oil and Hazardous Materials Response, to complete the mission of animal disease control. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

The Coordinator of Emergency Management, in coordination with VDH, VDEQ, and VDACS is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the City of Harrisonburg and Rockingham County and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during a FAD/AD. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Coordinator of Emergency Management will coordinate with all departments, government entities, and representatives from the private sector who support FAD/AD operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.





### Responsibilities:

1. Coordinator of Emergency Management
  - a. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agents, and others on emergency management issues;
  - b. In cooperation with VDEQ, VDACS, and the local grower/plant, determine the best method for disposing of dead animals; and
  - c. Assist in the selection of a disposal site
2. Virginia Extension Cooperative
  - a. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response;
  - b. Coordinate and insure rapid response to suspected or proven FAD/AD;
  - c. Determine potential of spread in coordination with VDACS and USDA. Respond accordingly;
  - d. Coordinate with agriculture environmental officials (ESF #10) to determine the best methods for disposing of dead animals; and
  - e. Coordinate with health officials (ESF #8) to determine potential impact on humans and prevention options if necessary.
3. Harrisonburg/Rockingham Health Department
  - a. Determine potential human impact of the disease and determine protective actions as necessary; and
  - b. Assist in preparing public outreach and education materials in response to the FAD/AD.

4. Police Departments/Sheriff's Office
  - a. Assure the safety and security of veterinarians and inspection personnel;
  - b. Enforce movement restrictions and establish perimeters for quarantine areas; and
  - c. Assist in investigation if the incident is ruled deliberate disease introduction.
5. Harrisonburg Fire Department/Rockingham County Department of Fire & Rescue
  - a. Coordinate decontamination stations in coordination with ESF #11, ESF #8, and ESF #10; and
  - b. Aid in possible rescue situations.
6. City/County Public Works
  - a. Assist in perimeter rerouting and logistical support; and
  - b. Support needs for disposal resources.

### **Action Checklist**

#### **Mitigation/Prevention:**

1. Encourage any laboratory animal research facilities, livestock markets and large livestock operations, to develop FAD/AD emergency procedures and plans for the animals in the care and custody and provide them to the Coordinators of Emergency Management for comment and review; and
2. Determine the best means for information dissemination to the public in regards to a FAD/AD emergency.

#### **Preparedness:**

1. The Commonwealth of Virginia, Department of Agriculture and Consumer Services (through VEOC ESF #11), will establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any FAD/AD response;
2. Develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, and animal control personnel in the appropriate standard operating procedures and insure that contact information is maintained;
4. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;

6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand; and
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

**Response:**

1. Immediately report any suspected or observed cases of FAD/AD to the Virginia Department of Agriculture and Consumer Services (VDACS) and/or the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS).
2. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management;
4. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;
6. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
7. Provide animal disease management support in a timely manner;
8. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster; and
9. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

**Recovery:**

1. Evaluate quarantines that were put in place during the FAD/AD outbreak to decide if they are still needed;
2. Augment veterinary medical services to expedite rapid recovery;
3. Complete an event review with all responding parties;
4. Review animal disease management plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
5. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;

6. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate; and
7. 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.

### **Plan Development and Maintenance**

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

## **Support Annexes – Animal Care and Control Attachment 3 – Animal Recovery Plan**

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### **Primary Agency**

Animal Control Officers

### **Secondary/Supporting Agencies**

Harrisonburg/Rockingham Department of Health

Emergency Management

Fire and Rescue Agencies

Virginia Cooperative Extension

SPCA

Rockingham County Fairgrounds

Local Veterinarians

### **Introduction**

#### **Purpose:**

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

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

#### **Scope:**

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

**Situation:**

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

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

**Assumptions:**

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. People will frequently try to reenter an area to retrieve animals before an all clear is given.
3. Those animals that become homeless, lost or stray as a result of a disaster will be protected by Harrisonburg and Rockingham County. Volunteer organizations will assist in this effort.
4. Those animals that are rescued and are not identified by their owners and a reunification plan determined within the timeframe stated within the local ordinances will be considered the property of the locality and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations.
5. Policies and procedures will be written in regards to requests for animal search and rescue, animal identification requirements and in-place animal care.

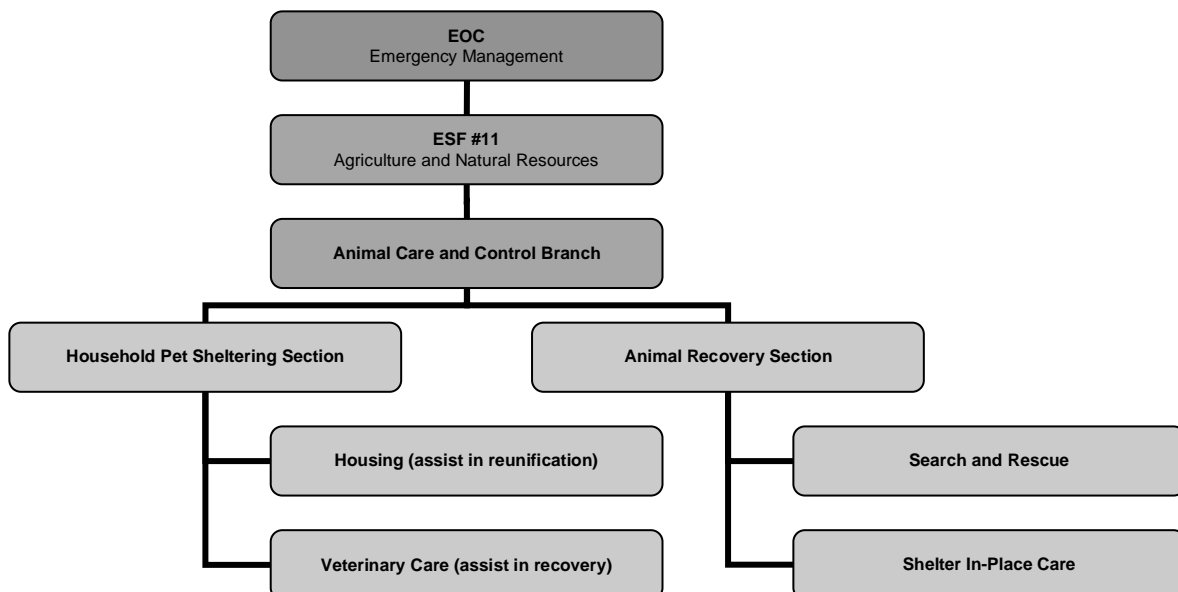
**Concept of Operations****Organization:**

Under ESF #11, the Animal Control Officer is designated as the lead agency for animal care and control. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs to complete the mission of animal search, rescue, recovery and reunification as necessary.

The Animal Control Officers are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a

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

The Lead Animal Control Officer will coordinate with all departments, government entities, and representatives from the private sector who support animal search, rescue, recovery and reunification activities. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.



### Responsibilities:

1. Coordinator of Emergency Management
  - a. Prepare and coordinate pre-incident training and exercise of animal search, rescue, recovery and reunification teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
  - b. Coordinate and insure the in-place needs of agricultural animals are met with owners.
  - c. Obtain and deliver pre-identified resource requirements to the appropriate sites within the time schedule agreed upon; and
  - d. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.

## 2. Animal Control

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

## 3. Department of Social Services/Red Cross

- a. Assist in creating public information releases regarding sheltering in coordination with Animal Control.

## 4. Police Departments/Sheriff's Office

- a. Assure the safety and security of animal search, rescue, recovery and reunification personnel; and
- b. Enforce movement restrictions and establish perimeters for animal recovery and reunification areas.

## Action Checklist

### Mitigation/Prevention:

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



**Preparedness:**

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

**Response:**

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

**Recovery:**

1. Complete an event review with all responding parties;
2. Review animal search, rescue, recovery and reunification plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate; and
5. 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.

**Plan Development and Maintenance**

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

## Support Annexes – Damage Assessment

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### Coordinating Agency

Emergency Management  
Community Development

### Cooperating Agencies

City of Harrisonburg Department of Public Works  
Rockingham County Department of Public Works  
Fire Departments  
Police Departments/Sheriff's Office

### Introduction

#### Purpose:

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

#### Scope:

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (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 Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

#### Definitions:

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

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

**Situation:**

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

During the recovery phase of a disaster, the Harrisonburg/Rockingham County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the Harrisonburg/Rockingham County to determine actions needed, the establishment of priorities, 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, as well as authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran’s assistance; and
  - j. Casualty loss tax assistance.
  
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and

- c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

**Assumptions:**

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

**Policies:**

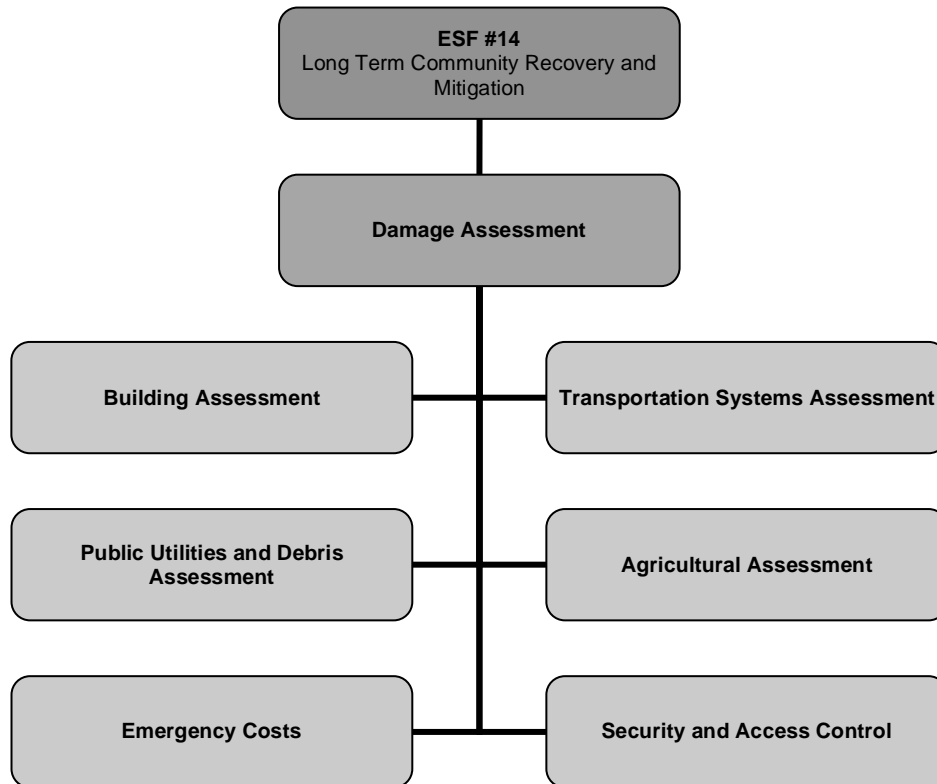
1. The Initial Damage Assessment (IDA) results will be reported to the VEOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess Harrisonburg/Rockingham County structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Harrisonburg/Rockingham County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both Harrisonburg/Rockingham County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Director of Emergency Management or Coordinator of Emergency Management 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; and
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 Coordinator of Emergency Management 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. Qualified, trained local teams under the supervision of the Harrisonburg Department of Community Development or Rockingham County Emergency Management will conduct damage assessments. The damage assessment teams will be supported by multiple agencies from the Harrisonburg/Rockingham County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the results of an 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 damaged 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.

### **Responsibilities:**

#### 1. Damage Assessment Teams

- 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 Coordinator of Emergency Management;
- 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; and
- 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. City/County Department of Public Works

- a. Designate representatives to serve as members of damage assessment teams, as needed;
- b. Participate in damage assessment training;
- c. Collect and compile damage data to public works' infrastructure, and provide to the damage assessment supervisor within the EOC; and
- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.

3. VDOT
  - a. Designate representatives to serve as members of damage assessment teams, as needed;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private transportation resources, and provide to damage assessment supervisor within the EOC; and
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
4. Local Extension Office
  - a. Designate representatives to serve as members of damage assessment teams, as needed;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private agricultural resources, and provide to damage assessment supervisor within the EOC; and
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
5. Police Departments/Sheriff's Office
  - a. Provide security for ingress and egress of the damaged area(s) post-event; and
  - b. Provide access and security for damage assessment activities with Harrisonburg and Rockingham County.
6. City/County 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; and
  - c. Report these estimates and obligations to the Coordinator of Emergency Management for inclusion into the appropriate Public Assistance IDA categories.
7. Emergency Management
  - a. Overall direction and control of damage assessment;
  - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format; and
  - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.



**Action Checklist****Mitigation/Prevention:**

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

**Preparedness:**

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

**Response:**

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

**Recovery:**

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;
5. Complete an event review with all responding parties;
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;

8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies; and
9. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Administration and Logistics**

### **Administration:**

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

### **Logistics:**

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

### **Public Information:**

The Public Information Officer will follow procedures to:

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

### **Direction and Control**

1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the Incident Commander.
3. The Coordinator of Emergency Management will assist the senior elected official in the EOC and coordinate with the PIO. The Coordinator of Emergency Management and PIO may have at least one assistant to support 24-hour operations and act in the absence of the primary.

4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

### **Plan Development and Maintenance**

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

## **Support Annexes – Damage Assessment Attachment 1 – Forms**

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The forms attached will be used for damage assessment data.

# 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	

# Cumulative Initial Damage Assessment Report

**PRIMARY:** Input into WebEOC

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

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

**Part I: Private Property CUMULATIVE DAMAGES**

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

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

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

**Additional Comments:**

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# Public Assistance Damage Assessment Guidelines

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

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

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

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

# Public Assistance Damage Assessment Field Form

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

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

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

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

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

## Support Annexes – Debris Management

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### Coordinating Agency

City of Harrisonburg Department of Public Works  
Rockingham County Department of Public Works

### Cooperating Agencies

Emergency Management  
City of Harrisonburg Department of Public Utilities  
City of Harrisonburg Department of Engineering  
Harrisonburg/Rockingham Department of Health

### Introduction

#### Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster to mitigate against any potential threats 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 could 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 for state agencies and local governments.

The debris management program implemented by state agencies, and the City of Harrisonburg and Rockingham County 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 the City of Harrisonburg and Rockingham County.
- 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****General:**

The City of Harrisonburg and Rockingham County Department of Public Works 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 Works 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 City of Harrisonburg and Rockingham County Department of Public Works will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing

will categorize contractors by their capabilities and service area to facilitate 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 modification, inspections, acceptance, payment, and closing out of activities.

The City of Harrisonburg and Rockingham County are 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, the City of Harrisonburg and Rockingham County 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 City of Harrisonburg and Rockingham County Department of Public Works and will be coordinated with other recovery efforts through the local EOC, where appropriate, final disposal may be to the Rockingham County 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 condition, 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 following Hurricane Andrew. The categories of debris appear in Tab A. 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 Fire Chief will be the initial contact for hazardous/toxic materials.

### **Organization:**

The City of Harrisonburg and Rockingham County Department of Public Works is responsible for the debris removal function. The Department of Public Works 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 City of Harrisonburg and Rockingham County following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, City of Harrisonburg and Rockingham County 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 the City of Harrisonburg and Rockingham County to private sector, freeing up personnel to devote more time to their regularly assigned duties. Private contracting also stimulates the City of Harrisonburg and Rockingham County, regional, and state economies impacted by the incident, as well as maximizes state and local government's level of assistance from the federal government. Private contracting allows the City of Harrisonburg and Rockingham County to more closely tailor their contract services to their specific needs. The entire process or segments of the process can be contracted out.

### **Responsibilities:**

- Develop local and regional resource list of contractors who can assist the City of Harrisonburg and Rockingham County 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 adjacent localities as appropriate;

- Identify and pre-designate potential 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 checklist 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.

## Support Annexes – Debris Management

### Attachment 1 – Debris Classifications

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Definitions of classifications of debris are as follows:

1. Burnable materials will be of two types with separate burn locations.
  - a. 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 – consist of non-creosote structural timber, wood products, and other materials designated by the Department of Public Works.
2. Non-burnable Debris – consists of construction and demolition debris, 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 Public Works Department representative for determination of its disposition.
4. 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 representative of the Department of Public Works. At his/her 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. 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.

## Support Annexes – Debris Management

### Attachment 2 – Debris Quantity Estimates

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

Determine population (P) in the affected area, using the most current census data for the City of Harrisonburg and Rockingham County. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

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

Where

**Q** is quantity of debris in cubic yards

**H** is the number of households (10,688)

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

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

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

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

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

#### References:

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

## Support Annexes – Family Assistance Center

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### Coordinating Agency

Emergency Management

### Cooperating Agencies

Department of Social Services  
American Red Cross  
Local Disaster Recovery Task Force

### Situation

The Family Assistance Center (FAC) provides a centralized location where a seamless service delivery system built on multi-agency coordination will result in the effective dissemination of information and assistance to all impacted families. A FAC is the management and organizational framework to handle the victims dealing with an incident of mass casualties. The FAC offers counseling and information on the current situation in a safe and secure location.

### Scope

This plan pertains to an incident that results in mass casualties and/or missing individuals within a locality. It will be activated in the event of multiple actual or perceived deaths. The plan will be used in conjunction with the Commonwealth of Virginia Family Assistance Center plan to develop procedures to establish and manage a FAC and to transition to a state managed FAC, if one is authorized.

### Activation of FAC

A FAC will be established under a variety of mass-casualty situations. FAC operations should be activated as early into the event as possible. Preliminary services can be offered that include providing accurate information, meeting basic health and spiritual needs, and ensuring a safe place to gather. Once the Incident Commander or the Operations Section Chief has determined the need for a FAC, consultation with other local support agencies will occur to determine:

- Severity of the incident
- Capabilities of the locality to include outside agreements and private business support
- Mobilization of resources
- Number of casualties

In addition to the event necessitating FAC services, normal day-to-day public resources may be affected by the incident, thus limiting local authorities' ability to adequately support the response without outside support. When the incident grows outside of the locality's capabilities/resources it is important to request outside assistance via mutual aid agreement or memorandums of understanding. Additional resources may be requested via the VEOC and Statewide Mutual Aid.

When a mass casualty incident occurs on property owned or operated by the Commonwealth of Virginia, the state will establish and operate the FAC. Local resources may be incorporated into the state FAC under procedures established in the Commonwealth of Virginia Family Assistance Center Plan.

### **Assumptions**

- The ratio of family members seeking assistance from the FAC to victims is estimated to be 10 to 1. Based on this ratio, if five casualties occur due to a human caused or natural disaster, an estimated 50 family members and victims could seek FAC services or information.
- The locality will notify the VEOC of the establishment of a FAC.
- The command structure for the FAC will follow the NIMS/ICS structure.
- FAC operations will require outside assistance and it is essential that all volunteers be credentialed to work the FAC.
- FAC service requirements may differ depending on type of incident.
- Family members who reside outside of the impacted area might travel to the incident site and may require accommodation; family members who choose to not travel to the site might need some of the same services offered to the family members at the scene.
- The locality will immediately contact Virginia Criminal Incident Compensation Fund and Department Criminal Justice Services to deploy when there are victims as required § 44-146.19.E Code of Virginia and as noted in the local EOP.
- In the event of a commercial aviation accident in your area, the National Transportation Safety Board will deploy to support on-scene coordination efforts, but will require local capabilities such as law enforcement for security and local medical examiner for victim identification to support their effort.
- If the incident occurs in a small jurisdiction, the individuals identified to provide services may themselves become victims and may not adequately be able to provide the level of care required.



## **Concept of Operations**

### **General**

Over the duration of the incident, the FAC will be modified both operationally and structurally/physically. The demands on the FAC will change as the response effort moves through its different stages. At the beginning of the response, there will be a surge of requests, calls, and clients to the FAC. The ability to accommodate this surge will require an analysis of the incident and the anticipated needs of the affected public. Once these needs have been identified, the appropriate FAC organizational structure can be determined and adequate staffing, facilities, and other resources can be acquired and operations implemented.

The FAC should be established to provide families with accurate and timely information, and the best way to do so is in the form of Family Briefings. These briefings can occur on a scheduled basis determined by the locality. Ensure that the families are receiving information periodically to prevent anger and frustration towards the response and recovery efforts.

### **Functions of the FAC**

- Collection of missing person reports and subsequent collection of ante mortem data, if necessary.
- Coordination with hospitals, shelters, and incident operations to identify missing persons
- Ensure availability of appropriate crisis counseling and spiritual support. Determine the needs of the families and victims and modify FAC operations to provide necessary services
- Maintain security from media and other individuals not requiring the services of the FAC
- Provide assistance to individuals dealing with the loss of life and subsequent destruction to the community
- Manage requests for sensitive information in such a way that does not hinder the purpose of having a FAC
- Ensure accurate information is being received in a timely and consistent manner and is only provided by qualified individuals who will control the information flow outside of the FAC
- Assist in meeting the mental, emotional, and physical needs of those individuals that have been affected by the incident.
- Facilitate information sharing between hospitals to expedite reunification of loved ones

## Site Selection

A FAC will function at its best when the chosen facility or site can be secured from the media and the general public. It is important to provide a safe and secure environment for the victims' families, where they are provided accurate information while being offered services to cope with the incident.

## Management Structure

The FAC should be operated under the Incident Command System with the appointment of a FAC Director to serve as primary authority and decision maker to FAC operations. In addition to a FAC director, consider the appointment of Public Information Officer to conduct media briefings and ensure rumor control for the incident. Other important positions to consider when developing a staffing plan are liaison officer and safety officer.

### *FAC Director*

- Oversees and manages of all FAC operations
- Ensures that all needs are being met inside the FAC to include those individuals providing the services
- Serves as the liaison to Emergency Operations Center and the Incident Commander
- Reports any significant issues to operations chief at the EOC

### *Public Information Officer (PIO)*

- Coordinate with the FAC director to ensure that information is suitable to be shared with the media
- Serve as the spokesperson for the FAC and will conduct media briefings away from the site
- Responsible for rumor control and any media inquiries.

### *Liaison Officer*

- Serve as point of contact in the FAC for agencies that are not present but are assisting in FAC operations
- Serves as point of contact for agencies interested in serving in the FAC
- Ensures all staff members have been vetted and credentialed by representing agency

### *Safety Officer*

- Advises FAC director on operational health and safety
- Ensures ongoing assessment of the environment to continue to operate a safe and secure FAC

## Services

Services needed for a FAC may vary depending on the type of incident and the needs of the community.

### Primary Services

- **FAC Security**  
Provide safe secure environment from media and curiosity seekers. The FAC should be separate from the scene but close enough to provide site visits after the recovery effort has ceased. The media briefings should be held at a separate location from the FAC to ensure that families leaving the FAC will not have to share elevators or parking lots with media or the general population. Provide credentialing to all persons entering the FAC.
- **Reception Center**  
Welcome and greeting of FAC clients with initial registration of their contact information, other family or next of kin (NOK) information, and preliminary gathering of information of the missing or deceased loved one. During this time, an overview of services to be provided is given and an assessment of current behavioral health or first aid needs is taken. In addition, the reception center will serve as a security checkpoint for those individuals who may be trying to gain access to the FAC with intentions other than reuniting with loved ones.
- **Family Briefings**  
Should be conducted on a regular schedule even if no new information needs to be reported. These briefings become essential to developing a relationship with the families at the FAC. Ensure that accurate and timely information is disseminated
- **Crisis Counseling/Spiritual Care**  
Assist family members, FAC staff, and volunteers in understanding and managing the full range of grief reactions. Provide interdenominational pastoral counseling and spiritual care for people of all faiths, who request it, and to serve on death notification teams. Ensure that individuals providing counseling services are not part of the affected population, as they may not be able to provide the best quality care for the families.
- **Victim Advocates**  
Provided to families to assist them in understanding the processes and agencies they will likely encounter and receive assistance from, and to address the needs of each specific family. Advocates will help families with their knowledge of the criminal justice system and in the process of the Office of Chief Medical Examiner to include victim recovery, identification, and return of remains. These advocates will support

families who may need to transport the descendant across state lines or to another country.

- **Death Notification**  
The formal notification to the next of kin that a positive victim identification has been made. The process of death notifications is highly sensitive and should be handled by individuals with experience in these areas.
- **Site Visits**  
May be requested by the group or individual seeking information or closure. It is important to provide visits to those requesting such, but to do so in a coordinated manner. Ensure the families and victims not view the site during evidence recovery or search and rescue operations. Also, ensure seclusion from the media and outside sources during the site visit.

### **Secondary Services**

- Child Care
- Adult Care (to be separate from the child care area)
- Assistance with death related paperwork (Funeral Services, dealing with life insurance, obtaining death certificates)
- Financial assistance (if the deceased was the head of household family may have difficulty paying bills)
- Assistance with basic needs (clothing, food, toiletries)

### **Roles and Responsibilities**

It is essential that services are provided by subject matter experts that have additional training and/or experience in a mass casualty event. All staff should be vetted and credentialed by the local agency that they are representing. Consider pre-identifying local staff that are trained and knowledgeable to support FAC operations.

#### **Department of Social Services**

- Appoint a FAC manager
- Support training of FAC manager

#### **Police Departments/Sheriff's Office**

- Provide site security
- Assist with the NOK notification

### **Safety and Security**

The family members, victims, and worker's safety and security will be a priority at the FAC. Credentialing will be conducted for all persons entering the FAC. The

jurisdiction must ensure that those working in the FAC have the proper clearance to be present and working with a sensitive population.

### **Demobilization**

Planning for demobilization should begin upon activation. Demobilization can be done by scaling back services, as they are no longer needed. For example having a staff of ante mortem interviewers can be scaled back and demobilized once all interviews have been conducted and data collected. Consider having one person capable of collecting ante mortem data on staff for the duration of the recovery process; often families will remember information that they may have forgotten during the interview. When considering closing the FAC ensure families are given local resources that can be helpful in their community such as victim advocates and behavioral health professionals.

Factors to consider when determining the closure of the FAC:

- Number of families or loved ones visiting the FAC each day
- Number of victims that remain unidentified
- Need for daily briefings (rapidly changing information)

Before deciding FAC operations will cease, the FAC director will ensure that all needs can and will be met outside of the FAC. Make sure that all persons coming to the FAC have been provided the appropriate resources to continue the process once operations have completed.

### **Plan Maintenance and Exercising**

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

### **References**

- Code of Virginia, Title 44, Military and Emergency Laws, Chapter 3.2, Emergency Services and Disaster Law
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Aviation Disaster Family Assistance Act of 1996, Public Law 104-264, as amended
- Foreign Air Carrier Family Support Act of 1997, Public Law 105-148, as amended
- VDEM Family Assistance Center Plan

## **Resources**

Virginia Victim Assistance Directory

<http://www.dcjs.virginia.gov/victims/documents/victimAssistanceDirectory.pdf>

Map of Regional Virginia Voluntary Organizations Active in Disasters (VAVOAD)

<http://www.vavoad.org/regional-voad-offices.htm>

Map of Victim Witness Programs in Virginia

<http://www.dcjs.virginia.gov/victims/documents/VWmap-phonelist.pdf>

Disaster Preparedness VFDA Disaster Relief Committee contacts

<http://www.vfda.net/disaster-preparedness/>

Family Assistance Center Toolkit, created by Seattle and King County  
Washington

<http://www.apctoolkits.com/family-assistance-center/>

## **Support Annexes – Family Assistance Center Attachment 1 – Suggested Equipment/Supplies**

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### **Identification and Accountability**

- Badging system (Badge maker, reader; ID cards; camera)
- Parking Passes

### **Communications**

- Cell phones and chargers
- Land-line telephones
- Local phone directories
- TV/DVD combination systems
- Phone lines, portable radios
- NOAA radio

### **Productivity**

- Computers (Laptops and desktops)
- Fax machine
- Copier/printer

### **Office Supplies**

- Writing utensils (pens, pencils, paper, markers, etc.)
- Clipboards
- Bulletin boards
- Log books
- Steno pads
- Partitions
- Storage containers (boxes, plastic bins, etc.)
- Furniture (chairs, couches, and desks)
- Files and file holders
- Staplers and tape

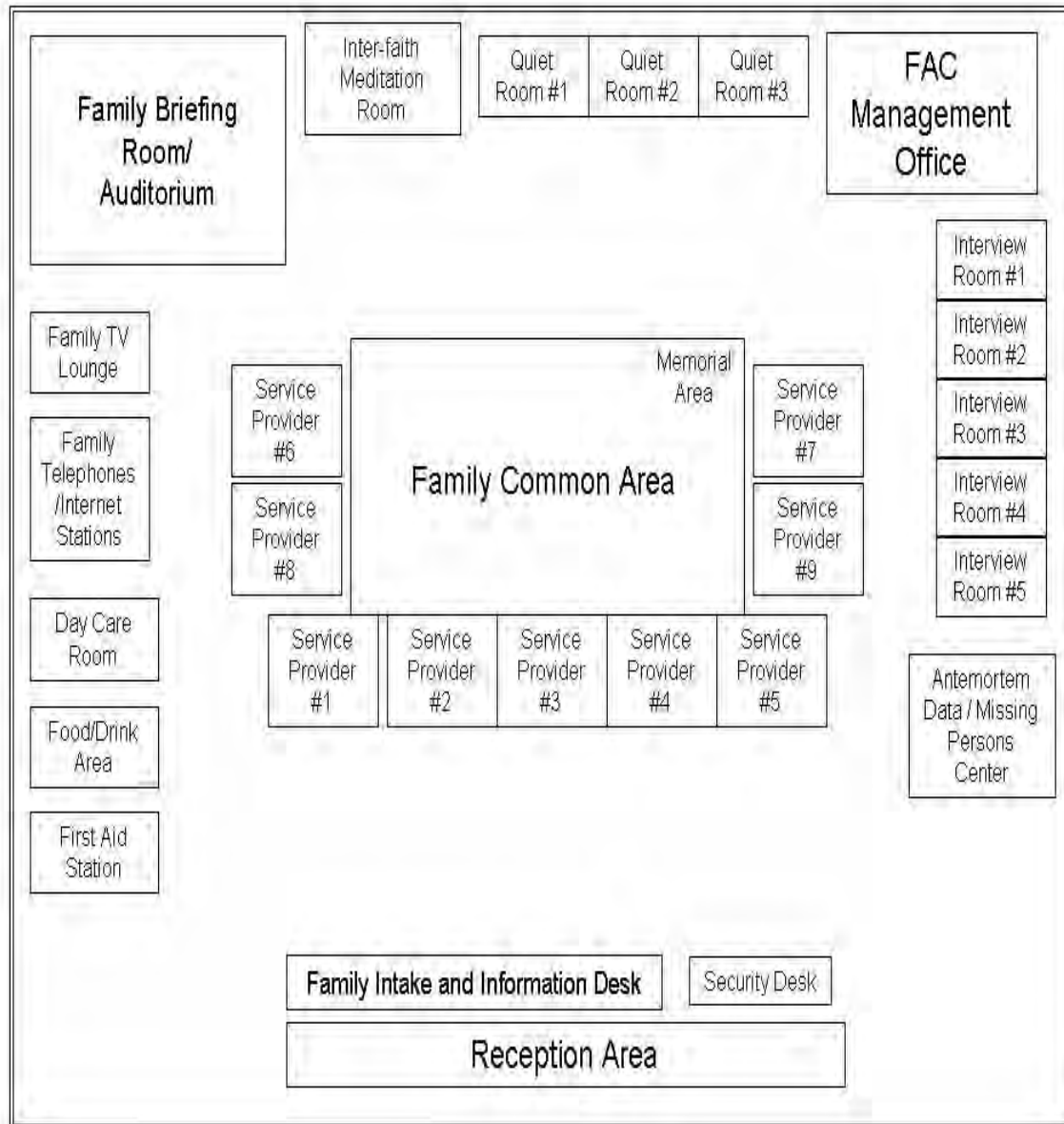
### **Comfort Items**

- Cots, Linens (pillows, blankets, etc.)
- Kleenex
- Snacks, beverages, and meal passes
- Child care items (toys, cribs, diapers)

### **Other Items**

- Batteries (AA, AAA, C, and D)
- Flashlights
- Waste receptacles (trash cans and trash bags)
- Pertinent instructions and directives (programs)

## Support Annexes – Family Assistance Center Attachment 2 – Suggested Layout





## Support Annexes – Information Technology

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### Coordinating Agency

City of Harrisonburg Department of Information Technology and Information Management System  
Rockingham County Department of Technology

### Cooperating Agencies

All

### Introduction

#### Purpose:

This annex describes the framework through which the City of Harrisonburg and Rockingham County Information Technology department coordinates with other agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

#### Scope:

The annex:

- Outlines roles and responsibilities for pre-incident and post-incident technology support;
- Outlines a structure for coordination of technological support and response to incidents; and
- Outlines a process to provide technical recommendations.

#### Policies:

The underlying principles in coordinating technical support are as follows:

- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by the City of Harrisonburg and Rockingham County;
- Planning recognizes the City of Harrisonburg and Rockingham County and state policies and plans used to deliver and receive technical support.

## **Concept of Operations**

### **General:**

The City of Harrisonburg and Rockingham County Information and Technology departments are responsible for technical support and coordinates with other appropriate department and agencies in response to an actual or potential emergency.

### **Organization:**

The City of Harrisonburg and Rockingham County Information and Technology departments provide the core coordination for technical support capability. The City of Harrisonburg and Rockingham County IT works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

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

### **Responsibilities:**

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

## Support Annexes – Worker Safety and Health

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### Coordinating Agency

Harrisonburg Fire Department  
Rockingham County Department of Fire & Rescue  
City of Harrisonburg Department of Human Resources  
Rockingham County Department of Human Resources

### Cooperating Agencies

Virginia Department of Labor and Industry  
Virginia Department of Health

### Introduction

#### Purpose:

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

#### Scope:

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

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

#### Policies:

- Emergency Support Function (ESF) #5 – Emergency Management, in cooperation with Human Resources, activates the Safety Officer and implements the activities described in this annex;

- Private sector employers are responsible for the safety and health of their own employees;
- State and the City of Harrisonburg and Rockingham County are responsible for worker health and safety pursuant to State and the City of Harrisonburg and Rockingham County statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment, as needed, and correcting unsafe or unsanitary conditions;
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and
- Several State and Federal agencies have oversight authority for their responders and response operations. While these agencies retain their authorities, they are expected to work with City of Harrisonburg, Rockingham County, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

## **Concept of Operations**

### **General:**

The Harrisonburg Fire Department and Rockingham County Department of Fire & Rescue coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among the City of Harrisonburg and Rockingham County, state, and federal agencies and government and private sector organizations involved in incident response.

### **Organization:**

The Harrisonburg Fire Department and Rockingham County Department of Fire & Rescue Department, as well as Departments of Human Resources for the City and County, supports worker safety by:

- Providing occupational safety and health technical advice;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment;
- Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold);

- Assessing responder safety and health resource needs and identifying sources for those assets;
- Coordinating and providing incident-specific responder training;
- Providing psychological first aid during and after incident response and recovery activities; and
- Identifying, in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.

**Responsibilities:**

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



*Emergency Operations Plan*  
**Incident Annexes**

**October 2017**



## Incident Annexes – Introduction

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### **Purpose:**

This section provides an overview of the annexes applicable to situations requiring specialized, incident-specific implementation of the Emergency Operations Plan (EOP).

### **Background:**

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The annexes in the sections that follow address the following situations:

- Biological Incident
- Cyber Incident
- Food and Agriculture Incident
- Flooding Incident
- Dam Safety Incident
- Terrorism Incident /Law Enforcement and Investigations

Incident Annexes are organized alphabetically. Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Law Enforcement and Investigation Annex apply when terrorism is associated with any incident.

### **Incident Annex Contents**

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

**Policies:** Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

**Situation:** Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold.

**Concept of Operations:** Each annex describes the concept of operations appropriate to the incident, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other considerations.

**Responsibilities:** Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases, this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of local agencies and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

The responsibilities of the Coordinating agency and cooperating agencies are identified below:

### **Coordinating Agency**

Coordinating agencies described in the EOP annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In some annex, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident.

The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for operations functions at fixed and field facilities;
- Notifying and sub tasking cooperating agencies;
- Managing tasks with cooperating agencies, as well as appropriate State agencies;
- Working with appropriate private sector organizations to maximize use of available resources;
- Supporting and keeping ESFs and other organizational elements informed of annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to provide appropriate support.



**Cooperating Agency**

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency, using their own subject-matter experts, capabilities, or resources;
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, and other tools.
- Furnishing available personnel, equipment, or other resources support as requested by the Coordinating Agency.
- Participating in training and exercises aimed at continuous improvement of prevention, response and recovery capabilities; and
- Nominating new technologies or procedures to improve performance.

## Incident Annexes – Biological

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### PURPOSE

The purpose of the Biological Incident Annex is to outline the actions, roles, and responsibilities associated with response to a disease outbreak of known or unknown origin.

A biological incident includes naturally occurring biological diseases (communicable and non-communicable) in humans and those biological agents diagnosed in animals having the potential for transmission to humans as well as terrorist events. This annex outlines biological incident response actions including threat assessment notification procedures, laboratory testing, joint investigative/response procedures, and activities related to recovery.

### SCOPE

The objectives of a response to a biological terrorism event, pandemic influenza, emerging infectious disease, or a novel pathogen outbreak are to:

- Detect the event through disease surveillance and environmental monitoring.
- Identify and protect the population(s) at risk.
- Determine the source of the outbreak.
- Quickly frame the public health, law enforcement, and international implications.
- Control and contain any possible epidemic (including providing guidance to State, tribal and local public health authorities).
- Augment and surge public health and medical services.
- Identify the cause and prevent the recurrence of any potential resurgence or additional outbreaks.
- Assess the extent of residual biological contamination and decontaminate as necessary.

The unique attributes of this response require separate planning considerations that are tailored to specific health concerns and effects of the disease (e. g. terrorism versus natural outbreaks, communicable versus non-communicable, etc.).

Specific operational guidelines, developed by respective organizations to address the unique aspects of a particular biological agent or planning consideration, will supplement this annex and are intended as guidance to local public health and medical planners.

## CONCEPT OF OPERATIONS

### Biological Agent Response

The key elements of an effective biological response include (in non-sequential order):

- Rapid detection of the outbreak
- Rapid dissemination of key safety information and necessary medical precautions.
- Swift agent identification and confirmation.
- Identification of the population at risk (to include animals and marine life).
- Determination of how the agent is transmitted, including an assessment of the efficiency of transmission.
- Determination of susceptibility to prophylaxis and treatment.
- Definition of the public health and medical services, human services and mental health implications.
- Control and containment of the epidemic.
- Decontamination of individuals, if necessary.
- Identification of the law enforcement implications/assessment of the threat.
- Augmentation and surging of local health and medical resources.
- Protection of the population through appropriate public health and medical actions.
- Dissemination of information to enlist public support.
- Response options may include assessment of environmental contamination and cleanup/decontamination of bioagents that persist in the environment; and providing consultation on the safety of food products that may be derived from directly or environmentally exposed animals or marine life.
- Tracking and preventing secondary or additional disease outbreak.

### Determination of a Disease Outbreak

The initial indication of a major disease outbreak, intentional or naturally occurring, may be the recognition by public health and medical authorities that a significantly increased number of people are becoming ill and presenting to local healthcare providers.

One tool to support this process is the National Biosurveillance Integration System (NBIS). NBIS leverages the individual capabilities of multiple surveillance systems by integrating and analyzing domestic and international surveillance and monitoring data collected from human health, animal health, plant health, food and water and monitoring systems. This integrated cross-domain analysis allows for enhanced situational awareness and potentially reduced detection time, thus enabling more rapid and effective biological incident response decision-making.

As a result of the nature in which disease outbreaks may be recognized, critical decision-making support required integrated surveillance information, identification of the causative biological agent, a determination of whether the observations are related to a naturally occurring outbreak, and identification of the population(s) at risk.

The immediate task following any notification is to identify the population affected and vulnerable and the geographic scope of the incident. The initial public health and medical response includes some or all of the following actions:

- Targeted epidemiological investigation (e.g., contact tracing).
- Dissemination of key safety information and necessary medical precautions.
- Intensified surveillance within healthcare settings for patients with certain clinical signs and symptoms.
- Intensified collection and review of potentially related information (e.g., contacts with nurse call lines, laboratory test orders, school absences, over-the-counter pharmacy sales, unusual increase in sick animals, wildlife deaths, decreased commercial fish yields).
- Organization of Federal public health and medical response assets (in conjunction with State, tribal, and local officials) to include personnel, medical and veterinary supplies, and material (e.g., the Strategic National Stockpile and Veterinary Stockpiles).

If there is suspicion that the outbreak may be deliberate, the Department of Justice/Federal Bureau of Investigation may establish a Joint Operations Center which may be integrated into the Joint Field Office structure, if established, to coordinate investigative and intelligence activities among Federal, State, tribal and local authorities. Within the Joint Operations Center structure locally and Department of Justice/Federal Bureau of Investigation's Strategic Information and Operations Center in Washington, D. C. responsible public health officials would be integrated into the command structure to coordinate the interaction between law enforcement and public health investigations.

## Incident Annexes – Cyber

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### Purpose

The purpose of the Cyber Incident Annex is to outline the policies, organization, actions and responsibilities for a coordinated, broad-based approach to incidents requiring coordinated response that are induced by cyber means or have cyber effects. A physical attack on cyber infrastructure is covered by ESF #2 – Communications.

### Scope

This annex focuses on responding to and recovering from cyber incidents requiring a coordinated response that impact mission-critical functions and/or threaten public health or safety, undermine public confidence, and have a critical function, have a debilitating effect on the national economy, or diminish the security posture of the nation. A cyber incident is induced directly through cyber means with cyber or physical results that:

- ❖ Cause or are likely to cause, harm to mission-critical functions and services across the public and private sectors by impairing the confidentiality, integrity, or availability of electronic information, information systems, services, or networks; and/or
- ❖ Threaten public health or safety, undermine public confidence, have a negative effect on the national economy, or diminish the security posture of the Nation.

Such an incident would likely affect communications and/or computing services in at least one and possibly several metropolitan areas and/or States. It would involve multiple communications service providers and/or information technology products and applications, resulting in a degradation of the ability of other essential infrastructures to function. Such an outage would have an impact on the availability and integrity of communication and computing services for at least a significant portion of a business day or longer.

This annex describes the specialized application of the National Response Framework to a Cyber Incident. When a Cyber Incident occurs it could impact multiple infrastructure sectors or be targeted at a specific sector such as finance, energy, or communications. A Cyber Incident may result in the activation of all Emergency Support Functions (ESF) under the National Response Framework as appropriate.

## Concept of Operations

A Cyber Incident may overwhelm government and/or private-sector resources by disrupting the Internet and/or taxing critical infrastructure information systems. Complications from a Cyber Incident may threaten public health or safety, undermine public confidence, have a debilitating effect on the national economy or diminish the security posture of the nation. Rapid identification, information exchange, investigation, and coordinated response and remediation often can mitigate the damage that could be caused by this type of incident.

- Coordinating cyber response and recovery efforts.
- Providing alerts and notification of potential cyber threats, incidents, and attacks.
- Sharing information both inside the government and with the private sector, including best practices, incident response, and incident mitigation.
- Analyzing cyber vulnerabilities, exploits, and attack methods.
- Providing technical assistance.
- Defending against the attack.

These activities are the product of, and require, a concerted effort by Federal, State, tribal, and local governments, as well as non-governmental entities, such as the private sector and academia. In order to support the objectives of this annex, ESF #2 may be activated to assist in providing an operational response structure, fiduciary mechanisms, and reporting capabilities to effectively respond to a Cyber Incident.

## Incident Annexes – Dam Safety

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### Coordination Agency

Harrisonburg Public Utilities  
Emergency Management  
Virginia Department of Conservation and Recreation (DCR)

### Cooperating Agencies

Harrisonburg Police Department  
Rockingham County Sheriff's Office

### Introduction

#### Purpose:

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

#### Scope:

The Virginia Department of Conservation and Recreation provides detailed guidance to dam owners in developing an emergency action plan in the event of dam failure. City of Harrisonburg and Rockingham County are also responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

#### Policies:

Dam owners will:

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

City of Harrisonburg and Rockingham County will:

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

## Concept of Operations

### General:

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the local law enforcement and Coordinator of Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an "Emergency Action Plan." A copy must be provided to the local Director of Emergency Management, the State Department of Emergency Management, and The State Water Control Board. This "Emergency Action Plan" is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

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

### AUTHORITIES

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

### **EMERGENCY MANAGEMENT ACTIONS – DAM SAFETY**

- 1. Normal Operations
  - a. Dam Owners
    - (1) Operate and maintain the dam to assure the continued integrity of the structure.
    - (2) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.



- b. Government
  - Develop compatible procedures to warn and evacuate the public in the event of dam failure.
- 2. Increased Readiness
  - a. Stage I Conditions
    - (1) Alert Director of Emergency Management
    - (2) Alert on-duty emergency response personnel
  - b. Stage II Conditions
    - (1) Notify Director of Emergency Management
    - (2) Alert on-duty emergency response personnel.
    - (3) Notify public of possible dam failure.
    - (4) Review warning and evacuation plans and procedures.
    - (5) Place off-duty emergency response personnel on alert.
- 3. Emergency Operations
  - a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
    - (1) Notify the Director of Emergency Management
    - (2) Activate EOC (staff as appropriate).
    - (3) Notify Virginia EOC, (804) 674-2400 or (800) 468-8892.
    - (4) Alert emergency response personnel to standby status.
    - (5) Begin record keeping of all incurred expenses.
  - b. Response Phase – Stage III Conditions
    - (1) Notify Director of Emergency Management
    - (2) Cooperate and assist adjoining localities with immediate evacuation of residents in expected inundation areas.

- (3) Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
  - (4) Call in all emergency response personnel to provide help required to protect lives and property.
  - (5) Activate EOC, if not previously accomplished.
  - (6) Follow established procedures within designated functional areas specified in this plan.
4. Recovery
- a. Cooperate and assist adjoining localities providing assistance to disaster victims.
  - b. Cooperate and assist adjoining localities cleaning up debris and restoring essential services.
  - c. Cooperate and assist adjoining localities agencies tasked to implement recovery procedures.
  - d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
  - e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

## **DAM CLASSIFICATIONS AND EMERGENCY STAGES**

### Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet --100 acre-feet for agricultural--must be classified as to the degree of hazard potential they impose should the structure fail completely.

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

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

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

### Emergency Stages

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

**Stage 1** – Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

**Stage II** – Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him/her informed.

**Stage III** – Failure has occurred, is imminent, or already in flood condition, over-topping is probable. Only minutes may be available for response. Evacuation recommended.

## **Incident Annexes – Dam Safety Attachment 1**

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### **DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS ROCKINGHAM COUNTY**

The following is a list of dams located in Harrisonburg/Rockingham County that require emergency action plans. The plans include the Hazard Classification, emergency contacts and Inundation Zone Maps, which include the property owners downstream of the dams that emergency responders can notify in case of an emergency.

Due to the size and quantity, all of the emergency action plans for the dams are located in the Coordinator's Office.

#### **Dam Names:**

- Switzer Dam
- Lower North River Dam 78 – Briery Branch
- Lower North River Dam 80 – Union Springs
- Lower North River Dam 83 – Hone Quarry
- Shoemaker River Dam #1A - Northwoods Lake
- Shoemaker River Dam #3B – Hogpen Lake
- Shoemaker River Dam #4C – Slate Lick Lake
- Massanutten Dam
- Dry River Dam (added 11/27/2013)
- Dry Run Dam (added 11/27/2013)
- Newman Lake Dam (added 11/27/2013)

## Incident Annexes – Flooding

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### Mission

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

### Organization

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

### Concept of Operations

Flooding is a major hazard for the City of Harrisonburg and Rockingham County. The Coordinator of Emergency Management is responsible for developing and maintaining (1) a flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

### Emergency Management Actions – Flooding

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

2. Increased Readiness

Characterized by events such as extended periods of heavy rains and/or large approaching storm systems. A “Flash Flood Watch” may be issued by the National Weather Service or the local coordinator.

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

### 3. Emergency Operations

#### a. Mobilization Phase

##### “Flash Flood Warning”

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

#### b. Response Phase

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

### 4. Recovery

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

## Incident Annexes – Terrorism Incident/Law Enforcement & Investigations

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### MISSION

To establish open-ended plans and procedures to respond to a terrorist act involving chemical, biological, nuclear, radiological, or explosive (CBRNE) weapons or protection against a terrorist attack involving CBRNE weapons when credible intelligence indicating a potential attack is received. These plans will be used to mitigate the threat or incident until state and/or federal plans can be implemented.

### ORGANIZATION

An actual terrorist attack or credible threat of a terrorist attack involving CBRNE weapons would be considered an incident of national significance and would trigger a robust federal and state response. Local EOC and incident command operations would grow significantly under the National Incident Management System (NIMS) as described in the National Response Framework. Local Emergency Management Coordinators have access to copies of and have a working knowledge of these plans.

### CONCEPT OF OPERATIONS

The Commonwealth of Virginia has adopted the National Terrorism Advisory System (NTAS). After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes,

including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

The response to an actual terrorist attack using **CBRNE** weapons in the locality will be handled in a similar fashion as is outlined in other sections of this plan except that the incident must additionally be handled as a criminal investigative matter. **Care must be taken to treat the location of such an incident as a crime scene and potential evidence must be secured and preserved.** Law Enforcement will take the lead in insuring investigative concerns are properly addressed in any response.

### **CRITICAL/SPECIAL FACILITIES**

A list of critical/special facilities have been identified by emergency management, law enforcement and local government officials as either critical to emergency response or likely terrorist targets that required special consideration during times of increased threat or actual terrorist attack. The Coordinator of Emergency Management keeps this list.

### **ACTION CHECKLIST – TERRORIST THREAT CONDITION CHANGES**

1. As the State changes terrorist threat conditions, local emergency management, law enforcement, and key leaders will meet to consider implementation of the recommended actions outlined in the National Terrorism Advisory System.

### **ACTION CHECKLIST – TERRORIST ATTACK**

1. Consider and implement appropriate actions outlined in the National Terrorism Advisory System.
2. Any terrorist attack must be handled as a criminal investigative matter. **Care must be taken to treat the location of such an incident as a crime scene and potential evidence must be secured and preserved.**

### **RELEVANT REFERENCES**

1. 2016 Emergency Response Guidebook
2. Jane's Chem-Bio Handbook, Third Edition
3. FEMA Emergency Response to Terrorism, Job Aid



## **End of Document**

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