

# PITTSYLVANIA COUNTY EMERGENCY OPERATIONS PLAN

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**PROMULGATION OF THE PITTSYLVANIA COUNTY  
EMERGENCY OPERATIONS PLAN**

By virtue of the authority vested in me by Section 44-146.19 of the Code of Virginia as the Emergency Services Director, I hereby promulgate and issue the Emergency Operations Plan (“the Plan”), dated January 1, 2019,

which provides for a County response to emergencies and disasters wherein assistance is needed by affected citizens in order to save lives; to protect public health, safety, and property; to restore essential services; and to effect an economic recovery.

As necessary, the Emergency Management Coordinator, on behalf of the Director, is hereby authorized to activate the County’s Emergency Operations Center (EOC) in order to direct and control County emergency operations. Activation of the County’s EOC shall constitute implementation of the Plan.

As directed by the Plan, the Director of Emergency Management is responsible for command and control, and direction of recovery efforts following any disaster that confronts the County. In the absence of the Director, the Deputy Director assumes the responsibility. In the absence of both the Director, and Deputy Director, this responsibility is assumed by the Coordinator.

In accordance with the duties and responsibilities assigned in the Plan, each designated county department or agency shall:

1. Become familiar with and maintain the part(s) of the Plan for which it is responsible;
2. Conduct an on-going training program and participate in exercises as needed in order to maintain an appropriate emergency response capability;
3. In time of emergency, implement emergency response actions as specified in the Plan, in coordination with the County’s EOC; and
4. Assist with post-disaster restoration and recovery operations as required.

The Plan is consistent with the Virginia Emergency Services and Disaster Laws of 2000, as amended (Chapter 3.2, Title 44 of the Code of Virginia) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) and its implementing regulations.


This Executive Order shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order.

Pittsylvania County Emergency Operations Plan May 2019

**PROMULGATION OF THE PITTSYLVANIA COUNTY  
EMERGENCY OPERATIONS PLAN**  
(Continued)

Given under my hand and under the seal of Pittsylvania County this 14<sup>th</sup> day of

May, 2019.

  
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Chairman, Board of Supervisors

# Pittsylvania County Emergency Operations Plan May 2019

## Resolution Emergency Operations Plan

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

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

WHEREAS Pittsylvania County has established and appointed a Director and Coordinator of Emergency Management.

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

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



Chairman, County Board of Supervisors

ATTEST:



Clerk  
County Board of Supervisors



Approved to Form:



County Attorney

Adopted this 14<sup>th</sup> day of May 20 19

Pittsylvania County Emergency Operations Plan May 2019

**Record of Changes**

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1				
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# Pittsylvania County Emergency Operations Plan May 2019

## **Record of Distribution**

Director of Emergency Management  
Deputy Director of Emergency Management  
Coordinator of Emergency Management  
Deputy Coordinator of Emergency Management  
Sheriff's Office  
Fire and Rescue Squads  
Assistant County Administrator/Public Works Director  
Finance Department  
Director of Social Services  
Danville-Pittsylvania County Chapter American Red Cross  
Extension Service  
Health Department  
County Attorney  
Emergency Communications Center  
Board of Supervisors  
Public School System  
Code Compliance  
Planning Official  
Building Official  
Fire Marshal

## **I. Introduction**

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

### **Purpose**

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in the effective response to and recovery from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the 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 an emergency or disaster situation.

### **Plan Elements**

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

### **Scope and Applicability**

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

## Pittsylvania County Emergency Operations Plan May 2019

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

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

## II. Demographics

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Pittsylvania County is located in south central Piedmont region of Virginia. It covers approximately 978 square miles and has a population of approximately 62,000. It is the largest county in Virginia. The land is rolling to hilly with elevations averaging from 400 to 800 feet above sea level. The highest point in the county is Smith Mountain which is 2,043 feet high.

Pittsylvania County is a surplus water area in Virginia. The area's four major rivers – the Roanoke, Dan, Pigg and Banister – have a total of 196 miles of shoreline in the county. There are also numerous small streams throughout the county which provide valuable supplies of soft water this is of excellent quality for municipal and industrial use.

Forests cover 405,446 acres of the County. Hardwood covers approximately 263,533 acres and pine approximately 96,610 acres. Hardwood and pine mixed cover 45,303 acres

The county is also rich in mineral deposits with bountiful supplies of barite, mica, manganese and iron. There are 1,354 active farms in the County. The principal crops are tobacco, corn, wheat, soybeans and broccoli. Principal secondary activities are livestock production and dairy products.

Pittsylvania County through the years has become an important trade center with an economic base of tobacco, textiles, time and agricultural products.

The major transportation routes in Pittsylvania County are state highways 29, 40, 57, 41, 360, 58, and 62.

With the amount of water flowing through Pittsylvania County there is always a high possibility of flooding. Also, the acres of forest make a forest fire possibility high.

According to the most current US Census the population estimate as of July 2018 is approximately 61,258 people with 49% being males and 51% being female.

Based on a hazard analysis of the area, the primary hazards are floods, hazardous material incidents, severe storms, etc.

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

Hazard Analysis Summary

<b>Hazard</b>	<b>Risk Analysis Score</b>
Highway Accident	High
Flash Flood	High
Haz-Mat Accident	Medium-High
Winter Storm	Medium-High
Flood, Major Hurricane/Tropical Storm	Medium-High
Windstorm/Severe Thunderstorm	Medium-High
Fire/Explosion	Medium
Tornado	Medium
Drought	Medium
Major Power Outage	Medium
Pipeline Incident	Medium
Railroad Disaster	Low
Air Pollution	Low
Fuel Shortage, Major	Low
Airplane Crash	Low
Structural Collapse	Low
Terrorism	Low
Water Supply Shortage or Contamination	Low
Dam Failure	Low
Earthquake	Low
Nuclear Accident	Low
Civil Disturbance	Low

## **HAZARDS ANALYSIS SUMMARY** **Explanation**

Each of the criteria identified for describing and assessing potential hazards is to be assigned a descriptive term based on the vulnerability, maximum threat and probability of occurrence as follows:

Low  
Medium  
Medium-High  
High

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. 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 500 - "medium-high"
  - c. Chances per year between 1 in 500 and 1 in 1000- "medium"
  - d. Chances per year less than 1 in 1000 - "low"

The 2011 West Piedmont Multi-Jurisdictional Hazard Mitigation Plan combined with local resources were used to develop the Pittsylvania County Hazard Analysis summary.

### III. Assumptions

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- A. Incidents are typically managed at the lowest possible level of government.
- B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- C. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to and recover from disasters.
- D. Incidents requiring local government to coordinate operations and/or resources may:
  - Occur at any time with little or no warning;
  - Require significant information sharing across multiple jurisdictions and between the public and private sectors;
  - Involve single or multiple geographic areas;
  - Have significant impact and/or require resource coordination and/or assistance;
  - Span the spectrum of incident management to include prevention, preparedness, response, recovery and mitigation;
  - Involve multiple highly varied hazards or threats on a local or regional scale;
  - Result in numerous casualties; fatalities; displaced persons; property loss; disruptions of normal life support systems, essential public services and basic infrastructure; and significant damage to the environment;
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
  - Require short notice State and Federal asset coordination;
  - Require prolonged, sustained incident management operations and support activities; and,
  - Attract a sizeable influx of media personnel.
- E. The top priorities for the jurisdiction are to:
  - Save lives and protect the health and safety of the public, responders, and recovery workers;
  - Ensure security of the jurisdiction;
  - Prevent an imminent incident from occurring;
  - Protect and restore critical infrastructure and key resources;
  - Ensure local government continues to function throughout the incident;
  - Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
  - Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan encourages the development of a plan that is based on the all hazards principle that most emergency response functions are similar regardless of the hazard.

## Pittsylvania County Emergency Operations Plan May 2019

- The emergency manager will mobilize resources and personnel as required by the situation;
- Incidents are managed at the local level;
- They will have mutual aid agreements with neighboring jurisdictions;
- They will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS);
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans; and
- Regulated facilities (Superfund Amendments and Re-authorization Act sites), power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements. (See Pittsylvania Hazardous Materials Emergency Response Plan.)



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

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

##### **Elected Officials – County Board of Supervisors (BOS)**

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

##### **Director of Emergency Management – Chairman of the Board Deputy Director of Emergency Management – County Administrator**

- Implement the EOP
- Determine the need to evacuate an endangered area
- Exercise direction and coordination from the EOC during disaster operations
- Hold overall responsibility for maintaining and updating the plan.

##### **Coordinator of Emergency Management – Department Director of Public Safety and Emergency Communications Deputy Coordinator of Emergency Management – Deputy Director of Public Safety**

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

##### **Local Government Agencies**

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

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

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF)

## Pittsylvania County Emergency Operations Plan May 2019

structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESFs:

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

### **Private Sector**

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

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

The private sector has the responsibility to:

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

## **V. Concept of Operations**

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### **General**

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

This section described the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structure and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal,

## Pittsylvania County Emergency Operations Plan May 2019

nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that Emergency Management organizations and operations will be structured around existing constitutional government. The 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 Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Director of Emergency Management, assisted by the Coordinator and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located at 200 H.G. McGee Dr. Chatham, VA 24531(William Pritchett Training Center).

The alternate EOC is located in the Pittsylvania County Schools ECC Computer Training Center (Old Planetarium). 39 Bank St. Chatham, VA 24531.

The Mobile Command Vehicle is stationed at the Chatham Fire Dept., (Station 21) 35 Depot St. Chatham, VA 24531

4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. The Director of Emergency Management is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency, with the consent of the Board of Supervisors.
6. A local emergency may be declared by the Director of Emergency Management or the Coordinator of Emergency Management with the consent of the entire Board of Supervisors within five (5) days. 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 in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

## Pittsylvania County Emergency Operations Plan May 2019

7. The Director of Emergency Management or, in his absence, the Deputy Director assumes this responsibility. In the absence of both the Director, and Deputy Director, this responsibility is assumed by the Coordinator to determine the action needed to mitigate the emergency, including the need for evacuation of large areas and will issue necessary orders for evacuation or other protective action as needed. The Sheriff's Department 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 Director of Emergency Management will be the Deputy Director, the Coordinator of Emergency Management, or the Deputy Coordinator of Emergency Management.
9. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented 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 Management will assure 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 Director of Emergency Management or, in his absence, the descending order established in Item 8, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the supplies from the effects of threatened disasters.
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

## Pittsylvania County Emergency Operations Plan May 2019

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.

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.

15. Declaration of a Local Emergency
  - a. The Director of Emergency Management with the consent of 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 of Supervisors cannot convene due to the disaster, the Director of Emergency Management or, in his/her absence, any other Emergency Management staff may declare a local emergency to exist subject to confirmation of the Board, within five days. The Director of Emergency Management 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 Management, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, 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.
  
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

## Pittsylvania County Emergency Operations Plan May 2019

### 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 Management 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 Pittsylvania 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 Management or, in his absence, the Coordinator of Emergency Management when he/she determines that such assistance is necessary and feasible.
20. The Director of Emergency Management, the Coordinator of Emergency Management, and the Division 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 Management and Disaster Law of 2000, as amended.
  - b. A state of emergency is declared by the Governor.
22. The Director of Emergency Management, assisted by the Coordinator of Emergency Management, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned, and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

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

Local Emergency Operations Plan is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other

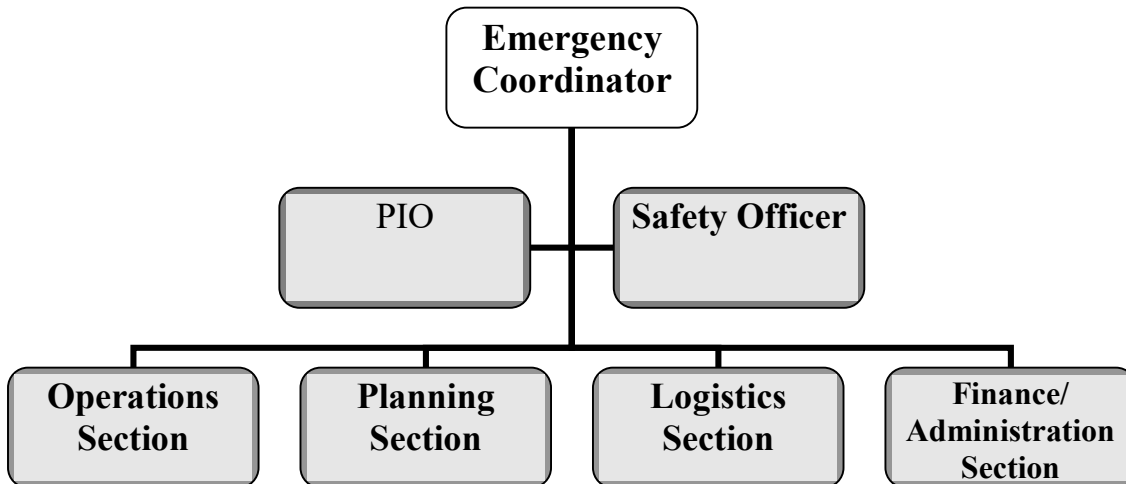
## Pittsylvania County Emergency Operations Plan May 2019

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

### **Organizational Structure**

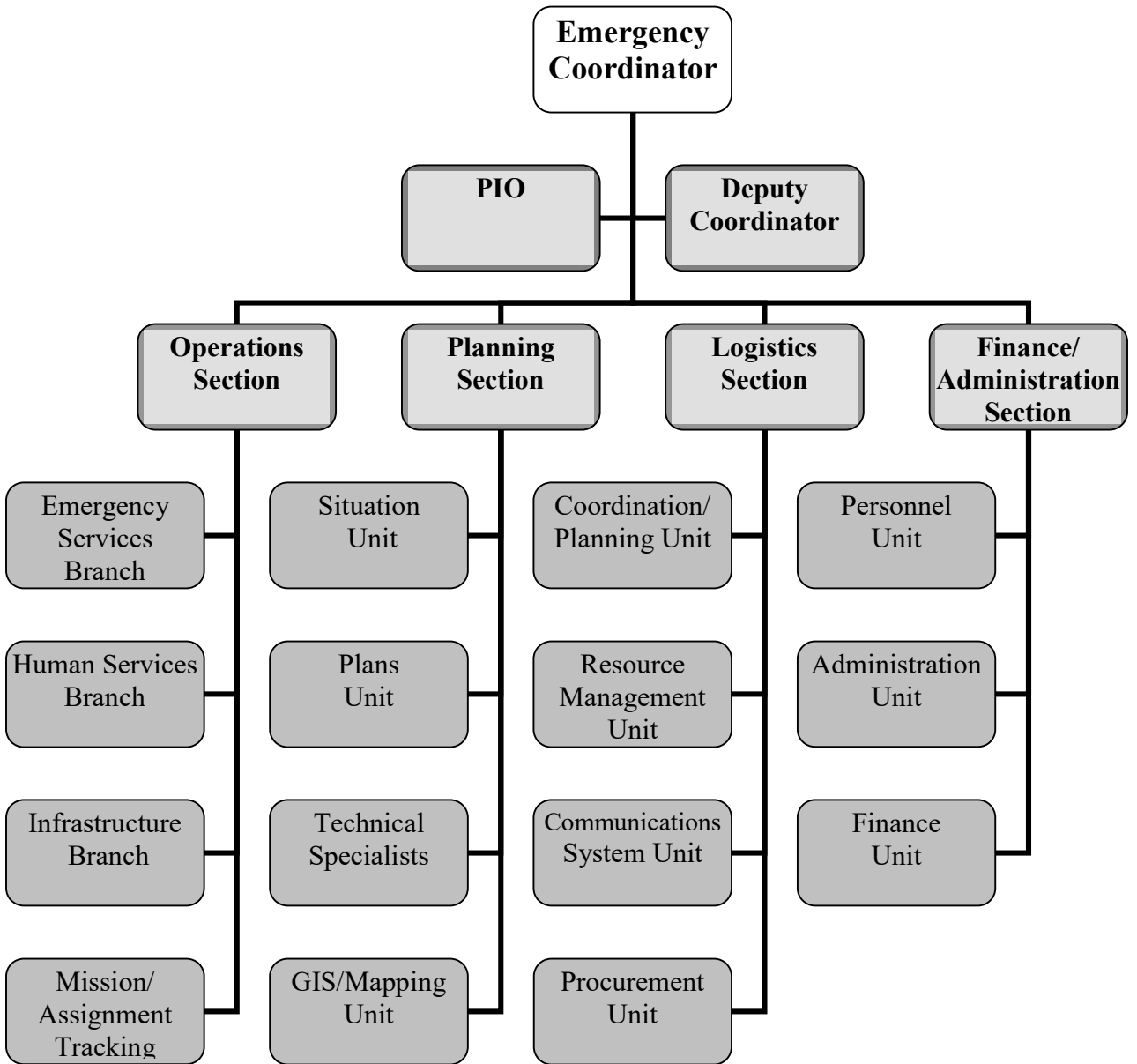
In accordance with NIMS process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework, the Emergency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

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

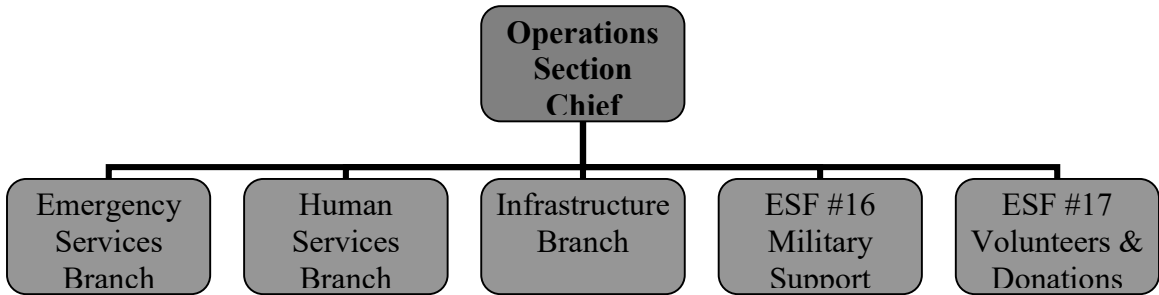


*When the local emergency operations center (EOC) is activated, there should be coordination between the emergency manager and the incident commander to ensure a consistent response:*

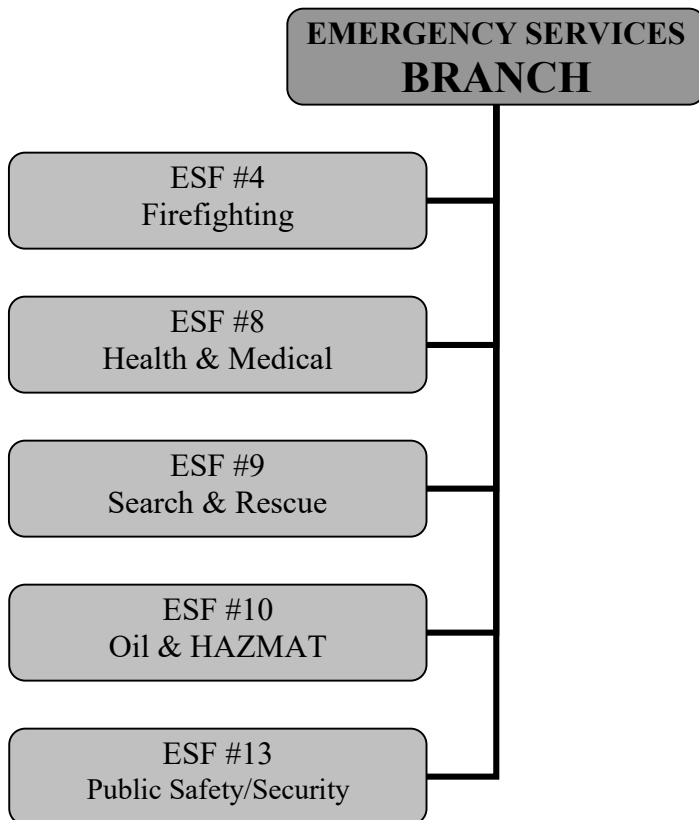




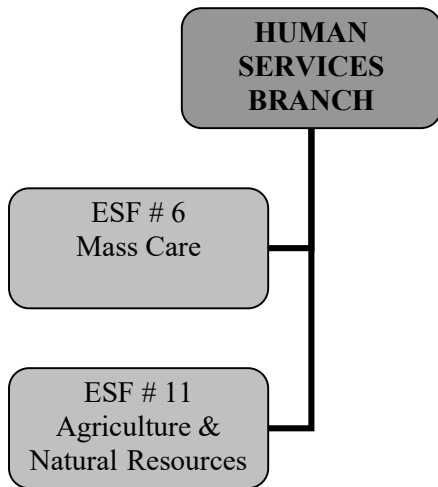
**Operations Section**



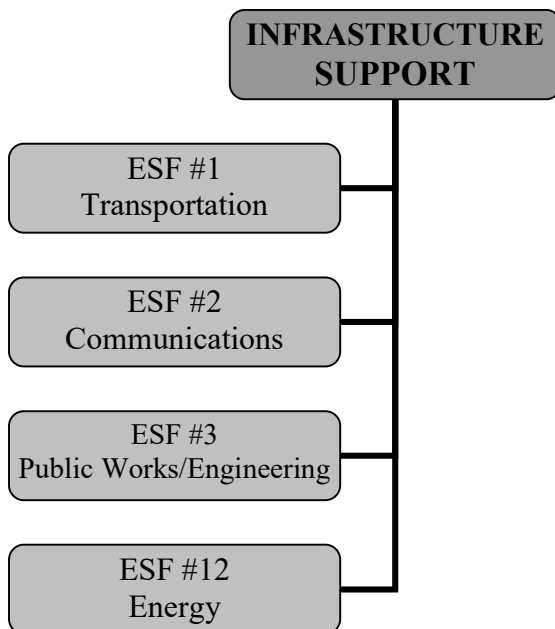
**Emergency Services ESFs**



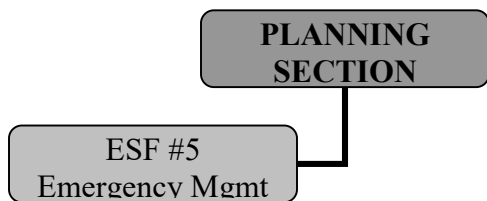
**Human Services ESFs**



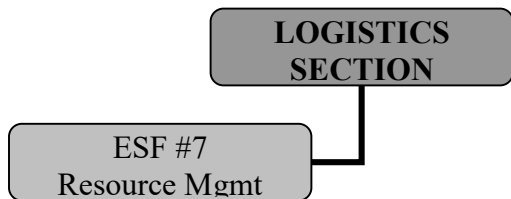
**Infrastructure Support ESFs**



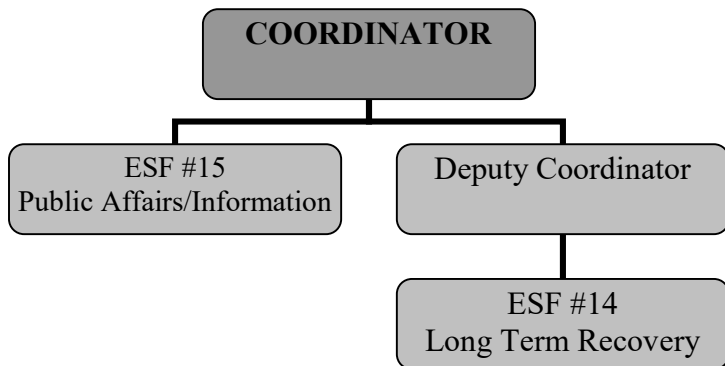
**Planning Section ESFs**



**Logistics Section ESFs**



**Command Staff**



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

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

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

### **Pre-Incident Actions**

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

#### **Actions:**

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

### **Response Actions**

*Actions taken to preserve life, property, the environment, and the social, economic, and political structure of the community*

- *Law enforcement;*
- *Protection of responder health and safety;*
- *Fire suppression;*
- *Emergency medical services;*
- *Evacuations;*
- *Dissemination of public information;*
- *Actions to minimize additional damage;*
- *Urban search and rescue;*

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- *Public health and medical services;*
- *Distribution of emergency supplies;*
- *Debris clearance; and*
- *Protection and restoration of critical infrastructure.*

*Some actions that may be necessary at this point in the incident are:*

1. Suspension of daily functions of the government that do not contribute directly to the emergency operation.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. Implement evacuation orders as needed.
4. Open and staff emergency shelters as needed.

*Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery.* Brief the local governing body of the impending situation.

### **Recovery Actions**

*These actions should assist individuals and communities to return to a normal state as much as feasible. During the recovery period, some of the actions that may need to be implemented:*

- *Preliminary damage assessment;*
- *Long-term recovery;*
- *Cleanup and restoration of public facilities, businesses, and residences;*
- *Re-establishment of habitats and prevention of subsequent damage to natural resources; and*
- *Protection of cultural or archeological sites during other recovery operations.*

*Open a Joint Field Office (JFO) to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.*

1. Within 72 hours of impact, complete an Initial Damage Assessment and submit to the VEOC.
2. Assess local infrastructure and determine viability for re-entry of residents.
3. Begin immediate repairs to electric, water and sewer lines and stations.

### **Mitigation Actions**

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

- *Grant programs for loss reduction measures (if available);*
- *Delivery of loss reduction building-science expertise;*

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

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

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

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

#### 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 Emergency Operations Center located in Chatham, Virginia. The EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management, and key

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department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Management will be available for decision-making as required.

### CONCEPT OF OPERATIONS

The Deputy Director of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency 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 are listed in each respective functional annex.

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

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

### 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 it in the local Emergency Operations Plan.
  - (1) Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations. Maintain a notification roster of these key personnel and their alternates.
  - (2) Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated evacuation assembly center.
  - (3) Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and the Salvation Army.



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- (4) 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.
  - (5) Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected during an emergency.
  - (6) Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- c. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the county.
  - d. 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 Law of 2000.
  - e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.

### 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.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to on-site emergency response personnel.
- (2) Brief the Board of Supervisors as appropriate.

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- (3) 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 functional annex.
- (4) Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate.
- (5) Establish and maintain liaison with the State EOC and adjacent jurisdictions. Provide daily situation reports to the State EOC.
- (6) Continue to maintain records for all expenses incurred. Coordinate daily with department heads.

### b. Response Phase

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

- (1) Direct and control emergency operations. Ensure that previous checklist items have been completed or initiated.
- (2) Provide emergency information and protective action guidance to the public.
- (3) Declare a local emergency if the situation warrants.
- (4) Provide periodic situation reports and requests for assistance to the State EOC as the situation requires.
- (5) Insure that an accurate record of expenses is maintained.
- (6) Make an Initial Damage Assessment, an Incident Needs Assessment Report (if needed) and an Initial Damage Assessment Report and forward to the State EOC.

## 4. Recovery

This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.

- a. Restore essential facilities and services.
- b. Provide temporary housing and food as required.
- c. Continue to maintain a record of disaster-related expenditures.
- d. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
- e. Provide information to the public.

## **VI. Administration, Finance and Logistics**

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

The County Administrator and the Finance Director will coordinate with all departments, government entities, and representatives from the private sector who support disaster operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

### CONCEPT OF OPERATIONS

In an emergency situation, as defined by the Emergency Operations Plan, the County Administrator and Finance Director will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

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

## Pittsylvania County Emergency Operations Plan May 2019

expedite the procurement process during the response and recovery phases of disaster operations.

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

The County Administrator and Finance Director will be responsible for developing and providing its own logistical support to carry out the assigned emergency duties and will also be responsible for developing, maintaining, and implementing the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster as well as facilitate their restoration if impacted by the disaster.

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### EMERGENCY MANAGEMENT ACTIONS - BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations
  - a. Develop, maintain, disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster
  - b. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms
  - c. Develop the necessary logistical support to carry out emergency tasking
  - d. Instruct all departments to maintain an inventory of supplies on hand
  - e. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations
  - f. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster

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. Major claimants will be Public Works, Schools and Social Services
- d. Review procedures to be followed in documenting and reporting disaster-related expenditures with all departments
- e. Pre-identify one or more cost center code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment

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- f. Review and update mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations
  - g. Ensure that the necessary measures to protect vital records and critical systems are in place and can be implemented
3. Emergency Operations
- a. Implement emergency budget and financial management procedures to expedite the necessary procurement of good and services to effectively address the situation at hand
  - b. Begin tracking and compiling accurate cost center records from data submitted by departments
  - c. Assist in damage assessment survey
  - d. Implement the necessary mutual aid agreements
  - e. Begin utilizing sample contracts and the resource listing to expedite the procurement of anticipated resource needs for disaster operations
  - f. Implement the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster
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 report
  - 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
  - e. Conduct the necessary internal audits as well as support external audits required by state and federal governments for assistance received
  - f. Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems

## VII. Plan Development and Maintenance

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

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

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

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

### Examples of plan participants:

- *Coordinator of Emergency Management*
- *Public Works*
- *Examples of Internal Groups:*
  - *Department of Finance;*
  - *Department of Human Resources;*
  - *Purchasing Department;*
  - *Emergency Medical Services;*
  - *Fire Department;*
  - *Police Department;*
  - *Sheriff's Department; and/or*
  - *Red Cross.*

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

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

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

After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

## **VIII. Exercise and Training**

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

The Emergency Services Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Pittsylvania 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 Pittsylvania County.

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

The Emergency Services Coordinator will develop, plan, and conduct table top, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Pittsylvania County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, Pittsylvania County employees, and improve the overall emergency response organization and capability of Pittsylvania County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.



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

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### **Amateur Radio Emergency Services**

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

### **American Red Cross**

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

### **Command Section**

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

### **Command Post**

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

### **Comprehensive Resource Management**

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

### **Coordination**

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

### **Emergency**

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

### **Decontamination**

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

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

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

**Emergency Alert System**

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

**Emergency Operations Center**

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

**Emergency Operations Plan**

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

**Emergency Management**

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

**Emergency Support Function**

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

**Exercise**

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

**Evacuation**

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

**Federal Disaster Assistance**

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

**Geographic Information System**

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

**Hazardous Materials**

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

**Hazardous Materials Emergency Response Plan**

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

**Incident Command System**

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

**Incident Commander**

The individual responsible for the management of all incident operations.

**Initial Damage Assessment Report**

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

**Integrated Communications Plan**

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

**Local Emergency**

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

**Local Emergency Planning Committee**

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

**Mitigation**

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

**Mobile Crisis Unit**

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

**Mutual Aid Agreement**

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

**National Response Framework**

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

**National Weather Service**

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

**Preparedness**

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

**Presidential Declaration**

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

**Primary Agency**

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

### **Regional Information Coordination Center**

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

### **Situation Report**

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

### **Span of Control**

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

### **State of Emergency**

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

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

Established Federal regulations for the handling of hazardous materials.

### **Unified Command**

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

### **Weapons of Mass Destruction**

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

**Appendix 2 – List of Acronyms**

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

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

### Appendix 3 – Authorities and References

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

1. Federal
  - A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - B. The Homeland Security Act/National Response Framework, December 2004
2. State
  - A. Commonwealth of Virginia Emergency Management and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
  - B. The Commonwealth of Virginia Emergency Operations Plan:  
Volume I, Basic Plan, April 2004  
Volume II, Disaster Recovery Plan, March 1999 (under revision)  
Volume III, Radiological Emergency Response Plan, December 2001  
Volume IV, Oil and Hazardous Materials Emergency Response Plan, December 2001  
Volume V, Virginia Hurricane Emergency Response Plan, August 2001  
Volume VI, Hazard Mitigation Management Plan, July 2001  
Volume VII, Transportation Plan, July 2000, (limited distribution)  
Volume VIII, Terrorism Consequence Management, August 2005 (limited distribution)
3. Local
  - A. The County of Pittsylvania Emergency Operations Plan

#### REFERENCES

1. Objectives for Local Emergency Management, CPG 1-5, Federal Emergency Management Agency, 1984
2. Disaster Operations, CPG 1-6, Federal Emergency Management Agency, 1981
3. Guide for the Development of State and Local Emergency Operations Plan, CPG 1-8, Federal Emergency Management Agency, September 1990.
4. Guide for the Review of State and Local Emergency Operations Plan, CPG 1-8A, Federal Emergency Management Agency, October 1992.



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5. Disaster Preparedness and Assistance Handbook, Commonwealth of Virginia, Department of Emergency Management, January 1984.

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**Appendix 4 – Matrix of Responsibilities**

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Emergency Management	<b>S</b>	<b>S</b>			<b>P</b>		<b>P</b>		<b>S</b>		<b>P</b>		<b>S</b>	<b>S</b>	<b>P</b>
Fire				<b>P</b>				<b>S</b>	<b>S</b>	<b>P</b>					
EMS/Health	<b>S</b>			<b>S</b>				<b>P</b>	<b>S</b>	<b>S</b>					
Sheriff's Dept.		<b>P</b>							<b>P</b>	<b>S</b>					
Public Works	<b>S</b>		<b>P</b>				<b>S</b>					<b>S</b>	<b>S</b>	<b>S</b>	
Building/Zoning/ Planning												<b>S</b>	<b>S</b>	<b>P</b>	
County Government					<b>S</b>										
Red Cross															
Information Technology		<b>S</b>													
Social Services						<b>S</b>									
Finance					<b>S</b>		<b>S</b>								
Transportation	<b>S</b>														
Public Schools	<b>P</b>					<b>S</b>		<b>S</b>							
Community Services Board						<b>S</b>									
Water Authority			<b>S</b>												
County Attorney					<b>S</b>								<b>S</b>		
Public Affairs															<b>S</b>
VVOAD														<b>S</b>	
Local Recovery Task Force														<b>P</b>	

P-Primary  
S-Secondary

**Appendix 5 – Succession of Authority**

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Continuity of Government 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.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"><li>1. Director/Chairman Board of Supervisors</li><li>2. Deputy Director/Coordinator of Emergency Management</li><li>3. Member Board of Supervisors by Seniority</li></ol>
Emergency Public Information	<ol style="list-style-type: none"><li>1. Director/Chairman BOS</li><li>2. Deputy Director/Coordinator of Emergency Management</li><li>3. Member BOS by Seniority</li></ol>
Sheriff's Office	<ol style="list-style-type: none"><li>1. Sheriff</li><li>2. Chief Deputy</li><li>3. Captain</li><li>4. Lieutenant</li></ol>
Fire Services	<ol style="list-style-type: none"><li>1. Fire Chief</li><li>2. Assistant Fire Chief</li><li>3. Line Officers</li></ol>
School System	<ol style="list-style-type: none"><li>1. Superintendent</li><li>2. Assistant Superintendent</li><li>3. Administrative Assistant for Maintenance</li></ol>
Public Works Department	<ol style="list-style-type: none"><li>1. Assistant County Administrator</li><li>2. Superintendent Building/Grounds</li><li>3. Solid Waste Supervisor/Landfill</li></ol>
Community Development/Building Dept.	<ol style="list-style-type: none"><li>1. Director of Code Compliance</li><li>2. Building Official</li><li>3. Building Inspector</li></ol>
Health Department	<ol style="list-style-type: none"><li>1. Health Director</li><li>2. Environmental Health Manager</li><li>3. Nursing Supervisor</li></ol>

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### Rescue Services

1. Squad Chief or Captain
2. Second Line Officer
3. Third Line Officer

### VPI-SU Extension Service

1. Unit Director
2. Extension Agent
3. Senior Secretary

### Social Services

1. Director
2. Assistant Director
3. Social Work Supervisor
4. Eligibility Supervisor

**Appendix 6 – Emergency Operations Plan Distribution List**

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Director of Emergency Management  
Coordinator of Emergency Management  
Sheriff's Office  
Fire Departments  
Fire Marshal  
Utilities  
Director of Inspections  
Director of Parks and Recreation  
Assessor (Chief)  
Director of Social Services  
County Administrator  
Unit Director - Extension Service  
Health Department  
County Attorney  
Communications Center  
Board of Supervisors/ Townships  
Public School System  
Public Information Office  
Rescue Squads  
Damage Assessment Team  
Virginia Department of Transportation  
Virginia Department of Emergency Management

## **Appendix 7 – Essential Records**

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### **Court Records**

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

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

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

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

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

### **Agencies/Organizations**

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

## Appendix 8 –NIMS

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### NATIONAL INCIDENT MANAGEMENT SYSTEM

National Incident Management System (NIMS) is a widely used incident management system that is used by the United States Coast Guard (USCG), Environmental Protection Agency (EPA) and other federal, state, and local agencies. Many fire departments across the country are using the NIMS model for an IMS at all incidents.

Implementation of NIMS as a statewide incident management system will enhance all emergency operations by increasing efficiency, and consistency in first responder communication while providing a safer emergency scene.

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

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

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

Incidents that involve multiple jurisdictions will be managed under a Unified Command management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction, who are jointly responsible for the development of objectives, strategy, and priorities to effectively address the emergency situation at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to a single command structure. Also, as in a single command structure, the Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors which may include, but not limited to, such things as which jurisdiction has the greatest involvement, the amount of resources involved, existing statutory authority, or mutual knowledge of the individual's qualifications.

**RESOLUTION  
FOR THE ADOPTION OF  
THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

AT A MEETING OF THE BOARD OF SUPERVISORS OF PITTSYLVANIA COUNTY, VIRGINIA, HELD AT EDWIN R. SHIELDS COURTHOUSE ADDITION, ON SEPTEMBER 20, 2005,

RESOLUTION #2005-09-67 ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN PITTSYLVANIA COUNTY, VIRGINIA

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

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

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

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

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

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

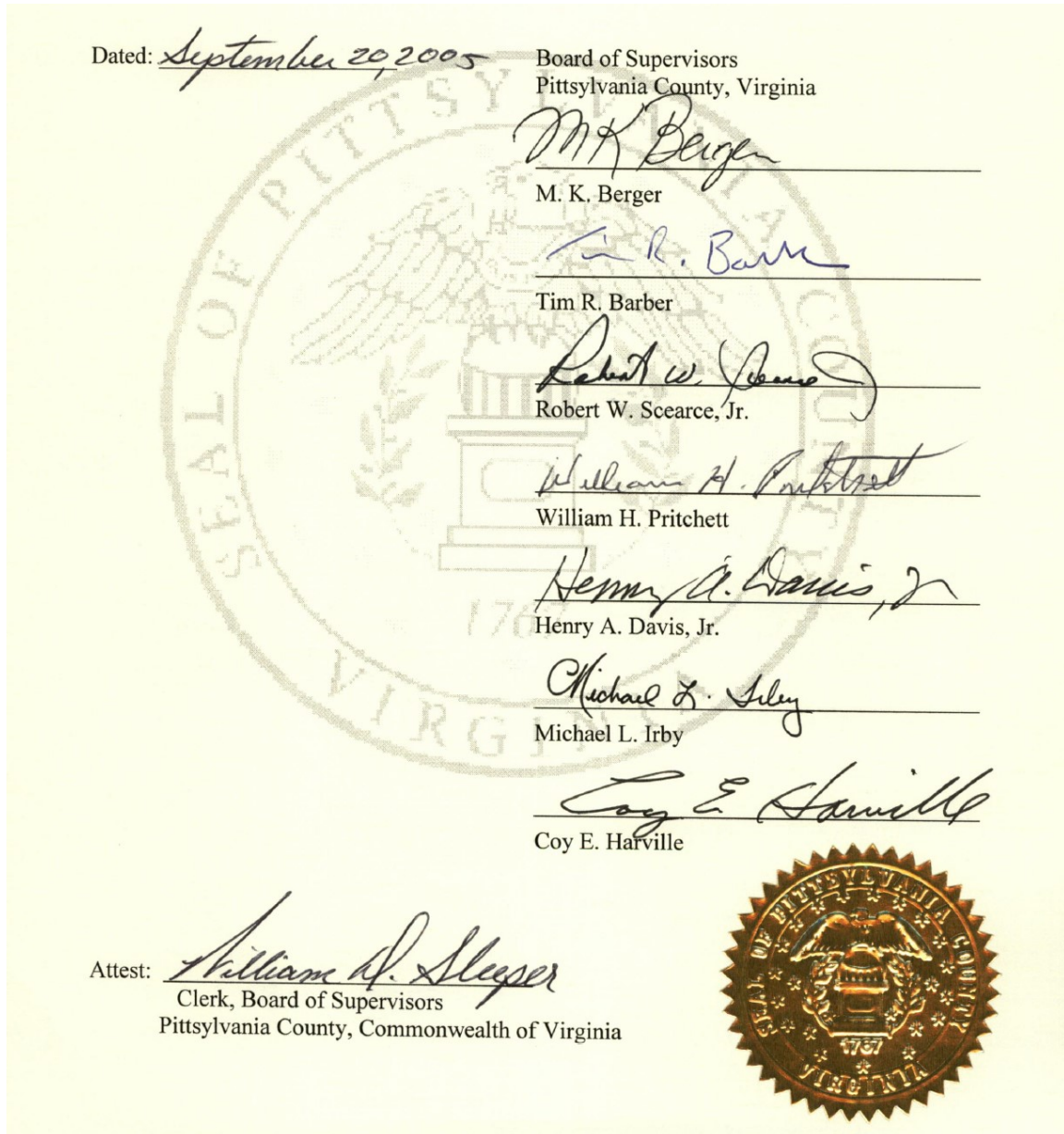
WHEREAS, the Incident Command System components of NIMS are already an integral part of various county incident management activities, including current emergency management training programs; and



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

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



**Appendix 9 – Sample Resolution of Adoption of EOP**

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**Resolution  
Emergency Operations Plan**

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

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

**WHEREAS** Pittsylvania County has established and appointed a Director and Coordinator of Emergency Management.

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

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

\_\_\_\_\_  
Chairman, Pittsylvania County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk  
Pittsylvania County Board of Supervisors

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Appendix 10 – Sample Declaration of Local Emergency**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Supervisors  
Pittsylvania County  
Commonwealth of Virginia

Attest: \_\_\_\_\_  
Clerk, Board of Supervisors  
Pittsylvania County  
Commonwealth of Virginia

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## **Emergency Support Function #1 – Transportation**

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### **Introduction**

#### **Purpose:**

Coordinate Pittsylvania County's transportation resources to respond to an emergency.

- Identify the need for resources.
- The County should coordinate with other localities and private organization to ensure that potential resources are available in the time of an emergency (MOUs, mutual aid agreements)

#### **Scope:**

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

#### **Examples:**

- Evacuation
- Maintain ingress/egress
- Traffic control

#### **Primary Agencies:**

Schools

Local transit (if MOUs have been developed)

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

Emergency Management

Law Enforcement

Public Works

Virginia Department of Transportation

#### **Policies:**

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

- Planning will use available transportation resources to respond to an incident;
- Provide traffic control;
- Facilitates the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the County; and
- Request additional resources if unable to provide services of ESF 1

## **Concept of Operations**

### **Coordination:**

The Coordinator of Emergency Management, assisted by the Superintendent of Schools, will coordinate all transportation resources that will be utilized in the evacuation. The School Superintendent and the Director of Transportation Services 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.

### **General:**

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

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

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

### **Organization:**

Pittsylvania County is responsible for transportation infrastructure of Pittsylvania County.

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

### **Responsibilities**

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

**EMERGENCY MANAGEMENT ACTIONS - WARNING/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.
  - (1) Delineate the specific areas that may need to be evacuated and designate evacuation routes. (See paragraph 1a above.)
  - (2) Make a list of potential evacuees, if feasible.
  - (3) Prepare news releases.
  - (4) Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.
- b. Alert personnel to standby status.
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Emergency Operations

a. Mobilization Phase

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

- (1) Implement evacuation. Disseminate warning via radio and TV news releases and via mobile loudspeakers.
- (2) The EOC staff via evacuation warning teams in the field should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order, as feasible.
- (3) Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- (4) Advise the State EOC of the order to evacuate and advise again when the evacuation has been completed.

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### b. Response Phase

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

- (1) Complete evacuation.
- (2) Consider expanding the evacuation area, if necessary.
- (3) Continue to provide security and access control for the evacuated area.
- (4) Record disaster-related expenses.

### 4. Recovery

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Prepare for and implement populace return to evacuated areas.
- c. Compile and submit records of disaster-related expenses.



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## **REENTRY**

### MISSION

To develop a reentry process to the disaster area that will ensure an orderly and expedient return to the evacuated area, provide for the safety and welfare of the people--as well as the security of their property--after their return, and allow recovery teams the opportunity to accomplish their tasks, as assigned.

### SITUATION

The evacuated population will want to return to their homes and businesses immediately following the disaster.

The same routes used in the evacuation will be used to return to the disaster area. Traffic in the return phase will be heavy and will experience similar problems as in the evacuation phase.

Access to and mobility in the stricken area will be impeded by damaged segments of the transportation system, debris, areas cordoned off due to identified hazards, and recovery teams attempting to restore the areas.

### ORGANIZATION

The Deputy Director of Emergency Management in coordination with damage assessment teams, local departments, and state and federal agencies, will determine the level of accessibility to the disaster-stricken areas by the general population, businessmen, media, and recovery teams.

The sheriff's office will be responsible for implementing the necessary traffic control measures on return routes, establishing security measures around and in the stricken area, and enforcing access restrictions directed by Pittsylvania County officials.

### CONCEPT OF OPERATIONS

The Deputy Director of Emergency Management will develop accessibility policies to the stricken areas, in coordination with the appropriate service chiefs, state and federal officials. Access to areas of the county will vary depending on the extent of the damage sustained and the conditions of the area at the time immediately following the disaster and who is requesting accessibility.

The accessibility policies developed and implemented will define who will be given access to the damaged areas initially, any time restrictions regarding their access, whether escorts will be necessary, and what protective gear or identification will be required, if any, to enter the area requested. Methods to facilitate identification of emergency workers, media, insurance adjusters, retail owners, etc., will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. The sheriff's office will be responsible for enforcing these policies and procedures.

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The disaster-stricken area will have to be evaluated quickly in terms of public safety to determine the degree of accessibility allowable given the conditions observed. Initially, most if not the entire area, will probably be restricted to damage assessment, search and rescue, debris removal, and critical facilities restoration teams. Those areas identified as posing a potential danger or risk to the general population will be identified and cordoned off with warning placards posted. As roads are cleared and serious hazards removed or cordoned off, areas of the county will be opened up to the general public. Retail merchants and industries will be provided early access to the disaster area to assess their damages and make the appropriate arrangements to secure and protect their inventories.

The Deputy Director of Emergency Management will be responsible for developing announcements that address the following:

- Notification of residents and retail merchants when it is appropriate to return
- Area condition reports that identify the areas which are safe or unsafe for entry, as well as the restrictions that apply to those areas
- Post-disaster operations of local, state, and federal agencies
- Where to go to apply for disaster assistance programs

The Public Works Department, in coordination with other appropriate departments, and state and federal agencies, will make arrangements to provide essential services and accommodations, such as potable water, food, and waste disposal, to support recovery teams and the general public as they return to the area. The Planning Office will identify facilities to temporarily house departments and service agencies that were destroyed in the disaster.

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**Tab 1 to Emergency Support Function #1  
Transportation Resources**

<b>Resource</b>	<b>Organization</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
School Buses	Pittsylvania County Schools	1001 Tightsqueeze Rd Chatham, VA 24531	Kenyon Scott  Dr. Mark Jones	434-432-8821 (w) 434-203-3773 (c)  434-432-2761 (w) 434-250-2200 (c)
Lift Buses and Vans	Pittsylvania County Schools	1001 Tightsqueeze Rd Chatham, VA 24531	Kenyon Scott	434-432-8821 (w) 434-203-3773 (c)
Churches	Various		Media Release Requesting Help at time of event	



## Emergency Support Function #2 - Communications

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### Primary Agencies

Emergency Communications Center  
Emergency Management  
Information Technology Department  
Public Affairs

### Secondary/Support Agencies

Law Enforcement  
Local Telephone Service Provider(s)  
Amateur Radio

### Introduction

#### Coordination:

The Operations Supervisor from the County's 911 Center (Central Communications Center) will serve as the Coordinator for ESF# 2.

#### Purpose:

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

#### Scope:

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

#### Policies:

- Central Communications (CECOM) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;

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- CECOM is accessible to authorized personnel only;
- The EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Management will be available for decision-making as required; and
- CECOM will initiate notification and warning of appropriate personnel.

### **Concept of Operations**

#### **General:**

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

The County of Pittsylvania primary EOC is located in the William Pritchett Training Center, 200 H.G. McGhee Dr., Chatham, VA 24531. CECOM is responsible for the receipt of all 911 calls and for the dispatch of emergency services, fire, police and rescue. This facility is operated 24 hours a day, 7 days a week, and will house the County's VCIN and NCIC teletype system, as well as the NAWAS radio system for receiving weather information from the National Weather Service.

CECOM is accessible to authorized personnel only. CECOM is most often the first point of contact for the general public. CECOM has the capability to access the Emergency Alert System to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

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

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

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

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio, TV and County Internet Site. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation route, if appropriate, as well as potential health hazards associated with the risk.

**Note: For hurricanes, evacuation should be completed prior to the onset of sustained tropical storm force winds (39 mph).**

**Organization:**

The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each designated agency should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like agencies in adjacent localities, and provide ongoing training to maintain emergency response capabilities. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The Public Information Officer will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warning and emergency public information.

The EOC support staff will include a recorder, message clerk, and other support personnel as required relieving the decision-making group of handling messages, maintaining logs, placing maps, etc. An EOC wall map should be prepared and be readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

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

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

**Actions:**

- ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media;
- CECOM will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications

## Pittsylvania County Emergency Operations Plan May 2019

devices may be utilized to notify officials, EOC staff, emergency personnel and others;

- Emergency Service vehicles equipped with public address systems may be used to warn the general public;
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System; and
- Emergency warning may originate at the federal, state, or local level of government. Timely warning requires dissemination to the public by all available means:
  - Emergency Communications Center
  - Emergency Alert System
  - Local radio and television stations
  - NOAA Weather Radio – National Weather Service
  - Mobile public address system
  - Telephone
  - General broadcast over all available radio frequencies
  - Newspaper
  - Amateur Radio Volunteers

### **Responsibilities:**

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

### **EOC PROCEDURES**

CECOM is a 24-hour operation that handles incoming calls for emergency services to include law enforcement, fire, and EMS. All message traffic is tape recorded and logged. Dispatchers notify the Coordinator of Emergency Management and other officials in the event of flooding, a hazardous materials incident, or other threatening emergency situation.

The primary EOC should be operational within one hour of official notification or alert (normally received by the Emergency Communications Center). Skeletal staffing is listed at Tab 5. The Coordinator of Emergency Management or his/her designee will ensure the operational capability of the EOC by providing adequate working space and materials for each member of the EOC staff. Wall maps and a status board with



## Pittsylvania County Emergency Operations Plan May 2019

damage assessment information will also be provided. The Message Clerk will begin an official log and begin to process and monitor all emergency message traffic. A photocopier is available in the EOC.

Also, when the EOC becomes operational, dispatchers will be assigned to assure adequate communications. Arrangements must be made to install adequate phone service, either for a skeletal or for a full-staffing operation, depending on the situation. The phone system must be geared up to handle a large number of incoming calls. Each department head needs a separate phone, preferably within the EOC. Back-up radio communications should be established from the local EOC to the State EOC, to in-the-field emergency services, and to adjacent jurisdictions. A licensed RACES operator will be designated to man the radio in the EOC and CECOM.

An operations log should be maintained. Periodic briefings should be provided to the EOC staff. A status board with damage assessment information should be displayed.

The Director of Emergency Management, assisted by the Coordinator of Emergency Management, will direct and control all emergency operations. The succession of authority for all key positions is listed in Appendix 5. Back-up personnel should be dispatched to the alternate EOC as appropriate.

An EOC reports section should be established to monitor the emergency situation, provide special reports and briefings as required, and to process and officially record damage assessment information.

The Emergency Management Coordinator/PIO will be responsible for public information and rumor control. This operation will be established in a separate location. Adequate phone lines, personnel, security, and a news media briefing room must be provided. All releases will be reviewed by the Emergency Management Director or Coordinator.

## **EMERGENCY MANAGEMENT ACTIONS - COMMUNICATIONS**

### 1. Normal Operations

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.

- a. Develop procedures for communications, to include setting up telephones in the EOC on short notice and backup radio communications for operations in the field.
- b. Develop procedures for warning. Describe the warning devices to be used. Assure complete geographical coverage. 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.
- c. 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.
- d. 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.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) Alert all personnel.
- (2) Ensure the operational capability of the EOC. Test communications systems and backup electrical power.
- (3) Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- (4) Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted.

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### b. Response Phase

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

- (1) Maintain essential communications.
- (2) Activate rumor control communications equipment and personnel to handle citizen inquiries.
- (3) 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.

**TAB A**

**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).

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Management and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 1991, and remains in effect.

The RACES 24-hour pager number for available through the Virginia Emergency Operations Center. Upon notification by the EOC, the County of Pittsylvania 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 The County of Pittsylvania 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 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.

The County of Pittsylvania ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within The County of Pittsylvania to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by 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 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 shall keep the EOC fully advised of the state of readiness of ARES in the County of Pittsylvania.

**TAB B**

**USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS**

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

1. Emergency Override – **The** emergency override on the cable system allows the Emergency Management Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.

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

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## Tab 1 to Emergency Support Function #2 EMERGENCY NOTIFICATION PROCEDURES

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

County Administrator	434-432-7710
Emergency Management Coordinator	432-7939
Emergency Director	432-7710
Deputy Director	432-7710
Deputy Coordinator	432-7921
Sheriff's Office	432-7800

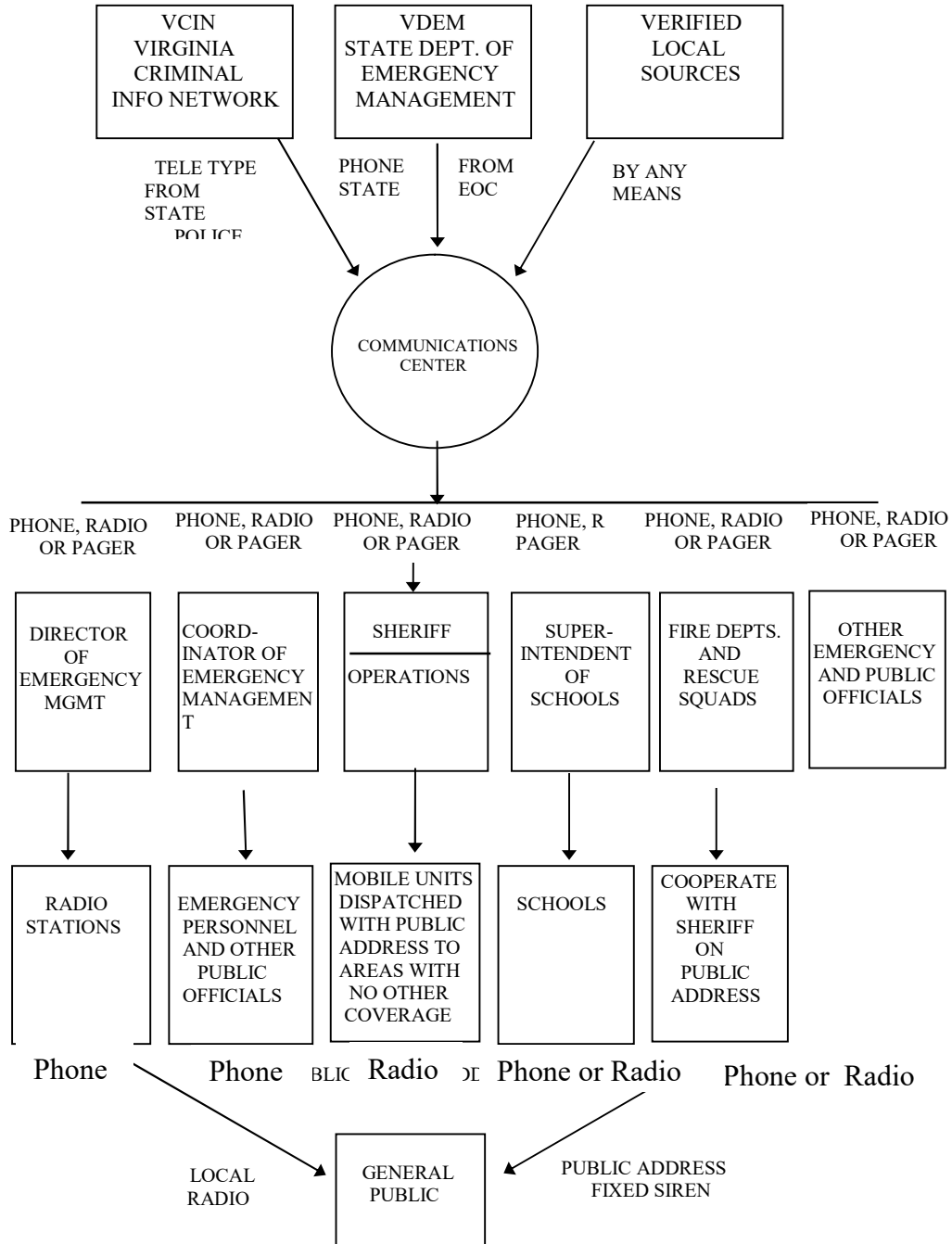
Tab 2 to Emergency Support Function #2

**EMERGENCY PUBLIC INFORMATION RESOURCES**

	<u>Contact/Telephone</u>
<b>Newspapers</b>	
Danville Register & Bee	434-793-2311
Lynchburg News & Advance	434-385-5440
<b>Radio Stations</b>	
WBTM-AM 1330	434-793-4111
WDVA-AM 1250	434-797-1250
WILA-AM 1580	434-792-2133
WAKG-FM 103.3	434-797-4290
WMNA-FM 106.3	434-656-1234
<b>TV Stations</b>	
WDBJ, Roanoke, Channel 7	540-344-7000
WSLS, Roanoke, Channel 10	540-981-9126
WSET, Lynchburg, Channel 13	434-528-1313

Tab 3 –Available Methods of Communications

**WARNING FAN-OUT SYSTEM**





## **Emergency Support Function #3 – Public Works**

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ESF #3 is public works, functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF.

### **Purpose:**

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

### **Coordination:**

The Assistant County Administrator of Operations will serve as the Coordinator of ESF #3.

### **Primary Agencies:**

Public Works Department  
Emergency Manager

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

Public Schools  
Water Authorities  
Fire Department  
Law Enforcement  
Department of Transportation  
County Attorney  
Virginia Department of Transportation  
Virginia Department of Environmental Quality

### **Scope:**

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

- Assess extent of damage
- Repair and maintenance
- Debris removal
- Provide maintenance of the buildings and grounds and engineering-related support
- Clear roadways

### **Policies:**

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

## **Concept of Operations**

### **General:**

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

### **Organization:**

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

### **Actions/Responsibilities**

- Alert personnel to report to the EOC
- Review plans
- Begin keeping record of expenses and continue for the duration of the emergency
- Prepare to make an initial damage assessment (IDA)
- Activate the necessary equipment and resources to address the emergency
- Assist in assessing the degree of damage of the community
- Assist in coordinating response and recovery
- Identify private contractors and procurement procedures
- Prioritize debris removal
- Inspect buildings for structural damages
- Post appropriate signage to close buildings

## **EMERGENCY MANAGEMENT ACTIONS - PUBLIC WORKS**

### 1. Normal Operations

- a. Help 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, and 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.
- f. Maintain accurate and portable list of home and cell telephone numbers for essential staff.
- g. Delineate areas served by private water companies and maintain a portable list of 24x7 contact numbers for owners/maintenance of each system.

### 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. Emergency Operations

#### a. Mobilization Phase

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

## Pittsylvania County Emergency Operations Plan May 2019

- (1) Representatives should report to EOC.
- (2) Call into service off-duty personnel.
- (3) Activate the necessary equipment and resources to address the emergency.
- (4) Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- (5) Coordinate response with fire and sheriff's departments as well as other service departments.

### b. Response Phase

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

- (1) Follow established procedures and implement appropriate strategies to address emergency at hand.
- (2) Continue to coordinate response with other service agencies.
- (3) 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 Deputy Director of Emergency Management.

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**Tab 1 to Emergency Support Function #3  
Local Utility Providers**

**Emergency Contact Numbers**

<b>Company</b>	<b>Phone #</b>	<b>Contact Person</b>
<b>Electric</b>		
Dominion Power	1-800-826-1027	
American Electric Power	1-800-956-4237	
Mecklenburg Electric Coop	1-434-656-1280	
Southside Electric Coop	1-436-645-3211	Frank Harris
City of Danville	1-434-773-8300	Jason Grey
<b>Natural Gas</b>		
Columbia Gas of VA	1-800-543-8911	
City of Danville	1-434-799-5284	
<b>Telecommunications</b>		
Centurylink	1-800-788-1907	
Verizon	1-800-773-7911	
Fairpoint	1-434-656-2291	
Gamewood	1-434-799-2253	
<b>Fiber Optic Cable</b>		
Verizon	1-877-483-9322	
Centurylink	1-877-290-5458	
Gamewood	1-434-799-2253	
Fairpoint Communications	1-434-656-2291	
Mecklenburg Electric Coop	1-434-656-1281	
<b>Water</b>		
Pittsylvania County Serv. Auth.	1-434-791-3905	Chris Adcock 434-228-0860 or 434-548-8187
Town of Chatham	1-434-432-8153	
Town of Gretna	1-434-656-6834	
Town of Hurt	1-434-546-5435	
City of Danville	1-434-799-5284	
<b>Waste Water Treatment</b>		
Pittsylvania County Serv. Auth.	1-434-791-3905	Chris Adcock 434-228-0860 or 434-548-8187
Town of Chatham	1-434-432-8153	
Town of Gretna	1-434-656-6834	
Town of Hurt	1-434-324-7251	
<b>Solid Waste Disposal</b>		
Pittsylvania County Landfill	1-434-432-7980	Ronald Shields 434-770-9535
Hazardous Waste Disposal/First Piedmont Corp.	1-434-822-7428	Ricky Harris

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**Tab 2 to Emergency Support Function #3  
Public Works Resources**

<b>Resource</b>	<b>Provider</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>
Assistant County Administrator			432-7722	Richard Hicks
Building and Grounds Director			432-1768	Darrell Dalton
Assistant Building and Ground Supervisor			432-7726	
Building Maintenance Personnel			432-7958	

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## Emergency Support Function #4 - Firefighting

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### Introduction

#### Coordinator:

The President of the Pittsylvania County Fire & Rescue Association and/or the Vice-Chair of the Association shall serve as the Coordinator of ESF#4.

#### Purpose:

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

#### Primary Agencies:

Fire Department

Secondary/Support Agencies:

Mutual Aid Departments  
Local Law Enforcement

#### Scope:

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

#### Policies:

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

## Pittsylvania County Emergency Operations Plan May 2019

### *Concept of Operations*

#### **General:**

The coordinator will contact the Fire Department if resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation

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

The director of Emergency Management and/or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. The incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means.

In addition, Law Enforcement will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

#### **Organization:**

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

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

#### *Actions*

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check firefighting and communications equipment;
- Fire Service representatives should report to the Local Emergency Operations Center to assist with operations;
- Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

## Pittsylvania County Emergency Operations Plan May 2019

### *Responsibilities*

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

## **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.

Alert on-duty personnel.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) Review and update plans and procedures.
- (2) Alert personnel to stand-by status.
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- (4) Check firefighting and communications equipment. All primary dispatch operations will be assigned to frequency 156.135 until advised otherwise by Communications.
- (5) The designated fire service representative should report to the EOC and assist with emergency operations.
- (6) 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.

#### b. Response Phase

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

- (1) Follow established procedures in responding to fires or hazardous materials incidents and in providing rescue services.
- (2) For other disasters:

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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.

- (3) Record disaster-related expenses.
4. Recovery
    - a. Continue to provide essential services as required.
    - b. Continue search and 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 Deputy Director of Emergency Management.

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**Tab 1 to Emergency Support Function #4**

**Fire Department Resources**

Bachelors Hall VFD	1301 Berry Hill Rd. Danville, VA 24541	685-3820
Blairs VFD	7100 U. S. Highway 29 Blairs, VA 24527	836-3065
Brosville VFD	11912 Martinsville Hwy. Danville, VA 24541	685-3797
Callands VFD	11741 Callands Rd. Callands, VA 24530	724-6459
Cascade VFD	5497 Cascade Rd. Cascade, VA 24069	685-1522
Chatham VFD	20 Depot St. Chatham, VA 24531	432-1516
Climax VFD	4166 Climax Rd. Chatham, VA 24531	432-1944
Cool Branch VFD	3016 Smith Mtn. Rd. Penhook, VA 24137	927-5131
Dry Ford VFD	4860 Dry Fork Rd. Dry Fork, VA 24549	432-0431
Gretna VFD	103 S. Shelton St. Gretna, VA 24557	656-2621
Hurt VFD	203 School Rd. Hurt, VA 24563	324-4141
Keeling VFD	2200 Oak Grove Rd. Keeling, VA 24566	797-2209
Kentuck VFD	425 Bennett Dr. Ringgold, VA 24586	822-8026
Laurel Grove VFD	2081 Laurel Grove Rd. Sutherlin, VA 24594	822-8821
Mount Cross VFD	4812 Mt. Cross Rd. Danville, VA 24540	77-5535
Mount Hermon VFD	4268 Franklin Tpke. Danville, VA 24540	836-1869
Renan VFD	232 Camp Branch Rd. Gretna, VA 24557	335-5109
Riceville-Java VFD	2904 Java Rd. Java, VA 24565	432-8623
Ringgold VFD	3380 Tom Fork Rd. Ringgold, VA 24586	822-6989
Riverbend VFD	1535 Ferry Rd. Danville, VA 24541	792-2312
Tunstall VFD	8561 Mt. Cross Rd. Danville, VA 24543	724-6677

A list of department resources is kept in the 911 center dispatch system.

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

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### **Introduction**

#### **Coordination:**

The Deputy Director of Emergency Management and/or the Coordinator of Emergency Management will be the Coordinator for ESF#5.

#### **Purpose:**

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

#### **Scope:**

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

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

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

Identify post-incident response phase activities.

Functions that support and facilitate planning and coordination are:

- Alert and notification;
- Deployment and staffing of emergency response teams;
- Incident action planning;
- Coordination of operations with local government for logistics and material;
- Direction and control;
- Information management;
- Facilitation of requests for assistance;
- Resource acquisition and management (to include allocation and tracking);
- Worker safety and health;
- Facilities management;
- Financial management; and
- Other support as required.

## Pittsylvania County Emergency Operations Plan May 2019

### **Primary Agencies:**

Emergency Management

Secondary/Support Agencies:

Police

Health Department

**Facilities Management**

**Law enforcement**

Local Fire/EMS

### **Policies:**

- Provides a multi-departmental command system;
- Manages operations at the county level;
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment;
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management;
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response;
- Provides representatives to staff key positions on Emergency Response Teams; and
- Departments and agencies participate in the incident action planning process which is coordinated by ESF #5.

### *Concept of Operations*

#### **General:**

The Coordinator of Emergency Services:

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

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

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Procedures for these support operations should be established and maintained.

### Planning Section:

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

### Organization:

The Coordinator of Emergency Management will assure that:

- Emergency operations may be directed and controlled from the Emergency Operations Center (EOC);
- Identify the responsibilities of the emergency manager;
- Identify the role of the EOC ;
- Identify the EOC staff;
- Identify the departments that have a role in the emergency management organization;
- Identify succession of authority within these key departments and positions;
- Develop and scale the Incident Command System to the particular incident;
- Exercise the plan annually as pursuant to The Code of Virginia;
- Staffing responsible for implementing the Crisis Management Plan; and
- Procedures for reporting emergency information, provide ongoing training to maintain emergency response capabilities.

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

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

### *Responsibilities:*

- Maintain a notification roster of EOC personnel and their alternates;
- Establish a system and procedure for notifying EOC personnel;
- Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and applicable relief organizations;
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;
  - a. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
  - b. Test and exercise plans and procedures;
  - c. Conduct outreach/mitigation programs for the community;

## Pittsylvania County Emergency Operations Plan May 2019

- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the community;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
- Prepare to provide emergency information to the community in coordination with ESF #2;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through the established communications network;
- Provide reports and requests for assistance to the local and Virginia EOC;
- Ensure that the county Crisis and Emergency Plan is developed and coordinated with the local EOP pursuant to Code of Virginia 3.2 §44-146;
- Activate and convene county emergency assets and capabilities; and
- ***In instances when there are criminal victims as defined by Code of Virginia §19.2-11.01, the local government must contact The Department of Criminal Justice Services and the Virginia Criminal Injury Compensation Fund immediately to deploy assistance in the event of an emergency. (Current contact information must be maintained for each organization)***

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

**EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING**

County Administrator	434-432-7710
Emergency Management Coordinator	432-7939
Emergency Director	432-7710
Deputy Director	432-7710
Deputy Coordinator	432-7921
Sheriff's Office	432-7800
Treasurer	432-7963
Animal Control	432-7937
Health Department	799-5190
Health Department (Alternate)	766-9822
Danville Regional Medical Center	799-2100
Department of Social Services	432-5321
Department of Social Services (Alternate)	432-5308
School Division Superintendent	432-2761
Director Pupil Transportation	432-2761
President Fire & Rescue Association	432-7939
Fire & Rescue Alternate	432-7921
Building Official	432-7750
Hazmat Coordinator	432-7922
Virginia Extension Agent	432-7770
Public Works	432-7720
American Red Cross	540-985-3560
<b>Town of Chatham</b>	
Mayor	432-8003
Town Manager	432-8153
Public Works	432-9515
Police Chief	432-8121
<b>Town of Gretna</b>	
Mayor	656-6572
Town Manager	656-6572
Public Works	656-2557
Police Chief	656-6572
<b>Town of Hurt</b>	
Mayor	324-4411
Town Clerk	324-4411
Public Works	324-4411
Police Chief	324-8511

## **Tab 2 to Emergency Support Function #5**

### **EMERGENCY OPERATIONS CENTER (EOC)**

#### **Mission**

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

#### **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 or Federal resources are made via the Virginia Department of Emergency Management at (804) 674-2400, 1-800-468-8892 or Web EOC.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

#### **Location**

The Emergency Operations Center (EOC) is located at 200 H. G. McGee Dr. Chatham. (William Pritchett Training Center). The alternate EOC site is located at 21 N. Main St. St., Chatham, (Pittsylvania County Sheriff's Office Conference Room Top Floor).

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

**Skeletal Staffing**

Coordinator of Emergency Services  
Deputy Coordinator of Emergency Services  
Sheriff Designated Person  
Message Clerk  
Phone Operator

**Full Staffing**

Coordinator of Emergency Services  
Director of Emergency Services  
Law Enforcement & Search and Rescue  
Fire and Rescue Chief or Designated Person  
Health Department Representative  
Social Services Representative  
Red Cross  
Communications  
Public Works  
Asst. County Administrators  
Finance & Purchasing  
Schools  
National Guard  
CERT  
Dept of Forestry  
Cooperative Extension  
VDOT  
Animal Control  
Information Technology  
Town of Chatham, Gretna & Hurt  
VSP  
Message Clerks (2)  
PIO Officer  
Utility Director or Designated Person  
County Attorney

Messengers (2)

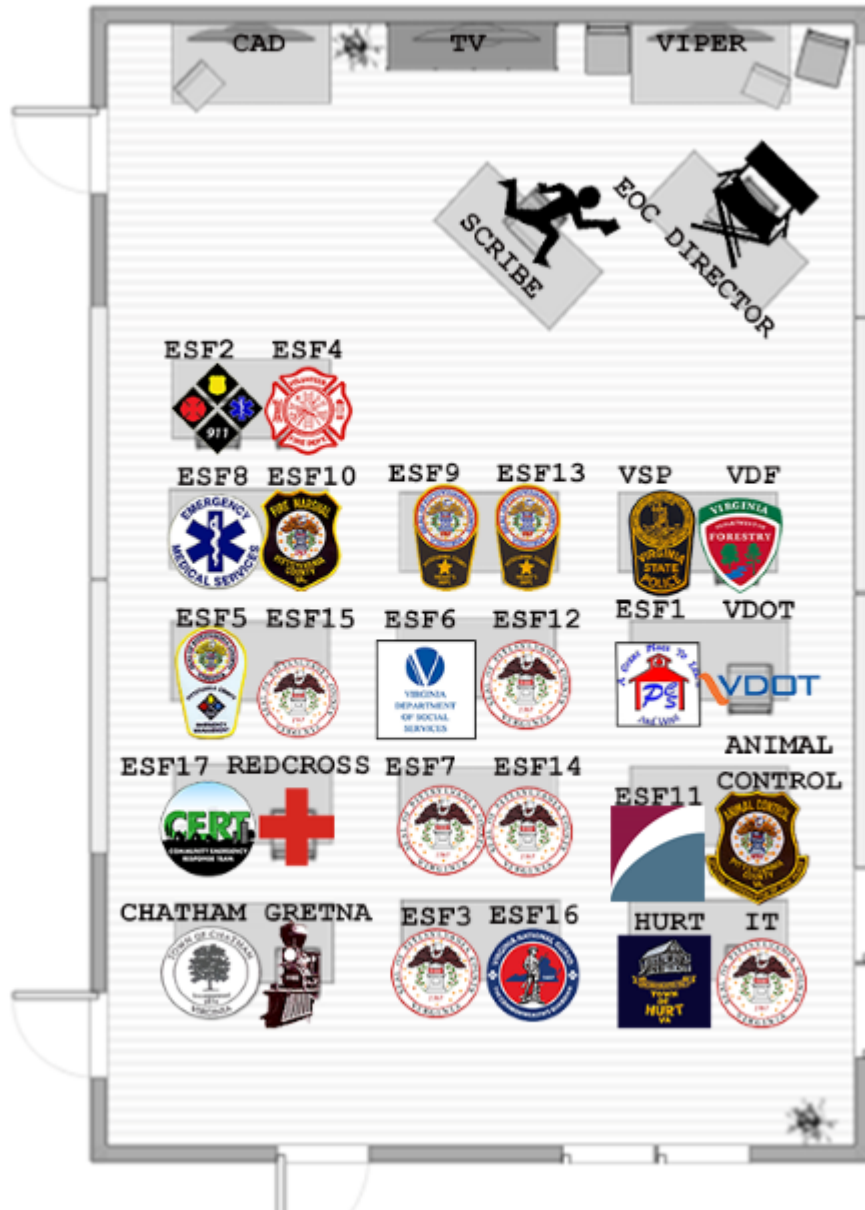
Status Board/Map Assistants (2)  
Plotter Security  
Phone Operators (2)

**Public Information/Rumor Control**

Public Information Officer  
Phone Operators  
Message Clerk  
Messenger  
Security

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

**William H. Pritchett – Training Center  
Pittsylvania County Social Services  
220 H.G. McGhee Dr.  
Chatham, VA**





**Tab 5 to Emergency Support Function #5  
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

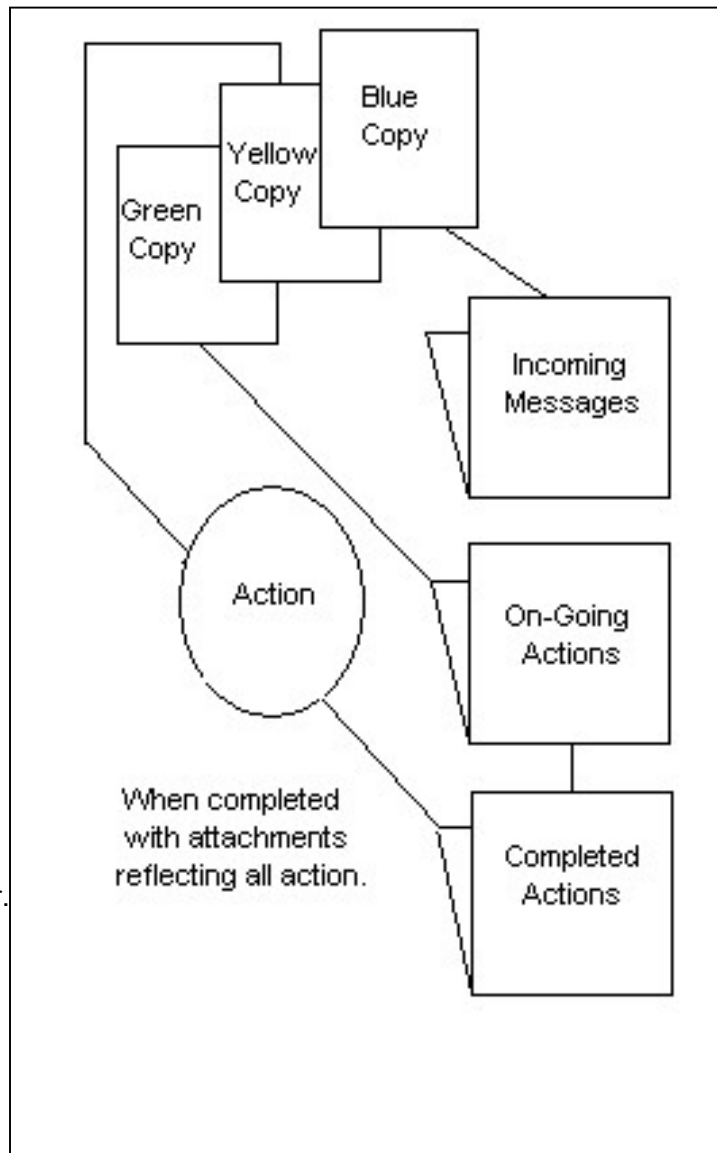
Maintain the official files for the Coordinator—“Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

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

Messengers

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



**Tab 6 to Emergency Support Function #5  
EOC MESSAGE FORM**

**EOC MESSAGE**

URGENT  
  
ROUTINE  
  
INFO ONLY

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

TO: NAME: \_\_\_\_\_ FROM: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SITUATION/INCIDENT DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN/RESPONSE/REPLY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EOC ACTION OFFICER: \_\_\_\_\_

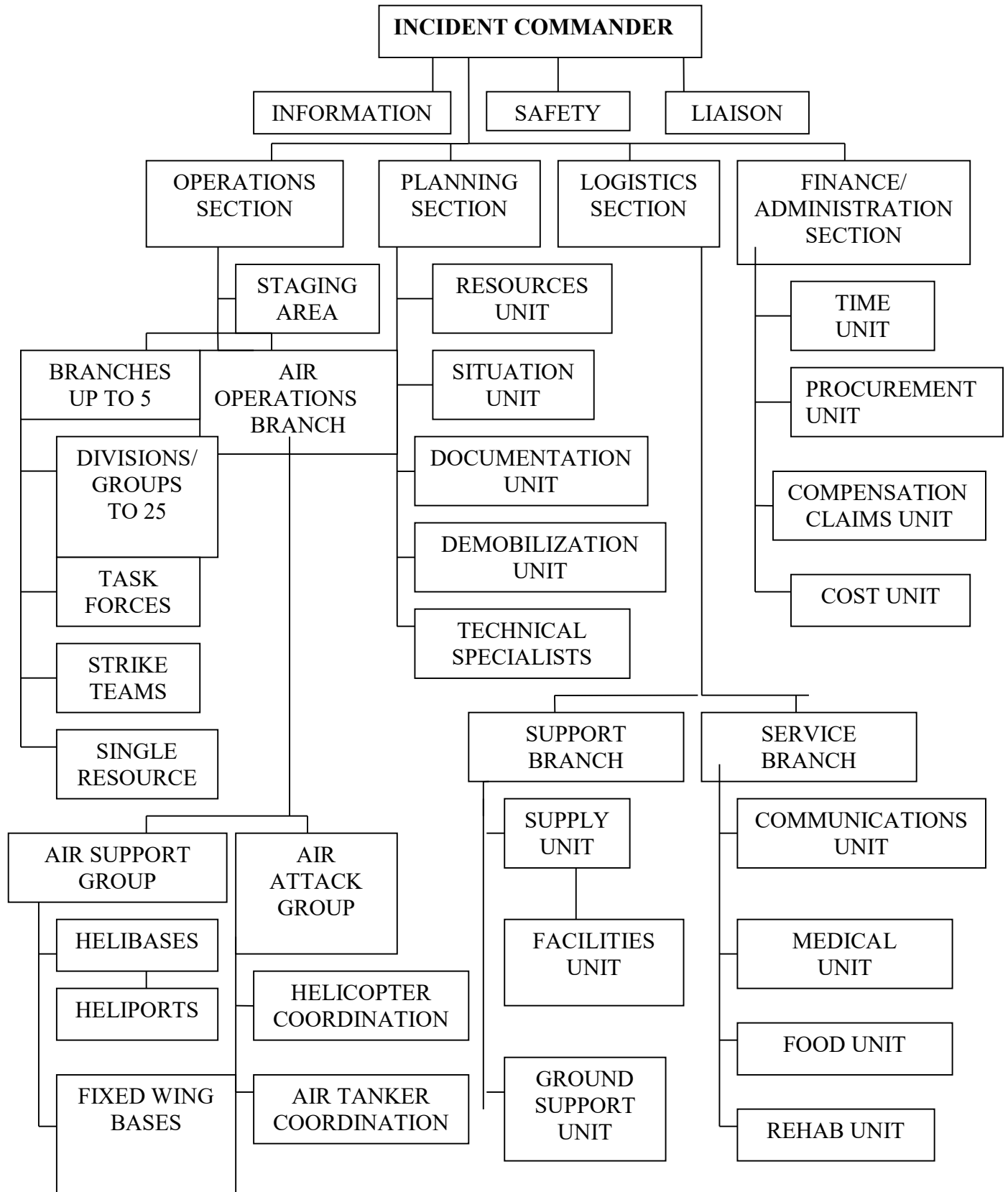
**Tab 7 to Emergency Support Function #5  
EOC MESSAGE LOG**

EOC MESSAGE LOG					
EOC: _____			DATE: _____		
Message No.	Time		Incident/Message	To	From
	In	Out			



**Tab 9 to Emergency Support Function #5  
INCIDENT COMMAND SYSTEM**

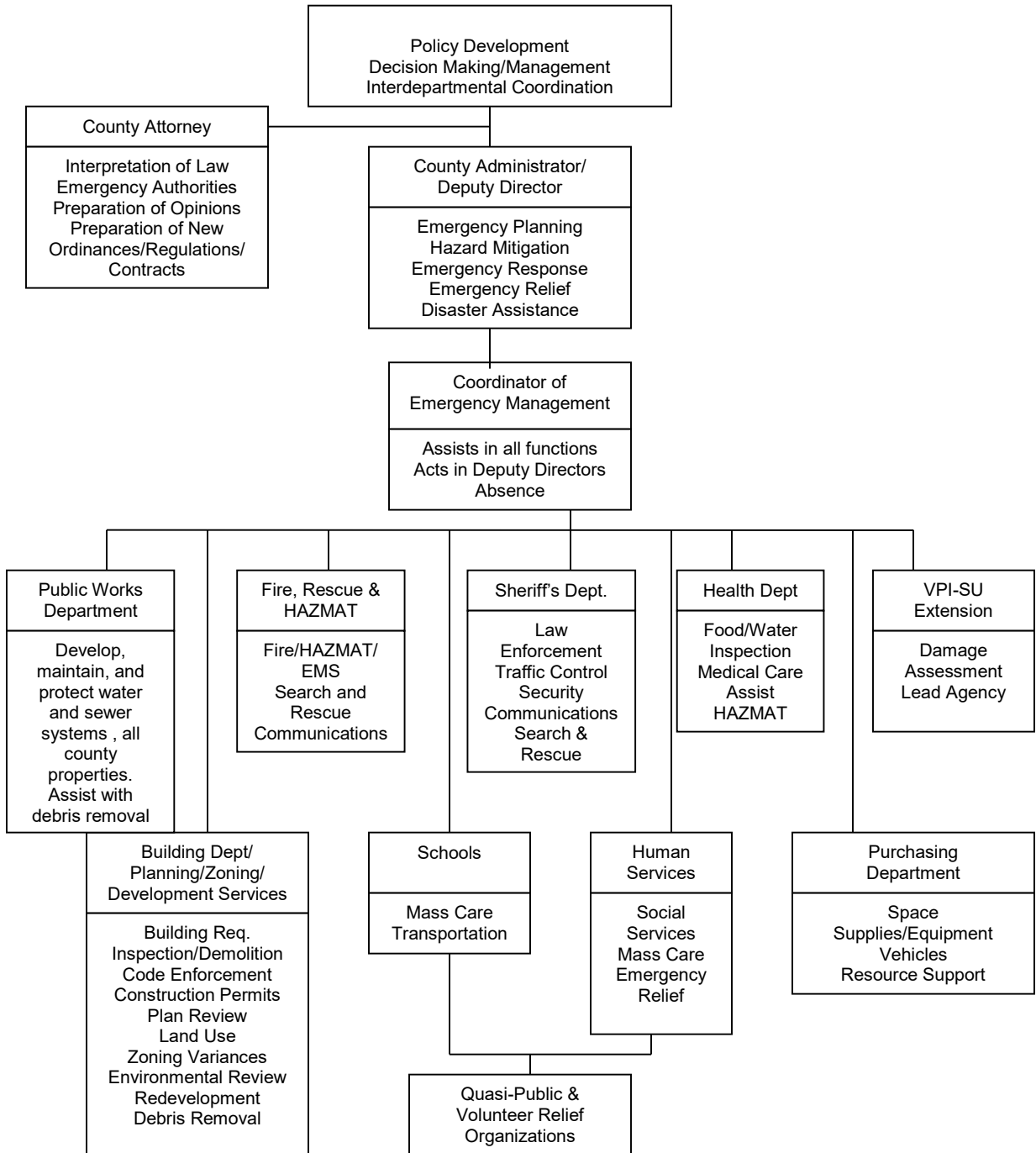
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**Tab 10 to Emergency Support Function #5  
ORGANIZATIONAL CHART**

**(See Next Page)**

# Pittsylvania County Emergency Operations Plan May 2019





**Tab 11 to Emergency Support Function #5  
Virtual EOC**

**Virtual Common Operating Picture (VCOP)**

**Mission**

To provide continuous EOC operations during disasters and or hazardous events that require an EOC activation from within a virtual environment. VCOP will follow the same standardized guidelines set forth by the primary EOC in that it will provide: 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.

**Concept of Operations**

VCOP will be activated and operated as follows:

1. The activation of VCOP 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. In the event of a full activation all VCOP activities may need to be upgraded to the permanent EOC location listed in Tab 3 of ESF #5. This will be ordered by the Director or Coordinator of Emergency Services based on information available at the time.
5. Initial situation briefings will be provided by the Director of Emergency Services.
6. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management at (804) 674-2400, 1-800-468-8892 or Web EOC.

## Pittsylvania County Emergency Operations Plan May 2019

8. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel for VCOP should allow for additional fully trained relief personnel on an adequate basis deemed by their department.

### **Location**

VCOP unlike traditional brick and mortar EOC's will not function from one primary location. Instead VCOP operations will take place through secure website access located online at [www.pittcoem.org](http://www.pittcoem.org). Each individual department will be responsible for securing internet access and logging onto the system at the designated time set forth by the Director or Coordinator of Emergency Services or as needed to monitor situation development.

### **Essential Personnel**

In order to function at its highest level, VCOP will require the personnel as listed below to be active during partial and full activations and follow the Incident Command System.

#### **Skeletal Staffing**

Coordinator of Emergency Services  
Deputy Coordinator of Emergency Services  
Sheriff Designated Person

#### **Full Staffing**

Coordinator of Emergency Services  
Director of Emergency Services  
Law Enforcement & Search and Rescue  
Fire and Rescue Chief or Designated Person  
Health Department Representative  
Social Services Representative  
Red Cross  
Communications  
Public Works  
Asst. County Administrators  
Finance & Purchasing  
Schools  
National Guard  
CERT  
Dept of Forestry  
Cooperative Extension  
VDOT  
Animal Control  
Information Technology  
Town of Chatham, Gretna & Hurt  
VSP  
PIO Officer  
Utility Director or Designated Person  
County Attorney

## Pittsylvania County Emergency Operations Plan May 2019

\*\*\* Messengers and phone operators will be excluded from the list above due to the virtual nature of the EOC in that messages and incident logs will be sent through the program from one agency to another via email/chat capability and bulletin board software. The need for security will also be eliminated since there is no set location.

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

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### **Introduction:**

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

### **Coordinator:**

The Director of Social Services shall serve as the Coordinator of ESF#6.

### **Policies:**

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

### **Scope:**

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

The services and programs include the following:

- Sheltering;
- Food service;
- Emergency First Aid;
- Counseling ;
- Family Assistance Center (FAC);
- Reunification Services; and
- Virginia Criminal Injuries Compensation Fund.

## Pittsylvania County Emergency Operations Plan May 2019

### **Primary Agencies:**

Department of Social Services  
American Red Cross  
Emergency Management  
Pittsylvania County Schools

### Secondary/Support Agencies:

Department of Criminal Justice Services  
Department of Health  
Law enforcement (security for shelter or evacuation)  
Salvation Army  
VaVOADs

### **Concept of Operations**

#### **General:**

Pittsylvania County will provide sheltering if the need is short term and within its capabilities. The School Superintendent will open schools as necessary to shelter those who have had to leave their home. Short term sheltering may be available in Fire Stations/Rescue Stations.

#### Sheltering

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

#### Feeding

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

## Pittsylvania County Emergency Operations Plan May 2019

### Emergency First Aid

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

### Counseling

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

### Security

The Sheriff's Department will be responsible for security at the site and at the Shelters.

### Transportation:

School buses will be used as transportation, including handicapped buses.

### Family Assistance Center (FAC)

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

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

### Reunification Services

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

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

## Pittsylvania County Emergency Operations Plan May 2019

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

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance. 800-552-4007

The current\* contact information for the program is:

CICF: P.O. Box 26927 Richmond, Virginia 23261 PHONE: (804) 367-1018



## **EMERGENCY MANAGEMENT ACTIONS - SHELTER OPERATIONS**

### 1. Normal Operations

Develop plans and procedures to receive and care for an indeterminate number of evacuees.

- a. Designate shelter center(s). Determine maximum capacities for each.
- b. Designate manager(s) and other key staff personnel.
- c. 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.
  - (1) Confirm task assignments and alert key personnel to stand-by status.
  - (2) Prepare the necessary forms.
  - (3) Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- b. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) When advised that evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
- (2) Provide mass transportation, as required.
- (3) Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- (4) Provide periodic reports to the EOC.

#### b. Response Phase

## Pittsylvania County Emergency Operations Plan May 2019

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

(1) Continue to receive and care for displaced persons. Provide mass feeding as required.

### 4. Recovery

a. Continue to provide for the lodging and care of displaced persons, as required.

b. Consolidate and report disaster-related expenses.

Pittsylvania County Emergency Operations Plan May 2019

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

Pittsylvania County Shelter Sites  
(All these schools have generators)

Chatham Middle	44650 U. S. Highway 29 North 24531	432-2169
Dan River Middle	5875 Kentuck Road Ringgold, VA 24586	822-6027
Gretna Middle	201 Coffey Street Gretna, VA 24557	656-2217
Tunstall Middle	1160 Tunstall High Road Dry Fork, VA 24549	724-7086

Temporary Shelter Sites

Ringgold VFD	3380 Tom Fork Rd. Ringgold, VA 24586	822-6989
Blairs VFD	7100 U. S. Highway 29 Blairs, VA 24527	836-3065
Tunstall VFD	8561 Mt. Cross Rd. Danville, VA 24543	724-6677
Gretna VFD	103 S. Shelton St. Gretna, VA 24557	656-2621
Chatham VFD	20 Depot St. Chatham, VA 24531	432-1516
Renan VFD	405 Straightstone Rd Gretna, VA 24557	335-5209
Community Center at Chatham	115 South Main St Chatham, VA 24531 Can house 45 individuals	432-3115

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

**American Red Cross  
DISASTER SHELTER REGISTRATION**

---

Family Last Name: \_\_\_\_\_

Shelter Location: \_\_\_\_\_

Family Member(s): \_\_\_\_\_

Shelter Telephone No: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Pre-Disaster Address & Telephone No: \_\_\_\_\_

---

Please note any special medical conditions and age

---

Post-Disaster Address & Telephone No: \_\_\_\_\_

---

Date/Time Left Shelter: \_\_\_\_\_

Number of Children in Family: \_\_\_\_\_

Pet(s) (Include Name, Breed, Type, & Location): \_\_\_\_\_

---

\_\_\_\_\_  
Signature

Family Member not in Shelter (Location if Known)

I do, do not , authorize release of the above information concerning my whereabouts or general condition.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SHELTER MASTER FILE

\_\_\_\_\_  
AMERICAN RED CROSS FORM 5972 (5-79)

## Pittsylvania County Emergency Operations Plan May 2019

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

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

**General**

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

**Special Transportation Resources**

Pittsylvania County Public School Buses

Contact: Kenyon Scott (See Directory)

Pittsylvania County Community Action, Inc.

Contact: Evalena Ross  
434-432-8250 (w)

## Emergency Support Function #7 - Logistics Support

---

### *Introduction*

#### **Coordination:**

The Assistant County Administrator of Operations will serve as the Coordinator of ESF #7.

#### **Purpose:**

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

#### **Scope:**

Pittsylvania County will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed.

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

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

#### **Primary Agencies:**

Emergency Management  
ESF #2 – Communications  
ESF #15 – External Affairs

#### Secondary/Support Agencies:

American Red Cross  
Salvation Army

#### **Examples of Policies:**

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

## Pittsylvania County Emergency Operations Plan May 2019

### *Concept of Operations*

#### **General:**

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

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

#### **Organization:**

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

Convey available resources to emergency manager.

Identify potential distributions sites for emergency response .

Identify policies and personnel responsible for obtaining resources.

#### *Actions/Responsibilities:*

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



## **EMERGENCY MANAGEMENT ACTIONS – LOGISTICS SUPPORT**

### 1. Normal Operations

- a. Identify essential resources to carry out mission 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. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment
- g. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area
- h. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
- i. Develop training/exercises to test plan, and to ensure maximum use of available resources
- j. Coordinate and develop pre-scripted announcements with Deputy Director of Emergency Management regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.)

### 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

### Response

- a. Activate resource management plan, coordinate with needs assessment team

## Pittsylvania County Emergency Operations Plan May 2019

1. Begin documenting costs
  2. Coordinate and track resources
  3. Establish priorities regarding allocation and use of available resources
  4. Identify sites to receive, store, stage, and disperse resources
    - . Activate mutual aid agreements, as necessary
- b. Request state assistance as required

### Recovery

- a. Continue to coordinate and track resources (government, private, donated)
- b. Continue to document costs
- c. Continue to coordinate with the Deputy Director of Emergency Management or his designee

**Tab 1 to Emergency Support Function #7**

*Staging Areas/Points of Distribution*

Pittsylvania County will utilize vacant Industrial Parks building owned by the County. The sites would be determined at the time of need.

Pittsylvania County Emergency Operations Plan May 2019

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

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### ***Introduction***

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

### **Coordination:**

The Director of the Pittsylvania-Danville Health District or his/her designee will coordinate emergency health services. 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 disasters involving mass casualties.

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

Danville Regional Medical Center

Pittsylvania County Rescue Squads

### **Purpose:**

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

### **Primary Agencies:**

Health Department

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

Local Physicians and/or nursing care facilities.

### **Scope:**

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

When an incident exceeds the community's capabilities, outside assistance should be requested through MOUs, Mutual Aide Agreements and the coordination of this plan with the Pittsylvania County EOP.

## Pittsylvania County Emergency Operations Plan May 2019

### **Policies:**

- Internal policies and procedures and regulations;
- Privacy policies and laws with regard to provision of medical care;
- Policies regarding provision of first aid and health care; and
- When the community's capabilities are exceeded, outside assistance should be requested.

### **Concept of Operations**

#### **General:**

The community will respond with available resources as designated in the plan.

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

If the Pittsylvania County Emergency Operations Center is activated during the response, representatives of this ESF be assigned to the EOC.

#### **Responsibilities/Actions:**

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

## **EMERGENCY MANAGEMENT ACTIONS - MEDICAL AND HEALTH**

### 1. Normal Operations

- a. Designate individuals who will coordinate medical, health, and environmental health 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.
- d. Review and update emergency plans and procedures.

### 2. Increased Readiness

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

- a. Inform Health Department management and other essential individuals of the threat and possible response actions.
- b. Review emergency plans and procedures.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) Review and update emergency plans and procedures.
- (2) Alert appropriate agencies and staff members.
- (3) Implement mutual aid agreements and incorporate resources from adjacent jurisdictions as appropriate.

#### b. Response Phase

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

The Director of Public Health or his representative should report to the EOC.

- (1) Coordinate medical, health and environmental health services.
- (2) Coordinate health services, such as testing food and water supplies and controlling communicable diseases, as appropriate.

## Pittsylvania County Emergency Operations Plan May 2019

(3) Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies as needed.

(4) Maintain a record of disaster-related expenses incurred by Health Department personnel.

### 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 when appropriate. 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 needed.



**Tab 1 to Emergency Support Function #8  
Hospitals, Clinics, and Medical Facilities**

AREA HOSPITALS THAT SERVE PITTSYLVANIA COUNTY

Danville Regional Medical Center: Admitting Office  
142 South Main Street, Danville, VA 24541 (434) 799-2100

Total Beds: 225

Carilion Franklin Memorial Hospital  
180 Floyd Avenue, Rocky Mount, VA 24151 (540) 483-5277

Total Beds: 37

Centra Lynchburg General Hospital  
1901 Tate Springs Road, Lynchburg, VA 24501 (434) 200-3000

Total Beds: 330

Sentara Halifax Regional Hospital  
2204 Wilborn Avenue, South Boston, VA 24592 (434) 517-3100

Total Beds: 132

Memorial Hospital-Martinsville-Henry Co  
320 Hospital Drive, Martinsville, VA 24112 (276) 666-7200

Total Beds: 220

Centra Gretna Medical Center ER  
291 McBride Lane, Gretna, VA 24557 (434) 656-1274

Total Beds: 15

A list of county EMS resources is kept in the 911 Center dispatch system.

## **EMERGENCY MANAGEMENT ACTIONS - RESCUE/EMERGENCY MEDICAL SERVICES**

### 1. Normal Operations

Develop and maintain plans and procedures to implement search and rescue operations in time of emergency to 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. Emergency Operations

#### a. Mobilization Phase

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

- (1) Review and update plans and procedures.
- (2) Alert personnel to stand-by status.
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- (4) Check rescue and communications equipment. All primary dispatch operations will be assigned to frequency 156.135 until advised otherwise by Communications.
- (5) The designated rescue squad service representative should report to the EOC and assist with emergency operations.
- (6) As the situation worsens, assign duties to all personnel. Rescue Squad department personnel may be requested to assist with warning and alerting, evacuation and communications.

## Pittsylvania County Emergency Operations Plan May 2019

### b. Response Phase

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

(1) Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.

(2) 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.

(3) 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 service to the Deputy Director of Emergency Management.

Tab 2

**COMMONWEALTH OF VIRGINIA  
EMERGENCY MEDEVAC SERVICES**

<b><u>VIRGINIA AEROMEDICAL SERVICES</u></b>	<b><u>ALERT</u></b>	<b><u>NON-EMER.</u></b>
ARIES - (Fairfax County Police)	(703) 280-0840/WAWAS	(703) 830-3105
EAGLE - 1&2 (U.S. Park PD, D.C.)	(202) 619-7310/WAWAS	(202) 426-6969
<b>LIFEGUARD 10 (Carilion Health Systems)</b>	<b>(888) 377-7628</b>	<b>(888) 377-7628</b>
MEDEVAC (Ft. Belvoir)	(703) 664-6565	(703) 664-4401
MED-FLIGHT - 1 (VSP-Chesterfield)	(800) 468-8892	(804) 674-2089
MED-FLIGHT - 2 (VSP Abington)	(800) 433-1028	(703) 466-3188
<b>MED-FLIGHT – 3 (VSP Lynchburg)</b>	<b>(800) 552-0962</b>	<b>(434) 582-5115</b>
MEDICAL AIR CARE (INOVA-Fairfax)	(800) 258-8181	(703) 698-2930
MED STAR (Com., D.C.)	(800) 824-6814	(202) 877-7234
NIGHTINGALE (Norfolk General)	(800) 572-4354	(804) 628-2435
986th MEDEVAC (VNG-Richmond)	(804) 222-4580	(804) 222-4580
PEGASUS (UVA Charlottesville)	(800) 522-1826	(804) 924-9287
CENTRA – Lynchburg	(866) 924-7633	
<b><u>NORTH CAROLINA AEROMEDICAL SERVICES</u></b>		
AIRCARE (WFUBMC Winston-Salem)	(800) 336-6224	(336) 713-3110
UNC AIRCARE (Chapel Hill)	(800) 247-6264	(800) 247-6264
LIFEFLIGHT (Duke Univ. Durham)	(800) 362-LIFE (5433)	(919) 681-4506

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**Tab 3 to Emergency Support Function #8  
Virginia Funeral Directors Associations Inc.  
Mortuary Disaster Plan Organization**

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

**Organization** – The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. VFDA's Disaster Response Team is comprised of two state coordinators, four regional coordinators, and seven district coordinators. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

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

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

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

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

**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF HEALTH**

OFFICE OF THE CHIEF MEDICAL EXAMINER

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



OFFICES OF THE MEDICAL EXAMINER

**Central District (Richmond)**

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

**Tidewater (Eastern) District**

830 Southampton Avenue  
Suite 100  
Norfolk, VA 23510  
(757) 683-8366

**Northern District (Manassas)**

10850 Pyramid Place  
Suite 121  
Manassas, VA 20110  
(703) 530-2600

**Western District (Roanoke)**

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



## Emergency Support Function #9 - Search and Rescue

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### Introduction

#### Coordinator:

The Pittsylvania County Sheriff's Office, Sheriff and/or his designee will be the Coordinator of ESF #9.

#### Purpose:

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

#### Scope:

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

#### *Primary Agency*

Emergency Management  
Fire Department  
Sheriff's Department  
Police Department

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

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

#### **Policies:**

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

- All requests for Search and Rescue will be submitted to the Pittsylvania County Emergency Operations Center for coordination, validation, and/or action;

## Pittsylvania County Emergency Operations Plan May 2019

- Communications will be established and maintained with ESF #5 – Emergency Management and Virginia Emergency Operations Center to report and receive assessments and status information;
- Will coordinate with local, state, and federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

### **Concept of Operations**

#### **General:**

During a search and rescue operation in an emergency, local fire and law enforcement departments will assist in the operation. The Emergency Medical Services (EMS) providers will also assist with other function to search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operation Plan.

#### **Organization:**

The Fire Department will, typically, be the primary agency in any SAR operation. EMS, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures. The Sheriff's Department will be the primary agency in any ground searches. The Department of Public Works, Environmental Services, and GIS will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS will work in a secondary role to provide medical resources, equipment and expertise.

#### **Actions**

- Develops and maintains plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

#### **Responsibilities**

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;

## Pittsylvania County Emergency Operations Plan May 2019

- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the local jurisdiction and Virginia Department of Emergency Management for additional resources.

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

Information maintained by Sheriff's Department, Fire Department and/or Emergency Management Office.

Also Angel Search and Rescue could be utilized. Contact is Gary Goodson –  
**Page 1601 on CECOM Fire & Rescue Paging Channel or call 434-822-5960**

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

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**THE COMPLETE HAZMAT PLAN IS KEPT UNDER SEPARATE COVER.**

### **Introduction**

The local fire department should be contacted immediately and the Fire Chief will likely assume primary operational control of all hazardous materials incidents. The County Fire Marshal/Deputy Fire Marshal is the County's Hazardous Materials Coordinator. The Coordinator of Emergency Management shall be notified on all hazardous materials working incidents.

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

### **Scope:**

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

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

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

### **Primary Agencies:**

Fire Department  
HAZMAT Department

Secondary/Support Agencies:

Virginia HazMat Response Officers and Teams

### **Policies:**

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

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

## Pittsylvania County Emergency Operations Plan May 2019

### Concept of Operations

#### **General:**

#### **Organization:**

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

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

The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team .

The fire chief will determine the need to evacuate or shelter in place.

Law enforcement may coordinate the evacuation of the area.

The community's ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

#### **Actions/Responsibilities:**

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents; and
- Record expenses

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

---

### **Introduction**

#### **Coordinator:**

The Pittsylvania County Virginia Cooperative Extension Agent will serve as the Coordinator of ESF #11.

#### **Purpose:**

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

#### **Primary Agencies:**

Virginia Department of Agriculture and Consumer Services  
Virginia Department of Social Services

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

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

#### **Scope:**

Determined based on the community's capabilities and may include:

- Identify food assistance needs;
- Obtain appropriate food supplies;
- Arrange for transportation of food supplies to the designated area;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations; and
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

## Pittsylvania County Emergency Operations Plan May 2019

### **Policies:**

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- Schools and communities may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal service;
- Transportation and distribution may be arranged by volunteer organizations;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and
- Ensure food safety.

### *Concept of Operations*

#### **General:**

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

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

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

Protects cultural resources and historic property resources during an incident.

#### **Organization:**

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

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

#### *Actions*

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



## Pittsylvania County Emergency Operations Plan May 2019

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

### *Responsibilities*

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Assist handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the Health Department for outbreak incidents;
- Assign veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Participate in subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Assist with establishing logistical links with organizations involved in long-term congregate meal service; and
- Establish need for replacement food products;

Pittsylvania County Emergency Operations Plan May 2019

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

Per Person

Food Groups and Food Items per Week Standard

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

## Emergency Support Function #12 - Utilities

---

### Introduction

#### Coordinator:

The Director of the Pittsylvania County Service Authority will serve as the Coordinator for ESF #12.

#### Purpose:

Estimate the impact of energy system outages in the community

Make decisions about closings based on:

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

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

#### Scope:

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

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

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

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

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

## Pittsylvania County Emergency Operations Plan May 2019

### **Primary Agencies:**

Pittsylvania County Service Authority  
Power Company/Plant Officials  
Utility providers

### Secondary/Support Agencies:

Local electricians  
Out of region power company agencies

### **Policies:**

- Provide fuel, power, and other essential resource;
- Community will contact the locality and utility providers;
- Work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority;
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities;
- **Make decisions concerning closures; and**
- **Community will manage independently, until it needs additional resources.**

### Concept of Operations

#### **General:**

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

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

- Extreme weather;
- Strikes;
- International embargoes;
- Disruption of pipeline system; and
- Terrorism.

And can impact transportation and industrial uses.

## Pittsylvania County Emergency Operations Plan May 2019

### Other Impacts:

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

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

### Organization:

Pittsylvania County may activate its EOC to:

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

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

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

### Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;

## Pittsylvania County Emergency Operations Plan May 2019

- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

### Responsibilities:

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

Pittsylvania County Emergency Operations Plan May 2019

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

<b>Company</b>	<b>Phone #</b>	<b>Contact Person</b>
<b>Electric</b>		
Dominion Power	1-800-826-1027	
American Electric Power	1-800-956-4237	
Mecklenburg Electric Coop	1-434-656-1280	
Southside Electric Coop	1-436-645-3211	Frank Harris
City of Danville	1-434-799-5259	
<b>Natural Gas</b>		
Columbia Gas of VA	1-800-543-8911	
City of Danville	1-434-799-5284	
<b>Telecommunications</b>		
Centurylink	1-800-788-1907	
Verizon	1-800-773-7911	
Fairpoint	1-434-656-2291	
Gamewood	1-434-799-2253	
<b>Fiber Optic Cable</b>		
Verizon	1-877-483-9322	
Centurylink	1-877-290-5458	
Gamewood	1-434-799-2253	
Fairpoint Communications	1-434-656-2291	
Mecklenburg Electric Coop	1-434-656-1281	
<b>Water</b>		
Pittsylvania County Serv. Auth.	1-434-791-3905	Chris Adcock 434-228-0860 or 434-548-8187
Town of Chatham	1-434-432-8153	
Town of Gretna	1-434-656-6834	
Town of Hurt	1-434-546-5435	Ed Hodges
City of Danville	1-434-799-5284	
<b>Waste Water Treatment</b>		
Pittsylvania County Serv. Auth.	1-434-791-3905	Chris Adcock 434-228-0860 or 434-548-8187
Town of Chatham	1-434-432-8153	
Town of Gretna	1-434-656-6834	
Town of Hurt	1-434-324-7251	
<b>Solid Waste Disposal</b>		
Pittsylvania County Landfill	1-434-432-1530	LJ Burgess 434-250-5230
Hazardous Waste Disposal/First Piedmont Corp.	1-434-822-7428	Ricky Harris

Pittsylvania County Emergency Operations Plan May 2019

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

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### **Introduction**

#### **Coordinator:**

The Pittsylvania County Sheriff and/or his designee will serve as the Coordinator of ESF# 13.

#### **Propose:**

ESF# 13 will identify the particular functions and capabilities for the community.

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

- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (E. G. a terrorist event); and
- If the community is impacted by a larger event that affects the local or regional area.

#### **Primary Agencies:**

Pittsylvania County Sheriff's Department

#### **Support Agencies:**

Virginia State Police Department  
Emergency medical care  
Pittsylvania County PIO  
Pittsylvania County Communications Center

#### **Scope:**

ESF #13 responds to an emergency in the community using existing procedures.

#### **Examples:**

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

## Pittsylvania County Emergency Operations Plan May 2019

- Provide security if the community opens a shelter.

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

### **Policies:**

- The community's plan will be coordinated with the Pittsylvania County EOP pursuant to Code of Virginia;
- Law enforcement will coordinate the response with other ESFs on community based on the details of the events;
- The community will have appropriate MOUs and Mutual Aid agreements; and
- The Emergency Operations Plan and the incident command staff may become subordinate if other organizations are called upon.

### *Concept of Operations*

#### **General:**

#### **Describe the sequence of events of responding to an event**

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

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

#### **Organization:**

- The Sheriff's Department will utilize their normal communications networks during disasters;
- Designate areas that need to be evacuated;
- Provide traffic control and security; and
- Coordinate with local law enforcement if the event exceeds the local capability.

### *Actions/Responsibilities*

- Maintain police intelligence capability to alert government agencies and the public to potential threats;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;

## Pittsylvania County Emergency Operations Plan May 2019

- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- Provide traffic and crowd control as required;
- Provide security and law enforcement to critical facilities;
- Implement existing mutual aid agreements with other jurisdictions, if necessary;
- Document expenses;
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with identification of the dead.

## **EMERGENCY 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.
  - (1) Assign emergency duties and provide specialized training as needed.
  - (2) Delineate the specific areas that may need to be evacuated and designate evacuation routes.
- b. Alert personnel to standby status.
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

### 3. Emergency Operations

#### a. Mobilization Phase

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

## Pittsylvania County Emergency Operations Plan May 2019

- (1) Alert all personnel and special facilities, as required.
- (2) Test primary communications systems and arrange for alternate systems, if necessary.
- (3) 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.
- (4) Provide traffic and crowd control, as required.
- (5) Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- (6) Begin recording disaster-related expenses.

### b. Response Phase

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

- (1) Effect evacuation, as required.
- (2) Secure the emergency site, evacuated areas, vital facilities, and supplies.
- (3) Continue to provide traffic and crowd control.
- (4) Continue to warn the public and assist with providing protective action guidance.
- (5) Conduct search and rescue operations, as required.
- (6) 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 to Emergency Support Function #13  
ENTRY PERMIT TO ENTER RESTRICTED AREAS**

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

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

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

Method of Travel (vehicle, aircraft) \_\_\_\_\_

Description of Vehicle/Aircraft Registration \_\_\_\_\_

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

Destination by legal location or landmark/E911 address \_\_\_\_\_

---

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

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

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Entry granted into hazard area.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

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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.

## Pittsylvania County Emergency Operations Plan May 2019

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

**Tab 2 to Emergency Support Function #13**  
**WAIVER OF LIABILITY**  
(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

Signatures of applicant and members of his field party

Date

Print full name first, then sign.

\_\_\_\_\_

I have read and understand the above waiver of liability

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

I have read and understand the above waiver of liability.



**Tab 3 to Emergency Support Function #13  
Law Enforcement Resources**

I. Sheriff's Department

A. Personnel:

Road Deputies	33 + 9 Supervisory Deputies
Investigators	16 + 2 Supervisors
School Resource	5
Jailers	29 + 6 Supervisors
Court Security	7
Jail Medical	3
Cooks	2
Secretaries/Administrative	9
Other	5

Equipment and Facilities:

Marked cars	Forensic van
Unmarked cars	Inmate Transport van
4-wheel drive vehicles	SWAT van

II. County Animal Control Department

A. Personnel: 3 officers

B. Equipment and Facilities:

radio-equipped 4-wheel drive trucks

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## Emergency Support Function #14 – Long Term Recovery

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### Introduction

#### Coordinator:

The County Director of Economic Development will serve as the Coordinators of ESF #14.

#### Purpose:

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

#### Scope:

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

#### Primary Agencies:

Economic Development Office  
Emergency Management  
Pittsylvania County Planning Department  
Code and Zoning Office

#### Policies:

- **ESF #14 will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster;**
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs;
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible; and
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

## Pittsylvania County Emergency Operations Plan May 2019

### *Concept of Operations*

#### *General:*

Existing procedures or directives may provide the basis for short or long – term planning operations.

#### **Organization:**

- ***The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area;***
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities;
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues;
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education; AND
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

#### *Actions/Responsibilities*

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

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

---

### ***Introduction***

#### **Coordinator:**

The Pittsylvania County Sheriff and/or his designee (PIO Officer) will serve as the Coordinator of ESF #15.

#### **Purpose:**

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

#### **Scope:**

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

#### **Primary Agency:**

Pittsylvania County Sheriff's Office  
Emergency Communications Center  
Emergency Manager

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

Local Television/Radio Stations  
Local Newspaper

### **Concept of Operations**

#### **General:**

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

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

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

#### **Organization:**

## Pittsylvania County Emergency Operations Plan May 2019

A Public Affairs Officer may be appointed to serve as the primary communities ESF #15 coordinator. Other community officials will serve within the JIC.

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

### **Responsibilities/Actions:**

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

## **EMERGENCY MANAGEMENT ACTIONS - EMERGENCY PUBLIC INFORMATION**

### 1. Normal Operations

- a. Establish a working arrangement between the Deputy Director of Emergency Management, the local EOC, and local radio stations and newspapers.
- b. Encourage local newspapers to periodically publish general information about those specific hazards, which are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective action.
- 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 adjacent jurisdictions and the State EOC.

### 3. Emergency Operations

#### a. Mobilization Phase

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

- (1) After coordination with the State EOC, time permitting, the Deputy Director will begin to disseminate emergency public information via news releases to the local news media.
- (2) If necessary, designate a phone number and personnel to handle citizen inquiries.
- (3) Assure the availability of back-up generators at local EAS radio stations.
- (4) Maintain a record of all expenses throughout the emergency.

#### b. Response Phase

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

## Pittsylvania County Emergency Operations Plan May 2019

- (1) Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
  - (2) Continue to keep the public informed of the situation and of recommended protective actions.
4. Recovery
- a. Continue to keep the public informed concerning local recovery operations.
  - b. Assist the Health Department in disseminating public health notices, if necessary.
  - c. Assist state and federal officials in disseminating information concerning relief assistance



**Tab 1 to Emergency Support Function #15**

**EMERGENCY PUBLIC INFORMATION RESOURCES**

	<u>Contact/Telephone</u>
<b>Newspapers</b>	
Danville Register & Bee	434-793-2311
Lynchburg News & Advance	434-385-5440
<b>Radio Stations</b>	
WBTM-AM 1330	434-793-4111
WDVA-AM 1250	434-797-1250
WILA-AM 1580	434-792-2133
WAKG-FM 103.3	434-797-4290
WMNA-FM 106.3	434-656-1234
<b>TV Stations</b>	
WDBJ, Roanoke, Channel 7	540-344-7000
WSLS, Roanoke, Channel 10	540-981-9126
WSET, Lynchburg, Channel 13	434-528-1313

**Tab 2 to Emergency Support Function #15  
Emergency Public Information  
PIO Prearranged Messages**

Release or Spill  
(No explosion or fire)

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

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

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

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

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

**Tab 3 to Emergency Support Function #15  
Emergency Public Information  
PIO Prearranged Messages**

(FIRE AND/OR EXPLOSION IMMINENT)

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

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

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

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

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

**Tab 4 to Emergency Support Function #15  
Emergency Public Information  
Health Advisory for Shelter Centers**

DATE:

TO: All Primary Care Facilities in County  
FROM: (Name of Health Director)  
Pittsylvania County Department of Health

SUBJECT: Health Risks resulting from (event, site, and date)

The \_\_\_\_\_ at \_\_\_\_\_  
EVENT SITE

in Pittsylvania County on \_\_\_\_\_ released chemical particles into the  
DATE

environment in concentrations sufficient to cause health problems in some persons. Individuals suffering with 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 \_\_\_\_\_ should be considered  
LIST CHEMICALS INVOLVED  
with patients experiencing

\_\_\_\_\_  
LIST SYMPTOMS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident, such as: patients' location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_,  
LOCATION OF RELEASE

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

For additional information, contact Pittsylvania County Department of Health at 434-799-5190.

**Tab 5 to Emergency Support Function #15  
Emergency Public Information  
EVACUATION ASSEMBLY CENTERS**

DATE:

TO: Medical Aid Station  
Evacuation Assembly Center

FROM: (Name of Health Director)  
Pittsylvania County Department of Health

SUBJECT: Health Risks resulting from (event, site, and date)

The \_\_\_\_\_ at \_\_\_\_\_  
EVENT SITE

in Pittsylvania County on \_\_\_\_\_ released chemical particles into the  
DATE

environment in concentrations sufficient to cause health problems in some persons. Individuals suffering with 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 \_\_\_\_\_ should be considered  
LIST CHEMICALS INVOLVED

with patients experiencing

\_\_\_\_\_  
LIST SYMPTOMS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident, such as: patients' location when exposed to contaminants, estimated distance of that location from

\_\_\_\_\_  
LOCATION OF RELEASE

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

For additional information, contact Pittsylvania County Department of Health at 434-799-5190.

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

DATE:

TO: All Primary Care Physicians Serving City of Danville

FROM: (Name of Health Director)  
Pittsylvania County Department of Health

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

The \_\_\_\_\_ at \_\_\_\_\_  
EVENT SITE

in Pittsylvania County on \_\_\_\_\_ released chemical particles into the  
DATE

environment in concentrations sufficient to cause health problems in some persons. Individuals suffering with 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 \_\_\_\_\_ should be considered  
LIST CHEMICALS INVOLVED  
with patients experiencing

\_\_\_\_\_  
LIST SYMPTOMS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident, such as: patients' location when exposed to contaminants, estimated distance of that location from

\_\_\_\_\_  
LOCATION OF RELEASE

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

For additional information, contact Pittsylvania County Department of Health at 434-799-5190.

**Tab 7 to Emergency Support Function #15  
Emergency Public Information  
Health Advisory for Primary Health Care Facilities**

The \_\_\_\_\_ at \_\_\_\_\_  
EVENT SITE

in Pittsylvania County on \_\_\_\_\_ released chemical particles into the  
DATE

environment in concentrations sufficient to cause health problems in some persons. Individuals suffering with 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 \_\_\_\_\_ should be considered

LIST CHEMICALS INVOLVED

with patients experiencing

\_\_\_\_\_  
LIST SYMPTOMS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident, such as: patients' location when exposed to contaminants, estimated distance of that location from

\_\_\_\_\_  
LOCATION OF RELEASE

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

For additional information, contact Pittsylvania County Department of Health at 434-799-5190.

## **PUBLIC INFORMATION CHECKLIST**

### **CHECK PLANS TO INFORM THE PUBLIC THROUGH THE MEDIA**

1. Designate a public information team, which includes a public information officer and at least two backups.

Appoint a public information team to avoid conflicts in official statements that could result in confusion, panic, or public outcry about the mishandling of the incident. The Deputy Director/Spokesperson should be experienced in dealing with the media and familiar with the community's emergency response plans.

2. Evaluate media capabilities

Ascertain the status of the capabilities of the local media to reach the public. Identify alternate sources of public information. Throughout the incident monitor media activities and messages.

3. Establish a media center

Designate a single media center to manage the press proactively and to keep them apprised of the ongoing situation. Conduct hourly media briefings. Make the media center close enough to the scene for media to get pictures but far enough away to avoid any interference with the command center.

4. Coordinate and receive approval from the local EOC for all news releases.

Establish an approval process for press releases so as they are formulated, they are routed through the CEO and coordinated with affected agencies. Particular care must be given with evacuation and return announcements.

5. Other public information concerns

#### **Search and Rescue Incidents**

Brief family members before the media. Family members need special attention.

#### **Hazardous Materials Incidents**

Establish an "air exclusionary zone" because media helicopters can sometimes cause problems with incidents.

6. If appropriate, designate a CPCS-2 station (alternate key station).



(Continued)

7. List the emergency situation in which your local EAS Operational Area would be activated (e.g., tornadoes, flash floods, earthquakes, heavy snows, industrial explosions, power failures, civil disorders, toxic gas discharges). Local EBBS activation may be requested in response to:
  - a. Severe weather warning from the National Weather Service (e.g., severe thunderstorms or tornado warnings).
  - b. Flash floods
  - c. Earthquakes
  - d. Toxic gas discharges
  - e. Imminent explosion
  - f. Civil disorders
  - g. Radiological emergency
  - h. Any emergency situation where the immediate dissemination of information is likely to result in the savings of lives.

8. Organizations (e.g., National Weather Services, local Emergency Management, local government, public safety, etc.) that should be responsible for requesting EAS activation on the local level for your operational area include:

National Weather Service (Blacksburg)..... (800) 221-2856  
Virginia State Police..... (804) 674-2000  
State Office of Emergency Services (Radiological) ..... (804) 674-2400

Local activation by county governments is to be coordinated through the Virginia Department of Emergency Management. VDEM has expertise and facilities to determine the extent of an emergency and to determine whether activation of EAS is advisable.

9. Authentication will be by code word. In the interest of expediting activation, no authentication will be deemed necessary if, in the judgment of the individual receiving the activation request, there is sufficient collaborative evidence to indicate the validity of the request. In all cases, the final authority to activate rests with the management of the evolved broadcast facilities.

**COMMONWEALTH OF VIRGINIA**  
**VIRGINIA EMERGENCY ALERT SYSTEM**

<b><u>LOCAL AREA</u></b>	<b><u>STATE RELAY</u></b>	<b><u>CONTACT</u></b>	<b><u>PHONE NO.</u></b>
Danville/South Boston	WAKG-FM	Johnny Cole	434-572-2988

The Danville / South Boston Local Area is:

51037 Charlotte  
51590 Danville  
51143 Pittsylvania  
51083 Halifax

Roanoke Extended	WVTF-FM	J. J. Largen	540-774-9200
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The Roanoke Extended Local Area is:

51089 Henry  
51155 Pulaski  
51141 Patrick  
51071 Giles  
51690 Martinsville  
51045 Craig  
51067 Franklin Co.  
51121 Montgomery  
51063 Floyd  
51161 Roanoke Co.  
51750 Radford  
51775 Salem  
51023 Botetourt  
51019 Bedford Co.  
51031 Campbell  
51680 Lynchburg  
51011 Appomattox  
51009 Amherst  
51530 Buena Vista  
51678 Lexington  
51163 Rockbridge  
51580 Covington  
51005 Allegheny  
51560 Clifton Forge  
51107 Bath  
51091 Highland  
51770 Roanoke City  
51515 Bedford City

## EAS Checklist

### PROCEDURES FOR OFFICIALS ACTIVATING EAS

1. Request activation of the EAS facilities through the appropriate telephone number(s) using your prearranged authentication procedures.
2. Work out broadcast details (i.e., live or recorded, immediate or delayed) with broadcast station personnel.
3. The following format is recommended:
  - a. This is Name/Title of Organization with a request to activate the Virginia Emergency Broadcast System. I authenticate as follows: (Initiate Authentication Procedures).
  - b. Describe the nature of the emergency.
  - c. Provide instructions or message to the public.
  - d. List actions being taken by state/or local governments(s) or other organizations(s).
4. Keep telephone line open if necessary.
5. Issue Virginia EAS termination.

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

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### ***Introduction***

#### **Purpose:**

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

#### **Primary Agency:**

Department of Military Affairs – Virginia National Guard

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

None

### **Concept of Operations**

#### **General:**

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

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

#### **Organization:**

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

### **Responsibilities**

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

#### **Policies:**

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

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

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### ***Introduction***

#### **Coordinator:**

The Coordinator of Emergency Management will serve as the Coordinator of ESF #17.

#### **Purpose:**

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

#### **Scope:**

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

#### **Primary Agency:**

Emergency Management

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

Cert Teams

American Red Cross (ARC)

Salvation Army

Faith based organizations

Department of Social Services

God's Pit Crew

#### **Policies:**

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

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

The Coordinating official or agency will also:

- Coordinate with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;

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- Encourages cash donations, as the best assistance for helping affected population; and
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

### **Concept of Operations**

#### **General:**

Volunteer and Donations Management operations may include, but not limited to the following:

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

#### Donated Goods Management Function:

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

#### Volunteer Management Function:

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

#### **Organization:**

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



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

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

### **Responsibilities**

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

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

Pittsylvania County Department of Public Works will be the lead agency. Donations Management and Distribution Coordinator will be God’s Pit Crew (<http://www.thegodspitcrew.org/>) . Their offices are located in the City of Danville at 2499 North Main Street but operations would be set up in Pittsylvania County at of the Industrial Parks Buildings owned by the County.

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

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

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

Donation sites will be determined at the time of need and would be set up in buildings owned by Pittsylvania County in the Industrial Parks.

**STATEMENT OF UNDERSTANDING  
Between GOD'S PIT CREW, INC.  
And PITTSYLVANIA COUNTY BOARD OF SUPERVISORS, VIRGINIA**

**1. PURPOSE**

The purpose of this Statement of Understanding (SOU) between God's Pit Crew, Inc. (GPC) and the Pittsylvania County Board of Supervisors, Virginia (County) is to establish an GPC-County partnership for the management of donated goods and services within the County and in accordance with this agreement.

**2. CONCEPT OF OPERATIONS**

**LOCATING AND ACCESSING A POSSIBLE WAREHOUSE:** The County agrees to use its resources to help identify and obtain adequate warehouse facilities. If the warehouse facility is on government-controlled property, GPC personnel (including volunteer workers), and all inbound and outbound delivery vehicles, will be granted 24/7 access to such facilities, and any required property access passes or badges will be provided to all personnel and vehicles approved by the Coordinator of Emergency Management, or designee. At any facility not on government property, GPC would be responsible for granting access privileges.

**ITEMS TO BE PROVIDED BY GOD'S PIT CREW, AS REQUIRED:**

Warehouse facilities, 22,000 square feet estimated minimum.  
Utilities and telephone service (4 voice lines (with 4-line phones), 1 FAX line minimum).  
Voice lines to be in a "hunt group", to provide "roll-over" when a dialed line is busy.  
High-speed Internet connection for access to web-based inventory system (minimum 4 access points, or adequate secured wireless access).  
Forklifts (propane only) and fuel (4 minimum) with maintenance and fuel support (with on-site propane tank rack and 6 spare tanks minimum).  
Pallet jacks (6 minimum), dock plates (2 minimum), hand trucks (6 minimum).  
Pallets (200 minimum), stretch wrap (50 rolls minimum to start).  
Boxes (approximately 20" l x 20" w x 13" h) (Estimated 2000 to start).  
Packaging tape (125 rolls to start) and dispensers (5).  
Dumpster service (1 - 20 cu yard minimum), with "on demand" pick-up service.  
Trucks (1 cargo van, 2-24' straight-body trucks (with lift gates preferred), fuel, insurance, and maintenance), for the delivery of goods to emergency distribution sites and/or survivors.  
Tables, 25 ea, approximately 30" w x 8' l, and chairs (20). (Tables can be 4' x 8' x 3/4" plywood supported by 6 saw horses per sheet.)  
Computers (with MS Office professional) (5) and printers (3) with ink and paper. (Networking of computers, printers, FAX, and copier is preferred)  
Copier (1) and FAX machine (1) with paper and toner/ink.  
Desks and chairs (4 each)  
File Cabinets (4-drawer), locking (with keys) (2 ea).  
Supplies (paper, pens, markers, box knives, clip boards, etc)  
Golf Carts (for warehouses over 200,000 square feet) (3)  
Paper products, etc required for restrooms.  
Janitorial supplies, trash cans, etc

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GPC is willing to use its equipment, as available, to help meet the above requirements. GPC agrees to log in all equipment, and indicate its status regarding rental, loaned, donated, etc.

**STAFF SUPPORT:** The County agrees to provide adequate management staffing for the operation of the warehouse **at the time of request for activation**. If the County can obtain State or Federal reimbursement above and beyond the grant, the County will provide those funds accordingly.

**FACILITY SECURITY:** If GPC utilizes a county government owned facility or their own, the County will work with local, state, and/or federal police or security agencies to assure site, facility, and commodity security, and the safety of related personnel **during the time of the required disaster donation management needs for the County**.

**ADMINISTRATIVE CONSIDERATIONS:** The County will assist with communication between GPC and state/federal personnel by providing access to the (Joint Field Office) JFO and all informational meetings that may involve donations management matters. GPC is specifically a member of the Donations Coordination Team (DCT).

### **GPC AGREES TO:**

- a. Maintain a national training program to maximize the number of GPC management and general personnel for the operation and staffing of the warehouse. This does not preclude the use of local community volunteers, and other volunteers, as they are always needed.
- b. Provide management of a multi-agency warehouse and supervise GPC and local volunteers in receiving, sorting, packing, inventorying, and shipping of donated goods.
- c. Cooperate with state and local authorities in the distribution of emergency items to disaster survivors, either directly through GPC channels and/or through approved non-GPC distribution sites.
- d. Maintain records of volunteers and their hours of participation.
- e. Maintain records of inbound and outbound commodities and in-house inventory.

### **3. ROLES AND RESPONSIBILITIES**

GPC and the County will collaborate and coordinate to ensure efficient and effective processing of donated goods and services. The County and GPC agree to the following:

- a. GPC and the County will coordinate to establish an GPC-County SOU prior to implementing a donated goods and services program.
- b. GPC will track all administrative costs and hours of volunteer service incurred by GPC during the operation in a manner specified by the County. All costs and hours are to be reported to the designated County personnel at the end of the activity period.
- c. GPC and the County will collaborate in the development of the Volunteer and Donations Management Annex of the County and other associated planning documents fulfilling their identified roles and responsibilities and executing operations within the parameters outlined in those documents.

### **4. PERIODIC REVIEW**

Representatives of Adventist Community Services (GPC) and the County will meet annually, on or around the date of this Agreement, to evaluate the progress in the

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implementation of this Statement of Understanding (SOU) and to revise and develop new plans or goals, as appropriate.

### 5. AMENDMENTS

The County or GPC may request amendments to this SOU at any time. An amendment is effective upon signature by the GPC director or designee and the County, or designee.

### 6. TERM OF AGREEMENT

This Agreement shall be effective on \_\_\_\_\_ and terminate on \_\_\_\_\_ (5) five years after the effective date. Six months prior to termination, the parties shall meet to review the progress and success of this SOU and determine whether it shall be extended for an additional (5) five years. In no event shall any extension of this SOU be for a period exceeding (5) five years.

### 7. TERMINATION OF AGREEMENT

It is understood by both parties that at any time, **except during the operational period of a Gubernatorial or Presidential Disaster Declaration**, this Agreement may be terminated by a (30) thirty day written notification by either party.

**PITTSYLVANIA COUNTY:**

**GOD'S PIT CREW:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Evacuation Support Annex

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### **Coordinating Agency**

Pittsylvania County Sheriffs Office

### **Cooperating Agencies**

#### **Government Agencies:**

Pittsylvania County Department of Public Works  
Pittsylvania County Department of Emergency Management  
Pittsylvania County Sheriff's Office  
Pittsylvania County Department of Social Services  
Pittsylvania County Department of Health  
Pittsylvania County Animal Control

### *Introduction*

#### **Purpose:**

The Evacuation Support Annex describes the coordinated process of communities and agencies to ensure a smooth evacuation of any portion or all of Pittsylvania County attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

#### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by Pittsylvania County Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time.

There are four basic scenarios in which a planned evacuation or evacuation without warning may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wildland fires and severe river flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may

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include hurricanes, minor to moderate flooding events, or hazardous materials events.

3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.
4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

### **Definitions:**

Assembly Area: Site where mass transit resources collect as directed by the EOC to assist in the transporting of populations out of the risk area.

Evacuation Route - Road or highway designated as a primary route for motorists evacuating from the threat.

Evacuee: A person moving out of the risk area of a potential or occurring hazard. Evacuees are designated into those that are transit dependent and those who are “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

Pick-up Point: Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

Refuge of Last Resort: A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a “shelter” and may not be able to provide basic services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. IN many cases these sites can be pre-identified.

Shelter – A facility where evacuees with no end destination point can be processed evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic first aid, pet sheltering (if applicable,) sleeping quarters, hygienic support and basic disaster services (counseling, financial assistance and referral, etc.)

### **Assumptions:**



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1. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.
2. Warning time, in the case of a hurricane or river flooding, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident. Additional regional and/or county-wide evacuations may be necessary in the event of a larger incident such as an impending hurricane.
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels.
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary.
5. The timing of an evacuation directive will be determined by the circumstances of the event.
6. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic.
7. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes.
8. Emergency evacuations might require evacuation of all or part of the county or neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of Pittsylvania County. Traffic control resources must be in place prior to public release of an evacuation order.
9. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger the lives and result in civil disorder.
10. There are on-going efforts to proactively reach out and educate citizens in Pittsylvania County on family preparedness, evacuation procedures, and where to go for additional information on these subjects.
11. Evacuation procedures, to include notification and routing, will be made available to the public by all available means.
12. The primary means of evacuation from any event will be private vehicles.
13. Residents who are ill or disabled may require vehicles with special transportation capabilities.

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14. Stranded motorists could present significant problems during an evacuation situation.
15. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public.
16. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.
17. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.
18. Every hospital, long-term care facility and home health agency is to have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.
19. Local emergency managers have been given the authority to review and collaborate with managers of nursing homes, childcare facilities and assisted living facilities in developing emergency plans.

### **Policies:**

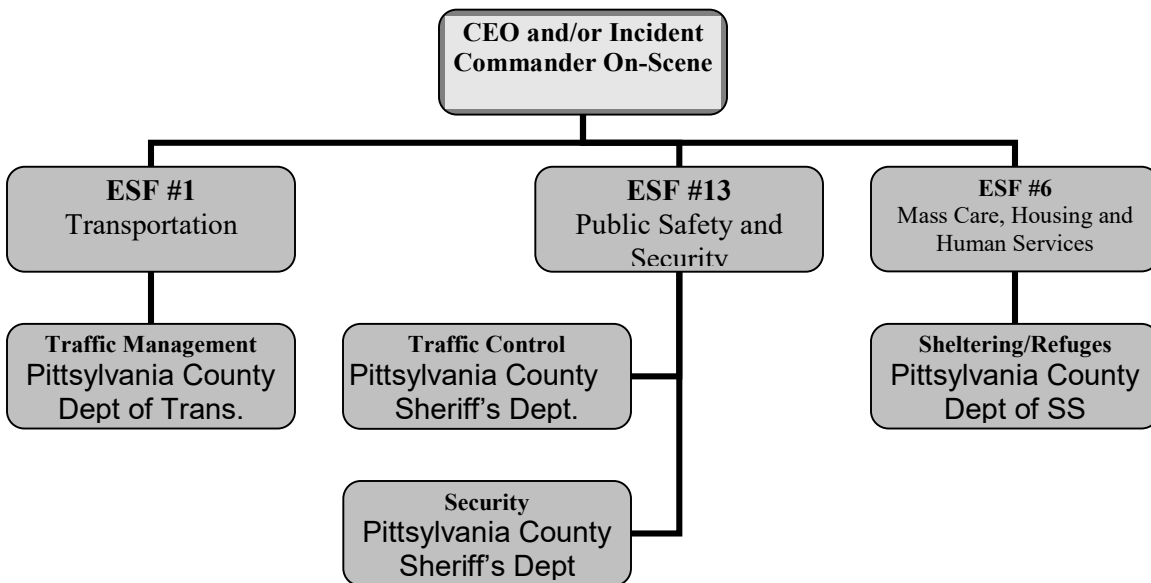
Under the provisions of Section 44-146.17 of the Commonwealth of Virginia Emergency Services and Disaster Law, the Governor may direct and compel evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the preservation of life or other emergency mitigation, response or recovery; prescribe routes, modes of transportation and destination in connection with evacuation; and control ingress and egress at the emergency area, the movement of persons within the area and the occupancy of premises therein provided resources are in place to support such an operation.

### *Concept of Operations*

#### **Organization:**

Evacuation of Pittsylvania County will be directed by the Director of Emergency Management or his/her appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate without warning evacuations.

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

### *Responsibilities:*

1. Pittsylvania County Sheriff's Department
  - a. Coordinate traffic control in the event of an emergency requiring evacuation in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
  - b. Coordinate resources and information with state and adjacent jurisdiction law enforcement;
  - c. Assist in directing motorists to refuges of last resort as an event with warning approaches;
  - d. Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort;
  - e. Assist with the development, review and testing of the Pittsylvania County evacuation plans, policies and procedures.
2. Pittsylvania County Department of Social Services

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- a. Assist in selection of and initiation of sites to serve as refuges of last resort and shelters;
  - b. Fulfill sheltering plan as required in response to an evacuation (see Sheltering Annex);
  - c. Assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering planning;
  - d. Assist with the development, review and testing Pittsylvania County evacuation plans, policies and procedures.
3. Pittsylvania County Emergency Management
- a. Recommend policies, procedures and projects necessary for the implementation of evacuation plans for the locality;
  - b. Facilitate training to local agencies and other organizations regarding evacuation plans;
  - c. Provide subject matter expertise as needed;
  - d. Publish approved policy guidance including performance measures;
  - e. Coordinate evacuation efforts with external agencies including, federal, state and other localities;
  - f. Coordinate and disseminate public information through all media types regarding evacuation efforts pre-event, during the event and post-event;
  - g. Assist with the development, review and testing Pittsylvania County evacuation plans, policies and procedures.

### *Action Checklist*

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

1. Any special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Pittsylvania County Emergency Manager for comment and review;
2. Citizens will be encouraged to develop household emergency plans that would include their pets and any other dependents in all aspects of response including evacuation and sheltering.

#### **Preparedness:**

1. Develop, review and test Pittsylvania County evacuation plans, policies and procedures;
2. Provide training to agencies and staff on task-appropriate plans, policies and procedures;
3. Provide adequate support for evacuation preparedness and planning;
4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
5. Selection, prepare plans for and initiate sites to serve as refuges of last resort and/or shelters;
6. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;

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7. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

### **Response:**

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

### **Recovery:**

1. Complete an event review with all responding parties;
2. Review evacuation plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate;
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate;
6. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Administration and Logistics**

### **Administration:**

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

### **Logistics:**

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

### **Public Information:**

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

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

### *Plan Development and Maintenance*

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

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**Tab 1 to Evacuation Annex  
ASSEMBLY AREAS**

Pittsylvania County Shelter Sites  
(All these schools have generators)

Chatham High	100 Cavalier Circle Chatham, VA 24531	432-8305
Chatham Middle	44650 U. S. Highway 29 North 24531	432-2169
Dan River High	100 Dan River Wildcat Circle Ringgold, VA 24586	822-7081
Dan River Middle	5875 Kentuck Road Ringgold, VA 24586	822-6027
Gretna High	100 Gretna Hawk Cir Gretna, VA 24557	656-2246
Gretna Middle	201 Coffey Street Gretna, VA 24557	656-2217
Tunstall High	100 Trojan Circle Dry Fork, VA 24549	724-7111
Tunstall Middle	1160 Tunstall High Road Dry Fork, VA 24549	724-7086

Temporary Shelter Sites

Ringgold VFD	3380 Tom Fork Rd. Ringgold, VA 24586	822-6989
Blairs VFD	7100 U. S. Highway 29 Blairs, VA 24527	836-3065
Tunstall VFD	8561 Mt. Cross Rd. Danville, VA 24543	724-6677
Gretna VFD	103 S. Shelton St. Gretna, VA 24557	656-2621
Chatham VFD	20 Depot St. Chatham, VA 24531	432-1516
Community Center at Chatham	115 South Main St Chatham, VA 24531 Can house 45 individuals	432-3115

**Tab 1 to Evacuation Annex  
PICK-UP POINTS**

To be determined at time of emergency.



## Animal Sheltering Annex

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### Coordinating Agency

Pittsylvania County Animal Control

### Cooperating Agencies

#### Government Agencies:

Pittsylvania County Department of Health  
Pittsylvania County Department of Emergency Management  
Pittsylvania County Department of Agriculture  
Virginia Cooperative Extension

#### Private Non-profit Organizations:

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

#### Private Industry:

Local Veterinarians  
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators  
Animal Boarding Facilities  
Local Zoological Parks and/or Aquariums including petting zoos  
Local Agricultural Farms  
Local Animal Crematoriums

### *Introduction*

#### **Purpose:**

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

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

## Pittsylvania County Emergency Operations Plan May 2019

### **Scope:**

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

### **Definitions:**

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

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

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

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

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

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

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

## Pittsylvania County Emergency Operations Plan May 2019

12. Perissodactylea (excluding livestock) – examples: rhinoceroses, tapirs
13. Edentara – examples: anteaters, sloths, armadillos
14. Viverridae – examples: mongooses, civets, genets

### **Assumptions:**

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

### **Policies:**

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

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

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

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

## Pittsylvania County Emergency Operations Plan May 2019

- 2 VAC 5-60-10  
Rules and Regulations Governing the Operation of Livestock Markets
- 2 VAC 5-70-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Control of Equine Infectious Anemia in Virginia
- 2 VAC 5-80-10  
Rules and Regulations Pertaining to the Requirements Governing the Branding of Cattle in Virginia
- 2 VAC 5-90-10  
Rules and Regulations Pertaining to the Control and Eradication of Pullorum Disease and Fowl Typhoid in Poultry Flocks and Hatcheries and Products Thereof in Virginia
- 2 VAC 5-100-10  
Rules and Regulations Governing the Qualifications for Humane Investigators
- 2 VAC 5-110-10  
Rules and Regulations, Guidelines Pertaining to A Pound or Enclosure to be Maintained by Each County or City
- 2 VAC 5-120-10  
Rules and Regulations Governing the Record keeping by Virginia Cattle Dealers for the Control or Eradication of Brucellosis of Cattle
- 2 VAC 5-130-10  
Rules and Regulations Governing the Laboratory Fees for Services Rendered or Performed
- 2 VAC 5-140-10  
Rules and Regulations Pertaining to the Health Requirements Governing the Admission of Livestock, Poultry, Companion Animals, and Other Animals or Birds into Virginia
- 2 VAC 5-150-10  
Rules and Regulations Governing the Transportation of Companion Animals
- 2 VAC 5-160-10  
Rules and Regulations Governing the Transportation of Horses
- 2 VAC 5-170-10  
Rules and Regulations Governing the Registration of Poultry Dealers
- 2 VAC 5-180-10  
Rules and Regulations Governing Pseudorabies in Virginia
- 2 VAC 5-190-10  
Rules and Regulations Establishing a Monitoring Program for Avian Influenza and Other Poultry Diseases
- 2 VAC 5-200-10  
Rules and Regulations Pertaining to the Disposal of Entire Flocks of Dead Poultry in Virginia
- 2 VAC 5-205-10  
Rules and Regulations Pertaining to Shooting Enclosures

### *Concept of Operations*

#### **Organization:**

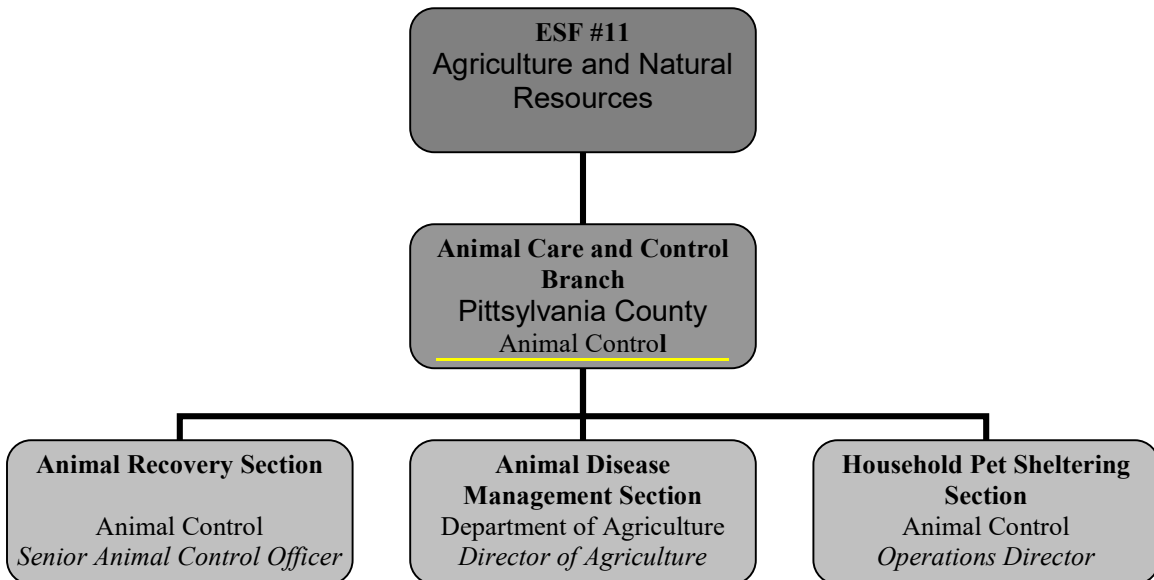
Under ESF #11, Pittsylvania County Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Director is designated as the

## Pittsylvania County Emergency Operations Plan May 2019

Coordinator for the management of operations, planning, and training for the animal care and control function.

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

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



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### *Responsibilities:*

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

### *Action Checklist*

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

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

#### **Preparedness:**

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

## Pittsylvania County Emergency Operations Plan May 2019

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

### **Response:**

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

### **Recovery:**

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

## **Administration and Logistics**

### **Administration:**

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

### **Logistics:**

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

### **Public Information:**

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

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

### *Direction and Control*

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

### *Plan Development and Maintenance*



## Pittsylvania County Emergency Operations Plan May 2019

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

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## **Animal Care and Control Support Annex Appendix 1 – Household Pet Sheltering Plan**

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### **Coordinating Agency**

Pittsylvania County Animal Control

### **Cooperating Agencies**

#### Government Agencies:

Pittsylvania County Department of Social Services

Pittsylvania County Department of Health

Pittsylvania County Department of Emergency Management

Pittsylvania County Department of Agriculture

Virginia Cooperative Extension

#### Private Non-profit Organizations:

Red Cross

Animal Welfare/Rescue Organizations (i.e SPCA)

4H and other animal/agricultural education organizations

#### Private Industry:

Local Veterinarians

Animal Boarding Facilities

### *Introduction*

#### **Purpose:**

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

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

## Pittsylvania County Emergency Operations Plan May 2019

### **Scope:**

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

### **Situation:**

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

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

### **Assumptions:**

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

## Pittsylvania County Emergency Operations Plan May 2019

### *Concept of Operations*

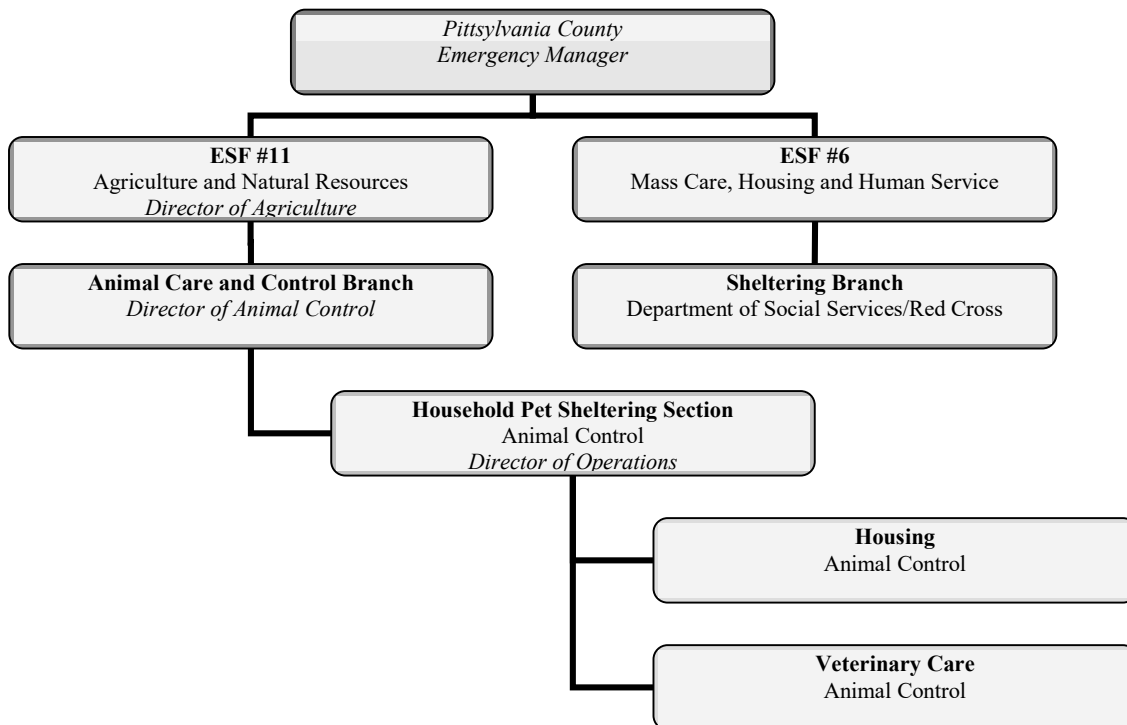
#### **Organization:**

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

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

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

## Pittsylvania County Emergency Operations Plan May 2019



### *Responsibilities:*

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

## Pittsylvania County Emergency Operations Plan May 2019

- organizations and contractors who are staffing and providing support to shelter operations;
  - e. Maintain situational awareness of pet-friendly shelter operations and provide situation/status reports/updates to the EOC;
  - f. Process requests for assistance or additional resources to support household pet sheltering operations through the EOC;
  - g. Facilitate the reunification of pets to owners during the transition from response to recovery;
  - h. Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes;
  - i. Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used;
  - j. Monitor, coordinate and manage pet-friendly shelter activation and sequencing;
  - k. Provide subject matter expertise to support agencies, as needed.
3. Pittsylvania County Department of Education (if schools will be used for pet-friendly shelters)
- a. Insure timely response to request for activation of the designated facilities for household pet sheltering activities;
  - b. Participate in initial pre-event walk-through and final post-event walk-through of designated facilities to assess pre-existing and incident related damages;
  - c. Assign a primary, secondary and tertiary contact with Animal Control to insure immediate response as necessary.
4. Pittsylvania County Department of Social Services/Red Cross
- a. Coordinate the relationship between the human and household animal sheltering functions;
  - b. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
5. Pittsylvania County Department of Health
- a. Insure that human health will not be impacted in conjunction with the operation of pet-friendly shelters.
6. Pittsylvania County Sheriff's Department
- a. **Assure the safety and security of household pet sheltering personnel;**
  - b. Enforce movement restrictions and establish perimeters for pet-friendly sheltering areas.

### *Action Checklist*

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

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

## Pittsylvania County Emergency Operations Plan May 2019

### **Preparedness:**

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

### **Response:**

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

### **Recovery:**

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



## Pittsylvania County Emergency Operations Plan May 2019

4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
5. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

### *Plan Development and Maintenance*

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

Pittsylvania County Emergency Operations Plan

**Appendix 1, Tab 1  
Pet-Friendly Shelter Pet Registration/Discharge Form**

Owner Information				
Full Name:		Driver's License Number:		
Street Address:				
City, State, Zip				
Phone Numbers:	Home:	Cell or Alternate:		
Pet Information				
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other		Pet's Name:	Crate Assigned:	
<input type="checkbox"/> Intact <b>MALE</b> <input type="checkbox"/> Neutered		<input type="checkbox"/> Intact <b>FEMALE</b> <input type="checkbox"/> Spayed <input type="checkbox"/> In Heat		
Breed:	Color:	Age:		
Distinctive Markings:				
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, number:		
Veterinarian Name:				
Pet Medications - List any medications below that you pet is currently taking				
Name of Medication	Dosage	Purpose		
TO BE COMPLETED BY SHELTER				
Arrival Date:		Departure Date:		
Did the owner provide proof of the following:			<b>Yes</b>	<b>No</b>
• Written proof of vaccinations during the past 12 months				
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____				
• Proper ID on all belongings				
• Leash				
• Ample food supply				
• Water/food bowls				
• Necessary medication(s) (ensure medications are listed above)				
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage				
Registration Agreement				
I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).				
I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability				

## Pittsylvania County Emergency Operations Plan

regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.

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

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

### SIGNATURE

Owner's Signature

Shelter Intake personnel

Pittsylvania County Emergency Operations Plan

**Appendix 1, Tab 2**  
**Pet-Friendly Shelter Sites**

To be determined at the time of an emergency.

## **Animal Care and Control Support Annex**

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

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#### **Coordinating Agency**

Pittsylvania County Department of Health

#### **Cooperating Agencies**

##### Government Agencies:

Pittsylvania County Animal Control  
Pittsylvania County Department of Emergency Management  
Pittsylvania County Department of Agriculture  
Virginia Cooperative Extension

##### Private Non-profit Organizations:

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

##### Private Industry:

Local Veterinarians  
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators  
Animal Boarding Facilities  
Local Zoological Parks and/or Aquariums including petting zoos  
Local Agricultural Farms  
Local Animal Crematoriums

#### *Introduction*

#### **Purpose:**

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

#### **Scope:**

## Pittsylvania County Emergency Operations Plan

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

### **Situation:**

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

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

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

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

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

## Pittsylvania County Emergency Operations Plan

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

### **Assumptions:**

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

### *Concept of Operations*

## Pittsylvania County Emergency Operations Plan

### **Organization:**

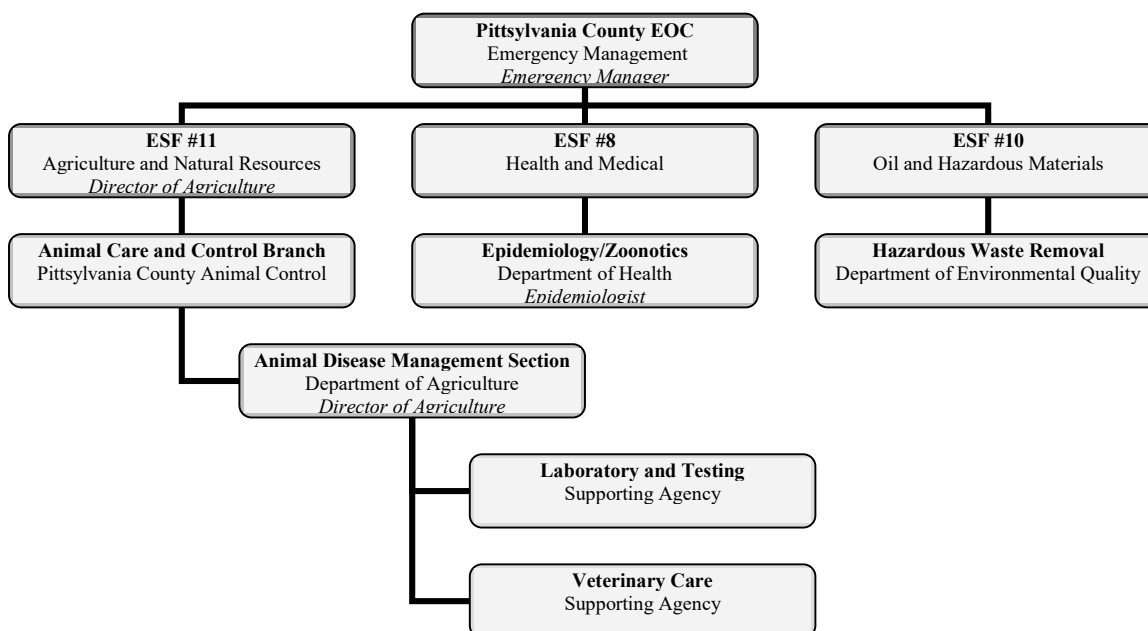
Under ESF #11, Pittsylvania County Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Director is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function. Pittsylvania County Department of Agriculture will be lead in all animal disease management functions with the Director of Agriculture as the Section Chief. In response to a FAD/AD, ESF #11 will work together with other ESFs including ESF #8, Health and Medical, and ESF #10, Oil and Hazardous Materials Response, to complete the mission of animal disease control. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

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

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



## Pittsylvania County Emergency Operations Plan



### *Responsibilities:*

1. Pittsylvania County Emergency Manager
  - a. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agents, and others on emergency management issues.
2. Pittsylvania County Department of Agriculture
  - a. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response;
  - b. Coordinate and insure rapid response to suspected or proven FAD/AD;
  - c. Determine potential of spread in coordination with VDACS and USDA. Respond accordingly;
  - d. Coordinate with agriculture environmental officials (ESF #10) to determine the best methods for disposing of dead animals;
  - e. Coordinate with health officials (ESF #8) to determine potential impact on humans and prevention options if necessary.
3. Pittsylvania County Department of Environmental Quality
  - a. Determine best methods for disposing of dead animals;
  - b. Assist in the selection of a disposal site.
4. Pittsylvania County Department of Health
  - a. Determine potential human impact of the disease and determine protective actions as necessary;

## Pittsylvania County Emergency Operations Plan

- b. Assist in preparing public outreach and education materials in response to the FAD/AD.
5. Pittsylvania County Sheriff's Department
  - a. **Assure the safety and security of veterinarians and inspection personnel;**
  - b. Enforce movement restrictions and establish perimeters for quarantine areas;
  - c. Assist in investigation if the incident is ruled deliberate disease introduction.
6. Pittsylvania County Fire Departments
  - a. Coordinate decontamination stations in coordination with ESF #11, ESF #8, and ESF #10;
  - b. Aid in possible rescue situations.
7. Pittsylvania County Public Works
  - a. Assist in perimeter rerouting and logistical support;
  - b. and support needs for disposal resources.

### *Action Checklist*

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

1. Encourage any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, university veterinary medical and animal science centers, livestock markets and large livestock operations, to develop FAD/AD emergency procedures and plans for the animals in the care and custody and provide them to Pittsylvania County Emergency Manager for comment and review;
2. Determine the best means for information dissemination to the public in regards to a FAD/AD emergency.

#### **Preparedness:**

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

## Pittsylvania County Emergency Operations Plan

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

### **Response:**

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

### **Recovery:**

1. Evaluate quarantines that were put in place during the FAD/AD outbreak to decide if they are still needed;
2. Augment veterinary medical services to expedite rapid recovery;
3. Complete an event review with all responding parties;
4. Review animal disease management plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
5. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
6. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate;
7. Assist the *Department of Finance* in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## Pittsylvania County Emergency Operations Plan

### *Plan Development and Maintenance*

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

## **Animal Care and Control Support Annex Appendix 3 – Animal Recovery Plan**

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### **Coordinating Agency**

Pittsylvania County Animal Control

### **Cooperating Agencies**

#### Government Agencies:

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

#### Private Non-profit Organizations:

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

#### Private Industry:

Local Veterinarians  
Local Wildlife Rehabilitation Centers and/or Certified Wildlife Rehabilitators  
Animal Boarding Facilities  
Local Zoological Parks and/or Aquariums including petting zoos  
Local Agricultural Farms  
Local Animal Crematoriums

### *Introduction*

#### **Purpose:**

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

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

## Pittsylvania County Emergency Operations Plan

situation and to insure the continued care of those animals that are unable to be relocated outside of the disaster area.

### **Scope:**

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

### **Situation:**

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

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

### **Assumptions:**

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. People will frequently try to reenter an area to retrieve animals before an all clear is given.
3. Those animals that become homeless, lost or stray as a result of a disaster will be protected by Pittsylvania County. Volunteer organizations will assist in this effort.
4. Those animals that are rescued and are not identified by their owners and a reunification plan determined within 10 days will be considered the property of Pittsylvania County and normal animal care and control policies and procedures will be followed in regards to euthanasia, adoption, and/or release to rescue organizations.
5. Policies and procedures will be written in regards to requests for animal search and rescue, animal identification requirements and in-place animal care.

### *Concept of Operations*

#### **Organization:**

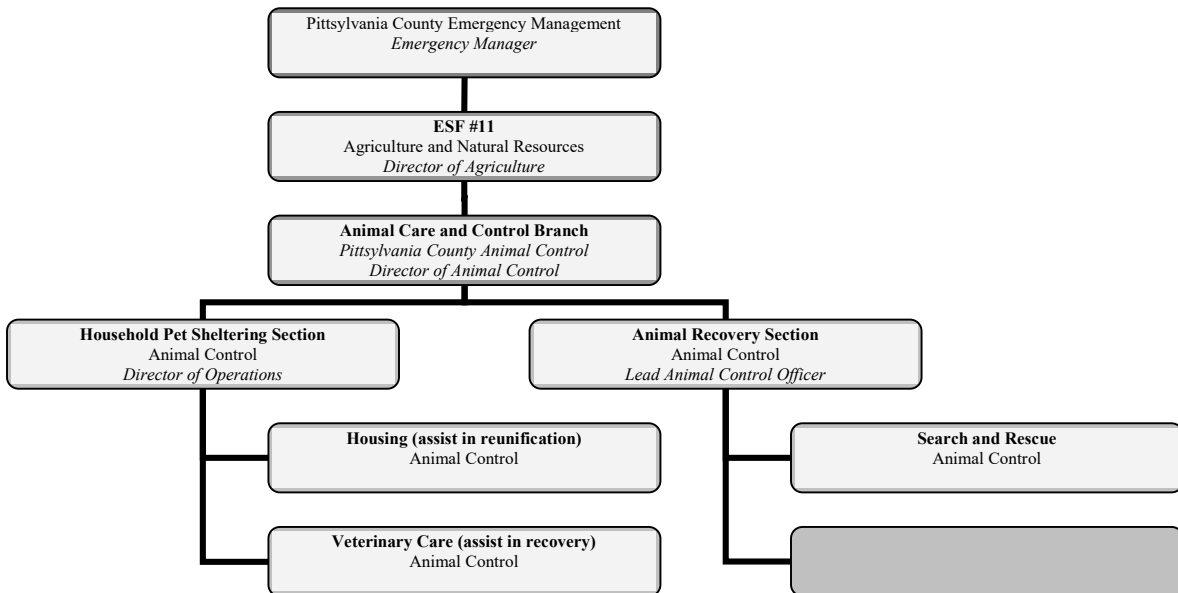
Under ESF #11, Pittsylvania County Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Director is designated as the

# Pittsylvania County Emergency Operations Plan

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

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

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



## Pittsylvania County Emergency Operations Plan

### *Responsibilities:*

1. Pittsylvania County Emergency Manager
  - a. Prepare and coordinate pre-incident training and exercise of animal search, rescue, recovery and reunification teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
  - b. Obtain and deliver pre-identified resource requirements to the appropriate sites within the time schedule agreed upon;
  - c. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible.
2. Pittsylvania County Animal Control
  - a. Create and maintain all animal search, rescue, recovery and reunification policies, plans and procedures;
  - b. Maintain current listing of emergency contacts and resources necessary for an animal search, rescue, recovery and reunification response;
  - c. Coordinate and insure rapid response to animal search, rescue, recovery and reunification needs;
  - d. Coordinate incident management activities for the overall operation of the animal search, rescue, recovery and reunification effort with the Lynchburg EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
  - e. Maintain situational awareness of animal search, rescue, recovery and reunification operations and provide situation/status reports/updates to the EOC;
  - f. Process requests for assistance or additional resources to support search, rescue, recovery and reunification operations through the EOC;
  - g. Use media to assist with outreach efforts to notify citizens of the efforts of animal control on animal recovery issues;
  - h. Monitor, coordinate and manage animal recovery activities activation and sequencing;
  - i. Provide subject matter expertise to support agencies, as needed.
3. Humane Organizations (list specific name and what each will do)
  - a. Under the supervision of Pittsylvania County Animal Care and Control, lead efforts for animal search and rescue and support the effort with trained staff and volunteers.
4. Pittsylvania County Department of Social Services/Red Cross
  - a. Assist in creating public information releases regarding sheltering in coordination with Animal Control.
5. Pittsylvania County Department of Agriculture
  - b. Coordinate and insure the in-place needs of agricultural animals are met with owners.
6. Pittsylvania County Sheriff's Department



## Pittsylvania County Emergency Operations Plan

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

### *Action Checklist*

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

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

#### **Preparedness:**

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

#### **Response:**

1. Implement animal search, rescue, recovery and reunification plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal search, rescue, recovery and reunification;

## Pittsylvania County Emergency Operations Plan

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

### **Recovery:**

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

### *Plan Development and Maintenance*

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

Pittsylvania County Emergency Operations Plan

**Appendix 3, Tab 1**  
**Emergency Animal Care and Control Sites**

To be determined at time of need.

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**Appendix 3, Tab 2  
Lost Animal Report**

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

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Owner's Drivers License #	State	Phone Number	
<b>Status Of Animal</b>			
Owner Located After 30 Days	Matched At Shelter	Deceased	Unknown

Pittsylvania County Emergency Operations Plan



# Pittsylvania County Emergency Operations Plan



## Damage Assessment Support Annex

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### ***Coordinating Agency***

Pittsylvania County Department of Building and Zoning

### **Cooperating Agencies**

#### Government Agencies:

Pittsylvania County Assessor's Office

Pittsylvania County Department of Public Works

Pittsylvania County Department of Parks and Recreation

Pittsylvania County Department of Emergency Management

Pittsylvania County Department of Finance

Pittsylvania County Sheriff's Office

Pittsylvania County Department of Social Services

#### Private Non-profit Organizations:

Red Cross

Amateur Radio Emergency Services

Pittsylvania County CERT Team

#### Private Industry:

Mass Transit Authorities/Companies

Electric Companies and Cooperatives

Gas Utilities

Water Utilities

### *Introduction*

#### **Purpose:**

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

#### **Scope:**

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (Pittsylvania County, state and private) and equipment. This annex covers a broad scope of responsibilities,

## Pittsylvania County Emergency Operations Plan

assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by Pittsylvania County Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

### **Definitions:**

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

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

### **Situation:**

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

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

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

## Pittsylvania County Emergency Operations Plan

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

### **Assumptions:**

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

### **Policies:**

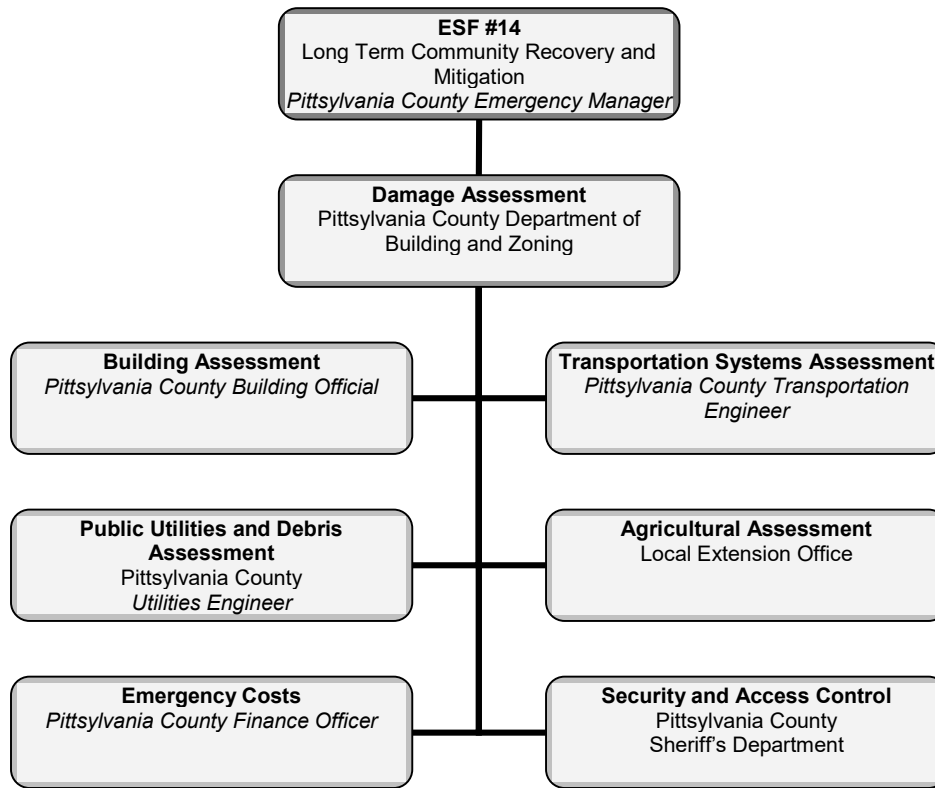
1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess Pittsylvania County's structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Pittsylvania County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both Pittsylvania County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;

# Pittsylvania County Emergency Operations Plan

6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC; and
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

## Concept of Operations

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



## Pittsylvania County Emergency Operations Plan

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

### *Responsibilities:*

#### 4. Pittsylvania County Department of Building and Zoning

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

#### 5. Pittsylvania County Department of Public Works

- a. Designate representatives to serve as members of damage assessment teams;
- b. Participate in damage assessment training;
- c. Collect and compile damage data regarding public and private utilities, and provide to Pittsylvania County Department of Building and Zoning within the EOC; and

## Pittsylvania County Emergency Operations Plan

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

### *Action Checklist*

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

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

# Pittsylvania County Emergency Operations Plan

## **Preparedness:**

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

## **Response:**

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

## **Recovery:**

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

# Pittsylvania County Emergency Operations Plan

## Administration and Logistics

### Administration:

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

### Logistics:

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

### Public Information:

The Public Information Officer will follow procedures to:

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

### *Direction and Control*

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



## Pittsylvania County Emergency Operations Plan

### *Plan Development and Maintenance*

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

# Pittsylvania County Emergency Operations Plan

## **Tab 1 to Damage Assessment Annex Damage Assessment Team Assignments**

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

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form) will be determined at the time of need.

### **I. PRIVATE PROPERTY**

#### Category A – Residential/Personal Property

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

Team: Member 1  
Member 2  
Member 3  
Member 4

#### Category B – Business and Industry

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

Team: Member 1  
Member 2  
Member 3  
Member 4

#### Category C – Agriculture

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

Team: Member 1  
Member 2  
Member 3  
Member 4

# Pittsylvania County Emergency Operations Plan

## II. **PUBLIC PROPERTY**

### Category A – Debris Clearance

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

Team: Member 1  
Member 2  
Member 3  
Member 4

### Category B – Protective Measures

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

Team: Member 1  
Member 2  
Member 3  
Member 4

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

Team: Member 1  
Member 2  
Member 3  
Member 4

### Category C – Road Systems

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

Team: Member 1  
Member 2  
Member 3  
Member 4

### Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Member 1  
Member 2  
Member 3  
Member 4

# Pittsylvania County Emergency Operations Plan

## Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Member 1  
Member 2  
Member 3  
Member 4

## Category F – Public Utility Systems

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

Team: Member 1  
Member 2  
Member 3  
Member 4

## Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Member 1  
Member 2  
Member 3  
Member 4

Tab 2 to Damage Assessment Annex

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

Pittsylvania County Emergency Operations Plan

**12. CALL TAKER  
TAKEN**

**13. DATE & TIME REPORT**

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

**PRIMARY: Input into WebEOC  
SECONDARY: VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419**

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

**Part I: Private Property CUMULATIVE DAMAGES**

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

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

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

Pittsylvania County Emergency Operations Plan

<b>TOTAL</b>	\$0.00
<b>Additional Comments:</b>	





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

## Pittsylvania County Emergency Operations Plan

	<b>facilities</b>	
<b>G: Parks, Recreational Facilities, and Other Items</b>	<b>Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F</b>	<ul style="list-style-type: none"> <li>• <b>Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</b></li> <li>• <b>Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</b></li> <li>• <b>Repairs to maintained public beaches may be eligible in limited circumstances.</b></li> </ul>

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

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

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

Pittsylvania County Emergency Operations Plan

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

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

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

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

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

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



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

<b>Damage Definitions</b>	<b>General Description</b>	<b>Things to Look For</b>	<b>Water Levels</b>
<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <b><u>Not economically feasible to rebuild.</u></b>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor.  More than 2 feet in <b>mobile home.</b>
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <b><u>Will take more than 30 days to repair.</u></b>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement.  6 inches to 2 feet in <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <b><u>Will take less than 30 days to repair.</u></b>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home,</b> "Belly Board" to 6 inches.

Pittsylvania County Emergency Operations Plan

AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <b><u>habitable without repairs.</u></b>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. <b>Mobile home</b> , no water in "Belly Board".

**IDA Tips: Estimating Water Depths**

**Brick - 2 1/2 inches per course  
4 inches or 8 inches per course**

**Lap or aluminum siding -  
Stair risers - 7 inches**

**Concrete or cinder block - 8 inches per course  
above floor**

**Door knobs - 36 inches  
Standard doors - 6 feet 8 inches**

*Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)  
9327.1-PR April 2005*

*Adapted from FEMA  
Revised 03/13/07 VDEM*

Pittsylvania County Emergency Operations Plan

Tab 7 to Damage Assessment Annex

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

# Pittsylvania County Emergency Operations Plan

## **DAM SAFETY SUPPORT ANNEX**

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### ***Coordinating Agency***

Sheriff's Department  
Pittsylvania County Emergency Management

Cooperating Agencies  
Pittsylvania County Administrator  
Virginia Department of Conservation and Recreation (DCR)

### ***Introduction***

#### **Purpose:**

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

#### **Scope:**

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

### **Concept of Operations**

#### **General:**

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



## Pittsylvania County Emergency Operations Plan

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

### **Organization:**

*(The Chairman of the Board of Supervisors/Director of Emergency Management, the County Administrator and/or the Coordinator of Emergency Management, or appointee),* are responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Sheriff’s Office will disseminate the warning to evacuate.

### **AUTHORITIES:**

In addition to those listed in the Basic Plan:

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

# Pittsylvania County Emergency Operations Plan

## **Emergency Management Actions – Dam Safety**

### **1. Normal Operations**

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

### **2. Increased Readiness**

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

### **3. Emergency Operations**

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

# Pittsylvania County Emergency Operations Plan

## **4. Recovery**

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

## **Responsibilities**

### Dam Owners:

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

### Local Government:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, 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;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and

## Pittsylvania County Emergency Operations Plan

- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

### Tab 1 to Dam Safety Support Annex

#### DAM CLASSIFICATIONS AND EMERGENCY STAGES

##### **Dam Classifications**

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

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

*High* - dams that upon failure would cause probable loss of life or serious economic damage

*Significant* - dams that upon failure might cause loss of life or appreciable economic damage

*Low* - dams that upon failure would lead to no expected loss of life or significant economic damage. Special criteria: This classification includes dams that upon failure would cause damage only to property of the dam owner.

##### **Emergency Stages**

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

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

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

## Pittsylvania County Emergency Operations Plan

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

*Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October, 29 2008. [www.dcr.virginia.gov/dam\\_safety\\_and\\_floodplains/](http://www.dcr.virginia.gov/dam_safety_and_floodplains/)*

## Pittsylvania County Emergency Operations Plan

### Tab 2 to Dam Safety Support Annex

#### PITTSYLVANIA COUNTY DIRECTORY OF DAMS REGULATED BY VIRGINIA DCR AND RECREATION AND REQUIRING EMERGENCY ACTION PLANS

##### Class I

Smith Mountain Lake Dam  
Structural Height: 235 feet  
Hydraulic Height:  
Maximum Capacity: 1,142,000 acre-feet  
Normal Capacity: 18,200 acre-feet  
Type: Arch  
Purpose: Hydroelectric and Recreation  
Owner: Appalachian Power Company  
PO Box 2021  
Roanoke, VA 24022

Leesville Lake Dam  
Structural Height: 90 feet  
Hydraulic Height: feet  
Maximum Capacity: 94,960 acre-feet  
Normal Capacity: acre-feet  
Type: Gravity  
Purpose: Hydroelectric  
Owner: Appalachian Power Company  
PO Box 2021  
Roanoke, VA 24022

##### Class II

Cherrystone Creek Dam #1  
Structural Height: 57 feet  
Hydraulic Height: feet  
Maximum Capacity: 7,152 acre-feet  
Normal Capacity: acre-feet  
Type: Earth  
Purpose: Recreation  
Owner: Town of Chatham  
PO Box 380  
Chatham, VA 24531

Cherrystone Creek Dam #2A  
Structural Height: 73 feet  
Hydraulic Height: feet  
Maximum Capacity: 1636 acre-feet

## Pittsylvania County Emergency Operations Plan

Normal Capacity: acre-feet  
Type: Earth  
Purpose: Flood Control & Recreation  
Owner: Town of Chatham  
PO Box 380  
Chatham, VA 24531

Multitrade Raw Water Storage  
Structural Height: 42 feet  
Hydraulic Height: feet  
Maximum Capacity: 193 acre-feet  
Normal Capacity: acre-feet  
Type: Earth  
Purpose: Water Supply  
Owner: Multitrade Limited Partnership  
PO Box 717  
Ridgeway, VA 24148

### **Class III**

Elkhorn Dam  
Owner:  
Java, VA 24565

Burton Dam  
Owner: Va. Dept. Game and Inland Fisheries  
Richmond, VA

Pittsylvania County Emergency Operations Plan

Tab 3 to Dam Safety Support Annex

**PITTSYLVANIA COUNTY REGISTERED DAM CONTACT INFORMATION**

(Include a map indicating local of dams within jurisdiction)

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

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

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

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



# Pittsylvania County Emergency Operations Plan

## **Tab 4 to Dam Safety Support Annex**

### **REGISTERED DAMS MAP**

(Include a map indicating local of dams within jurisdiction)

Maintained in Emergency Communications Center

# Pittsylvania County Emergency Operations Plan

*Local Government Non-Medical*

*Pandemic Influenza (Flu) Plan*



**August 2009**

## Instructions:

This document is a template of a local non-medical pandemic influenza annex which serves as a part of your local Emergency Operations Plan (EOP). This template is not intended to be a “boiler plate” document. It is intended to be used as a tool in the planning process, which should include all stake holders within the community and outside agencies and organizations. It suggests an overall format and examples of items that may or may not be applicable to your community.

## ***Pandemic Influenza (Flu) Annex***

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### **Coordinating Agency**

Pittsylvania County Department of Emergency Management  
Pittsylvania County Department of Health

### **Cooperating Agencies**

#### **Government Agencies:**

Pittsylvania County Social Services  
Pittsylvania County Sheriff's Department

#### **Private Industry:**

Local Hospitals  
Local Clinics

### **Purpose**

This annex serves to provide information and guidelines to local government officials and public service authorities for the potential outbreak of influenza resulting in a pandemic. These guidelines are intended to provide non-medical direction to local officials and/or emergency managers during the planning and implementation phases of a pandemic influenza emergency, while remaining general enough to allow for flexibility at the local level. The local government should look to the local health department for direction on medical interventions. Coordination between the local government and the health department are paramount in mitigating the effects of a pandemic.

Pandemic planning requires that people and entities not accustomed to responding to health crises understand the actions and priorities required to prepare for, respond to, and recover from these potential risks. With that said, this annex is designed to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths, and minimize social disruption and economic losses.

# Pittsylvania County Emergency Operations Plan

## **Situation**

### **Pandemic Influenza (Flu)**

Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already exist among people. They occur from time to time and in most cases can be treated through vaccinations and/or medicines.

An epidemic is an outbreak of a disease similar to a seasonal flu. The difference between the two is that an epidemic outbreak may affect a limited area, such as a city, county, and/or state. A pandemic can extend beyond the borders of several or more countries. As noted, a pandemic may also be regional or localized if it involves more cases than a simple epidemic.

Influenza is a highly contagious viral disease that can spread from the coughing and sneezing of an infected individual or by picking up the virus from a contaminated surface, such as a door knob, a person’s hand, etc. Signs and symptoms of influenza illness may include fever, muscle aches, headache, malaise, coughing, sore throat, and runny nose. Children may show signs of the infection through ear infections, nausea and vomiting.

More information regarding influenza can be found in Tab 2 of this plan annex.

## **Event Phases**

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency, and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated on Figure 1. These phases are intended to characterize the progression of transmission that may be experienced during the course of an event.

Sustained human-to-human transmission, Phase 6, will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The federal government developed stages associated with the WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

# Pittsylvania County Emergency Operations Plan

Figure 1

## WORLD HEALTH ORGANIZATION (WHO) GLOBAL PANDEMIC PHASES AND THE STAGES FOR FEDERAL AND STATE GOVERNMENT RESPONSE

WHO PHASES	FEDERAL AND VIRGINIA GOVERNMENT RESPONSE STAGES
<b>INTER-PANDEMIC PHASE</b>	
1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0 New domestic animal outbreak in at-risk country
2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	
<b>PANDEMIC ALERT PHASE</b>	
3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact.	0 New domestic animal outbreak in at-risk country
4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	1 Suspected human outbreak overseas
5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk.)	2 Confirmed human outbreak overseas
<b>PANDEMIC PHASE</b>	
6. Pandemic Phase: increased and sustained transmission in general population.	3 Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. 4 First human case in North America 5 Spread throughout the United States 6 Recovery and preparation for subsequent waves.

## Pittsylvania County Emergency Operations Plan

### Assumptions

- A. Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
- B. A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.
- C. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- D. All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g., government, education, health, commerce and trade, critical infrastructure, etc.)
- E. Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the context of the existing emergency management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.
- F. Although technical assistance and support will be available through the federal government prior to, during, and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter, and nonrecurring timeframe.
- G. A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's), and citizens.
- H. At the state level, the Commonwealth of Virginia Emergency Operations Plan (COVEOP), which is in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), provides the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- I. Pan Flu planning is inherent in continuity of operations and business planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support, and critical infrastructure due to increased illness and death rates.

## Pittsylvania County Emergency Operations Plan

- J. The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be released once evidence suggests normal commercial supplies are inadequate or are reasonably expected to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided.
- K. Vaccines will be in limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
- L. Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.
- M. Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, **will play a significant role** in mitigating the impacts of the disease at the local and state level.
- O. Of those who become ill with influenza, 50% may seek outpatient care. Ill persons should call ahead to their health care providers for guidance rather than presenting at provider treatment locations to avoid exposing other persons seeking medical care but who do not have influenza.

### **\*Special Note on Continuity of Operations Plans, Pandemic Flu Annex**

Through guidance from the Office of Commonwealth Preparedness (OCP) continuity planning program, VDEM created a Pandemic Influenza Annex to its pre-existing continuity of operations (COOP) plan guidance. This annex can be used by state agencies, institutions of higher education or local governments. This can be found at <http://www.vaemergency.com/library/coop/panflu/index.cfm>

### **Citizen Preparedness**

The Virginia Department of Emergency Management (VDEM) website includes links to the U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control (CDC) to provide the necessary information and guidance to citizens regarding what they need to do to be prepared in the event of a pandemic influenza. The website also provides information on a variety of programs that citizens can become a part of to support community preparedness and response activities. Some of these include: the Community Emergency Response Team (CERT), Neighborhood Watch Program, Public Safety Volunteers in Virginia, Medical Reserve Corps (MRC), Fire Corps, and Volunteers in Police Service.

# Pittsylvania County Emergency Operations Plan

## *Concept of Operations*

### **Community Mitigation Strategies**

Pittsylvania County Emergency Management, in coordination with the Pittsylvania County Health Department will determine the need to implement any of these initiatives. More information on Community Strategy and further explanation can be found in Tab 3 of this plan annex.

### **External Affairs/Public Information**

Dissemination and sharing of timely and accurate information with all stakeholders and the public will be one of the most important facets of the pandemic response. Advising the public on actions they can take to minimize their risk of exposure or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services. Clear, concise, consistent and timely Public information is essential to a successful response effort. To this end, VDH may activate a Public Health Information Center (Call Center) and important information will be posted on the agency website. If necessary and the need exists, VDEM may choose to open the Public Information Center. Jurisdictions should also consider staffing Call Centers in the event a high demand for local information is anticipated.

Pittsylvania County will coordinate the sharing of information among decision makers along with other agencies vital to mitigating the hazard, more specifically, all agencies listed under the “Responsibilities” as appropriate. This effort will follow the already established processes of information sharing as outlined in the External Affairs/Public Information section of the Pittsylvania County Emergency Operations Plan.

### **Declaration of State of Emergency**

#### Pittsylvania County

All of the current authorities granted to Pittsylvania County remain constant as described by the Code of Virginia in Title 44 §146.21. A declaration of a local emergency shall activate the Pittsylvania County Emergency Operations Plan.

#### Commonwealth of Virginia

In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State response stage reaches #3, or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education. A further explanation of these authorities can be found in Tab 1 of this plan annex.



## Pittsylvania County Emergency Operations Plan

### **Public Health Authorities**

The State Health Commissioner and the Board of Health have the authority under the Code of Virginia to take the necessary actions to protect the public health. Under Virginia law and the Department of Health, the Health Commissioner and his/her local designee, the District Health Director, as quoted “shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases” and to protect the public’s health. These authorities are listed in Tab 1 of this plan annex.

### **Virginia Department of Health**

The Virginia Department of Health (VDH) will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses, and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and will continue to make revisions, as necessary, to reflect the most current guidance provided by HHS. The VDH Pandemic Influenza Plan and the Pandemic Influenza Annex to the Commonwealth of Virginia’s Emergency Operations Plan, which focuses on the non-health sectors, represent the Commonwealth’s overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia’s purchase of an antiviral stockpile (maintained by a contract vendor responsible for storage and emergency distribution);
- Metropolitan Medical Response System (MMRS) caches in Virginia’s three (3) MMRS areas (Northern Virginia, Richmond and Hapton Roads, hospital supplies provided through Health Resources and Services;
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) grants;
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes; and
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets.

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH’s pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia’s primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

### **Coordination of Response Operations**

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from Pittsylvania County Emergency Operations Center, if appropriate. All requests for local or state resources from any entity must be submitted

## Pittsylvania County Emergency Operations Plan

to the Pittsylvania County Emergency Operations Center which will then follow the proper process of submission to the Virginia Emergency Operations Center. However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

Pittsylvania County Office of Emergency Management and the Pittsylvania County Health Department are the primary agencies responsible for assisting the locality and coordinating with the Virginia Emergency Operation Center (VEOC) in the event of a Pandemic Influenza Outbreak. The Pittsylvania County EOC will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the Pittsylvania County EOC to implement the locality emergency plans and mutual aid agreements.

In addition, the health department will coordinate the county wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the Pittsylvania Countywide Emergency Operation Center (EOC) when a unified response is necessary.

The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (i.e. vaccinations, medical supplies and equipment, etc.).

### **Responsibilities**

#### Pittsylvania County

- Prepare agency specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic;
- Identify and list emergency contact information for the Point of Contact and the lines of succession for all agencies that will respond to the pandemic. Include this information in local emergency plans;
- Describe the procedures for rotating employee shifts during the emergency event; and
- Determine the steps that will be taken to preserve continuity of critical government functions.

#### Pittsylvania County Office of Emergency Management

- Pittsylvania County shall develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions;
- Identify the leading agency that will be in charge of all pandemic influenza health related issues and the supporting agencies. Create a flowchart identifying lines of authority and communication;

## Pittsylvania County Emergency Operations Plan

- Identify potential local partnerships with community and private industries for resources;
- Identify critical government functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained; and plan accordingly to maintain those critical functions;
- List and explain the communication strategy and devices for both internal and external sources, to communicate information to government officials, county agencies, the public, public health partners, other jurisdictions, and authorities;
- Describe local training and education the locality will provide for incidents regarding a pandemic;
- Create and maintain an Incident Command Structure (ICS) and comply with the National Incident Management System (NIMS);
- Local government will have the primary responsibility of ensuring that adequate medical and/or resource supplies within their jurisdiction during an emergency have been received;
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary;
- Identify staging areas for vaccine, medicine, food, fuel, water and security, if necessary;
- Pre-identify and list potential long –term shelters; and
- Describe the steps the locality will implement to contain and control the disease outbreak.

## Pittsylvania County Health Department

- Clearly state the responsibilities and roles for the jurisdictions health department, local health provider and partners, and local response agencies during all phases of a pandemic;
- Describe the response, coordination, and decision making structure for the pandemic that incorporates the combined social/health services and local response agencies within the locality;
- Define preparedness activities that should be taken into account before a pandemic occurs that will enhance the effectiveness of response measures;
- Describe training and education the health department will provide for incidents regarding a pandemic;
- Identify critical functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained;
- List and explain the communication strategy and devices for both internal and external sources, to communicate information to the local Emergency Operation Center, county agencies, the public, public health partners, other jurisdictions, and authorities;
- Develop and disseminate recommendations on the use of influenza diagnostic tests, antiviral drugs, and vaccines during a pandemic;
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary;
- Identify the position/ person who is the point of contact at the local Emergency Operation Center (EOC) of an impending pandemic;

## Pittsylvania County Emergency Operations Plan

- Identify and describe the steps that will be taken by the health department to activate the plan and notify support agencies;
- Identify the position or person responsible for collecting and providing situation reports to the local EOC as related issues of influenza challenges continue;
- Describe the procedures for obtaining, storing and distributing vaccinations and/or medicine(s); and
- Work with partner organizations to discuss and resolve clinical issues related to pandemic influenza response.

### Pittsylvania County Schools

The responsibilities and authorities with regard to emergency management issues and specifically school closure decisions (both prior to and during a declared state of emergency) rest at the local level. School closure and emergency management issues for post-secondary schools (including state funded) are decided by the administration of the particular institution. However, due to the impacts that school closure will have on the community in an influenza pandemic, it is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff;
- Impacts absenteeism is having on operations;
- Strategies that are being considered or employed to sustain operations; and
- Resource and supply chain issues that need to be addressed.

The decision to close schools will necessitate consideration of other actions related to other types of facilities, activities, and functions that bring people together, particularly in closed environments. The decision to close schools will need to be made in coordination with a variety of community partners, and implemented in conjunction with other actions that will complement and reinforce the desired objective of social distancing. To accomplish this, the school system must have a representative in a strong and continuous link to, the local emergency operations center to provide the necessary guidance, technical assistance, and support in regard to response operations, public information, and policy issues.

It is important to understand school closure is an extreme measure with serious social and community ramifications. Localities should maintain awareness, through the Department of Health, on federal school closure guidance developed by the Centers for Disease Control and Prevention in coordination with the Department of Education.

The rates of absenteeism and operational impacts being experienced by the school system will be reported to the local emergency operations center by the school system, as well as to the state agency that typically interfaces with the system/institution reporting.

Pittsylvania County schools will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

## Pittsylvania County Emergency Operations Plan

The Virginia DOE has updated the Pandemic Influenza Plan Guidelines for Virginia Public Schools. The plan is available on the Virginia DOE Web site at the following address: <http://www.doe.virginia.gov/VDOE/studentsrvcs/>. The guidance document includes specific considerations during each phase of a pandemic regarding expected local school division actions; DOE activities; access control; surveillance, screening, and triage; infection control and precautions; communication and education; social distancing; and school closure strategies.

### **Colleges/Universities**

Colleges and universities present unique challenges in terms of pre-pandemic planning because many aspects of student life and activity encompass factors that are common to both the child school environment (e.g., classroom/dormitory density) and the adult sphere (e.g., commuting longer distances for university attendance and participating in activities and behaviors associated with an older student population).

It is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff. Administrators should coordinate with the college/university clinic to monitor and report the number of students presenting with flu-like symptoms. It is important for the school to distinguish absenteeism due to flu and routine absences from class;
- Impacts absenteeism is having on operations;
- Strategies that are being considered or employed to sustain operations; and
- Resource and supply chain issues that need to be addressed.

Colleges/universities will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

Colleges/universities should identify a liaison to Pittsylvania County Emergency Management Organization. Frequent communication should occur. In addition to regular sharing of information and message coordination, decisions of either party should be shared with the other before implementation.

### **Pittsylvania County Emergency Medical Services**

As the nation's health care "safety net," EMS will be faced with higher demands for services while experiencing problems similar to the rest of the nation – increased employee absenteeism, disruption of supply chains and increased rates of illness and death. EMS is only one component of a coordinated system response.

If predictions about the surge of patients and the concomitant increase in absenteeism among EMS personnel become a reality, EMS providers' regular day-to-day practices may need to be modified during pandemic influenza. OEMS field representatives will continue to disseminate important information to localities and squads including emerging protocols before and during an influenza pandemic.

## Pittsylvania County Emergency Operations Plan

Virginia OEMS will support local EMS providers in establishing procedures to, if necessary, legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients. EMS providers should look to Virginia OEMS for final guidance on protocols and for any changes in protocols that may occur.

### Additional Standards of Care Considerations:

1. EMS medical directors should play a lead role in pandemic influenza planning efforts in collaboration with public health officers.
2. EMS medical directors should have knowledge and experience with the clinical and operational aspects of the EMS System.
3. Local EMS medical director oversight, including credentialing of additional EMS personnel skills, modification of treatment protocols should be consistent with State laws, rules and policies.

### Pittsylvania County Sheriff's Department

- Provide security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, if such support is requested;
- Enforcing orders of quarantine and isolation, in the unlikely event these are implemented (atypical for a pandemic, but more realistic for an isolated disease outbreak);
- Preventing and responding to civil disturbances associated with the pandemic; and
- Assisting law enforcement agencies unable to provide essential law enforcement services due to high rates of absenteeism.

### Local Hospitals/Clinics

- Determine the steps that will be taken to preserve continuity of critical healthcare functions;
- Collaborate closely with the Health Department on the availability of prophylactic and treatment supply items (e.g., antivirals, vaccines and ancillary supplies), the most recent guidance available, etc.; and
- Register with the Health Department as vaccination locations/vaccine reception sites to help assure a controlled supply ordering, delivery and documentation capability.

### Pittsylvania County Department of Social Services

The Department of Social Services (DSS) oversees many programs that provide benefits and services to eligible applicants. Persons adversely affected in a pandemic may apply and, if eligible, receive direct financial aid from Food Stamps, Medical Assistance, Energy Assistance, Temporary Assistance for Needy Families, Auxiliary Grants, and General Relief. Each program is governed by federal and/or state law/regulations that define the parameters for eligibility. Policies governing the eligibility for these programs and services already exist in program manuals. In the event of a

## Pittsylvania County Emergency Operations Plan

pandemic, the provision of benefits and services will continue to the extent possible. DSS, through its regional and home offices will continue to provide program supervision, secure program waivers, and resolve conflicts relative to program operations. Information regarding these programs, eligible applicants, and how to apply will be disseminated through DSS's Public Information Officer in coordination with Pittsylvania County Public Information Officer.

### **Finance/Administration**

Pittsylvania County will follow the established procedures for procurement and record keeping as outlined in the Emergency Operations Plan and individual department's standard operating procedures.

**Tab 1**

**Legal Authorities**

**Local Powers**

**Declaration of a local emergency (§44-146.21)** The Director or Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the Pittsylvania County Emergency Operations Plan.

**State Powers**

**Powers and duties of the Governor (§44-146.17)**

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

**Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)**

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

**Investigation of Disease (§32.1-39)**

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

**Authority to Examine Records (§32.1-40; §32.1-48.015)**

Authorizes the Commissioner or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

**Emergency Orders and Regulations (§32.1-13; §32.1-42; §32.1-20)**

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health.



## Pittsylvania County Emergency Operations Plan

Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

### **Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)**

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any disease of public health importance.

Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

### **Isolated or Quarantined Persons (§32.1-44)**

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public.

However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

### **Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1-48.05 through §32.1-48.017)**

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances.

Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking *ex parte* court review in the circuit court of residence, and appeal process.

Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

**Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)**

Gives the Commissioner of Health the ability to allow non-physician and non-pharmacy staff to dispense drugs in limited circumstances.

The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of Health Professions, that address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

**Immunity from Liability (§ 32.1-48.016)**

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

**Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A))**

Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities.

**Vaccination Authorities**

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering

## Pittsylvania County Emergency Operations Plan

“treatment” for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require “...quarantine, isolation, immunization, decontamination, or **treatment** of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance.” There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a “communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death,” (ii) have “refused or failed to adhere to treatment, despite counseling,” and (iii) are “engaging in conduct that places uninfected persons at risk of contracting such disease.” This statute, which pre-dates the 2004 amendments to the isolation and quarantine laws applies primarily to tuberculosis. Invocation of the Commissioner’s powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the front-end with due process protections.

### **Vaccinator Statutes, Protocols and Training Plan (§54.1-3401)**

#### **Definitions.**

"Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

#### **Professional use by practitioners (§54.1-3408)**

A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

B. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

## Pittsylvania County Emergency Operations Plan

C. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

**Tab 2**

**INFLUENZA FACT SHEET**

**Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.**

**What is influenza?**

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

**When does influenza occur?**

Influenza occurs most often in the late fall and winter months.

**Who gets influenza? How is it spread?**

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

**How soon after exposure do symptoms appear? What are the symptoms of influenza?**

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not common. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

**How is influenza diagnosed and treated?**

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

**How long can a person spread influenza?**

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

**Does past infection with influenza make a person immune?**

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Generally, no. Influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

### **What are other steps that can be taken to prevent the spread of flu?**

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

**Tab 3**

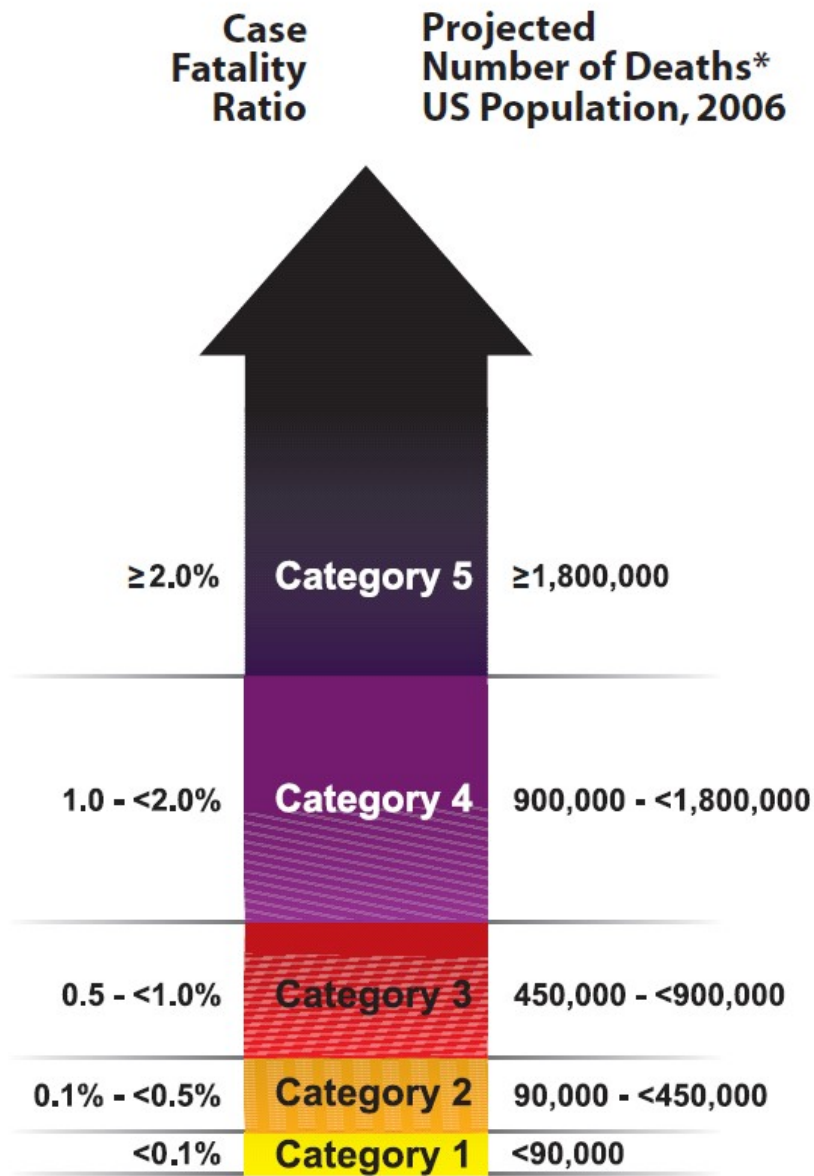
*Community Mitigation Strategy*

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website: <http://www.pandemicflu.gov/plan/community/commitigation.html>.

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\*Assumes 30% Illness Rate and Unmitigated  
Pandemic Without Interventions



**SUMMARY OF THE COMMUNITY MITIGATION STRATEGY  
BY PANDEMIC SEVERITY INDEX**

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
<b>Home</b> <b>Voluntary isolation</b> of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	<b>Recommend†§</b>	<b>Recommend†§</b>	<b>Recommend†§</b>
<b>Voluntary quarantine</b> of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	<b>Generally not recommended</b>	<b>Consider**</b>	<b>Recommend**</b>
<b>School</b> <b>Child social distancing</b> -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing	<b>Generally not recommended</b>  <b>Generally not recommended</b>	<b>Consider:</b> ≤4 weeks††  <b>Consider:</b> ≤4 weeks††	<b>Recommend:</b> ≤12 weeks§§  <b>Recommend:</b> ≤12 weeks§§
<b>Workplace / Community</b> <b>Adult social distancing</b> -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	<b>Generally not recommended</b>  <b>Generally not recommended</b>  <b>Generally not recommended</b>  <b>Generally not recommended</b>	<b>Consider</b>  <b>Consider</b>  <b>Consider</b>  <b>Consider</b>	<b>Recommend</b>  <b>Recommend</b>  <b>Recommend</b>  <b>Recommend</b>

\*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home  
 The contribution made by contact with asymptotically infected individuals to disease

## Pittsylvania County Emergency Operations Plan

transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

\*\*To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure—that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure—that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing.
4. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules; and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

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Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.

Recommended = Generally recommended as an important component of the planning strategy.

### TRIGGERS FOR IMPLEMENTATION OF MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX AND U.S. GOVERNMENT STAGES

Pandemic Severity Index	WHO Phase 6, U.S. Government stage 3*	WHO Phase 6, U.S. Government Stage 4† and First human case in the United States	WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby**	Standby/Activate††	Activate

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

\*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

§Spread throughout the United States.

¶Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

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\*\*Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.

## **CONGREGATE HOUSEHOLD PET SHELTERING SUPPORT ANNEX**

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### **COORDINATING AGENCY**

The Coordinating Agency coordinates the response activities and missions of all agencies that have responsibilities in the plan and provides reports on response activity throughout an incident

Pittsylvania County Animal Control

### **COOPERATING AGENCIES**

Cooperating agencies are those that have resources and or capabilities that will allow them to carry out responsibilities that have been identified in the plan. Any of the Coordinating or Cooperating agencies that are identified in the plan may be designated as the Coordinating Agency, should the change be warranted by the particular incident.

Pittsylvania County Emergency Management  
Pittsylvania County Animal Control  
Veterinarians or Veterinary Technicians  
Sheriff's Department  
Fire Departments  
Emergency Medical Services  
Schools  
Public Information  
Health Department  
Social Services  
Private Stakeholders  
NGO Stakeholders

### **PURPOSE**

The congregate household pet sheltering support annex provides basic guidance for all participants in congregate household pet sheltering related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The pet care and control function is a responsibility of Emergency Support Function (ESF) #11, Agriculture and Natural Resources.

### **SCOPE**

The Scope of the Pittsylvania County congregate household pet sheltering support annex shall include statements that present the limits of what the locality is prepared/not prepared to do for pets in an emergency.

1. The number and types of pets that are to be sheltered according to the plan.

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2. The factors of pet disease that are addressed in the plan: prevention, monitoring, diagnosis, and disposal of remains.
3. The phases of emergency management that are addressed in the plan.

### PLANNING ASSUMPTIONS

“This section identifies what the planning team assumed to be facts for planning purposes in order to make it possible to execute the congregate household pet sheltering plan.

1. For purposes of Pittsylvania County congregate household pet shelters, “household pets” are defined as:

*“A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes” (DAP 9523.19).*

NOTE: An inventory of the locality’s animal population and corresponding demographics is important to this planning process. “There is a strong possibility that citizens will arrive at public shelters with pets that do not fall within the confines of FEMA disaster assistance policy. Jurisdictions may develop procedures to accommodate those citizens and their animals; however, keep in mind such activities will **not be eligible for reimbursement.**”

2. People will risk their lives and, thereby, the lives of others to protect both companion pets and service animals.
3. An inability or unwillingness to evacuate pets will adversely impact evacuation operations and may result in human fatalities. According to a Fritz Institute survey, approximately 44% of the people who did not evacuate for Hurricane Katrina stayed, at least in part, because they did not want to leave their pets behind.
4. The primary responsibility for evacuating and providing care for pets during an emergency, whether it is a hurricane, flood, earthquake, wild fire, or terrorist incident, rests with the pets’ owners.
5. There is a Federal and a State mandate “to address the needs of individuals with household pets and service animals in the event of a disaster and assist and coordinate with local agencies in developing an emergency response plan for household pets and service animals” (VA Code § 44-146.18).
6. Pets that are lost, strayed, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of Pittsylvania County Animal Control. These pets will be sheltered, fed, and if possible, returned to their owners. If the pets cannot be returned to their owners, they will be disposed of in accordance with routine Animal Control procedures.

## Pittsylvania County Emergency Operations Plan

7. The (locality) should plan for emergencies and associated response and recovery operations using local resources. In preparation for emergencies that will overcome the local resources of this or our neighboring locality, mutual aid agreements should be coordinated with nearby jurisdictions.

### **CONCEPT OF OPERATIONS**

It is the intent of Pittsylvania County to open a congregate household pet shelter in the event of an emergency which threatens to, or already has, displaced a number of the residents of the locality and their pets. The opening of pet friendly shelters will not preclude service animals from being allowed access to regular congregate/public shelters when accompanied by their owners.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **Local Agencies**

##### **Health Department**

- Provide services which address injuries/bites/diseases related to the protection of humans and pet; and
- Provide public health services to prevent/mitigate zoonotic disease outbreaks.

##### **Animal Control**

- Provide and coordinate personnel and equipment to collect, rescue, and shelter stray or aggressive companion pets;
- Assist in identifying, surveying, and maintaining a list of congregate household pet sheltering facilities and transportation resources as part of the Community Animal Response Team (CART);
- Pre-designate pet receiving locations, protocols, and standard pet check-in checklists to inspect pets for injuries, hazmat exposures, and disease;
- Plan for the set-up of a first aid area inside each shelter;
- Plan for the quarantine of pets, including the seclusion and securing of diseased/contaminated pets;
- Provide for segregation or seizure of household pets showing signs of abuse;
- Provide training to agencies and staff on plans, policies, procedures, equipment and pre-credential volunteer workers/organizations;
- Identify appropriate sanitary procedures for storage of food/water, removal of contaminated food/water, and timely disposal of feces/carcasses;
- Develop plans, policies, and procedures for the closing of congregate household pet shelters and requirements for returning the facility to normal daily use; and

## Pittsylvania County Emergency Operations Plan

- Assist in planning how the locality will incorporate unaffiliated volunteers into the plan for disaster response.



**Sheriff's Department** – Coordinate and execute search and rescue operations. Assist in enforcing pet quarantines, and the control of access to incident and/or shelter sites.

**Pittsylvania County Attorney Office** – Provide counsel on pet emergency response annex confidentiality, to include Freedom of Information Act (FOIA) requests

**Soil/Water District Office** – Assist in determination of appropriate burial sites for pet remains and an emergency incident's effect on surface and groundwater in coordination with the Federal EPA and Virginia Department of Environmental Quality (DEQ)

**Pittsylvania County Social Services** - Assist in identifying, surveying, and maintaining a list of congregate household pet sheltering facilities.

### **Pittsylvania County Emergency Management**

- Transportation of people will often necessitate transportation of companion pets. Identify methods, resources, and personnel required for transporting pets to shelters;
- Assist in identifying, surveying, and maintaining a list of congregate household pet sheltering facilities; and
- Describe/identify what mutual aid agreements are in place for the quick activation and sharing of resources during an emergency.
  - Examples of agreements that may exist include the following:
    - Agreements between response groups (fire and police, emergency veterinary medicine, animal control, transportation). (CPG 101, C-9)
    - Agreements for additional resources/assistance between neighboring jurisdictions' response forces (animal control, law enforcement).
    - Resource agreements (such as: outside assistance, personnel, equipment).
    - Agreements between public/private veterinary facilities inside and outside the jurisdiction (such as for using facilities/staff/resources and accepting pet patients).

NOTE: If veterinary assistance comes from out of state, there will be limitations to what veterinarians can do if they are not licensed to practice in Virginia. Localities should contact the Board of Veterinary Medicine at the Virginia Department of Health Professions for guidance if a need to use out-of state veterinary services during an emergency is identified.

- Evacuation agreements, (such as: use of buildings, food supplies, kennels/farms as temporary shelters or foster



## Pittsylvania County Emergency Operations Plan

homes, and transportation support) including agreements between jurisdictions for the acceptance of pet evacuees.

### Commonwealth/Federal Agencies

**Virginia Department of Environmental Quality (DEQ)**– Provide resources necessary for protection of environment and water quality related to pet remains disposal and decomposition.

**Virginia Department of Agriculture and Consumer Services (VDACS)** – Assist in providing information and direction whenever possible with regard to the general management of sheltered pet populations. VDACS is responsible for enforcement of Commonwealth regulations concerning animal health and the interstate movement of animals affected by those regulations should such become necessary in response to an emergency. VDACS is also responsible for the management of State Managed Household Pet Shelters.

**Virginia Department of Emergency Management (VDEM)** – VDEM works to coordinate an efficient and effective use of resources from the Commonwealth throughout the phases of emergency management.

### Private Partners

**Licensed Veterinarians** – May assist in providing information and direction with regard to the general health of pets within their area of expertise. Provide planning assistance with identifying needs of pets in shelter situations. Provide medical care within their area of expertise in accordance with memorandums of understanding (MOU)/mutual aid agreements (MAA) (hereafter abbreviated, when listed concurrently, as MOU/A).

**Private Farms, Kennels, Veterinary Hospitals** – Provide shelter and supplies to care for displaced domesticated pets in accordance with MOU/A's.

### NGO Partners

**Humane Society** – May provide trained personnel (staff or volunteers) and equipment to assist in the protection of pets during an emergency, working in cooperation with local Animal Control.

**Veterinary Medical Association** – May provide contact information on local veterinarians. Encourage their involvement in planning for and responding to local pet emergencies and disasters.

**Pet Rescue Groups** – May provide trained volunteers and equipment to assist in the rescue and sheltering of pets during an emergency.

## Pittsylvania County Emergency Operations Plan

**Local American Red Cross Chapter** – May advise and work with the CART when planning locations for congregate shelters so that congregate household pet shelters can be co-located if possible. May advise on general issues related to human care and sheltering which may be impacted by pet care facilities.

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

1. Identify who has tactical and operational control of locality animal emergency response assets (such as trailers, animal control vehicles, routinely operated animal sheltering facilities).
2. Discuss multijurisdictional coordination systems and processes used during an emergency.

### **Communications**

Describe the framework for interoperable communications between animal emergency response personnel and other responders.

## **ADMINISTRATION, FINANCE, AND LOGISTICS**

### **Administration**

1. Describe the process and personnel used to document the actions taken during and after the emergency (example: incident and damage assessment and cost recovery).
2. Describe/summarize the reasons for documenting the actions taken during both the response and recovery phases of the disaster (create historical records, recover costs, address insurance needs, and develop mitigation strategies).
3. Include copies of the reports that are required as tabs to the congregate household pet sheltering annex (cost recovery, damage assessment, incident critique, historical record).
4. Identify who is responsible for, and describe the procedures used to, create a permanent historical record of the event (after-action report) and include information identifying the actions taken, resources expended, and lessons learned as a result of the disaster.

NOTE: The after action review (AAR) is an administrative process used by Pittsylvania County to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

5. Describe the reasons and need to conduct an AAR (such as: review actions taken, identify equipment shortcomings, improve operational readiness, and highlight strengths/initiatives).
6. Describe the methods used to organize and conduct an AAR of the disaster, including how recommendations are documented to improve local readiness

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(change plans/procedures, acquire new or replace outdated resources, retrain personnel).

### Finance

1. Describe/identify the various programs that allow local political jurisdictions and their response/support agencies to recover their costs. (CPG 101, C-11)
2. Describe the procedures agencies follow to document any extraordinary costs incurred during shelter operations (personnel overtime, equipment used/expended, contracts initiated, in accordance with the FEMA Disaster Assistance Policy 9523.19 - Eligible Costs Related to Pet Evacuations and Sheltering).
3. Describe the methods used to educate animal response organizations and local personnel/officials about the cost recovery process.

### Logistics

1. Describe/identify the procedures and departments/agencies involved in using the existing hazard analysis and capability assessment to identify what resources are needed to operate a congregate household pet shelter, including using past incident critiques to identify/procure additional resources.
2. Describe/identify the steps taken to overcome the jurisdiction's identified resource shortfalls, including identifying the resources that are only available outside the jurisdiction (such as: long term animal sheltering facilities, veterinary care/euthanasia) and the procedures to request those resources.
3. Provide a brief summary statement about specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to the defined hazards.
4. Identify who is responsible for, and describe the process used to identify private agencies/NGO's that will support resource management issues (food/water suppliers, shelter staff training). Identify existing memorandums of agreement or understanding and contingency contracts with these organizations.

## AUTHORITIES & REFERENCES

### Definitions

*Congregate Shelter:* Any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include schools, stadiums, and churches (FEMA Disaster Assistance Policy (FEMA DAP) 9523.15).

*Household Pet:* A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes (FEMA DAP9523.19).

*Service Animal:* Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding

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individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items (FEMA DAP9523.19).

*Congregate Household Pet Shelters*: Any private or public facility that provides refuge to rescue household pets and the household pets of persons sheltered in response to a declared major disaster or emergency (FEMA DAP9523.19).

*Community Animal Response Team (CART)*: The grassroots level responders in an emergency in which an organized response to meet the needs of animals is required and are components of a State Animal Response Team (SART).

*State Animal Response Team (SART)*: A unifying network of organizations, businesses, federal and state government agencies, and individuals that supports the prevention, preparedness, response, and recovery for emergencies affecting animals.

### Acronyms

AAR: After Action Review

CART: Community Animal Response Team

COVEOP: Commonwealth of Virginia Emergency Operations Plan (COVEOP)

CPG: Comprehensive Preparedness Guides (FEMA planning guides)

EOC: Emergency Operations Center

DAP: Disaster Assistance Policy

NGO: Non-governmental organization

NIMS: National Incident Management System

VASART: Virginia State Animal Response Team

### Authorities

The Code of Virginia, Section 44-146.18 of the amended and reenacted as follows:

*“The Virginia Department of Emergency Management shall in the administration of emergency services and disaster preparedness programs: Develop an emergency response plan to address the needs of individuals with household pets and service pets in the event of a disaster and assist and coordinate with local agencies in developing an emergency response plan for household pets and service pets.”*

Federal Emergency Management Agency, Disaster Assistance Directorate. Disaster Assistance Policy 9523.19: Eligible Costs Related to Pet Evacuations and Sheltering, 2007. ([http://www.fema.gov/government/grant/pa/9523\\_19.shtm](http://www.fema.gov/government/grant/pa/9523_19.shtm)).

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*“State and local governments that receive evacuees from areas declared a major disaster or an emergency may seek reimbursement for eligible pet rescue, sheltering, and evacuation-support costs.”*

United States Congress. Animal Welfare Act of 1990. Public Law 101-624. (<http://www.nal.usda.gov/awic/legislat/usdaleq1.htm>).

United States Congress. Pets Evacuation and Transportation Act of 2006. Public Law 109-308. Approved January 3, 2006. ([www.govtrack.us/congress/bill.xpd?bill=h109-3858](http://www.govtrack.us/congress/bill.xpd?bill=h109-3858))

United States Congress. Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act (PETS Act) of 2006, P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a). ([http://www.fema.gov/pdf/about/stafford\\_act.pdf](http://www.fema.gov/pdf/about/stafford_act.pdf))

United States Department of Justice. Americans with Disabilities Act. (<http://www.ada.gov/>).

### **Planning Resources**

American Red Cross, EvacMyPet. (<http://www.evacuatemypet.com/>)

ASPCA, (2009). Shelter Disaster Planning: Step by Step. <http://www.aspcapro.org/disaster-preparedness/planning-for-your-shelter/shelter-disaster-planning.html>

Commonwealth of Virginia Emergency Operations Plan, Mass Sheltering Support Annex 6, Volume II, June 2009, Mass Sheltering Support Annex, Appendix 2 – Pet Evacuation and Sheltering. ([http://www.vaemergency.com/library/plans/coveop/MassShelteringPlan\\_VolumeIISupportAnnex6.pdf](http://www.vaemergency.com/library/plans/coveop/MassShelteringPlan_VolumeIISupportAnnex6.pdf))

Dennison, Kevin. "Pet Emergency Management." *ASPCapro*. Colorado Veterinary Medical Foundation. 21 Jul 2009  
<<http://www.aspcapro.org/disasterpreparedness/documents/pet-emergency-management.pdf>>.

FEMA. Incorporating Household Pets and Service Animals Considerations into Emergency Operations Plans. [http://www.iaem.com/committees/governmentaffairs/documents/CPG\\_302\\_HPSA\\_CoordDRAFT\\_20090506.pdf](http://www.iaem.com/committees/governmentaffairs/documents/CPG_302_HPSA_CoordDRAFT_20090506.pdf)

Ready.gov. Pet Sheltering: Building a Community Response. [http://www.ready.gov/america/downloads/toolkit\\_pets/ARCPetsandSheltering\\_3pg.pdf](http://www.ready.gov/america/downloads/toolkit_pets/ARCPetsandSheltering_3pg.pdf)

VDEM, Virginia Emergency Management Agency, (2009). Pet Safety Plan. <http://www.vaemergency.com/prepare/pets/index.cfm>

Pittsylvania County Emergency Operations Plan

**PITTSYLVANIA COUNTY CONTACT  
INFORMATION**

County Administrator	434-432-7710
Emergency Management Coordinator	432-7939
Emergency Director	432-7710
Deputy Director	432-7710
Deputy Coordinator	432-7921
Sheriff's Office	432-7800
Treasurer	432-7963
Animal Control	432-7937
Health Department	799-5190
Health Department (Alternate)	766-9822
Danville Regional Medical Center	799-2100
Department of Social Services	432-5321
Department of Social Services (Alternate)	432-5308
School Division Superintendent	432-2761
Director Pupil Transportation	432-8821
President Fire & Rescue Association	432-7939
Fire & Rescue Alternate	432-7921
Building Official	432-7750
Fire Marshal	432-7922
Virginia Extension Agent	432-7770
Public Works	432-7725
American Red Cross	540-985-3560
<b>Town of Chatham</b>	
Mayor	432-8003
Town Manager	432-8153
Public Works	432-9515
Police Chief	432-8121
<b>Town of Gretna</b>	
Mayor	656-6572
Town Manager	656-6572
Public Works	656-2557
Police Chief	656-6572
<b>Town of Hurt</b>	
Mayor	324-4411
Town Clerk	324-4411
Public Works	324-4411
Police Chief	324-8511
<b>Adjacent Jurisdictions</b>	
Henry County Sheriff	276-638-8751
Franklin County Sheriff	540-483-9227

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Bedford County Sheriff	540-586-7827
Campbell County Sheriff	434-332-1159
Halifax County Sheriff	434-476-3334
Danville Police	434-799-5111
Caswell County, NC	336-694-9311

## Pittsylvania County Emergency Operations Plan

### SCHOOLS

SCHOOL	ADDRESS	PHONE NUMBER
Alternative School	1601 A Franklin Turnpike Danville, VA 24540	836-2900
Brosville Elementary	195 Bulldog Lane Danville, VA 24541	685-7787
Career and Tech Center	11700 U. S. Highway #29 Chatham, VA 24531	432-9416
Chatham Elementary	245 Chatham Elementary Lane Chatham, VA 24531	432-5441
Chatham High	100 Cavalier Circle Chatham, VA 24531	432-8305
Chatham Middle	44650 U. S. Highway 29 North 24531	432-2169
Dan River High	100 Dan River Wildcat Circle Ringgold, VA 24586	822-7081
Dan River Middle	5875 Kentuck Road Ringgold, VA 24586	822-6027
Gretna Elementary	302 Franklin Blvd. S Gretna, VA 24557	656-2231
Gretna High	100 Gretna Hawk Cir Gretna, VA 24557	656-2246
Gretna Middle	201 Coffey Street Gretna, VA 24557	656-2217
John L. Hurt, Jr. Elementary	315 Prospect Road Hurt, VA 24563	324-7231
Kentuck Elementary	100 Kentuck Elementary Cir. Ringgold, VA 24586	822-5944
Mt. Airy Elementary	100 Mt. Airy Elementary Cir. Gretna, VA 24557	335-5291
Southside Elementary	440 East Witt Road Blairs, VA 24527	836-0006
Stony Mill Elementary	100 Stony Mill Elementary Cir. Danville, VA 24541	685-7545
Tunstall High	100 Trojan Circle Dry Fork, VA 24549	724-7111
Tunstall Middle	1160 Tunstall High Road Dry Fork, VA 24549	724-7086
Twin Springs Elementary	100 Twin Springs Elementary Cir., Danville, VA 24540	724-2666
Union Hall Elementary	100 Union Hall Circle Chatham, VA 24531	724-7010



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### CHILDCARE

Chatham Head Start	508 N. Main Street Chatham, VA 24531	432-2747
Bethel Baptist Church Head Start	6620 Old Richmond Rd. Danville, VA 24540	797-2183
Shiloh Baptist Church Head Start	13602 Martinsville Hwy. Cascade, VA	685-7150
Children First Learning Center	5000 U. S. Highway 29 Blairs, VA 24527	836-9156
Imagination Station	449 Chalk Level Rd. Chatham, VA 24531	432-1915
Little Blessings Childcare	1133 Locust Dr. Cascade, VA 24069	685-2458
Mt. Herman Baptist Church	4385 Franklin Tpke. Danville, VA 24540	724-7118
Play-N-Pretend	2276 Franklin Tpke Danville, VA 24540	836-8953
Hurt Pentecostal Church (Little Blessings Learning Center)	1212 Grit Rd. Hurt, VA 24563	324-8660
Mt. Nebo Baptist Church	2081 Deer View Rd. Gretna, VA 24557	656-8429
Hughes Center for Exceptional Children	1601 Franklin Tpke. Danville, VA 24540	836-8536
Kid Konnection	2825 Stony Mill School Rd., Danville, VA 24541	685-7663

### ADULT CARE

Gretna Health Care	595 Vaden Dr. Gretna, VA 24557	656-1206
Pinecrest Adult Home	709 River Ridge Rd. Danville, VA 24541	685-1620
Smith's Adult Care Facility	16069 Martinsville Hwy. Axton, VA 24054	685-1778
Chatham Nursing and Rehabilitation	100 Rorer St. Chatham, VA 24531	432-0471

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### FIRE DEPARTMENTS

Bachelors Hall VFD	1301 Berry Hill Rd. Danville, VA 24541	685-3820
Blairs VFD	7100 U. S. Highway 29 Blairs, VA 24527	836-3065
Brosville VFD	11912 Martinsville Hwy. Danville, VA 24541	685-3797
Callands VFD	11741 Callands Rd. Callands, VA 24530	724-6459
Cascade VFD	5497 Cascade Rd. Cascade, VA 24069	685-1522
Chatham VFD	20 Depot St. Chatham, VA 24531	432-1516
Climax VFD	4166 Climax Rd. Chatham, VA 24531	432-1944
Cool Branch VFD	3016 Smith Mtn. Rd. Penhook, VA 24137	927-5131
Dry Ford VFD	4860 Dry Fork Rd. Dry Fork, VA 24549	432-0431
Gretna VFD	103 S. Shelton St. Gretna, VA 24557	656-2621
Hurt VFD	203 School Rd. Hurt, VA 24563	324-4141
Keeling VFD	2200 Oak Grove Rd. Keeling, VA 24566	797-2209
Kentuck VFD	425 Bennett Dr. Ringgold, VA 24586	822-8026
Laurel Grove VFD	2081 Laurel Grove Rd. Sutherlin, VA 24594	822-8821
Mount Cross VFD	4812 Mt. Cross Rd. Danville, VA 24540	77-5535
Mount Hermon VFD	4268 Franklin Tpke. Danville, VA 24540	836-1869
Renan VFD	232 Camp Branch Rd. Gretna, VA 24557	335-5109
Riceville-Java VFD	2904 Java Rd. Java, VA 24565	432-8623
Ringgold VFD	3380 Tom Fork Rd. Ringgold, VA 24586	822-6989
Riverbend VFD	1535 Ferry Rd. Danville, VA 24541	792-2312
Tunstall VFD	8561 Mt. Cross Rd. Danville, VA 24543	724-6677

## Pittsylvania County Emergency Operations Plan

### RESCUE SQUADS

Chatham Rescue	28 Military Dr. Chatham, VA 24531	432-8827
Cool Branch Rescue	3060 Smith Mtn. Rd. Penhook, VA 24537	927-5050
Gretna Rescue	P. O. Box 14 Gretna, VA 24557	656-6650
640 Community Rescue	P. O. Box 65 Java, VA 24565	432-2507
Angel Search & Rescue	457 Ringgold Depot Rd, Ringgold, VA 24586	822-5960

# Pittsylvania County Emergency Operations Plan

## State Agencies

Any of the numbers below can be called for information, guidance, or assistance.

<b>State Assistance</b>	<b>Phone Number</b>
1. Virginia Department of Emergency Management	(804) 897-2400 1-800-468-8892
2. State Department of Environmental Quality (DEQ)	(703) 583-3900 1-800-275-3844
3. Virginia State Police	1-800-542-5959*
4. State Department of Transportation (VDOT)	1-800-367-7623
5. Virginia National Guard	(804) 786-4400
6. Virginia Poison Control Center	(800) 222-1222 *
7. Virginia Water Resources Board	(804) 698-4000 1-800-592-5482
8. Virginia Corporation Commission Public Utilities	
Communications	804-371-9420
Economics and Finance	804-371-9295
Energy Regulation	804-371-9611
Electric, Gas, Water & Sewer	
Public Utility Accounting	804-371-9950
Public Service Taxation	804-371-9679
Utility and Railroad Safety	804-371-9980
9. Virginia Department of Wildlife	(804) 367-1000

**\* 24 hours a day**

# Pittsylvania County Emergency Operations Plan

## Federal Agencies

Any of the numbers below can be called for information, guidance, or assistance.

<b>Federal Assistance</b>	<b>Phone Number</b>
1. National Response Center a. Center is staffed by Coast Guard personnel. b. Notifies all appropriate federal authorities. c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	Toll Free: 1-800-424-8802*
2. Federal Aviation Administration Operations Center Jamaica, NY	718-553-3100
3. US Environmental Protection Agency	1-866-372-7745*
4. US Department of Transportation (Enforcement)	1-800-759-7243
5. US Department of Energy	
6. Nuclear Regulatory Commission – HQ	301-415-7000 301-415-5575 1-800-368-5642

### Private Assistance

CHEMTREC (Operated by Chemical Manufacturers Assn.) 800-424-9300\*

Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/ producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

# Pittsylvania County Emergency Operations Plan

## EMERGENCY COMMUNITY NOTIFICATION SYSTEM (ECNS)

### POLICY

The purpose of this policy is to establish procedures and guidelines governing the use of the County of Pittsylvania ECNS.

The ECNS may be used for both crisis and non-crisis situations to notify citizens of the County as deemed necessary by the County Administrator, Sheriff or the Coordinator of Emergency Management or their designees. Examples of information that may be communicated through this system are:

- A. Urgent information related to police, fire, or public health emergencies affecting the residents of the County.
- B. Notification of a lost child or and adult on the Project Lifesaver.
- C. Notification of a search for a fleeing felon.
- D. Evacuation of a specified area.
- E. Information about road closings, water main breaks, or other problems affecting specific addresses.
- F. Information to employees of Pittsylvania County.

The ECNS shall be activated only when approved by the County Administrator, Sheriff, Coordinator of Emergency Management or their designees.

The ECNS shall not be used for any non-governmental purpose.

### DEFINITIONS

The ECNS is an automated notification system with the ability to notify all county residents or a subset of residents or County employees. The system uses an internet based web launched application under the name of Twenty First Century Communications, Inc. and is based in Columbus, Ohio. This system is able to call all phone numbers within the database within four hours.

The Sheriff and the Coordinator of Emergency Management shall jointly serve as **System Coordinators** and shall oversee the operation of the system, including resolving operational issues, ensuring that there are sufficient users, ensuring that users are properly trained to operate the system, and ensure that the system is tested regularly.

**Authorized Users** are personnel employed by the County who are trained in the operation of the ECNS and have been designated by the Sheriff or Coordinator of Emergency Management to activate the system. A list of authorized users will be maintained and found in the E-911 Center.

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### **PROCEDURE**

#### Activation of a Notification

The following procedures shall be followed to activate a notification through ECNS:

1. A notification will generally be activated by the Sheriff or the Coordinator of Emergency Management.
2. The notification shall contain accurate and complete information.
3. The County Administrator, Sheriff and Emergency Management Coordinator shall all be notified prior to the message being sent if possible.
4. All non-crisis or informational messages shall be sent so as to be complete prior to 8:00 p.m.
5. The message will be sent again to the news media contacts in the event of an Emergency Community Notification.

### **SYSTEM MAINTENANCE**

The database is currently being maintained by contract with VERIZON to Twenty First Century Communications, Inc.

The ECNS will be tested on a weekly basis to ensure that it is working properly.

**THE END**