



AGENDA

Board of Supervisors Work Session

November 9, 2021

7:00 PM

- A. Call to Order
- ~~B. Closed Session — Section 2.2-3711(A)(6) of the Virginia Freedom of Information Act Investing of Public Funds re: Property Located in the North River Magisterial District Within the Limits of the Town of Front Royal *~~
- ~~C. Discussion — Rockland Road Flyover, County Property Donation — Taryn Logan *~~
- B. Discussion – Warren County Public Schools Capital Projects Update – Dr. Chris Ballenger
- C. Discussion – Proposed Naming of Unnamed Stream Parallel to Buck Mountain Road and in Front of Hidden Springs Senior Living as “Hidden Creek” – Ed Daley
- D. Overview of the Department of Fire and Rescue Services – Chief James Bonzano
- E. Discussion – Proposed Warren County Emergency Operations Plan – Lieutenant Rick Farrall
- F. Discussion – Rescinding Declaration of Local Emergency – Lieutenant Rick Farrall
- G. Discussion – Emergency Medical Services (EMS) Cost Recovery Fee Increase – Lieutenant Rick Farrall
- H. Adjournment

**Removed from the agenda at the beginning of the meeting*

Emily Ciarrocchi

From: Edwin Daley
Sent: Friday, October 29, 2021 10:17 AM
To: Emily Ciarrocchi; Taryn Logan
Subject: FW: Virginia Board on Geographic Names and Name Proposal for feature in Warren County, Virginia

From: cassandra.farrell@lva.virginia.gov <cassandra.farrell@lva.virginia.gov> **On Behalf Of** Virginia Board on Geographic Names, rr

Sent: Friday, October 29, 2021 10:01 AM

To: Edwin Daley <Edaley@warrencountyva.net>; Cheryl Cullers <Ccullers@warrencountyva.net>

Cc: Kathleen Jordan <kathleen.jordan@lva.virginia.gov>; Runyon, Jennifer E <jrunyon@usgs.gov>

Subject: Virginia Board on Geographic Names and Name Proposal for feature in Warren County, Virginia

Dear Chairwoman Cheryl Cullers and Dr. Ed Daley:

The Virginia Board on Geographic Names recently received a proposal forwarded to us by the U.S. Board on Geographic Names to name an unnamed stream in Warren County, "Hidden Creek." The stream runs parallel to Buck Mountain Road and in front of Hidden Springs Senior Living. Its coordinates are 38°50'32"N, 78°15'39"W and flows east - northeast into the Flint River. It can be found on the topographic map for the Bentonville quadrangle.

The proponent, Daryl Davison of Bentonville, Virginia, has proposed to name it because it has never been named. The name is associated with Hidden Creek Farm, alongside which the stream flows, and which has been in the proponent's wife's family since 1866. When asked to address the BGN's Commercial Names Policy, the proponent responded that no products are sold under the name of "Hidden Creek." He is also the Administrator of Hidden Springs Senior Living, LLC, located just to the north of the stream.

The VABGN will provide by WeTransfer documentation regarding the proposed name "Hidden Creek."

On behalf of Kathy Jordan, interim State Archivist at the Library of Virginia, I'm writing to ask whether the members of the Warren County Board of Supervisors support, oppose or have no opinion regarding this proposed name change. If we don't hear from you by **January 15, 2022** we will assume that you have no response on this name proposal. Please don't hesitate to distribute this email to other interested parties. If you would like to meet with us and members of the USBGN staff we will be happy to arrange a virtual meeting or conference call.

To review the principles, policies and procedures for domestic geographic names adhered to by the USGS Board on Geographic Names, please visit the following link, https://geonames.usgs.gov/docs/pubs/DNC_PPP_DEC_2016_V.2.0.pdf

The Virginia Board on Geographic Names looks forward to hearing from you and can be reached at vabgn@lva.virginia.gov.

Sincerely,

Cassandra Farrell
Virginia Board on Geographic Names
Library of Virginia
800 East Broad Street
Richmond, Virginia 23219
vabgn@lva.virginia.gov

Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 states and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the [BGN policies](#). Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Email this form and supporting documentation to: BGNESEC@usgs.gov
 - i. Save PDF as 'ST_GeographicName' for example 'CO_BearCreek'
 - ii. Email Subject: ST_GeographicName

2. Send by mail to:

U.S. BGN Executive Secretary, Domestic Names
12201 Sunrise Valley Drive, MS-523
Reston, VA 20192

Contact Us:

BGNESEC@usgs.gov

Please note that anything submitted by mail may be delayed.

Naming Basics

Proposed Name:

Hidden Creek

Is this to change an existing name?

☐ Y ☒ N

What is the [Feature Type](#)?

Creek
Please Select One

Is this name in current local use?

☐ Y ☒ N

If yes, please state the official name and ID number below as it appears in the [Geographic Names Information System \(GNIS\)](#).

GNIS Name:

GNIS ID:

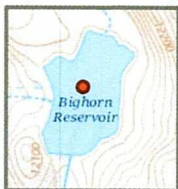
Location Basics



Where is the feature?

Latitude: 38.849309 (38.948)

Longitude: -78.267950 (-77.368)



Need Help? Search [The National Map](#)

General Location:

State: VIRGINIA

County/City: NARRAN

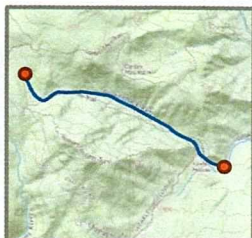
Zip code: 22610

Start and end of linear feature (e.g. stream or valley):

Mouth/ Confluence

Latitude: 38.851114 (38.948)

Longitude: -78.270846 (-77.368)



Source/Headwater

Latitude: 38.847888 (38.948)

Longitude: -78.212392 (-77.368)

Public Land Survey System:

Section(s):

Township:

Range:

Meridian:

Feature Description

Physical shape, length, width, etc.

STREAM, length is 500 yards, width is 3 feet.

Name Details

Name information:

Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate.

Currently stream is UNNAMED and has never been named. STREAM runs parallel to Buck Mountain Rd and is directly in front of Hidden Springs Senior Living and our farm named Hidden Creek farm.

Please provide a list of supporting documentation with details below:

Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.)

Document Title:

Document Type:

Reason for Inclusion:

Document Title:

Document Type:

Reason for Inclusion:

Document Title:

Document Type:

Reason for Inclusion:

Is the name commemorative? ☐ Y ☒ N

If yes, please provide the following:

Honoree's Date of Birth:

Honoree's Date of Death:

Short Biography:

Significance or Association with the Geographic Feature:

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☒ N

If yes, please provide your justification for making an exception to the Wilderness Policy:

Additional Information +

Is there any local opposition or conflict with the proposed name?

☐ Y ☒ N

If yes, please explain and describe any opposition:

For a proposed new name, please provide evidence that the feature is unnamed, such as a map that shows the feature but no name for it:

Document Title:

Hidden Creek Map

Proponent Information



Proponent's Full Name: *DARYL DAVISON*

Agency or Organization, if relevant:



Email: *ddavison@hidden-springs-seniorliving.com*



Mailing Address: *517 Back Mountain Rd
Buntonville, Va 22610*



Phone: *540 622-3497*



Are you filling this form out for someone else? ☐ Y ☒ N

If yes, please fill out the following:

Submitted by:

Full Name:

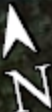
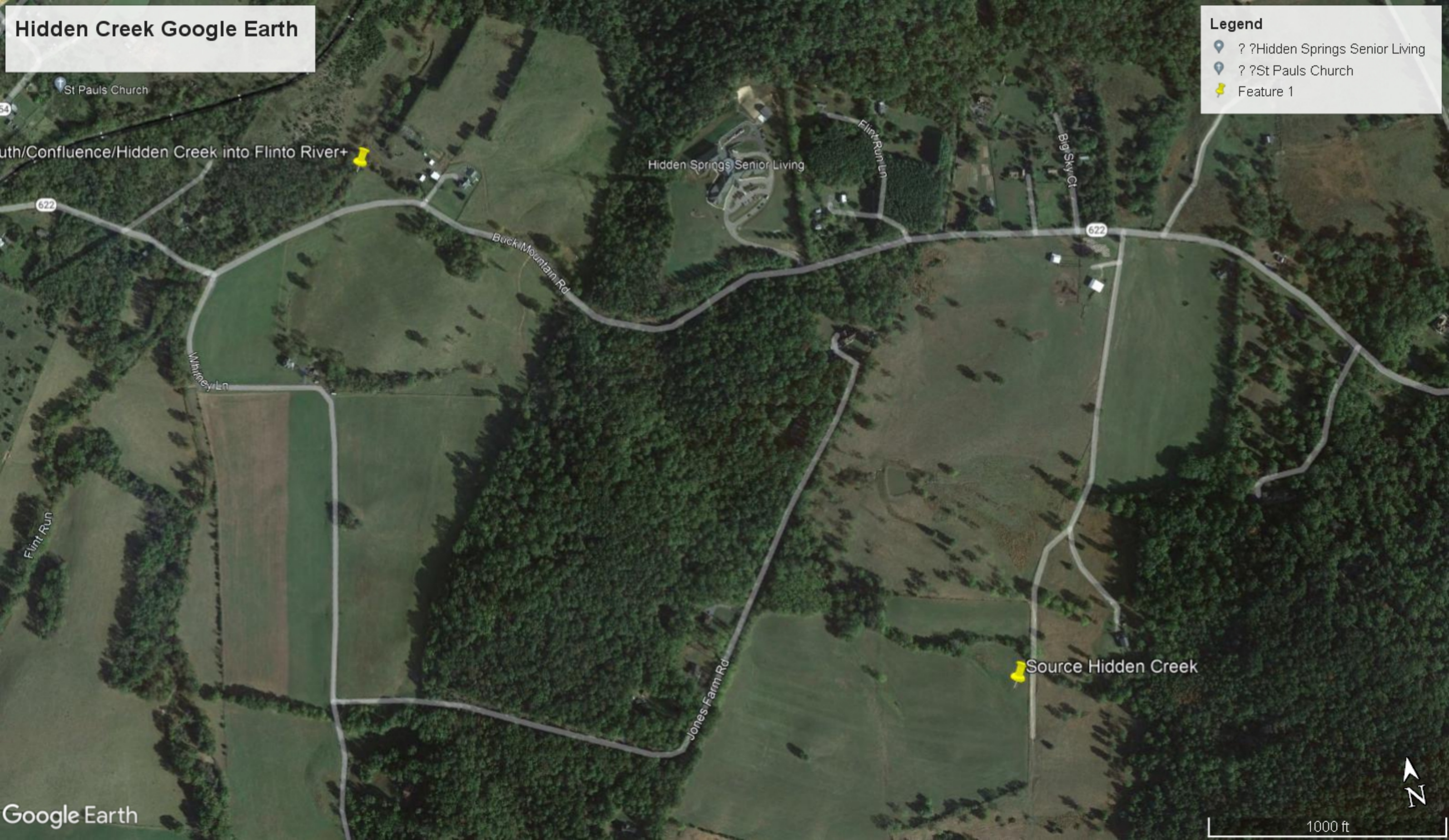
Mailing Address:

Email:

Phone:

Legend

- ??Hidden Springs Senior Living
- ??St Pauls Church
- Feature 1





Google Maps

Limestone United
Methodist Church

654

622

622

Buck Mountain Rd
Whiting Ln

Flint Run

Camp Ground

622

Jones Farm Rd
Whiting Ln

Jones Farm Rd

Jones Farm Rd

Fox Hollow

Whiting Ln
Timberland Manor Dr

Timberland

Hidden Springs
Senior Living

Buck Mountain Rd

622

Flint Run Ln

Buck Mountain Rd

Big Sky Ct

622

Buck Mountain Rd

622

622

622

Little Long Rd

Forest Ct

Forest Ct

Google

Map data ©2021

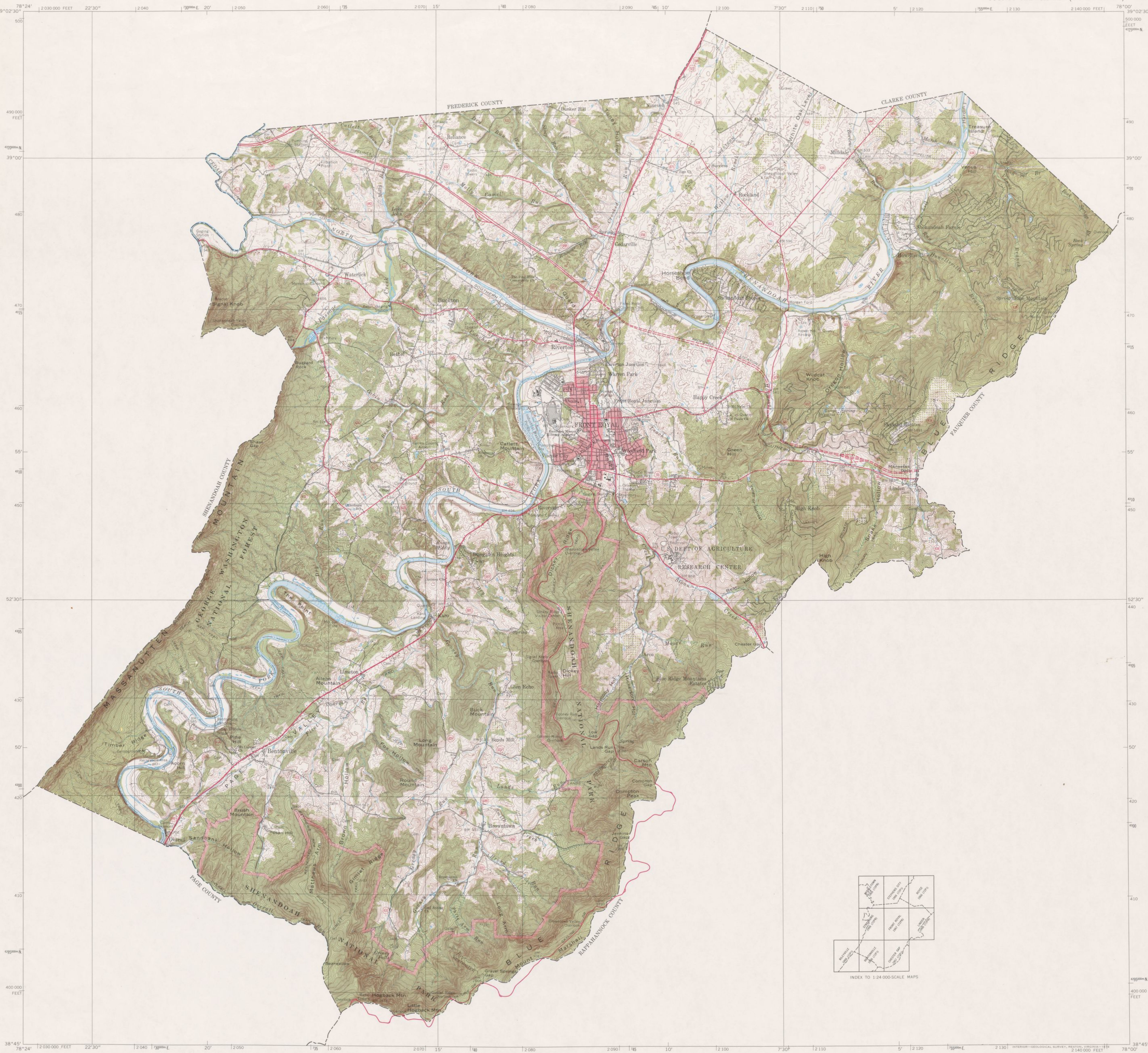
500 ft

Dumps INTO FLINT RUN
38.851114, -78.210846

38.849309,
-78.267950
Goes under RT622

ORIGIN
38.847888, -78.212392

Hidden Creek

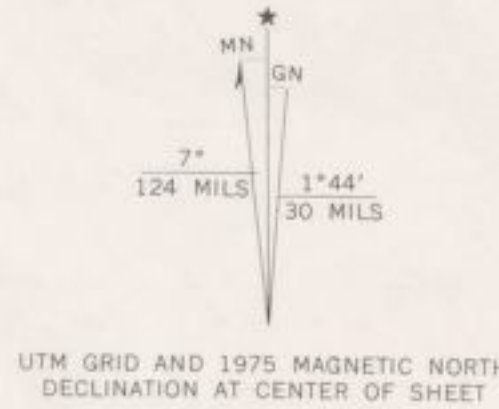


Mapped, edited, and published by the Geological Survey
Control by USGS, NOS/NOAA, and USCE

Compiled in 1975 from 1:24 000-scale maps. See index for
dates of individual maps

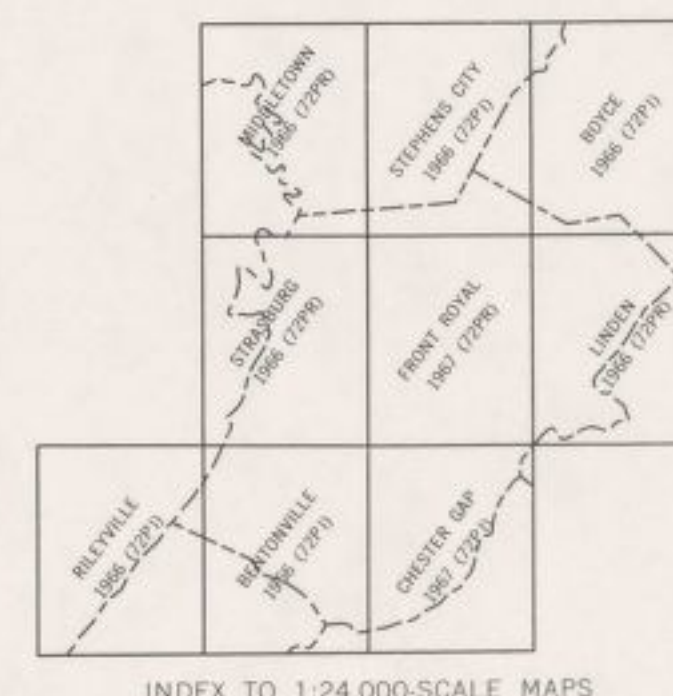
Projection and 10,000-foot grid: Virginia coordinate system,
north zone (Lambert conformal conic)
5000-metre Universal Transverse Mercator grid ticks, zone 17
1927 North American datum

Red tint indicates areas in which only landmark buildings are shown
Certain detail compiled from aerial photographs has not
been field checked



CONTOUR INTERVAL 20 FEET
NATIONAL GEODETIC VERTICAL DATUM OF 1929

THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS
FOR SALE BY U.S. GEOLOGICAL SURVEY, RESTON, VIRGINIA 22092
AND VIRGINIA DIVISION OF MINERAL RESOURCES, CHARLOTTESVILLE, VIRGINIA 22903
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST



ROAD CLASSIFICATION
Primary highway, hard surface
Secondary highway, hard surface
Unimproved road
Interstate Route
U. S. Route
State Route
Light-duty road, hard or improved surface
Unimproved road

G & M Division
4-FEB 1977
Library of Congress

WARREN CO., VA.
N3845-W7800/17.5X24

1975

G3883.W2 1975 .G4



Division of Maps
JUL 30 1948
Library of Congress

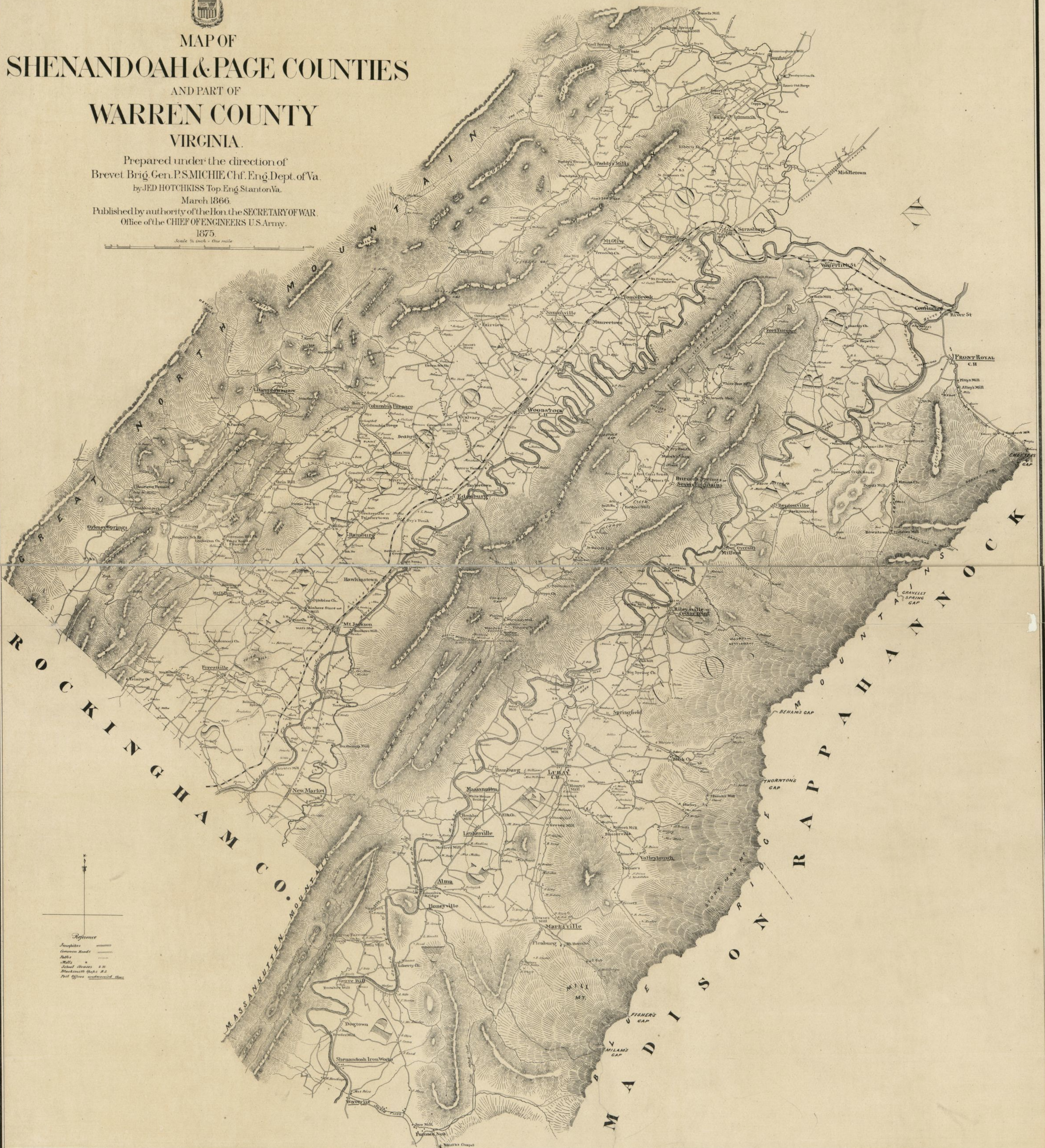
1665
Jy '48



MAP OF
SHENANDOAH & PAGE COUNTIES
AND PART OF
WARREN COUNTY
VIRGINIA.

Prepared under the direction of
Brevet Brig. Gen. P. S. MICHE, Chf. Eng. Dept. of Va.
by JED HOTCHKISS Top. Eng. Stanton Va.
March 1866.
Published by authority of the Hon. the SECRETARY OF WAR,
Office of the CHIEF OF ENGINEERS U.S. Army.
1875.

Scale 1/2 inch = One mile



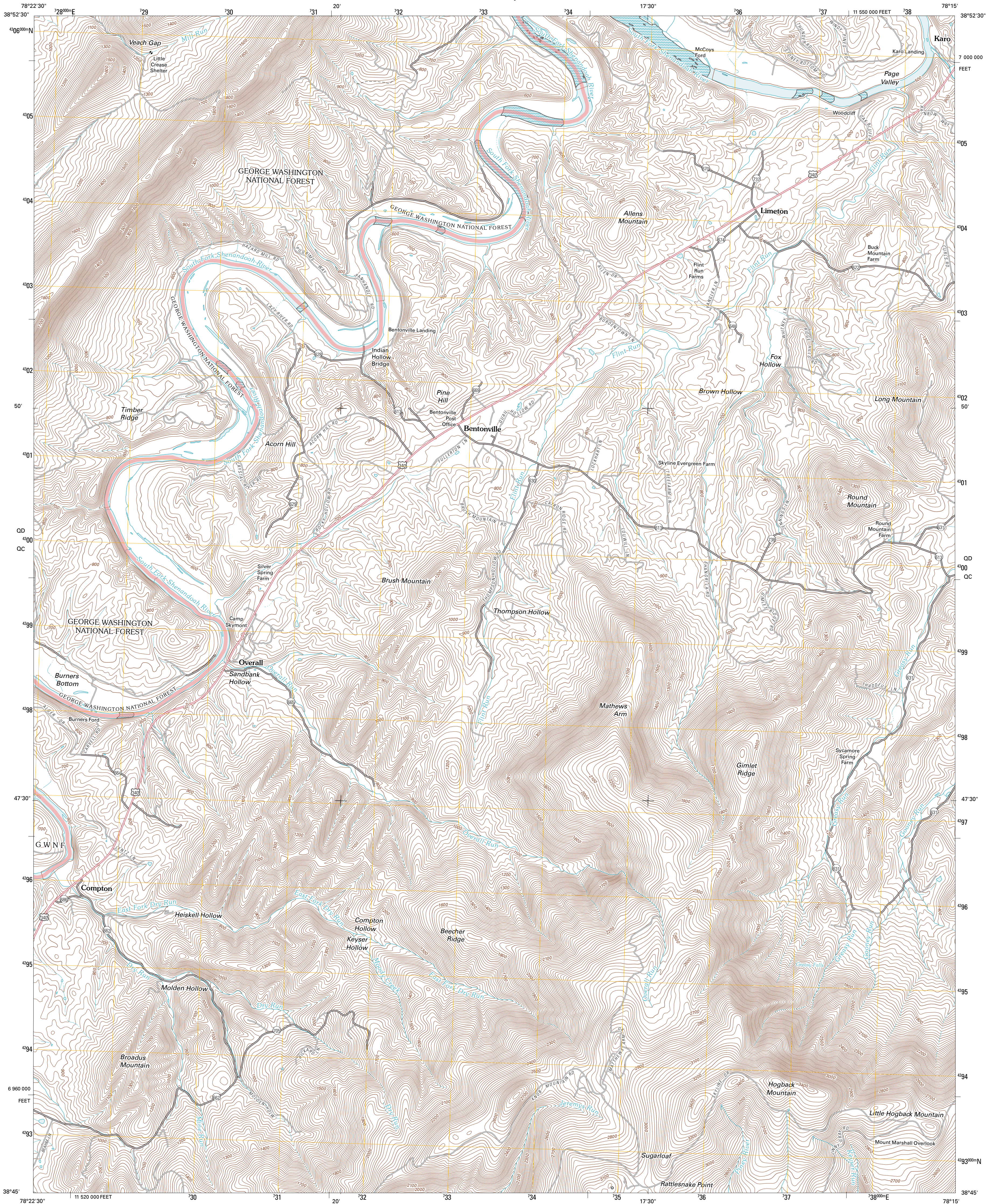
Reference
————
Contours
———
Rivers
———
Mills
———
School Houses
———
Blacksmith Shops
———
Post Offices



U.S. DEPARTMENT OF THE INTERIOR
U. S. GEOLOGICAL SURVEY

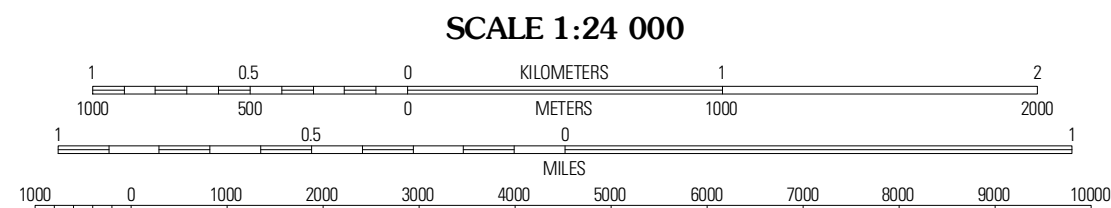
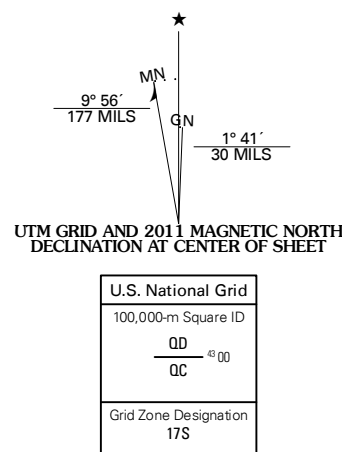


BENTONVILLE QUADRANGLE
VIRGINIA
7.5-MINUTE SERIES



Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84), Projection and
1 000-meter grid: Universal Transverse Mercator, Zone 17S
10 000-foot ticks: Virginia Coordinate System of 1983 (north
zone)

Imagery.....NAIP, July 2009
Roads.....©2006-2010 Tele Atlas
Roads within US Forest Service Lands.....FS Topo Data
with limited Forest Service updates, 2009
Names.....GNIS, 2010
Hydrography.....National Hydrography Dataset, 2009
Contours.....National Elevation Dataset, 2000



CONTOUR INTERVAL 20 FEET
NORTH AMERICAN VERTICAL DATUM OF 1988
This map was produced to conform with version 0.5.10 of the
draft USGS Standards for 7.5-Minute Quadrangle Maps.
A metadata file associated with this product is draft version 0.5.12



Tom's Book	Strasburg	Front Royal
Rileyville	Bentonville	Chester Gap
Lunny	Thornton Gap	Washington

ADJOINING 7.5 QUADRANGLES

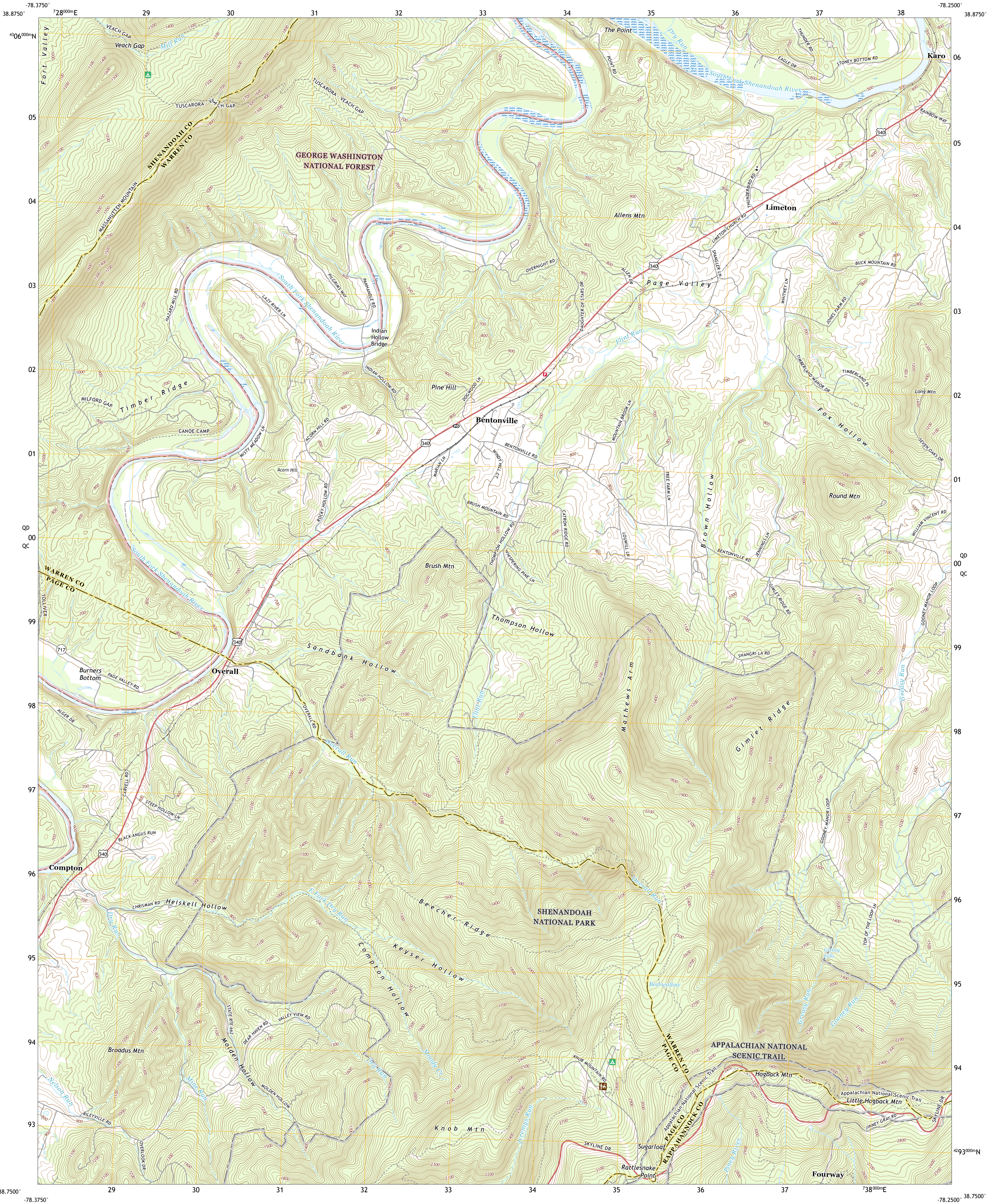
ROAD CLASSIFICATION

Interstate Route	State Route
US Route	Local Road
Ramp	4WD

Legend:
Interstate Route (thick red line)
US Route (thin red line)
FS Primary Route (blue line with 'F')
State Route (thin black line)
Local Road (thin black line)
4WD (dashed black line)
FS Passenger Route (blue line with 'P')
FS High Clearance Route (blue line with 'H')

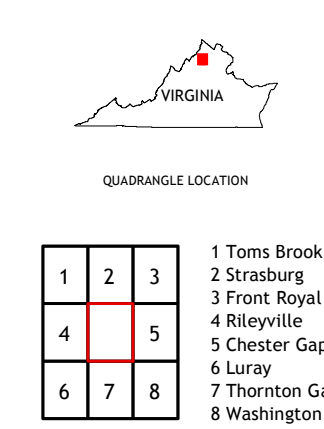
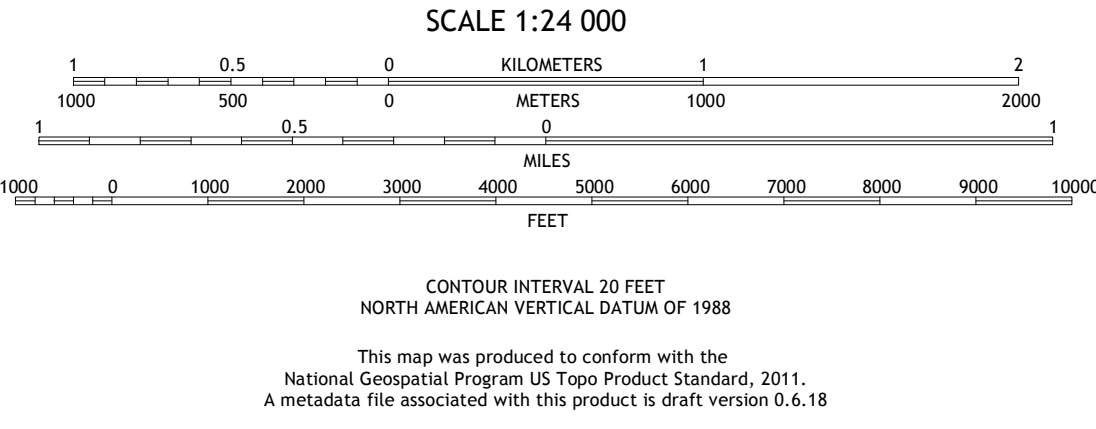
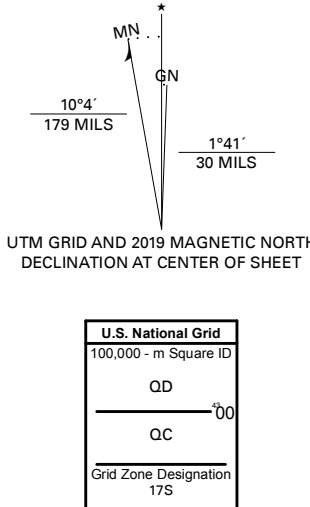
Check with local Forest Service unit
for current travel conditions and restrictions.

BENTONVILLE, VA
2011



Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84). Projection and
1 000-meter grid: Universal Transverse Mercator, Zone 17S
This map is not a legal document. Boundaries may be
generalized for this map scale. Private lands within government
reservations may not be shown. Obtain permission before
entering private lands.

Imagery.....NAIP, July 2016 - September 2016
Roads.....U.S. Census Bureau, 2016
Roads within US Forest Service Lands.....FS Topo Data
with limited Forest Service updates, 2013 - 2016
Names.....GNIS, 1979 - 2018
Hydrography.....National Hydrography Dataset, 2001 - 2019
Contours.....National Elevation Dataset, 2015
Boundaries.....Multiple sources; see metadata file 2017 - 2018
Wetlands.....FWS National Wetlands Inventory 1984



ROAD CLASSIFICATION	
Expressway	Local Connector
Secondary Hwy	Local Road
Ramp	4WD
Interstate Route	US Route
FS Primary Route	FS Passenger Route
	FS High Clearance Route

Check with local Forest Service unit
for current travel conditions and restrictions.

BENTONVILLE, VA
2019

1	2	3
4	5	6
7	8	9

ADJOINING QUADRANGLES

1 Toms Brook
2 Strasburg
3 Front Royal
4 Rileyville
5 Chester Gap
6 Luray
7 Thornton Gap
8 Washington



U. S. G. S.
FILE COPY
Ed. Div. Topographic Maps.

Henry Gannett, Chief Geographer.
Gilbert Thompson, Geographer in charge.
Triangulation and Topography by W. T. Griswold.
Surveyed in 1884-6.

Scale 1:25,000
0 1 2 3 4 5 6 Miles
Contour Interval 100 feet

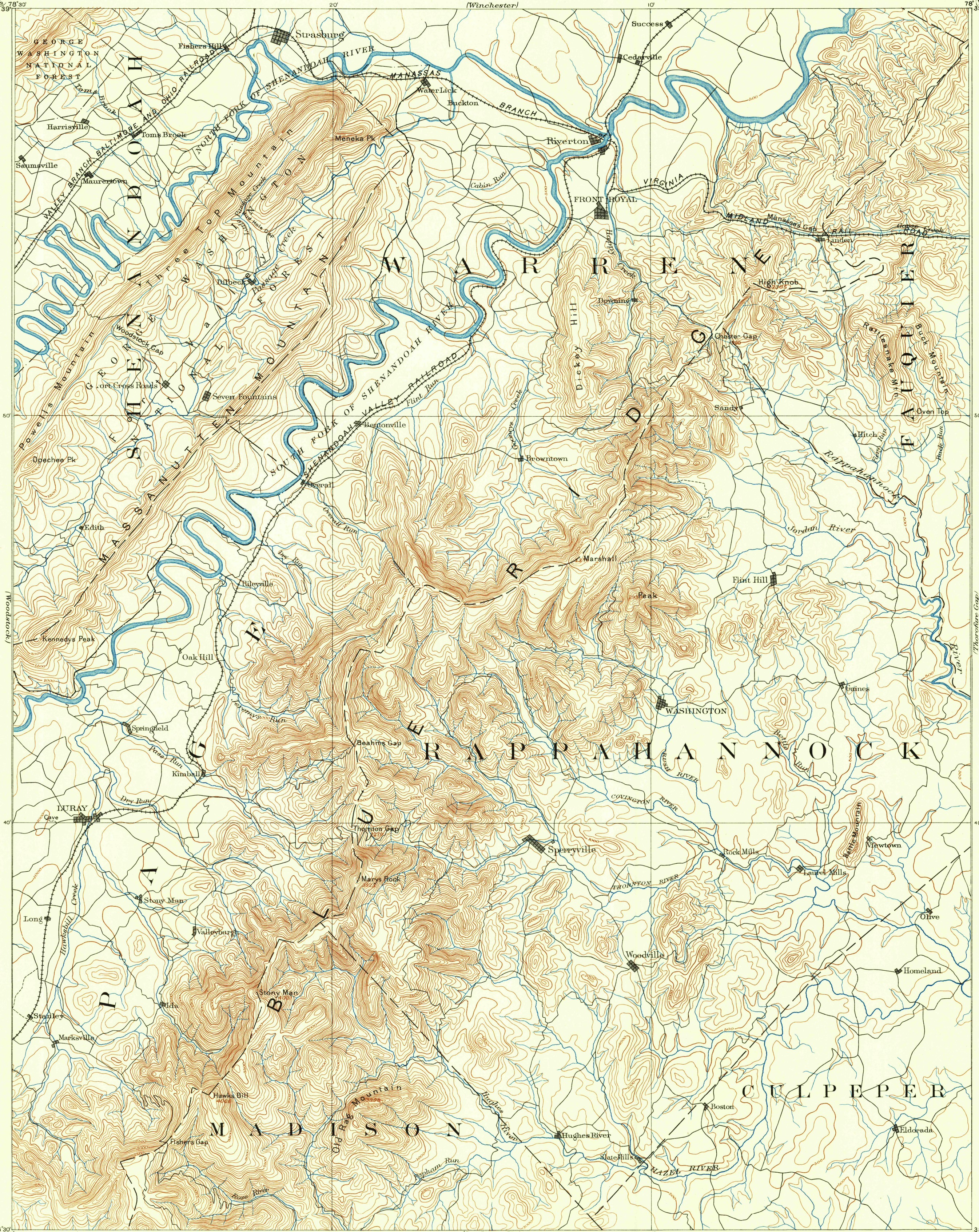
Nov. 19-1898

Edition of May 1893 reprinted Oct. 1898.

2045. USGS
Historical File
Topographic Division

Luray Va

U. S. G. S.
FILE COPY



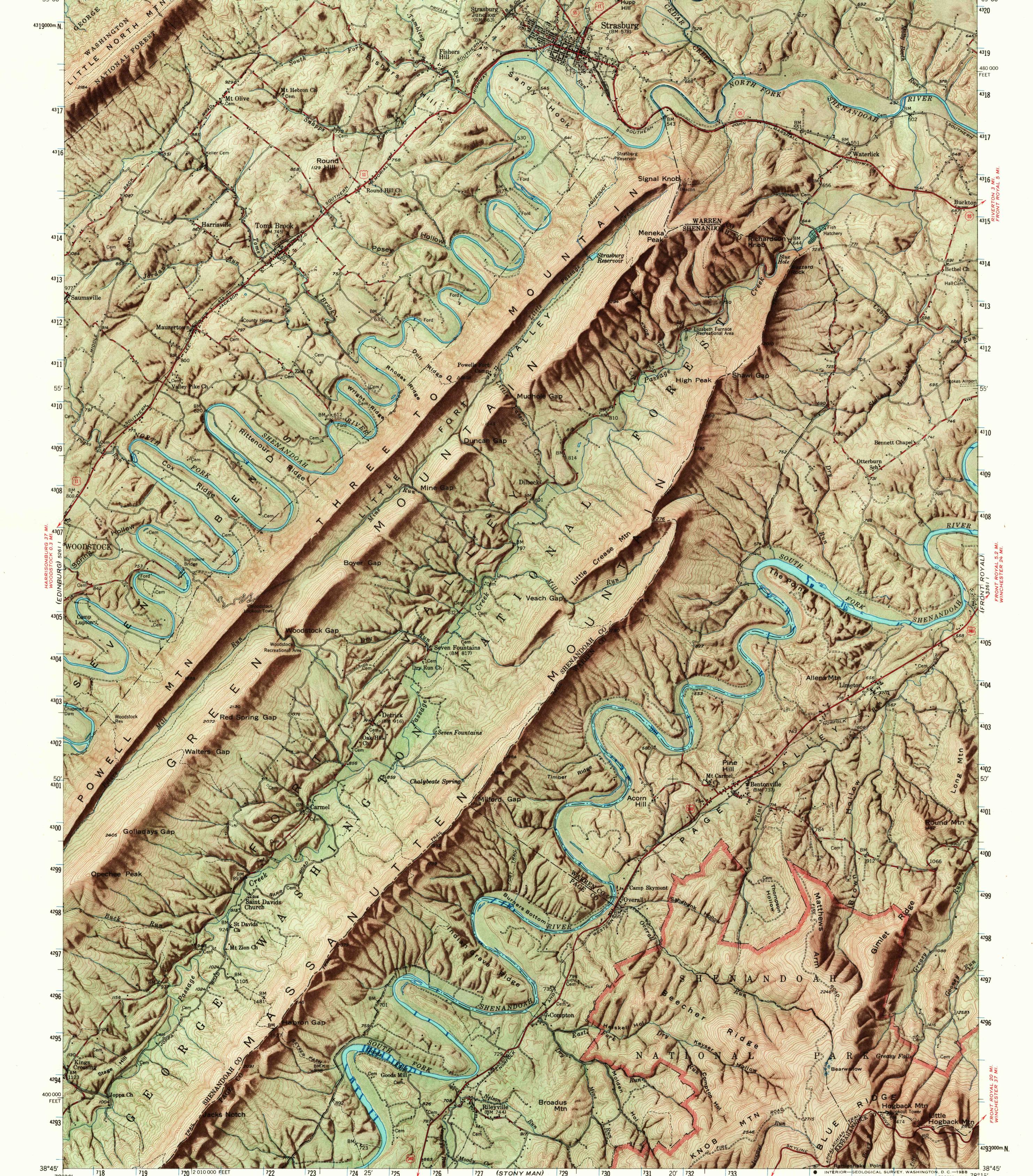
Henry Gannett, Chief Geographer.
Gilbert Thompson, Geographer in charge.
Triangulation and Topography by W.T. Griswold.
Surveyed in 1884-6.

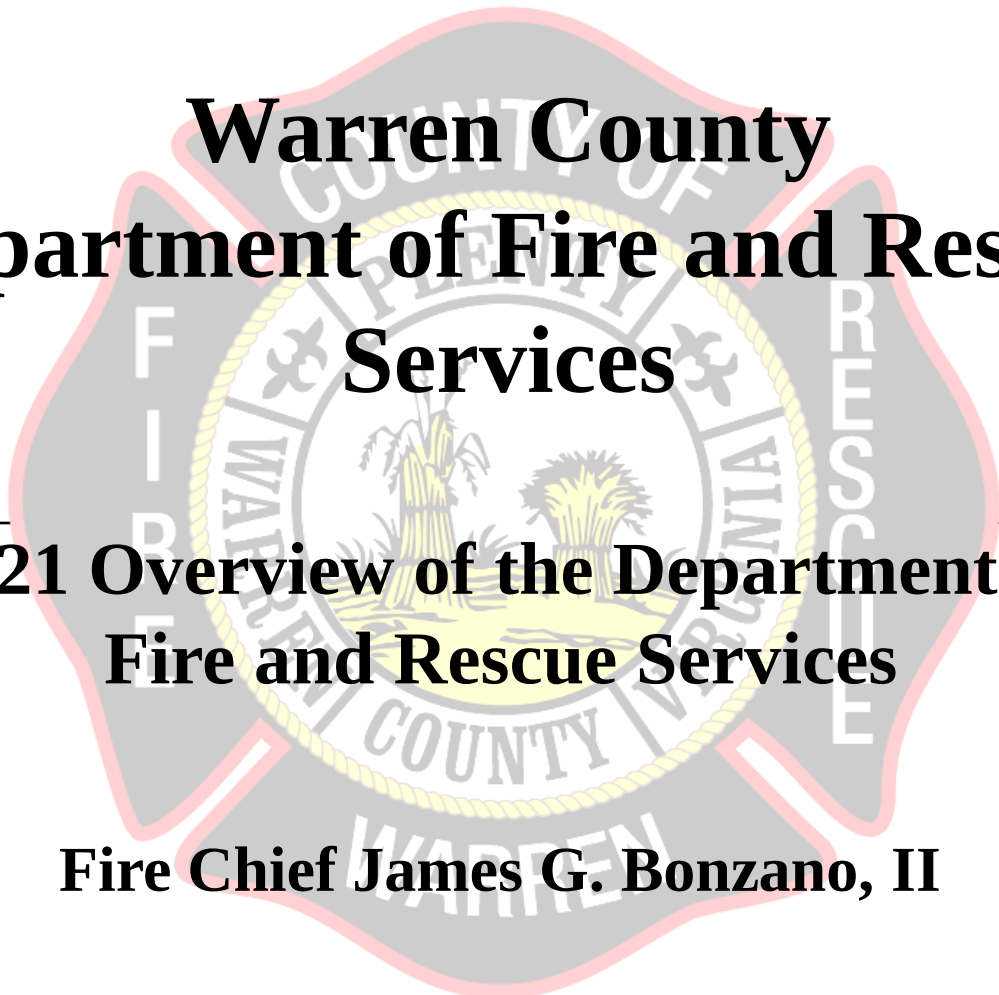
Scale 1:62,500
Contour Interval 100 feet.
Datum is mean sea level.

Maps of Shenandoah National Park
(north half), scale 1:62,500, contour
interval 50 feet, and the Stony Man
quadrangle, scale 1:62,500, contour
intervals 20 and 50 feet, from later
and more detailed surveys of the
Shenandoah National Park area and
the southwest quarter of the
quadrangle, are available.

Surveyed by reconnaissance methods
Edition of Oct. 1905, reprinted 1938
Polyconic projection.
LURAY, VA.

HISTORICAL FILES
(DO NOT REMOVE)



The logo of the Warren County Fire and Rescue Department is a Maltese cross. The top arm contains the text "WARREN COUNTY OF VIRGINIA". The left arm contains "FIRE" and the right arm contains "RESCUE". The center of the cross features a circular seal with a plow and sheaves of wheat, and the words "WARREN COUNTY VIRGINIA" around the perimeter.

Warren County Department of Fire and Rescue Services

2021 Overview of the Department of Fire and Rescue Services

Fire Chief James G. Bonzano, II

Mission of the Department

To serve the community as one single department with a common mission; to deliver the highest level of service and perform at our best to those in need at their worst.

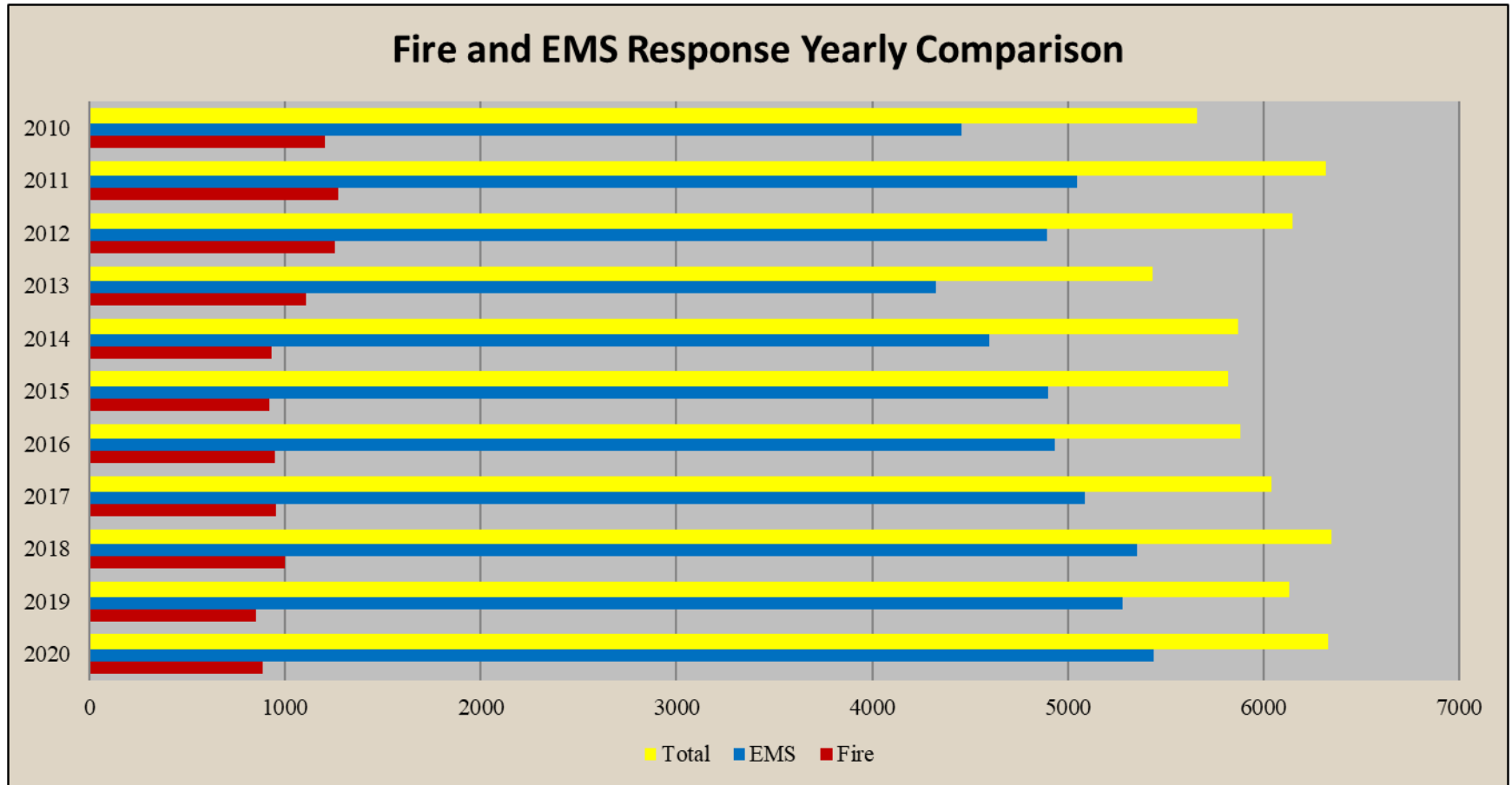


Our Strength is Our People



"One Department – One Mission"

Calls for Service



"One Department – One Mission"

Our Accomplishments To Date

- ❑ Completed and Staffed the Rivermont FS2
- ❑ Thermal Imaging Camera Upgrades
- ❑ Ordered Three Ambulance Transport Units
- ❑ Created a Countywide PPE Gear Program
- ❑ Implemented Countywide Incident Management and RIT Standards
- ❑ No Significant Loss of Time Injuries
- ❑ Advanced Life Support Program
- ❑ Gas Meter Upgrades
- ❑ Countywide Self-Contained Breathing Apparatus Upgrades
- ❑ Implemented Phase 1 of the 1582 Physical Program



The Fire Chiefs First Year Analysis

- ❑ WCFR Leadership Transition SWOT Analysis
- ❑ Review of the Combined Response System
- ❑ Discussions with Volunteer and Career Responders on Support Needed
- ❑ Review Strengths and Weaknesses of the Response System



What will you see in CY-2022?

- ❑ Maintain Fiscal Accountability
- ❑ Strategic Plan and Five-Year Needs Assessment
- ❑ WCFR Diversity, Equity and Inclusion Plan
- ❑ Staffing and Implementation Plan – Revisited
- ❑ 2022 Training Programs and Services Plan
- ❑ Countywide Apparatus Replacement Plan
- ❑ Review of WCFR Facilities and Status Report
- ❑ Analysis of Volunteer Retention Issues



Priorities of the Department



Staffing to Ensure
Safety and
Accountability

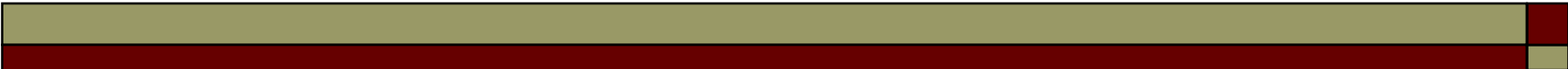


Safe and Reliable
Apparatus and
Equipment



Fire Station
Enhancements –
Facility Upgrades /
Cancer Protections





STAFFING



“One Department – One Mission”

NFPA 1720: Staffing and Deployment

Demand Zone	Demographics	Minimum Staff	Response Time	Meets Objective
Urban area	>1000 people/mi ₂	15	9	90%
Suburban area	500-1000 people/mi ₂	10	10	80%
Rural Area	<500 people/mi ₂	6	14	80%
Remote area	Travel distance > 8mi	4	Dependent of travel distance	90%
Special Risk	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90%



SAFER Grant Request

□ 18 Staff Positions:

- Staff Fortsmouth Fire Station #8
- Staff Shenandoah Shores Station #5
- Increase Staffing at Front Royal Fire Station #1 by 2 positions per day

UNFUNDED





APPARATUS AND EQUIPMENT



“One Department – One Mission”

Diverse Fleet of Equipment

- ❑ Fire Engines: 10
- ❑ Tankers/Water Tenders: 4
- ❑ Aerial Ladder Trucks: 2
- ❑ Wildland Response Vehicles: 7
- ❑ EMS Transport Units: 10
- ❑ ALS Response SUV's: 1
- ❑ Heavy Duty Rescue Squad: 1
- ❑ Water Response Boats: 4
- ❑ Water Response Support: 1
- ❑ Haz-Mat Support Trailer: 1
- ❑ Air Support Trailer: 1
- ❑ All-Terrain Vehicle: 1
- ❑ SUV's: 6



NFPA 1911

- ❑ The National Fire Protection Association (NFPA) provides guidance in their 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-service Emergency Vehicles, regarding apparatus replacement and service lengths of fire department vehicles. Apparatus 15 years or older may not have some of the safety and operating features found in apparatus built according to newer editions of the NFPA standards.
- ❑ 15 Years of Age – Moved to Reserve Status
- ❑ 25 Years of Age – Removed from Service



Fleet Status

Current Fleet Status

- ❑ 18 units over 15 years of age
- ❑ 2 units over 25 years of age

Next 5 Years

- ❑ 23 units over 15 years of age
- ❑ 7 units over 25 years of age

- Only 6 units have been replaced in the last 5 years
- Average age of current fleet is 16 years of age – 2008 manufacture date
- 3 ambulance transport units on order bringing fleet status to 13 years of age once placed in-service



Replacement Considerations

- ❑ The following areas will be used to evaluate fire department apparatus for replacement:
 1. Number of months the apparatus has been in-service
 2. Mileage
 3. Maintenance to Acquisition (MA) ratio



Example

□ Linden Engine 4

- Age: 2004 = 204 months
- Mileage: 93,964
- MA Ratio: \$17,854 (FY20-21)
\$15,680 (current FY to date)

Using the Replacement Considerations – This unit scores a 10 – Poor Condition





STATION AND FACILITY ENHANCEMENTS



“One Department – One Mission”

Fire Station Enhancements

- Our Fire Stations are historically:
 - Volunteer Established, Funded
 - Designed for home-based response
 - Lack adequate and diverse living accommodations
 - Lack physical training/exercise areas
 - Lack slip resistant flooring
 - Lack preventative maintenance



Firefighter Cancer Prevention and Protection Measures

- ❑ Direct Capture Diesel Exhaust Removal Systems
- ❑ Personal Protective Equipment Extractors/Washers
- ❑ Personal Protective Equipment Dryers



Firefighters face cancer rates substantially greater than most Americans



Testicular cancer - 2.02 times greater

Multiple myeloma - 1.53 times greater

Non-Hodgkin's lymphoma - 1.51 times greater

Skin cancer - 1.39 times greater

Brain cancer - 1.31 times greater

Malignant melanoma - 1.31 times greater

Prostate cancer - 1.28 times greater

Colon cancer - 1.21 times greater

Leukemia - 1.14 times greater

The most likely causes are the chemicals emitted from regular household products when they burn.

Our Planning Process



“One Department – One Mission”

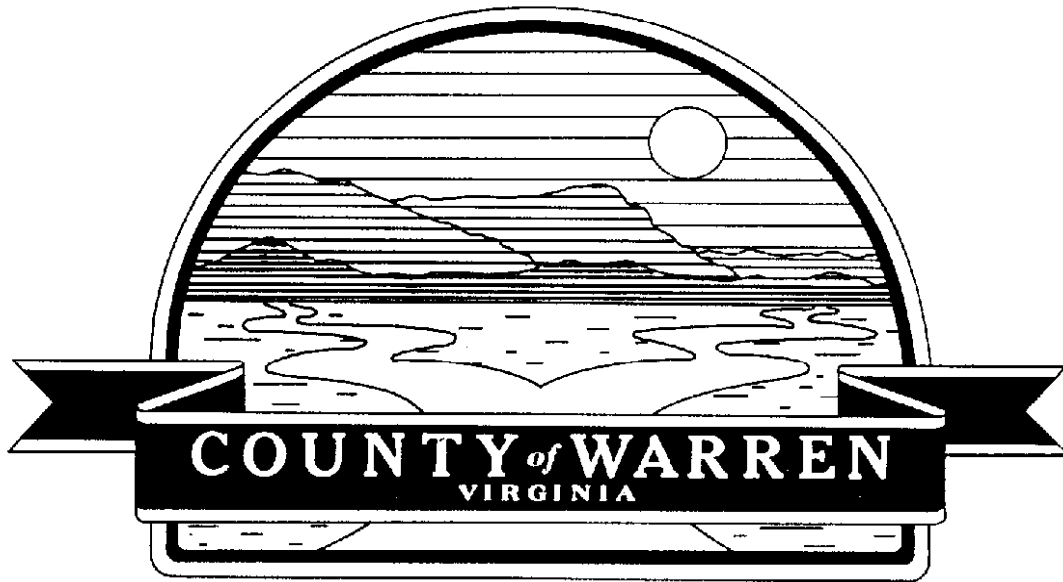
Questions

Thank you for your continued
support!



“One Department – One Mission”

Warren County, Virginia



EMERGENCY OPERATIONS PLAN

Board of Supervisors Resolution

November 18, 2021

WARREN COUNTY, VA

All Hazards – All Disciplines Plan

	<u>Page</u>
RECORD OF CHANGES	08
FORWARD	09
BOARD RESOLUTION	10
INTRODUCTION	11
PREFACE	12
PURPOSE	13
SITUATION AND ASSUMPTIONS	13
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	14
CONCEPT OF OPERATIONS	17
EXERCISES AND TRAINING	22
AUTHORITIES AND REFERENCES	23
DEFINITIONS	24
GLOSSARY OF ACRONYMS	26

ATTACHMENTS

1.	Organization Chart	28
2.	Matrix of Responsibilities	29
3.	Succession of Authority	31
4.	Declarations of a Local Emergency, Sample	33
5.	EOP Distribution List	34
6.	Exercise and Training Recommendations	35

FUNCTIONAL ANNEXES

A: DIRECTION AND CONTROL	37
A. Quick Reference Check List	37
B. Mission	38
C. Organization	38
D. Concept of Operations	38
E. Emergency Management Actions	39
F. Emergency Operations Center	42
G. Primary EOC Staffing	46
H. Suggested EOC Message Flow	47
Tab 1 EOC LAYOUT	47
Tab 2 SITUATION REPORT	49
Tab 3 MESSAGE LOG	51
Tab 4 EOC MESSAGE FORM	52
Tab 5 EOC SIGN IN/SIGN OUT LOG	53
Tab 6 EOC STAFF SCHEDULE	54
Tab 7 EOC STATUS BOARD	55
Tab 8 LOCAL MAP	56
B: BUDGET AND FINANCIAL MANAGEMENT	59
A. Quick Reference Check List	59
B. Mission	60
C. Organization	60
D. Concept of Operations	60
E. Emergency Management Actions	61
C: LEGAL ASSISTANCE	64
A. Quick Reference Check List	64
B. Mission	65
C. Organization	65
D. Concept of Operations	65
E. Emergency Management Actions	65
D: COMMUNICATIONS	68
A. Quick Reference Check List	68
B. Mission	69
C. Organization	69
D. Concept of Operations	69
E. Emergency Management Actions	69
F. Amateur Radio Emergency Service	71
Tab 1 WARNING FAN-OUT SYSTEM	73
Tab 2 EMERGENCY NOTIFICATION PROCEDURES	74

E:	EMERGENCY PUBLIC INFORMATION	75
A.	Quick Reference Check List	75
B.	Mission	76
C.	Organization	76
D.	Concept of Operations	76
E.	Emergency Management Actions	77
F.	Use of Cable Television	79
Tab 1	EMERGENCY PUBLIC INFORMATION RESOURCES	79
Tab 2	PIO PREARRANGED MESSAGES (RELEASE/SPILL)	80
Tab 3	PIO PREARRANGED MESSAGES (FIRE/EXPLOSION)	80
Tab 4	SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS	81
Tab 5	SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY	82
Tab 6	SAMPLE HEALTH ADVISORY FOR PHYSICIANS	83
Tab 7	SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES	84
F:	LAW ENFORCEMENT	86
A.	Quick Reference Check List	86
B.	Mission	87
C.	Organization	87
D.	Concept of Operations	87
E.	Emergency Management Actions	88
Tab 1	LAW ENFORCEMENT RESOURCES	90
Tab 2	ENTRY PERMIT TO ENTER RESTRICTED AREAS	91
Tab 3	WAIVER OF LIABILITY	92
G:	MEDICAL AND HEALTH	94
A.	Quick Reference Check List	94
B.	Mission	95
C.	Organization	95
D.	Concept of Operations	95
E.	Emergency Management Actions	97
F.	VFDA Mortuary Disaster Plan	99
Tab 1	VIRGINIA HEALTH DEPARTMENT DISTRICTS	99
Tab 2	MEDICAL AND HEALTH RESOURCES	100
Tab 3	VIRGINIA MEDICAL EXAMINER DISTRICTS	100
H:	FIRE SERVICE	102
A.	Quick Reference Check List	102
B.	Mission	103
C.	Organization	103
D.	Concept of Operations	103
E.	Emergency Management Actions	103
Tab 1	FIRE SERVICES RESOURCES	105

I:	RESCUE / EMERGENCY MEDICAL SERVICES	107
A.	Quick Reference Check List	107
B.	Mission	108
C.	Organization	108
D.	Concept of Operations	108
E.	Emergency Management Actions	108
Tab 1-	RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES	109
Tab 2-	COMMONWEALTH OF VIRGINIA EMERGENCY MEDEVAC SERVICES	109
J:	EVACUATION / EMERGENCY TRANSPORTATION	111
A.	Quick Reference Check List	111
B.	Mission	112
C.	Situations and Assumptions	112
D.	Organization	112
E.	Concept of Operations	112
F.	Emergency Management Actions	113
Tab 1	EMERGENCY TRANSPORTATION SERVICES	114
Tab 2	RESOURCES FOR SPECIAL NEEDS	114
K:	SHELTER OPERATIONS	116
A.	Quick Reference Check List	116
B.	Mission	117
C.	Organization	117
D.	Concept of Operations	117
E.	Emergency Management Actions	118
Tab 1	RED CROSS STATEMENT OF UNDERSTANDING	123
Tab 2	SHELTER CENTER REGISTRATION FORM	126
Tab 3	WARREN COUNTY SHELTER FLOOR PLANS	127
Tab 4	PET AND LIVESTOCK SHELTERING	129
L:	UTILITIES / PUBLIC WORKS	136
A.	Quick Reference Check List	136
B.	Mission	137
C.	Organization	137
D.	Concept of Operations	137
E.	Emergency Management Actions	138
Tab 1	UTILITES / PUBLIC WORKS RESOURCES	139

M:	INSPECTIONS, PLANNING, ZONING	141
A.	Quick Reference Check List	141
B.	Mission	142
C.	Organization	142
D.	Concept of Operations	142
E.	Emergency Management Actions	142
Tab 1	PLANNING AND ZONING RESOURCES	144
N:	SPECIAL FACILITIES	146
A.	Quick Reference Check List	146
B.	Mission	147
C.	Organization	147
D.	Concept of Operations	147
E.	Emergency Management Actions	148
Tab 1	SPECIAL FACILITIES	149
O:	RESOURCES SUPPORT	151
A.	Quick Reference Check List	151
B.	Mission	152
C.	Situation	152
D.	Organization	152
E.	Concept of Operations	152
F.	Emergency Management Actions	153
Tab 1	DONATIONS MANAGEMENT	155
Tab 2	ELEMENTS OF A RESOURCE LIST	158
Tab 3	VOLUNTEER WORKER REGISTRATION FORM	159
P:	DAMAGE ASSESSMENT	161
A.	Quick Reference Check List	161
B.	Mission	162
C.	Organization	162
D.	Concept of Operations	162
E.	Emergency Management Actions	162
Tab 1	EXTENSION SERVICE	164
Tab 2	INITIAL DAMAGE ASSESSMENT TEAM	164
Q:	FEDERAL DISASTER ASSISTANCE	166
A.	Quick Reference Check List	166
B.	Mission	167
C.	Organization	167
D.	Concept of Operations	167
Tab 1:	FEDERAL EMERGENCY SUPPORT FUNCTIONS	168

R:	HAZARD MITIGATION	172
A.	Quick Reference Check List	172
B.	Mission	173
C.	Organization	173
D.	Concept of Operations	174
Tab 1	AUTHORITIES AND REFERENCES	175
Tab 2	DEFINITIONS	175
Tab 3	HAZARD MITIGATION TASK ASSIGNMENTS	175
Tab 4	HAZARDS ANALYSIS	177

HAZARD SPECIFIC APPENDICES

Appendix 1:	RADIOLOGICAL PROTECTION	180
Appendix 2:	HAZARDOUS MATERIALS INCIDENTS	184
Appendix 3:	RESOURCE SHORTAGE	188
Appendix 4:	WATER CONTAMINATION	191
Appendix 5:	DAM SAFETY	193
Appendix 6:	NUCLEAR ATTACK	197
Appendix 7:	TERRORISM/WEAPONS OF MASS DESTRUCTION	203

POINT OF CONTACT INFORMATION APPENDICES

Appendix 8:	CONSOLIDATED EMERGENCY CONTACT INFORMATION	205
Appendix 9:	RESOURCE DISTRIBUTION CENTER CONTACT INFO	220

CRITICAL AND ESSENTIAL EMPLOYEE APPENDIX

Appendix 10:	DESIGNATION OF CRITICAL AND ESSENTIAL EMPLOYEES	225
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PLANNED EOP UPDATES

Appendix 11:	PLANNED EOP UPDATES	228
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RECORD OF CHANGES

Warren County (Virginia) Emergency Operations Plan

The Warren County Emergency Operations Plan was updated as required by the Code of the Commonwealth of Virginia. The process involved a detailed review of the existing document. This review found the plan to be an accurate and appropriate reflection of how the County would address natural and man-made disasters and events as they develop. The revised plan is based on current resources. There are several notable content changes from the November 2017 version of this document:

- (1) Organization and Assignment of Responsibilities. (a) This update transfers the task of Debris Removal from the Building Inspector to Public Works. (b) Due to all County volunteer rescue squads being merged into the Warren County EMS program (Agency 943), accordingly, the Warren County Rescue Squad section is merged into the Warren County Fire and Rescue section.
- (2) Concept of Operations. The succession to the Chairman, Board of Supervisors / Director of Emergency Services is clarified. "Succession to the Chairman, Board of Supervisors / Director of Emergency Services will be the Vice Chairman, then members of the local governing body by seniority."
- (3) Concept of Operations. The direction and control of the Emergency Operations Center (EOC) is clarified. The County Administrator (alternate is the Deputy County Administrator) or, in his/her absence, the Coordinator of Emergency Services, with support from the Director of Emergency Services and designated local officials, will exercise direction and control from the EOC during disaster operations.
- (4) Exercises and Training. This update reflects current Emergency Management Performance Grant training and exercise requirements, and added County/Town Emergency Operations Center online staff training requirements.
- (5) Annex G – Medical and Health. Local morgue capacity information was updated regarding the new Warren Memorial Hospital in Front Royal, Virginia.
- (6) Appendix 8 – Consolidated Emergency Contact Information. Due to County building and facility requirements, the Warren County Fire Station 6 is no longer a Red Cross designated (emergency) shelter. Remaining County shelters include Warren County Middle School (primary) and Skyline High School (alternate); the South Warren Fire Station 3 is a designated contingency shelter.
- (7) Appendix 10 – Designation of Critical and Essential Employees. On May 7, 2020 (updated August 11, 2021) a memorandum was approved by County and Town officials designating critical and essential County and Town of Front Royal general duty employee categories during declared emergencies to ensure uninterrupted critical infrastructure operations and continuity of government. This was an incorporated lesson learned from the COVID-19 Federal, State, and Locally declared emergency.

FORWARD

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive-5, the purpose of which is to enhance the ability of the United States of America to manage domestic incidents by establishing a single, comprehensive national incident management system.

To implement this directive, the Secretary of Homeland Security was charged to develop and publish an initial version of the National Response Framework. The initial version of that document was published and released to all federal agencies with instructions to make initial revisions to existing plans by July 1, 2003. Further, they were to submit a plan for implementation and adoption of the National Incident Management System to the Secretary and the Assistant to the President for Homeland Security by September 1, 2003. In 2008 the National Response Framework replaced the National Response Plan.

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of **Warren County** has elected to model its **All Hazard-All Disciplines Plan** after the Federal Response Plan as amended in January 2003, the National Response Plan published May 14, 2003, and the existing Commonwealth of Virginia Plans.

This approach allows for maximum interaction at all levels of government, it ensures the development of public-private partnerships which are critical in times of disaster, and it facilitates change as necessary in changing times and situations.

All staff members are directed to review this document and become familiar with their specific roles and responsibilities.

This plan was reviewed by the Virginia Department of Emergency Management (VDEM) in October 2021 for required Federal and State content updates. All VDEM recommended changes were accepted and incorporated into this document.

Thank you.

Signature of senior elected official or manager

BOARD OF SUPERVISORS RESOLUTION

WHEREAS the Board of Supervisors of Warren County, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

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

WHEREAS the County of Warren has established and appointed a Director and Coordinator of Emergency Services

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of Warren, Virginia that this Emergency Operations Plan as revised November 2021 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

Dated: _____

Board of Supervisors, Warren County, VA

Tony F. Carter

Cheryl L. Cullers

Archie A. Fox

Delores R. Oates

Walter J. Mabe

Attest: _____
Clerk, Board of Supervisors
County of Warren,
Commonwealth of Virginia

INTRODUCTION

The all hazards-all disciplines plan concept

The “ALL HAZARDS-ALL DISCIPLINES” Plan is designed to direct the employees, volunteers, citizens, and visitors of Warren County through any type situation which may arise. It recognizes some events occur with no advanced warning at all, while others provide a great deal of early warning. It takes into account the available resources locally and those available through a variety of alternative sources.

This approach to management of a single significant incident or numerous events concurrently demands each player have a thorough knowledge of their roles, responsibilities, capabilities, and limitations. It provides a basic operating structure while allowing for flexibility necessary when situations dictate change.

The Warren County “ALL HAZARDS-ALL DISCIPLINES” Plan enhances the ability of the County to prepare for and manage domestic incidents by establishing a single and comprehensive approach to incident management. It accomplishes this by integrating all aspects from pre-incident awareness, prevention, and preparedness to incident response and post-incident recovery.

This plan sets forth the structure, roles, responsibilities, and main principles for the management of domestic events occurring within or involving Warren County. Nothing in this plan is intended to limit the scope, authority, or responsibility of the County or its agents. In addition, it will:

1. Describe the structure and mechanics for providing policy guidance and operational direction;
2. Include protocols for operating under various threats or threat levels;
3. Incorporate existing County policy where appropriate;
4. Incorporate additional plans and directives;
5. Reference state and federal guidance when necessary;
6. Acknowledge the uniqueness of each type of event which may present itself;
7. Include guidelines for notification, coordination, and leadership and support of activities for awareness, prevention, preparedness, response, and recovery related to domestic incidents and;
8. Provides guidance for the dissemination of emergency public information.

PREFACE

Virginia is continuously threatened by emergency and disaster situations such as flash flooding, hurricanes, hazardous materials incidents, severe winter weather and resource shortages. The Virginia Emergency Services and Disaster Law of 2000 requires that the state, and each county and city within the state develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for Warren County is designed to meet this responsibility and to include the County in the mutually supportive statewide emergency management system.

The Warren County **Emergency Operations Plan** actually consists of three plans. The development and maintenance of these plans is the basis of the local emergency management program.

- A. The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. ESFs and hazard-specific appendices to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- B. The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published **SARA Title III Plan** has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.
- C. **The Radiological Emergency Response Plan (RERP)** provides guidance for effective emergency response operations in the event of a radiological emergency precipitated by events at fixed nuclear facilities or by transportation accidents.

This plan was developed by the Warren County Emergency Services Coordinator with assistance from the Commonwealth of Virginia Department of Emergency Management. Input was requested and received from other local officials. Funding for local emergency operations plans development assistance in Virginia is provided by the Federal Emergency Management Agency, and all plans are developed in accordance with guidance provided by that agency.

Note that specific point of contact information is found in Appendix 8, Consolidated Emergency Contact Information and Appendix 9, Resource Distribution Center Contact Information for ease of reference and updating as required.

PURPOSE

The purpose of this entire EOP is to establish the legal and organizational basis for operations in Warren County in response to any type of disaster or large-scale emergency situation. It assigns responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same human, physical and financial resources. Supporting plans set forth the concepts and procedures whereby the County 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 such an emergency or disaster situation.

SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in Warren County are hazardous material incidents (fixed site and transportation), flooding of area streams and rivers, severe winter weather, and essential resource shortages.
- C. The government of Warren County is responsible for maintaining an emergency plan and response capability to help protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Service and Disaster Law of 2000, as amended, requires that each county and city prepare and keep current an emergency operations plan. This plan should be officially adopted by the local governing body and promulgated by the chief administrative official.
- E. The Coordinator of Emergency Services will maintain the Emergency Operations Plan. He/She will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The coordinator should have the plan readopted every four years.
- F. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, and either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State EOC. **A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.**

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In Warren County, the following organizations respond to normal day-to-day emergencies:
1. Coordinator of Emergency Services
 2. Local Law Enforcement
 3. Fire and Rescue Services
 4. Virginia Department of Transportation
 5. State Police
 6. VDEM – HAZMAT Officers / Teams
- B. In the event of an actual or threatened large-scale emergency, the above organizations will be augmented by the following departments or agencies that have been assigned emergency duties in addition to their primary day-to-day functions.
1. County Administrator
 2. Warren County Administration
 3. Warren County Public Works Department
 4. Warren County Planning Department
 5. Warren County Finance Department
 6. Warren County Social Services
 7. Warren County Parks and Recreation Department
 8. Warren County Health Department
 9. Warren County Public Schools
 10. Warren County Emergency Communications (EmComm)
 11. Warren County Information Technology Department
 12. Quasi-Public Relief Organizations
 13. American Red Cross
 14. Salvation Army
 15. Virginia Cooperative Extension Agent
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. The following is a list of duties and assigned responsibilities for emergency operations in Warren County.
1. Director of Emergency Services
Coordinator of Emergency Services
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Coordinate damage assessment
 - f. Coordination of disaster assistance and recovery

2. Sheriff's Office
 - a. Law Enforcement
 - b. Communications
 - c. Warning
 - d. Security of the emergency site
 - e. Security of vital facilities and supplies
 - f. Traffic control
 - g. Search and rescue
 - h. Evacuation and access control of threatened or damaged areas
 - i. Assist Health Department with identification of the dead
 - j. Evacuation and control of prisoners
3. Warren County Department of Fire and Rescue Services
 - a. Fire prevention and suppression
 - b. Communications
 - c. Assist with emergency medical treatment
 - d. Hazardous materials incident response and training
 - e. Radiological monitoring and decontamination
 - f. Assist with evacuation
 - g. Assist with search and rescue
 - h. Temporary shelter for evacuees at each fire station
 - i. Assist with warning
 - j. Provide emergency medical transportation
 - k. Provide basic and advanced life support
4. Warren County School System / Superintendent of Schools
 - a. Provide facilities for the reception and care of displaced persons
 - b. Provide facilities and resources for mass feeding
 - c. Evacuation transportation
 - d. Economic stabilization
 - e. Provide facilities for the reception of citizens during a mass prophylaxis / vaccination event.
5. Warren County Department of Social Services
American National Red Cross
Salvation Army
 - a. Reception and care of displaced persons
 - b. Mass feeding
 - c. Provide emergency welfare services for displaced persons
 - d. Coordinate for crisis counseling, as required
 - e. Coordinate the services of quasi-public and volunteer relief organizations
 - f. Provide special assistance for the handicapped and elderly as required

6. Warren County Health Department
 - a. Epidemic control measures
 - b. Medical support to persons in shelters
 - c. Issue health advisories
 - d. Health Department, local hospital and rescue squads coordinate to establish a medical care center.
 - e. Emergency mortuary and interment coordination
 - f. Insect and rodent control
 - g. Inspection of food, milk, and water supply
 - h. Coordination and control of biological materials.
 - i. Identification of the dead, assisted by the local and State Police
7. Warren County Parks and Recreation Department
 - a. Provide facilities for the reception of citizens during a mass prophylaxis/vaccination event
 - b. Provide facilities for a Disaster Recovery Center
 - c. Assist with the management of a Disaster Recovery Center
8. Warren County Building Official
 - a. Conduct damage assessment
9. Warren County Public Works
 - a. Conduct debris removal
10. Local Hospital
 - a. Emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities
11. County Attorney
 - a. Advise the County concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance
 - b. Assist the County Administrator and the Board of Supervisors with maintaining continuity of government
12. Virginia Cooperative Extension Service
 - a. Conduct damage assessment of agricultural related property
 - b. Assist with the preparation of required reports and records
 - c. Assist with food distribution

CONCEPT OF OPERATIONS

A. General

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Warren County organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The Chairman, Board of Supervisors is the Director of Emergency Services. The day-to-day activities of the emergency preparedness program are delegated to the Coordinator of Emergency Services who is also the County Fire Chief. The Director, in conjunction with the Coordinator of Emergency Services (and in coordination with the County Administrator), will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Coordinator of Emergency Services, assisted by the Deputy Coordinators, County Administrator, 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. The alternate location is the Warren County Government Center.
4. The Coordinator of Emergency Services is responsible for the day-to-day activities of the emergency management program. This includes developing and maintaining an Emergency Operations Plan (EOP), maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. The Chairman, Board of Supervisors / Director of Emergency Services is the constituted legal authority for approving the EOP and declaring a local state of emergency.
6. A local emergency may be declared by the Director or the Coordinator of Emergency Services. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
7. The Director of Emergency Services or, in his/her absence, the Coordinator of Emergency Services will determine the need to

recommend evacuation of large areas and will issue recommendations for evacuation or other protective action, as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

8. Succession to the Chairman, Board of Supervisors/Director of Emergency Services will be the Vice Chairman, then members of the local governing body by seniority.
9. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services 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 in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
10. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
11. The Coordinator of Emergency Services will ensure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County as appropriate.
12. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. 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 State EOC to the State Coordinator.
13. The County Administrator (alternate is the Deputy County Administrator) or, in his/her absence, the Coordinator of Emergency Services, with support from the Director of Emergency Services and designated local officials, will exercise direction and control from the EOC during disaster operations. 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 ensure maximum protection of the population, property, and the supplies from the effects of threatened disasters.

14. 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 County offices, Departments and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
15. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
16. Declaration of a Local Emergency
 - a. The 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 in order 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 interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the Director of Emergency Services or the Coordinator of Emergency Services may declare a local emergency to exist subject to confirmation of the entire Board, within forty-five days. The Director of Emergency Services or, in his absence, the Coordinator will advise the State EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the County requests state assistance, the following procedures will apply. The Director of Emergency Services, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, it is recommended that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter (**see Attachment 4**).

17. The State 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
18. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative, mission-type requests to include objectives, priorities, and other information necessary to accomplish missions.
19. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from Warren County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Services or, in his absence, the Coordinator of Emergency Services when he/she determines that such assistance is necessary and feasible.
20. The Director of Emergency Services, the Coordinator of Emergency Services, and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
21. 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 County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
 - b. A state of emergency is declared by the Governor.
22. The Director of Emergency Services, assisted by the Coordinator of Emergency Services, 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 Attachment 5**). Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

B. Operations Periods

1. Normal Operations

Emergency operations plans and procedures will be developed and maintained. Training and exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a disaster threatens, all agencies having responsibilities will take action as called for in their respective ESF. (Example: flash flood watch.)

3. Response

Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

a. Conditions worsen requiring full-scale mitigation and preparedness activities. (Example: flash flood warning.)

b. Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

EXERCISES AND TRAINING

1. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Warren County Emergency Operations Plan and sub-plans. Warren County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Warren County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.
2. The Emergency Services Director/Coordinator, in coordination with the County Administrator, is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of Warren County. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Warren County.
3. Training will be based on federal and state guidance. Instructors will be selected from Warren County's government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. All training and exercises conducted in Warren County will be documented. Training needs will be identified, and records maintained for all personnel assigned emergency duties in a disaster.
4. The Coordinator of Emergency Services will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Warren County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of Warren County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

AUTHORITIES

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. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
2. State
 - a. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
 - b. Commonwealth of Virginia Emergency Operations Plan (COVEOP), 2019 Basic Plan and Appendices.

REFERENCES

Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide, (CPG) 101 V3.0, Federal Emergency Management Agency, September 2021.

National Response Framework, 4th edition, October 2019.

DEFINITIONS

1. **Emergency** – A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that governmental action beyond that authorized or contemplated by existing law is required because governmental inaction for the period required to amend the law to meet the emergency would work immediate and irrevocable harm upon the citizens of the Commonwealth or some clearly defined portion or portions thereof.
2. **Emergency Operations Center (EOC)** – Centrally located government or community building, equipped with communications and emergency power, for coordination of government services, volunteer organizations, and emergency public information.
3. **Emergency Planning Committee** - Designated local officials responsible for developing and maintaining the local Emergency Operations Plan.
4. **Emergency Services** – 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, man-made, or war-caused disasters. These functions include fire-fighting, police, medical and health, rescue first-aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.
5. **Hazardous Materials** – Substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when transported in commerce. Hazardous materials include: explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons or poisonous gases, oxidizing or corrosive materials, irritants, compressed gases, and hazardous waste (as defined in United States Department of Transportation Regulations). Note: Hazardous materials also may present problems when stored or used at fixed sites.
6. **Local Emergency** – The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, 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.
7. **Local Emergency Planning Committee (LEPC)** – Appointed representatives of local government, private industry, businesses, environmental groups, and emergency response organizations charged with meeting the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III).

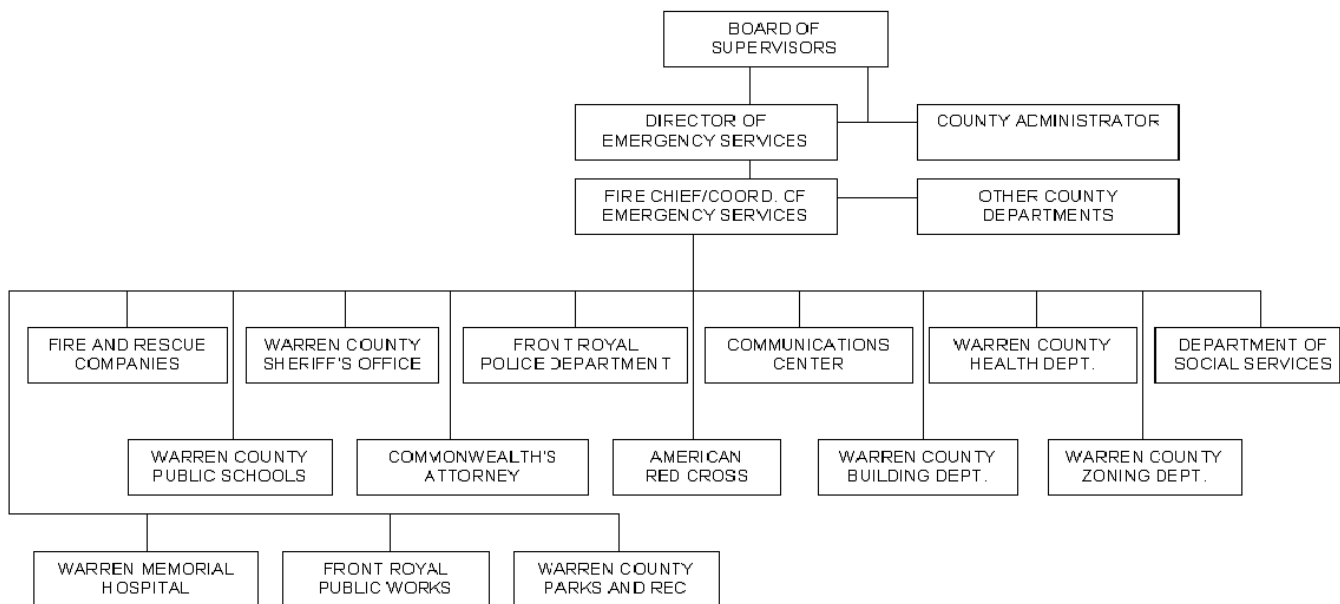
8. Major Disaster – Any natural or man-made disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him.
9. Man-Made Disaster – Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.
10. Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
11. Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the Commonwealth.
12. Severe Weather “Warning” – Severe weather conditions that could cause serious property damage or loss of life have occurred – have been actually observed or reported. For example, a Flash Flood Warning means that heavy rains have occurred and low-lying areas are likely to be flooded.
13. Severe Weather “Watch” – Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).
14. Situation Report – A form which, when completed at the end of each day of local EOC operations, will provide the county or city with an official daily summary of the status of an emergency and the local emergency response. A copy should be submitted to the State EOC via fax machine.
15. 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.

GLOSSARY OF ACRONYMS

ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
DAC	Disaster Applications Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HAZMAT	Hazardous Materials
IFLOWS	Integrated Flood Observing and Warning System
LEPC	Local Emergency Planning Committee
MEDEVAC	Medical Evacuation
MSDS	Medical Safety Data Sheet
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SARA	Superfund Amendments and Reauthorization Act
SOP	Standing Operating Procedures
VDEM	Virginia Department of Emergency Management
VFDA	Virginia Funeral Directors Association, Inc.

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Attachment 1: ORGANIZATION CHART



Attachment 2: MATRIX OF RESPONSIBILITIES

RESPONSIBILITY	AGENCY/SERVICE RESPONSIBLE
DIRECTION AND CONTROL	EMERGENCY SERVICES DIRECTOR FIRE CHIEF/EMERGENCY SERVICES COORDINATOR
EMERGENCY PUBLIC INFORMATION	EMERGENCY SERVICES DIRECTOR COUNTY ADMINISTRATOR FIRE CHIEF/EMERGENCY SERVICES COORDINATOR SHERIFF
LAW ENFORCEMENT	SHERIFF TOWN POLICE CHIEF STATE POLICE
TRAFFIC CONTROL	SHERIFF TOWN POLICE CHIEF STATE POLICE
COMMUNICATIONS	SHERIFF TOWN POLICE CHIEF FIRE CHIEF/EMERGENCY SERVICES COORDINATOR
WARNING, ALERT	SHERIFF TOWN POLICE CHIEF FIRE AND RESCUE COMPANIES
FIRE RESPONSE	FIRE CHIEF FIRE AND RESCUE COMPANIES
EMERGENCY MEDICAL RESPONSE	FIRE CHIEF FIRE AND RESCUE COMPANIES
HAZARDOUS MATERIALS RESPONSE	FIRE CHIEF FIRE AND RESCUE COMPANIES
SEARCH AND RESCUE	SHERIFF TOWN POLICE CHIEF

EVACUATION	SHERIFF TOWN POLICE CHIEF FIRE CHIEF/EMERGENCY SERVICES COORDINATOR
FACILITIES/TRANSPORTATION	SUPERINTENDENT OF SCHOOLS
SHELTERS	FIRE CHIEF/EMERGENCY SERVICES COORDINATOR SUPERINTENDENT OF SCHOOLS DIRECTOR OF SOCIAL SERVICES
DAMAGE ASSESSMENT	FIRE CHIEF/EMERGENCY SERVICES COORDINATOR BUILDING INSPECTOR ZONING ADMINISTRATOR VA. EXTENSION SERVICE
HEALTH / MEDICAL	HEALTH DEPARTMENT WARREN MEMORIAL HOSPITAL
RESOURCES	FIRE CHIEF/EMERGENCY SERVICES COORDINATOR
DOCUMENTATION / REPORTS	FIRE CHIEF/EMERGENCY SERVICES COORDINATOR
DEBRIS REMOVAL	PUBLIC WORKS
LEGAL	COUNTY ATTORNEY COMMONWEALTH ATTORNEY

Attachment 3: SUCCESSION OF AUTHORITY

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

ORGANIZATION/FUNCTION	AUTHORITY IN LINE OF SUCCESSION
DIRECTION AND CONTROL	1- EMERGENCY SERVICES DIRECTOR 2- EMERGENCY SERVICES COORDINATOR 3- DEPUTY EMERGENCY SERVICES COORDINATOR
BOARD OF SUPERVISORS	1- CHAIRMAN 2- VICE-CHAIRMAN 3- MEMBERS BY SENIORITY
COUNTY GOVERNMENT	1- COUNTY ADMINISTRATOR 2- DEPUTY ADMINISTRATOR 3- FIRE CHIEF
TOWN GOVERNMENT	1- TOWN MANAGER 2- DEPARTMENT DIRECTORS
EMERGENCY PUBLIC INFORMATION	1- PUBLIC INFORMATION OFFICER 2- COUNTY ADMINISTRATOR 3- DEPUTY ADMINISTRATOR
SHERIFF'S OFFICE	1- SHERIFF 2- MAJOR 3- CAPTAIN 4- SHIFT COMMANDERS

FRONT ROYAL POLICE DEPARTMENT	1- POLICE CHIEF 2- MAJOR 3- CAPTAINS
COMMUNICATIONS	1- COMMUNICATIONS SUPERVISOR 2- ASST. SUPERVISOR
FIRE AND RESCUE	1- FIRE CHIEF 2- DISTRICT CHIEFS 3- DEPUTY OR ASST CHIEFS
SCHOOL SYSTEM	1- SUPERINTENDENT OF SCHOOLS 2- ASSISTANT SUPERINTENDENT
PARKS AND RECREATION	1- DIRECTOR 2- ASSISTANT DIRECTOR 3- PARKS SUPERVISOR
SOCIAL SERVICES	1- DIRECTOR 2- ADMINISTRATIVE SERVICES MANAGER
PUBLIC WORKS	1- DIRECTOR 2- DEPUTY DIRECTOR
HEALTH DEPARTMENT	1- HEALTH DIRECTOR 2- BUSINESS ADMINISTRATOR 3- MEDICAL / ENVIRONMENTAL HEALTH MANAGER

Attachment 4: SAMPLE RESOLUTION FOR A DECLARATION OF A LOCAL EMERGENCY

AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA, HELD AT _____, ON _____, _____, 2____.

RESOLUTION _____ - _____ DECLARING A LOCAL EMERGENCY TO EXIST IN WARREN COUNTY, VIRGINIA

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

1. That due to extremely dry conditions caused by a lack of significant rainfall during February and March, Warren County is facing a condition of extreme peril to the lives, safety and property of the residents of Warren 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 PROCLAIMED by the Board of Supervisors of Warren County, Virginia, that a local emergency now exists throughout Warren County; and that all open burning is hereby prohibited. This ban includes but is not limited to campfires, warming fires, brush piles, household trash, stumps, and fields, or any other material capable of spreading fire. The ban is effective immediately and will continue until such time as the Board of Supervisors feels that the local situation does not warrant continuance of the burning ban.

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

Dated: _____

Board of Supervisors, Warren County, VA

Attest: _____
Clerk, Board of Supervisors
Warren County
Commonwealth of Virginia

Attachment 5: EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

ORGANIZATION/DEPARTMENT	NUMBER OF COPIES
BOARD OF SUPERVISORS	5
COUNTY GOVERNMENT	1
TOWN GOVERNMENT	1
SHERIFF'S OFFICE / COMMUNICATIONS	2
FRONT ROYAL POLICE DEPARTMENT	1
PUBLIC WORKS	1
FIRE RESCUE / EMERGENCY SERVICES	3
SCHOOL SYSTEM	1
PARKS AND RECREATION	1
SOCIAL SERVICES	1
COUNTY HEALTH DEPARTMENT	1
COOPERATIVE EXTENSION OFFICE	1
AMERICAN RED CROSS	1
WARREN MEMORIAL HOSPITAL	1
VIRGINIA DEPT OF EMERGENCY MNGT	1

Attachment 6: EXERCISE AND TRAINING RECOMMENDATIONS

The following courses offered by the Emergency Management Institute (Federal Emergency Management Agency), in cooperation with the Virginia Department of Emergency Management are required for EMPG-funded localities and recommended for all others.

IS 100 – Intro to Incident Command

IS 200 – Basic Incident Command System for Initial Response

IS 230 – Fundamentals of Emergency Management

IS 235 – Emergency Planning

IS 700 – National Incident Management System – An Introduction

IS 800 – National Response Framework – An Introduction

Completion of the FEMA EMI National Emergency Management Basic Academy is recommended; completion of the Professional Development Series (PDS) and Advanced Professional Series (APS) certification is preferred.

Four-Year Exercise Plan

The Virginia Department of Emergency Management recommends that all other localities also conduct or participate in one full-scale and three functional exercises over this period. Exercise types, national security, natural disaster, or technological hazards should be rotated.

Exercise requirements for EMPG funded localities include the following:

Technological Hazards, Functional:	HAZMAT / Fire / EMS Chemical Spill
Natural Disaster, Full Scale:	Flash Flood
National Security, Functional:	EOC/Communications
Technological Hazards, Functional:	Reception & Care/Health

County/Town Staff Training Requirements

Key County and Town staff members that have an identified role in the Emergency Operations Center will complete the following online courses offered by the Emergency Management Institute (Federal Emergency Management Agency) and Commonwealth of Virginia:

IS 100, IS 200, IS 700, IS 800, and VDEM ESF Section Specific Overview Course

Annual training guidance will be approved by the County Administrator, and provided by the Emergency Coordinator or Deputy Emergency Coordinator, as appropriate.

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Annex A: DIRECTION AND CONTROL

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ EOC operational with all necessary equipment
- ☐ EOP available
- ☐ Key staff notified and assigned
- ☐ Board of Supervisors notified
- ☐ Local emergency requirement assessed
- ☐ PIO in place
- ☐ State EOC notified
- ☐ Notify Finance Director when “Local Emergency” is declared
- ☐ Other key issues – notes

MISSION

When there is no emergency, the mission is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an effective emergency response capability.

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the State EOC should outside assistance be required.

ORGANIZATION

Emergency operations will be directed and controlled from the County Emergency Operations Center located in the Public Safety Building, 200 Skyline Vista Dr., Front Royal. The alternate EOC is located at Warren County Government Center, 220 N. Commerce Ave, Front Royal. The EOC staff will consist of the Director of Emergency Services, Coordinator of Emergency Services, key service chiefs/departments heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Services will be available for decision making as required.

CONCEPT OF OPERATIONS

SOPs as they relate to actions assigned in ESFs should be done by the person/department/agency responsible for carrying out the tasks. Generally, each service should maintain current notification rosters, designate and staff an official emergency control 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. More specific SOP requirements may be listed in each respective ESF as needed.

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

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

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

1. Normal Operations

- a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
- b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
- c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
- d. Maintain a notification roster of these key personnel and their alternates.
- e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
- f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
- g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EAS radio stations.
- h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.
- i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the County.
- k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000, as amended.
- l. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
- m. Contact the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Compensation Fund (VCICF) when there are victims of crimes according to the Code of Virginia 19.2-11.01. DCJS and VCICF will lead coordinating agencies for those individuals determined to be victims. Refer to APPENDIX 8, CONSOLIDATED EMERGENCY CONTACT INFORMATION, for specific contact information.

2. Increased Readiness

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

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
- b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
- c. Implement record keeping of all incurred expenses, if applicable.
- d. Prepare to provide emergency information to the public.
- e. Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to the on-site emergency response personnel.
- f. Brief the Board of Supervisors as appropriate.
- g. Call a meeting of County personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.
- h. Disseminate emergency information and protective action guidance to the public.
- i. Advise individuals to evacuate from danger areas, if appropriate.
- j. Establish and maintain liaison with the State EOC and adjacent jurisdictions.
- k. Provide daily situation reports to the State EOC.
- l. Continue to maintain records for all expenses incurred.
- m. Coordinate daily with department heads.

3. Response

- a. Disaster strikes. An emergency response is required to protect lives and property.
- b. Direct and control emergency operations.
- c. Ensure that previous checklist items have been completed or initiated.

- d. Provide emergency information and protective action guidance to the public.
- e. Declare a local emergency if the situation warrants.
- f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires.
- g. Ensure that an accurate record of expenses is maintained.
- h. Make an Initial Damage Assessment and forward to the State EOC.

4. Recovery

- a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
- b. Restore essential facilities and services.
- c. Provide temporary housing and food as required.
- d. Continue to maintain a record of disaster-related expenditures.
- e. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
- f. Provide information to the public.

EMERGENCY OPERATIONS CENTER (EOC)

MISSION

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

ORGANIZATION

1. See Organization Chart (Attachment 1).
2. The EOC staff will be organized as follows:
 - a. **EXECUTIVE GROUP** - Provides overall direction and control of emergency operation.
 - b. **OPERATIONS GROUP** - Maintains accurate estimates of the emergency situation, maintains current records of utilization and availability of resources and implements orders of the Executive Group.
 - c. **COMMUNICATIONS GROUP** - Establishes, operates, and maintains communications with required elements of County resources, adjacent cities and counties and state agencies.
 - d. **DAMAGE ASSESSMENT AND ANALYSIS GROUP** - Maintains current Situation Reports referencing damages.
 - e. **INFORMATION GROUP** - Collects, analyzes, and disseminates appropriate official information to the population concerning the emergency.
 - f. **LOGISTICS** - Provides logistical support for Emergency Operations Center operations.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Services based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.

4. Initial situation briefings will be provided by the Director of Emergency Services.
5. Direction and control of County personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the State EOC is operational, all requests for State resources are made via the Virginia Department of Emergency Management at 1-804-674-2400, 1-800-468-8892, or WebEOC.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
8. The EOC is located in the Public Safety Building. Telephone lines will be trunked into the room for use when the EOC is activated. Telephones not used in an emergency will be brought to the EOC.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

- A. Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:
 1. EXECUTIVE GROUP
 - a. Direct overall emergency operations.
 - b. Initiate activation of EOC.
 - c. Determine operational courses of action.
 - d. Make decisions as to adoption of course of action.
 - e. Adjudicate conflicting claims and/or requests for available personnel, equipment, and other resources.
 2. OPERATIONS GROUP
 - a. Develop and maintain an accurate status of the emergency situation.
 - b. Record and maintain current status of resources.
 - c. Develop course(s) of action based on the emergency and available resources.
 - d. Implement course of action approved by the Executive Group.
 - e. Coordinate the procurement and utilization of all support services and resources made available from throughout the County.
 3. COMMUNICATIONS GROUP
 - a. Establish and maintain Warren County emergency communications to include communications with adjacent cities and counties.

- b. Establish and maintain communications with the following agencies:
 - (1) Warren County Department of Fire and Rescue
 - (2) Warren County Sheriff's Office
 - (3) Warren County School System
 - (4) Warren County Public Works
 - (5) Virginia Emergency Operations Center
 - (6) All surrounding governmental agencies maintaining mutual aid/assistance agreements with Warren County.
 - c. Ensure continuous telephone communications.
 - d. Monitor NAEAS and EAS stations.
 - e. Establish and operate the EOC Message Center.
4. DAMAGE ASSESSMENT AND ANALYSIS GROUP
- a. Maintain current damage status to include estimated dollar amounts.
 - b. Display damage status in EOC.
 - c. Recommend to Operations Groups priorities for debris removal.
5. INFORMATION GROUP
- a. Act as Warren County Public Information Office.
 - b. Establish and operate a Joint Information Center.
 - c. Prepare and present official press releases to media based on current and factual information using the Joint Information System.
6. SUPPORT GROUP
- a. A group of specialty trained individuals will constitute an EOC Response Team.
 - b. The team would be trained in the County Emergency Operations Plan and how to establish and operate an EOC.
 - c. This group will maintain support and logistical coordination for all other groups in the EOC.
7. FOOD AND LODGING
- a. County staff will coordinate the operation of the cafeteria facilities necessary to feed the EOC staff.
 - b. Cots and bedding will be furnished by the County (Fire and Rescue).

8. GOODS AND SERVICES

- a. Requests for supplies and services will be made to the Budget and Accounting representatives assigned to the EOC, who will authorize all expenditures.
- b. All purchases of such goods and services will be approved and purchased using a County purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.
- e. Every effort will be made by on-duty law enforcement and fire and rescue personnel to establish the safety of the families of on-duty County personnel involved in the emergency. This is to ensure the well-being of families of essential employees.

9. TRANSPORTATION

- a. Transportation to and from the EOC will be the responsibility of the individual.
- b. Emergency requests for transportation to and from the EOC will be made to the Coordinator of Emergency Services on an individual basis for requirements generated due to breakdowns or inclement weather.

PRIMARY EOC STAFFING

MINIMAL STAFFING (COMMAND STAFF)

Administration (Director of Emergency Services, or County Administrator, or Deputy County Administrator)
Emergency Coordinator or Deputy Emergency Coordinator
Safety Officer (Fire Marshal)
Public Information Officer (Deputy County Board Clerk)
County Liaison Officer (TBD)
Town Liaison Officer (TBD)
Public Schools LNO (TBD)
Information Technology
Information Management / WebEOC Operators
CERT EmComm Radio Operator

ADD PARTIAL STAFFING (GENERAL STAFFING)

Operations Section Chief (Public Works Director County / Town)
Deputy Operations Section Chief
Planning Section Chief (Planning Director County / Town)
Deputy Planning Section Chief
Logistics Section Chief (Administration County / Town)
Deputy Logistics Section Chief
Finance / Admin Section Chief (Finance Director County / Town)
Deputy Finance / Admin Section Chief (Human Resources County / Town)

ADD FULL STAFFING (DEPARTMENT AND ESF SUPPORT)

Fire and Rescue (ESF 4 and 10)
Public Works (ESF 1, 3, and 12, Debris Management)
Sheriff's Office (ESF 2, 9, and 13, Pet Shelter Management)
Social Services (ESF 6, Emergency Shelter Management)
Cooperative Extension (ESF 11)
Parks and Recreation (ESF 8, Disaster Recovery Center Management)
Planning Department (ESF 5 And 14, Disaster Recovery Center Oversight)
Building Department (Initial Damage Assessment / Crisis Track)
Logistics (Administration)(ESF 7, 16, 17)
Human Resources
Treasurer's Office
Finance Department
County Attorney

REFER TO CURRENT EOC ORGANIZATIONAL CHART AND STAFFING MATRIX
FOR DETAILS

SUGGESTED EOC MESSAGE FLOW

Dispatcher/Phone Operator

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

Coordinator

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

Message Clerk

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

Service Chiefs

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

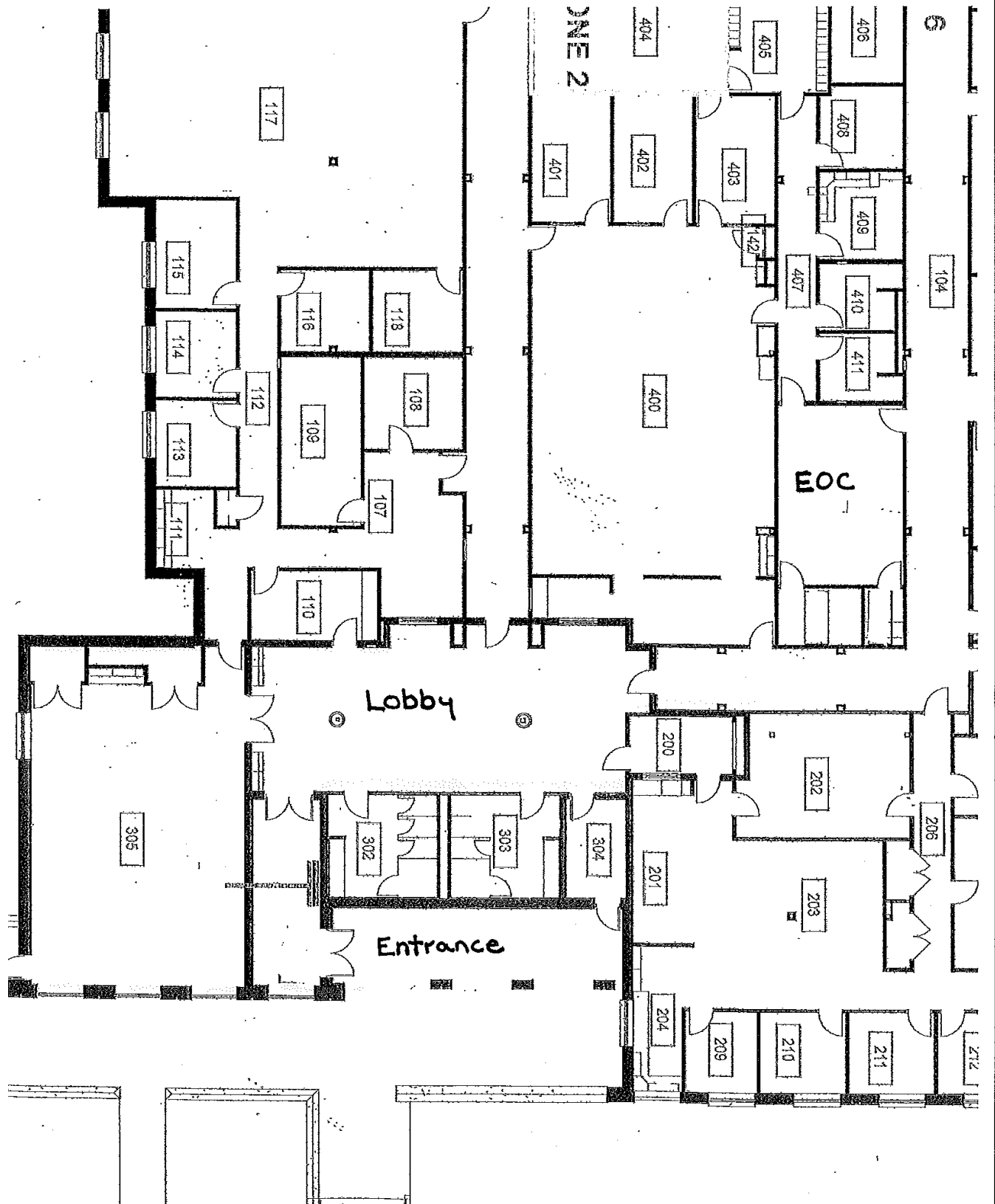
Messengers

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

WebEOC

WebEOC shall be used to provide Situation Reports and resource requests (if needed) to the State EOC.

Tab 1: EOC LAYOUT – WARREN COUNTY PUBLIC SAFETY BUILDING
See Next Page



Tab 2: SITUATION REPORT

Following are the seven major elements of a SITREP and the types of information that should be reported for each element. SITREPS will be submitted through WEBEOC.

1. Type of Emergency

- a. Identify the type of emergency, by name if it is due to a tropical storm or hurricane.
- b. Describe where and when it happened or is likely to happen.

2. Damage

- a. Casualties; number of dead and injured and location(s) of these.
- b. Type and extent of property damage, especially as this directly affects people (e.g., damage to housing, food supplies, medical resources, and water and sewage service).
- c. Special damage problems, such as damage to key utilities, communications facilities, medical resources, major transportation facilities (e.g., major highways, bridges, rail routes, airports, deep water ports), major military or nuclear facilities.
- d. Any additional damage potential as result of the emergency.

3. State and Local Actions

- a. Major State and local emergency services actions, such as dissemination of warning, activation and use of EOC's, coordination of rescue operations, management of evacuations, arrangement for needed emergency supplies, working with mass media to get official information to the people, etc.
- b. State and local requests for assistance for Federal civil agencies.
- c. Military support requests, described in mission terms (e.g., search flooded area from A to B for trapped persons), and whether support actions are to be performed by National Guard or Federal active duty forces; make clear whether such requests are anticipated or actually have been made by State or local authorities.

4. FEMA Region III Action

- a. Participation by FEMA regional staff members to assist the affected states or localities; FEMA staff support to other Federal agencies involved.

- b. Use of Federal supported resources, such as NAWAS and other communication nets, State and Local EOC's funded by FEMA, surplus or excess property used by civil defense, radio stations able to remain on the air because of FEMA emergency generators, on-site assistance preparation elements brought to bear in the emergency, etc.

5. Military Action

State National Guard or Federal active forces involved, described in terms of number of troops and type of equipment committed, and the mission (s); actions by Army Corps of Engineers.

6. Other Federal Agencies

Actions by other Federal Government civil agencies in support of State and local operations.

7. Organized Volunteer Action

Identify American National Red Cross and other volunteer agency participation in emergency actions and describe major actions they have taken.

Tab 3: MESSAGE LOG

[illegible]

Tab 4: EOC MESSAGE FORM

EOC MESSAGE		URGENT ROUTINE INFO ONLY
MESSAGE NO.: _____ DATE: _____ TIME: _____		
TO: NAME: _____ FROM: NAME: _____ ORGANIZATION _____ ORGANIZATION: _____ TELEPHONE: _____ TELEPHONE: _____		
SITUATION / INCIDENT DESCRIPTION:		
ACTION TAKEN / RESPONSE / REPLY:		
EOC ACTION OFFICER:		
Form Revised: 8/10/2003		

Tab 5: EOC SIGN IN / SIGN OUT LOG[illegible]

Tab 6: EOC STAFF SCHEDULE

EOC STAFF SCHEDULE

For 24 Hour Emergency Operations

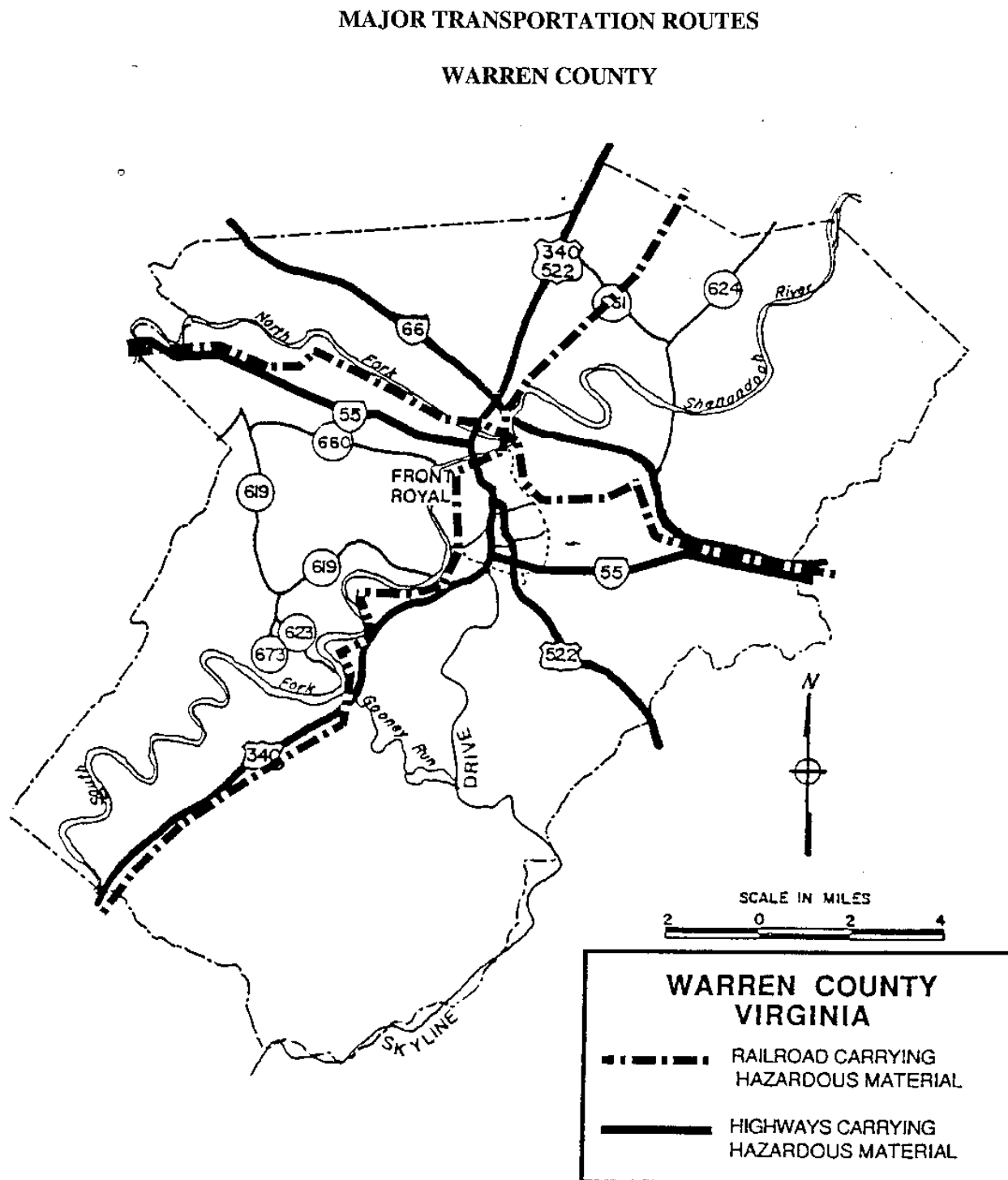
Effective Date/Time: _____ EOC: _____

SHIFT 1 TIME: FROM: _____ TO: _____		SHIFT 2 TIME: FROM: _____ TO: _____	
POSITION:	NAME:	POSITION:	NAME:

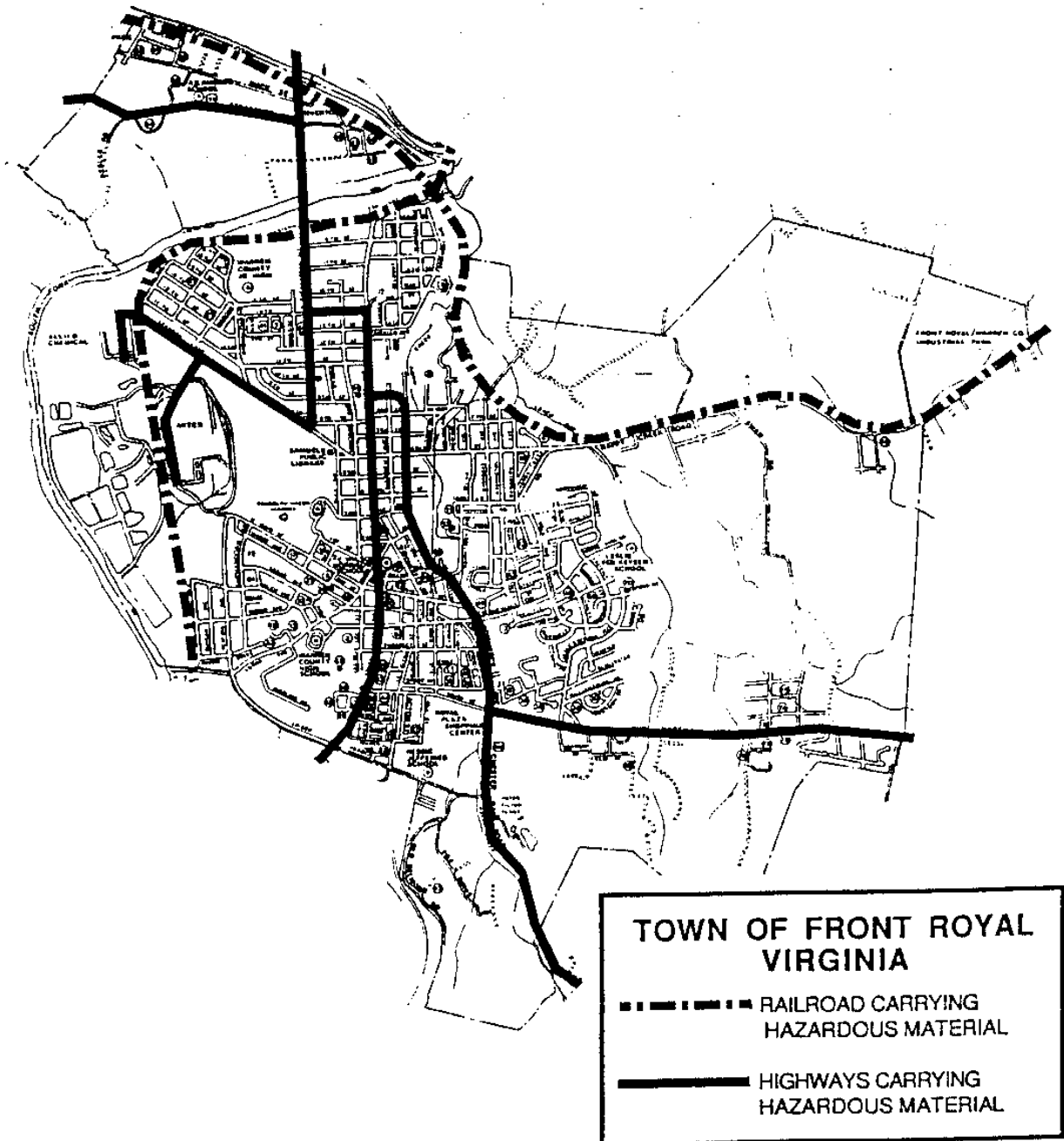
Tab 7: EOC STATUS BOARD

[illegible]

Tab 8: LOCAL MAP



MAJOR TRANSPORTATION ROUTES
TOWN OF FRONT ROYAL



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Annex B: BUDGET AND FINANCIAL MANAGEMENT

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Policy in place for expediting purchases
- ☐ Accounting procedures in place to track disaster specific costs
- ☐ Departments notified of purchasing procedures to follow
- ☐ Running total being maintained by category
- ☐ Other key issues – notes

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MISSION

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION

The Emergency Operations Plan states that a local emergency may be declared by the Director of Emergency Services with the consent of the Board of Supervisors (Section 44-146.21 of the Virginia Emergency Services and Disaster Law). The Chairman, Board of Supervisors serves as the Director of Emergency Services with the Department of Fire and Rescue Fire Chief serving as the Coordinator of Emergency Services. The Director of Emergency Services must notify the Administrative Assistance/Finance that a local emergency or disaster has been declared.

CONCEPT OF OPERATIONS

- A. In an emergency situation as defined by the Emergency Operations Plan, the Administrative Assistant-Finance will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Services or the Acting Director of Emergency Services must request verbal approval of funding.
- B. The Administrative Assistant-Finance Office would permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The Administrative Assistant-Finance Office will work with all County departments to facilitate needed purchases.
- C. The Director of Emergency Services or the Acting Director of Emergency Services must define disaster related expenditures for the Administrative Assistant-Finance and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared, hence, the Administrative Assistant-Finance Office will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations

- a. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.
- b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
- c. Instruct all departments to maintain a continuous inventory of supplies on hand.

2. Increased Readiness

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

- a. Review emergency budget and management procedures and update if necessary.
- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000, as amended.
- c. Review resource inventories and prepare to make emergency purchases of goods and services.
- d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
- e. Pre-identify one or more code numbers to the potential emergency/ disaster incident to facilitate disaster cost accounting and notify departments of code assignment.

3. Response

- a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
- b. Begin tracking and compiling accurate cost records from data submitted by departments.
- c. Assist in damage assessment survey.

4. Recovery

- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.
- b. Assist in finalizing damage assessment.
- c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
- d. Assist in the preparation and submission of government insurance claims.

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Annex C: LEGAL ASSISTANCE

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Review and advise on current laws for evacuation, purchasing, and Freedom of Information
- ☐ Provide information on above to Director and Coordinator
- ☐ Advise Director and Coordinator on emergency authorities
- ☐ Assist in preparing “Declaration of Local Emergency” document
- ☐ Other key issues – notes

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MISSION

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

ORGANIZATION

The County Attorney will assist County government officials and departments in ensuring 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 Services 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. In order 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 full activation of the EOC in an emergency or disaster situation, the County Attorney will be stationed in the EOC to provide the necessary legal assistance to County 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 County 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 County staff as to how legal issues should be addressed and processed through the County 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.

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Annex D: COMMUNICATIONS
QUICK REFERENCE CHECK LIST
WARREN COUNTY

- ☐ Monitor all communication systems for proper working order
- ☐ Recall off duty personnel as necessary
- ☐ Make any required notifications
- ☐ Implement any emergency procedures
- ☐ Test back up communications equipment
- ☐ Verify ARES and RACES are in place
- ☐ Other key issues – notes

MISSION

To provide communications for the direction and control of emergency operations throughout the County.

ORGANIZATION

Warning and emergency communications will be directed and controlled from the Communications Center located in the Sheriff's Office. This facility is operated 24 hours a day, 7 days a week.

CONCEPT OF OPERATIONS

The County Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The telecommunicator (dispatcher) on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines will 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 Director of Communications will coordinate with the telephone company to provide these services.

Amateur radio operators will provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They will also provide communications with some in-the-field operators.

EMERGENCY MANAGEMENT ACTIONS – COMMUNICATIONS

1. Normal Operations
 - a. Maintain effective communications in order to have the capability to direct and control emergency operations, as well as to provide initial warning and alerting, in the event of an emergency.
 - b. Develop procedures for communications, to include setting up telephones in the EOC on short notice and backup radio communications for operations in the field.
 - c. Develop procedures for warning.
 - d. Describe the warning devices to be used.
 - e. Assure complete geographical coverage.

- f. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate.
- g. Maintain, test, and upgrade communication equipment as necessary, to ensure as well as enhance the County's communications capability in the event of an emergency.
- h. Assign emergency duties and provide specialized training, as needed.

2. Increased Readiness

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

- a. Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures.
- b. Continue to monitor the situation.
- c. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- d. Alert all personnel.
- e. Ensure the operational capability of the EOC.
- f. Test communications systems and backup electrical power.
- g. Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- h. Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted.

3. Response

Disaster strikes. An emergency response is required to protect lives and property.

- a. Maintain essential communications.
- b. Activate rumor control communications equipment and personnel to handle citizen inquiries.
- c. Coordinate, as necessary, with amateur radio operators to enhance the existing communications network and possibly to facilitate communications with selected in-the-field operators.

4. Recovery

- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided.
- b. Continue to provide rumor control communications equipment and personnel until the fears and concerns of the public have been alleviated.

AMATEUR RADIO EMERGENCY SERVICE

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Warren County leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the County. The ARES Emergency Coordinator for Warren County reports to the Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Services and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on July 3, 2008 and remains in effect.

Upon notification by the EOC or other appropriate Warren County officials, the Warren County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other locations as directed. Upon reporting to the responsible Warren County official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Emergency Service (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

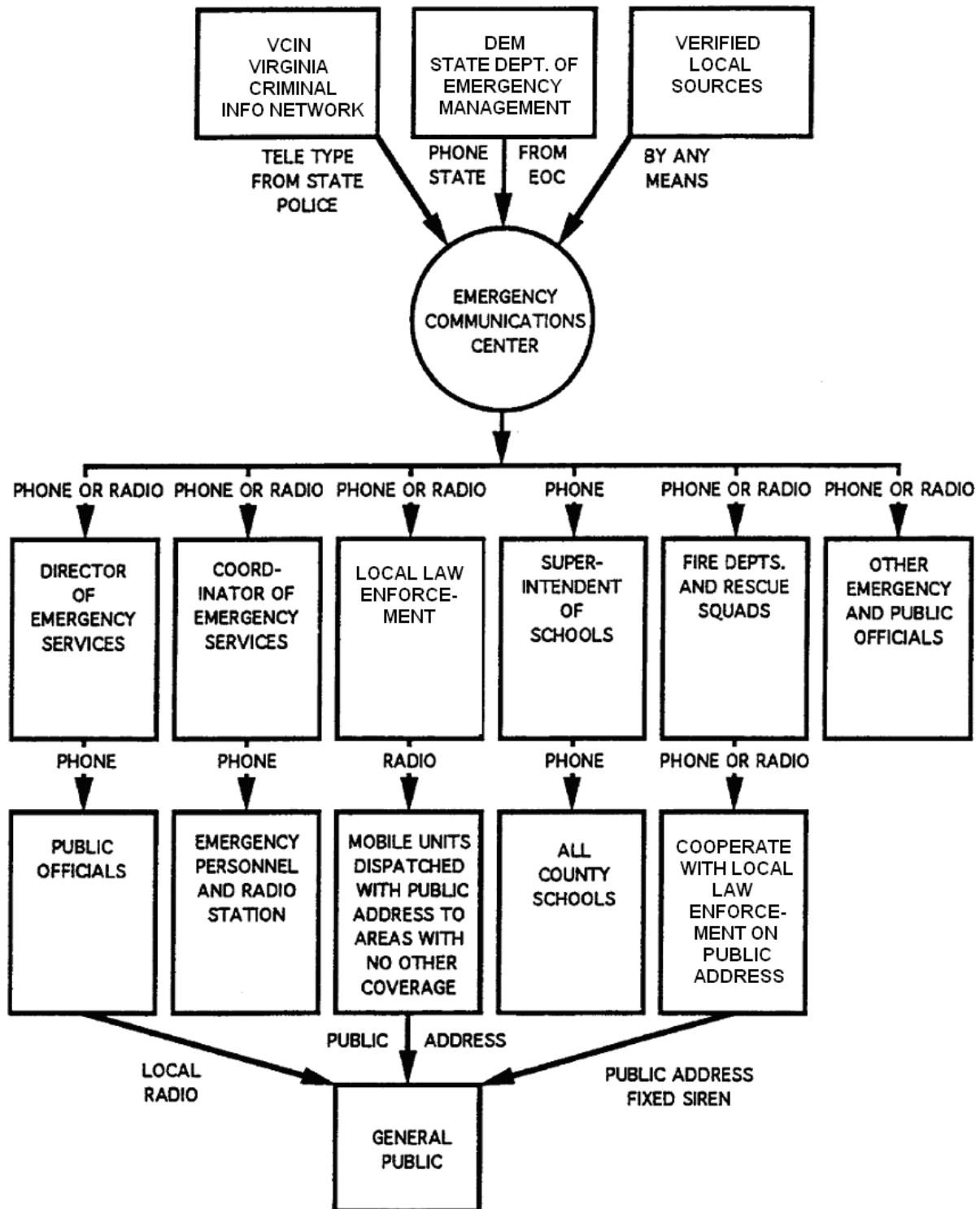
Warren County ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Warren County to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Warren County ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Warren County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain

fully prepared to support any of the functional operations phases. He/she shall keep the EOC fully advised of the state of readiness of ARES in Warren County.

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific RACES contact information.

Tab 1: GENERAL WARNING FAN-OUT SYSTEM



Tab 2: EMERGENCY NOTIFICATION PROCEDURES

When the EOC is activated, the Communications Center of the Warren County Sheriff's Department will notify the following officials:

Emergency Services Director
(Chairman, Board of Supervisors)

County Administrator

Emergency Services Coordinator
(Department of Fire and Rescue Fire Chief)

Law Enforcement
(County Sheriff)
(Town Police Chief)

Fire and Rescue Representative
(Fire Chief or Fire Marshal)

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific emergency contact information.

Once operational, the EOC will receive messages directly from the State EOC. It is then the responsibility of the Communications Center of the Warren County Sheriff to monitor message traffic and ensure that messages reach the Director of Emergency Services or his designee.

Annex E: EMERGENCY PUBLIC INFORMATION

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Gather information as it becomes available
- ☐ Develop a draft media release for review by Director or Coordinator
- ☐ Prepare for activation of the EAS
- ☐ Make ready access to cable television
- ☐ **Clear all releases with Director/Coordinator**
- ☐ Other key issues – notes

MISSION

To keep the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

ORGANIZATION

The dissemination of emergency public information will be directed and controlled from the EOC by the Emergency Services Coordinator. The EOC will work jointly with, and have official access to, local radio stations and newspapers. The Director of Emergency Services will serve as Public Information Officer. However, the PIO role may shift to the Coordinator of Emergency Services, the Sheriff, or other department heads depending on the type of incident and the circumstances involved.

The following officials and organizations are responsible:

Public Information Officer
Director of Emergency Services/Chairman, Board of Supervisors
Lieutenant – Emergency Services Coordinator

CONCEPT OF OPERATIONS

The Public Information Officer is to be notified of all emergency situations that require notification of the County Administrator.

When an emergency is officially declared, the Public Information Officer will serve as the primary source of contact for release of information to the media. Any media contacting the dispatch center shall be referred to the PIO. This will allow emergency personnel to use their resource for responding to the event and give the media one source to contact for details. This does not preclude emergency personnel from responding to the media inquiries on the scene, although caution should be used in releasing details of injuries or death before families can be notified.

The Public Information Officer will report to the Emergency Operations Center or to the Joint Information Center, whichever is appropriate at the time of the emergency. The PIO will coordinate the release of information over the government access cable channel and through all written documents. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location. Any complaints by emergency personnel concerning actions by the members of the press are also to be referred to the PIO for discussion with the appropriate news organization.

The PIO will maintain an up-to-date telephone and fax number list for all local news organizations and will remain accessible by telephone throughout the duration of the emergency situation.

State-level emergency public information will be broadcast by the Emergency Alert System (EAS). The State EOC has the primary responsibility of keeping the public

informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service. The use of cable television during emergency situations is described below. The County Public Information Officer in coordination with the County EOC should access these local stations to advise the public concerning locally unique emergency public information.

Once an emergency has been declared, separate emergency response organizations will coordinate with the Public Information Officer and clear news releases with the EOC before release to the news media for public consumption.

The news media must assure that confusing or conflicting information is not disseminated to the public. Sources of information should be verified for accuracy. All statements from local and state government personnel should be from, or authenticated by, the proper authorities. The news media will, in effect, assume a support role to local government during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY PUBLIC INFORMATION

1. Normal Operations

- a. Establish a working arrangement between the County PIO, the local EOC and local radio stations and newspapers.
- b. Encourage local newspapers to periodically publish general information about those specific hazards that are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective actions.
- c. Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.

2. Increased Readiness

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

- a. Monitor national and state level news coverage of the situation (if applicable).
- b. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.
- c. Evaluate the situation. Consider putting out news releases when there is a public “need to know”. The content should be coordinated with adjunct jurisdictions and the State EOC.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. After coordination with the State EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media.
- b. If necessary, designate a phone number and personnel to handle citizen inquiries.
- c. Assure the availability of back-up generators at local EAS radio stations.
- d. Maintain a record of all expenses throughout the emergency.
- e. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
- f. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

Continue to keep the public informed concerning local recovery operations.

- a. Assist the Health Department in disseminating public health notices, if necessary.
- b. Assist state and federal officials in disseminating information concerning relief assistance.

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 Services 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.

Tab 1: EMERGENCY PUBLIC INFORMATION RESOURCES

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific public information contact information.

Tab 2: PIO PREARRANGED MESSAGES

Release or Spill (NO EXPLOSION OR FIRE)

1. Local – Public Information Notification of an Incident (Fire and/or Explosion Not Imminent)

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

Tab 3: PIO PREARRANGED MESSAGES

(FIRE AND/OR EXPLOSION IMMINENT)

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

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

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

Follow directions given by emergency workers, State Police, or local law enforcement.

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

Tab 4: SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: Warren County Health Department

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

The _____ at _____ in Warren
(event)
County on _____ released chemical particles into the
(date)
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

_____, and estimated time of onset of symptoms.
(site of incident)

Report incidents to the Department of Health. For additional information contact Warren County Health Department at _____.
(phone number)

Tab 5: SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

Warren County Public Health Department has issued a Public Health Advisory concerning possible chemical contamination by _____ at the _____ (event) _____ in Warren County. (location)

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

_____. (list symptoms on the MSDS)

Any person who was in the vicinity of _____ between _____ (site of event) _____ on _____ should be alert to symptoms indicating (hours) (day) 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 Warren County Health Department at _____ (phone number).

Tab 6: SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____

TO: All Primary Care Physicians in

(area, site & date)

FROM: Warren County Health Department

SUBJECT: Health Risks Resulting from

(event, site and date)

The _____ at _____
(event) (site)

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

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 _____, and
(site of incident)

estimated time of onset of symptoms. Report incidents to the Warren County Health Department.

For additional information, contact Warren County Department of Health at _____
(phone number)

Tab 7: SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

DATE: _____

TO: All Primary Care Facilities in

(area, city, county)

FROM: Warren County Health Department

SUBJECT: Health Risks Resulting
from _____

(event, site & date)

The _____ at _____
(event) (site)

in Warren 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 _____, and estimated time of onset of symptoms.

(site of incident)

Report incidents to the Warren County Health Department. For additional information, contact Warren County Department of Health at

(phone number)

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Annex F: LAW ENFORCEMENT
QUICK REFERENCE CHECK LIST
WARREN COUNTY

- ☐ Notify/recall off duty personnel as necessary
- ☐ Check all communications equipment
- ☐ Review SOPs for emergency actions
- ☐ Mobilize all signs, barricades, and related equipment
- ☐ Prepare for public notification
- ☐ Check all backup equipment
- ☐ Provide security for EOC
- ☐ Other key issues – notes

MISSION

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 affect 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.

ORGANIZATION

The Sheriff’s Office, located at 200 Skyline Vista Dr. Suite 100, Front Royal, has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue in the county. Additional resources are available if needed through working agreements with the Department of State Police, and other law enforcement organizations—county/town police departments or county sheriff’s offices—in the region.

CONCEPT OF OPERATIONS

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. Such directives are in force for all types of natural disasters or technological hazards which have been recently experienced to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The Sheriff’s Office has the authority and responsibility for search and rescue operations throughout the County.

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support the Sheriff’s Office operations or other operations as needed. They may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the Sheriff’s Office; typically, a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous 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
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

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

The Emergency Services Coordinator, in coordination with the Sheriff's Office and the Fire Department, should delineate areas which may need to be evacuated, such as the floodplain and areas within one-half mile of sites with a potential for a hazardous substance incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dumps sites where such materials are stored or disposed.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the Sheriff's Office and the Fire Department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

Warren County High School and Skyline High School have been designated as the primary Evacuation Assembly Centers although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the evacuation center(s) should be made at the time of the emergency.

Evacuees will be advised to take 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 or blankets. They will also be advised to secure their homes and turn off utilities before leaving (**Refer to Annex K "Shelter Operations" in regards to evacuating with pets**). The Sheriff's Office will provide for the security of the evacuation area. VDOT Residency Shop personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.

- a. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- b. Develop procedures for promptly warning the public of an emergency, using any means necessary and available (i.e., telephone, public address systems, knocking on doors)
- c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.). Anticipate and resolve problems associated with these population groups such as evacuating nursing homes and schools. The Sheriff's Office will handle the jail.
- d. Identify potential evacuation routes in the event of a major emergency situation.

- e. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations.

2. Increased Readiness

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

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas which may need to be evacuated and designate evacuation routes
- d. Alert personnel to standby status
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency
- f. Alert all personnel and special facilities, as required.
- g. Test primary communications systems and arrange for alternate systems, if necessary.

3. Response

- a. Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
- b. Provide traffic and crowd control, as required.
- c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- d. Begin recording disaster-related expenses.
- e. Assist EOC in evacuation, as required.
- f. Secure the emergency site, evacuated areas, vital facilities, and supplies
- g. Continue to provide traffic and crowd control
- h. Continue to warn the public and assist with providing protective action guidance.
- i. Assist with search and rescue operations, as required.
- j. Implement existing mutual aid agreements with other jurisdictions, if necessary.

4. Recovery

- a. Continue to provide traffic and crowd control, as well as the necessary security.
- b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the County. Assist in state and federal investigation as necessary.
- c. Support cleanup and recovery operations as required
- d. Assist with identification of the dead, if necessary.
- e. Assist with damage assessment.
- f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator.

Tab 1: LAW ENFORCEMENT RESOURCES

Town of Front Royal Police Department

Sworn Personnel

Administrative Staff – 4
Detectives (CID and Task Force – 8
Officers – 26
Dispatchers – 9
van, Pick Up truck, SUV
School Crossing Guards – 2
7 cars
VIPS – 34

Vehicles

Administration – 4
K9 – 2 SUV
Tactical Team – Step Van
CID/Task Force – 5 cars, crime scene
VIPS – 1 Pick Up truck
Patrol – 1 Pick Up truck, 1 motor cycle,

Warren County Sheriff's Office

Sworn Personnel

Administrative Staff – 4
Patrol Staff – 21
Animal Control – 4
School Resource Officers – 4
Civil Process - 3
Investigations – 7

Vehicles

4 x 4 SUVs - 16
Non 4x 4 SUVs - 8
Cars - 19
4 x 4 Trucks - 4
Four wheeler - 1
Horse trailer - 1
Command Bus - 1
Incident Response Vehicle - 1

Tab 2: 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.

Tab 3: 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.

_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	

Annex G: MEDICAL AND HEALTH

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Establish communication with local and neighboring health care facilities
- ☐ Prepare to test milk, food, and water for contamination
- ☐ Review prepared statements in the Appendices
- ☐ Monitor and record disease reports
- ☐ Maintain contact with State Health Department
- ☐ Establish contact with State Medical Examiner's office
- ☐ Prepare for crisis counseling
- ☐ Other key issues – notes

MISSION

To provide coordinated medical, health, and rescue services to save lives in time of emergency.

ORGANIZATION

Emergency public health services will be coordinated by the Director of the Warren County Health Department. Local and regional hospitals provide emergency medical care to all area residents. Volunteer rescue squads serving the County will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Medical Examiner's Office in disaster involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in Warren County:

- Warren County Health Department
- Warren County Volunteer Rescue Squads
- Warren County Health Clinic
- Local Physicians
- Local Nurses
- Pharmacists
- Morticians
- Dentists
- Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated public health services will be directed from the EOC by a Health Department representative. Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions. 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 Warren County Emergency Services Coordinator/Public Information Officer at the EOC.

It may become necessary to set up a temporary medical aid station at the designated shelter center to supplement the hospital. Initially, staffing should consist of one medical doctor, two registered nurses, four EMT's and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster. During periods of threatening or actual emergency situations, the Health Department is responsible for:

A. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Director of Emergency Services so that the public may be warned, and precautionary actions taken.

B. Epidemic Control Measures

1. Maintain records of diseases reported and remain aware of conditions that could lead to disease outbreak.
2. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
3. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

C. Sanitary Engineering of Sewage and Waste Disposal

1. Provide information, assistance, and standards for emergency wastewater treatment problems.
2. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning).

D. Inspection of Food, Milk, and Water Supplies

1. During and after emergencies, test water supplies for potability, including municipal systems and wells.
2. Assist in assessing damage to water treatment facilities.
3. Issue guidelines on the maintenance of a safe water supply and request, through the Director of Emergency Services, the acquisition of portable distribution and disinfecting equipment, if required.
4. Determine the safety and wholesomeness of available food and milk supplies.

5. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal.
6. Request assistance through the Department of Emergency Management for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.

E. Control of Hazardous Substances

1. Identify affected (or suspected) contamination area(s) and request the Sheriff's Office to cordon off the area(s) to protect citizens.
2. Request special assistance through the Director of Emergency Services if the situation caused by hazardous materials is of the magnitude and seriousness that exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.

F. Identification of the Dead and Mortuary Operations

1. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
2. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
3. Obtain a suitable facility for use as a temporary morgue, if required.

EMERGENCY MANAGEMENT ACTIONS – MEDICAL AND HEALTH

1. Normal Operations

- a. Designate an individual to coordinate medical, health, and rescue services.
- b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
- c. Establish a working relationship and review emergency roles with the local hospital and rescue squads.

2. Increased Readiness

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

No action required.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Review and update plans and procedures.
- b. Alert personnel.
- c. Implement mutual aid agreements and incorporate rescue squad resources from adjacent jurisdictions as appropriate.
- d. The Health Department representative reports to the EOC if requested by a local Emergency Management official.
- e. Coordinate medical, health, and emergency medical transportation services.
- f. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
- g. Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies as needed.
- h. Maintain a record of disaster-related expenses.

4. Recovery

- a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC., MORTUARY DISASTER PLAN

MISSION

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

ORGANIZATION

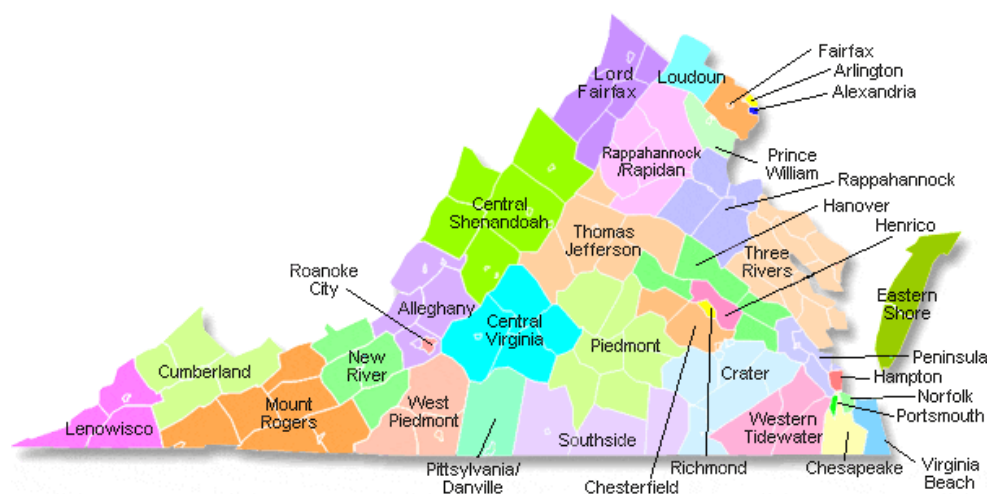
The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the states. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators.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

CONCEPT OF OPERATIONS

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

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

Tab 1: VIRGINIA HEALTH DEPARTMENT DISTRICTS

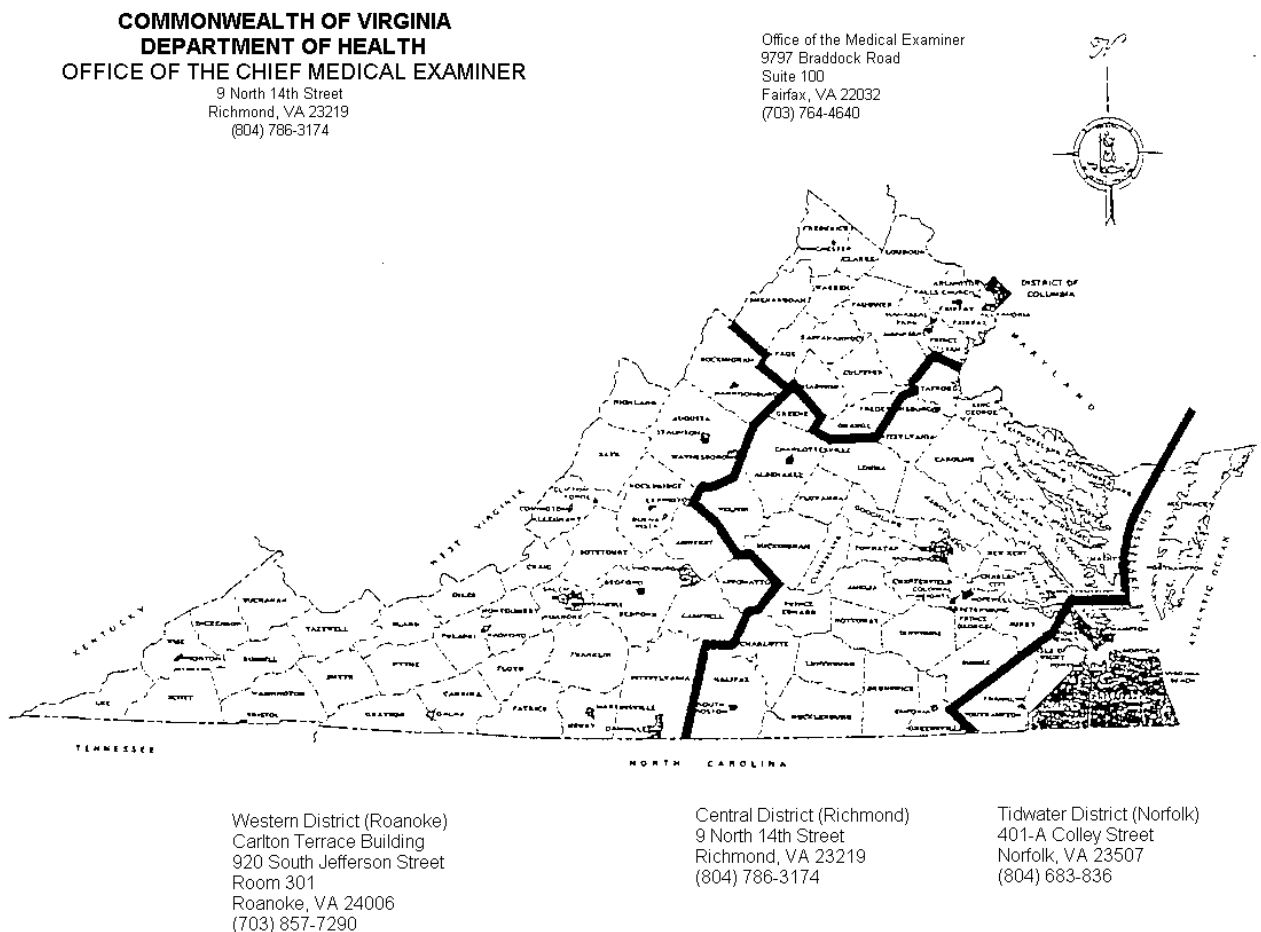


Tab 2: MEDICAL AND HEALTH RESOURCES

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for medical and health resources (facilities) contact information.

NOTE: Locally, Maddox Funeral Home in Front Royal has a maximum morgue capacity of six (6) bodies. Warren Memorial Hospital in Front Royal has a normal morgue capacity of four (4) bodies.

Tab 3: VIRGINIA MEDICAL EXAMINER DISTRICTS



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WARREN COUNTY

- ☐ Test all response and back up equipment
- ☐ Notify mutual aid departments of possible needs
- ☐ Alert / recall off duty personnel and CERT as necessary
- ☐ Prepare to assist with public notification
- ☐ Prepare for post disaster actions
- ☐ Other key issues – notes

[illegible]

MISSION

To direct and control operations regarding fire prevention, fire suppression, rescue and hazardous material incidents; as well as to assist with warning and alerting, evacuation, communications and other operations as required in time of emergency.

ORGANIZATION

The Fire Department representative will coordinate the response of the Fire Department and will be a part of the EOC staff, which will assist with the overall direction and control of emergency operations.

CONCEPT OF OPERATIONS

Warren County Fire and Rescue is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents.

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

Fire Department personnel who are not otherwise engaged in emergency response operations will assist other County agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations

Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.

2. Increased Readiness

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

- a. Alert on-duty personnel.
- b. Review and update plans and procedures.
- c. Alert personnel to stand-by status.
- d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- e. Check firefighting, rescue, and communications equipment.

3. Response

- a. The representative should report to the EOC and assist with emergency operations.
- b. As the situation worsens, assign duties to all personnel. Fire Department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
- c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
- e. Warren County Community Emergency Response Team may be activated and used as needed. CERT members have been trained in fire safety, light search and rescue, team organization, and disaster medical operations. CERT can be called upon to give critical support to first responders in emergencies, provide immediate assistance to victims, collect disaster information to support first responder efforts and provide help in the immediate period following a major emergency. CERT can also be called upon to staff shelters. Standard Operating Guidelines for CERT are located in the Fire and Rescue offices in the Public Safety Building.
- f. Record disaster-related expenses.

4. Recovery

- a. Continue to provide essential services as required.
- b. Continue search and certain rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Services.

Tab 1: FIRE SERVICES RESOURCES

TOTAL	ENGINES: 3 RESCUE-ENGINES: 5 TRUCKS: 2 BRUSH TRUCKS: 8 RESCUE SQUADS: 1	AMBULANCES: 12 SUV: 5 BOATS: 4 PICK-UP TRUCK: 1
COMPANY 1	ENGINE 1-2 TRUCK 1 RESCUE SQUAD 1 PICK-UP TRUCK 4WD	AMBULANCE (ALS) 1-1 AMBULANCE (ALS) 1-2 ALS 1 SUV (non-transport)
COMPANY 2	RESCUE-ENGINE 2 BRUSH 2 BOAT 2	AMBULANCE (ALS) 2-1 TANKER 2
COMPANY 3	RESCUE-ENGINE 3 BRUSH 3 BOAT 3	AMBULANCE (ALS) 3 BRUSH 3-1
COMPANY 4	ENGINE 4 BRUSH 4 TANKER 4	AMBULANCE (ALS) 4
COMPANY 5	RESCUE-ENGINE 5 BRUSH 5 TANKER 5	AMBULANCE (ALS) 5 GATOR 5
COMPANY 6	ENGINE 6 BRUSH 6	AMBULANCE (ALS) 6 BOAT 6
COMPANY 8	RESCUE-ENGINE 8 BRUSH 8 TANKER 8	AMBULANCE (ALS) 8
COMPANY 10	RESCUE-ENGINE 10 TRUCK 10 BRUSH 10	AMBULANCE (ALS) 10
COUNTY 40	CHIEF 100 SUV FIRE MARSHAL 1 SUV EMERGENCY MANAGEMENT SUV EMERGENCY MANAGEMENT SUV	FULL-TIME PERSONNEL: FF/MEDIC: 11 FF/AEMT: 2 FF/EMT: 27 ADMIN: 2

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Annex I: RESCUE / EMERGENCY MEDICAL SERVICES

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Check all emergency and back up equipment
- ☐ Notify/recall off duty personnel and CERT as required
- ☐ Prepare to assist with public notification
- ☐ Review SOPs and other guidance
- ☐ Establish contact with local area and surrounding medical facilities
- ☐ Other key issues – notes

MISSION

To direct and control rescue and search operations; to provide emergency medical treatment and pre-hospital care to the injured; to assist with the warning, evacuation and relocation of citizens during a disaster.

ORGANIZATION

A Warren County Fire and Rescue representative will also be assigned to the EOC in order to coordinate the fire department response. The fire department representative will be a part of the EOC staff and will assist with the overall directions and control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the County Communications Center.

Warren County is also served by: MEDSTAR, (Washington, DC.), PEGASUS (UVA-Charlottesville) and AIR CARE (Front Royal).

CONCEPT OF OPERATIONS

Warren County Fire and Rescue will be responsible for rescue and search operations during a disaster, to include ambulance service and first aid. Warren County Fire and Rescue will also assist with the dissemination of warnings, evacuation, and other functions as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

During an evacuation in which a large number of evacuees are sheltered in the designated Evacuation Assembly Center(s), Warren County Fire and Rescue will set up and man an emergency medical aid station in the Evacuation Assembly Center.

EMERGENCY MANAGEMENT ACTIONS – RESCUE / EMERGENCY MEDICAL SERVICES

1. Normal Operations
 - a. Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
 - b. Provide emergency medical treatment and pre-hospital care to the injured and to assist with the warning, evacuation and relocation of citizens during a disaster.

2. Increased Readiness

A natural or man-made disaster is threatening the local area; alert on-duty personnel.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Review and update plans and procedures.
- b. Alert personnel to stand-by status.
- c. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- d. Check rescue and communications equipment.
- e. The designated fire department representative should report to the EOC and assist with emergency operations.
- f. As the situation worsens, assign duties to all personnel. Fire Department personnel may be requested to assist with warning and alerting, evacuation and communications.
- g. Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.
- h. For other disasters: Continue to assist with warning and alerting, evacuation, communications and emergency medical transport as well as any other emergency response operation, as required, in time of emergency.
- i. Record disaster-related expenses.

4. Recovery

- a. Continue to provide essential services as required.
- b. Continue search and certain rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire and rescue services to the Coordinator of Emergency Services.

Tab 1: RESCUE / EMERGENCY MEDICAL SERVICE RESOURCES

(INCLUDED IN ANNEX H, Tab 1)

Tab 2: COMMONWEALTH OF VIRGINIA EMERGENCY MEDEVAC SERVICES

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for MEDEVAC contact information.

Annex J: EVACUATION / EMERGENCY TRANSPORTATION

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ All transportation activities coordinated by school system
- ☐ Check all school buses for operational readiness
- ☐ Notify EOC of any vehicle failures
- ☐ Stage vehicles at critical pre-determined points
- ☐ Have sign in sheets on each bus to track who goes where
- ☐ Use pre-determined routes if possible
- ☐ Other key issues – notes

MISSION

To affect a timely and orderly evacuation of the risk population, to provide for the security of areas evacuated, and to identify and relocate critical resources that will not only support the population at risk while sheltered, but bring about a prompt and effective recovery following the disaster, as well.

SITUATION AND ASSUMPTIONS

Emergency situations will occur in Warren County that will require a partial or full evacuation of the County. Situations such as a major fire, transportation accidents, hazardous material incidents, or localized flooding may require small-scale evacuations, whereas an event such as a hurricane may require mass evacuation.

The County has the primary responsibility of ordering an evacuation and ensuring the safety of its citizens.

Emergency transportation will be provided for people who have no means of transportation and/or who require special transportation accommodations (i.e. lift buses or vans).

The decision to evacuate, as well as the scope of the evacuation, will depend on the type of hazard; its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened.

Areas that may require or precipitate an evacuation in the County (i.e. flood plains, facilities that store, generate, or transport hazardous materials, major transportation routes) will be identified and plans developed to address these potential hazards.

Facilities within the identified risk areas will be notified of the potential hazard(s) so that contingency plans to address the hazards may be developed.

ORGANIZATION

The prompt and effective evacuation of high-risk areas requires the cooperation and coordination of many County departments, state and federal agencies, private facilities, volunteer agencies/groups, and adjacent jurisdictions. The Warren County Office of Emergency Services will be coordinating this effort.

CONCEPT OF OPERATIONS

The Director of Emergency Services is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the first responder or the Fire Department, when it arrives at the scene may order evacuation. The Warren County Office of Emergency Services will be coordinating the evacuation effort. The Sheriff's Office, assisted by the Fire Department, is responsible for implementing the evacuation directive, in

coordination, with other departments (i.e., Virginia State Police, Virginia Department of Transportation), as required. Evacuation response teams will be organized for warning, traffic control, and security of the evacuated areas, as necessary.

The Coordinator of Emergency Services, assisted by the school administration, will coordinate all transportation resources that will be utilized in the evacuation. The school system will provide school 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 County. Local service stations and independent towing services will provide road services as necessary.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include recommended primary and alternate evacuation routes, designated assembly routes, if appropriate, as well as potential health hazards associated with the risk.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Sheriff's Office and private security firms will provide for the security of the evacuated area. The Virginia Department of Transportation will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. If an accident requiring evacuation occurs at any one of the County's industrial plants, the County will provide assistance as required. If an accident requires large-scale evacuation, the County may need to coordinate with the surrounding jurisdictions to receive and care for evacuees in a designated shelter center located safely away from the impacted area.

EMERGENCY MANAGEMENT ACTIONS – EVACUATION / EMERGENCY TRANSPORTATION

1. Normal Operations

- a. Delineate hazard-prone areas that may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. Example: "Flash Flood Watch."

- a. Review and update plans and procedures.
- b. Delineate the specific areas that may need to be evacuated and designate evacuation routes.
- c. Make a list of potential evacuees, if feasible.

- d. Prepare news releases.
- e. Anticipate and resolve special problems such as evacuating nursing homes, schools, etc.
- f. Alert personnel to standby status.
- g. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Implement evacuation. Disseminate warning via radio news releases and via mobile loudspeakers.
- b. The EOC staff should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order.
- c. Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- d. Advise the State EOC of the order to evacuate and advise again when the evacuation has been completed.
- e. Complete evacuation.
- f. Consider expanding the evacuation area, if necessary.
- g. Continue to provide security and access control for the evacuated area.
- h. Record disaster-related expenses.

4. Recovery

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses.

Tab 1: EMERGENCY TRANSPORTATION SERVICES

Warren County Schools

Buses – 50 total:

8 with lift (1 x 50 passengers and 7 x 20 passengers)

42 regular (6 x 64 passengers and 36 x 77 passengers)

Tab 2: RESOURCES FOR PROVIDING SPECIAL CARE TO THE SPECIAL NEEDS AND ELDERLY POPULATION

The EOC staff will work closely with the special needs 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.

Annex K: SHELTER OPERATIONS

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Joint effort by Social Services, American Red Cross, and Schools
- ☐ Evaluate possible shelter needs
- ☐ Notify/recall shelter staff as necessary
- ☐ Assess/inspect shelters being considered for use
- ☐ Prepare registration materials
- ☐ Consider special needs population requirements
- ☐ Determine maximum number shelter can accommodate
- ☐ Establish EMS and security for shelter
- ☐ Other key issues – notes

MISSION

To receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Social Service Department, assisted by the Superintendent of Schools and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Office. The local hospital will establish a medical care service at the shelter center.

CONCEPT OF OPERATIONS

Potential hazards, such as flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, shelter and care can be provided at the nearest public school, fire station or rescue squad. In the event of a large-scale evacuation/displacement of residents, the Coordinator of Emergency Services will advise the Superintendent of Schools, the Department of Social Services, and the American Red Cross. They will then activate Evacuation Assembly Center(s) as needed. The Department of Social Services will operate the shelters, with assistance from the American Red Cross in ARC-approved shelters. Food will be provided in the shelters. Other schools, churches, or alternate public or private facilities may also be used, either by the county or by the Red Cross, or both, if necessary.

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 or blankets.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log must be maintained.

The Department of Social Services will assure that handicapped and elderly persons are provided for in time of 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 the Northwestern Community Services.

Daily situation reports should be provided to the EOC about the status of evacuees and of operations at the shelter center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

WARREN COUNTY PUBLIC SCHOOLS NOTE:

Refer to the Consolidated Emergency Contact Information appendix at the end of this document for public school contact information.

EMERGENCY MANAGEMENT ACTIONS – SHELTER OPERATIONS

1. Normal Operations
 - a. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
 - b. Designate shelter center(s).
 - c. Determine maximum capacities for each.
 - d. Designate manager(s) and other key staff personnel.
 - e. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.
2. Increased Readiness; a natural or man-made disaster is threatening the local area.
 - a. Review and update plans and procedures.
 - b. Confirm task assignments and alert key personnel to stand-by status.
 - c. Prepare the necessary forms.
 - d. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
 - e. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.
3. Response; conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - a. When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
 - b. Provide mass transportation, as required.
 - c. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
 - d. Provide periodic reports to the EOC.

4. Recovery
 - a. Continue to provide for the lodging and care of displaced persons, as required.
 - b. Consolidate and report disaster-related expenses.

EMERGENCY MANAGEMENT ACTIONS – SHELTER ACTIVATION TASKS

1. EMERGENCY COORDINATOR.
 - a. In coordination with the County Board of Supervisors or County Administrator, declare a local emergency per EOP in order to activate County shelters, as appropriate.
 - b. Maintain command and control of shelter activation process until Social Services is prepared to assume command and control of shelter site operations, as appropriate.
 - c. Alert Social Services, Superintendent of Schools, and Red Cross that a County shelter will be activated in order to receive, provide basic care for, and shelter evacuees.
 - d. Alert the Citizens Emergency Response Team (CERT) in order to mobilize personnel to assist Social Services in the management of shelter operations.
 - e. Alert the CERT / Warren County Emergency Communications Team (CERT EmComm) in order to provide emergency communications, sites / locations TBD.
 - f. Alert the Sheriff's Office in order to mobilize deputies to provide law enforcement and animal control services at designated County shelter(s), as required.
 - g. Position the Fire and Rescue Services Emergency Management trailer, as required, in order to provide additional shelter equipment (cots, etc.) to each activated shelter.
 - h. Notify the Communications Center, when the County shelter(s) are operational, in order to provide public notification that designated shelters are ready to receive evacuees.
 - i. Send a Local Situation Report via WEBEOC (or amateur radio) in order to notify VEOC of shelter activation, and provide periodic updates, as appropriate.

- j. Monitor overall shelter operations from the PSB/EOC in order to provide updates to the VEOC and provide support to Social Services to sustain shelter operations, as required.
- k. Complete American Red Cross (1) Disaster Cycle Services: An Overview and (2) Shelter Fundamentals on-line courses in order to meet FEMA disaster response requirements.
- l. Maintain shelter agreement between Warren County and American Red Cross in order to facilitate emergency shelter operations; review every three years or as required.

2. SUPERINTENDENT OF SCHOOLS.

- a. Install and maintain Knox Boxes (“master keys”) to provide emergency access to all doors at both primary County shelters (Warren County M.S. and Skyline H.S.).
- b. Upon notification of a declared local emergency, open the designated public-school shelter(s) and prepare them for the reception of evacuees, as required.
- c. Maintain 3 DOS of food and water, and associated logistics requirements, to provide mass feeding of evacuees/assigned personnel at public school shelters.
- d. Provide personnel at each designated public-school shelter to provide access, janitorial support, kitchen/meal preparation, and maintenance operations, as required.
- e. Provide nurse and basic medical supplies at each designated public-school shelters to provide basic healthcare needs until ARC or MRC assumes or augments duties.
- f. Provide portable radios and chargers to Social Services to command-and-control local public school shelter operations, as required.
- g. Provide busses (with drivers) to each activated shelter to provide mass transportation of evacuees and assigned personnel, as required.
- h. Complete American Red Cross (1) Disaster Cycle Services: An Overview and (2) Shelter Fundamentals on-line courses to meet FEMA disaster response requirements.

3. DIRECTOR OF SOCIAL SERVICES.

- a. Maintain a Shelter Status Report to inform the County EM / EOC of shelter status (provides info for WebEOC); submit report daily during shelter activation as required.
- b. Provide Shelter supervisor and appropriate staff to manage County shelter operations 24/7 until shelter operations are terminated.
- c. Coordinate mental health-care providers, at designated County shelters to assist shelter staff and evacuees with crisis counseling needs, as required.
- d. Track all shelter workers time working or volunteering, supplies used, and cost expenditures to capture data for “lessons learned” and FEMA reimbursement.
- e. Receive and register shelter staff and evacuees to maintain an accurate status of personnel working and lodging in the County shelters at any given time.
- f. Complete American Red Cross (1) Disaster Cycle Services: An Overview and (2) Shelter Fundamentals on-line courses to meet FEMA disaster response requirements.

4. SHERIFF’S OFFICE.

- a. Provide mass notification, via social media and telephonic means, to inform the public that designated County shelter(s) are open and ready to receive evacuees.
- b. Provide deputies to each activated shelter to provide law enforcement operations, as appropriate.
- c. Provide animal control officers to each activated shelter to provide pet relocation assistance to evacuees, as appropriate.
- d. Alert the Humane Society of Warren County, 4H Barn at County Fairgrounds, and Virginia Livestock, for the reception of evacuee pets and livestock; obtain capacity of each.

5. COUNTY HEALTH DEPARTMENT.

- a. Provide, when notified, a pre-opening courtesy “CDC inspection” of designated shelter(s) to ensure environmental health requirements are met at each facility.

- b. Monitor Web EOC to determine the number of open shelters and report to VDH Northwest Region Health Emergency Coordinator for consolidation of data into a single report.
- c. Coordinate, as required, Medical Reserve Corps (MRC) volunteer response with Northwest MRC Coordinator to best utilize available regional healthcare providers.
- d. Serve as a liaison between Warren County Emergency Management and the Warren County Health Department to best address public health issues.
- e. Investigate and monitor any potential epidemiological related outbreaks linked to an operational County shelter to mitigate associated public health hazards.
- f. Provide consultation regarding accommodation of persons with special medical needs in order to best address these issues while these people are evacuees at a shelter.

6. RED CROSS.

- a. Activate shelter agreements with Warren County to provide goods and services as agreed upon, when notified of a declared disaster/emergency in Warren County.
- b. Provide, as required, shelter supervisor and appropriate staff to manage County shelter operations 24/7 until shelter operations are terminated, as required.
- c. Provide nurse and basic medical supplies at each designated County shelter to provide basic healthcare needs to shelter staff and evacuees.
- d. Provide personnel to augment Social Services to manage, and care for shelter staff and evacuees, as required.
- e. Provide cots, blankets, and individual hygiene kits to provide comfort items to shelter staff and evacuees.
- f. Coordinate, when requested, for the lodging of evacuee's when it is not practical to open a county shelter, or a local disaster/emergency has not been declared.
- g. Register County personnel for American Red Cross (1) Disaster Cycle Services: An Overview and (2) Shelter Fundamentals on-line courses to complete the training.

- h. Provide a representative to the Warren County EOC, if requested, to provide liaison between the County and ARC.
- i. Provide food and recreation services, as required, if shelter evacuees remain for an extended period.
- j. Coordinate the services of other voluntary organizations before, during and after a local emergency/disaster, to synchronize those efforts/responses, as appropriate.

Tab 1: STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RED CROSS AND WARREN COUNTY

PURPOSE

To define the role and responsibilities of the American Red Cross in the event of any type of disaster or large-scale emergency situation that threatens the safety and well-being of Warren County and its citizens.

SCOPE

The American Red Cross will cooperate with all Warren County agencies whose activities are directed toward the alleviation of suffering and needs caused by any type of disaster or large-scale emergency situation.

RESPONSIBILITIES

1. American Red Cross

The American Red Cross will provide assistance in accordance with the Statement of Understanding between the Commonwealth of Virginia and the American Red Cross and as amplified in this agreement. The American Red Cross will pay emergency response related costs only when such activities are under the administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the Red Cross.

In Preparation for an Emergency, the American Red Cross will:

- a. Maintain a liaison with Warren County for the coordination of emergency response planning and operations, as well as the participation in planning, preparedness and operations meetings and exercises. Also included in this requirement is the participation of Red Cross personnel in post response critique or evaluation meetings.
- b. Recruit and train shelter managers, disaster feeding personnel, nurses, volunteer operating personnel and supervisors to serve in mass care shelters.
- c. Make provisions for persons to be contacted immediately to establish or coordinate Red Cross activities at the shelter(s).

In Response to an Emergency, the American Red Cross will:

- a. Assist with the registration of evacuees, mass care shelter and feeding operations at the shelter(s) placed into operation during an emergency. These operations will consist of providing assistance or support to the following assignments:

- (1) Registration of evacuees remaining at the shelter.
- (2) Food service
- (3) Sleeping accommodations
- (4) Emergency medical assistance supervised by a registered nurse.
- (5) Recreation services if the evacuees remain for an extended period of time.
- (6) Assign a representative to the Warren County Emergency Operations Center, as requested.
- (7) Keep the Warren County Emergency Services Coordinator or his designee advised of actions taken in the shelter.
- (8) Maintain contact and coordination with the County Office of Emergency Services and the Department of Social Services, Education and Health.
- (9) Assume responsibilities for coordinating the services of other voluntary agencies or groups during and immediately following an emergency or disaster event upon request of the Warren County Coordinator of Emergency Services and with the consent of such agencies and groups.

2. Warren County

In Preparation for an Emergency, Warren County will:

- a. Provide the Red Cross with a listing of pre-designated shelters.
- b. Arrange for adequate staffing at the shelter.
- c. Provide facilities for use as shelters, the utilities (heat, lighting and maintenance) and administrative and logistics support, as required. All attempts will be made to ensure that all facilities are accessible to the handicapped.
- d. Perform monitoring of evacuees, equipment and vehicles and perform decontamination, if necessary.
- e. Provide limited medical assistance and referral service.
- f. Provide emergency clothing to replace evacuee's clothing lost due to radiological contamination from a radiological event.
- g. Assure that all required equipment and supplies to operate the shelter are already available and serviceable to include radiological monitoring equipment, exposure forms and decontamination supplies.

PLANNING AND IMPLEMENTATION

1. Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and response to any disaster or large-scale emergency situation will be established and maintained by Warren County and the American Red Cross as required.
2. This Statement of Understanding is effective upon signature by both parties and will remain in force until one or both of the parties request that it be revised or updated.

AUTHORITIES AND REFERENCES

1. U.S. Public Law 4, 58th Congress, January 5, 1905.
2. U.S. Public Law 93.288, Disaster Relief Act of 1974, Section 303.
3. Statement of Understanding between the Federal Emergency Management Agency and The American Red Cross, January 22, 1982.
4. Statement of Understanding between the local government chief executives and local Chapters of the American Red Cross.
5. Statement of Understanding between the Commonwealth of Virginia and the American Red Cross, September 2, 1982.
6. Annex 1-W to Volume II Commonwealth of Virginia Emergency Operations Plans, Peacetime Disasters, July, 1982.

Warren County

American Red Cross-Local Chapter

Effective Date: _____

Tab 2: SHELTER CENTER REGISTRATION FORM

**AMERICAN RED CROSS
SHELTER REGISTRATION FORM**

Please print all sections

Incident / DR Number & Name: _____
Shelter Name: _____
Shelter City, County/Parish, State: _____

Family Name (Last Name):		Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (if different) (City/State/Zip):	Identification verified by (Record type of ID; if none, write none):
Home Phone:	Cell Phone/Other:	Primary Language: If primary language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle—plate #/State: (for security purposes only)		

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last , First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
☐ Yes ☐ No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT

American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____

I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

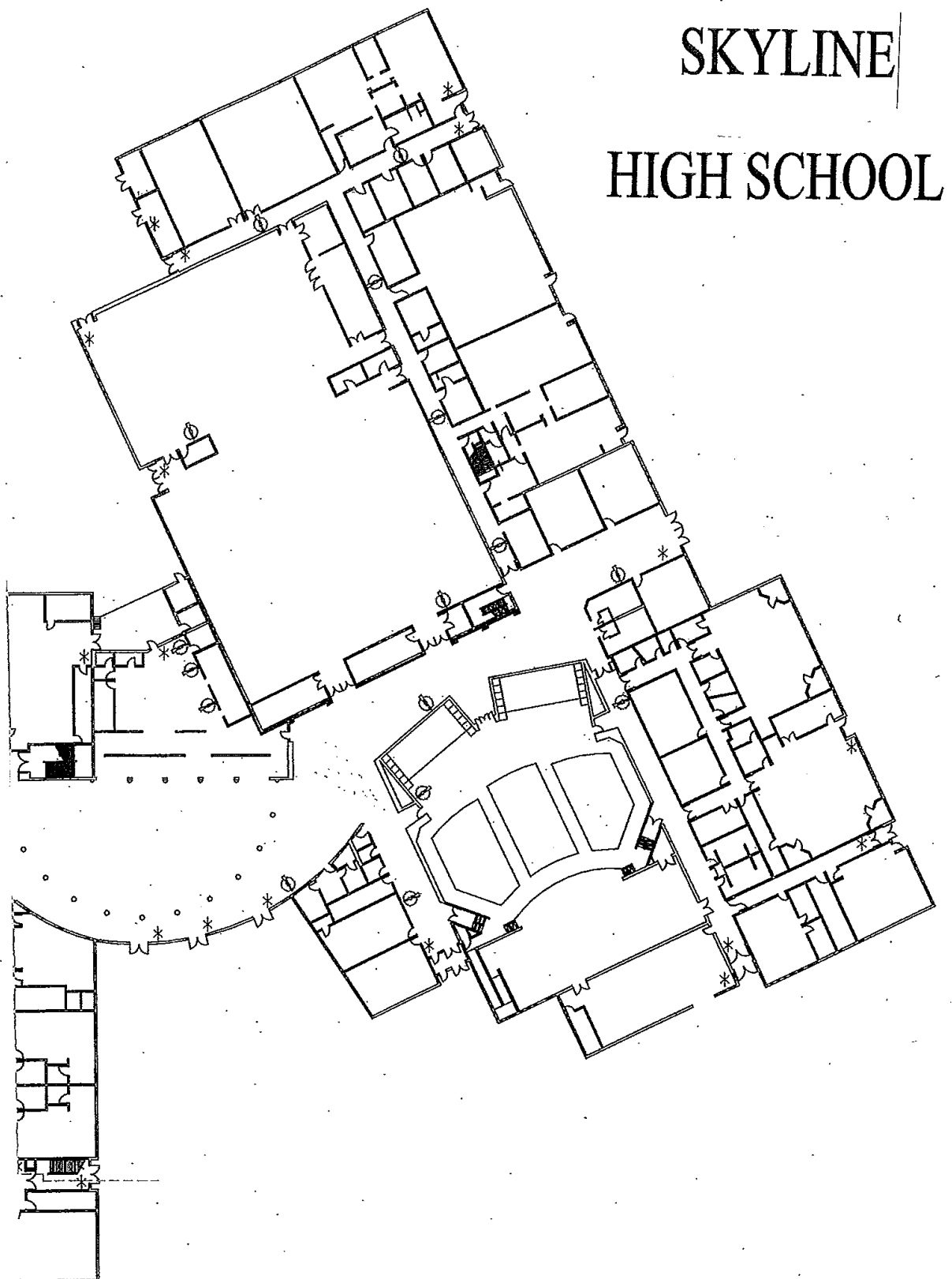
Signature _____ Date: _____

Shelter Worker Signature _____

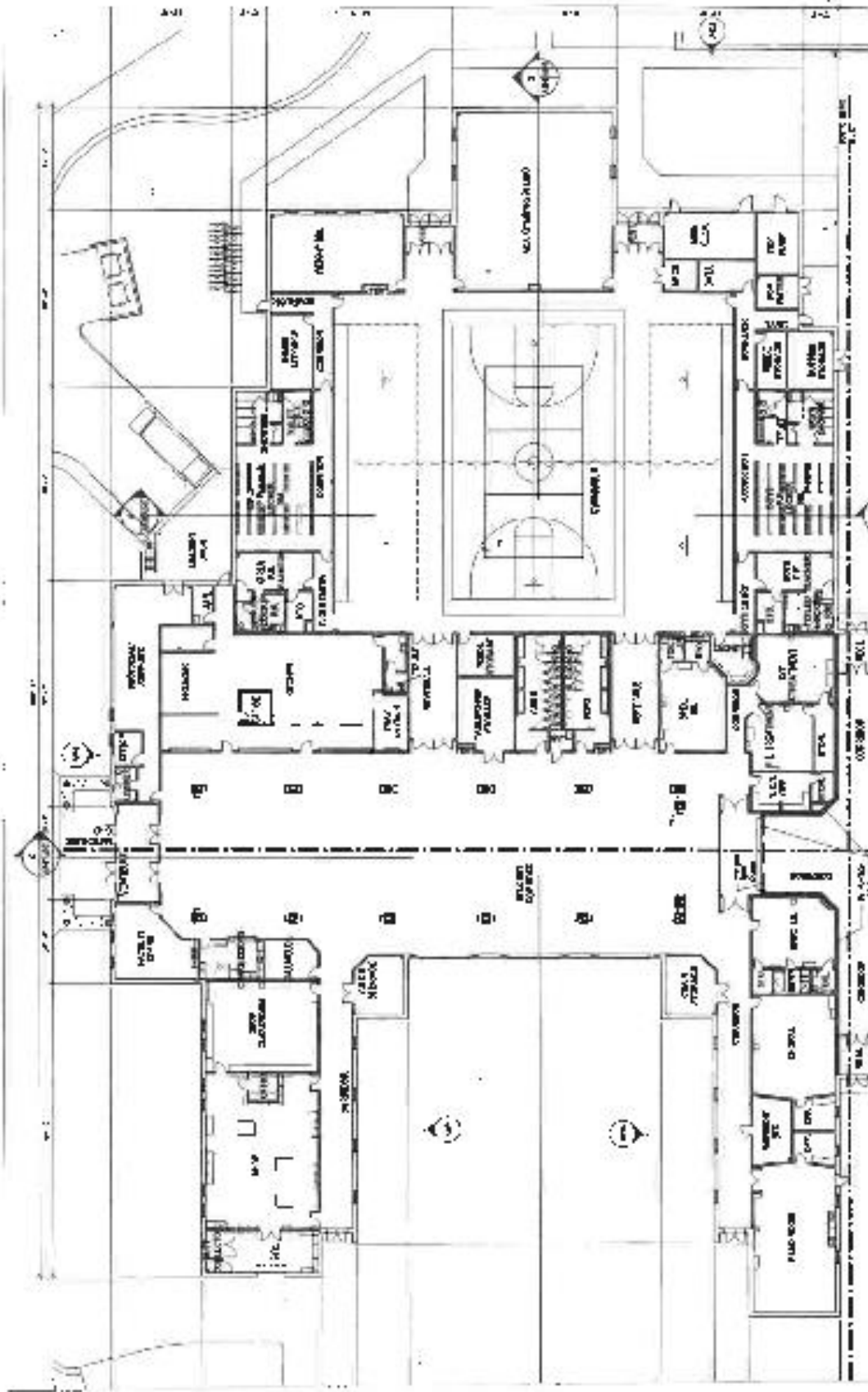
After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		Form 5972 Rev 02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

Tab 3: WARREN COUNTY SHELTER FLOOR PLAN (Skyline High School)



Tab 3: WARREN COUNTY SHELTER FLOOR PLAN (Warren County Middle School)



Tab 4: PET AND LIVESTOCK SHELTERING

MISSION

In time of emergency, the mission of the County Emergency Response System is to establish general policies and procedures and organizational responsibilities to ensure coordination of preparedness, response, and recovery efforts of animal welfare organizations and animal control agencies for rapid response to disasters affecting the welfare and safety of animals and the community at large.

Animal care and control activities in emergency preparedness, response, and recovery include, but not limited to, companion animals, livestock and wildlife care, facility usage, displaced companion animal and livestock assistance, owner reunification, and carcass disposal.

ORGANIZATION

County Emergency Response System will develop criteria to temporarily arrange for or provide care and proper disposition for companion animals, livestock, and wildlife. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision or transportation and security of their animal care and control facilities as well as facilitating a system for companion animal/owner reunification when possible.

CONCEPT OF OPERATIONS

Develop awareness and preparedness procedures to inform and educate the public utilizing media resources and presentations in the schools and at civic events.

Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels and boarding facilities that will participate in sheltering of domestic pets during emergencies and disasters.

Coordinate with local Humane Society and American Red Cross in identifying animal friendly shelter sites near approved evacuation shelters. And, establish rules and regulations in conjunction with participating groups for the emergency care and sheltering of pets.

Maintain a current resource list of participating groups with contact persons, telephone numbers and list of appropriate support agencies.

RESPONSE

Coordinate local emergency response procedures with the statewide support network.

Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease outbreak.

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.

Provide assistance to established pet shelters.

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

Normal Operations

Develop and maintain plans to provide for adequate care of animals in times of emergencies.

Develop procedures to inform and educate the public of the need to be prepared to care for their animals during disasters.

Identify essential public and private facilities and develop measures to provide for their utilization in emergency situations.

Assign emergency responsibilities and provide training of volunteers.

Review and update plans and procedures on a regular basis.

Increased Readiness

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

Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.

Alert appropriate department heads of the situation and assure appropriate mitigation and preparedness measures are being taken.

Implement record keeping of all incurred expenses, if applicable.

Prepare to provide emergency information to the public.

Notify volunteers of possibility of impending emergency situations.

Contact resources for temporary emergency housing of companion animals and livestock.

Mobilization phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

Alert all personnel, assign areas and responsibilities.

Implement evacuation procedures, including safest and most direct route to temporary animal shelters.

Response Phase

Disaster strikes. An emergency response is required to provide adequate care of animals during times of emergencies.

Initiate search, rescue and transportation of animals to shelters.

Receive and care for animals.

Identify, control, and if necessary, destroy animals that pose hazards to the well-being and safety of citizens.

Register, tag and establish accurate records of all animals.

Maintain effective communication with the local Emergency Operations Center, area shelters, and field personnel.

Provide food, water and waste disposal for animals.

Provide care for sick and/or injured animals.

Supervise prevention and control of zoonotic diseases in cooperation with the local health department.

Recovery

The situation has abated and conditions are returning to normal.

Reunite animals with owners, following protocols for an orderly reunification process.

Make arrangements for long-term care of animals still unclaimed by homeless owners.

Identify and dispose of dead animals.

Provide documentation of injuries and deaths of animals to the State through the EOC.

Deactivate emergency shelter utilizing appropriate cleaning and disinfecting procedures, returning the site to its original condition.

Report disaster related expenses to the local emergency manager.

RESPONSIBILITIES

Local Emergency Coordinator or Designee

Disseminate animal sheltering and emergency care information to the public prior to, during and after disasters.

Include government and private animal care specialists in disaster planning, training, and exercises.

Coordinate animal and mass care sheltering for adults with local animal welfare organization and/or animal control agencies and the American Red Cross.

Animal Control Agencies or Designee

Manage animal disaster response operations in coordination with Emergency Management.

Coordinate activities of the animal rescue teams.

Assist with transportation of animals to shelters

Assist in animal rescue operations.

Assign a representative to the EOC as requested by the Emergency Manager.

In coordination with local animal welfare organizations, develop a training program for animal rescue teams.

Animal Welfare Organizations

Develop and maintain with local officials a current list of animal care facilities, food supplies, cage suppliers and hotels and motels willing to accept pets.

Develop and train volunteers willing to assist in setting up and maintaining an emergency animal shelter to accept animals into their homes for the duration of the disaster and/or transport them to temporary shelters.

Maintain records of where animals are housed and reunite owners with animals if necessary.

Assist with the transportation and temporary housing of these animals.

Maintain communication between human and animal sheltering facilities and the EOC.

Assist with the coordination need for medical care of animals brought to shelters or rescued during the disaster with local veterinarians.

Assist with the coordination rescue of injured or displace wildlife with the Virginia Wildlife Center, the Department of Wildlife Resources (DWR) or area Wildlife rehabilitators.

Cooperative Extension Agents

Develop and disseminate to local farmers information on emergency preparedness for livestock and poultry.

Assist animal control agencies and/or animal welfare organizations in the rescue and sheltering of livestock.

In coordination with the health department and the United States Department of Agriculture, assist in the isolation, euthanasia and disposal of diseased animals.

Health Department

Provide information and directive to animal control agencies and/or animal welfare organizations when necessary to isolate diseased animals or to dispose of diseased animals.

General Resources – Local animal care facilities, including veterinary clinics, boarding kennels, and grooming establishments.

Local suppliers of pet food and equipment; Local hotels and motels that will accommodate pets; Alternate sites for emergency housing of animals, preferably near evacuation centers; Sources for emergency transport of animals and supplies; Auxiliary communication sources, i.e. amateur radio operators.

Support Organizations

Veterinarians and veterinary tech; State and regional veterinary associations; Licensed wildlife rehabilitators; Dog clubs; Cat fanciers associations; Breed rescue groups; Bird clubs; Horse clubs; 4-H clubs; Young Farmer's associations; Corporations and industries; CERT; Schools; U.S. Customs; Dog rescue and search teams; Media – TV, radio, newspapers.

Education and Training

The Humane Society of the United States – www.hsus.org

The Federal Emergency Management Agency – www.fema.gov

The American Veterinary Medical Association – www.avma.org

Responsibilities

The American Red Cross, Department of Social Services, and the Warren County Office of Emergency Management will make the determination to open a shelter(s).

The Warren County Sheriff's Office is responsible for the security of the shelter from the opening to the closing of said shelter(s).

The Warren County OEM will work with all parties involved to open pet shelters at designated location based on availability.

Sheriff's Office

The Warren County Sheriff's Office will be responsible for transporting pets to shelters in the event the resident at the ARC shelter does not have transportation.

The Warren County Sheriff's Office and shelter personnel will be responsible for all proper documentation of pets, i.e. identification, proper papers, and location of the pet. The Sheriff's Office has the authority not to transport pets at their discretion.

Animal / Pet Owners

The pet owner should check the availability of the kennels prior to the incident if possible.

The pet owner should provide pet carriers or crates for each pet.

The pet owner shall make sure that the pet's vaccinations are current, especially for rabies and have certificates.

The pet owner shall make sure the pet is wearing a properly fitted collar with rabies tags and identification tags.

The pet owner should provide food, water, and bowls for each animal.

The pet owner shall provide ample supply of special medications.

The pet owner should provide litter and litter pans for cats.

The pet owner shall provide newspapers, towels, bags for disposal of pet wastes, cleaners, and disinfectants.

The pet owner should provide or have with them a current photo of each pet.

Annex L: UTILITIES / PUBLIC WORKS

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Check operational readiness of all equipment
- ☐ Notify/recall off duty personnel as necessary
- ☐ Establish contact with private resources
- ☐ Advise Director/Coordinator of possible needs/actions
- ☐ Prepare for debris removal
- ☐ Other key issues – notes

[illegible]

MISSION

To coordinate with public works and other resource providers; conduct hazard mitigation activities prior to and following an emergency situation; assist in debris removal; conduct emergency repair and/or restoration of County facilities and structures; assist with damage assessment; and assist in implementing emergency response actions to protect life and property.

ORGANIZATION

In Warren County, the public works function is handled by the Director of Public Works and his/her staff. They will be assisted by, and work in conjunction with, a variety of other County departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. Warren County is served by the following utilities: Rappahannock Electric Cooperative, Shenandoah Valley Electric Cooperative and Century Link Telephone Company.

CONCEPT OF OPERATIONS

The Department of Utilities will coordinate their public works responsibilities under the direction of the Director/Coordinator of Emergency Services. A representative from the utility department will report to the County EOC to assist in this effort. Contingency plans to provide emergency lighting, water, debris removal, and sewage disposal will be developed. The utilities department will also assist other County departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

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

Potential sites for local and regional resources 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. Training will be provided, as required, in the use of the specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – UTILITIES / PUBLIC WORKS

1. Normal Operations

- a. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past or that have a high probability of occurring in the future (i.e., spill cleanup).
- b. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary.
- c. Procure and store appropriate resource material to effectively deal with common emergency response incidents (i.e., snow, ice, spills).
- d. Identify and maintain liaison with business, industries and local contractors, as well as federal and state agencies, which could provide additional expertise, equipment/resources and personnel if necessary.
- e. Make task assignments and delineate emergency roles of staff.

2. Increased Readiness

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

- a. Alert personnel; place off-duty personnel on standby.
- b. Review existing plans and procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contract and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Representatives from the department mentioned previously should report to the EOC.
- b. Call into service off-duty personnel.

- c. Activate the necessary equipment and resources to address the emergency.
 - d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
 - e. Coordinate response with Fire and Sheriff's Department as well as other service departments.
 - f. Follow established procedures and implement appropriate strategies to address emergency at hand.
 - g. Continue to coordinate response with other service agencies.
 - h. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.
4. Recovery
- a. Clear streets and remove debris. Inspect, designate, and demolish hazardous structures as needed. Drain flooded areas.
 - b. Assist in assessing the damage.
 - c. Repair and restore public facilities and services promptly and properly, coordinating the resumption of gas, electric, utility companies, and code enforcement departments.
 - d. Compile and submit records of disaster-related expenses incurred by the various departments that fulfill the public works role and responsibilities to the Coordinator of Emergency Services.

Tab 1: UTILITIES / PUBLIC WORKS RESOURCES

NOTE: INSERT SPECIFIC INFORMATION

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Annex M: INSPECTIONS, PLANNING AND ZONING

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Provide maps for EOC as needed
- ☐ Ready all vehicles for use during and after the disaster
- ☐ Notify/recall off duty personnel as required
- ☐ Prepare for inspecting structures immediately after disaster
- ☐ Other key issues – notes

[illegible]

MISSION

To provide the EOC with necessary maps, charts, and status boards; assist in initial damage assessments; conduct necessary inspections to ensure the integrity of buildings; assist with debris removal; and ensure that any rebuilding complies with existing Zoning and Land-use Regulations.

ORGANIZATION

The Warren County Department of Planning and Warren County Building Inspections Department assisted by the Building Inspector and Zoning Officials, will be responsible for fulfilling the above mission.

CONCEPT OF OPERATIONS

The County departments mentioned above 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 occurrence will comply with the County Building Codes, Zoning and Land-use Regulations and Comprehensive Plan.

These departments will furnish population data, charts and development plans, as required. Liaison will be maintained with local building, electrical, plumbing and mechanical contractors to obtain their services when required.

EMERGENCY MANAGEMENT ACTIONS – INSPECTIONS, PLANNING AND ZONING

1. Normal Operations
 - a. Ensure that all construction that occurs within the County is in compliance with the County's Comprehensive Plan.
 - b. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past (i.e. flooding) or have the potential of occurring in the future.
 - c. Maintain and update as appropriate County maps and population estimates.
 - d. Conduct inspections to enforce and carry out jurisdiction's Building Codes (i.e., structural, mechanical, plumbing, gas and electrical).
 - e. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
 - f. Identify and maintain liaison with local building, electrical, plumbing and mechanical contractors to obtain their services if necessary.

2. Increased Readiness

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

- a. Alert personnel; place off-duty personnel on standby.
- b. Review existing Plans and Procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Representatives should report to the EOC.
- b. Call into service off-duty personnel.
- c. Activate the necessary equipment and resources to address the emergency.
- d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- e. Furnish population data, charts, development plans and personnel, as required.
- f. Coordinate response with Fire and the Sheriff's Office as well as other service departments.
- g. Follow established procedures and implement appropriate strategies to address emergency at hand.
- h. Continue to coordinate response with other service agencies.
- i. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

4. Recovery

- a. Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy.
- b. Assist in initial damage assessment and revisions to it.
- c. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the County's Building Codes, Zoning, Land-use Regulations and Comprehensive Plan.

Tab 1: PLANNING AND ZONING/BUILDING INSPECTIONS RESOURCES

Personnel:

Planning Director

Building Official

Inspector(s) x 2

Plan Reviewer

Zoning Administrator

GIS Coordinator – associated with Planning and Zoning

Vehicles:

Planning and Zoning has one Pick Up truck

Building inspections has four Pick Up trucks and one SUV

Annex N: SPECIAL FACILITIES
QUICK REFERENCE CHECK LIST
WARREN COUNTY

- ☐ Review the list of all special facilities
- ☐ Evaluate the risk each poses in the specific disaster/emergency situation
- ☐ Notify facility owner of any special warnings/actions needed
- ☐ Establish a contact time interval for current status
- ☐ Review any emergency action plans for each facility at risk
- ☐ Other key issues – notes

MISSION

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous materials handled at the facility.

ORGANIZATION

Special facilities requiring pre-emergency planning and coordination have been identified. On-site emergency operations will be directed by facility management in cooperation with designated staff. The management of the facility will notify and coordinate the emergency response with the Warren County EOC if there is the possibility that the event could impact areas off site.

CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could have spread off-site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his/her efforts with the local EOC in order to prevent or mitigate the off-site impact of the event.

EMERGENCY MANAGEMENT ACTIONS – SPECIAL FACILITIES

1. Normal Operations
 - a. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.

- b. Develop a facility emergency operations plan if the facility utilizes, manufactures or stores large quantities of hazardous materials, or if due to the nature of the facility it is felt that a facility EOP would be necessary.
- c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.

2. Increased Readiness

A natural or man-made disaster is threatening the facility.

- a. Review emergency plans and procedures.
- b. Alert on-duty personnel and/or residents. Notify the local EOC if it appears that outside assistance may be required to contain the event on-site or if on-site emergency resources are not sufficient to effectively address the event.
- c. Ensure that the appropriate mitigation and preparedness measures are being taken.
- d. Prepare to provide the necessary emergency information to the public, if required.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- b. Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and areas surrounding the facility, if appropriate.
- c. Notify and maintain liaison with the local EOC and surrounding jurisdictions.
- d. Direct and control emergency operations in cooperation with local service chiefs, the EOC, and appropriate state and federal agencies.
- e. Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.
- f. Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.

- g. Provide periodic status reports to the public and appropriate local, state and federal agencies.
 - h. Ensure that an accurate record of expenses is maintained.
4. Recovery
- a. This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.
 - b. Coordinate with-in house emergency staff, the local EOC, and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.
 - c. Continue to maintain a record of disaster-related expenses.

Tab 1: SPECIAL FACILITIES

Facilities that may require an EOP due to hazardous materials used, manufactured, or stored at site:

Contact	Telephone
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NONE TO REPORT

*Facilities that use, store or manufacture hazardous materials are not listed here as the local coordinator has a separate listing of facilities from the Bureau of Toxic Substance.

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Annex O: RESOURCE SUPPORT

QUICK REFERENCE CHECK LIST

WARREN COUNTY

NOTE: Refer to Resource Distribution Center Contact Information Appendix at the end of the document for specific contact information.

- ☐ Identify critical resource needs
- ☐ Contact suppliers and place on standby
- ☐ Notify all mutual aid resources and place on standby
- ☐ Establish resource collection and distribution facilities
- ☐ Arrange for security of collection and distribution centers
- ☐ Establish a tracking system for goods received and distributed
- ☐ Coordinate with PIO
- ☐ Other key issues – notes

MISSION

To 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.

SITUATION

Critical resources will be in short supply or unavailable in the disaster-stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

ORGANIZATION

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

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 Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources shall be categorized using the National Incident Management System (NIMS). Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memorandum of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources. In a declared disaster, WebEOC will be utilized for resource support as well as to provide situational awareness of Warren County through SITREPS.

Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts. Standing operating procedures will be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources and training will be provided, as required in the use of specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SUPPORT

1. Normal Operations

- a. Identify essential resources to carry out mission(s) in each functional area and to support operation of critical facilities during the disaster.
- b. Designate local department(s) responsible for resource management.
- c. Identify personnel requirements and training needs to effectively carry out mission.
- d. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- e. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- f. Utilize WebEOC to request resource support if needed in declared disasters.
- g. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
- h. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area.
- i. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
- j. Develop training/exercises to test plan, and to ensure maximum use of available resources.
- k. Coordinate and develop pre-scripted announcements with Public Information Office regarding potential resource issues and instructions (e.g. types of resources required status of critical resource reserves, recommended contingency actions, etc.).

2. Increased Readiness

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

- a. Review and update plans, standard operating procedures, and checklists detailing the disposition of resources in an emergency.
- b. Ensure personnel, facilities, and equipment are ready and available for emergency use.

3. Response

- a. Activate resource management plan, coordinate with needs assessment team.
- b. Begin documenting cost.
- c. Coordinate and track resources.
- d. Establish priorities regarding allocation and use of available resources.
- e. Identify sites to receive, store, stage, and disperse resources.
- f. Activate mutual aid agreements, as necessary.
- g. Request state assistance as required.

4. Recovery

- a. Continue to coordinate and track resources (government, private, donated).
- b. Continue to document costs.
- c. Continue to coordinate with PIO.

Tab 1: DONATIONS MANAGEMENT

MISSION

To effectively and efficiently manage the flow of donated resources into the disaster area.

SITUATION

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 be transported directly to the disaster area without any 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.

ORGANIZATION

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Coordinator of Emergency Services, in coordination with the local planning department, will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. The Coordinator will also work with state officials to identify regional facilities to coordinate the flow of assistance into the disaster area.

The Director of the Social Services Department, assisted by public relief organizations, will be responsible for coordinating the local relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Services will identify sites and facilities that will be used to receive, process, and distribute the solicited and unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications and security support to these facilities and sites will be provided by local, state, and federal governments and volunteer organizations, as required. This process must be closely coordinated with state and federal emergency services officials, local governments in the region, and the media.

The Director of Social Services will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to ensure maximum effectiveness of relief operations and to avoid duplication of effort and services.

The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Center. Standing operating procedures will be developed to address screening, processing, training, and assignment 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. Food and lodging will be provided. Accurate records of all incurred expenses will be maintained.

EMERGENCY MANAGEMENT ACTIONS – DONATIONS MANAGEMENT

1. Normal Operations

- a. Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- b. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- c. Assign the tasks of coordinating auxiliary manpower and material resources.
- d. Develop procedures for recruiting, registering, and utilizing auxiliary manpower.
- e. Develop a critical resources list and procedures for acquisition in time of crisis.
- f. Develop procedures for the management of donated goods.

2. Increased Readiness

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

- a. Review and update plans and procedures.
- b. Alert local staff and volunteer support organizations

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
- b. Activate the necessary support staff and services to make facilities operational.
- c. Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
- d. Assist with emergency operations. Assign volunteers to tasks that best utilize their skills. Maintain records on volunteer man-hours.
- e. Obtain essential resources as needed.
- f. Assist with emergency operations, as required.
- g. Monitor manpower utilization for maximum results.
- h. Maintain a record of disaster-related expenses.

4. Recovery

- a. Assist as required.
- b. Compile records of volunteer man-hours.
- c. Receive donated goods.
- d. Assist with damage assessment.
- e. Compile totals for disaster related expenses.

Tab 2: ELEMENTS OF A RESOURCE LIST

1. IDENTIFICATION OF RESOURCE

- Type of equipment, service, personnel, facilities

2. COMPANY, ORGANIZATION, OR AGENCY THAT CONTROLS THE RESOURCE

- Address

3. CONTACT ARRANGEMENTS

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

4. ACQUISITION PROCEDURES

- Response time

- Charges for the use of the resources should be identified or pre-arranged as you develop your list

- Resolve any liability issues

- Identify any special training requirements to operate equipment

- Identify personnel or contract personnel to operate equipment

- Develop procedures to receive, inspect, inventory, and return resources

5. DEVELOP THE NECESSARY MEMORANDUMS OF UNDERSTANDING, MUTUAL AID AGREEMENTS, AND CONTRACTS

6. BUILD REDUNDANCY INTO RESOURCE LIST

- One provider may lack the capability to provide volume of goods, services, or personnel requested

- Provider may be unable to respond at the time you requested

- Provider may be out of business when you call

7. UPDATE INFORMATION

- Date resource was last verified, date next verification due

- Develop form letters for updating information

Tab 3: VOLUNTEER WORKER REGISTRATION FORM

I. Name

Social Security No.

II. Organization (if appropriate)

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

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

V. Special tools or equipment required to provide services

VI. Billet or emergency shelter assignment in local area

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

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Annex P: DAMAGE ASSESSMENT

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Make available VDEM report forms
- ☐ Initial report to State EOC due in the first 24 hours
- ☐ Next report due to State EOC in 72 hours
- ☐ Assign damage assessment teams
- ☐ Provide necessary safety equipment for teams
- ☐ Maintain contact with teams from EOC
- ☐ Other key issues – notes

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MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator of Emergency Services, with assistance from the VPI & SU Extension Agent and the building inspector, are responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise. All reports are compiled, consolidated, and submitted to the State EOC.

CONCEPT OF OPERATIONS

Following a natural disaster, the local emergency manager communicates with the Virginia Emergency Operations Center through participation in conference calls, periodic Situation Reports and requests for assistance. Within 72 hours of the event, the local government will provide a Cumulative Local Initial Damage Assessment Report, or IDA. The IDA is a summary of damage to homes, businesses and public infrastructure. The IDA will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for state or federal assistance. The IDA should be submitted to the Local Liaison Section at the Virginia Emergency Operations Center by fax: (804) 674-2419 or by e-mail: veoc@vdem.virginia.gov. Forms can be found online at www.vaemergency.gov/em-community/recovery/damage-assessment or hardcopies are located in the Warren County EOC forms folder.

Designated teams will assess damage within the limits of capability. Damage to state-owned roads and bridges will be assessed by the State Department of Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, state assistance will be requested by the Director of Emergency Services to the State Damage Assessment Coordinator.

EMERGENCY MANAGEMENT ACTIONS – DAMAGE ASSESSMENT

1. Normal Operations
 - a. Develop plans and procedures
 - b. Make task assignments for Damage Assessment Teams.
 - c. Review forms and procedures in the State EOP.

2. Increased Readiness; a natural or man-made disaster is threatening the local area.

No action required.

3. Response

- a. Prepare to make an initial damage assessment. Alert teams to stand-by status.
- b. Submit an Initial Damage Assessment Report to the State EOC within 72 hours.
- c. Continue to provide damage assessment and assist with record keeping, as required.

4. Recovery

Continue to assist with damage assessment and requests for post-disaster assistance as required.

Tab 1: EXTENSION SERVICE

RESPONSIBILITIES OF EXTENSION SERVICE

- A. Assist in the assessment of damage to agricultural property, crop and equipment.
- B. Receive preliminary data from the emergency services coordinator and submit the 24-hour report.
- C. Update countywide damage assessment through the emergency services coordinator and submit the 72-hour report to the appropriate officials.

STAFF DUTIES

- A. The Extension Agent will be responsible for making assessments of damage to agricultural property, crops, and equipment.
- B. Coordinate assessment with the County Agricultural Emergency Committee.
- C. The Director will be responsible for assembling data and completing the damage assessment forms via the Virginia Tech computer.

ASSESSMENT PROCEDURES

Extension staff will contact the following for extent and amount of damage:

Local Farmers
Farm Service Agency

Tab 2: INITIAL DAMAGE ASSESSMENT TEAM

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific initial damage assessment team contact information.

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Annex Q: FEDERAL DISASTER ASSISTANCE

QUICK REFERENCE CHECK LIST

WARREN COUNTY

- ☐ Identify possible Disaster Field Office (DFO) sites
- ☐ Maintain communications with Virginia EOC for current status of a DFO
- ☐ Review the Federal Response Plan for the 12 ESFs at the Federal level
- ☐ Identify types of assistance likely to be needed
- ☐ Other key issues – notes

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MISSION

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

ORGANIZATION

The Chairman, Board of Supervisors/Director of Emergency Services and the Fire Chief/Coordinator of Emergency Services are responsible for requesting and coordinating federal disaster assistance. In the event of a major disaster, a federal Disaster Field Office (DFO) will be established near the disaster area. The County may be asked to send a liaison officer to the DFO.

CONCEPT OF OPERATIONS

A. Increased Readiness and Response

During Hurricanes Hugo and Andrew, state and local response capabilities were overwhelmed. As a result, the federal government developed the Federal Response Plan whereby federal resources and manpower can be made available during the increased readiness and response periods before and during the storm (or other emergency) as well as during the post-disaster recovery period. When feasible (as with an approaching major hurricane), personnel, equipment, and other resources will be pre-positioned in anticipation of need. Resources are to be provided by one or more of 25 federal agencies and the American Red Cross. They are grouped into 12 emergency support functions (ESFs) and will be co-located at a Disaster Field Office (DFO) near the disaster site.

B. Recovery

Federal disaster recovery assistance is authorized under (1) the provisions of the Stafford Act (Public Law 93-288, as amended) when the Governor requests and the President declares an emergency or a major disaster to exist in the state, and (2) federal agencies' own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various federal agencies. The Stafford Act authorizes two types of recovery assistance – individual assistance and public assistance.

As Federal Disaster Assistance constantly changes with each Disaster, it is best to rely on web-published information on current disaster assistance. Please refer to www.fema.gov for current information.

Tab 1: FEDERAL RESPONSE PLAN EMERGENCY SUPPORT FUNCTIONS

ESF 1: TRANSPORTATION

Responsibility: Provide civilian and military transportation support.

Primary Federal Agency: Department of Transportation

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service

Primary State Agency: Virginia Department of Transportation

Primary Local Agency: Public School System

Contact: Director, School Board Transportation

ESF 2: COMMUNICATIONS

Responsibility: Provide telecommunications support

Primary Federal Agency: National Communications System

Supporting Federal Agencies: Agriculture, Commerce, Defense, Interior, FCC, Transportation, FEMA and GSA

Primary State Agency: Department of Information Technology

Primary Local Agency: Sheriff's Office

Contact: Communications Center Supervisor

ESF 3: PUBLIC WORKS AND ENGINEERING

Responsibility: Restore essential public services and facilities

Primary Federal Agency: U.S. Army Corps of Engineers, Department of Defense

Supporting Federal Agencies: Agriculture, Commerce, Energy, Health and Human Services, Interior, Labor, Transportation, VA, EPA, GSA and TVA

Primary State Agency: Department of General Services, Housing and Community Development

Primary Local Agency: Department of Public Works

Contact: Director, Public Works

ESF 4: FIRE FIGHTING

Responsibility: Detect and suppress wildland, rural and urban fires

Primary Federal Agency: U.S. Forest Service, Department of Agriculture

Supporting Federal Agencies: Commerce, Defense, Interior, EPA and FEMA

Primary State Agency: Department of Forestry

Primary Local Agency: Department of Fire and Rescue

Contact: Fire Chief

ESF 5: INFORMATION AND PLANNING

Responsibility: Collect, analyze, and disseminate critical information to facilitate the overall federal response and recovery operations.

Primary Federal Agency: Federal Emergency Management Agency

Supporting Federal Agencies: Agriculture, Commerce, Defense, Education, Energy, Health & Human Services, Interior, Justice, Transportation, Treasury, ARC, EPA, GSA, NASA, National Communications System and NRC.

Primary State Agency: Department of Emergency Services

Primary Local Agency: Planning and Zoning

Contact: Planning Director

ESF 6: MASS CARE

Responsibility: Manage and coordinate food, shelter, and first aid for victims; provide bulk distribution of relief supplies; operate a system to assist family reunification.

Primary Federal Agency: American Red Cross

Supporting Federal Agency: Agriculture, Commerce, Defense, Health & Human Services, HUD, Transportation, VA, FEMA, GSA, and U.S. Postal Service

Primary State Agency: Department of Social Services, American Red Cross

Primary Local Agency: Department of Social Services

Contact: Director, Social Services

ESF 7: RESOURCE SUPPORT

Responsibility: Provide equipment, materials, supplies, and personnel to federal entities during response operations

Primary Federal Agency: Department of Transportation

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

Primary State Agency: Department of General Services

Primary Local Agency: County Administration

Contact: Project Manager

ESF 8: HEALTH AND MEDICAL SERVICES

Responsibility: Provide assistance for public health and medical care needs.

Primary Federal Agency: U.S. Public Health Service, Department of Health and Human Services

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

Primary State Agency: Department of Health, Department of Medical Assistance Services

Primary Local Agency: Department of Health

Contact: District Medical Director

EFS 9: URBAN SEARCH AND RESCUE

Responsibility: Locate, extricate, and provide initial medical treatment to victims trapped in collapsed structures.

Primary Federal Agency: Department of Defense

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

Primary State Agency: Department of Emergency Management
Primary Local Agency: Warren County Sheriff's Office
Contact: County 911 Dispatch Center

EFS 10: HAZARDOUS MATERIALS

Responsibility: Support federal response to actual or potential releases of oil and hazardous materials.

Primary Federal Agency: Environmental Protection Agency

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service

Primary State Agency: Department of Environmental Quality

Primary Local Agency: Department of Fire and Rescue

Contact: Fire Chief

EFS 11: FOOD

Responsibility: Identify foods need; ensure that food gets to areas affected by disaster.

Primary Federal Agency: Food and Nutrition Service, Department of Agriculture

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

Primary State Agency: Department of Agriculture and Consumer Services

Primary Local Agency: Cooperative Extension

Contact: Director, Cooperative Extension

EFS 12: ENERGY

Responsibility: Restore power systems and fuel supplies

Primary Federal Agency: Department of Energy

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service

Primary State Agency: Department of Mines, Minerals and Energy, State Corporation Commission

Primary Local Agency: Public Works

Contact: Director, Public Works

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Annex R: HAZARD MITIGATION
QUICK REFERENCE CHECK LIST
WARREN COUNTY

- ☐ Review requirements for private business
- ☐ Review requirements for public
- ☐ Follow established mitigation activities and procedures
- ☐ Review damage assessment reports when considering mitigation strategies
- ☐ Consult with State/Federal authorities for dollars available for specific mitigation actions
- ☐ Other key issues – notes

MISSION

The mission of Warren County is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in Warren County is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the Rules, Regulations, Codes, and Ordinances that would reduce the impact of a disaster. The Coordinator of Emergency Services is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with Rules, Codes, Regulations and Ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining Plans and Procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the Board of Supervisors, in coordination with the local Fire Chief/Emergency Services Coordinator, any areas where Codes, Regulations, and Ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to Codes, Ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with Codes, Ordinances, and Regulations.
- B. Beware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of Warren County has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard and to identify and develop mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of Zoning Laws and Land-use Ordinances, Building Codes, Regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such Ordinances, Codes, and Regulations.

The Director and Coordinator of Emergency Services have overall responsibility for emergency management that involves hazard mitigation and disaster preparedness, response and recovery. They must work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Supervisors to develop Codes, Ordinances, Regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

A public information program should be initiated to increase the citizen's awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing Land-use Ordinances. The Director of Emergency Services will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He/she will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He/she will present to the Board of Supervisors for their consideration those actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any future disaster.

Tab 1: AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

B. References

“A Mitigation Strategy for Integrated Emergency Management System,” FEMA, CPG 1-104 (Draft), February 1984.

Tab 2: DEFINITIONS

A. Mitigation – Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and man-made hazards.

B. Hazard Mitigation Manager – The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

Tab 3: HAZARD MITIGATION TASK ASSIGNMENTS

A. Warren County (Board of Supervisors)

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the Codes, Regulations, Ordinances, and provide the funds required to implement and enforce an effective mitigation program.

B. Director/Coordinator of Emergency Services

The Director and Coordinator of Emergency Services have overall management responsibility of the hazard mitigation program and are responsible for administering an effective mitigation program through the appropriate department or agency needs. Their responsibilities include, but are not limited to, the following:

1. Hazards analysis.
2. Development, maintenance, and implementation of a Hazard Mitigation Plan.
3. Development, maintenance, and exercise of the Emergency Operations Plan.

4. Preparation, in coordination with the departments and agencies, of mitigating Codes, Ordinances, and Regulations for action by the Board of Supervisors.
 5. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.
- C. Department of Health
1. Enforce existing Codes, Ordinances, and Regulations for the treatment of water and sewage and the handling and storage of food.
 2. Develop plans for the prevention or spread of disease during a disaster.
 3. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.
- D. Director, Planning and Community Development
1. Administer and enforce Land-use or Zoning Ordinances.
 2. Survey areas that may require rezoning and make recommendations, as requested.
- E. Building Inspection Department
1. Administer and enforce existing Building Codes and Zoning Ordinances.
 2. Make recommendations for mitigating Codes or Ordinances, where applicable.
 3. Advise the public of private actions that could mitigate individual loss.
 4. Assist in damage assessments.
- F. Law Enforcement
1. Enforce hazardous materials transportation regulations.
 2. Develop, maintain, and exercise disaster response SOP's required by other appendices of this plan.
- G. Fire and Rescue Department
1. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan.

2. Develop, maintain, and exercise specific response plans for hazardous materials.
3. Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.

H. Superintendent of Schools

1. Ensure school administrators have a plan to cope with natural hazards to mitigate losses.
2. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

I. Public Information Officer

1. Develop and maintain an official working agreement between the County and local EAS stations and newspapers for the release of information in time of emergency.
2. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

Tab 4: HAZARDS ANALYSIS

A Hazards Analysis may be developed using the attached guidance, or through the automated Multi-Year Developmental Plan process. Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low – 1 – 2; Medium – 3 – 4; High – 5

The criteria for each hazard is assigned one of the five ratings above and then totaled to determine a “score”. All listed situations refer to major disasters causing loss of life, human suffering and property damage. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is “low”; once in 25 years – “medium”; and two or more times – “high”.
2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less “vulnerable” than more heavily populated urbanized ones.
3. The MAXIMUM THREAT is the greatest destruction that could occur for the disaster under study. For example, with a nuclear attack, jurisdictions within a high-risk or target area receive a “high” rating; those within 30-40 miles – “medium”; and other, more remote jurisdictions – “low”.
4. The PROBABILITY of a disaster is a subjective judgment to be made primarily by local officials.

The following guide may be used:

- A. Chances per year greater than 1 in 10 = “high”.
- B. Chances per year between 1 in 10 and 1 in 1000 – “medium”
- C. Chances per year less than 1 in 1000 – “low”

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HAZARD SPECIFIC APPENDICES

Appendix 1: RADIOLOGICAL PROTECTION

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) to provide for the exposure control of emergency workers, (3) to provide and implement protective action guidance to the public through the local EOC, and (4) to provide for decontamination as required.

ORGANIZATION

Warren County will designate a Radiological Officer to develop and maintain a response capability. He/she must organize and train a radiological response team, secure, and maintain the necessary equipment and supplies, and develop contamination control procedures. Responsibility for radiological monitoring will belong to the Hazardous Materials Response Team (H.M.R.T.), Warren County Department of Fire and Rescue.

The State Department of Emergency Management Radiological Officer and the State Department of Health, Office of Radiological Health will provide technical advice and assistance as required, either in the development of a program or a response to an accident/incident.

CONCEPT OF OPERATIONS

In the case of a radiological event/emergency not located within the County but which could potentially impact the County or its citizens, the designated representative of Fire Department will assume command at the EOC. The Radiological Officer and radiological monitors will implement radiological monitoring, exposure control and contamination control procedures and also provide other assistance as required.

All accidents/incidents involving radioactive materials should be reported to the Radiological Officer, State Department of Emergency Management (804-674-2400) and to the State Department of Health, Office of Radiological Health (804-786-5932). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

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

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

The Radiological Officer, State Department of Emergency Management provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment has been provided to Warren County.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident.

1. Control access to and egress from the area affected.
2. Monitor evacuees and emergency workers for radiation contamination/exposure and decontaminate as required.
3. Provide continuous monitoring of essential workers operating in effected areas and limit their total dose levels as low as reasonably possible.
4. Contain the radiation hazard. Ensure water supplies and agricultural products are not contaminated.
5. Remove and dispose of radioactive materials, or debris in accordance with procedures established by the State Department of Health, Office of Radiological Health.

EMERGENCY MANAGEMENT ACTIONS – RADIOLOGICAL PROTECTION

1. Normal Operations
 - a. Designate a Radiological Officer.
 - b. Develop and maintain a local capability for a radiological emergency response.
 - c. Designate and provide training for radiological monitors.
 - d. Maintain equipment and supplies.
 - e. Develop plans and procedures to respond in time of emergency.
2. Increased Readiness

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

3. Emergency Operations

a. Mobilization Phase (Not applicable). (See Radiological Protection Plan.)

b. Response Phase

- (1) Assess the situation.
- (2) Take preventive protective actions as necessary.
- (3) Alert the designated representative of the Fire Department to assume command on-site or at the EOC.
- (4) The Radiological Officer will provide technical advice as required.
- (5) Isolate and secure the affected area. Implement contamination control procedures as required.
- (6) Records must be maintained for all persons determined to be contaminated or exposed.
- (7) Establish and maintain communication between the local EOC and the on-the-scene commander.
- (8) Report to the State Department of Health, Office of Radiological Health and to the State EOC.
- (9) Request a technical analysis and recommended protective actions.
- (10) If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
- (11) Consider response to protect the public. Estimate potential harm without intervention.
- (12) For large-scale radiological incidents, the Virginia EOC will provide protective actions recommendations.
- (13) Implement protective action as appropriate. Consider evacuation.
- (14) Maintain records of accumulated exposure to evacuees and essential workers.
- (15) Do not exceed protective action guides.
- (16) Provide periodic status reports to the State EOC.
- (17) Declare the area safe for re-entry after danger is passed.

4. Recovery; assist as required.

LOCAL RADIOLOGICAL EQUIPMENT AND SUPPLIES: NONE
CONTACT VDEM REGIONAL HAZARDOUS MATERIAL OFFICER

Appendix 2: HAZARDOUS MATERIALS INCIDENTS

SARA TITLE III

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for Warren County. This plan is considered to be a part of the Warren County EOP.

ORGANIZATION

The emergency services organization for a hazardous materials incident is basically the same as for any other emergency requiring a coordinated response by local government(s), private industry, and volunteer service organizations.

ON SCENE RESPONSIBILITY

In the event of a hazardous materials incident, the local Fire Chief will be notified immediately and will assume command on scene upon arrival. First responders, such as the fire engine on the scene, will assume command until the arrival of the Fire Chief. First responders or the fire representative should implement immediate protective action. The Sheriff's Office is responsible for traffic control and effecting evacuation. The Coordinator of Emergency Services is responsible for coordinating the response for the EOC. In the event Warren County Emergency Services Coordinator (Fire Chief) is not available, the senior fire officer at the scene will be "in charge" and make specific coordination decisions (i.e. evacuation) in order to promptly and effectively address the emergency at hand.

Warren County will rely on local emergency services resources, private as well as public, to respond to a hazardous materials incident within the County. If the emergency is of such magnitude that local resources are inadequate, the local Emergency Services Coordinator should call the Virginia Department of Emergency Management Emergency Operations Center utilizing WebEOC or phone. VDEM has established Regional Hazardous Material Response Teams throughout the state. VDEM Hazardous Material Officers can assist in providing information on product identification, specific chemical data, and incident mitigation advice. They also have an on-scene response capability.

TRANSPORTATION ACCIDENTS

Fuel, toxic chemicals, dangerous gases, and acids are transported through Virginia daily using all modes – highway, rail, water, pipeline, and air. For each locality, a hazards analysis which identifies regularly scheduled shipments of hazardous materials should be developed to serve as a basis for planning.

The legal duty for reporting, containment, and clean-up of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the

manufacturer, shipper, or other responsible party is unable to respond, neglects to take proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The incident should immediately be reported to the Virginia Department of Emergency Management which will provide technical guidance and coordinate assistance as required. The Hazardous Materials Incident Report form should be used to record the necessary information.

The U.S. Department of Transportation “Hazardous Materials Emergency Response Guidebook” has been developed for use by fire fighters, law enforcement and other emergency response personnel. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken in the event of a spill or other accident. The Fire Chief (Coordinator of Emergency Services) and all potential first responders should be familiar with and have ready access to this handbook.

FIXED FACILITIES

The Warren County Emergency Services Coordinator should establish and maintain a good working relationship with local industrial plants and commercial facilities where hazardous materials are used, stored, manufactured, or disposed. The management of each facility is responsible for designating a facility emergency coordinator to prepare emergency response plans and procedures in order to meet required worker and resident safety standards as established by federal, state, and local regulatory agencies. These plans and procedures must be coordinated with the appropriate local emergency response organizations – sheriff, fire, and rescue – and with the local Coordinator of Emergency Services.

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

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

A working relationship should be established and maintained between Warren County officials, the management of local industrial plants where hazardous substances are used, and major railroads that transport hazardous materials.

The fire representative and the Coordinator of Emergency Services are responsible for maintaining and updating this annex. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current

procedures to ensure an adequate response capability. The heads of law enforcement, fire, and rescue services will ensure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times.

EMERGENCY MANAGEMENT ACTIONS – HAZARDOUS MATERIALS INCIDENTS

1. Normal Operations

- a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants.
- b. Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.

2. Increased Readiness

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

3. Emergency Operations

- a. Mobilization Phase (Not Applicable.)
- b. Response Phase
 - (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
 - (2) If hazardous materials are involved, isolate, and secure the accident scene.
 - (3) Alert the fire representative to assume command on site.
 - (4) Establish and maintain direct communication between the local EOC and the Fire Chief or other Incident Commander.
 - (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish, and maintain contact with the railroad or trucking company involved.
 - (6) Alert the local Health Director.

- (7) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
- (8) Direct protective action, as appropriate.
- (9) Alert the hospitals to be prepared to receive potential victims and of the nature of the hazard.
- (10) Conduct radiological monitoring, if appropriate.
- (11) Continue to provide periodic status reports to the State EOC.

4. Recovery

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

HAZARDOUS MATERIALS EMERGENCY TELEPHONE NUMBERS

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific HAZMAT emergency contact information.

Appendix 3: RESOURCE SHORTAGE

The Coordinator of Emergency Services will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. State-level “Commodity Managers” have been designated for each type of resource. The Red Cross will coordinate emergency assistance to individuals.

A resource shortage can affect the economic well-being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Services should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals. They must be provided with lodging and care. They may need transportation to the lodging and care facility.

The public should be kept informed concerning any resource shortage and how to obtain assistance.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to Warren County Department of Social Services or the Red Cross. All other problems which are beyond Warren County’s capability to resolve will be referred to the Virginia Department of Emergency Management.

AUTHORITIES AND REFERENCES

1. Commonwealth of Virginia Emergency Operations Plan, September 2019.
2. Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE

1. Normal Operations
 - a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
 - b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.

2. Increased Readiness

A resource shortage disaster is threatening the local area.

- a. Advise the State Commodity Manager of the local situation.
- b. Maintain liaison and exchange information with local resource suppliers.
- c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage that is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
- (2) Keep the public fully informed. Supplement state-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
- (3) Implement procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
- (4) Begin to maintain a record of all expenditures and continue throughout emergency operations.
- (5) Review procedures for providing lodging and care for displaced persons.
- (6) Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation.

b. Response Phase

Major shortage is affecting the local area causing severe hardship and economic disruption.

- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) Allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.
- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

STATE-LEVEL COMMODITY MANAGERS

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific commodity manager contact information.

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 well-being 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. This information should be obtained and then updated at least once a year.

NOTE: Refer to the Consolidated Emergency Contact Information appendix at the end of this document for specific resource contact information.

Appendix 4: WATER CONTAMINATION

Water supply contamination would have a quick 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 Utility Department would make an initial assessment of the extent of the problem and the potential impact on the public. The Warren County Health Department will be notified of the type of contamination. The impacted public would be notified promptly and provided with 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 MANAGEMENT ACTIONS – WATER CONTAMINATION

1. Normal Operations

- a. Develop measures that would prevent or limit the contamination of the water supply.
- b. Develop contingency plans to provide potable water to the public in the event of water supply contamination.

2. Increased Readiness

Contamination of the water supply is possible if the situation cannot be contained.

- a. Advise and maintain liaison with the appropriate local, state and federal agencies.
- b. Notify the public of the situation.
- c. Review and update procedures to provide potable water in the event of water supply contamination.

3. Emergency Operations

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Implement appropriate conservation measures and emergency management programs as directed by local plans, the State Water Control Board, and the Virginia Department of Health.
- b. Keep the public fully informed and provide appropriate guidance.
- c. Maintain liaison with firms and agencies that have spare equipment, personnel and expertise that could be used in addressing the problem and ensuring that essential services can be maintained.
- d. Begin to maintain a record of all expenditures and continue throughout emergency operations.

4. Response Phase

Major contamination of the area's water supply is occurring, threatening the health and safety of the general public, and causing severe hardship and economic disruption.

- a. Notify the public of the extent of the contamination problem emphasizing the importance of avoiding use of water.
- b. Advise the public of the availability and location of potable water.
- c. Allocate available resources to assure the maintenance of essential services.

5. Recovery

Assist as required.

Appendix 5: DAM SAFETY

MISSION

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

ORGANIZATION

The Director of Emergency Services, or the Coordinator of Emergency Services in his absence, is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Sheriff's Department will disseminate the warning to evacuate.

CONCEPT OF OPERATIONS

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Sheriff's Department and Coordinator of Emergency Services 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 Services, 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 services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director of Emergency Services will warn the public, order evacuation from the affected area, and declare a local emergency. 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

Alert on-duty emergency response personnel
 - b. Stage II Conditions
 - (1) Alert on-duty emergency response personnel.
 - (2) Notify public of possible dam failure.
 - (3) Review warning and evacuation plans and procedures.
 - (4) Place off-duty emergency response personnel on alert.
3. Emergency Operations
 - a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
 - (1) Activate EOC (manning as appropriate).
 - (2) Notify State EOC, (804) 674-2400 or 1/800/468-8892.
 - (3) Alert emergency response personnel to standby status.
 - (4) Begin record keeping of all incurred expenses.
 - b. Response Phase – Stage III Conditions

- (1) Order immediate evacuation of residents in expected inundation areas.
- (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
- (3) Call in all emergency response personnel to provide help required to protect lives and property.
- (4) Activate EOC, if not previously accomplished.
- (5) Follow established procedures within designated functional areas specified in this plan.

4. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to ensure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams 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 I – Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II – Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him/her informed.

Stage III – Failure has occurred, is imminent, or already in flood condition, overtopping is probable. Only minutes may be available for response. Evacuation recommended.

DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS WARREN COUNTY

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

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

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

DAM(S), LOCATION AND CLASS

NONE LISTED

Appendix 6: NUCLEAR ATTACK

MISSION

To establish open-ended plans and procedures which could be used in conjunction with state plans and guidance to develop an emergency response capability during the anticipated crisis buildup period prior to a full-scale nuclear attack upon the USA.

ORGANIZATION

The Virginia Department of Emergency Management has developed detailed plans and procedures and will, over a several-day period, direct localities to prepare for a nuclear attack. Local Emergency Services Coordinators maintain copies and have a working knowledge of these plans.

CONCEPT OF OPERATIONS

A nuclear attack upon the USA would most likely be preceded by a period of increasing international tension and crisis. Sufficient time would be available for protective actions to be taken, to include the large-scale evacuation of probable target areas and the development of fallout shelters.

Should the USA be subjected to a full-scale nuclear attack, it is not likely that Warren County would be subject to direct weapons effects. However, it may be subject to radioactive fallout.

Residents of high-risk areas may be advised to relocate to safer areas such as Warren County during a several-day period of intense international tension wherein nuclear war appears likely. Warren County, and all localities beyond the high-risk area, may be directed to provide public shelters for several thousand evacuees.

The Warren County organization for a war-caused disaster parallels that required for other emergency operations using existing government departments and offices and appropriate private organizations as required for planned emergency functions.

For fallout shelters, home basements and selected public buildings need to be upgraded in order to provide adequate protection. Earth should be placed in 5- to 6-inch layers on roofs and/or floors above until the desired depth of 15-18 inches is achieved. A list of public buildings to be upgraded, procedures for upgrading them, and manpower and equipment resources needed should be developed during the increased readiness period.

A reference document, Warren County Nuclear Civil Protection Plan, is kept on file by the Coordinator of Emergency Services. Additional information and guidance concerning fallout shelter development, radiological monitoring, and other aspects of attack preparedness is available from the Virginia Department of Emergency Management.

ACTION CHECKLIST – NUCLEAR ATTACK

1. Normal Operations
 - a. Develop and maintain an emergency preparedness program.
 - b. Maintain and develop a working knowledge of state contingency plans for nuclear attack.
2. Increased Readiness

Communications Watch Level

 - a. Make individual assignments of duties and responsibilities to staff the primary EOC, alternate EOC, shelter centers, and other key facilities as appropriate.
 - b. Develop mutual support agreements with associated risk-host jurisdictions.
 - c. Open the primary EOC with a skeletal staff. Begin to submit daily situation reports to the State EOC.
 - d. Review attack preparedness planning guidance and implement preparedness actions as called for to include radiological monitoring and reporting.
 - e. Identify buildings and develop procedures to develop public fallout shelters.
3. Initial Alert
 - a. Accelerate emergency preparedness as directed by the State EOC. Ensure the operational capability of all key facilities.
 - b. Call a meeting of key officials. Brief them on the emergency situation and direct preparedness activities.
 - c. Ensure the maintenance of an official record of all expenditures incurred throughout emergency operations.
 - d. Provide guidance to the public about the development of home fallout shelters. Upgrade public buildings to provide fallout shelters as needed.

RELOCATION AND NO ATTACK

4. Emergency Operations

a. Mobilization Phase

- (1) Call a meeting of key officials. Review preparatory actions already started and expedite those necessary to alert and mobilize emergency operating forces.
- (2) Prepare to activate the Emergency Assembly Centers and traffic control points. Begin or continue to upgrade fallout shelter facilities as needed. Assure the coordination of in-the-field support services (primarily food and shelter).
- (3) Continue to provide daily situation reports to the State EOC concerning local preparedness activities.
- (4) Take other actions as called for by state guidance.

b. Evacuation Movement Phase

(NOTE: Should attack occur after movement begins, proceed to “Attack Warning and Movement to Shelter Phase.” Complete all actions required by lower readiness levels inasmuch as the attack environment allows.)

- (1) Activate Evacuation Assembly Centers, traffic control points, and other facilities.
- (2) Facilitate evacuation. Coordinate with associated risk-host jurisdiction(s).
- (3) Continue to upgrade fallout shelters.
- (4) Assure the continued operation of essential services in the risk area. Monitor and facilitate the commute of essential workers.
- (5) Receive and care for relocatees. Monitor the execution of planned actions and direct modified actions as necessary. Reference state guidance.

c. Relocation Phase

- (1) Continue to provide resource support to associated risk-host jurisdictions as required. Begin to stock fallout shelters with a 14-day supply of drinking water and food supplies.
- (2) Continue fallout shelter upgrading as required.

- (3) Provide services to evacuees through the Evacuation Assembly Centers.
 - (4) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
 - (5) Continue to submit daily situation reports to the State EOC concerning local preparedness activities, requirements for goods and services, and availabilities.
 - d. Return Movement Phase
 - (1) In coordination with the State EOC, disseminate information to relocatees to return to their homes in the risk area(s).
 - (2) Direct and coordinate cleanup activities.
 - (3) Continue to provide daily situation reports to the State EOC and advise when all relocatees have departed.
- 5. Post-Relocation Recovery

Coordinate and monitor clean-up operations. Keep an accurate record of expenses incurred. Compile damage assessment data.

RELOCATION AND ATTACK

- 6. Emergency Operations
 - a. Attack Warning and Movement to Shelter Phase
 - (1) Disseminate the attack warning throughout the area and provide instructions for residents and relocatees to move to shelter.
 - (2) Implement radiological monitoring and weapons effects reporting procedures.
 - (3) Estimate time of arrival of radioactive fallout.
 - (4) Move additional water, food, and medical supplies to shelter.
 - (5) Acquire information on the status of the attack environment and monitor shelter operations and other actions. Keep key officials and the public informed.
 - (6) Keep the State EOC informed as appropriate and submit periodic situation reports.

b. In-Shelter Phase

- (1) In coordination with the State EOC and adjacent jurisdictions, provide emergency information and continued guidance to the public.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
- (3) Ensure the operation of radiological monitoring activities. Direct emergency operations and inform the public accordingly.

c. Shelter Emergency Phase

When radiation levels permit, advise relocatees to leave fallout shelters and return to congregate care housing, and local area residents return to homes.

d. Relocation Phase (continued)

- (1) In coordination with the State EOC, continue to provide emergency information and guidance to the public to include decontamination procedures and protective measures against residual radiation.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Regulate the expenditure of consumable resources as required. Reference state guidance.
- (3) Continue to provide daily situation reports to the State EOC concerning local emergency operations.

e. Return Movement Phase

- (1) When directed by the state, disseminate the notification to relocatees that they are to prepare to return. Provide them with a schedule of movement plan. Provide emergency information and continued guidance to the public and to transiting relocatees. This should include information about the risk area.
- (2) Direct and coordinate clean-up activities. Clear debris as needed.
- (3) On direction from the State EOC, direct relocatees to return to their homes.
- (4) Continue to provide daily situation reports to the state concerning local emergency operations, and advise when all relocatees have departed.

7. Post-Attack Recovery

After a nuclear attack, emergency operations will continue under the framework of the State Emergency Management Resources Plan. Economic stabilization procedures **must be implemented. Relocatees may have to remain in the host area until community** services are restored in the risk area. Should damage in the risk area preclude their return, relocatees will, of course, continue to be cared for. Guidance on preparing for their long-term residence will be provided by the State EOC.

Appendix 7: TERRORISM / WEAPONS OF MASS DESTRUCTION

The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS ALERTS

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** (warns of a credible, specific, and impending terrorist threat against the United States) or **elevated threat** (warns of a credible terrorist threat against the United States). 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 individual, 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 public through both official and media channels.

NTAS Alerts contain a **sunset provision** (an individual threat alert is issued for a specific time period and then automatically expires.) indicating a specific date when the alert expires – there will not be a constant NTAS Alert to 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.

Alert announcements will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS –NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media: Facebook – <http://facebook.com/NTASAlerts>;
Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics – <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports, and government buildings.

Citizens and businesses are urged to do the following to be prepared for a terrorist attack or other manmade or natural disaster:

- Take a first aid or CERT class; become active in your local Neighborhood Watch program.
- Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.
- Monitor media reports concerning situation.
- Take personal security precautions to avoid becoming a victim of crime or terrorist attack.
- Report suspicious activities and call 9-1-1 for immediate response.
- Do not travel to areas affected by disaster or terrorist attack.
- Be prepared to evacuate your home or shelter in place on order of local authorities.
- Develop a family emergency plan.
- Know how to turn off your power, gas, and water service to your house.
- Know what natural hazards are prevalent in your area and what measures you can take to protect your family.
- Keep emergency supplies accessible and automobile fuel tank full.

POINT OF CONTACT INFORMATION

APPENDIX 8, CONSOLIDATED EMERGENCY CONTACT INFORMATION

AGENCY/TELEPHONE NUMBER	REPRESENTATIVE	TELEPHONE NUMBERS
ANIMAL CARE (FOOD & SUPPLIES)	SOUTHERN STATES 50 WATER ST FRONT ROYAL, VA 22630	O 540-635-3118
ANIMAL CARE (FOOD & SUPPLIES)	WALMART 10 RIVERTON COMMONS FRONT ROYAL, VA 22630	O 540-635-4140
ANIMAL CARE (FOOD & SUPPLIES)	PETCO 135 CROOKED RUN PLAZA FRONT ROYAL, VA 22630	O 540-635-7606
ANIMAL CARE (FOOD & SUPPLIES)	NOAH'S ARK PET & AQUARIUM 10269 WINCHESTER RD FRONT ROYAL, VA 22630	O 540-622-2899
ANIMAL CARE (FOOD & SUPPLIES)	RURAL KING 465 SOUTH STREET FRONT ROYAL, VA 22630	O 540-631-1740
ANIMAL CARE (SHELTER) WCSO HAS KEY AND CODE	COUNTY ANIMAL SHELTER 1245 PROGRESS DR. FRONT ROYAL, VA 22630 540-635-4734	Contact in the following order: 1. Megan Bowers 571-229-3979 2. Kayla Wines 540-683-0261

ANIMAL CARE (SHELTER)	4H Barn at Warren County Fairgrounds 26 Fairground Road Front Royal, VA 22630 wcfair@comcast.net	Mike Garrett C 540-683-4776 Robin Lloyd C 540-551-0368
ANIMAL CARE (SHELTER)	Virginia Livestock, LLC 2796 Rivermont Drive, Front Royal, VA 22630	Rick Mathews H 540-635-6927 Primary Number C 540-622-7752 Alternate Number 540-635-5511
ANIMAL CARE (VETERINARIAN - SMALL ANIMALS) DR. GRIMM	WARREN COUNTY VET CLINIC 3410 RIVERMONT RD FRONT ROYAL, VA 22630 8506 WINCHESTER RD FRONT ROYAL, VA 22630	O 540-635-4176 O 540-635-3299
ANIMAL CARE (VETERINARIAN - LG & SMALL ANIMALS) DR. THOMAS MASSIE	ROSE HILL VET CLINIC 21 CHRISTMAS TREE LN WASHINGTON, VA 22747	O 540-987-9300 (small) O 540-987-1200 (large) (emergency after hours # too)
ANIMAL CARE (VETERINARIAN - TYPE ANIMALS) DR. SULLIVAN	ROYAL OAK VET CLINIC 25 W. JACKSON ST FRONT ROYAL, VA 22630	O 540-636-7387
COMMODITY MANAGER (ELECTRIC POWER & NATURAL GAS)	STATE CORP COMMISSION, DIVISION OF ENERGY REGULATION	O 804-371-9611
COMMODITY MANAGER (FOOD)	DEPT OF AGRICULTURE	O 804-786-3501

COMMODITY MANAGER (HEALTH & MEDICAL)	DEPT OF HEALTH OLIVIA WATSON	O 540-722-3480
COMMODITY MANAGER (PETROLEUM PRODUCTS & SOLID FUELS)	VDEM (ALL COMMODITIES AFTER HOURS)	O 804-674-2400 T 800-468-8892
COMMODITY MANAGER (POTABLE WATER)	DEPT OF HEALTH - CULPEPPER FIELD OFFICE #2 PAIGE JOHNS	O 540-829-7340 F 540-463-3892 AFTER HOURS 866-531-3068
COMMODITY MANAGER (TRANSPORTATION)	DEPT OF TRANSPORTATION	T 800-367-7623 Customer Service Center
COMMUNICATIONS (MOTOROLA RADIO SYSTEM)	MOTOROLA 236 AIRPORT RD WINCHESTER, VA 22602	O 540-662-6867
COMMUNICATIONS (RADIO AMATEUR CIVIL EMERGENCY SERVICE)	LEAD-GREG BUTLER ASST-TOM BREED WATTS HILL	H 540-635-4508 C 540-551-5253 H 540-636-2784 C 540-631-4599 H 540-631-0397 C 703-309-2464
COUNTY ADMINISTRATOR	DR. EDWIN C. DALEY	C 804-712-5557 W 540-636-4600 F 540-636-6066

DEPUTY COUNTY ADMINISTRATOR	TARYN G. LOGAN	C 540-683-6006 W 540-636-4600 F 540-636-6066
COUNTY ADMINISTRATION (FINANCE DIRECTOR)	MATT ROBERTSON	W 540-636-1604 F 540-636-8163
COUNTY PUBLIC SCHOOLS	ADMINISTRATION GOVERNMENT CENTER 220 N. COMMERCE AVENUE FRONT ROYAL, VA 22630 DR. CHRIS BALLENGER	O 540-635-2171 F 540-636-4195
COUNTY PUBLIC SCHOOLS	A.S. RHODES ELEMENTARY 224 W STRASBURG RD FRONT ROYAL, VA 22630	O 540-635-4556
COUNTY PUBLIC SCHOOLS	E. WILSON MORRISON ELEMENTARY 40 CRESCENT ST FRONT ROYAL, VA 22630	O 540-635-4118
COUNTY PUBLIC SCHOOLS	LESLIE FOX KEYSER ELEMENTARY 1015 STONEWALL DR FRONT ROYAL, VA 22630	O 540-635-3125
COUNTY PUBLIC SCHOOLS	RESSIE JEFFRIES ELEMENTARY 320 EAST CRISER RD FRONT ROYAL, VA 22630	O 540-636-6824

COUNTY PUBLIC SCHOOLS	HILDA J. BARBOUR ELEMENTARY 290 WESTMINSTER DR FRONT ROYAL, VA 22630	O 540-622-8090
COUNTY PUBLIC SCHOOLS	SKYLINE MIDDLE SCHOOL 240 LURAY AVE FRONT ROYAL, VA 22630	O 540-636-0909
COUNTY PUBLIC SCHOOLS	WARREN COUNTY H.S. 155 WESTMINSTER DR FRONT ROYAL, VA 22630	O 540-635-4144
COUNTY PUBLIC SCHOOLS	SKYLINE H.S. 151 SKYLINE VISTA DR FRONT ROYAL, VA 22630	O 540-631-0366
COUNTY PUBLIC SCHOOLS	WARREN COUNTY M.S. 522 HERITAGE DRIVE FRONT ROYAL, VA 22630	O 540-635-2194
CRIMINAL INJURY COMPENSATION FUND (DIRECTOR)	KASSANDRA BULLOCK 1000 DMV DRIVE RICHMOND, VA 23220	O 800-552-4007 C 804-205-3804 (after hours)
CRIMINAL INJURY COMPENSATION FUND (ASSISTANT DIRECTOR)	LEIGH SNELLINGS	O 800-552-4007 C 804-367-1010 (after hours)
DAMAGE ASSESSMENT (LOCAL ROADS & BRIDGES)	BLANK	BLANK
DAMAGE ASSESSMENT (PUBLIC BLDGS & EQUIPMENT)	BLANK	BLANK

DAMAGE ASSESSMENT (RESIDENCE & OTHER PRIVATE PROPERTY)	DAVID BEAHM (BUILDING OFFICIAL)	C 540-631-7870 O 540-636-9973 F 540-636-4698
DAMAGE ASSESSMENT (STATE ROADS & BRIDGES)	VDOT	TBD
DAMAGE ASSESSMENT (WATER CONTROL FACILITIES & PUBLIC UTILITY SYSTEMS)	800 Crosby Road Front Royal, VA 22630 ROBERT BOYER (Director of Town Public Works)	O-540-635-3552
DEBRIS REMOVAL	MIKE BERRY (Director of County Public Works)	C 540-622-3394 O 540-636-1543
EMERGENCY SERVICES (BUILDING INSPECTIONS)	DAVID BEAHM (Building Official)	C 540-631-7870 O 540-636-9973 F 540-636-4698
EMERGENCY SERVICES (FIRE CHIEF/EMERGENCY COORDINATOR)	JAMES BONZANO	H 540-635-3615 C 540-305-6750 O 540-636-3830 F 540-636-9986
EMERGENCY SERVICES (COUNTY ATTORNEY)	JASON HAM	O 540-434-5353
EMERGENCY SERVICES (COUNTY HEALTH DEPT)	OLIVIA WATSON COLIN GREEN, M.D. (Medical Director)	C 540-409-1186 O 540-722-3480/3159 F 540-635-9698 AFT HRS 540-665-8611 C 540-542-3480
EMERGENCY SERVICES (DEPUTY EMERGENCY COORDINATOR)	LT. RICK FARRALL	C 540-551-2481 O 540-636-3830 F 540-636-9986

EMERGENCY SERVICES (DIRECTOR AND CHAIRMAN, BOARD OF SUPERVISORS)	CHERYL CULLERS Email: ccullers@warrencountyva.net	C 540-551-2045 W 540-636-4600 F 540-636-6066
EMERGENCY SERVICES (DIRECTOR, PLANNING AND ZONING)	JOE PETTY (Planning Director)	C 540-671-0392 O 540-636-3354 F 540-636-4698
EMERGENCY SERVICES (FIRE AND RESCUE DEPARTMENTS) EMERGENCY- 911 NON-EMERGENCY 540-635-4128	CO 1 540-635-2540 CO 2 540-636-9704 CO 3 540-635-7453 CO 3 (Sub) – 635-1548 CO 4 540-636-3473 CO 5 540-635-7897 CO 6 540-837-1290 CO 8 540-636-6983 CO 9 540-635-5482 CO 10 540-635-6759 CO 12 540-869-1829 CO 25 540-465-8272 CO 51 540-465-3945	F 540-635-7658 F 540-636-2873 F 540-635-7966 F 540-635-1548 F 540-636-2567 F 540-635-3839 No FAX F 540-635-2137 F 540-635-6735 F 540-635-2999 F 540-868-2376 F-540-465-8476 F-540-465-4506
EMERGENCY SERVICES (LOCAL HOSPITAL - WARREN MEMORIAL) EE: 540-636-0334 NURSE: 540-636-3272	TBD (Director) DELORES GEHR (Clinic Manager – ED)	O 540-636-0151 TBD O 540-636-0154 C 540-636-0154
EMERGENCY SERVICES (PUBLIC SCHOOLS SUPERINTENDENT)	DR. CHRIS BALLENGER	C 276-781-3034 O 540-635-2171 F 540-636-4195
EMERGENCY SERVICES (PUBLIC SCHOOLS ASST SUPERINTENDENT)	GEORGE “BUCK” SMITH	C 540-247-6695 O 540-635-2171 F 540-636-4195

EMERGENCY SERVICES (PUBLIC SCHOOLS DIR SPECIAL SERVICES)	MICHAEL HIRSH	C 540-671-6370 O 540-635-2725 F 540-635-3001
EMERGENCY SERVICES (PUBLIC SCHOOLS DIR MAINTENANCE)	GREG LIVESAY BRYAN HELMICK	C 540-683-9797 O 540-631-0040 C 540-671-1358
EMERGENCY SERVICES (PUBLIC SCHOOLS DIR TRANSPORTATION)	AARON MITCHELL	C 540-671-3364 O 540-636-2600 F 540-635-1405
EMERGENCY SERVICES (RED CROSS - LOCAL) O - 540-662-5412 F – 540-662-5482 (RED CROSS NATIONAL) 1-855-891-7325	KATHY TRENUM (District Project Specialist)	C 540-241-3311
EMERGENCY SERVICES (SALVATION ARMY) frontroyalva@salvationarmy.org	CAPT ANN HAWK ann.hawk@uss.salvationarmy.org	O 540-635-4020 C 540-323-4095
EMERGENCY SERVICES (SHERIFF)	MARK BUTLER	C 540-622-4830
EMERGENCY SERVICES (SHERIFF'S OFFICE)	BLANK	O 540-635-4128 F 540-636-4950
EMERGENCY SERVICES (SOCIAL SERVICES) O 540-635-3430 F 540-636-1934	JON MARTZ	C 804-761-3401

EMERGENCY SERVICES (VA COOP EXTENSION SERVICE - AGRICULTURE, CROP, & EQUIPMENT)	COREY CHILDS GOVERNMENT CENTER 220 N. COMMERCE AVE FRONT ROYAL, VA 22630	O 540-635-4549 F 540-635-2827 H 540-955-4663 C 540-327-7919
EMS MEDEVAC HELICOPTER	PHI AIR CARE (Front Royal, VA)	Alert 800-258-8181 Non-Emer 540-635- 1344
EMS MEDEVAC HELICOPTER	ARIES (Fairfax County Police)	Alert 703-877-3840 Non-Emer 703-830- 3105
EMS MEDEVAC HELICOPTER	MARYLAND STATE POLICE (Various Locations)	Alert - 410-783-7525 Non-Emer – 410-238- 5800
EMS MEDEVAC HELICOPTER	MEDSTAR (Washington DC)	Non-Emer 202-877- 7234
EMS MEDEVAC HELICOPTER	PEGASUS (UVA-Charlottesville)	Alert 800-552-1826 Non-Emer 434-924- 9287
HAZMAT	CHEMTREC	T 800-424-9300
HAZMAT	PESTICIDE SAFETY TEAM NETWORK	T 800-424-9300
HAZMAT	CRAIG STRAWDERMAN VDEM HAZMAT OFFICER	C 804-317-7163
HAZMAT (CHEMICALS)	DIV OF CONSOLIDATED LABORATORY SERVICES	O 804-648-4480 A 804-335-4617
HAZMAT (FEDERAL & STATE ASSISTANCE)	DEPT OF EMERGENCY MANAGEMENT (DEQ)	O 804-698-4000 T 800-468-8892
HAZMAT (OIL OR OTHER POLLUTING SUBSTANCES IN WATER)	STATE WATER CONTROL BOARD DEQ – Valley Regional Office	O - 540-574-7800

HAZMAT (PESTICIDES)	DEPT OF AGRICULTURE	O 804-786-3798
HAZMAT (RADIOACTIVE MATERIAL)	DEPT OF HEALTH OFFICE OF RADIOLOGICAL HEALTH	O 804-864-8150 A 804-468-0138 O 804-786-5932
LORD FAIRFAX EMS COUNCIL	TRACEY MCLAREN	C 540-327-4945 T 877-208-9111 O 540-665-0014 F 540-722-0094
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	LYNN CARE CENTER 1000 N. Shenandoah Ave. FRONT ROYAL, VA. 22630	O 540-636-0242
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	Fox Trail 106 WESTMINSTER DRIVE FRONT ROYAL, VA. 22630	O 540-631-0505
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	Shenandoah Senior Living 103 LEE BURKE ROAD FRONT ROYAL, VA. 22630	O 540-635-7923
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	Woods Cove Assisted Living 201 WEST CRISER ROAD FRONT ROYAL, VA. 22630	O 540-636-6611 O 540-636-6612
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	COMMONWEALTH SENIOR LIVING 600 MOUNT VIEW STREET FRONT ROYAL, VA. 22630	O 540-227-8956

MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	HIDDEN SPRINGS Senior Living 973 Buck Mountain Rd BENTONVILLE, VA 22610	O 540-636-2008
MEDICAL AND HEALTH RESOURCES (ASSISTED LIVING)	HERITAGE HALL 400 W. STRASBURG RD FRONT ROYAL, VA 22630	O 540-636-3700
MEDICAL AND HEALTH RESOURCES (COMMUNITY CLINIC)	ST. LUKE 316 NORTH ROYAL AVE FRONT ROYAL, VA. 22630	O 540-636-4325
MEDICAL AND HEALTH RESOURCES (HOSPITAL)	WARREN MEMORIAL 351 VALLEY HEALTH WAY FRONT ROYAL, VA 22630	Main 540-636-0300 ER 540-636-3272 EMS RM 540-636-0111
OTHER JURISDICTIONS	CLARKE COUNTY FAUQUIER COUNTY FREDERICK COUNTY PAGE COUNTY RAPPAHANNOCK COUNTY SHENANDOAH COUNTY VALLEY MEDICAL WINCHESTER CITY	540-955-1234 540-347-3300 540-662-6162 540-743-6571 540-675-5300 540-459-6101 800-776-4067 540-662-1111
PARKS AND RECREATION O 540-635-7750 F 540-636-7608	DAN LENZ BRAD KRESGE LEE COCKRELL ROBIN RICHARDSON	C 540-622-3939 C C 540-671-5811 C 540-671-3191
PUBLIC INFORMATION (NEWSPAPERS)	Northern Virginia Daily Warren Sentinel Warren County Report	O 540-465-5137 O 540-636-4174 O 540-305-3000

PUBLIC INFORMATION (RADIO STATIONS)	WFTR WINC Q102	O 540-635-4121 F 540-635-9387 O 540-667-2224 F 540-722-3295 O 540-662-5101
PUBLIC INFORMATION (TV STATIONS)	WTTG - Channel 5 (Fox, D.C.) Channel 4 (NBC, Hagerstown, MD) WHAG - Winchester	O 202-895-3000 F 202-895-3132 Fox5tips@wtg.com O 202-885-4111 F 301-733-1735 O – 540-773-5669 F – 540-773-5670 hbreslin@localdmv.com
RESOURCE SUPPLIERS (COMMUNICATIONS)	Comcast Verizon Century Link	O 888-266-2278 O 800-837-4966 Repair Dept 844-421-4713
RESOURCE SUPPLIERS (ELECTRIC POWER)	RAPPAHANNOCK Electric Shenandoah Valley Electric TOWN OF FRONT ROYAL (David Jenkins)	O 800-552-3904 O 800-234-7832 Dispatch 540-635-2111 O 540-635-3027
RESOURCE SUPPLIERS (FOOD RETAIL STORES)	Shop & Save MARTIN'S (24-HRS) BAUGH NE (24 HRS) (Todd Slater) Walmart Aldi	O 540-622-2704 O 540-635-2249 O 540-683-6708 O 540-635-4140 O 855-955-2534

RESOURCE SUPPLIERS (FUEL STORAGE – GAS/DIESEL)	FUNKHAUSER QUARLES	O 540-636-7041 O 540-635-2166
RESOURCE SUPPLIERS (FUEL STORAGE – PROPANE)	AMERIGAS HOLTZMAN QUARLES	T 800-237-1320 T 888-465-9200 O 540-635-2166
RESOURCE SUPPLIERS (NATURAL GAS)	COLUMBIA GAS	T 800-835-7191
SHELTER (SKYLINE HIGH SCHOOL)	151 Skyline Vista Drive Front Royal, VA 22630	540-631-0366
SHELTER (SOUTH WARREN FIRE STATION 3)	3330 Stonewall Jackson Highway Bentonville, VA 22610	540-635-7453
SHELTER (BLANK)	BLANK	BLANK
SHELTER (WARREN COUNTY M.S.)	522 HERITAGE DRIVE FRONT ROYAL, VA 22630	O 540-635-2194
TOWN OF FRONT ROYAL (POLICE CHIEF)	KAHLE MAGALIS	H 540-635-2886 C 540-550-5707 O 540 635-2111 F 540-635-6160
TOWN OF FRONT ROYAL (PUBLIC WORKS AND UTILITIES)	ROBERT BOYER	O 540-635-7819 F 540-635-8973
TOWN OF FRONT ROYAL (TOWN MANAGER)	STEPHEN HICKS	O 540-635-8007

UTILITIES (Direct TV)	MATT FALCONER	C 540-226-0845
VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES (TRNG & CRITICAL INCIDENT RESPONSE COORDINATOR)	JULIA FULLER-WILSON 1100 BANK STREET RICHMOND, VA 23219	O 804-840-4276
VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT	EOC 24-hour Center	T 800-468-8892 O 804-674-2400
VIRGINIA EMERGENCY OPERATIONS CENTER (EOC) (LOCAL LIAISON SECTION)	INITIAL DAMAGE ASSESSMENT	F 804-674-2419 veoc@vdem.virginia.gov [Use Web EOC]
VIRGINIA STATE POLICE	2ND DIVISION (CULPEPER)	T 800-572-2260 O 540-829-7766

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FUNCTIONAL ANNEX CONTACT INFORMATION

APPENDIX 9, RESOURCE DISTRIBUTION CENTERS

Resource	Source	Phone #
(Area Code 540 unless otherwise stated)		
Air Ambulances	Pegasus – Charlottesville	1 (800) 552-1826
	INOVA – Fairfax	1 (800) 258-8181
	Medstar – Washington, D.C.	1 (800) 824-6814
Ambulances	Front Royal – Co. 1	635-2540
	Rivermont – Co. 2	636-9704
	South Warren – Co. 3	635-7453
	Linden – Co. 4	636-3473
	Shenandoah Shores – Co. 5	635-7897
	Shenandoah Farms – Co. 6	837-1290
	Fortsmouth – Co. 8	636-6983
	Chester Gap – Co. 9	635-5482
	North Warren – Co. 10	635- 6759
Air Breathing	Front Royal – Co. 1	635-2540
Air Compressor	D & P Rentals	635-3789 work
Air Hammers	Neville or Linda Derflinger	635-7246 home
Backhoes	Front Royal Public Works	635-7819
	VDOT - Kenny Coffee	335-5903
	Dean Shillingburg	820-5871
	Rappawan, Inc. – Richie Vaught	636-6143 work
	After Hours	635-8282 home
	-or- Junior Vaught	635-8411
Building Supplies	Lowe's	305-2030
	84 Lumber Company	636-8420
Bulldozers	FRRL Public Works	635-7819
	VDOT- Kenny Coffee	335-5903
	Dean Shillingburg	820-5871
	Rappawan, Inc. – Richie Vaught	636-6143 work
	After Hours	635-8282 home
	-or- Junior Vaught	635-8411
Crisis Intervention	Northwestern	636-2931
CGI/CGM	VDEM	1 (800) 468-8892
	WCFR	635-3830

Resource	Source	Phone #
(Area Code 540 unless otherwise stated)		
Disposal Contractors	ENSAT – Culpeper LCM – Larry Logan Roanoke (24-hour #)	825-9083 344-5583 1 (800) 774-5583
Waste Oil Collection	FCC Environmental – BJ Carry Alexandria	(703) 370-8205 (703) 932-8481 cell
Surface Water Cleanup	ENSAT –Mark Newell Culpeper (cell) LCM – Larry Logan Roanoke (24-hour #) Hazmat 2000 – Nellie Bayne Staunton HMHTTC – Spill Line Glen Burnie, MD	825-9083 (703) 819-5862 344-5583 1 (800) 774-5583 885-0810 1 (800) 927-9303 978-568-1922
Foam Trucks	Dulles Airport: Emergency Dispatch Fire Station/non-emergency Asst. Chief Dan Redman Batt. Chief	(703) 572-2400 (703) 572-2302 (703) 572-2973 (703) 417-8282 (703) 572-2974
Food	Red Cross – Lorrie Rhoton	664-2616
Forrest Warden	VDOF – Chad Briggs	434-989-5055
Front End Loaders	FRRL Public Works VDOT – Kenny Coffee Dean Shillingburg Rappawan, Inc. – Richie Vaught After Hours -or- Junior Vaught	635-7819 335-5903 820-5871 636-6143 work 635-8282 home 635-8411
Fuels: Diesel/Gasoline	Quarles Funkhouser	635-2166 636-8000
Generators	FRRL – Co. 1 D & P Rentals – Neville Derflinger -or- Linda Derflinger	635-2540 635-3789 work 635-7246 home
Handtrucks	D & P Rentals – Neville Derflinger -or- Linda Derflinger	635-3789 work 635-7246 home

Resource	Source	Phone #
(Area Code 540 unless otherwise stated)		
Jacks 12 - 100 ton	D & P Rentals – Neville Derflinger -or- Linda Derflinger	635-3789 work 635-7246 home
Lighting	Squad 1	635-2540
Power	Rappahannock Elec. Coop	622-2001
Pumps (Water/Sump)	D & P Rentals – Neville Derflinger -or- Linda Derflinger	635-3789 work 635-7246 home
Railroad	Norfolk & Southern	1 (800) 680-0400
Radioactive Monitors	VDEM	1 (800) 468-8892
Radios	FRRL Communications Teltronic	635-5754 662-6867
Rock	FRRL Public Works VDOT – Kenny Coffee Dean Shillingburg Rappawan, Inc. – Richie Vaught After Hours -or- Junior Vaught	635-7819 335-5903 820-5871 636-6143 work 635-8282 home 635-8411
Sand/Stone	VDOT – Kenny Coffee Dean Shillingburg Rappawan, Inc. – Richie Vaught After Hours -or- Junior Vaught	335-5903 820-5871 636-6143 work 635-8282 home 635-8411
Tents	D & P Rentals – Neville Derflinger -or- Linda Derflinger United Rentals	635-3789 work 635-7246 home 662-5372
Telephones (remote)	CenturyLink - Curtis Bradshaw	276-274-5510
Toilets (portable)	Merritt Sanitation – Winchester Johnny Blue – Winchester	662-8828 665-0968
Trucks (dump)	FRRL Public Works VDOT – Kenny Coffee Dean Shillingburg Rappawan, Inc. – Richie Vaught After Hours -or- Junior Vaught	635-7819 335-5903 820-5871 636-6143 work 635-8282 home 635-8411

Resource	Source	Phone #
		(Area Code 540 unless otherwise stated)
Translators	RMA (German, Spanish)	636-5200
	Language Line WCSO Dispatch	635-4128
Water (bottled)	Crystal Springs	1 (800) 728-4326
	Boyers – Strasburg	465-3597

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Appendix 10: DESIGNATION OF CRITICAL AND ESSENTIAL EMPLOYEES DURING AN EMERGENCY

Overview

During the COVID-19 emergency, it was discovered that County and Town general duty employee categories were not designated as critical or essential, in order to ensure critical infrastructure remained functional and continuity of government is maintained during designated emergencies. The associated memorandum was approved by the County Administrator, Public Schools Superintendent, and Town Manager on May 7, 2020, and updated on August 11, 2021.

Intent

This appendix defines critical and essential employees that will be required to perform their assigned duties during an emergency. All employees not designated as critical or essential are re-assignable from their primary duties to support emergency operations, as appropriate and/or required. A working group examined the DHS-CISA guidance regarding the 16 U.S. critical infrastructure sectors (<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>), and applied them at the local level to determine “critical” employees. The end-state is three-fold: (a) ensure continuity of operations / continuity of government, (b) update the County Emergency Operations Plan, and (c) update employee position descriptions to include a statement regarding employee duties during an emergency.

Definitions

(a) Critical Employees: those whose primary duties directly support one of the 16 critical infrastructure sectors (as applied locally); the accomplishment of these duties cannot be performed from other than their primary place of duty; applies to all emergencies.

(b) Essential Employees: those whose primary duties directly support the continuity of local operations or continuity of local government; the accomplishment of these duties may be delayed short-term or performed from other than their primary place of duty.

(c) Re-assignable Employees: those whose primary duties do not directly support critical or essential duties (see above); the accomplishment of these duties may be delayed or suspended during the emergency period; the employee may be reassigned as appropriate.

(d) Position Description Statement: This position is considered (select one: critical / essential / re-assignable) during an emergency.

General Duty Categories – Critical

As defined in paragraph (a) above, the following general duty employee categories are considered “critical”:

Bus Drivers
Courthouse and Legal
Elections
Electric Utilities
Emergency Management
Emergency Communications
Equipment Operators/Maintenance Workers
Fire Rescue and Emergency Medical Services
Fleet Vehicle Maintenance
Information Technology
Sheriff’s Office
Social Services
- Employees responding to “neglect of children, elders, dependent adults”
Police Department
Public Works
- Includes cleaning/disinfection and maintenance technicians; includes WCPS personnel
Water and Wastewater

General Duty Categories – Essential

As defined in paragraph (b) above, the following general duty employee categories are considered “essential”:

Continuity of Government
- Administration, Board of Supervisors, Legal, School Board, Town Council
Continuity of Operations
- Building Inspections, Departmental Clerical Positions, Department Heads/Deputies, Finance, Human Resources, Planning, Commissioner of Revenue, Social Services, Treasurer, WCPS Central Office Directors, WCPS Principals
Emergency Shelter
- All administration, logistics, operations, and WCPS nurses as required
Economic Development
Education K-12
- Supporting in classroom and distance learning
Food Distribution

General Duty Categories – Re-assignable

All other general duty categories not listed above are considered re-assignable (as defined in paragraph (c) above. Note this appendix will be moved within the document during the next major EOP revision.

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Appendix 11: PLANNED EOP UPDATES

Overview

During the COVID-19 emergency, updates to this Emergency Operations Plan were deferred due to time constraints and priorities of work. The next EOP review is intended to include additional information for the following:

Dam Information (local sites)

Debris Management

Disaster Recovery Center

EOC Organization Chart

Emergency Shelter (American Red Cross) Agreements

Exercises and Training (staff)

Point of Distribution

Special Facilities

Volunteer and Donation Management

Additionally, it is planned to realign the Functional Annexes by the five major Incident Command System (ICS) functional areas (Command, Operations, Planning, Logistics, and Finance/Administration), along with the supporting Emergency Support Functions (ESFs). This will make it easier for the functional area leaders to address their sections primary duties and responsibilities.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
November 9, 2021 Work Session	F	Rescind the Declaration of Local Emergency by the Local Director of Emergency Management due to COVID-19	
<u>EXPLANATION & SUMMARY:</u> On March 17, 2020, a Declaration of Local Emergency by the Local Director of Emergency Management due to the Coronavirus (COVID-19) and Consent of the Board of Supervisors of Warren County was adopted. Since then, the local impacts of the Coronavirus (COVID-19) have been appropriately managed or mitigated. As of June 30, 2021, all Coronavirus Relief Funds (CRF) transfers received were properly expended and accounted for in the federal system with the Commonwealth's Department of Accounts (Compliance Oversight). Robinson, Farmer, Cox & Associates completed the initial audit of County CRF expenditures spent in fiscal year 2019 – 2020 and have begun preliminary fieldwork for the expenditures in fiscal year 2020 – 2021. It is currently estimated the final single audit for all CRF expenditures will be completed in early 2022. As of July 1, 2021, the (Commonwealth of Virginia) State of Emergency declared in response to COVID-19 expired and all Executive Orders imposing COVID-19 restrictions are either expired or terminated. As of December 31, 2021, the period of eligibility for FEMA COVID-19 Public Assistance (Category B) related expenditures will close. The County is in the process of a documentation review with FEMA for federal reimbursement of related local expenses (emergency protective measures not duplicated by other federal assistance). The Coordinator of Emergency Services (Fire Chief) and County Administrator recommend this action. <u>COST & FINANCING:</u> There is no cost or financing requirements for the County. <u>PROPOSED OR SUGGESTED MOTION:</u> No motion at this time. This item will be placed on the November 18, 2021 agenda for consideration by the Board of Supervisors.			
SUBMITTED BY: Rick Farrall, Lieutenant – Deputy Emergency Coordinator	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
November 9, 2021 Work Session	G	Emergency Medical Care and Transport Fee Schedule Changes	

EXPLANATION & SUMMARY:

Each year, EMS Management and Consultants, the County's ambulance billing company, conducts an Annual Business Review with their clients. We were recently advised, due to the 2022 Ambulance Inflation Factor (AIF) being raised to 5.1%, to modestly increase our emergency medical service fees to 150% of the 2022 Medicare Fee Schedule. To note, this is the largest annual AIF increase since 1990. The last Board approved EMS fee increase was July 1, 2021 (by comparison, this increase was based on the 2019/2020/2021 Ambulance Inflation Factors of 2.3%, 0.9%, and 0.2%, respectively). See below:

<u>EMS Service</u>	<u>2022 Medicare Allowable</u>	<u>Current Fee</u>	<u>150% of Medicare</u>	<u>Proposed Fee</u>
BLS (A0429)	\$381.72	\$563.00	\$572.58	\$573.00 (increase)
ALS1 (A0427)	\$453.29	\$669.00	\$679.94	\$680.00 (increase)
ALS2 (A0433)	\$656.08	\$968.00	\$984.12	\$985.00 (increase)
Mileage (1-17 mi) (A0425)	\$11.55	\$18.00	\$17.33	\$18.00 (no change)
Mileage (18+ mi) (A0425)	\$7.70	\$12.00	\$11.55	\$12.00 (no change)
Oxygen (A0422)	N/A	\$50.00	N/A	\$50.00 (no change)

The recommended fee schedule changes are customary and consistent with the 2022 Medicare allowable charges for rural Emergency Medical Service providers. These changes are expected to generate approximately **\$25,000** annually in Cost Recovery revenue. Upon approval, the Department of Fire and Rescue, Standard Operating Procedure, Subject: EMS Cost Recovery Program, will be updated as appropriate.

The Fire Chief and County Administrator recommend these fee schedule changes.

COST & FINANCING:

There is no cost or financing requirements for the County.

PROPOSED OR SUGGESTED MOTION:

No motion at this time. This item will be placed on the December 14, 2021 agenda for consideration by the Board of Supervisors.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Rick Farrall, Lieutenant – Deputy Emergency Coordinator		